



**CITY OF DOVER, DELAWARE
REGULAR CITY COUNCIL MEETING
Monday, March 13, 2023 at 6:30 PM**

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

AGENDA

VIRTUAL MEETING NOTICE

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

Dial: 1-650-479-3208

Link: <https://rb.gy/e4kqwx>

Event number: 2538 206 7056

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 B. Louden

PLEDGE OF ALLEGIANCE - Councilwoman Arndt

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. Certificate of Recognition Carter's Restaurant**

CONSENT AGENDA**ADOPTION OF MINUTES**

- 2. Regular City Council Meeting of February 27, 2023**

COMMITTEE REPORTS

- 3. Council Committee of the Whole Report of February 28, 2023**

Legislative, Finance, and Administration Committee

- 4. Workforce Presentation (Secretary Hubbard, Delaware Department of Labor and Richard Fernandes, DOL Division of Employment and Training Director)**

(Committee Action Not Required)

- 5. Community Oriented Policing Services Grant Approval for City-wide Camera Program (Captain Aaron, Dover Police Department)**

(Committee Recommendation: Approve the submission of the grant application for the \$600,000 from the COPS Office)

- 6. Community Oriented Policing Services Grant Award for Hiring Three (3) Police Officers (Chief Thomas Johnson, Dover Police Department)**

(Committee Recommendation: Approve the grant award of \$375,000 in Federal Funds from the COPS Office)

- 7. Evaluation of Bids for Hazard Response Services (Paul Waddell, Electric Director)**

(Committee Recommendation: Award contract to Miller Environmental Group)

Utility Committee

- 8. Evaluations of Bids - Mirror Lake Drainage Basin Improvements**

(Committee Recommendation: Award contract to Gateway Construction, Inc. for the Mirror Lake Drainage Basin Improvements, ITB #23-0006PW, for \$553,015)

- 9. Annexation Request - Consideration of Utility Services Lands of Calpine Holdings, LLC for Two (2) Parcels on White Oak Road (AX-23-01)**

(Committee Recommendation: With Application MI-23-01 Comprehensive Plan Amendments 2023 still under review, this Annexation Request has been placed on hold until further notice)

10. Annexation Request - Consideration of Utility Services Lands of Christina Kelleher 273 Acorn Lane (AX-23-02) (Mary Ellen Gray, Director of Planning and Community Development)

(Committee Recommendation: Upon Consideration of utility services, it is found that electric, water, and sanitary sewer services are provided and/or available to the property at 273 Acorn Lane. The Electric Department and Department of Water and Wastewater have no objection to its annexation)

11. Affordable Connectivity Program (ACP) Closing the Digital Divide Presentation (Kay Sass, Public Affairs and Emergency Management Coordinator)

(Committee Action Not Required)

Safety Advisory and Transportation Committee

12. Discussion Downtown Dover PD Community Office - South Bradford Street

(Committee Action Not Required)

13. Traffic Data - Impact on Rezoning Process

(Committee Action Not Required)

14. Environmental Safety Concerns - Silver Lake

(Committee Action Not Required)

15. Traffic Safety - Constituent Concerns

(Committee Action Not Required)

MONTHLY REPORTS - January 2023

16. City Assessor's Report

17. City Council's Community Enhancement Fund Report

18. City Manager's Report

19. City Planner's Report

20. Controller/Treasurer's Budget Report

21. Fire Chief's Report

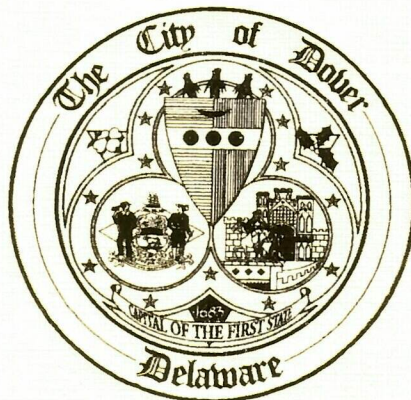
22. Police Chief's Report

ITEMS NOT ON THE CONSENT AGENDA

- 23. SETTING OF PROPERTY ASSESSMENT APPEALS** - Staff recommended that the 2023 Property Assessment Appeals be scheduled for June 5, 2023, through June 9, 2023, from 9:00 a.m. until 4:00 p.m. and one evening (if needed). The hearing times are subject to change.

CITY MANAGER'S ANNOUNCEMENTS**MAYOR'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



Certificate of Recognition

WHEREAS, in 1953, Isaac and Mary Carter moved from Fairfield, North Carolina, and relocated to Dover, DE. Their first home was located on Kirkwood Street. Mrs. Carter found employment at Playtex and Isaac Carter was a chef for the Canteen at Playtex; and

WHEREAS, in 1970, Mary Carter's prayers were answered in the name of her restaurant, CARTER'S RESTAURANT at 2 South Governors Avenue, Dover, Delaware. Mrs. Carter was an excellent cook and her community in Dover was soon to find out. Mrs. Carter was fortunate to serve multiple generations of families in Dover over the last 51 years; and


WHEREAS, Mary Carter received many accolades from the Dover community, and she was often recognized by articles from Delaware State News over the life of her business. There was even a play created in her honor, called "Hey Ms. Carter"; and

WHEREAS, on August 27, 2021, there was a devastating accident and Carter's Restaurant was struck in the early morning hours. The restaurant was destroyed and subsequently closed. It should prayerfully reopen in the Fall of 2023.

WHEREAS, it is deemed an honor and a privilege to present this Certificate of Recognition to

Mary Carter
Owner of Carter's Restaurant

We thank you for serving exceptional homemade food with love, for providing outstanding service, and for being a vital part of the Dover community. The City of Dover extends best wishes in all of your future endeavors.


Robin R. Christiansen
Mayor

REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was held on February 27, 2023, at 6:30 p.m. with Council President Sudler presiding. Council members present were Mr. Anderson, Mr. Boggerty, Mr. Neil, Dr. Pillsbury, Mrs. Arndt, Mr. Rocha, and Mr. Hare.

Staff members present were Police Chief Johnson, Ms. Peddicord, Ms. Duca, Mrs. Gray, Mr. Junge, and Ms. Bennett. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 6:15 p.m., prior to the commencement of the Official Council Meeting. Council President Sudler declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

There was no one present wishing to speak during the Open Forum.

INVOCATION

The invocation was given by Elder Ellis Loudon.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilwoman Pillsbury.

ADOPTION OF AGENDA

Mr. Anderson moved for the adoption of the agenda as amended switching agenda items one (1) and two (2), seconded by Mr. Neil, and unanimously carried.

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.

Mr. Neil moved for adoption of the consent agenda, seconded by Mr. Hare, and carried by a unanimous roll call vote.

PRESENTATION – COUNCIL RESOLUTION NO. 2023-01 – RALPH J. TAYLOR, JR.

The City Clerk read the following Resolution into the record:

WHEREAS, Ralph L. Taylor Jr. was sworn into office as Councilman of the Second District on May 13, 2019, and served with distinction until his resignation on February 01, 2023; and

WHEREAS, throughout his tenure of service to the citizens of Dover, Mr. Taylor served on the Economic Development Committee, the General Employee Pension Plan Board; the Police Pension Plan Board; the Other Post-Employment Benefits (OPEB) Board; the Downtown Dover Partnership Board of Directors; and served as Chairman of the Safety Advisory and Transportation Committee; and

WHEREAS, Ralph L. Taylor Jr. demonstrated his love for the City of Dover through countless hours of service; he was a City of Dover Police Officer from 1990 through 2010; a D.A.R.E Instructor and P.A.L. Coordinator; and served as an invaluable resource to members of City Council by providing a different perspective to matters brought forth for consideration.

WHEREAS, Ralph L. Taylor Jr. has always placed the concerns of his constituents in the forefront and will always be remembered for his spirit when conducting the affairs of the city.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council recognize that Ralph L. Taylor Jr. will be sorely missed and express their sincere appreciation to him and his family for the dedicated years of service and personal sacrifices made on behalf of the City of Dover and wish them success in all future endeavors.

BE IT FURTHER RESOLVED that the Mayor and Council direct the City Clerk to make this resolution a part of the permanent records of the City of Dover as a lasting symbol of appreciation and gratitude to Ralph L. Taylor, Jr.

On behalf of members of the City Council and the citizens of the City of Dover, Mayor Christiansen presented Mr. Taylor with the City Key, Resolution, and Dover Cup in recognition of his years of service with the City of Dover.

Mr. Anderson moved for the adoption of Resolution No. 2023-01, seconded by Mr. Rocha, and unanimously carried.

PRESENTATION - 2022 ANNUAL REPORT – ROBBINS HOSE COMPANY

David Carey, Robbins Hose Company Fire Chief, reviewed the 2022 Annual Report.

Responding to Mr. Rocha, Chief Carey explained that they recently revamped the website converting it to a flash-style website.

Mr. Rocha stated that he may be able to lend some expertise in fundraising due to his background and capstone training in digital fundraising.

Chief Carey thanked members of Council for all of their support, daily and throughout the year. He also thanked the City Manager's office for allowing the city employees to ride when they are available and staff fire operators during the day. He explained that allowing this makes a huge difference in their capabilities throughout the day, especially when they experience major fires or incidents.

Responding to Mr. Anderson, Chief Carey explained that because the Dover Fire Department does not provide ambulance service, it is not eligible for red light camera funding through the State of Delaware. Chief Carey suggested the possibility of lobbying the State of Delaware to amend the law so that every volunteer fire department is eligible for the funding.

Responding to Mr. Anderson, Chief Carey explained that there is a rescue billing program that is utilized, however, the way the insurance law is written it is not mandatory for the insurance company to pay the fire department for rescue billing.

Mr. Neil stated that with the new people moving to Delaware there is a possibility of them not being aware of how volunteer fire departments are funded. He suggested that maybe the department needs a greater publicity program to draw attention to the public that the Dover Fire Department is here and out saving lives and could use help with financing.

Mr. Neil moved for acceptance of the 2022 Annual Report of the Downtown Dover Partnership. The motion was seconded by Mr. Anderson and unanimously carried.

ADOPTION OF MINUTES-REGULAR COUNCIL MEETING OF FEBRUARY 13, 2023

The Minutes of the Regular Council Meeting of February 13, 2023, were unanimously approved by motion of Mr. Neil, seconded by Mr. Hare, and bore the written approval of Mayor Christiansen.

COUNCIL COMMITTEE OF THE WHOLE REPORT - FEBRUARY 14, 2023

The Council Committee of the Whole met on February 14, 2023, at 6:00 p.m. with Council President Sudler presiding. Members of Council present were Mr. Anderson, Mr. Boggerty, Mr. Neil, Dr. Pillsbury, and Ms. Arndt. Mr. Hare and Mayor Christiansen were absent. Civilian members present for their Committee meetings were Mr. Shevock (via WebEx) (*Legislative, Finance, and Administration*), Mr. Tholstrup, and Mr. Lewis (via WebEx) (*Parks, Recreation, and Community Enhancement*). Mr. Contant (*Legislative, Finance, and Administration*) was absent.

ADOPTION OF AGENDA

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

**PARKS, RECREATION, AND COMMUNITY ENHANCEMENT
COMMITTEE**

The Parks, Recreation, and Community Enhancement Committee met with Chairwoman Arndt presiding.

Adoption of Agenda

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

Mayor and Council Reports

Council President Sudler

Mr. Sudler reported that he called a Special Council Meeting on January 26, 2023, to discuss the Proposed Loitering Ordinance #2022-26 and the constituents' safety concerns and complaints. Mr. Sudler stated that on January 27, 2023, he met with Ms. Roberts a Delaware State University Administrative Assistant to discuss scheduling a random water quality testing between the University and the City of Dover. Delaware State University is currently waiting on a certification so that its students can participate in that process as an onsite work initiative. Mr. Sudler stated that he met with Dr. Cade, Superintendent for the Capital School District,

regarding bullying and gang activity complaints in William Henry and East Dover against some Hispanic children. He also forwarded the information to the Safety, Advisory, and Transportation Committee for their review. Mr. Sudler also stated that on February 12, 2023, he presented a Certificate of Recognition and Congratulations to Reverend Dr. Erika D. Crawford for her fifth year of Pastoring the Mount Zion AME Church located at 101 North Queen Street. The event was held at Maple Dale Country Club and Mr. Sudler was joined by Mayor Christiansen and Senator Trey Paradee.

First District

Dr. Pillsbury reported that she attended the City of Dover Chili Cook-off on February 8, 2023, and that there were some amazing chilis and everyone seemed to have a good time. Dr. Pillsbury also reported that on February 11, 2023, she attended the City of Dover Fire Department Annual Banquet in Dewey Beach. Dr. Pillsbury stated that the dinner was a lovely event and very well done.

Mr. Rocha stated that Dr. Pillsbury, himself, and Councilman At-large, Mr. Boggerty, are having a Town Hall Meeting on Thursday, March 2, 2023, at Maple Dale Country Club. They will be providing information on the upgrades to Kenton Road. Mr. Rocha stated they are trying to get DelDOT to come back since they were at the last town hall meeting and more constituents have questions. Mr. Rocha also went to the Center for Global Africa at Delaware State University on February 7, 2023. Mr. Rocha noted that he and Mayor Christiansen met Dr. Julius Garvey, son of Marcus Garvey. They offered a Tribute on behalf of the City of Dover for his work in connecting the Center for Global Africa and building ties with the African Union and the African Peer Review Mechanism (APRM).

Second District

Mr. Hare was absent.

Third District

Mr. Neil stated that he responded to numerous concerns or complaints from constituents and shared those responses with Councilwoman Arndt as well as Councilman Boggerty. They involved housing and the like. Mr. Neil also stated that he served as a judge at the City of Dover Chili Cook-Off and survived. Mr. Neil stated that he works with a lot of state legislators dealing with housing issues that only the state legislature can handle. Mr. Neil stated he spent a lot of time last Thursday in court trying to prevent a person who lives on a leased land home from being evicted. Mr. Neil thinks this is for very questionable reasons, as she is the president of the homeowner's association, and as soon as you are you become marked with a bullseye.

Ms. Arndt stated that she attended a meeting last week with City Manager David Hugg and members of the Kent County Conservancy regarding their latest property acquisition and the possibility of being able to access their property through adjacent city land holdings. The Conservancy members suggested maintaining portions of the city-owned property as a meadow to reduce mowing costs and to improve habitat. Mr. Hugg is following up with additional information. Ms. Arndt also added that she spoke to a resident of Edgehill who

wanted to pass along kudos to Ms. Sierra Brown from Code Enforcement for having an abandoned car towed. He said she was professional and courteous, and that he appreciated her efforts in improving his neighborhood. Ms. Arndt stated that she also attended the City of Dover Fire Department Annual Banquet, and she feels that it is humbling to see these volunteers put so much at risk to provide such a valuable service to the city, and it was an honor to attend.

Fourth District

Mr. Anderson stated that he would like to thank the staff for their quick response with a less than 24-hour turnaround time on getting a crosswalk sign put up as requested in the South State Street area. Mr. Anderson had confidence that it would be done but when it was done by that afternoon, he was both surprised and impressed. Mr. Anderson stated that there has been some movement with certain issues such as crime within Hamlet, which is a positive. Mr. Anderson thanked the staff for some good conversations surrounding the Raise Grant. Mr. Rocha is working on that. Mr. Anderson would like to see a meeting happen as quickly as possible so that it can be brought home since there are only two more weeks left to get it submitted. Mr. Anderson stated that he has attended so many Capital City 2030 presentations that he may be able to do one. Mr. Anderson stated that the dedication of the DDP and the leadership is going to help move the city forward. The DDP is a key partner along with many other partners within the city. Mr. Anderson stated the Capital School District had a meeting regarding the Crest Development. They need the council's help in extending the sidewalk to make it safer for the school children at the new middle school. Mr. Anderson would like to submit that for consideration and ask that council reach out to Capital School District for details. The residents believe it is important for the safety of the children. Mr. Anderson stated that he has had great conversations regarding affordable housing with Mr. Hugg, City Manager, Director Gray, Ms. Harvey, and Mr. Rocha. They have some great innovations, that when the time is right will cause some excitement and have a positive impact on the community. Mr. Anderson explained that he has heard some complaints downtown, from different places, that they are ready for the lighting south of Division Street. Some people would like to explore the idea of a community office, in the place that Mr. Harrington has offered to donate if a substation is not done. Also, Mr. Anderson stated that the people of Woodcrest and some other areas had some questions regarding crime in their areas. Chief Johnson has worked to get some of those answers.

Mr. Anderson yielded his time to Chief Johnson.

Chief Johnson reviewed a Fourth District summary of criminal activity and response to that activity in certain neighborhoods that were requested (Attachment #1).

Mr. Sudler stated that on January 6, 2023, at 12:03 p.m., he spoke with Katie, the manager of Irish Mikes about the alleged undesirable behavior and safety concerns at Irish Mikes in preparation for the January 26, 2023, meeting. Also, on January 31, 2023, Mr. Sudler spoke with Dr. Jones, Dean of Wesley College CIPHER Delaware State University concerning the coalition board they have put

together regarding the allegation of sexual assault cases at DSU. Mr. Sudler stated that he is working with Ranchero Aztecas' new business owners, Representative Sean Lynn, and Representative Carson, regarding some business licensing components which they have been waiting eight months to receive. Mr. Sudler stated that they have obtained some resolution and would like to thank Representative Sean Lynn and the Clerk's Office Director, Ms. Bennett for helping coordinate things. They assisted the business owner of Ranchero Azteca and are very pleased with the assistance.

At-Large

Mr. Boggerty stated that he was able to finalize a contact with a representative from Delaware State University and Chief Johnson with the possibility of establishing an internship for the cadet program which will increase the recruiting pool if a college student who needs an internship can serve as a cadet. Mr. Boggerty stated that he will include the chair of the Safety, Advisory, and Transportation Committee so they can all be looped in on the meeting. Mr. Boggerty stated that he had mentioned the previous day an initiative he is assisting in bringing help to communities in low to moderate-income areas where healthcare is not provided. TOVA Community Health is doing a blood drive where they will also offer services to address educational needs. They will be putting together a book drive to help increase literacy in those areas. Also, Mr. Boggerty stated he recently spoke with the Parks and Recreation chair and Mr. Harry Stenson, the University of Delaware Athletic Director, and Chief Operation Officer, who wants to partner with our Parks and Recreation Department to sponsor programming, camps, and other initiatives. Mr. Boggerty punted this connection to Councilwoman Trish Arndt who chairs the Parks and Recreation Committee and Director Robin Eaton.

Mayor

Mayor Christiansen was absent.

Review of Active Recreation Plan – Leander Lakes III Apartments on part of the property at 2285 Forrest Avenue (Planning Reference #S-23-04) (Mary Ellen Gray, Director of Planning and Inspections)

Ms. Mary Ellen Gray, Director of Planning, and Inspections reviewed the background and analysis regarding the Active Recreation Plan – Leander Lakes III Apartments on part of the property at 2285 Forrest Avenue.

Responding to Mr. Neil, Ms. Gray stated that one of the playgrounds was converted to a more adult-friendly spot. There are no specific comments in the report. Ms. Gray stated that she could not speak as to why they changed the playground; however, it is an improvement upon the plan to have a more adult play area as children, teenagers, and kids growing up can use it. Ms. Gray also stated the changes to the walking trail were in response to a comment in the report.

Responding to Mr. Sudler, Ms. Gray stated that they did comment regarding handicap accessibility, they are required to have accessibility to the trails, and

they must be of a substance where wheelchairs can easily have access. One of the main recommendations is that all these facilities are accessible.

Responding to Mr. Sudler, Ms. Gray stated that includes the playground areas, yes.

Responding to Mr. Sudler, Ms. Gray stated that the playground equipment is not required to be modified so that all users can use them.

Mr. Sudler stated that the facility or the actual structure itself may not be amenable or useable by handicapped individuals. Ms. Gray may want to investigate that because what is the point of having it accessible if the infrastructure that is there can not be used by handicapped individuals?

Responding to Mr. Tholstrup, Ms. Gray stated that there are comments in the report asking what material is intended for the ground cover in the playgrounds, and it can be asked that they be accessible. Also, they do not require any Electric Vehicle charging stations, but that can be asked for. They are building from scratch, so why not include some?

Mr. Tholstrup stated that he would like to see if there is any consideration for using solar power on the rooftop of the buildings.

Responding to Ms. Arndt, Ms. Gray stated that bike parking was articulated and that it should be located at every one of the apartment buildings. If any of the bike parking facilities are proposed internally, the plans should note as such, but it appears they do not have that detail yet. Ms. Gray made a note that Ms. Arndt would like to see the bike parking be covered as a benefit to the residents.

Responding to Mr. Rocha, Ms. Gray stated Calvary Baptist Church is listed as the owner of the record and the equitable owner, the developer is Leander Lakes.

Responding to Mr. Rocha, Ms. Gray stated she believes Calvary Baptist Church intends to sell but they are in the middle stage until the request is approved.

Responding to Mr. Rocha, Ms. Gray stated that the number of units does not rise to the level of having a traffic study, and any requirement for a light, turn lane, or median adjustment would be through DelDOT since it is a state-maintained road that it is going onto. Those discussions would have to be between the developer and DelDOT. DelDOT would be made aware of the request through an entrance application that would be done as a required part of the process. Ms. Gray stated that it is not the City of Dover's decision on whether a light would be placed there but DelDOT would do the analysis and decide if the traffic would either be making a left or right coming out of there. Ms. Gray also stated that DelDOT would direct the applicant as to what road improvements need to be done to mitigate the traffic.

Responding to Mr. Sudler, Ms. Gray stated that the requirement from DelDOT is that the threshold of 220 units is required for a traffic impact study.

Responding to Mr. Sudler, Ms. Gray stated to her knowledge, since Forrest Avenue is a state-maintained road, that would be the purview of the State Department of Transportation to conduct any sort of traffic study.

Mr. Rocha stated that council can request our City Manager or Assistant City Manager to have something like that done if there is a concern.

Mr. Anderson moved to recommend accepting the recommendations of the revised plan, as recommended by staff. The motion was seconded by Mr. Sudler and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare, and carried by a unanimous roll call vote.

Ms. Arndt moved for an adjournment of the Parks, Recreation, and Community Enhancement Committee meeting, hearing no objection the meeting adjourned at 6:55 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance and Administration Committee met with Chairman Anderson presiding.

Adoption of Agenda

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

Downtown Dover Partnership Presentation on Next Steps of Downtown Dover Master Plan (Diane Laird, Director of Downtown Dover Partnership)

Ms. Diane Laird, Director of the Downtown Dover Partnership, reviewed the presentation Next Steps of Downtown Dover Master Plan.

Responding to Mr. Boggerty, Ms. Laird stated that they meet twice a month on the Base, welcoming newcomers every other Thursday and a third time virtually.

Responding to Mr. Rocha, Ms. Laird stated they are prepared with the approval of the board next Wednesday to put an RFP out for that person, and she believes they have the funding covered at the moment. That person will oversee the plan, they need to have experience in developing large projects, recruiting investors who want to make those developments, and being able to streamline the process within the city and other entities. Ms. Laird stated this will be one of the first steps.

Ms. Laird stated that they can put requests for information out, but that they need proper marketing materials. In terms of transportation projects, the Kent MPO is working on three professional and one in-house, one will be started in July for the fiscal year 2024. By this time next year, they should be applying for RAISE funds or any available funds. In terms of TIFF funding, the conduit bonds, which are the things that council can enable, are working closely with Dave Hugg on.

Responding to Mr. Rocha, Ms. Laird stated that his question about the infrastructure does bring up the fact that she has a grant written from last year that was not awarded by the state. The study for the infrastructure in the downtown roads is needed, that was a \$400,000 proposal so that may be a good one to put forward.

Mr. Neil stated that there will be a lot of naysayers, some even in the room. There is one person on Council who has seen it work. Mr. Neil saw it work when he was in Baltimore as the Press Officer for the Mayor of Baltimore and saw the renaissance of the inner harbor. This is a colonial town, and it can work. The sooner the first shovel is in the ground the better. The project manager is not a 9 to 5 day, and it depends on that. One thing that is significant and what impressed him the most about Mosaic is that they bring the money and will invest. Mr. Neil stated that he feels they are going to be a partner on this all the way through because it is part of their resume. Mr. Neil stated he is anxious to see it and the faster it happens, the happier he will be. Mr. Neil mentioned the field of dreams the previous night, this is the field of dreams that he sees because he has been a part of it before and it does work.

Mr. Anderson stated that he too is a believer that they have ninety-five percent of the pieces in place and just need to close the deal. Mr. Anderson stated that they cannot stop where they are and if they can commit with the partners that they are going to make this work then it will. If the citizens believe it will work, then it will. If the business community believes it can work, then it will. They will gather all the partners who will gather the investment. There is something about a belief that is contagious. Mr. Anderson stated that the task for the next year or two is to move things step by step. Certain things take a bit of time, like Memorial Park, they need to go through the process and start developing a master plan for that.

Mr. Neil moved to recommend referring the idea of Memorial Park to the Parks, Recreation, and Community Enhancement Committee for review. The motion was seconded by Mr. Sudler and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare, and carried by a unanimous roll call vote.

Mr. Anderson stated that now they have enabled conduit bonds and TIF, there are a few next steps that need to be taken. They have been waiting on the plan so that boundaries can be developed in the TIF resolution and invite the county, school district, and state into it.

Mr. Neil moved to recommend authorizing staff to develop a resolution and coordinate with other governmental entities. The motion was seconded by Mr. Rocha and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare, and carried by a unanimous roll call vote.

Mr. Neil moved to recommend authorizing staff to pursue the RAISE grant and bring it back on the February 27, 2023, agenda if they deem it feasible,

but it would have to be approved before March 1, 2023. The motion was seconded by Mr. Rocha and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare, and carried by a unanimous roll call vote.

Mr. Neil moved to recommend referring to the Safety, Advisory, and Transportation Committee for a review of the first steps of the Loockerman Street temporary changes as recommended in the Mosaic plan. The motion was seconded by Mr. Sudler and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare, and carried by a unanimous roll call vote.

Mr. Neil moved to recommend staff to report back in thirty days on the movement of conduit bonds. The motion was seconded by Mr. Anderson and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation, seconded by Mr. Hare, and carried by a unanimous roll call vote.

Responding to Ms. Arndt, Mr. Anderson stated that we want them to give us a report on either bringing a resolution or giving us a report on where it stands.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 7:44 p.m.

Mr. Sudler moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 7:44 p.m.

By consent agenda, Mr. Neil moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Hare and carried by a unanimous roll call vote.

**RESCHEDULING OF PUBLIC HEARING-PROPOSED ORDINANCE #2923-01
COMPREHENSIVE PLAN AMENDMENTS 2023 (Applicant Request)**

A request was received from the applicant to reschedule the public hearing/final reading of Proposed Ordinance #2023-01 to the Regular City Council Meeting scheduled for Monday, April 10, 2023.

Ms. Gray explained that the applicant requested that this agenda item be postponed giving more time to fully address the issues and potential concerns that were brought up at the Planning Commission Public Hearing.

Responding to Council President Sudler, Mrs. Gray explained that the concerns were mostly from Kent County farmers. The farmers articulated concerns about utilizing the property that is currently being farmed for solar panels.

Responding to Council President Sudler, Mrs. Gray stated that the hearing was for a

comprehensive plan amendment, so the use of the property is to be considered in the future, but the actual use of farmland going to solar panels is not the specific use being considered. The specific use being considered is that it be a public utility.

Mr. Hare moved to accept the staff recommendation to reschedule the Public Hearing/Final reading for the Regular City Council Meeting on April 10, 2023. The motion was seconded by Mr. Neil and unanimously carried.

CITY MANAGER'S ANNOUNCEMENTS

Assistant City Manager Duca (City Manager Hugg was on vacation) provided an update to Council and staff regarding the State Street water main upgrade project closure schedule. She explained that the end of phase two, which runs from Clara Street to Cecil Street, is scheduled for completion by March 15, 2023. She further explained that phase three, from Cecil Street to Division Street, is expected to be completed by July 31, 2023. Ms. Duca stated that the final topcoat will be installed after the meter pits for each property are connected.

Ms. Duca also reminded everyone of the St. Patrick's Day Parade and Festival that is scheduled for Saturday, March 11, 2023, with the parade scheduled to begin at 1:00 p.m.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen did not have any announcements.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Rocha spoke about Black History Month ending and how a good friend and constituent named Colonel (Ret.) Hampton Green passed away at 97 years old. Mr. Green was the first African American to lead and run the dental clinic at the Dover Air Force Base and Andrews Air Force Base. Mr. Rocha explained that he was very important to him and appreciated the knowledge he imparted to him. Mr. Rocha further explained that Mr. Green was a huge supporter of his running for office, and he was one of the first to show up at the polls and vote for him.

Mr. Boggerty stated that he will be appearing on a podcast that evening after the meeting to talk all things, Dover. He suggested that everyone check out, Three Damn Fools podcast, on YouTube. Mr. Boggerty explained that he is promoting ways of reaching different audiences and engaging other individuals who typically may or may not be attuned to what is going on in Dover.

