



**CITY OF DOVER, DELAWARE
ANNUAL CITY COUNCIL MEETING
Monday, May 12, 2025 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/e5x3rr>
Event number: 2533 460 4005
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".

PRELUDE - America the Beautiful - Towne Point Elementary School

PRESENTATION OF THE COLORS- Caesar Rodney High School Air Force Junior Reserve Officer Training Corps (AFJROTC)

INVOCATION - Bishop Carol Boggerty, Reverend Rita Paige, Reverend Ellis Louden

PLEDGE OF ALLEGIANCE - South Dover Elementary 4th Grade Spanish Immersion Class

NATIONAL ANTHEM - Dover High School Chorus

**OATHS OF OFFICE ADMINISTERED BY THE HONORABLE WILLIAM L. WITHAM -
RETIRED KENT COUNTY SUPERIOR COURT JUDGE**

- | | | |
|----------------------------------|----------|-----------------------------|
| 1. Council - At-Large | - | Andre M. Boggerty |
| Council - First District | - | Gerald L. Rocha, Sr. |
| Council - Second District | - | Donyale M. Hall |
| Council - Third District | - | Fred A. Neil |
| Council - Fourth District | - | David L. Anderson |

ELECTION OF COUNCIL PRESIDENT/VICE-MAYOR**2. Election of Council President/Vice-Mayor****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.

PROCLAMATIONS

- 3. National EMS Week**
- 4. Community Action Month**
- 5. Economic Development Week**
- 6. Public Works Week**
- 7. National Police Week**

STATE OF THE CITY MESSAGE-MAYOR ROBIN R. CHRISTIANSEN**8. State of the City Message - Mayor Robin R. Christiansen**

CANCELLATION OF PUBLIC HEARING/FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council meeting of **March 10, 2025**. Due to the request of the applicant to withdraw the annexation and rezoning application, the public hearing and final reading have been cancelled.

9. Annexation/Rezoning of Property Lands of Robert Pellegrino at 582 Acorn Lane**A. Public Hearing - Zoning Classification**

Property located at 582 Acorn Lane, consisting of 2.3096 +/- acres, owned by Robert Pellegrino. This property is currently zoned RS-1 (Residential Single Family Zone) (Kent County Zoning Classification), and the proposed zoning is R-8 (One Family Residence Zone)(City of Dover Zoning Classification) (Tax Parcel: ED-00-068.15.01-11.00-000; Planning Reference: AX-25-01; Third District Council)

B. Adoption of Annexation Resolution No. 2025-04**C. Final Reading/Adoption of Rezoning Ordinance #2025-08**

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of March 10, 2025. The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."(1) An Ordinance Amending the Zoning Ordinance and Zoning Map of the City of Dover by Changing the Zoning Designation of Property Located at 582 Acorn Lane.

CONSENT AGENDA**ADOPTION OF MINUTES****10. Regular City Council Meeting of April 28, 2025****COMMITTEE REPORTS****11. Council Committee of the Whole Report April 29, 2025**Utility Committee**12. Evaluation of Bids - Emergency Generator (Kate Mills, Water Production Manager)**

(Committee Recommendation: Award contract to Blue Point Contracting, LLC for the Emergency Generator, request for quote 2025-001DWW, for the amount of \$103,100.)

Legislative, Finance, and Administration Committee**13. Request for Sole Source Vendor - Upgrade of the Interview Room (Captain Robert E. Roswell, Administration Division Commander, and Chief Johnson)**

(Committee Recommendation: Approve the request to Sole Source Axon as indicated.)

14. Marijuana Taxation Proposal Discussion (Council President Anderson)

(Committee Recommendation: Authorizing Mayor Christiansen to speak to any and all municipalities and individuals to assess a percentage of taxation in unison with other municipalities.)

MONTHLY REPORTS - March 2025**15. City Council's Community Enhancement Fund Report****16. City Manager's Report****17. Controller/Treasurer's Budget Report****18. Fire Chief's Report****19. Police Chief's Report****APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY CITY COUNCIL****20. 2025/26 Annual Staff Appointments**