Mrs. Arndt announced that there is a statewide housing survey that runs through March 31, 2023. She stated that the survey is promoted by Delaware State Housing Authority. Mrs. Arndt explained that the agency invites all residents of the state to complete a confidential housing survey to assist with informing housing solutions going forward. Ms. Arndt explained that you can find the survey at www.delawarecommunitysurvey.com, it takes 15 minutes, and you can be entered into a drawing for gift cards. Ms. Arndt asked that everyone please fill it out so that they can get as much input as possible to inform housing solutions for the State of Delaware.

Mr. Hare announced that he apologizes that he will be late for the Council Committee of the Whole meeting on Tuesday, February 28, 2023, due to sponsoring and attending the Military Affair Event.

Dr. Pillsbury reminded everyone of the First District Town Hall at Maple Dale County Club on

Thursday, March 2, 2023, at 6:30 p.m.

Mr. Anderson announced that the last phase of the American Rescue Plan grants availability will be available soon and encouraged everyone to keep watch within the next couple of weeks.

The meeting adjourned at 7:53 p.m.

ANDRIA BENNETT
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of February 27, 2023, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/AB

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on February 28, 2023, at 6:00 p.m. with Council President Sudler presiding. Members of Council present were Mr. Anderson, Ms. Arndt, Mr. Boggerty (arrived at 6:33 p.m.), Mr. Hare (arrived at 7:04 p.m.), Mr. Neil, Dr. Pillsbury, and Mr. Rocha. Mayor Christiansen was absent. Civilian members present for their Committee meetings were Mr. Contant and Mr. Shevock (via WebEx) (*Legislative, Finance, and Administration*), Mr. Shelton (*Utility*), and Dr. Short (*Safety Advisory and Transportation*). Mr. McCutcheon (*Utility*) and Mr. Hosfelt (*Safety Advisory and Transportation*) were absent.

ADOPTION OF AGENDA

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance and Administration Committee met with Chairman Anderson presiding.

Adoption of Agenda

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

Presentation (Secretary Hubbard, Delaware Department of Labor, and Richard Fernandes, Division of Employment and Training Director)

Secretary Carol Hubbard and Ms. Benita Akerson reviewed the presentation, A Guide to Our Services.

Committee action was not required.

Responding to Mr. Neil, Secretary Hubbard stated that there are a number of reasons they are having issues finding workers right now. First, there were a million people lost during the pandemic and that is a huge chunk of American workers in the workforce. Also, a number of people became disabled as a result of COVID and still continue to suffer symptoms. There are many who are concerned about returning to the workforce, and in some instances, particularly women, have dropped out of the workforce due to being close to retirement age. Those who were about to retire and normally would have stayed a few more years decided to stay out of the workforce with the fear of COVID instead of coming back to work.

Secretary Hubbard also stated that they have noticed many have experienced issues with childcare. Some women have stayed home to take care of children or take care of aging parents, and some have decided to join the entrepreneurial community. Secretary Hubbard stated that they are doing as much outreach as they can to those individuals because pensions, investments, and paying into social security are important, and they must reinforce those messages. Pay has been an ongoing issue as well, and in many respects, has been lagging. Employers must pay employees more than they were making pre-pandemic because the people are just not there. Secretary Hubbard stated that they did a survey of individuals living in Wilmington and some of the barriers that they faced are people who are sick, old, and taking care of grandchildren. They know if they got a better job, they would lose access to childcare and Medicaid. These are all things that are keeping them afloat. They know that if they are

up-skilled to take another job and earn a higher income those benefits would go away. So, people have made the decision to stay at a lower-paying job to maintain those benefits.

Responding to Mr. Sudler, Secretary Hubbard stated that the Division of Industrial Affairs does do investigations about wages, people withholding wages, individuals who are paying people under the table, and people who are experiencing or paying less than the minimum wage. For example, if a contractor is misclassifying an employee and calling them an independent contractor so that they can avoid paying taxes, they do investigate those cases. There is also an Office of Anti-Discrimination that does go out in response to complaints and will do an intake with the individual and employer, as to get both sides of the story. Oftentimes in most situations, they are mediated and do not result in a lawsuit. Any infractions are referred to the Federal Government and they do a further follow-up that could end up in court.

Responding to Mr. Sudler, Secretary Hubbard stated the Division of Vocational Rehabilitation works very closely with the Independent Living Council on addressing those needs. She would refer Mr. Sudler to Alicia Jacobs, who is the Director of the Division of Vocational Rehabilitation. Secretary Hubbard stated that there are a number of providers who do those sorts of accommodations for a household so people are enabled to return to work. Secretary Hubbard stated that there is a divide between the services that they provide at the Department of Labor and the Independent Living Council. However, if an individual needs a ramp to get to work, they will work with that individual on getting that in place.

Responding to Ms. Arndt, Secretary Hubbard stated that electronic vehicle stations are a buzzword right now. Currently, there is no workforce, but it is important to provide training to electricians and installers who can service these chargers on a consistent basis. Right now, there is not much of a carve specifically for EVs but some of those basic skills that an electrician would use could also be transferrable. There is the Office of Labor Market Information that works closely with the Department of Labor to show what occupations are needed so that training funds can be directed to those occupations that are emerging or are sought out. Technology is big in terms of IT programmers, coders, nursing, and healthcare. Everyone is given an assessment to figure out what they can do. Not everyone is skilled in everything. Everyone is worked with on a one-on-one basis to make sure that they are a good fit for training and that there is a job at the end of that training.

Responding to Ms. Arndt, Secretary Hubbard stated that the Department of Labor does not currently host job fairs at colleges and high schools, but they do support the JDG program which is in every high school in the state. One outreach tool is called the Career Compass, this is a document that is specifically for high school students. It is an assessment of their skills and will help them determine what it is that they would like to do as a career. It contains a lot of current local market information so that students know what jobs are available, and how much they pay. The Delaware Career Compass also helps students figure out their likes, dislikes, and what they think they can do. It is a comprehensive document that goes out to high schools across the state.

Responding to Mr. Contant, Secretary Hubbard stated that they do not support the employer but if an individual comes to them looking for training, or retraining, or if an employer is saying that they need a huge monitor to secure a job, then they would purchase the monitor on their behalf. If it prohibits the employee from getting the job, they will support the cost so that they could become gainfully employed.

Responding to Mr. Contant, Secretary Hubbard stated that Delaware Bids is something that they use as well as the minority contractor site associated with the procurement office. That agency is under the Office of Management and Budget. If you are on those lists, you can be notified about opportunities that are out there. Oftentimes vendors are able to provide services under a hundred thousand dollars and that is something that they can directly contact the vendor about. If someone is in need of a ramp, that is certainly something they would be able to go directly to a contractor with.

Responding to Mr. Contant, Ms. Akerson stated that when they come in and meet with a Case Manager, they would have to discuss the need for transportation at that point in time. Transportation is what they call a supportive service. Transportation would have to be something that is included in their case and employment plan. Ms. Akerson stated that they try to have the clients come into the office so that they can speak to a staff person to do an in-depth overview of the services and ask them what their needs are. How can we help you?

Responding to Mr. Contant, Ms. Akerson stated that the first thing they have a client do when they come in the office is register in Delaware JobLink, which captures all of their demographic background from employment history to if they have a criminal background. There is no specific question about transportation but a way around that is if you are sitting and speaking with an employment service specialist, they can talk to the client, and they usually open up. For example, if they wanted to go to school at Polytech for CNA but do not have reliable transportation. When meeting with a case manager those are some of the things that they would have to talk about. The client would have to disclose that information because the goal is for them to receive training which in turn would help them get a job so that they can be successful and move forward. Maybe the next step is LPN or RN, and they can help again. If the client has a career path from CNA to an LPN to an RN, then they can help the client through that.

Responding to Mr. Contant, Ms. Akerson stated they do partner with the Department of Corrections. They have a program running now for one hundred people that are currently incarcerated and are doing CDL training. The DOC has purchased a simulator and they are going through training. Once they come out, they meet with the Department of Labor and are sent on to the next step to attend classes, and then go on the road with the trucks to get the driving experience.

Responding to Mr. Contant, Ms. Akerson stated that they used to be in the libraries pre-COVID. The staff was there to assist anyone with questions. Currently, they are going out into the public to meet clients to work with them. It could be a job fair, high school, college, social services, flea market, or farmers market. This year they have gone to several locations to tell people about their services so that they know what the department has to offer them. They have a series of questions at that time that are asked when they approach the table and then based on that information, they reach back out to them about the services they could benefit from.

Responding to Dr. Pillsbury, Secretary Hubbard stated that previously they were not an agency that did much advertising before the past couple of years. Now they understand that is a big component of what needs to be done as they try to entice people back to the workplace. Secretary Hubbard stated they work closely with the Delaware Workforce Development Board which has a number of business owners on it. That board serves as the Department of Labor's guide in terms of the business community, and they advocate on behalf of the businesses and their priorities. They do have Business Service Representatives who work for the department, they go out to a business and help the employer

develop a job fair or help look at their recruitment material. That is something that has always been offered but not everyone knows that it is available.

Responding to Dr. Pillsbury, Ms. Akerson stated that they have a total of four Business Service Representatives in the state. They go out and meet with employers on a daily basis to help them provide the information for the Department of Labor as well as help them put job orders into Delaware JobLink. They are available to sit down with the employer and if they need to do a job fair, they can come in and do a job fair, which can be done at any of the AJCs.

Responding to Mr. Sudler, Secretary Hubbard stated that they serve anybody who comes through the door, many of them are homeless. Also, they work with some non-profit organizations to provide information about their services through them. One organization is called Delaware One Stop, a group of private non-profit, government agencies, libraries, and others who get together to help form a system of support for folks in the community.

Responding to Mr. Sudler, Secretary Hubbard stated that they do not track the demographic of homelessness unless they disclose that information. If they go into the office, they would be provided information and a referral to other services that are available. If an individual were to come in with mental health issues, they are likely to be seen by someone in the Division of Vocational Rehabilitation. Mental health issues would likely be referred out to the Delaware Division of Substance Abuse and Mental Health (DSAMH), but in terms of that person's employment plan, once they are stabilized, that is something that they would work with that individual on. Individuals that are able to land a job may have a case worker that sits right next to them while they are doing their job to monitor and help that person become acclimated to the work until they master the job.

Responding to Mr. Anderson, Ms. Akerson stated that they have a provider list that would indicate all of the different programs that are available. Be it a certification or a degree program. Anybody can access the provider list; it is on Delaware JobLink. Again, coming into the office is recommended so that they can provide assistance with navigating Delaware JobLink. They have computers in every AJC that can be used from 8:00 a.m. to 4:30 p.m. if need be. There are fax machines, copiers, and anything you would have in your own office.

Responding to Mr. Anderson, Secretary Hubbard added that when the providers are selected, one of the things required is that they must provide training that would lead to a certification or a degree. The other thing required is employment, all of the providers work with a network of employers to employ students once they go through the training.

Responding to Mr. Contant, Secretary Hubbard stated that as a part of ARPA, they received about \$2 million in funds to work on communications and branding strategies. The Department of Labor has been known as the unemployment office, but they are so much more. The plan is to rebrand what the Department of Labor looks like.

Community Oriented Policing Services Grant Approval for City-wide Camera Program (Captain Aaron Dickinson, Dover Police Department)

Chief Johnson reviewed the background and analysis of the Community Oriented Policing Services Grant for the City-wide Camera Program.

Staff recommended approving the submission of the grant application for the \$600,000.00 from the COPS Office.

Mr. Rocha moved to recommend approval of the submission of the grant application for the \$600,000.00 from the COPS Office, as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

Community Oriented Policing Services Grant Awarded for Hiring 3 Police Officers (Chief Thomas Johnson, Dover Police Department)

Chief Johnson reviewed the background and analysis of the Community Oriented Policing Services Grant for hiring three police officers.

Staff recommended approving the grant award of \$375,000.00 in Federal Funds from the COPS Office.

Responding to Mr. Rocha, Chief Johnson stated that for the current budget year, there is no more revenue that needs to be identified, and that was made sure of when constructing this. However, for the sake of going forward and subsequent budget years, they have to have council's blessing for the other associated costs with the positions. Chief Johnson stated that council wanted to find space for five but clearly, there were budget constraints. This grant will help move the needle a little bit further.

Responding to Mr. Rocha, Chief Johnson stated that yes, this is a typical three-year grant that helps ease in some of the new hires with the idea that the community will take over the cost going forward.

Responding to Mr. Rocha, Chief Johnson stated that for this particular grant, there are already candidates identified that will be able to fill the slots. Looking forward, recruitment is challenging, interest is low nationally, regionally, and in Delaware. There is a struggle to find individuals that can pass the preliminary screening as well as the background investigation.

Responding to Mr. Rocha, Chief Johnson stated that the focus for these officers would be the downtown area, and with a total of five officers bring the total of officers to 111.

Responding to Mr. Contant, Chief Johnson stated that the grant program requires the community to retain the office for the fourth year, however, if there was an economic crisis or moves had to be made in year five or beyond council does have that option.

Responding to Mr. Contant, Chief Johnson stated that when the Research Manager projects out a balance it is not only salary, benefits, equipment, and uniforms. \$375,000 is the value of the grant and what the city would have to accomplish is the \$460,000.

Responding to Mr. Sudler, Chief Johnson stated that he is not aware of any limitations on the number of times a request for support from the Federal COPS Office for hiring can happen. COPS grants are always going to be associated with an expansion of authorized staff because that is what the Federal Government is interested in helping fund.

Mr. Rocha moved to recommend approval of a grant award of \$375,000.00 in Federal Funds from the COPS Office, as recommended by staff. The motion was seconded by Mr. Boggerty and unanimously carried.

Evaluation of Bids for Hazard Response Services (Paul Waddell, Electric Director)

Mr. Shawn Burgett reviewed the background and analysis regarding the Evaluation of Bids for the Hazard Response Services.

Staff recommended awarding the contract to Miller Environmental Group.

Responding to Mr. Neil, Mr. Burgett stated that the only time we use them is when services are rendered.

Mr. Contant moved to recommend awarding the contract to Miller Environmental Group, as recommended by staff. The motion was seconded by Mr. Rocha and unanimously carried.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 7:13 p.m.

UTILITY COMMITTEE

The Utility Committee met with Chairman Rocha presiding.

Adoption of Agenda

Ms. Arndt moved for adoption of the agenda, seconded by Mr. Boggerty and unanimously carried.

Evaluation of Bids- Mirror Lake Drainage Basin Improvements

Mr. Jason Lyon, Director of Water and Wastewater reviewed the background and analysis regarding the evaluation of bids for the Mirror Lake Drainage Basin Improvements.

Staff recommended awarding the contract to Gateway Construction, Inc. for the Mirror Lake Drainage Basin Improvements, ITB #23-0006PW, for \$553,015.

Responding to Ms. Arndt, Mr. Lyon stated that there is a Best Management Practice (BMP) in the back parking lot that was installed when the library was built that would collect some of the water and then send it into the basin. However, due to the proximity of the location of parking, there was not much opportunity for improvement of the quality as well.

Responding to Mr. Shelton, Mr. Lyon stated that the project went through the necessary channels for approval with the local agencies. Right now, the goal is improving the flooding conditions as it discharges directly into Mirror Lake. There have been no necessary improvements required from the environmental agencies.

Responding to Mr. Anderson, Mr. Lyon stated that the project is fully funded and encumbered for all of the design. The projects for construction of the Meeting House Branch project are funded through bond bill money so this will not have any impact on that.

Mr. Sudler moved to recommend awarding the contract to Gateway Construction, Inc. for the Mirror Lake Drainage Basin Improvements, ITB #23-0006PW, for \$553.015, as recommended by staff. The motion was seconded by Mr. Boggerty and unanimously carried.

Annexation Request – Consideration of Utility Services Lands of Calpine Holdings, LLC for 2 Parcels on White Oak Road (AX-23-01) (Mary Ellen Gray, Director of Planning and Inspections)

Mr. Sudler moved to defer item 2 the annexation request until further notice, as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

Annexation Request – Consideration of Utility Services Lands of Christina Kelleher 273 Acorn Lane (AX-23-02) (Mary Ellen Gray, Director of Planning and Inspections)

Ms. Mary Ellen Gray, Director of Planning and Inspections reviewed the background and analysis regarding the consideration of utility services lands of Christina Kelleher 273 Acorn Lane.

Staff recommended upon consideration of utility services, it is found that electric, water, and sanitary sewer services are provided and/or available to the property at 273 Acorn Lane. The Electric Department and Department of Water and Wastewater have no objection to its annexation.

Responding to Mr. Sudler, Mr. Lyon stated that the impact fees for the water and sewer for a residential unit are approximately \$7,000. It does change every July first and there is an additional assessment. The City of Dover put in a sewer main on Acorn Lane in the 1990s. To recoup that money there was an assessment of \$40 per frontal foot of property that annexes into the city and attaches to that sewer main.

Mr. Sudler moved to recommend the approval of the annexation request upon consideration of utility services, it is found that electric, water, and sanitary sewer services are provided and/or available to the property at 273 Acorn Lane. The Electric Department and Department of Water and Wastewater have no objection to its annexation, as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

Affordable Connectivity Program (ACP) Closing the Digital Divide Presentation (Kay Sass, Public Affairs and Emergency Management Coordinator)

Ms. Kay Sass, Public Affairs and Emergency Management Coordinator reviewed the presentation Affordable Connectivity Program (ACP) Closing the Digital Divide.

Committee action was not required.

Responding to Mr. Shelton, Ms. Sass stated that Dover High School is someone whom the city has had a working relationship with in the past and a lot of people are familiar with many of the staff. Volunteers were needed and the ability to piggyback off some of their events. Anyone in the United States is eligible, she just needed to get as many people on board as she can.

Responding to Mr. Shelton, Ms. Sass stated that if someone currently has Comcast or Verizon, and the package they choose is the \$30 package. Both of the main providers carry a package that is \$29.99. That is exactly what they will cover, which is the \$30 a month, directly to the ISP. If they already have a \$50 plan, they will still get a \$30 credit if they are eligible.

Mr. Rocha moved for adjournment of the Utility Committee meeting, hearing no objection the meeting adjourned at 7:40 p.m.

SAFETY, ADVISORY, AND TRANSPORTATION COMMITTEE

The Safety, Advisory, and Transportation Committee met with Chairman Sudler presiding.

Adoption of Agenda

Mr. Sudler moved to combined agenda item #2. Traffic Data – Impact on Rezoning Process and item #4. Traffic Safety – Constituent Concerns.

Mr. Anderson moved for the adoption of the agenda as amended, seconded by Mr. Neil, and unanimously carried.

Discussion Downtown Dover PD Community Office – South Bradford Street

Mr. Anderson stated that at a Special Council meeting in January, Mr. Michael Harrington offered at no cost to the City of Dover Police Department, to use an office in the Cendel Building, which is an area that could use attention. Council had looked at building a substation, but it is too expensive to build out. Mr. Anderson would like to bring up the idea of a community relations office for exploration.

Mr. Sudler stated that they are hoping to bring up some other alternatives to help engage the community and the police to strengthen their relationship and establish more of a police presence in that area.

Mr. Anderson stated that he wanted to point out that this type of office, because it does not have the heavy investment of a substation, council could find out if it works. If it does not then council would not feel obligated to continue it. However, if it is wildly successful, it can open other opportunities to look at something different.

Responding to Mr. Boggerty, Mr. Sudler that stated the main focus would be to have some additional police presence, where community leaders can meet, or even a place where business owners can talk with police about their current concerns.

Responding to Mr. Boggerty, Mr. Sudler stated that it would provide a stationary location for additional police presence downtown. The mobile police station has arrest powers and the location would be more of a community engagement location. To do things like provide bookbags, and resources in an area where members of the community want additional police presence and it will be at no additional cost to the city.

Responding to Mr. Rocha, Mr. Anderson stated that it could be called a community relations office. The mobile unit attends events all over the city and only spends a small percentage of time in that location. The community is asking for a regular police presence and the office could be a place for officers to take a break after walking downtown. The office could provide an opportunity to put up cameras in the parking lot and give more authority to the city as a tenant.

Responding to Mr. Rocha, Mr. Sudler stated that the office should be staffed by a police officer or cadet under the jurisdiction of the Chief of Police. The office would not be a place where you could arrest or detain someone because as the Chief had previously stated these facilities are not equipped for that.

Ms. Arndt stated that in a previous discussion the Chief has stated if you have an office, a police office, the expectation is you are always open. How many officers would need to be staffed there? If there are two officers there 24/7, that is two fewer officers that are patrolling the streets.

Mr. Neil stated that the Chief has made it very clear that when there is a static location it is only good for a short period of time. Basically, it seems that there is a need for continual police mobile presence moving around the community. There are people defecating between cars, people who urinate between cars, people exposing themselves, and people who are annoying customers trying to go in. It is not so much that there is a place there but rather a mobile presence of having officers moving in, out, and around. This also imposes the discussion of the Master Plan, giving people who are going to be merchants and being brought in to develop that area confidence.

Mr. Neil stated that he would not say there is a need for a building but to leave it up to the Chief to make sure there is a circulation of those officers going through the area, which will provide more confidence along the line. Council just approved a new camera system, which will hopefully promote speed when something is spotted, so that they can move as quickly as possible in that area.

Mr. Anderson stated that as an office rather than a substation it would not be required to be open 24/7. A community relations office could have whatever hours established by the Police Chief to fulfill the needs of the community. An example is when a Capital Police Officer was put in Dover Housing Authority, in Capital Green on the street where there were problems, and it changed the whole neighborhood. That office was not 24/7 but just having the presence and knowing they could show up at any time helped quite a bit.

Dr. Short stated that she does recognize that something needs to be done but this may not be the solution. Dr. Short stated that the community could bring up the issue of why this area of town and not another location.

Responding to Dr. Short, Mr. Sudler stated that there has to be a starting point and Mr. Harrington has given council the opportunity free of charge. When it comes to implementing a substation, or any brick-and-mortar business, it is not just the operating cost, but the actual dwelling itself. There is an opportunity to occupy space in an area that needs additional police presence, and this could be a great start. Mr. Sudler stated this could start a movement, where people want to donate a dwelling in a certain area because they want to help out because this is a social problem.

Responding to Mr. Sudler, Dr. Short stated that she agrees with Mr. Sudler's point but he just alluded to the next point, the police are understaffed and overwhelmed. If there is an overwhelming response to others wanting this in their communities and there is an opportunity to do something similar what does that look like? Chief Johnson mentioned that recruitment is a challenge. There are a lot of things that need to be figured out coming from the community perspective and recognizing that the west end feels left out.

Councilwoman Pillsbury stated that she believes the police should be out on the streets and not in a building. Dr. Pillsbury stated there has been no feedback on the Dover Behavioral Program and perhaps that location could provide privacy for that program away from the police station. If there is someone who needs counseling, the officer or counselor can go to the office and provide them support in a less threatening environment.

Responding to Dr. Short, Dr. Pillsbury stated that the office may fit the needs of the Police Department more as a counseling office. The officers need to be out on the streets but if there is a community office with a non-threatening environment it could give them a resource to meet with people that want help.

Chief Johnson stated that having an official police substation, there is a substantial cost. Staffing has to be there because it would be considered an extension of the station and individuals will expect to seek refuge there. If the doors are locked and the lights are out then there is a concern. If an office is council's goal, then they have to really plan what this office is, it has to have a specific mission. An example of this type of office does not have a police officer but rather a civilian specialist. A half public safety, half social services, kind of professional. The office may have the same color scheme as the Police Department, but you have to call it something so that the community understands that it is not a police station. Down the road, the doors can be open at certain hours because people will adapt to the availability. The office becomes a swiss army knife, it can have a meeting space for a neighborhood group to get together or meet with a constituent, or members of the business community need to hold a meeting and just need some space.

Environmental Safety Concerns – Silver Lake

Mr. EShed Alston, Dover, Delaware, reviewed his proposal on adding industrial aerators to Silver Lake to battle the blue-green algae (Attachment #1).

Responding to Dr. Pillsbury, Mr. Alston asked, does the state have any aerators? Does the county have any aerators? Has anyone attempted to find out? If no one has then maybe start there. If aerators are not available, they can be very expensive. However, if you want to keep the fish alive, it is what needs to be done to keep down the pollution and nutrient overload.

Responding to Dr. Pillsbury, Mr. Alston stated that the goal is not to recover but to stabilize the system so that there is not a mess like last year. If nothing is done by June or July, it will happen again.

Ms. Arndt stated that she and Mr. Alston had a good conversation and that if everyone thought like him and had the same passion for improving water quality and the environment, they would not be in this mess. Too many nutrients are the cause. Water quality statewide is unfortunately not that great. There are a number of lakes within the state that have the same problem and the state has not been able to solve it. Aerators are not a reliable lake management strategy; scientific literature does not support the fact that they are effective. Some studies have shown, they have made the situation worse or did not help at all.

Ms. Arndt explained when she worked with the Coastal Management Company, there were two projects to install aerators in Rehoboth and South Bethany. They did not create a sufficient improvement, there was a water quality improvement in the immediate vicinity of the aerator, but it did not impact the quality overall. The number of impaired water bodies statewide, and the fact that there are no aerators in those ponds is indicative of the fact that the state does not believe they work, and scientific literature would support that.

Traffic Data – Impact on Rezoning Process

Mr. Sudler stated that when there is a rezoning process, there have been a lot of questions about how this is going to reshape the community, and how much traffic is going to be in the community. When constituents ask prior to phase two, council would like to be able to give an educated answer on what

the current stressors are versus how they could be impacted. Maybe through a traffic count or some other traffic data. What is the current traffic count, what are the current issues, and incorporate that into the first stage of the rezoning. Then residents that live in that area, business owners, or stakeholders that may be affected, have some type of idea of how the rezoning will impact that area.

Mr. Anderson stated that when looking at zoning there are certain restrictions; however, things that are allowed to be considered in reading from the Delaware Code Title 22, Chapter 3- Municipal Zoning Regulations, Section 303 states “The purpose of the zoning regulation is designed to lessen congestion in the streets, to secure safety from fire, panic, and other damages, promote health and general welfare, to provide adequate light and air, prevent overcrowding the land and undue concentration. To facilitate the adequate provision of transportation.” In two places it talks about the congestion of streets and facilitating adequate transportation as being an appropriate use of zoning regulations. Therefore, it makes sense to incorporate the information so that there can be an understanding as council is rezoning to understand what the traffic counts are, and looking at what impact possible uses are, does not seem to be unreasonable by the plain language of the state code.

Mr. Rocha stated that the infrastructure was not designed for the population that is here now. Mr. Rocha suggests doing a comprehensive metropolitan traffic circulation study in addition to what Mr. Anderson suggested.

Mr. Neil stated that the complication is not all of the roads are our roads, they are state roads. The source would be to ask DelDOT to do this, or the MPO combined with DelDOT. Mr. Neil stated that the question is “Can we at the point that you are considering any kind of zoning, get that report in front of it?” Understanding that having that report as part of the total picture will give you an idea of what has to be done. Mr. Neil asked can we ask DelDOT to give an estimation in terms of their roads because we do not have the capacity if it is their roads. Council will have to ask DelDOT to give the overall look and then in the zoning process move it up in the timeline, so that when it hits there will be some sort of idea of what that is going to mean.

Ms. Arndt stated that the Dover Kent MPO is where it will all start. There are some studies on their site like the east/west truck study and there needs to be an adjustment for truck traffic. Truck parking is also coming up more and there is the US-13 corridor study.

Ms. Mary Ellen Gray, Director of Planning and Inspections, stated that what council is looking to have done is a Transportation Improvement District. This is a process done by DelDOT that models your district, models the developments in Dover, takes a land forecasting model of all the potential areas that could be rezoned, look at the highest use, forecast the traffic, and then would forecast the improvements that would be needed. In addition, an added benefit would be allocating the costs of the projects that would need to be done and the cost to each unit of development.

Traffic Safety – Constituent Concerns

Mr. Sudler stated that there has been concern from constituents that some states or cities have not been enforcing ATV usage on public roads. In the video presented, there was a police officer right there and they did nothing about the ATV, which is concerning.

Responding to Mr. Sudler, Chief Johnson stated the issue is liability and intelligence. One of the fastest ways to get in trouble is to chase a motorcycle rider who is likely a juvenile. No matter what the outcome is when an injury occurs the Police Department is at fault. Chief Johnson stated that the

individuals that ride the quads know this. The riders network through social media and know that the police will not chase them because there is liability involved. The best attempt to counter this is by monitoring them as much as possible. The Police Department gathers as much information as possible in an attempt to identify the riders and the bikes. So that over time they can piece together what neighborhoods, and then partner with community members to identify the house. Chief Johnson stated that this is a concerning topic, and the Police Department is trying to handle it correctly.

Mr. Sudler moved for adjournment of the Safety Advisory and Transportation Committee meeting, hearing no objection the meeting adjourned at 9:25 p.m.

Mr. Sudler moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 9:25 p.m.

Roy Sudler, Jr.
Council President

RS/ar

Attachments

Attachment #1 - Mr. EShed Alston's Second Correspondence Regarding Silver Lake

Attachment #2 -

Attachment #3 -

DOCUMENTATION OF PRESENTATION OF ESHED ALSTONS WRITTEN PROPOSAL
 2/28/2023 FOR IMMEDIATE AERATION OF SILVER LAKE DOVER DELAWARE TO
 PREVENT ALGAE GROWTH CONDITIONS AS EXPERIENCED IN RECENT YEARS
 PREVENTION ACHIEVED BY IMMEDIATE USE OF AERATION IS HEREIN PROPOSED

Council Committee of the Whole Meeting

Item #3.

1. 11 days ago 17 February 2023 my written notice was given. Resulting from antecedent conversation with the mayor. Documentation was subsequently filed with the Mayor City council and City Manager. That was personally hand delivered to City Hall because of the seriousness of circumstances and immediate need for action as was expressed in the document
2. The delay noted as counterproductive foolishness and waste of time. For prevention will cause recurrence as a result of waiting. Having already lost EARLY START 11 days ago. Should you continue delay due to your ignorant opposition you. Will repeat the circumstances and conditions needed for a recurrence of last years algae blooms. Should you continue wasting valuable time.
3. Having discussed my idea of bringing in aerators addressed the city's concerns and delay with Tricia Arndt of the city's Parks department provided valuable information for delay reasoning. I do not agree with Tricia Arndt's reasoning or assessment that aeration will not improve the conditions and prevent or lessen the potential for a repeat of last year's ecological disaster. In fact and function the city is sabotaging my timely efforts to stabilize Silver lake by needless untimely delays. City of Dover and the public will be the true losers. Losers because a competent skilled person of color and of Lenape Moor roots with needed expertise and answers was.
4. Rejected by the Mayor and the City of Dover in Black history month 2023. Whereas a Black senior citizen a honorably discharges USAF veteran. Equipped with needed answers to prevent repeat of serious significant public health threat. As noted as occurring in Black history month of 2023. I am not given timely opportunity to succeed by the City of Dover delays. As discussed with Tricia Arndt I will employ a team approach going forward. Including her the State the city of Dover and Delaware State University bordering silver lake and Dover high school students interested in ecology and fisheries science are also included and invited to participate and assist.


 2/28/2023

RECEIVED

FEB 28 2023

OFFICE OF THE CITY CLERK

DOCUMENTATION OF PRESENTATION OF FISHED ALSTONS WRITTEN PROPOSAL
2/28/2023 FOR IMMEDIATE AERATION OF SILVER LAKE DOVER DELAWARE TO
PREVENT ALGAE GROWTH CONDITIONS AS EXPERIENCED IN RECENT YEARS
PREVENTION ACHIEVED BY IMMEDIATE USE OF AERATION IS HEREIN PROPOSED

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REMARKS

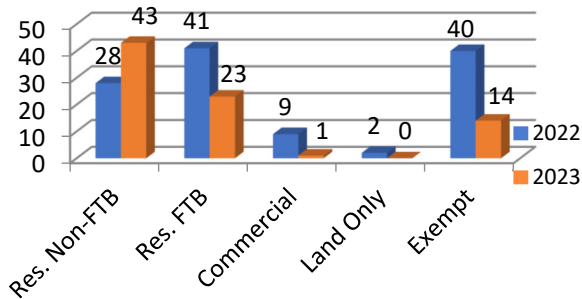
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Monthly Report January 2023

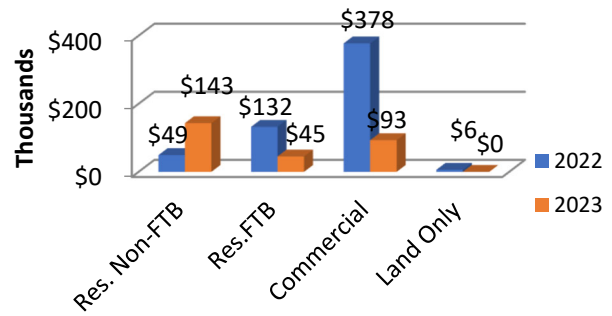


Office of City Assessor

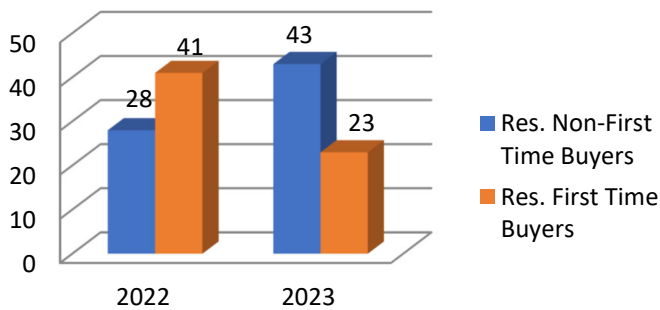
Number of Deeds Stamped for the Month of Jan. 2022/2023



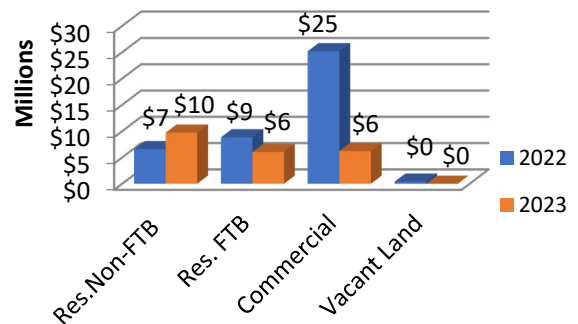
Transfer Tax Dollar Amount for the Month of Jan. 2022/2023



First Time Buyer for the Month of Jan. 2022/2023



Jan. 2022/2023 Realty Property Sales in Dollars Received Prior to Recording



Major Updates

	November	December	January
Assessment Change	\$0	\$3,917,400	\$0

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
38	\$6,256,300	\$9,124,390	0.70	1.07

Ratio – Assessed Value divided by Sale Price. **PRD – Mean** – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Assessor's Office**Wild Meadows / Persimmon Park Place Home Sales for January 2023:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Sales Price</u>
802 Farrall Drive	\$69,000	\$165,000
905 Jonathan Drive	\$61,300	\$140,000
111 Persimmon Circle	\$99,000	\$175,000
131 Beth Place	\$92,700	\$196,000

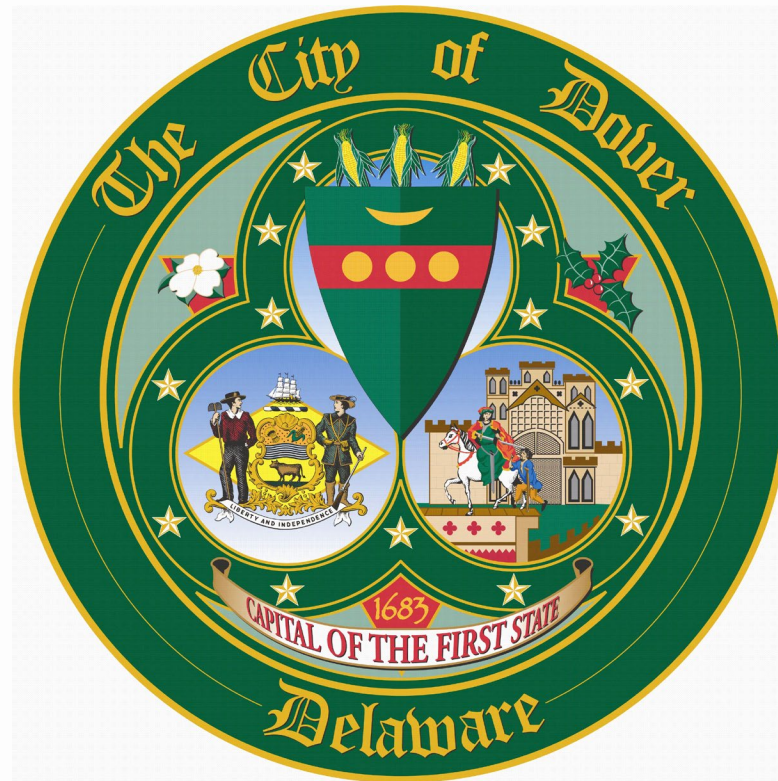
CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBL	STORIES	SFLA	GRADE	CDU	TOTAL	APPR	SALE DT	PR	Item #16.	R
ED05-057.17-01-09.00	18	R10	5 GRISTMILL DR	1	8	1990	2	2034	C+	AV	180,400		13-JAN-23	280,000		.4
ED05-057.17-01-66.00	18	R10	123 MILLCREEK DR	1	5	1993	2	1340	C+	GD	174,400		30-JAN-23	280,000		.62
ED05-067.01-01-66.00	18	R10	119 TOPAZ CIR	1	5	2006	2	2564	B	AV	244,800		02-JAN-23	399,900		.61
ED05-067.14-01-20.00	18	R10	20 MERION CT	1	5	1974	2	1720	B-	GD	206,900		13-JAN-23	300,000		.69
ED05-067.14-04-25.00	18	R10	7 PIN OAK DR	1	5	1997	2	2354	B-	AV	221,800		04-JAN-23	340,000		.65
ED05-067.15-02-27.00	2	R10	232 N ANN AVE	1	16	1990	1	1578	C	AV	164,200		31-JAN-23	226,000		.73
ED05-067.15-05-04.00	10	R10	808 WOODCREST DR	1	13	1983	2	1360	C	FR	124,200		17-JAN-23	250,000		.50
ED05-067.15-05-21.00	10	R10	842 WOODCREST TRN	1	13	1984	2	1360	C	FR	130,600		30-JAN-23	205,000		.64
ED05-067.16-01-22.00	10	R10	608 ROSS ST	1	16	1963	1	1657	C	AV	181,900		10-JAN-23	260,000		.70
ED05-067.16-02-70.00	10	R10	727 N GOVERNORS AVE	1	3	1955	1	2688	B-	VG	307,600		26-JAN-23	339,000		.91
ED05-067.20-02-22.00	10	R10	509 FAIRVIEW AVE	1	2	1939	1	1028	C	AV	124,500		27-JAN-23	275,000		.45
ED05-067.20-02-32.00	10	R20	524 LAKEWOOD PL	2	8	1953	1	1600	C+	AV	156,700		27-JAN-23	215,000		.73
ED05-067.20-03-62.00	8	R30	411 N GOVERNORS AVE	3	1	1939	2	1769	C+	AV	155,200		05-JAN-23	200,000		.78
ED05-068.13-01-18.00	10	R10	521 SUNSET DR	1	14	1955	1	1622	C	AV	163,800		20-JAN-23	110,000	1.49	
ED05-068.14-02-33.00	13	R10	221 MACARTHUR DR	1	5	1966	2	1524	C+	GD	161,000		23-JAN-23	250,000		.64
ED05-068.15-03-15.00	6	R10	1423 S HANCOCK AVE	1	16	1995	1	1764	C	AV	181,800		12-JAN-23	270,000		.67
ED05-068.18-02-24.00	7	R10	120 UPLAND AVE	1	14	1955	1	1393	C	AV	174,600		20-JAN-23	235,000		.74
ED05-076.04-02-16.00	2	R10	410 RIDGELY BLVD	1	13	2022	2	1420	B-	AV	156,200		11-JAN-23	255,990		.61
ED05-076.06-02-85.00	2	R10	407 COLD SPRING PL	1	13	1987	2	1040	C-	AV	112,500		30-JAN-23	138,500		.81
ED05-076.06-03-54.00	17	R10	215 GREEN BLADE DR	1	8	1983	2	1675	C+	AV	146,900		27-JAN-23	210,000		.70
ED05-076.06-08-68.00	17	R10	4 PERIWINKLE DR	1	13	1995	2	1260	C+	AV	135,500		19-JAN-23	204,000		.66
ED05-076.07-01-58.00	2	R10	40 CARVER RD	1	3	1925	1	898	C	AV	98,000		20-JAN-23	60,000	1.63	
ED05-076.11-01-13.00	2	R10	941 BEDFORD DR	1	3	1955	1	1345	C	AV	139,500		30-JAN-23	190,000		.73
ED05-076.11-01-20.00	2	R10	40 BERTRAND RD	1	16	1968	1	2632	C	AV	218,200		03-JAN-23	265,000		.82
ED05-076.12-02-05.00	2	R10	133 DAVIS CIR	1	14	1961	1	924	C-	AV	114,900		30-JAN-23	240,000		.48
ED05-076.12-02-34.00	2	R10	46 LINCOLN ST	1	1	1925	1	1068	C-	AV	102,300		06-JAN-23	77,000	1.33	
ED05-076.13-04-05.00	14	R10	226 NORTHDOWN DR	1	13	1999	2	1848	C+	AV	146,400		13-JAN-23	240,000		.61
ED05-076.14-02-10.00	14	R10	210 TRAFALGAR DR	1	13	2004	2	1815	C+	AV	157,700		30-JAN-23	215,000		.73
ED05-076.20-03-51.00	12	R10	515 WESTWOOD DR	1	3	1962	1	2319	B	AV	227,400		21-JAN-23	315,000		.72
ED05-077.06-01-40.00	8	R10	510 GREENHILL RD	1	3	1940	1.5	1323	C	GD	145,200		11-JAN-23	300,000		.48
ED05-077.07-07-08.00	6	R10	104 LADY BUG DR	1	8	2017	2	1220	B-	AV	162,700		25-JAN-23	240,000		.68
ED05-077.07-08-35.00	6	R10	318 BLUECOAT ST	1	1	2018	2	1680	B-	AV	223,300		10-JAN-23	325,000		.69
ED05-077.09-01-10.00	9	R20	141 S QUEEN ST	2	8	1920	2	2280	C	AV	150,400		26-JAN-23	180,000		.84

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBL	STORIES	SFLA	GRADE	CDU	TOTAL	APPR	SALE DT	PR	Item #16.	R
ED05-077.11-05-27.00	6	R10	62 MER WAY	1	8	2013	2	2242	B-	AV	201,800		27-JAN-23	305,		6
ED05-077.17-05-66.00	4	R10	33 ROOSEVELT AVE	1	14	1954	1	1512	C	GD	163,900		30-JAN-23	218,000		.75
ED05-085.12-01-65.00	12	R10	354 ALDER RD	1	5	1966	2	2736	C+	AV	207,400		17-JAN-23	340,000		.61
LC05-058.17-03-04.00	1A	R10	111 PERSIMMON CIR	1	11	1987	1	1512	D+	AV	99,000		04-JAN-23	175,000		.57
LC05-058.18-01-85.00	1A	R10	131 BETH PL	1	11	1998	1	1344	D+	AV	92,700		17-JAN-23	196,000		.47

CITY COUNCIL COMMUNITY ENHANCEMENT FUND REPORT



JANUARY 2023

CITY COUNCIL COMMUNITY ENHANCEMENT FUND
JULY 1, 2022 - JUNE 30, 2023
100-10-12-99-000-53037

Current Balance- \$ 18,700.00							
COMMUNITY ENHANCEMENT FUND - \$2,500 FOR EACH COUNCIL MEMBER PER DISTRICT AND \$5,000 FOR THE AT-LARGE COUNCIL MEMBER. THE PURPOSE OF THE FUND IS TO ALLOW MEMBERS TO CONTRIBUTE FUNDS TO A SMALL PROJECT OR COMMUNITY NEEDS IN EACH DISTRICT.							
BUDGETED AMOUNT							\$ 25,000.00
FINAL BUDGET TOTAL							\$ 25,000.00
DATE	COUNCIL SPONSOR	VENDOR	DESCRIPTION	INVOICE #	TOTAL CHARGES	YEAR TO DATE	BALANCE
7/26/2022	Boggerty	DEMCO	Councilman Boggerty authorized the designation of \$100.00 of his community enhancement funds to DEMCO for the Annual Back to School Event	Email from Andre Boggerty dated 07/21/2022 and email from Leandra Marshall dated 07/13/2022	\$100.00	\$100.00	\$24,900.00
7/26/2022	Anderson	The 302 Movement	Councilman Anderson authorized the designation of \$300.00 of his community enhancement funds to The 302 Movement for the backpack program.	Email from David Anderson dated 06/29/2022 and email from Tracey Weems dated 06/28/2022	\$300.00	\$400.00	\$24,600.00
7/26/2022	Anderson	The Inner City Cultural League	Councilman Anderson authorized the designation of \$1000.00 of his community enhancement funds to The Inner City Cultural League for the reasons stated in the letter.	Email from David Anderson dated 06/23/2022 and email from Elizabeth Daniels dated 06/23/2022	\$1,000.00	\$1,400.00	\$23,600.00
8/15/2022	Neil	Persimmon Park Place	Councilman Neil authorized the designation of \$200.00 of his community enhancement funds to Persimmon Park Place for the Backpack Giveaway	Email from Fred Neil dated 08/10/2022 and email from Joyce Talley dated 08/09/2022	\$200.00	\$1,600.00	\$23,400.00
8/15/2022	Arndt	Persimmon Park Place	Councilwoman Arndt authorized the designation of \$200.00 of her community enhancement funds to Persimmon Park Place for the Backpack Giveaway	Email from Tricia Arndt dated 08/10/2022 and email from Joyce Talley dated 08/09/2022	\$200.00	\$1,800.00	\$23,200.00
9/6/2022	Arndt	Dover Art League	Councilwoman Arndt authorized the designation of \$500.00 of her community enhancement funds to the Dover Art League for the Grand Opening	Email from Tricia Arndt dated 08/31/2022 and email from Elena Stewart dated 8/31/2022	\$500.00	\$2,300.00	\$22,700.00
9/12/2022	Boggerty	Interdenominational Ministerial Alliance of Dover and Visinity (IMA)	Councilman Boggerty authorized the designation of \$600.00 of his community enhancement funds to the Annual Community Unity Family Day	Email from Andre Boggerty dated 09/06/2022 and email from Theodore Henderson dated 9/6/2022	\$600.00	\$2,900.00	\$22,100.00
10/6/2022	Anderson	The Well Church	Councilman Anderson authorized the designation of \$300.00 of his community enhancement funds to the Faith and Blue Weekend	Email from Dave Anderson dated 10/05/2022 and email from Bishop Carol E. Harris dated 10/5/2022	\$300.00	\$3,200.00	\$21,800.00
10/6/2022	Hare	The Well Church	Councilman Hare authorized the designation of \$400.00 of his community enhancement funds to the Faith and Blue Weekend	Email from City Clerk Bennett dated 10/05/2022 and email from Bishop Carol E. Harris dated 10/5/2022	\$400.00	\$3,600.00	\$21,400.00
10/7/2022	Arndt	The Well Church	Councilwoman Arndt authorized the designation of \$150.00 of her community enhancement funds to the Faith and Blue Weekend	Email from Tricia Arndt dated 10/07/2022 and email from Bishop Carol E. Harris dated 10/5/2022	\$150.00	\$3,750.00	\$21,250.00
10/7/2022	Rocha	The Well Church	Councilman Rocha authorized the designation of \$200.00 of his community enhancement funds to the Faith and Blue Weekend	Email from Gerald Rocha dated 10/07/2022 and email from Bishop Carol E. Harris dated 10/5/2022	\$200.00	\$3,950.00	\$21,050.00
10/12/2022	Anderson	Tracy Palmer Ministries, Inc	Councilman Anderson authorized the designation of \$500.00 of his community enhancement fund to Tracy Palmer Ministries, Inc for Thanksgiving Dinner & Winter Food Events	Email from Dave Anderson dated 10/12/2022 and email/letter from Paster Tracy Palmer dated 10/12/2022	\$500.00	\$4,450.00	\$20,550.00
11/3/2022	Anderson	United Way of Delaware	Councilman Anderson authorized the designation of \$250.00 of his community enhancement fund to United Way of Delaware Wonderland Coat and Toy Drive	Email from Dave Anderson dated 11/03/2022 and email/letter from Kenyatta Livingston dated 11/03/2022	\$250.00	\$4,700.00	\$20,300.00
11/7/2022	Pillsbury	United Way of Delaware	Councilwoman Pillsbury authorized the designation of \$500.00 of his community enhancement fund to United Way of Delaware Wonderland Coat and Toy Drive	Email from Julia Pillsbury dated 11/05/2022 and email/letter from Kenyatta Livingston dated 11/03/2022	\$500.00	\$5,200.00	\$19,800.00
11/15/2022	Taylor	Dover Police Department	Councilman Taylor authorized the designation of \$650.00 of his community enhancement funds to the Hometown Holiday Event	Email from Ralph Taylor dated 11/15/2022	\$650.00	\$5,850.00	\$19,150.00
11/16/2022	Boggerty	Dover Police Department	Councilman Boggerty authorized the designation of \$825.00 of his community enhancement funds to the Hometown Holiday Event (Returned-Not Needed)	Email from Andre Boggerty dated 11/16/2022	\$0.00	\$0.00	\$19,150.00
1/12/2023	Anderson	Code Purple	Councilman Anderson authorized the designation of \$150.00 of his community enhancement fund to Code Purple.	Email from Dave Anderson dated 01/12/2023 and email/letter from Ennio Emmanuel (Code Purple) dated 01/03/2023	\$150.00	\$6,000.00	\$19,000.00
2/21/2023	Arndt	United Way of Delaware	Councilwoman Arndt authorized the designation of \$300.00 of her community enhancement funds to the National Read Across America Day	Email from Tricia Arndt dated 02/21/2023 and email from Gerald Rocha dated 02/21/2023	\$300.00	\$6,300.00	\$18,700.00
					\$6,300.00		\$18,700.00

Inner City Cultural League Vendor # 200

Budgeted Amount	District	Council Sponsor	YTD Expenditures	Balance
\$5,000.00	At-Large	Boggerty	\$700.00	\$4,300.00
\$2,500.00	1st District	Pillsbury	\$500.00	\$2,000.00
\$2,500.00	1st District	Rocha	\$200.00	\$2,300.00
\$2,500.00	2nd District	Hare	\$400.00	\$2,100.00
\$2,500.00	2nd District	Taylor	\$650.00	\$1,850.00
\$2,500.00	3rd District	Arndt	\$1,150.00	\$850.00
\$2,500.00	3rd District	Neil	\$200.00	\$2,300.00
\$2,500.00	4th District	Anderson	\$2,000.00	\$0.00
\$2,500.00	4th District	Sudler		\$2,500.00
		TOTAL	\$5,800.00	\$18,200.00

CITY MANAGER'S MONTHLY REPORT



January 2023

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March 7, 2023

Honorable Mayor & Members of City Council
Dover, DE 19901

RE: CITY MANAGER'S OFFICE MONTHLY REPORT – JANUARY 2023

Dear Mayor & Members of City Council:

The City Manager's Office is pleased to present our monthly report for the month of January 2023. Included are the monthly reports from Departments directly reporting to the City Manager. Tasks performed by the City Manager and Assistant City Manager include the following:

- Participated in Diversity, Equity and Inclusion Committee meeting and leadership team meeting.
- Assisted with planning for the Transformational Leadership training session.
- Held preliminary budget meetings with staff.
- Attended Management Committee and Risk Management Committee meetings regarding electric.
- Participated in AFSCME contract negotiations.
- Continued work on wage equity study for all City of Dover employees as authorized by City Council. Tasks included updating scenarios, determining years of service and years in position, and meeting with the unions and department heads.
- Reviewed proposed agreements of sale and letters of interest for sale of lots at Garrison Oak and met with prospects.
- Presented traffic calming alternatives, with representatives of DelDOT, to the Safety Advisory and Transportation Committee on January 10, 2023 regarding the six-way intersection at Governors Boulevard, Ross Street and Bradford Street.
- Researched requests from Council members and constituents and addressed concerns.
- Addressed personnel matters.

If you have any questions or would like to discuss, please feel free to contact our office.

Most respectfully,

David S. Hugg, III
City Manager

Sharon J. Duca, P.E.
Assistant City Manager

Customer Service information
was not available at the time
this report was completed and
therefore will be included in
next month's report.

ELECTRIC DEPARTMENT

Item #18.

Electric Divisions

System Peak		Total System Load		Month	outages	customers	Number of New Services	
Mar 21	96.05	Mar 21	56,803	Nov 20	7	3,230	Nov 20	12
Apr 21	106.06	Apr 21	52,494	Dec 20	0	0	Dec 20	15
May 21	135.17	May 21	56,801	Jan 21	1	2	Jan 21	9
Jun 21	156.90	Jun 21	69,150	Feb 21	3	1518	Feb 21	7
Jul 21	156.16	Jul 21	79,792	Mar 21	4	568	Mar 21	20
Aug 21	164.90	Aug 21	77,971	Apr 21	4	1,287	Apr 21	14
Sep 21	140.78	Sep 21	65,002	May 21	9	733	May 21	6
Oct 21	117.77	Oct 21	58,157	Jun 21	10	736	Jun 21	40
Nov 21	95.71	Nov 21	55,279	Jul 21	13	3,730	Jul 21	9
Dec 21	96.13	Dec 21	58,299	Aug 21	11	728	Aug 21	11
Jan 22	107.95	Jan 22	65,916	Sep 21	7	1,037	Sep 21	20
Feb 22	103.87	Feb 22	55,827	Oct 21	9	4,693	Oct 21	16
Mar 22	99.08	Mar 22	56,876	Nov 21	6	347	Nov 21	23
Apr 22	92.65	Apr 22	50,847	Dec 21	13	1540	Dec 21	22
May 22	143.11	May 22	59,233	Jan 22	11	1599	Jan 22	17
June 22		June 22		Feb 22	6	1005	Feb 22	8
July 22		July 22		Mar 22	5	512	Mar 22	18
Aug 22		Aug 22		Apr 22	1	350	Apr 22	20
Sep 22		Sep 22		May 22	13	4,199	May 22	21
Oct 22		Oct 22		June 22	19	6,639	June 22	11
Nov 22		Nov 22		July 22	7	357	July 22	16
Dec 22		Dec 22		Aug 22	8	395	Aug 22	47
Jan 23		Jan 23		Sep 22	6	2920	Sep 22	27
				Oct 22	3	732	Oct 22	21
				Nov 22	4	1328	Nov 22	17
				Dec 22	3	6,703	Dec 22	12
				Jan 23	3	129	Jan 23	47

There is a metering issue that is actively being worked between NAES, Dover employees and contractors.

Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index. SAIDI Long Time looks at the previous 24months of outages

FY 23 YTD	FY 22	FY 21
63.7	120.22	309.24

Outages		Average Response Time <i>Goal is less than 30 minutes</i>	
Month	Year-to-date	Month	Year-to-date
3	34	39.67	32.47

PROGRAM UPDATES	JAN 23	JAN 22	FY23 YTD
Tree Trimming	246	128	1915
Number of Oil Releases	0	0	0
Lost Time Accidents – All Electric Utility Divisions	1	0	1
New Services	47	17	

MEMORANDUM

Department of Central Services
 P.O. Box 475
 Dover, Delaware 19903
 Phone: (302) 674-7567
 Fax: (302) 736-7178
 E-mail: mhamlett@dover.de.us



TO: Dave Hugg, City Manager
 Sharon Duca, Assistant City Manager

FROM: Michael C. Hamlett, Central Services Director

DATE: 2/9/2023

SUBJECT: Fiscal Year Project Update

Outlined below are the stages of each project in process for Fiscal Year 2023

FC2001 City Hall HVAC Renovation: In Finishing touches phase 99% complete

EA2204 Weyandt Hall HVAC Renovation: Currently in the engineering and design phase with E2engineering. The mechanical, electrical drawings and specifications are complete. Preparing RFP phase.

EA2202 Electric Admin Window Replacement: **COMPLETED.**

EA2203 Weyandt Hall Window Replacement and LED Lighting Upgrade: Window installation is complete. Facilities staff is currently working on LED upgrades, 90% complete.

LB2201 Library HVAC Controls Upgrade: Contractor is currently onsite installing upgrades. Tentative completion 2/17/2023.

CS2301 Warehouse LED Lighting Upgrade: Materials are on hand and awaiting Facilities staff completion of Weyandt Hall LED upgrade.

CS2302 Warehouse Replacement of Tile Flooring and Exterior Painting: Flooring replacement has been completed. Painting has been completed. **COMPLETED**

FC2303 City Hall Window Replacement: Currently awaiting quotes

FC2304 Old Post Office Hazardous Material Abatement: **COMPLETED**

Weyandt Hall Security Upgrades: All cameras and swipe badges have been installed and functional. Ballistic glass has been completed and Facilities staff is working on relocating door.

Michael Hamlett, Central Services Director

Phone: 302-674-7567

Email: mhamlett@doover.de.us

Fleet & Facilities Management Monthly Report

JANUARY 2023

Fleet Maintenance

PM Work Orders Completed: **40**
 Other Work Orders: **61**
 Total Work Orders: **101**
 PM Hours: **93.5**

Number of Tire Repairs: **15**
 Repair Hours: **259**
 Fabrication Hours: **0**

Number of Road Repairs: **7**
 Road Repair Hours: **7.5**
 Misc. Hours: **43**

of Scheduled PM's: **35**

of PM's Completed: **40**

Major Program Updates

MEASURE	JANUARY 2023	JANUARY 2022	DIFFERENCE
Fleet Maintenance - Completed PM appointments vs scheduled PM's <i>(Quantity and Percentage)</i>	40 out of 35 114.29 %	32 out of 35 91.43 %	22.86 %
<u>Facilities Maintenance</u>			
Facilities - Routine work orders completed within 5 days <i>(Quantity and Percentage)</i>	55 out of 62 88.71 %	53 out of 62 85.48 %	3.23 %
Facilities - Emergency work orders completed within 2 days <i>(Quantity and Percentage)</i>	4 out of 4 100.00 %	8 out of 10 80.00 %	20.00 %

Facilities:

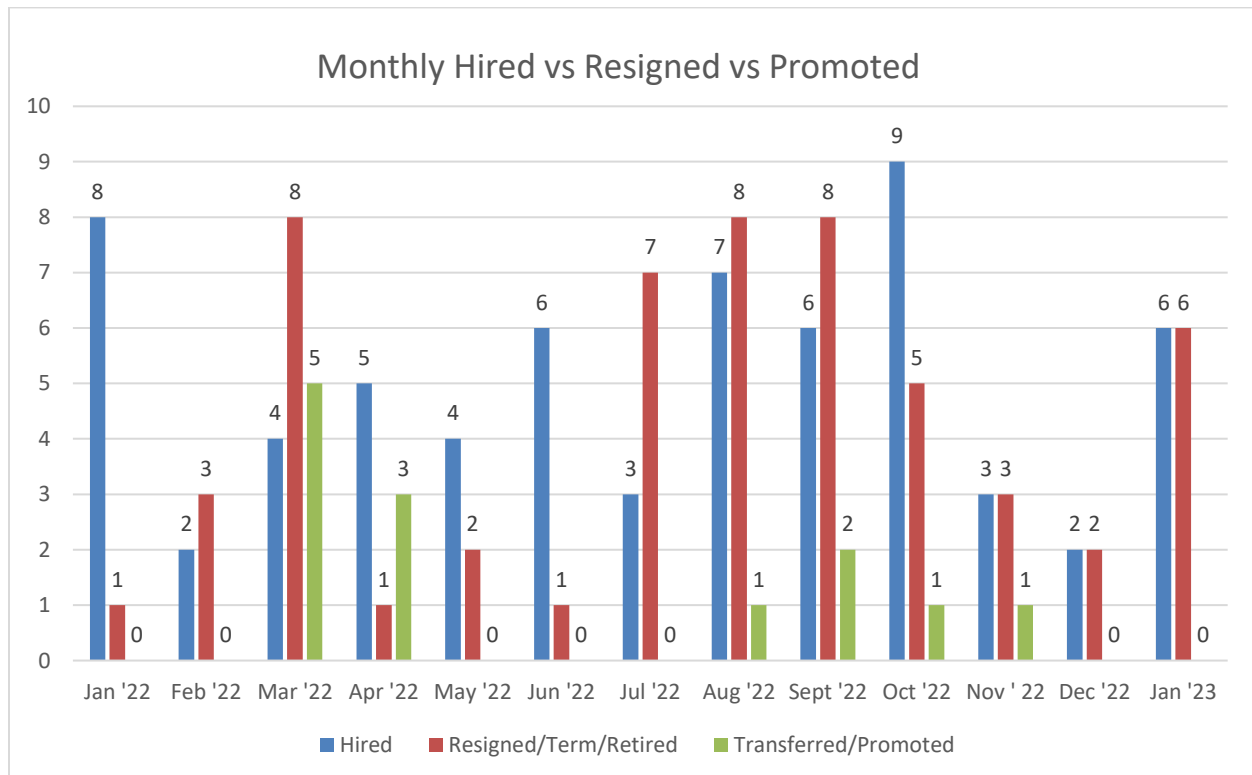
Total Work Orders Written in January: **66**

Total Work Orders Completed in January: **64**
 (includes previous months' W/O's that were incomplete)

HUMAN RESOURCES

January 2023

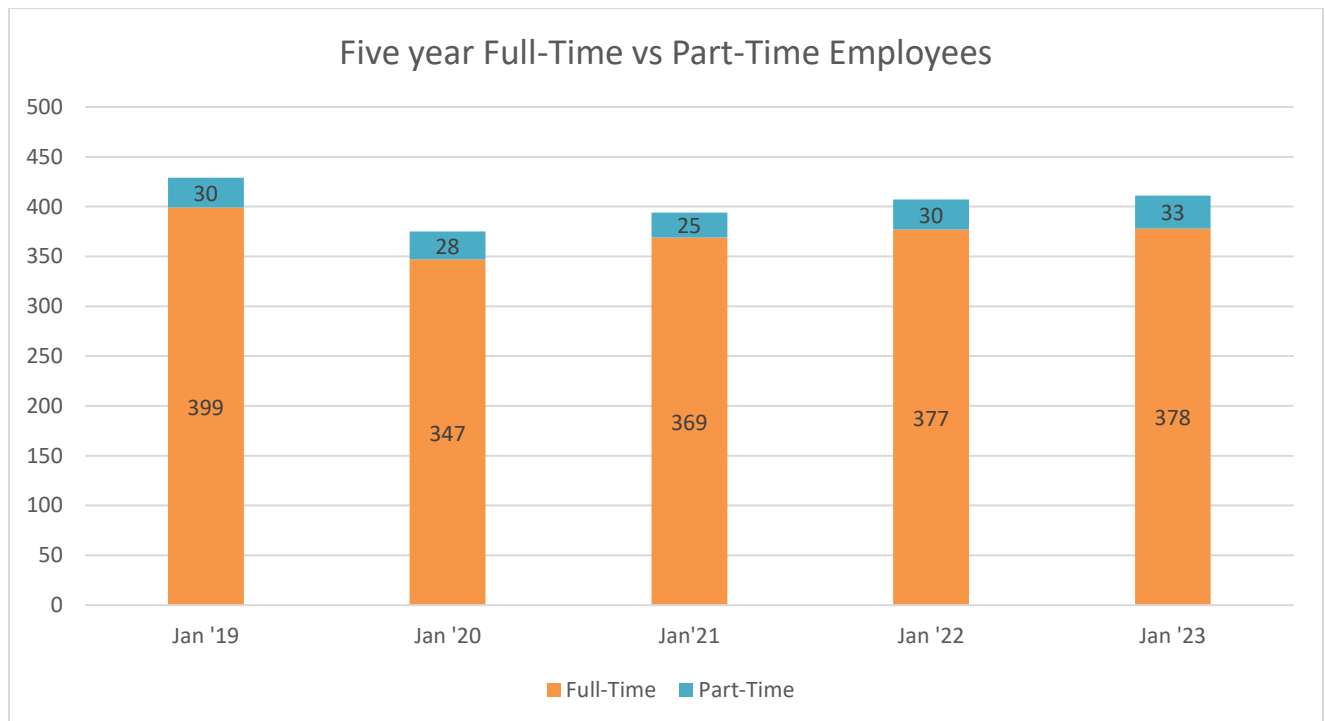
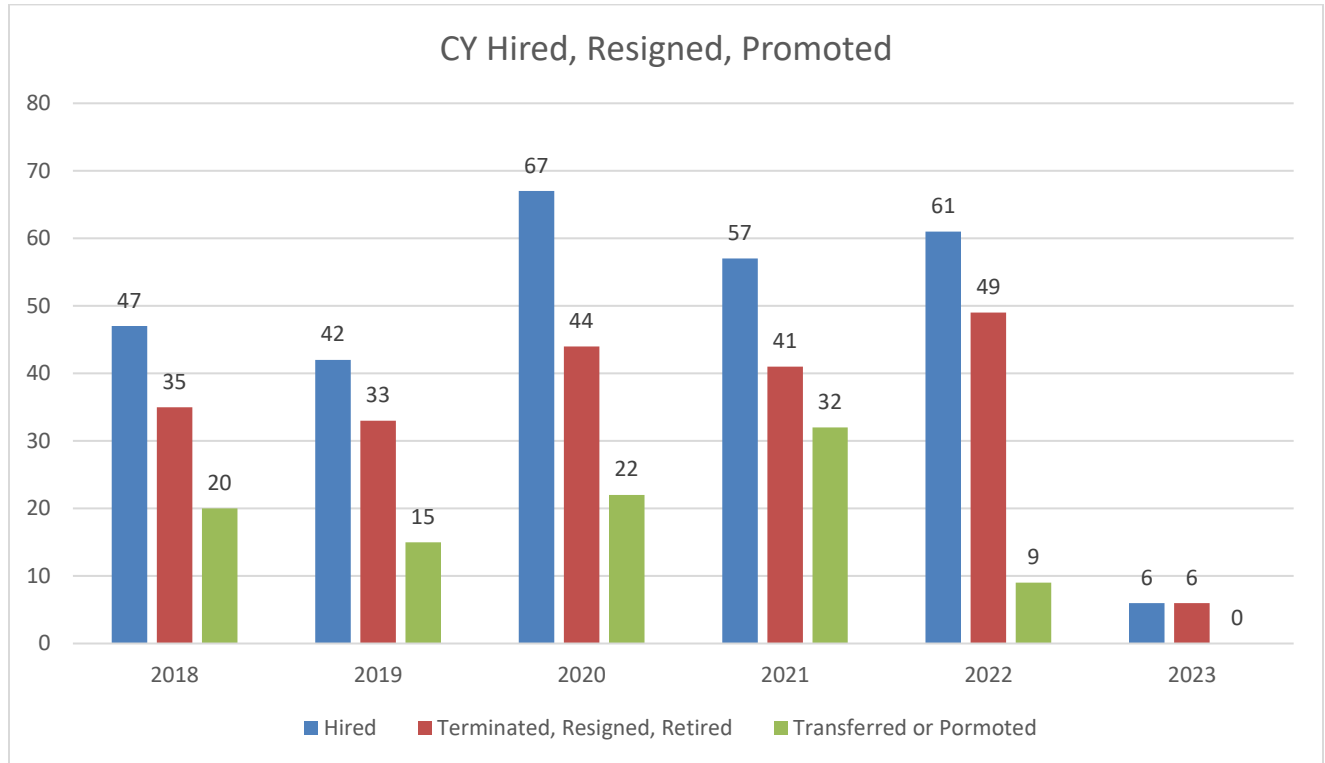
Summary: The Human Resources Department is currently working on training initiatives specific to an applicant tracking system. This will ensure greater data specific to current trends and further increase proper metrics the amount of applicants that apply for positions. The new system will assist in tracking more specified data to better aid in forecasting trends. January's top trend is an increase in hiring overall since the decline of COVID in 2020. We have not seen a decrease in the amount of open vacancies and remain positive that we will increase our trend of viable candidates.



January – Retire 2; Resigned 3; Terminated 1

HUMAN RESOURCES

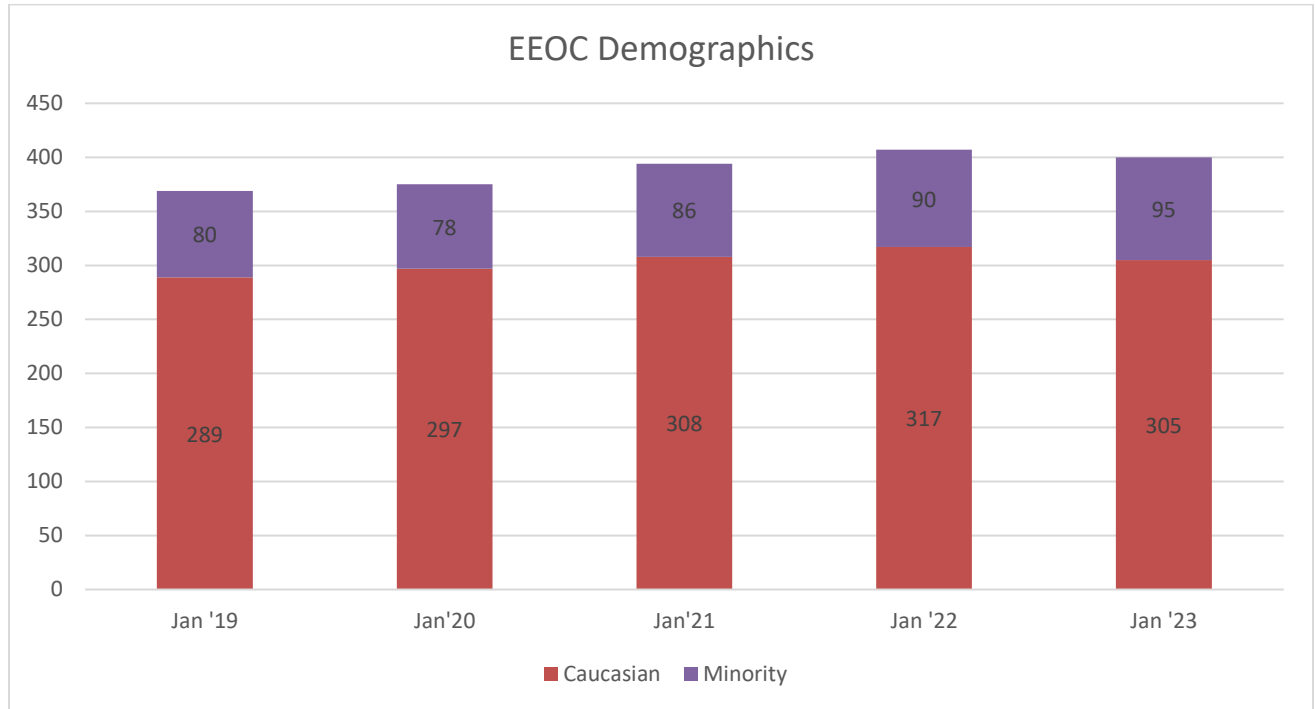
Item #18.



-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members
Part-time employees (4 Pitts Center, 2 Recreation, 24 Library, 2 Police Department, 1 Central Services)

HUMAN RESOURCES

Item #18.



Position Hired: Planner I, Customer Service Clerk I (2), Service Center Clerk-PT, Sex Offender Agent, Police Officer

Transferred/Promoted:

Position Terminated/Resigned/Retired/Other: Customer Service Clerk I, Police Officer (retire) Customer Service Clerk II (retire), Communication Operator, Evidence Clerk, Electrical Engineer

Terminal Leave: Police Officer (July)

HUMAN RESOURCES

Open or Currently Recruiting*

Open or Currently Recruiting by Dept.

January 2023

Electric	1
Public Works	7
Police	11
Water Wastewater	1
All Other Departments	4
Totals	24

**Not used for Budgeting Purposes*

The numbers presented above are consistent with current (March) vacancy data.

Electric: Electrical Engineer

Public Works: Motor Equipment Operator I – Streets (2), Motor Equipment Operator I – Stormwater, Motor Equipment Operator I – Sanitation (2), Sign Street Painter, MEOII – Night Street Sweeper

Police: (4) Cadet (PT), Police Officer (3), Police Clerk II, Central Services Coordinator, Communications Operator (2), Animal Control Officer, Police Clerk,

Water/Wastewater: Civil Engineer

All Other Departments: Administrative Assistant – Finance, Customer Service Clerk I, Fire Dispatcher, Human Resource Coordinator

Turnover Statistics

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Turnover %	11.00	10.91	6.02	12.05	8.68	15.36	10.33	9.66	13.96	9.69	15.93	1.3
Termination Turnover %	0.29	1.47	0.57	0.28	0.54	1.92	1.36	0.54	1.42	.25	1.62	0.22
Resignation Turnover %	5.21	5.01	2.29	7.56	6.24	7.41	5.98	6.17	7.98	7.14	9.01	0.65
Retirement Turnover %	5.50	4.42	3.15	4.20	1.90	4.39	2.45	2.68	4.27	2.29	1.15	0.43
Other	-	-	-	-	-	1.65	0.54	0.27	0.28	.25	.23	0.0

2012 Healthcare cost sharing implemented **2013 Healthcare cost sharing implemented for DOE**
 2016 RIF in Economic Development; 2018 RIF in Electric

HUMAN RESOURCES

Item #18.

Average Employees

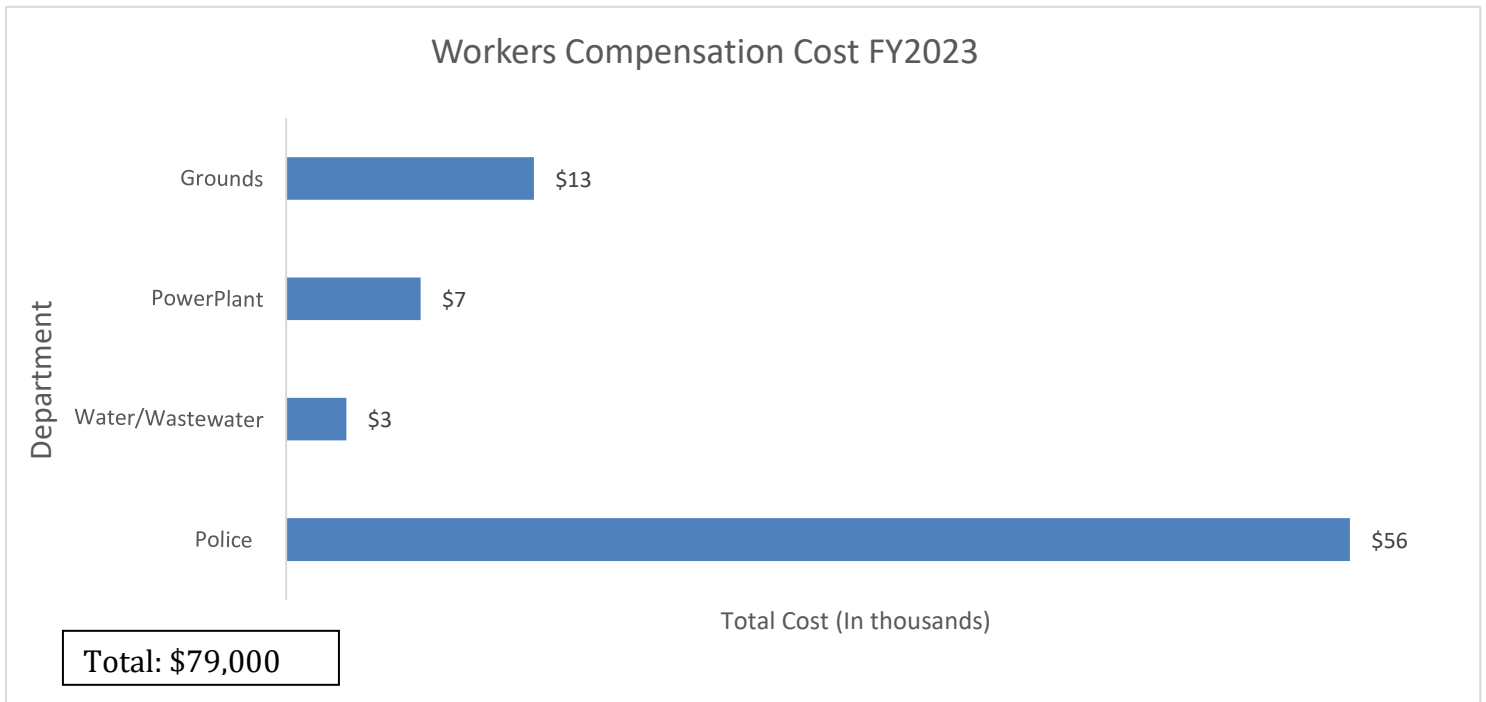
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Total Number of Employees Separating from Service	38	37	21	42	32	56	38	36	49	38	48	6
Average Number of Full-time Employees	333	325	331	333	340	337	340	346	**355	370	405	433
Average Number of Part-time Employees	12	14	18	24	28	28	28	26	25	23	28	33

* Healthcare cost sharing implemented

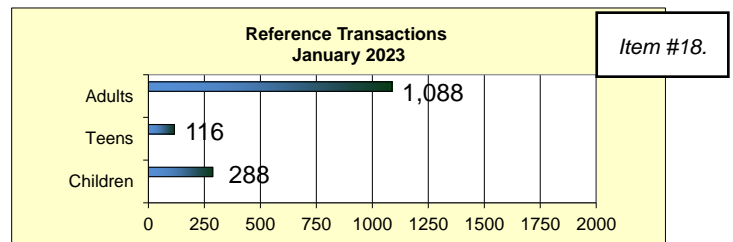
**Updated

Worker's Compensation

Category	January 2022	January 2023
Monthly Workers Comp. Injuries	8	5
Monthly Workers Comp. Hours used by employees	189	16



*8/2021 graph changed to FY



* Electronic Materials include Overdrive & Hoopla starting July 2022

Circulation	Jan. '23	FYTD '23	Jan. '22	FYTD '22
Dover Residents	9,831	73,085	9,570	79,031
* Electronic Materials	4,536	30,673	3,827	25,279
Kent Residents Total -	7,262	50,654	5,900	42,155
~Harrington	100		40	
~Milford	5		18	
~Smyrna	381		393	
~Unincorporated Kent Co.	6,776		5,449	
Non-County Residents	1,227	8,720	1,118	7,132

New Registrations

Dover Residents	238	1,678	200	1,404
Kent Residents Total -	121	792	73	439
~Harrington	1		0	
~Milford	0		0	
~Smyrna	5		0	
~Unincorporated Kent Co.	115		73	
Non-County Residents	4	29	3	26

Registered Library Users as of 01/31/23

City of Dover Residents	17,314
Kent County Residents	6,706
Sussex County Residents	253
New Castle Co. Residents	341
Out of State	22
TOTAL	24,636

Registered Library Users as of 01/31/22

City of Dover Residents	18,349
Kent Co. Residents	6,102
Sussex Co. Residents	258
New Castle Co. Residents	353
Other	19
TOTAL	25,081

Other

Visitors	14,024	93,006	9,818	79,193
*Visitors - Curbside Pick-up	0	0	0	0
Meeting Room Usage	1,814	12,742	404	11,869
Photocopier Usage	382	2,374	191	2,082
Computer Printing Usage	2,530	16,849	1,976	14,066
Computer Users	1,606	11,019	1,056	8,527
Wireless Computer Users	1,491	10,114	252	5,653
Inter/Intralibrary - Loaned	43		50	
Inter/Intralibrary - Borrowed	94		45	
Holds Sent	3,015		2,856	
Holds Received	<u>1,972</u>		<u>1,833</u>	
TOTAL	5,124	34,181	4,784	33,118
Tech Services/Items Added	1,459		1,534	
Tech Services/Items Deleted	1,273		928	
Passport Services/Customers	345	1,271	141	1,024
Passport Services/Revenue	\$13,961	\$60,312	\$5,828	\$41,229

Monthly Highlights

- ▶ 177 attended / viewed 26 programs for adults.
- ▶ 210 attended / viewed 16 program for teens.
- ▶ 947 attended / viewed 30 programs for children.
- ▶ 0 volunteers.

* Estimated Figure



Parks & Recreation

Monthly Report - January 2023

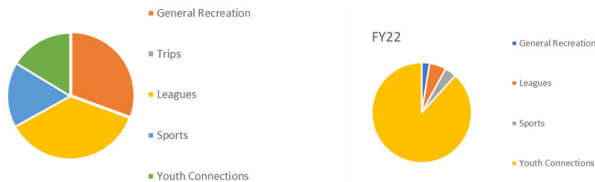
Item #18.



Parks & Recreation Highlights

- **John W. Pitts Recreation Center** was absolutely the place to be this January for indoor youth soccer, field hockey clinics, and field hockey leagues. Starting Friday evenings for youth soccer, we go right into youth basketball Saturday mornings with our staff doing a complete change over for Field Hockey leagues, to drop the ball Saturday afternoons into Sunday evening. We keep it bouncing at the Recreation Center! And don't forget weekdays we've got the walking track open before afterschool open gym & basketball practices kick in.
Indoor Senior Softball returned on Tuesday & Thursday mornings. Grab your glove and come on over for a morning of indoor softball fun.
- ♦ **Dover Park Building and Spray Pad** bid package was finally approved in the Planning Office. The spec is now out for bid. Staff will be watching closely to ensure the project continues to move forward.
- ♦ **Skate Park & Dog Park** for Schutte Park is moving along. Electric for construction of the two (2) amenities has been installed. Staff will be looking for grants to assist with the project costs as the projects continue to progress.

Recreation Revenue Breakdown



January 2023

General Recreation	1,371.00
Trips	1,020.00
Leagues	1,630.00
Sports	\$750.00
Youth Connections	\$732.00

January 2022

General Recreation	60.00
Leagues	130.00
Sports	90.00
Youth Connections	2,101.70

Bike Fix It Stations

Silver Lake Park (side pic)

Schutte Park (below pic)



JWP Program Participants	Jan. 23	FYTD 23	Jan. 22	FYTD 22
General Recreation	311	1,440	24	374
Open Gym	269	860	133	1,192
Sports	284	881	68	68
Leagues	3,203	14,944	1,913	7,442
Bldg Facility & Park Permits	2	50	10	105

January Outdoor Sports & Leagues Participant & Spectator Count

Activity	Participants	Spectators	Location
Youth Soccer League			Schutte Park
Healthy k	See you in the Spring for Soccer & Softball		rk
DHS Cross Country			Schutte Park
CMS Cross Country			Schutte Park



Arborist Crew:

- Repaired downed light strands on Loockerman St.
- Trimmed street trees.

Beautification Crew:

- Assisted with tree work.
- Picked up and chipped 194 Christmas trees.

Arborist Crew	
Tree Work	Completed
Tree's Trimmed	49
Tree's Removed	7
Root Pruning	0
Stumps Removed	5
Trees Planted	0

Mowing Crew:

- Completed general clean up on City properties.
- Assisted tree crew's with tree work.

Litter Removal:

- Litter is being picked up on city property as per the weekly schedule.
- Litter person has been diligent in the reporting of destruction in City parks.
- 248 Total 90 gallon cans collected.
- Removed 6 Shopping Carts.

Parks Crew:

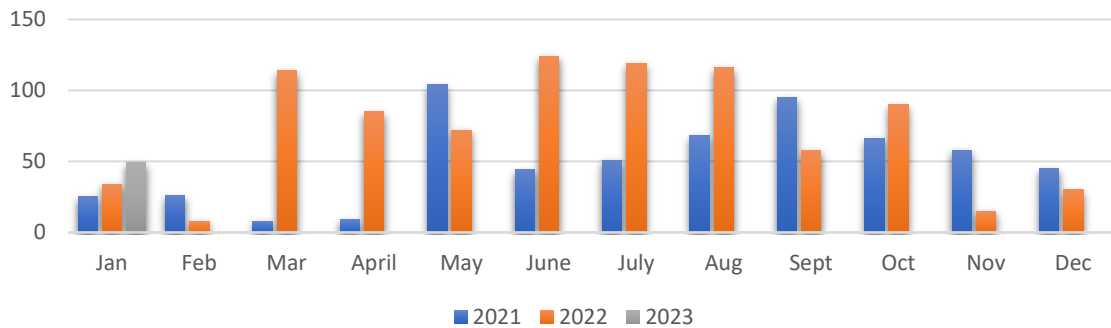
- Removed leaves and downed branches from Dover park pavilion and roadway.
- Completed Parks Route Daily.
- Built a storage shed.

Miscellaneous:

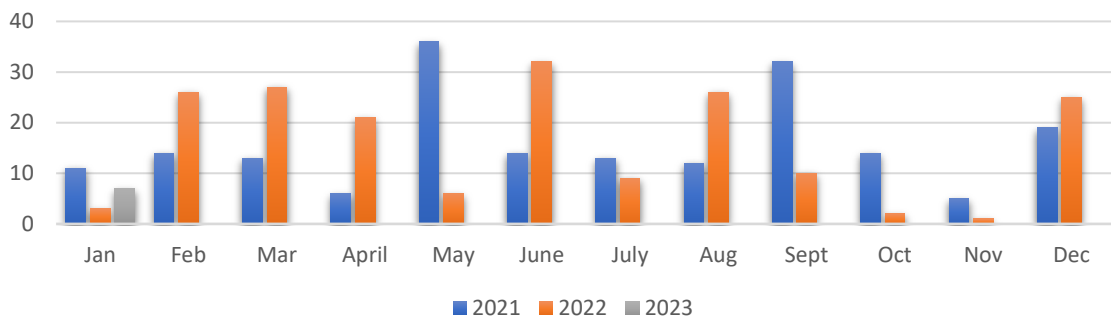
- Removed wreaths and garland.
- Removed Christmas trees from Silver Lake & Mirror Lake.
- Began winter maintance on mowing equiment.
- 6 employees attended Delaware Nursery pesticide class.



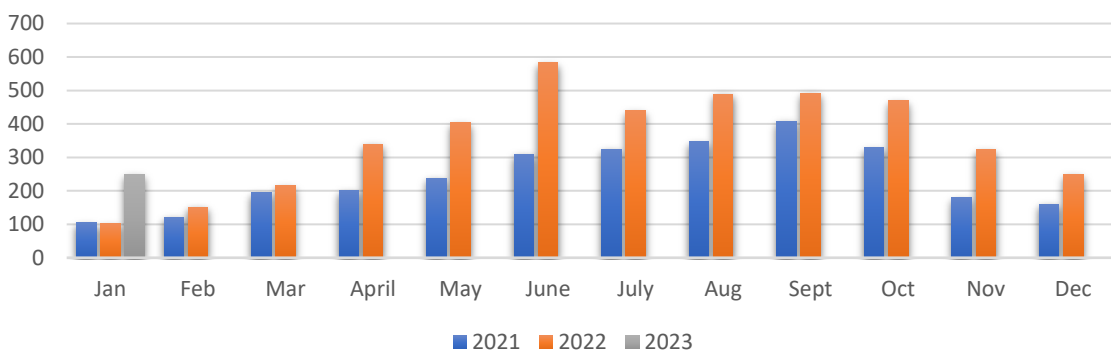
Trees Trimmed



Trees Removed



90 Gallon Litter Cans Collected



January 2023 Procurement & Inventory Report

Measure	FY 2023	FY 2022	DIFFERENCE
<i>Issue Effectiveness – How often the warehouse has what the departments need when it's needed. [issues / (issues + back orders)] * 100</i>	FY 2023 (To date) [889/ (889+203)] *100 81.41%	FY 2022 (Total) [1610/ (1610+241)] *100 86.98%	-5.57%
Turn Over Rate – Indicates that the material stocked is the material being used. (2020-2021 Goal 1 per year) WITHOUT TRANSFORMERS	0.93 Turnovers per year	0.87 Turnovers per year	0.06 Turnovers per year

<u>FUEL USE</u>	<u>FY 2023 TO DATE</u>	<u>FY 2022 TO DATE</u>	<u>STOCK WITH OVER 60 MONTH SUPPLY (5 YEARS)</u>	
Unleaded:	84,881 gallons	82,569 gallons	Electric:	\$ 499,032.57 211 Line Items
Diesel:	47,988 gallons	49,301 gallons	Water:	\$ 14,159.75 35 Line Items
Dollars Spent:	\$456,149.08	\$325,064.20	General:	\$ 21,402.74 83 Line Items
			Total:	\$ 534,595.06 329 Line Items

Purchase Orders for Stock by Fund

	<u>FY 2023 TO DATE</u>	<u>FY 2022 TO DATE</u>
Electric:	\$717,033.76	\$1,556,094.65
Water:	\$40,908.40	\$40,033.34
Wastewater:	\$0.00	\$0.00
General:	\$55,955.04	\$100,794.02
Total:	\$813,897.20	\$1,696,925.01

Issues from Stock by Fund

	<u>FY 2023 TO DATE</u>	<u>FY 2022 TO DATE</u>
Electric:	\$1,119,916.31	\$862,942.82
Water:	\$28,591.57	\$39,982.20
Wastewater:	\$32.14	\$3,179.21
General:	\$81,021.75	\$72,087.26
*Total:	\$1,229,561.77	\$978,191.49

Warehouse Stock

	<u>FY2023</u>	<u>FY2022</u>
Total Dollar Value:	\$2,856,703.02	\$2,447,063.63
Total Line Items:	996	1,014

Money Spent for Postage/Postal Services

<u>FY 2023 TO DATE</u>	<u>FY2022 TO DATE</u>
\$99,654.26	\$90,584.23

* Total of Issues from Stock by Fund includes Issues from Electric Returns (ER) warehouse.

Current Bid/RFP Status

COMMODITY	BID NUMBER	TERM	REQUESTING DEPARTMENT	Status as of February 1, 2023
Mirror Lake Drainage Improvements	23-0006PW	One Time	Public Works	Forwarded to Public Works on 1/10/2022
Hazards Response Services for City of Dover	23-0007EL	One Time	Electric Department	Forwarded to Electric Department 1/25/2023
PME-9 and PME-11 Switchgear for Stock	23-0008WH	One Time	Procurement	Bid opening scheduled for February 7, 2023 @ 2:00 PM
Dover Park Building & Splashpad	23-0009PR	One Time	Parks and Rec	RFP opening scheduled for February 28, 2023 @ 2:00 PM
West Street East Alley Water Main Replacement	23-0010WW	One Time	Public Works	Bid opening scheduled for February 21, 2023 @ 2:00 PM
3 Motorcycles for Dover Police Department	23-0011PD	One Time	Police Department	Bid opening scheduled for March 1, 2023 @ 2:00 PM

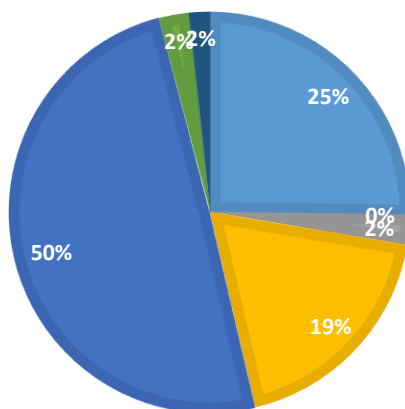


DEPARTMENT OF PUBLIC WORKS January 2023 MONTHLY REPORT

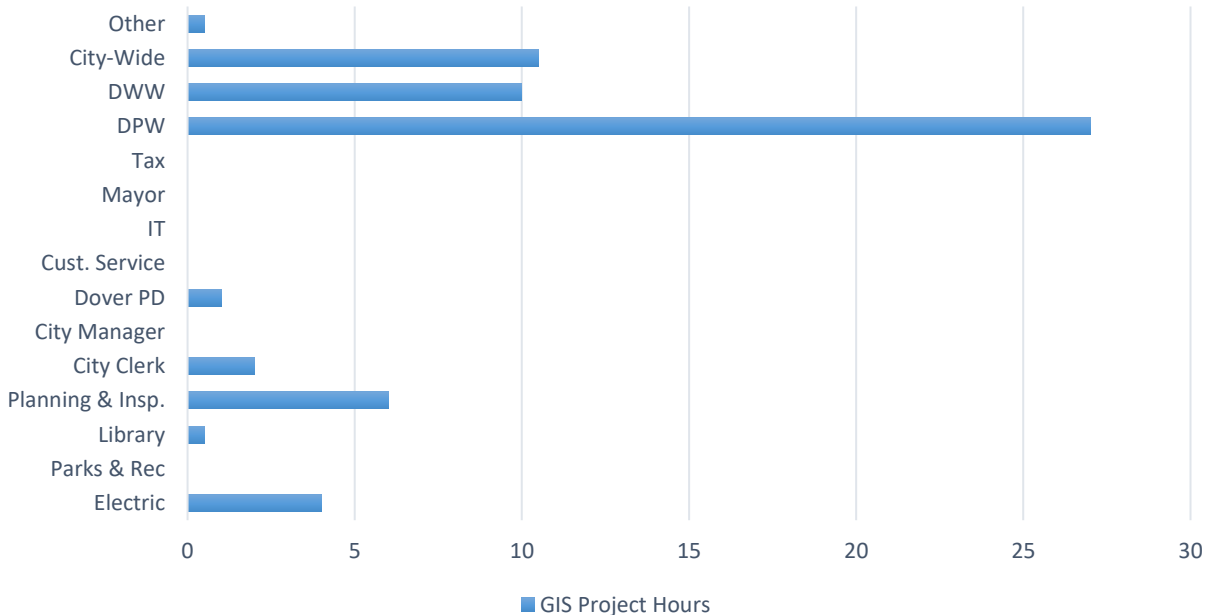
GIS

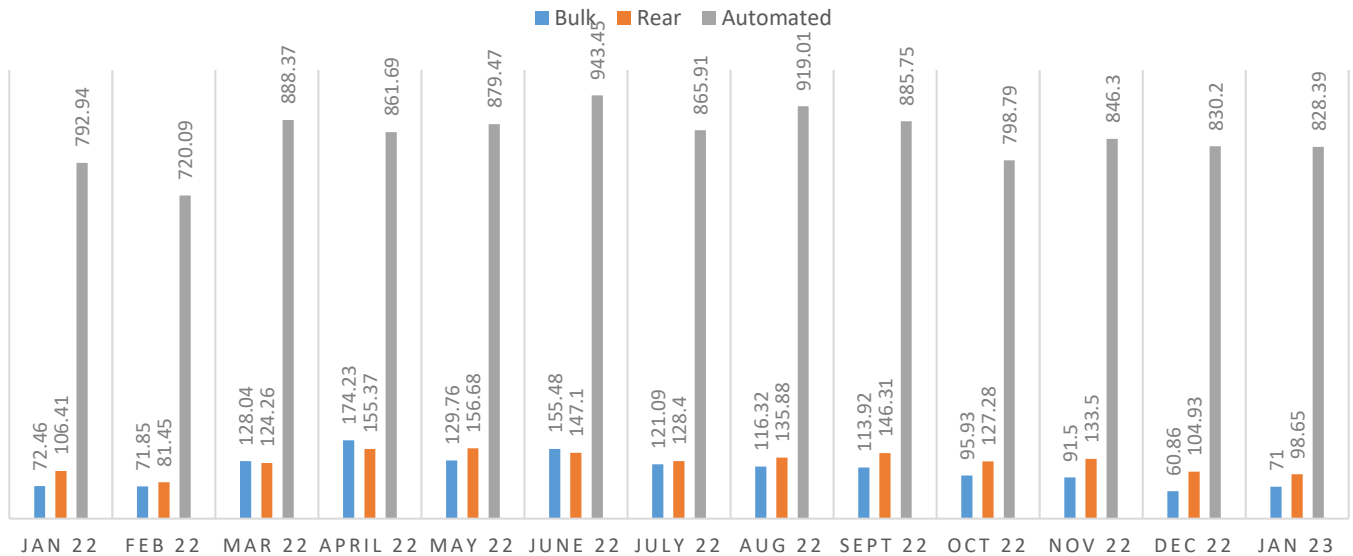
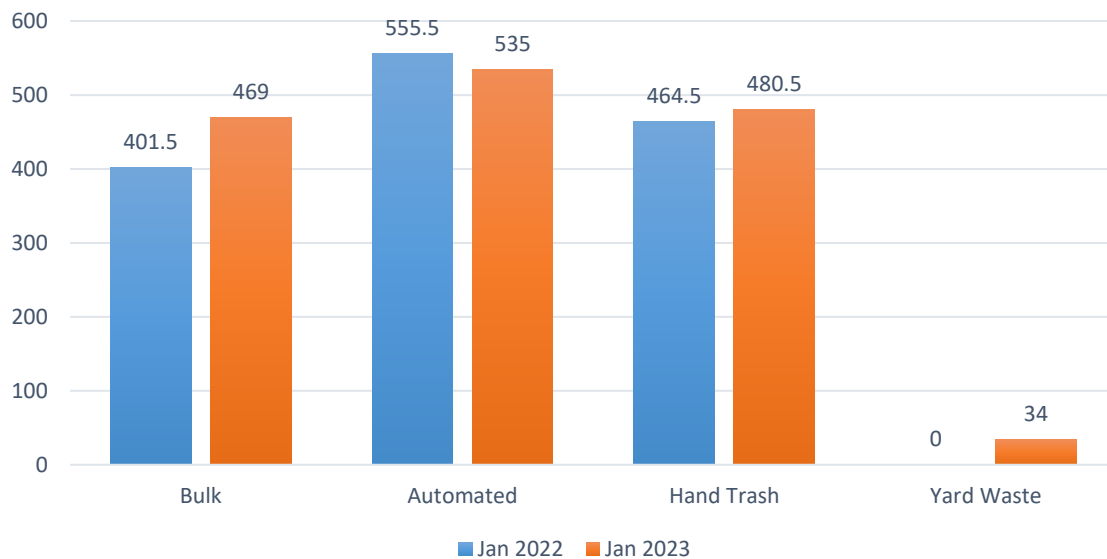
GIS PROJECT HOURS

■ Create ■ Data Requests ■ Printing ■ Technical Support ■ Updates ■ Configure ■ Training



GIS PROJECT HOURS



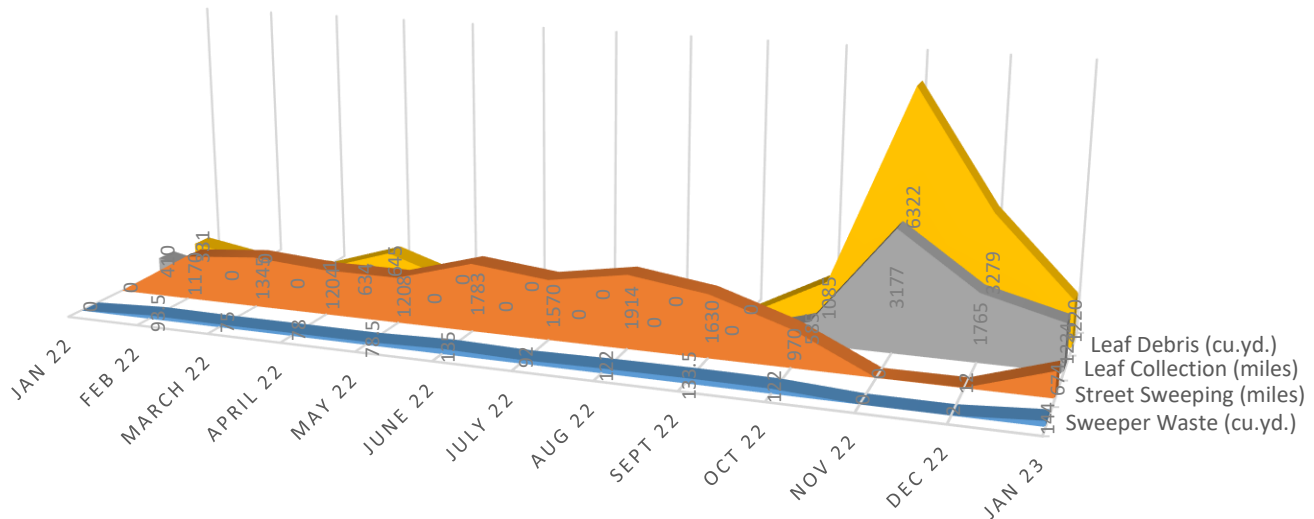
SANITATION**MONTHLY REFUSE (TONS)****SANITATION HOURS**

SANITATION	Jan 23	FYTD 23	Jan 22	FYTD 22
Trips to DSWA Sandtown Landfill	186	1,433	182	1,246
Total Tonnage to DSWA	998.04	7,519.92	971.81	8,143.07
90-gallon Containers Delivered	65	420	20	211
300-gallon Containers Delivered	2	4	0	2
Total Man Hours Containers Delivered	28	162	25	116

CURBSIDE RECYCLING	TOTAL CANS COLLECTED	TOTAL ACCOUNTS	WEIGHT (LBS)	AVE. WEIGHT (LBS)
December 2023	22,678	10,002	303,420	13.38

STREETS / STORMWATER**MONTHLY STREET SWEEPING & LEAF COLLECTION**

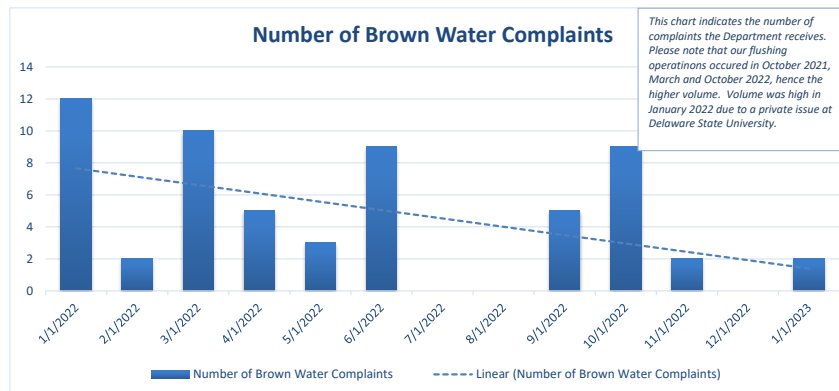
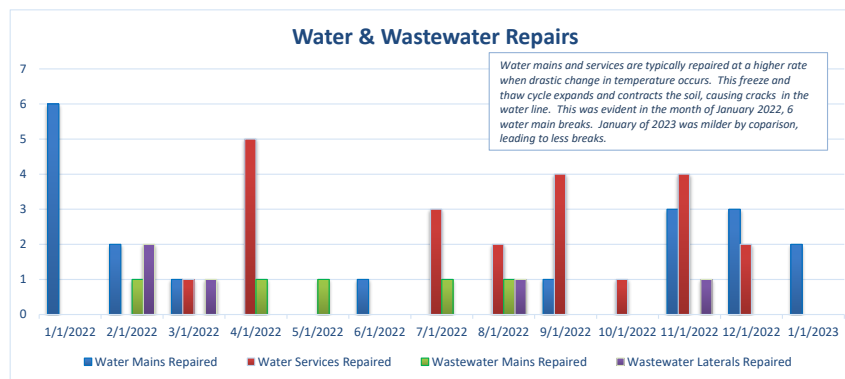
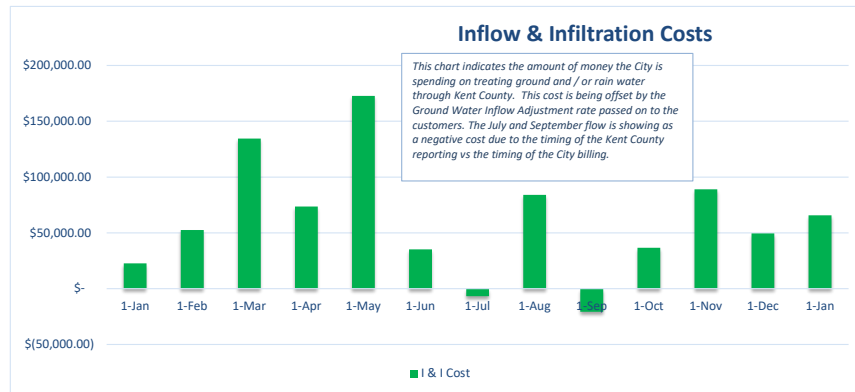
■ Sweeper Waste (cu.yd.) ■ Street Sweeping (miles) ■ Leaf Collection (miles) ■ Leaf Debris (cu.yd.)



STREETS / STORMWATER	January 23	FYTD 23	January 22	FYTD 22
Signs Installed	5	38	7	49
Signs Repaired	27	105	13	128
Curbs Painted Yellow (ft)	0	1,716	0	4,315
New Posts Installed	13	62	9	38
Storm Catch Basins Repaired	3	9	0	5
Storm Catch Basin Repairs (hrs)	8.25	24.75	0	27.75
Storm Catch Basins Cleaned (l.f.)	3	3	9	15
Storm Catch Basin Cleaning (hrs)	1.5	4.25	2	11.5
Hot Mix Patching (tons)	0	31.25	0	31.37
Hot Mix Patching (hrs)	0	82.5	0	42.5
Cold Mix Patching (hrs)	29.5	83	0	33.0
Concrete Work (hrs)	4	228	0	297.5
Concrete Patching (cu.yd.)	0	39.18	0	66.40
Ditch Work (hrs)	0	4	0	4
Street and Alley Maintenance (hrs)	13	21	9.5	13.5
Street Sweeping (miles)	674	3,976.5	0	5,328
Street Sweeping (cu.yd.)	144	615.5	0	436
Leaf Collection (miles)	1,234	4,996	410	8,591
Leaves Collected (cu.yd.)	1,220	8,087	331	12,219.5



CITY OF DOVER
DEPARTMENT OF WATER & WASTEWATER
MONTHLY REPORT
Jan-23



Diversity, Equity and Inclusion Activities

Sending all staff to Unconscious Bias training – this will provide some enlightenment to staff members on the pitfalls of bias.

We are sending office staff out to meet with field staff to collaborate on current operational and future capital projects to gather insight from all team members

Two (2) staff members have joined the Diversity, Equity and Inclusion committee. This will hopefully open up some ideas from other City team members on what they are trying to accomplish. Attended June meeting and participated with entire committee.

A Department wide picnic occurred on September 30, 2021. The team was able to come together and talk about the vision of the Department and where we want to go. An emphasis was provided to the team to provide any and all ideas to grow the Department. A Department wide event was held on May 2, 2022 to celebrate National Drinking Water Week. A State of the Department is scheduled for late July / early August to bring team together.

One on one sessions with all team members and the Director to solicit any ideas and / or improvements for the Department has been initiated and conversations have been promising.

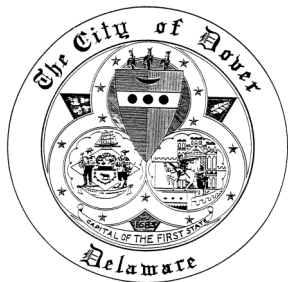
Encouraged and provided all staff the ability to participate in the DEI survey to understand the needs and desires of City staff.

90 % of the team attending the "Together We Succeed" cookout

Emergency Exercise including three (3) different divisions, requested feedback and input during event

Team members attended a Coffee & Conversation meeting at the Pitts Center

Team participated in the DEI December initiative, Universal Human Rights Month, with pushing out content to staff



City Planner's Monthly Report

Department of Planning & Inspections

JANUARY 2023

Planning & Inspections Highlights **Some Items to Call to Your Attention**

Planning Staff was involved with the review of 44 Building Permits and 11 Certificates of Occupancy permits that were issued for a calendar year total of 992. This tally amount is consistent with the last few years when compared to a January 2022 total of 60 Permits and COs and January 2021 total of 58 Permits and COs.

In January the Inspections and Permitting Division conducted 379 building inspections and on-site meetings; conducted 490 plumbing/mechanical inspections and issued 11 certificates of occupancy, compared to last year at this time of 208 building inspections, 259 plumbing/mechanical inspections and 11 certificates of occupancy.

In January 2023, Residential Building Permits were issued for four (4) Duplex units in Eden Hill Farm, five (5) Townhouse Units in Patriot Village, and 3 manufactured home placements in Dover East Estates. Certificates of occupancy were issued for three (3) single family detached units and one townhouse unit in Eden Hill and five (5) townhouse units in Patriot Village.

Commercial building permit activities included permits were issued for a new bank building on 837 N, DuDont Highway; a Warehouse/Distribution facility for Frito Lay Exchange Facility on Lafferty Lane and various interior renovation projects including McDonald's on Forrest Ave.; several buildings on the Delaware State University campus; and an office building on College Business Park. A Temporary Certificate of Occupancy was issued for the DWSA Administrative Building on Energy Lane. A Certificate of Occupancy was issued for the tenant fit-out of offices at 500 West Lookerman Street.

The Fire Marshal's Office Staff investigated four (4) incidents during the month of January to include a major fire loss on East Lookerman Street. The Fire Marshall's office is back to full staff after 3 months. A big thank you to Matt Brown for running the office while the Fire Marshall was out. Fire Marshall staff concluded their Annual Fire and Life Safety Inspections at mercantile occupancies and will be starting to inspect restaurants in February.

The demolition of the 235-239 West Lookerman Building was completed in January. We would like to thank the downtown vendors, the residents of downtown and the citizens of Dover for their patience and perseverance during this process. We look forward to this property being redeveloped in the near future and it becoming part of the revitalizing landscape of the Dover downtown. The Code Enforcement Division conducted 148 rental home inspections; conducted 154 investigations of Code violations and addressed 14 abandoned/unregistered vehicles in January 2023.

PROGRESS IN PICTURES

Delaware Solid
Waste Authority
Administration
Building at
601 Energy Lane



First State Community Action Agency (Office Space Fit-out) - Third
Floor, Suite 340 at 500 West Lookerman Street

PROGRESS IN PICTURES



240-242-244-246and
248 Tea Party Trail
Patriot Village



618 Ruth Way –Eden Hill Farm TND

410 Ridgley Blvd –Eden Hill Farm TND



PROGRESS IN PICTURES



616 Ruth Way—Eden Hill Farm TND



Model Home

614 Ruth Way –Eden Hill Farm TND

Planning & Inspections Revenue			
Revenue Stream	FY2023 Revenue Estimates for	FY2022 Actual (YTD) January	% of Budget
Business License	\$1,450,000	\$1,427,970	98%
Manufactured Home License	\$16,000	\$2,685	79%
Building Permits	\$550,000	\$346,044	63%
Cert. of Occupancy	\$8,000	\$10,560	132%
Public Occupancy	\$45,000	\$28,870	64%
Lodging House	\$14,000	\$4,868	178%
Plumbing/Heating/Air	\$80,000	\$67,733	85%
Rental Inspection Fee	\$410,000	\$267,139	65%
Miscellaneous	\$20,000	\$11,223	56%
Fire Protection Fees	\$70,000	\$60,927	87%
Code Enforcement Fines	\$60,000	\$65,475	109%
Vacant Building Reg.	\$70,000	\$18,000	26%
Total P&I Revenue	\$2,793,000	\$2,341,494	84%

Department Operations—Planning Office

The Meetings of the Boards and Commission supported by the Planning Office continue to be presented in the Hybrid format with both In-Person and Virtual (using WebEx) meeting options for participation. Electronic communications and conducting Meetings and Trainings in virtual formats are commonplace due to realized efficiencies.

The training session “Planning 101-Planning Your Community’s Future” offered by the Institute for Public Administration of the University of Delaware was attended by Katherine Oehmke (Planner I) and Ms. Joan Denney (Planning Commission Member).

PLANNING OFFICE—Permit Reviews

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits in order to confirm compliance with the *Zoning Ordinance* provisions. For January 2023, Planning Staff was involved with the review of 44 Building Permits and 11 Certificates of Occupancy permits that were issued for a total of 55. This tally amount is consistent with last few years when compared to a January 2022 a total of 60 Permits and COs and January 2021 a total of 58 Permits and COs. Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

	JANUARY 2023 (FY23)	TOTAL FOR FY23
New Home Permits Issued	9	70
Value of Commercial Projects	\$4,881,763.00	\$19,676,196.00
Downtown Incentives (Fees Waived)	\$613.00	\$21,172.50

COMPREHENSIVE PLAN IMPLEMENTATION

2019 Comprehensive Plan

Implementation of the *2019 Comprehensive Plan* continues as Departments citywide focus on the plan implementation items as found in Implementation Plan (Chapter 15) items such as the projects, studies, code amendments, and other activities. A copy of the Final Plan (as amended) is available on the Comprehensive Plan website: <https://www.cityofdover.com/2019-comprehensive-plan>. Visit the **Dover Parcel and Zoning Viewer** on the City's website to see zoning information for properties located in Dover. Use the Quick Link on the main page www.cityofdover.com.

Comprehensive Plan Amendments 2023

The annual filing deadline of December 2022 brought two (2) Requests (2 properties) for Comprehensive Plan Amendments. The Comprehensive Plan Amendment Requests filed were for changes to the Map 13-1: Potential Annexation Areas Plan Map and Map 13-2: Potential Land Use for Annexation Areas Map. These Comprehensive Plan Amendments 2023 Requests will be submitted for Preliminary Land Use Services Review (PLUS) and were considered at the January 25, 2023 PLUS Meeting. The formal review process for the Amendments (MI-23-01A and B) is scheduled for public hearings with the Planning Commission in February.

Other Activities

- **DAFB Compatible Use Study:** City Planning Staff is part of the Technical Committee for the DAFB Compatible Use Study. As part of a Department of Defense program initiative, DelDOT is leading this study of uses in a Study Area of a 5-miles radius of the Dover Air Force Base. Consultant assistance for the Study includes the University of Delaware – Institute for Public Administration and Century Engineering. See the project website for more information on activities: <https://deldot.gov/projects/Studies/dafb/>
- **Downtown Dover Strategic Master Plan:** The Downtown Dover Partnership has retained consult services for the development of a Strategic Master Plan. The Project Team lead by Mosaic Development Partners is preparing the final plan document. At the end of January 2023, the Final document *“Transforming Downtown Dover: Capital City 2030”* was released. See the project webpage for more information on activities and the Final Plan: <https://www.downtowndoverpartnership.com/ddp/Downtown-Dover-Strategic-Master-Plan/>

CONSTRUCTION ACTIVITY

- In January 2023, Residential Building Permits were issued for four (4) Duplex units in **Eden Hill Farm TND**, five (5) Townhouse Units in **Patriot Village**, and three (3) manufactured home placements in **Dover East Estates**.
- Certificates of Occupancy were issued to three (3) single family detached dwelling units on Ruth Way (by Chatham Bay) and one Townhouse Units on Ridgely Boulevard in **Eden Hill Farm TND**. Certificates of Occupancy were issued to five (5) Townhouse units on Tea Party Trail in **Patriot Village**.
- Building Permits activities included permits issued for a new **bank** building at 837 N. DuPont Highway (S-22-11); a Warehouse/ Distribution facility for **Frito Lay Exchange Facility** on Lafferty Lane (S-22-02); and various interior renovation projects including **McDonald's** on Forrest Avenue, for several buildings on the **Delaware State University campus**; and an office building on **College Business Park**.
- A Temporary Certificate of Occupancy was issued for the **DSWA Administration Building** on Energy Lane (S-19-19). A Certificate of Occupancy was issued for the tenant fit-out of **offices at 500 West Lookerman Street**.

BOARD AND COMMISSION ACTIVITY

The January Meetings of the Boards and Commissions supported by the Planning Office were held in the Hybrid Format with the In-Person Meeting and a Virtual Meeting option using the WebEx telephone/video conferencing platform. The Planning Commission Meeting of January 17, 2023 included consideration of one Site Plan application. The Historic District Commission met on January 19, 2023. The Board of Adjustment did not meet in January due to lack of agenda items.

Board of Adjustment: The Board of Adjustment did not meet on January 18, 2023. The next Board of Adjustment meeting is scheduled for February 15, 2023.

Historic District Commission: The Historic District Commission met on January 19, 2023 and heard reports on 2022 activities. The Commission also considered Application HI-23-01 Lands of Shank Shack, LLC: Parking Lot Improvements at 34 The Green and granted Architectural Review Certification to reconfigure the rear parking lot. The project is associated with the future redevelopment of the area west of the property for the Kent County Family Courthouse project. The next Historic District Commission meeting is scheduled for February 16, 2023.

Planning Commission: The Planning Commission met on January 17, 2022 to consider several new applications consisting of the following. The next Planning Commission meeting is scheduled for February 21, 2023. The following applications were considered:

C-21-01 Cassidy Commons at 101-1001 Cassidy Drive –The Planning Commission granted approval of the request for the one year extension of the Conditional Use Site Plan for the construction of six (6) additional manufacturing/warehousing buildings (in addition to the four (4) already constructed) for a total of ten (10) 9,950 SF manufacturing/warehousing buildings on one parcel of land and other associated site improvements at 101-1001 Cassidy Drive. The property is 10 acres ± and is zoned M (Manufacturing Zone) and is subject to the AEOZ (Airport Environs Overlay Zone) APZ I and Noise Zones A and B. The property is located on the south side of Lafferty Lane west of Horsepond Road along a private drive known as Cassidy Drive. The owner of record was Cassidy Commons, LLC at time of original application; the current owner of record is Delmarva Land Holdings, LLC. *This Application received Conditional Approval from the Planning Commission at their January 2021 Meeting and has not achieved Final Plan Approval.*

S-23-01 East Carolina Supply Warehouse on Ridgely Street – The Planning Commission granted conditional approval of a Site Development Plan and Minor Subdivision Plan for a property currently addressed as 631 Ridgely Street to include the Performance Standards Review, a waiver for the reduction of parking requirements, and recommended approval of the Subdivision Waiver to create a lot without frontage on a public street. The Plan proposes to subdivide the current parcel of 28.65 +/- acres into two new parcels. The proposed Parcel A is southernmost portion of the site and is to be 4.928 +/- acres (214,643 SF). The Residual Parcel is the northern portion of the site containing an existing warehouse building and would be 23.726 +/- acres (1,033,516 SF). The Plan is to permit construction on Parcel A of a 42,400 SF +/- warehouse and associated site improvements. The current property is zoned IPM (Industrial Park Manufacturing Zone). The property is located north of the terminus of Ridgely Street and at Clara Street to the west of the railroad. The owner of record is Clara Ridgely Project, LLC.

CDBG FY21 Projects

- **Homeownership Assistance Program**

CDBG funds will be used to provide homeownership assistance to first-time homebuyers who purchase affordable housing in the City of Dover. Three (3) families have purchased homes.

- **Dover Interfaith Mission for Housing (DIMH)**

CDBG funds will be used to provide operations cost for the shelter. DIMH has purchased a building for its new shelter location that will be renovated with CDBG funds. The project is underway.

- **Central Delaware Housing Collaborative**

CDBG funds will be used to provide operations cost for a women's shelter. This project is underway.

- **Milford Housing Homeowner Rehabilitation/Emergency Home Repair Programs**

CDBG funds will be used to rehabilitate existing owner-occupied housing in the City that is in violation of the City's Housing Code and complete emergency home repairs to eliminate housing conditions that threaten the health and safety of low-income homeowners. Emergency Home Repairs have been completed on seven (7) owner occupied homes and two (2) single family homes have been renovated.

- ***American Rescue Act (ARPA) Funding***

City Council approved to award a little under \$1.8 million in grant funding for Housing and Community Service projects. All projects are underway. Dover Interfaith Mission for Housing has expended \$50,000 in ARPA funding providing motel vouchers and rental assistance in response to those persons affected by COVID-19 and the Department of Health and Social Services has spent 87% of their grant award by providing motel vouchers and utility payment assistance in response to persons affected by COVID-19. A total of \$998,702 or 53% of funds have been spent on all projects year to date.

CODE ENFORCEMENT ACTIVITY

January 2023						
Case Type	Current Month Total	LY Month Total	Change +/-	YTD Total FY23	YTD Total FY 22	% Changed YTD
No Valid Rental Permit	11	2	450%	22	27	-19%
No Valid Building Permit	6	14	-57%	46	59	-22%
Tall Grass and Weeds	0	0	#DIV/0!	217	351	-38%
Additional Tall Grass and Weeds	0	0	#DIV/0!	49	40	23%
Abandoned/Unregistered Vehicle	14	54	-74%	79	211	-63%
Annual Housing Inspection	148	30	393%	443	640	-31%
Property Maintenance Exterior	29	73	-60%	210	445	-53%
Electric Termination	5	0	#NAME?	43	75	-43%
Dover Code of Ordinances	154	102	51%	578	560	3%
Dangerous Buildings	7	2	250%	59	41	44%
Zoning	17	4	325%	26	22	18%
Total Cases	423	429	-1%	2,134	2,844	-25%
Total Inspections	714	907	-21%	5,105	6,253	-18%
Total Admin Inspections	6	23	-74%	170	173	-2%
Total # of Violations	519	678	-23%	2,980	4,429	-33%

Dangerous Buildings, Vacant Buildings & Demolitions

- ♦ Vacant Buildings currently registered - 139
- ♦ Dangerous Buildings – 44
- ♦ 235-239 W Loockerman Street - Demolition is complete. South New Street is re-opened.

Building Inspections & Licensing Summary

Item #19.

	Current	July 2022— June 2023	JANUARY 2022	July 2021— June 2022
PERMITTING AND LICENSING				
Permits Issued	JANUARY (2023)	FYTD 23	JANUARY (2022) FY22	FYTD 22
Administrative Permit	0	35	1	30
Building Addition/Renovation Permits	25	192	28	215
Building Permits	23	170	17	150
Demolition Permits	1	15	4	12
Fence Permits	5	198	11	90
Fire Prevention Permits	11	43	7	32
Mechanical Permits	17	255	54	261
Plumbing Permits	14	249	22	156
Sign Permits	6	53	2	106
Swimming Pool Permits	0	7	0	2
Subtotal		1217		1054
Business Licenses	35	1717	22	1705
Merchant Licenses	4	322	1	332
Contractor Licenses	29	1139	31	1123
Subtotal		3178		3160
Lodging House Licenses	36	39	24	38
Public Occupancy	242	313	172	242
Rental Dwelling	1053	1196	1543	1659
Subtotal		1548		1939
Manufactured Homes	2	271	4	276
BUILDING INSPECTIONS				
Inspections	JAN (2023) FY 23	FYTD 23	JAN (2022) FY22	FYTD 22
Building (Inspections/CBI/Site Meetings)	379	2138	208	1646
Plumbing/Mechanical	490	2960	259	2002
Certificate of Occupancy	11	103	11	48

Fire Marshal's Office—At a Glance JANUARY 2023

The Fire Marshal's Office Staff investigated four (4) incidents during the month of January to include **major fire loss on E. Loockerman Street.**

The office is back to full staff after 3 months. Thanks to Matt Brown for running the office while the Fire Marshal was out.

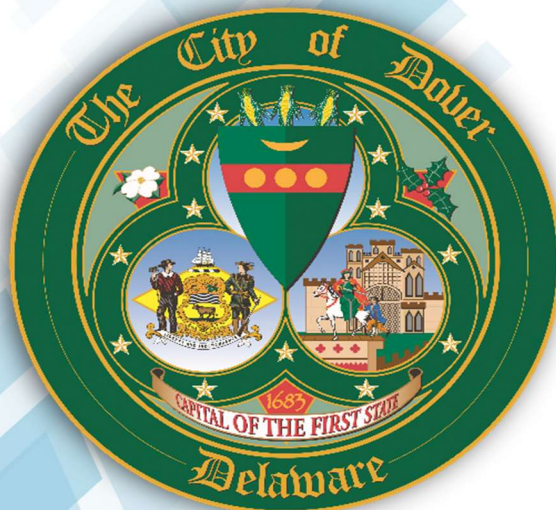
Staff has concluded Annual Fire and Life Safety Inspections at mercantile occupancies and will be starting to inspect restaurants this month.



	Month	Year to Date	Previous Year to Date
Annual Fire & Life Safety Inspections	29	175	219
Deficiencies From the Above Inspections	64	740	1234
Fire Code Violations/Deficiencies/	24	171	221
C/O & Fire Equipment Acceptance Tests	9	92	63
Meetings & Walk Through	12	114	125
Fire Plan Review & DAC	14	78	52

	Month	Year to Date	Previous Year to Date
Accidental	2 totaling \$105,000	26 totaling \$468,601	17 totaling \$289,001
Undetermined	2 totaling \$25,000	3 totaling \$100,000	4 totaling \$131,000
Incendiary	0	3 totaling \$4,000,002	1 totaling \$1,500
Arrest Made with DPD	0	1	0
Investigation Time	7	112 hours	49 hours
Injuries	0	0	3
Deaths	0	0	0

City of Dover



Finance Department

MONTHLY REPORT

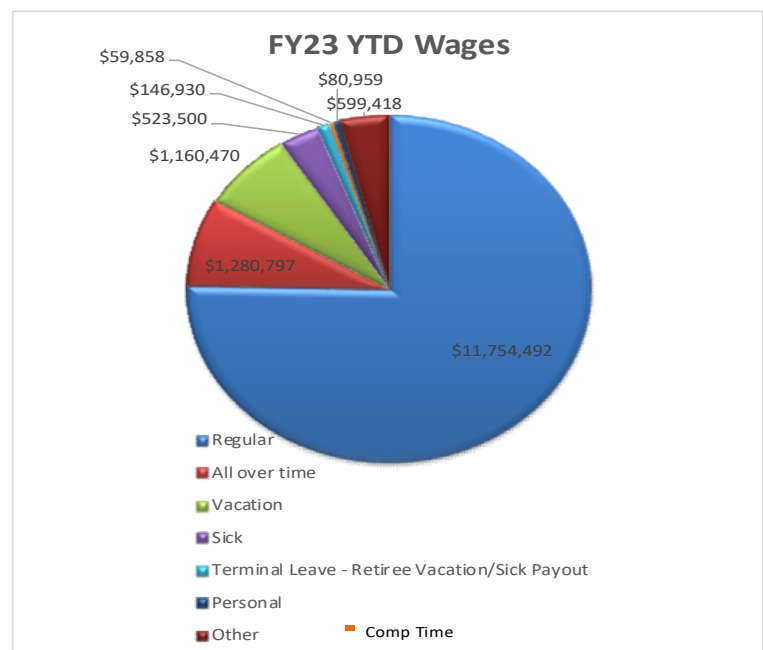
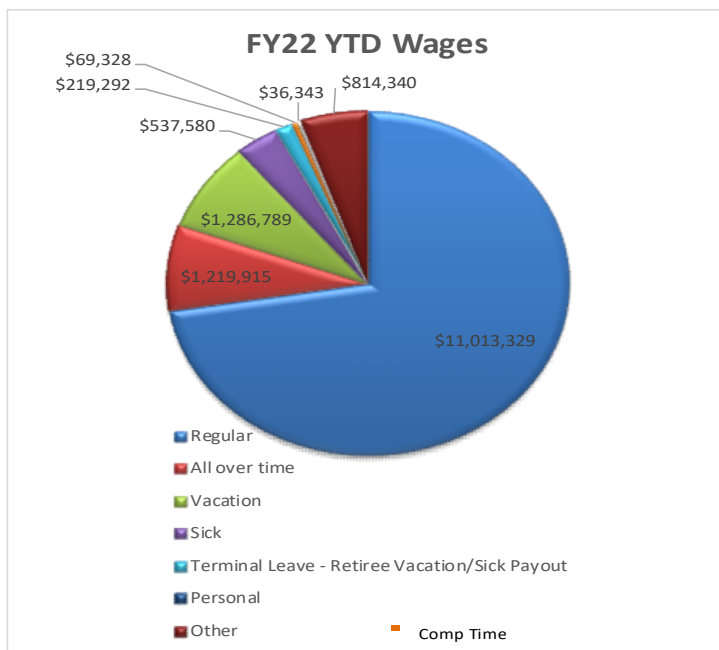
January 2023

PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

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CITY OF DOVER
ACTIVITY REPORTS
January 2023
FINANCE DEPARTMENT ACTIVITY LEVELS

	FY22 YTD	FY23 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	3,759	3,817
Total Amount of All Deposits	\$ 116,831,044	\$ 143,177,109
Other Activity		
Number of Pay Periods	16	16
Number of Payroll Checks & Direct Deposits Issued	6,603	6,600
Number of Pension Checks Issued	1,874	1,858
Total Pension Benefits Paid - Defined Benefit Plan	\$ 3,568,536	\$ 3,549,695
ACCOUNTS PAYABLE		
Number of Check Vouchers	3,295	3,450
Number of EFT Vouchers	1,657	2,099
Vouchers Dollar Amount Disbursed	\$ 46,852,067	\$ 61,139,505



City of Dover
General Fund Summary
Fiscal Year to Date (January 2023)

Revenues

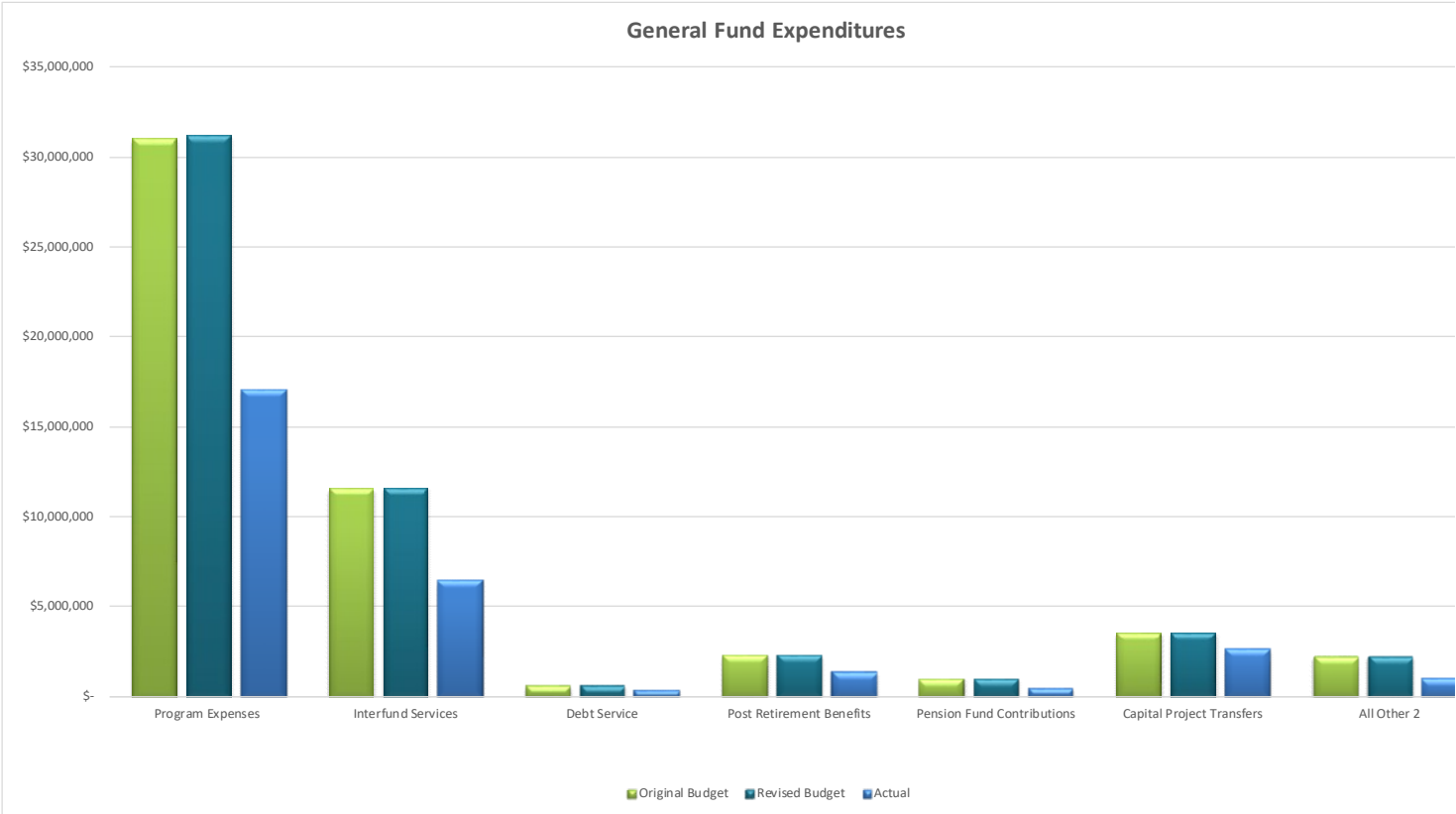
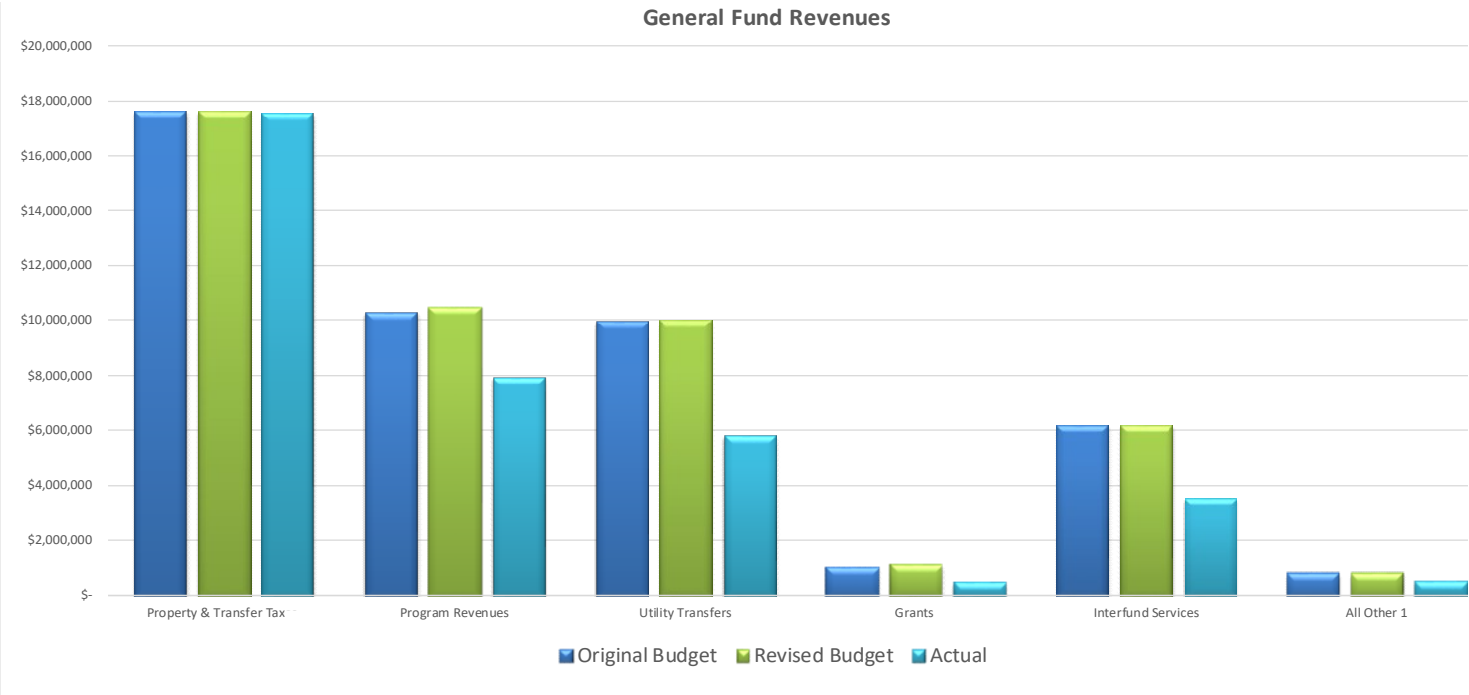
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 17,625,000	\$ 17,625,000	\$ 17,557,265	100%
Program Revenues	10,329,400	10,488,400	7,942,698	76%
Utility Transfers	10,000,000	10,000,000	5,833,324	58%
Grants	1,051,000	1,118,600	501,230	45%
Interfund Services	6,181,400	6,181,400	3,530,282	57%
All Other ¹	820,000	820,000	526,092	64%
	<u>\$ 46,006,800</u>	<u>\$ 46,233,400</u>	<u>\$ 35,890,891</u>	<u>78%</u>

Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 31,054,300	\$ 31,209,300	\$ 17,069,382	55%
Interfund Services	11,588,500	11,592,500	6,454,414	56%
Debt Service	630,000	630,000	368,297	58%
Post Retirement Benefits	2,328,500	2,328,500	1,358,287	58%
Pension Fund Contributions	1,000,000	1,000,000	500,000	50%
Capital Project Transfers	3,536,500	3,554,600	2,652,375	75%
All Other ²	2,210,400	2,210,400	1,044,634	47%
	<u>\$ 52,348,200</u>	<u>\$ 52,525,300</u>	<u>\$ 29,447,389</u>	<u>56%</u>

¹ Includes Cable Franchise Revenue, Miscellaneous Receipts, Garrison Farm Rent, Sales of Assets, Fund Invest Manager Cost.

² Includes Bank and CC Fees, Street Lights Expense, DDP Contribution, Trf to Cable Franchise Reserve, Trf to Electric I & E, and Trf to Electric Revenue Fund, Trf to Uncollectible Reserve and Misc. Grant Expense.



City of Dover
Water Fund Summary
Fiscal Year to Date (January 2023)

Revenues

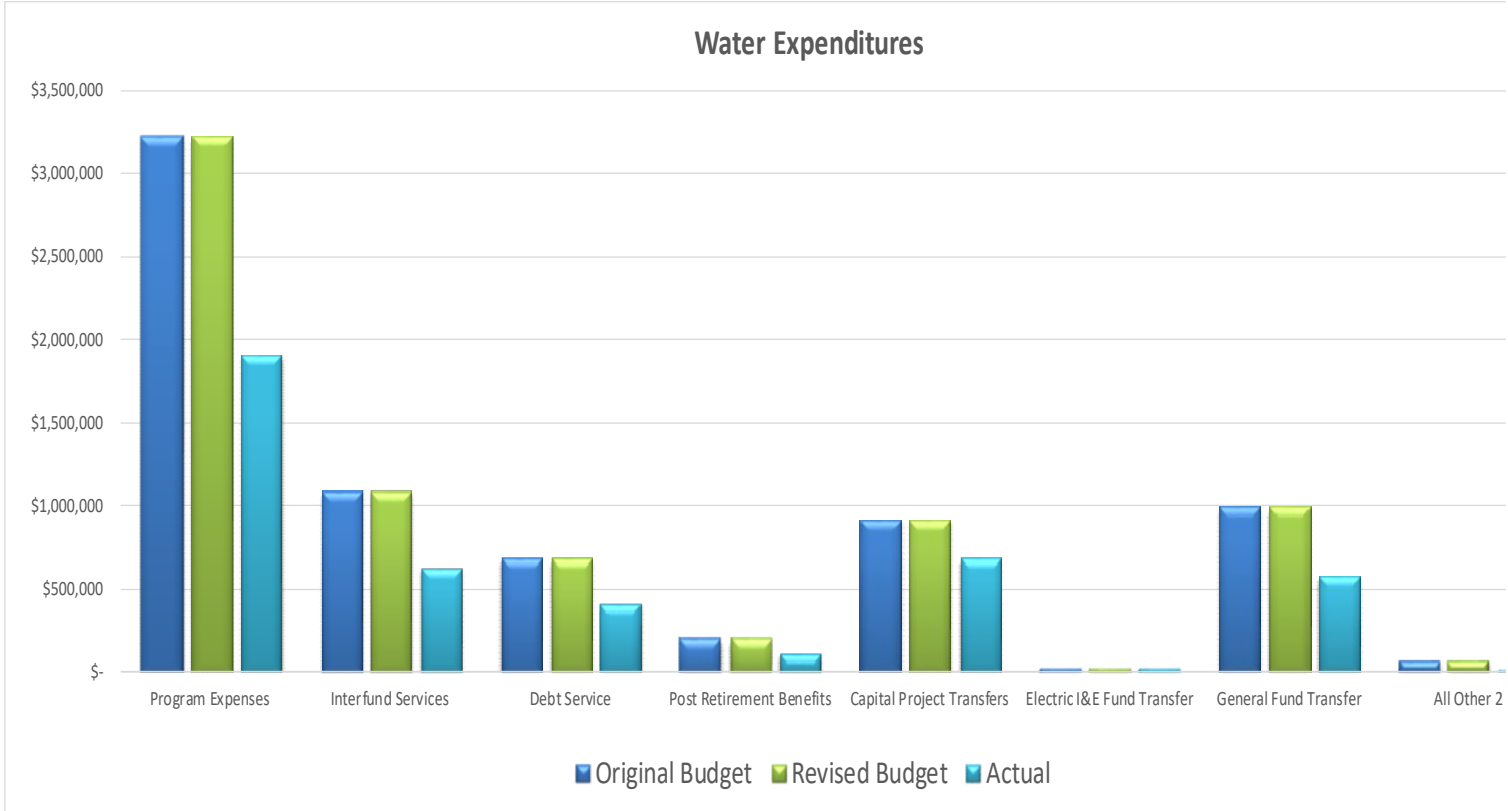
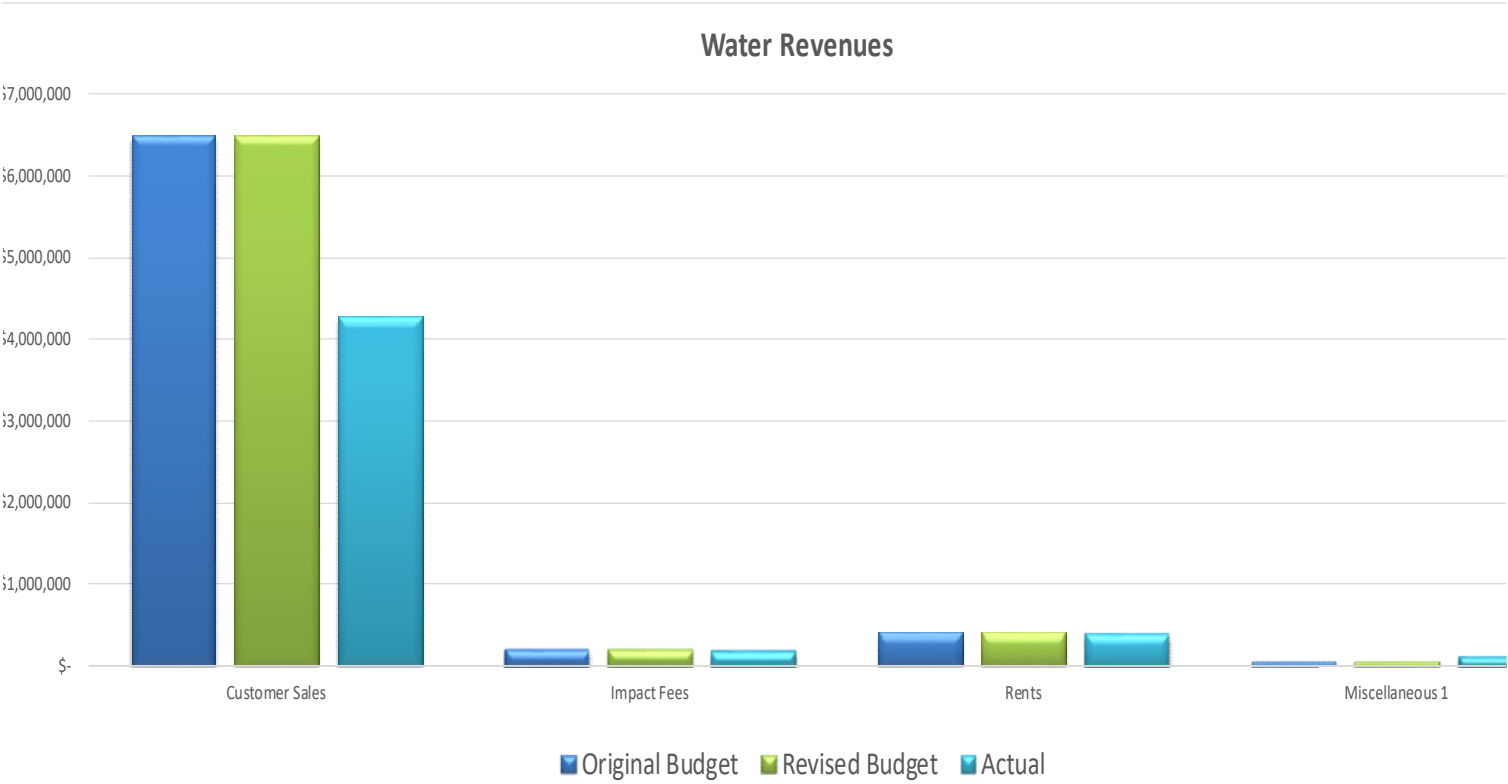
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 6,500,000	\$ 6,500,000	\$ 4,268,275	66%
Impact Fees	220,000	220,000	187,398	85%
Rents	425,400	425,400	399,756	94%
Miscellaneous ¹	59,600	59,600	119,436	200%
	<u>\$ 7,205,000</u>	<u>\$ 7,205,000</u>	<u>\$ 4,974,865</u>	<u>69%</u>

Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 3,228,600	\$ 3,228,600	\$ 1,909,965	59%
Interfund Services	1,096,400	1,096,400	634,652	58%
Debt Service	692,000	692,000	419,315	61%
Post Retirement Benefits	207,400	207,400	120,981	58%
Capital Project Transfers	920,700	920,700	690,525	75%
Electric I&E Fund Transfer	25,000	25,000	25,000	100%
General Fund Transfer	1,000,000	1,000,000	583,331	58%
All Other ²	72,000	72,000	17,651	25%
	<u>\$ 7,242,100</u>	<u>\$ 7,242,100</u>	<u>\$ 4,401,420</u>	<u>61%</u>

¹ Includes Penalties, Income from Sale of Assets, Miscellaneous Income, and Reconnect Fees.

² Includes Bank & CC Fees.



City of Dover
Wastewater Fund Summary
Fiscal Year to Date (January 2023)

Revenues

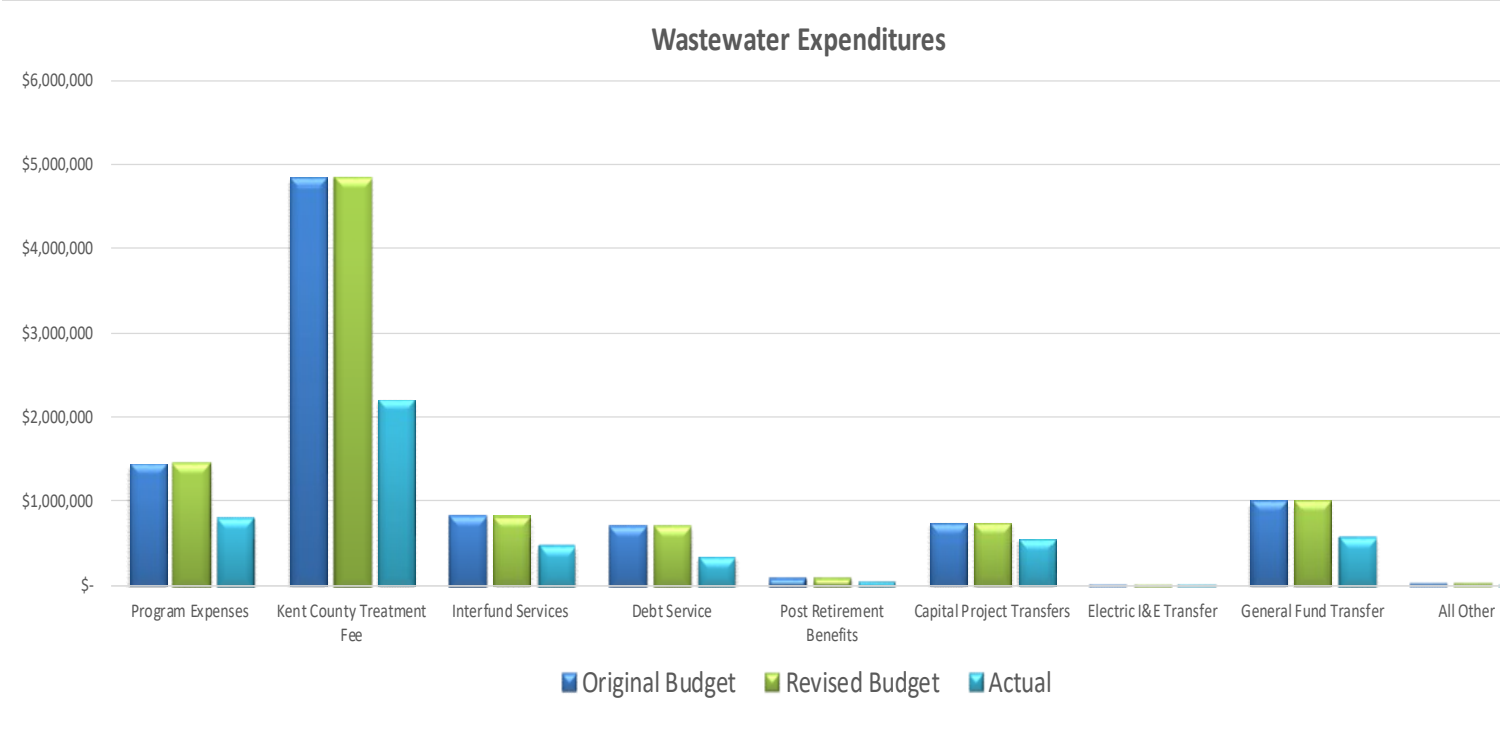
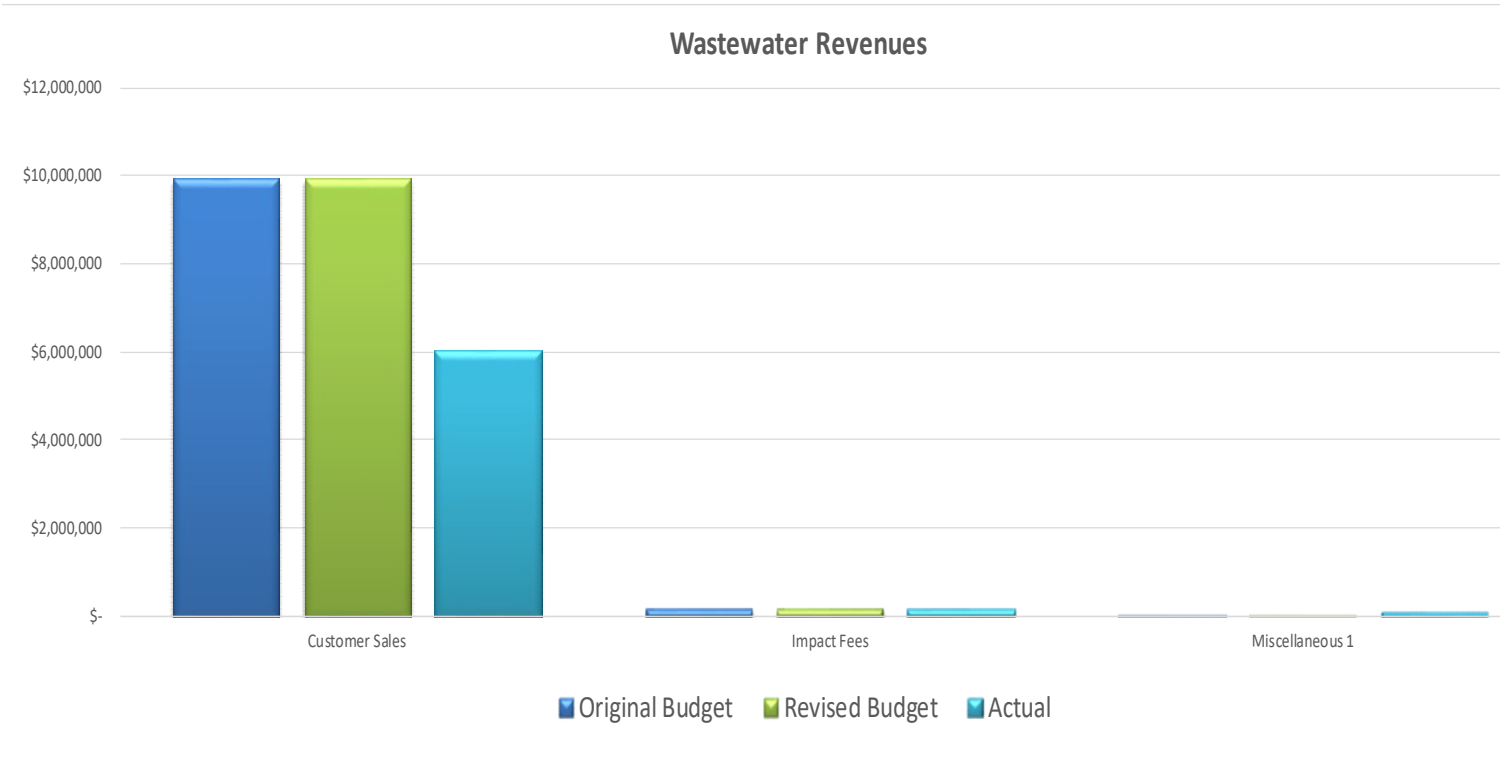
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 9,922,700	\$ 9,922,700	\$ 6,074,947	61%
Impact Fees	180,000	180,000	169,567	94%
Miscellaneous ¹	4,200	6,700	95,697	1428%
	<u>\$ 10,106,900</u>	<u>\$ 10,109,400</u>	<u>\$ 6,340,210</u>	<u>63%</u>

Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 1,454,800	\$ 1,454,800	\$ 806,271	55%
Kent County Treatment Fee	4,850,000	4,850,000	2,220,066	46%
Interfund Services	841,600	841,600	478,490	57%
Debt Service	715,000	715,000	355,264	50%
Post Retirement Benefits	100,500	100,500	58,625	58%
Capital Project Transfers	756,400	756,400	567,300	75%
Electric I&E Transfer	25,000	25,000	25,000	100%
General Fund Transfer	1,000,000	1,000,000	583,331	58%
All Other ²	30,000	30,000	9,139	30%
	<u>\$ 9,773,300</u>	<u>\$ 9,773,300</u>	<u>\$ 5,103,486</u>	<u>52%</u>

¹ Includes Interest Income, Penalties, Loss on Disposal, and Miscellaneous Income.

² Includes Bank & CC Fees and transfer to Impact Reserve.



City of Dover
Electric Fund Summary
Fiscal Year to Date (January 2023)

Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 82,505,800	\$ 82,505,800	\$ 47,651,401	58%
Distribution of Earnings	21,840,000	21,840,000	13,192,304	60%
All Other ¹	10,892,000	10,934,200	6,103,024	56%
	\$ 115,237,800	\$ 115,280,000	\$ 66,946,729	58%

Expenditures

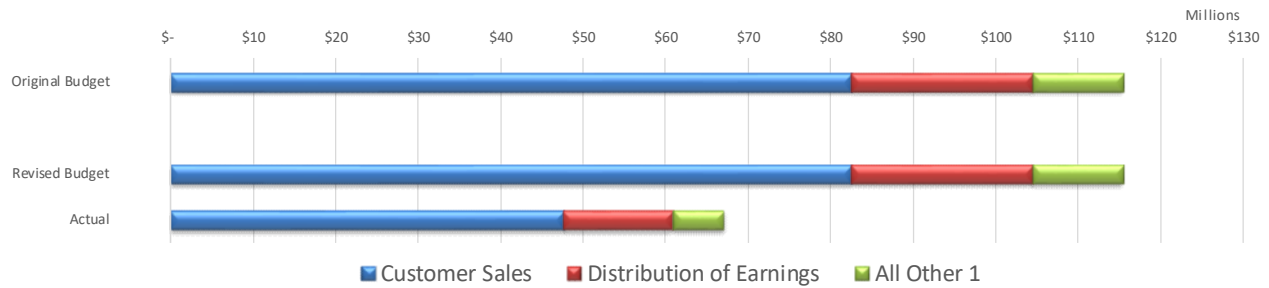
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 86,970,700	\$ 87,000,700	\$ 38,039,232	44%
Electric Operating Div. Exp.	7,919,700	7,919,700	4,400,908	56%
Interfund Services	4,243,400	4,243,400	2,417,140	57%
Debt Service	1,591,600	1,591,600	817,744	51%
Post Retirement Benefits	911,000	911,000	531,412	58%
Capital Project Transfers	6,435,200	6,435,200	4,826,400	75%
General Fund Transfer	8,000,000	8,000,000	4,666,662	58%
All Other ²	3,120,700	3,120,700	1,808,215	58%
	\$ 119,192,300	\$ 119,222,300	\$ 57,507,712	48%

¹ Includes Rental Revenue, Miscellaneous Service Revenue, Interest Earnings, Investment Management Fees, New Service Fees, Sale of Assets, Trf from Uncollectible Reserves, General Service Billing, Revenue from Rate Stabilization, Penalties, and Green Energy Charges.

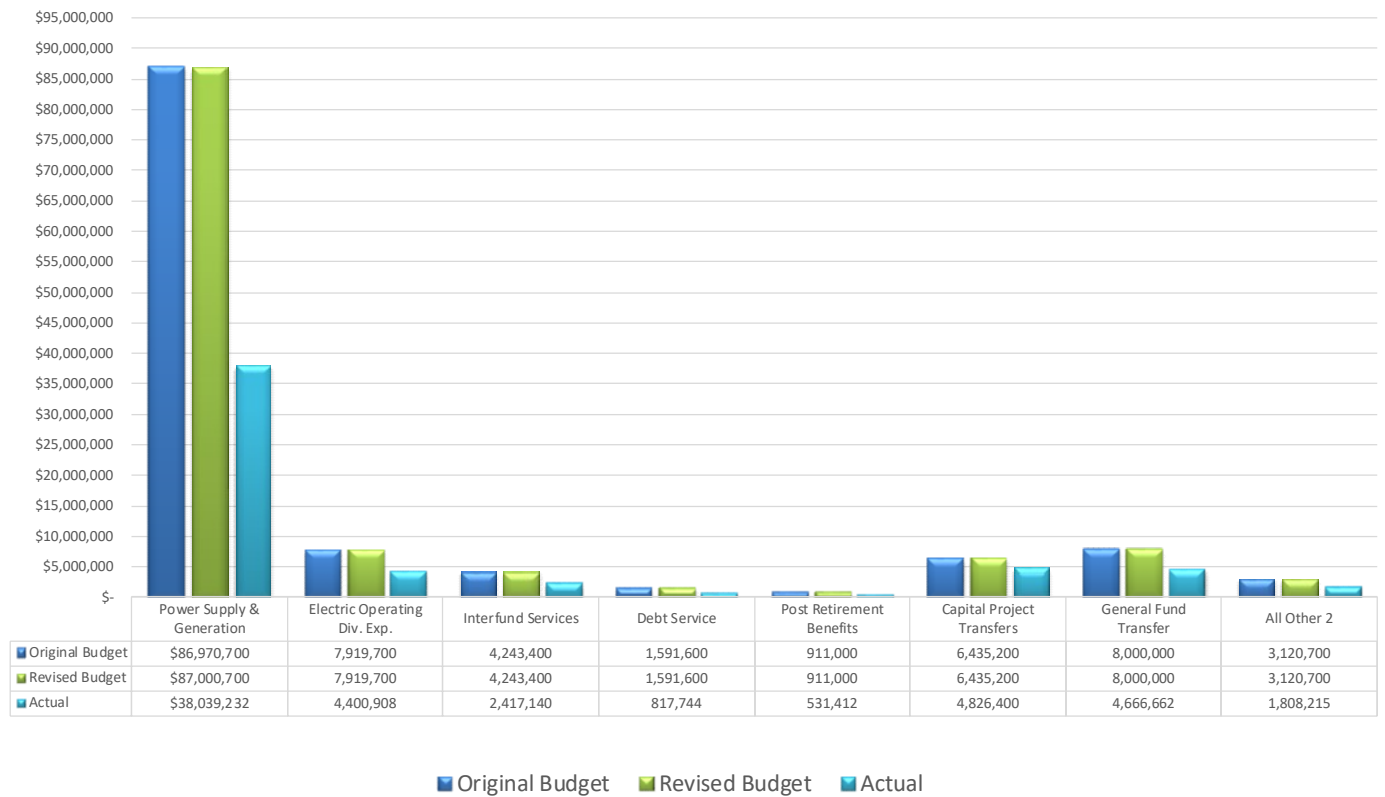
² Includes Utility Tax, Interest on Deposits, Bank & CC Fees, Bond Issuance Costs, Transfer to Uncollectible Reserve, and Green Energy.

<u>Megawatt Hours Sold & Purchased</u>	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	747,331	747,331	439,693
Sales per MWh	\$137.42	\$137.42	\$136.15
Purchased/Generated MWh	765,382	765,382	457,281
All In MWh Supply & Generation	\$113.57	\$113.60	\$83.15

Electric Fund - Revenues

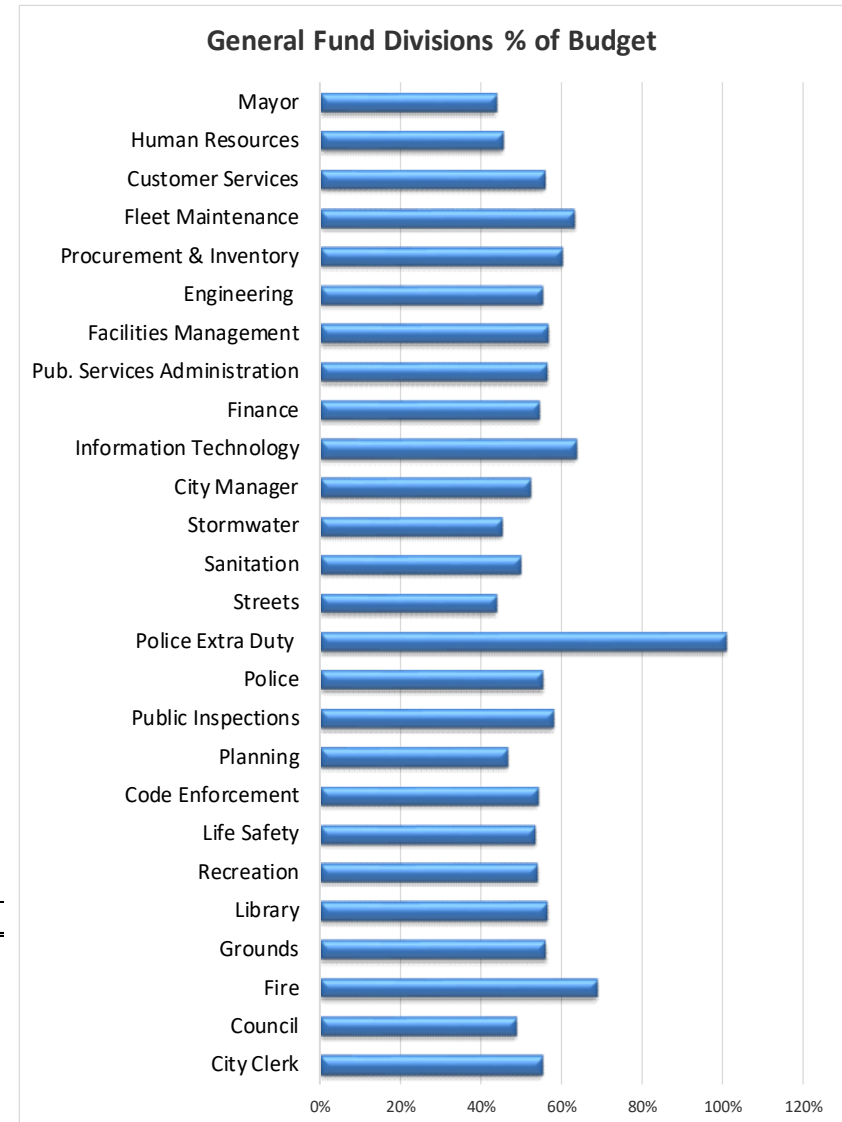


Electric Fund - Expenditures



City of Dover
Division Expense Summary (General Fund)
Fiscal Year to Date (January 2023)

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 379,300	\$ 379,300	\$ 207,759	55%
Council	256,800	256,800	124,079	48%
Fire	724,000	724,000	494,654	68%
Grounds	1,611,100	1,610,600	898,431	56%
Library	1,916,500	1,916,500	1,072,918	56%
Recreation	1,341,300	1,341,300	718,988	54%
Life Safety	594,700	594,700	316,086	53%
Code Enforcement	821,300	980,300	527,655	54%
Planning	757,600	757,600	350,780	46%
Public Inspections	758,200	758,200	437,365	58%
Police	19,206,200	19,206,200	10,567,273	55%
Police Extra Duty	405,000	405,000	406,893	100%
Streets	674,800	673,800	292,792	43%
Sanitation	2,801,100	2,799,100	1,385,104	49%
Stormwater	864,900	863,900	387,968	45%
City Manager	1,251,200	1,251,200	650,972	52%
Information Technology	832,700	832,700	527,426	63%
Finance	1,109,500	1,109,500	599,591	54%
Pub. Services Administration	541,800	541,800	303,896	56%
Facilities Management	844,200	844,200	476,051	56%
Engineering	188,700	188,700	103,517	55%
Procurement & Inventory	754,800	754,800	451,652	60%
Fleet Maintenance	941,100	940,600	591,509	63%
Customer Services	1,393,300	1,393,300	772,670	55%
Human Resources	488,300	493,300	222,987	45%
Mayor	234,400	234,400	101,634	43%
	\$ 41,692,800	\$ 41,851,800	\$ 22,998,041	55%



City of Dover
Utilities Expenditure Summary
Fiscal Year to Date (January 2023)

Water Divison

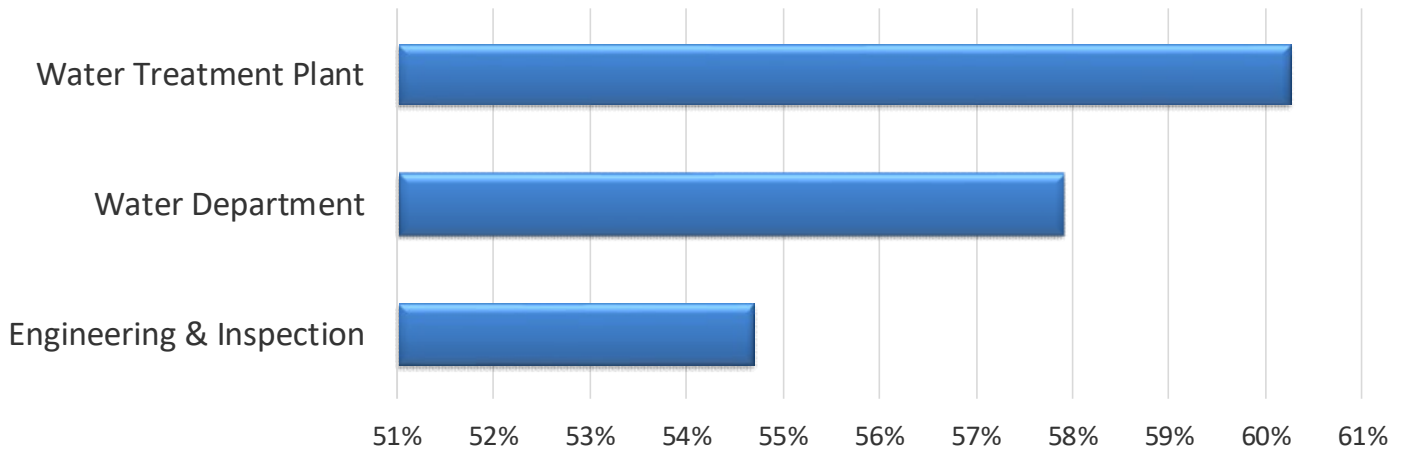
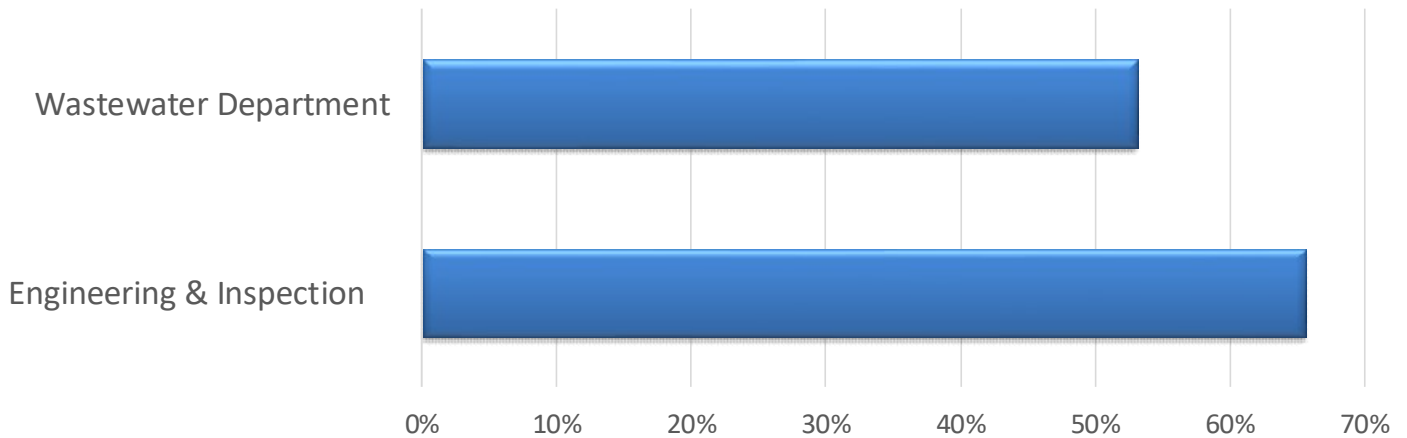
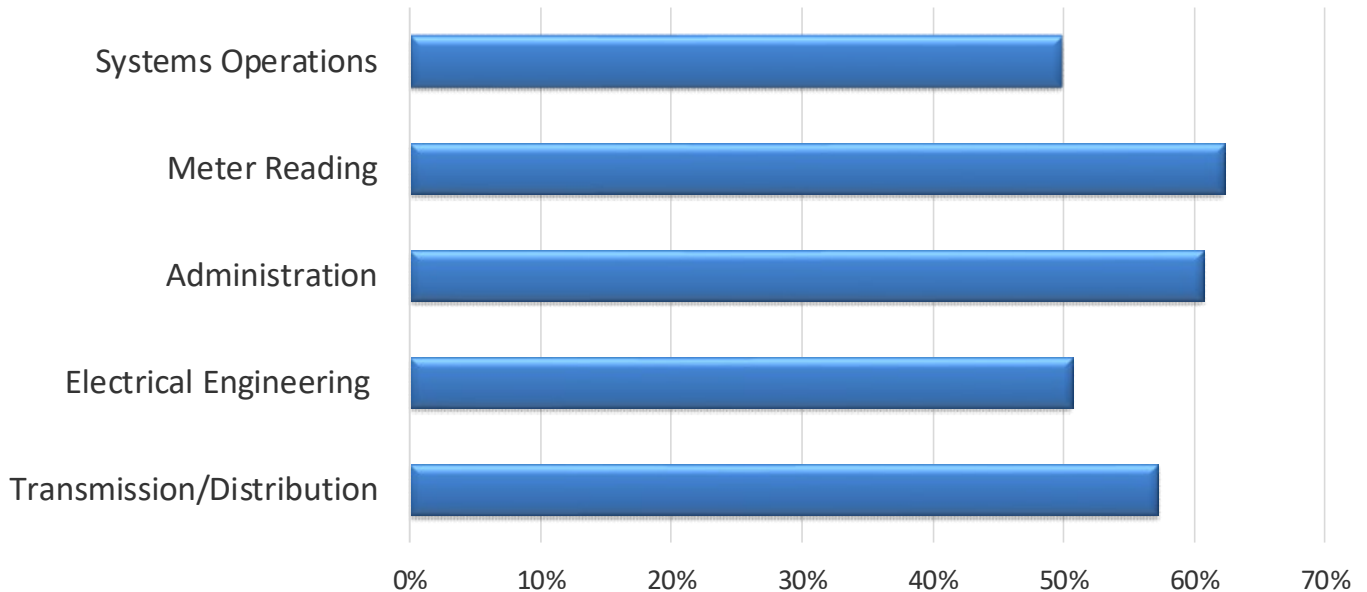
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 338,200	\$ 338,600	\$ 185,183	55%
Water Department	690,800	690,400	399,713	58%
Water Treatment Plant	2,199,600	2,199,600	1,325,069	60%
	\$ 3,228,600	\$ 3,228,600	\$ 1,909,965	59%

Wastewater Divison

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection *	\$ 279,100	\$ 279,100	\$ 182,844	66%
Wastewater Department	1,175,700	1,175,700	623,427	53%
	\$ 1,454,800	\$ 1,454,800	\$ 806,271	55%

Electric Division

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 4,196,300	\$ 4,196,300	\$ 2,395,315	57%
Electrical Engineering	1,611,300	1,611,300	814,295	51%
Administration	894,100	894,100	541,934	61%
Meter Reading	353,600	353,600	219,586	62%
Systems Operations	864,400	864,400	429,778	50%
	\$ 7,919,700	\$ 7,919,700	\$ 4,400,908	56%

Water Division % of Budget**Wastewater Division % of Budget****Electric Division % of Budget**

City of Dover
Division Expense Summary (Electric Fund)
Fiscal Year to Date (January 2023)

	<u>Original Budget</u>	<u>Actual</u>	<u>Budget YTD</u> <u>January</u>	<u>(Over)/Under</u> <u>Budget YTD</u>
3rd Party Hedge Purchases	\$ 32,617,500	\$ 18,179,723	\$ 19,408,900	\$ 1,229,177
Capacity Charges	13,528,300	7,373,778	7,984,900	611,122
Solar Power Supply	3,153,300	1,430,089	1,636,600	206,511
Solar Renewal Energy Crdt	388,300	203,460	231,000	27,540
Renewable Energy Credits	5,177,000	1,287,750	3,019,800	1,732,050
Regional Greenhouse Gas	53,500	-	31,208	31,208
PJM Charges Trans & Fees	10,111,200	7,423,000	5,932,600	(1,490,400)
PJM Charges	25,850,300	3,976,671	15,750,600	11,773,929

City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date (January 2023)

<u>General Fund</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 360,800	\$ 507,100	\$ 145,428	29%
Code Enforcement	25,300	25,200	-	0%
Inspections	-	29,800	-	0%
Police	858,200	1,352,000	918,757	68%
Streets	128,000	3,302,500	9,786	0%
Sanitation	527,000	1,225,400	289,500	24%
Stormwater	1,865,700	3,206,600	732,508	23%
Grounds	93,900	163,100	118,067	72%
Library County Grant	-	154,500	-	0%
Recreation	1,940,000	1,945,700	92,396	5%
Purchasing	172,000	172,000	71,292	41%
Information Technology	153,100	160,600	8,740	5%
Facilities Management	200,000	969,300	834,050	86%
General Fund Capital Projects	\$ 6,324,000	\$ 13,213,800	\$ 3,220,525	24%

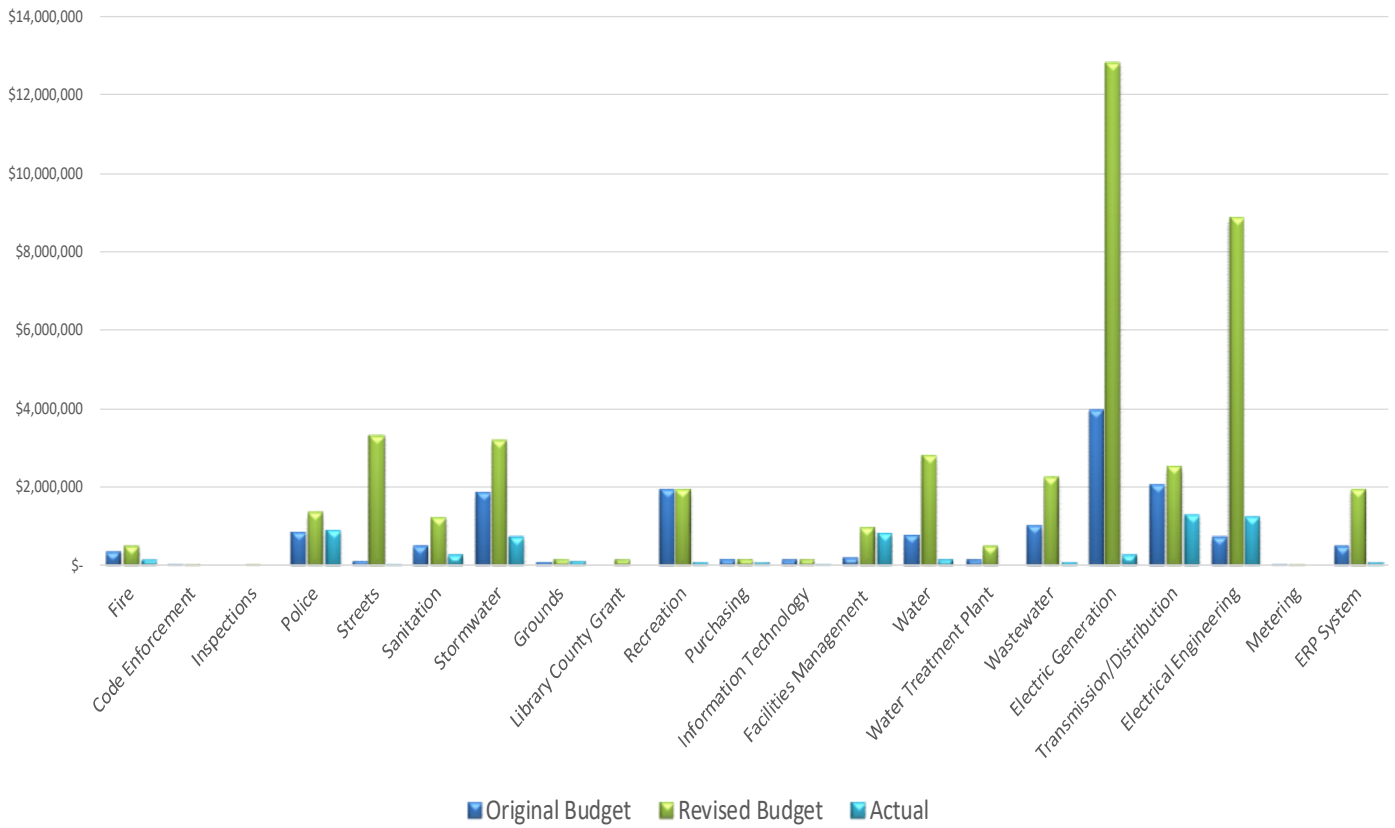
<u>Water Fund</u>				
Water	\$ 797,000	\$ 2,811,300	\$ 164,803	6%
Water Treatment Plant	148,700	518,500	-	0%
Water Fund Capital Projects	\$ 945,700	\$ 3,329,800	\$ 164,803	5%

<u>Wastewater Fund</u>				
Wastewater	\$ 1,012,000	\$ 2,249,000	\$ 102,286	5%
Wastewater Fund Capital Projects	\$ 1,012,000	\$ 2,249,000	\$ 102,286	5%

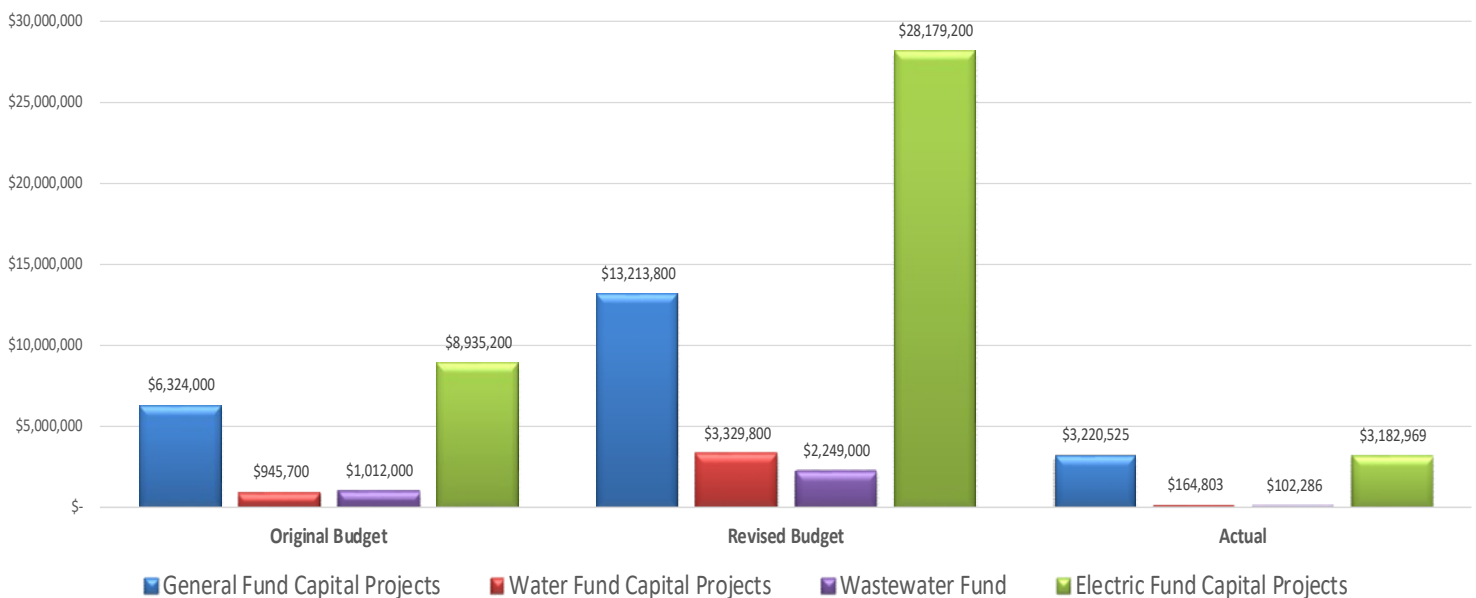
<u>Electric Fund</u>				
Electric Generation	\$ 4,000,000	\$ 12,851,800	\$ 296,024	2%
Transmission/Distribution	2,075,900	2,524,900	1,301,203	52%
Electrical Engineering	745,000	8,891,400	1,252,509	14%
Metering	44,300	44,300	-	0%
ERP System	500,000	1,967,400	73,108	4%
Electric Administration	1,570,000	1,899,400	260,125	14%
Electric Fund Capital Projects	\$ 8,935,200	\$ 28,179,200	\$ 3,182,969	11%

TOTAL CAPITAL PROJECTS	\$ 17,216,900	\$ 46,971,800	\$ 6,670,583	14%
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Capital Outlay - All Divisions



Capital Outlay - By Fund



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DOVER FIRE DEPARTMENT



January 2023

FIRE CHIEFS REPORT

Mayor and Council,

The Dover Fire Department responded to 109 calls in the month of January. Members performed 9 hours of training with a total of 989-man hours responding to emergencies. Crews responded to the following serious incidents:

House Fire – E Lookerman Street

Car Accident with Entrapment – New Burton and Wyoming Ave

Car Accident with Entrapment – Webbs Lane and South Dupont Hwy

Car Accident with Entrapment - Independence and Forrest Avenue

The Fire Chief attended the following:

Attended Fire Department Company and Board meeting

Attended the City Council meeting as well as the Special Council meeting.

Attended Fire Department Training

Traveled to Appleton Wisconsin for Final inspection on Engine 1

Traveled to Long Island, New York for Final inspection on the new command vehicles.

January will be a very busy month:

Engine 1 delivered and is being sent out for equipment mounting.

The Following vehicles were replaced by our State Representatives:

- New Command Vehicles were delivered awaiting radio install.
- New Ford F-250 pickup was delivered for the Brush Truck and is now in New York for uplifting.

Grants

We are working on a AFG Grant for Turnout gear.

We are working on a SAFER grant for Stipends, Duty Crew funding, Training, Gear and Personnel.

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 01/01/2023 to 01/31/2023

Company: All Companies

Equipment Type(s): All Equipment Types

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire				
100 Fire, other	1	0.92%	\$0	0.00%
111 Building fire	1	0.92%	\$0	0.00%
112 Fires in structure other than in a building	1	0.92%	\$0	0.00%
113 Cooking fire, confined to container	6	5.50%	\$0	0.00%
130 Mobile property (vehicle) fire, other	1	0.92%	\$0	0.00%
131 Passenger vehicle fire	2	1.83%	\$0	0.00%
150 Outside rubbish fire, other	1	0.92%	\$0	0.00%
151 Outside rubbish, trash or waste fire	3	2.75%	\$0	0.00%
154 Dumpster or other outside trash receptacle fire	1	0.92%	\$0	0.00%
Totals	17	15.60%	\$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat other	1	0.92%	\$0	0.00%
Totals	1	0.92%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	2	1.83%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	1	0.92%	\$0	0.00%
322 Motor vehicle accident with injuries	3	2.75%	\$0	0.00%
352 Extrication of victim(s) from vehicle	3	2.75%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	3	2.75%	\$0	0.00%
Totals	12	11.01%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	0.92%	\$0	0.00%
412 Gas leak (natural gas or LPG)	3	2.75%	\$0	0.00%
442 Overheated motor	1	0.92%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.92%	\$0	0.00%
Totals	6	5.50%	\$0	0.00%
5 Service Call				
500 Service Call, other	2	1.83%	\$0	0.00%
553 Public service	1	0.92%	\$0	0.00%
571 Cover assignment, standby, moveup	1	0.92%	\$0	0.00%
Totals	4	3.67%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, other	7	6.42%	\$0	0.00%
611 Dispatched & canceled en route	5	4.59%	\$0	0.00%
622 No incident found on arrival at dispatch address	3	2.75%	\$0	0.00%
631 Authorized controlled burning	1	0.92%	\$0	0.00%
651 Smoke scare, odor of smoke	2	1.83%	\$0	0.00%
Totals	18	16.51%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, other	8	7.34%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	0.92%	\$0	0.00%
741 Sprinkler activation, no fire - unintentional	2	1.83%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	6	5.50%	\$0	0.00%
744 Detector activation, no fire - unintentional	15	13.76%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	19	17.43%	\$0	0.00%

Date: 02/08/2023

Page: 1

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 01/01/2023 to 01/31/2023

Company: All Companies

Equipment Type(s): All Equipment Types

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
Totals	51	46.79%	\$0	0.00%
8 Severe Weather & Natural Disaster				
Totals	0	0.00%	\$0	0.00%
9 Special Incident Type				
Totals	0	0.00%	\$0	0.00%
Totals	109		\$0	

1:50 PM

02/04/23

Accrual Basis

Robbins Hose Company # 1, Inc.

Profit & Loss

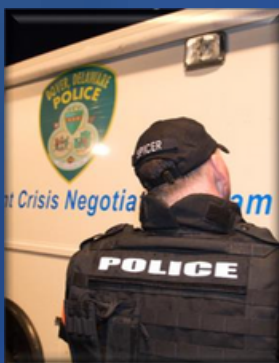
January 2023

ngular Snip

	Jan 23
Ordinary Income/Expense	
Income	
City Quarterly Deposit	94,375.00
Other Income	15,070.19
Total Income	109,445.19
Expense	
Personnel & Office Expenses	
202 - Contract Services-Account...	85.00
203 - Office Supplies	62.34
204 - Training & Travel Expenses	285.00
Total Personnel & Office Expenses	432.34
Repairs & Maintenance	
101 - Equipment Repairs	22,649.27
102 - Fuel	6,974.15
106 - Program Expenses	1,236.66
Total Repairs & Maintenance	30,860.08
Uniforms	
301 - Safety & Security Material	111.00
302 - Firefighting Gear	9,693.90
304 - Dispatchers Uniforms	810.61
Total Uniforms	10,615.51
Utilities	
402 - Electric	4,509.48
403 - Natural Gas	3,065.32
404 - Telephone	1,191.07
405 - Water/Sewer	154.13
Total Utilities	8,920.00
Total Expense	50,827.93
Net Ordinary Income	58,617.26
Net Income	58,617.26

CITY OF DOVER POLICE DEPARTMENT

Item #22.



MONTHLY REPORT JANUARY 2023

Page 97

DEPARTMENT OF POLICE

Thomas A. Johnson, Jr.
Chief of Police



400 South Queen Street
Dover, Delaware 19904
302-736-7111

March 13, 2023

Honorable Robin Christiansen, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

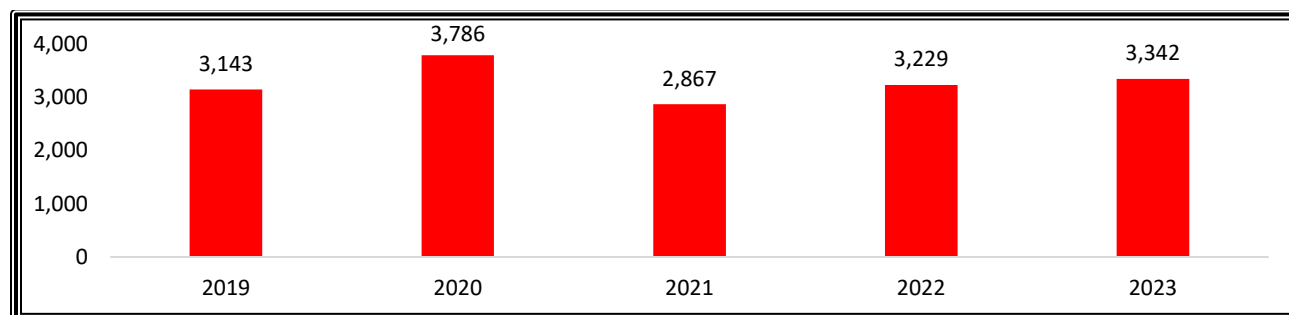
Mayor Christiansen and Council Members:

The following is the monthly report of Dover Police Department activities for January:

COMPLAINTS/EVENTS

YTD Totals compiled through January numbered 3,342.

This represents an increase of 113 from the 3,229 reported over the same period in 2022.



CRIMINAL INVESTIGATIONS

Burglary: 4 cases reported, 1 case cleared and 1 case cleared from previous months.

Robbery: 2 cases reported, 2 cases cleared and 0 cases cleared from previous months.

Sex Assault: 3 cases reported, 2 cases cleared and 1 case cleared from previous months.

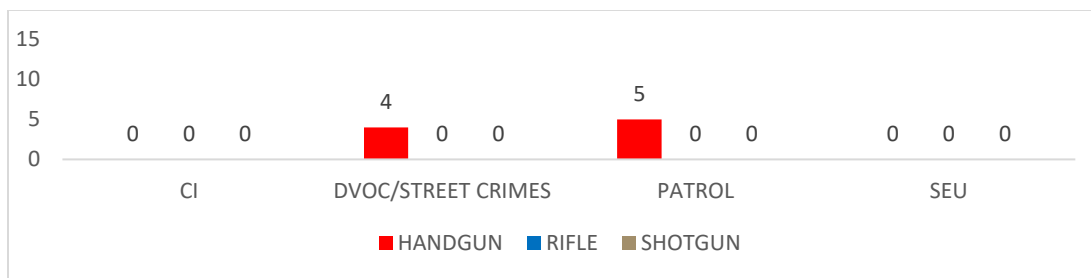
Homicide: 0 case reported, 0 cases cleared and 0 cases cleared from previous months.

There were 13 Non-Criminal Death Investigations, 13 cases cleared and 13 cases cleared from previous months.

DRUG, VICE, & ORGANIZED CRIME / STREET CRIMES UNIT ENFORCEMENT

Marijuana: 7848.4 grams seized
 Cocaine: 23.3 grams seized
 Ecstasy: 0 doses seized
 Prescription Pills: 1.5 doses seized
 Heroin: 7.07 grams seized
 Methamphetamine: 0 grams seized
 Fentanyl: 0 grams seized
 Other Rx Drugs: 0 grams/doses seized
 Drug Proceeds: \$36,772.00 seized

FIREARM SEIZURES/INSIDE CITY LIMITS

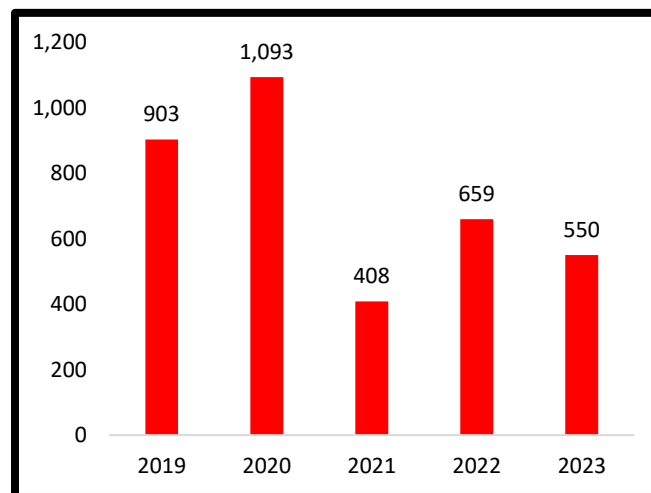


Firearms: 9 Handguns

TRAFFIC ENFORCEMENT

YTD Citation Totals compiled through January numbered 550.

This represents a decrease of 109 from the 659 reported over the same period in 2022.

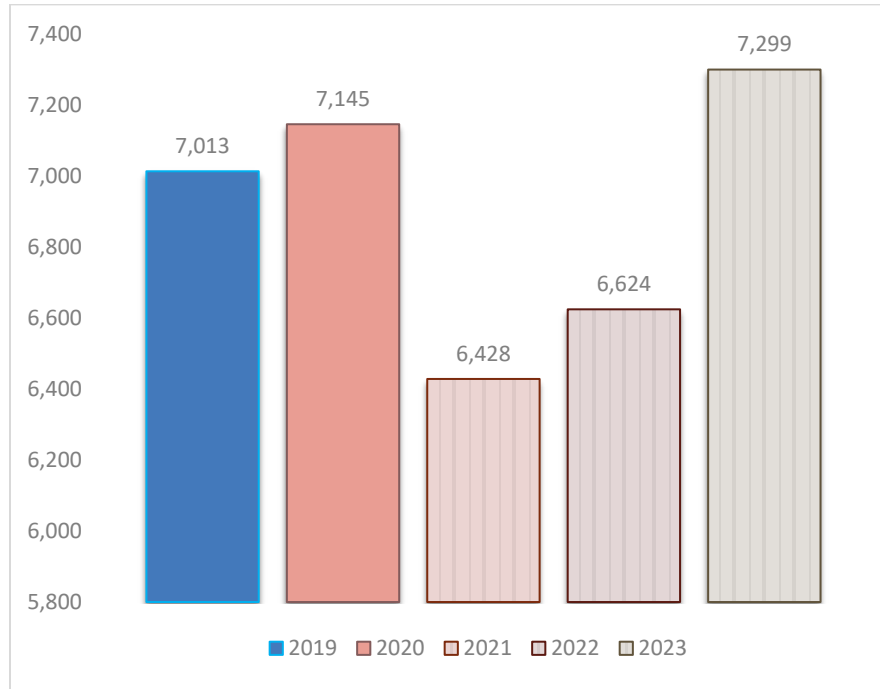


TRAFFIC CRASHES: YTD = 168

911 CENTER ACTIVITY

Total compiled during January numbered 7,299 calls.

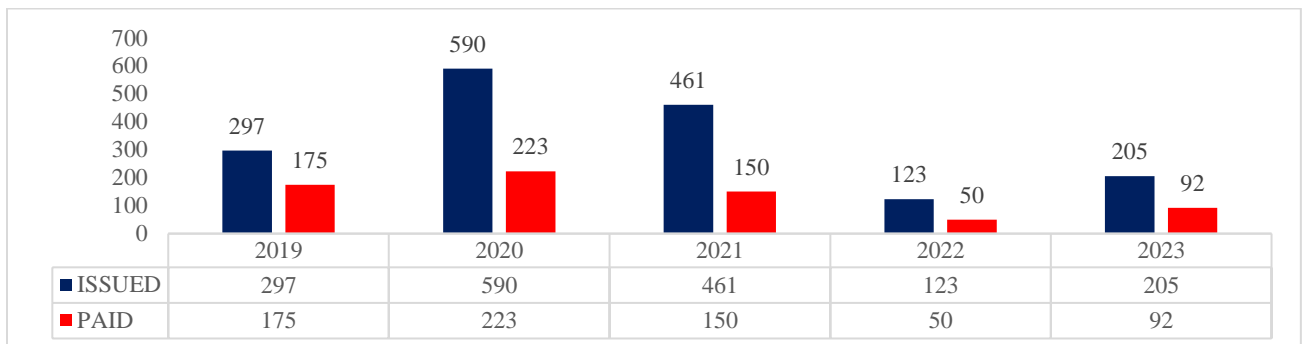
This represents an increase of 675 from the 6,624 reported during the same period in 2022.



CITY ORDINANCE SUMMONS

YTD Totals compiled through January numbered 205.

This represents an increase of 82 from the 123 reported over the same period in 2022.



COMMUNITY POLICING

This proactive unit takes the lead on community engagement and supporting our community organizations. They have administrative responsibilities and also support other departmental units, such as patrol, during times of high work volumes or special operations with enforcement activities. In addition to those duties, the unit accomplished the following in January:

- Continued follow up with an ongoing neighborhood issue in Cranberry Run
- Continued follow up with an ongoing neighborhood issue on Tribbitt Street
- Addressed loitering and littering at N. DuPont & White Oak, Bradford & Loockerman,
- Assisted City Electric with a road closure
- Assisted City Inspections with a homeless person living in an abandoned truck
- Assisted City Inspections with a homeless camp in the woods near Enterprise Business Park
- Assisted City Inspections with a homeless camp in the woods near Gateway West complex
- Assisted with Municipal Police Academy Instruction – Multiple Days
- Liaison with the property manager of Colonial Investments regarding loitering
- Liaison with the facility manager of Luther Towers regarding ongoing criminal mischief
- Liaison with the H.E.L.P. organization regarding additional security cameras for Downtown
- Addressed a person in mental health crisis near Bally's Casino
- Liaison with the property manager of Bayard Apartments regarding drug activity
- Assisted with multiple funeral escorts
- Arrested multiple fugitives during various property checks during the month
- Addressed homeless situations near Country Village Apts., Towne Point, New City Church, St. Andrews Church, Electric Avenue, 245 N. DuPont, 412 E. Loockerman, and the Public Library
- Met multiple times with resident of 457 E Water St. in reference to ongoing neighbor issue
- Met with landlord of 56-102-106-108 S. Governors in reference to ongoing vandalism
- Discovered an individual in the midst of an overdose and rendered assistance
- Joined the Mayor for a Safety Talk to the Garden Club at the Elk's Lodge
- Assisted the Interfaith Mission while Constables were conducting an eviction there
- Participated in Coffee with a Cop at McGlynn's Restaurant
- Addressed a situation related to a disorderly neighbor on Chelsea Way
- Handled the prosecution of a docket of Red Light Camera violations
- Participation in the Law Enforcement Community Engagement Network Cohort Meeting
- Assisted Patrol Units during major incidents, high 911 call volume and/or low staffing
- Participation in Habitat For Humanity Neighborhood Revitalization Initiative Meeting
- Continued foot patrols and traffic enforcement along Loockerman Street Corridor
- Assisted with the orientation of a lateral transfer officer
- Visit to Children & Family First *Head Start* program – K-9 Roy included
- Multiple CPU Officers attended schools for topics including Officer Survival, Officer Resiliency, & SORT
- K-9 Roy went to Nellie H. Stokes Elementary School for Community Helpers Week
- Attended the Kent County Crime Watch Meeting
- The Behavioral Health Unit made 42 field contacts and took official actions with 20 clients who needed substance abuse or mental health care
- Work initiated on a more comprehensive policy for the BHU

Members of the CPU attend numerous meetings with community associations and organizations as a part of our ongoing liaison relationships.

CHIEF'S ADVISORY COMMITTEE

The Police Chief's Advisory Committee (PCAC) is comprised of nine (9) diverse stakeholders living/working in the City of Dover. It meets regularly to provide input/feedback to the Chief on the various operations of the agency. January activity is as follows:

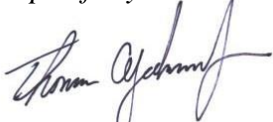
- The Advisory Committee met on January 19, 2023. The Committee formalized Ms. Lonya Roberts as a member of the Committee. She is in the freshman class at Delaware State University and has interest in serving throughout her collegiate career.
- The topic of Police Legitimacy was revisited through the lens of rebuilding the profession's brand recognition. The prior conversations involved the industry needing high-profile "Champions", who were not cops, to deliver positive messages of the great work of the vast majority of Law Enforcement professionals. After discussion, the suggestion returned was to replicate the style of some of the recently produced video shorts but adjust the content to feature credible members of the Dover Community offering impactful messages in support of the Department and the Profession.
- The Youth Sub-Committee report was not provided as Kayla was unable to attend.
- The Committee had expressed interest in the potential of being featured as an educational seminar on Police Advisory Bodies at the next Conference of the International Association of Chiefs of Police in October of 2023. The Chief shared a draft of the seminar to be submitted to the Association for review. Receiving favorable feedback, it was decided that we would offer to tell the story of Dover Police Chiefs Advisory Committee, if accepted by IACP, to an international audience of police executives and related professionals. A response is expected by June, and if favorable, will mean that our October meeting will be in San Diego, CA.
- The evening session of Coffee with a Cop did not draw more participation as was hoped. The Committee suggested that partnering with key community membership organizations might create the kind of meaningful exchange desired by the department by embedding in these established community gatherings. This will be attempted in the near future.

PROGRAMS AND INITIATIVES

- Departmental staffing update. In an attempt to begin the April Academy with a full Dover cohort, we ran an accelerated hiring cycle. Only 14 individuals showed up for testing and only 4 survived to the background phase of the process. The hope is that one or two might make it to the point where an offer could be extended. An unexpected retirement has added to the challenges. Our Evidence Technician left us after roughly a year of service. We continue to struggle to find suitable candidates for the 911 Center and applicants for our open Cadet Positions. We are hopeful that our recruitment video series, rolled out this month, has an impact on our ability to find our future members of the team.

Please visit our website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,



Thomas A. Johnson, Jr. Chief of Police

Tax Office

MEMO

TO: Mayor & Council

FROM: Patricia Marney, Customer Service Director

RE: Property Assessment Appeal Dates

I request the following dates and times be established for the 2023 Property Assessment Appeals.

June 05, 2023 – June 09, 2023 9:00 A.M. until 4:00 P.M.

One evening – if needed

The hearing times are subject to change.

If you have any questions, please feel free to contact the Tax Office.