A. Interim Chief Building Inspector - Sharon J. Duca

B. Assistant City Clerk - Arielle M. Rivera

C. Assistant Treasurer - Andria L. Bennett

D. Assistant Treasurer - Arielle M. Rivera

E. Fire Marshal - Jason A. Osika

APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

21. Board of Adjustment - Three-Year Term to Expire July 2028

A. Christian J. Swalm

22. Construction and Property Maintenance Code Board of Appeals - One-Year Term to Expire May 11, 2026

A. Matthew D. Campana, Representative of Homeowners

B. Charles C. K. Martin, Representative of Local Real Estate Industry Association

23. Dover Fourth of July Celebration Committee - One-Year Term to Expire May 11, 2026

A. Mayor Robin R. Christiansen, Chair (ex-officio member)

B. Andrea Maucher

C. Justin Strickland

D. Joan Denney

E. Carolyn D. Courtney

F. Patricia Marney

24. Ethics Commission - Five-Year Terms

A. Nancy Wagner - Five-Year Term to Expire July 2029

B. Rosa Smith - Term to Expire 2027 (to fill the unexpired term of Lisa M. Enright)

C. Charles Salkin - Term to Expire 2028 (to fill the unexpired term of Erica Crawford)

25. Historic District Commission - Three-Year Terms to Expire June 2028

A. Eric S. Czerwinski

26. Planning Commission - Three-Year Terms to Expire June 2028

A. John H. Baldwin, Sr.

B. Kathleen Heron Welsh

C. Kenneth Roach

27. Public Advisory Committee of the Dover/Kent County MPO - Two -Year Terms to Expire June 2027

- A. Dana T. Shelton
- B. Peter A. Brown, Sr.
- C. Albert W. Holmes

28. Silver Lake Commission - Two-Year Terms to Expire June 2027

- A. Kathleen M. Doyle
- B. Michael W. Lewis
- C. Anthony D. Morris
- D. Carolyn D. Courtney
- E. Cary Smith
- F. John C. DeMarie

APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY CITY COUNCIL**29. 2025/26 Annual Committee Appointments Recommended by Council President**

- A. City/County Committee (Liaison to Kent County)
- B. Council Committee of the Whole Subcommittees (Recommended by the Council President and Committee Chairs)
- C. Downtown Dover Partnership Board of Directors
- D. Economic Development Committee
- E. General Employee Pension Plan Board
- F. Kent County Tourism Board of Directors (Voting Liaison)
- G. Kent Economic Partnership Board of Directors (Voting Liaison Member)
- H. Other Post-Employment Benefits (OPEB) Board
- I. Police Pension Plan - Retirement Committee

OTHER CONSENT AGENDA ITEMS**30. Setting of Public Hearing - Electric Fund Budget**

(Staff Recommendation: That a Public Hearing be set for June 09, 2025 at 6:30 p.m.)

- 31. Resolution No. 2025-06- Authorizing Signatures for Banking Services on Behalf of the City of Dover, Delaware - Controller/Treasurer, Assistant Controller/Treasurer, and Assistant Treasurers**

ITEMS NOT ON THE CONSENT AGENDA

- 32. Resolution No. 2025-05 - Urging The Delaware General Assembly To Implement A Local Marijuana Tax**

ORDINANCES

FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of **April 28, 2025**. The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

- 33. Proposed Ordinance #2025-05 - Amending Chapter 98, Sec. 98-5 - Duty of Tenants or Owners to Maintain Sidewalks and Landscaped Areas Within the Street Right-of-way (Eddie Kopp, Chief Code Enforcement Officer, and Sharon Duca, Assistant City Manager)**
- 34. Proposed Ordinance #2025-06 - Amending Chapter 1 - General Provision by Adding Sec. 1-18. Code Board of Appeals(Sharon Duca, Assistant City Manager and Eddie Kopp, Chief Code Enforcement officer)**

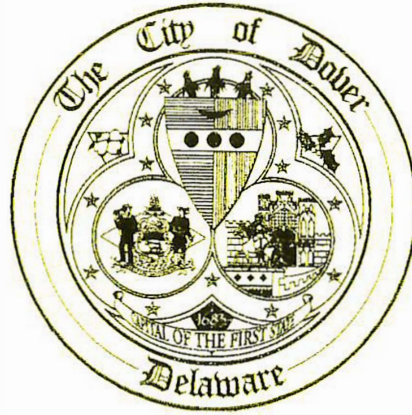
CITY MANAGER'S ANNOUNCEMENTS

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



PROCLAMATION

WHEREAS, in the City of Dover and elsewhere, Emergency Medical Services is a vital public service, and access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the members of EMS teams, including the dedicated professionals of Ambulnz, are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

WHEREAS, EMS professionals undergo extensive education and training to provide critical care during times of crisis, often serving as the first link in the chain of emergency healthcare; and

WHEREAS, this year's National EMS Week theme, "We Care. For Everyone." highlights the extraordinary compassion, commitment, and inclusive service EMS providers deliver to our entire community - regardless of background, circumstance, or location; and

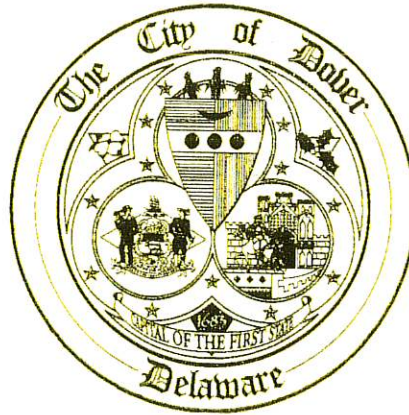
WHEREAS, the City of Dover is proud to recognize Ambulnz for their unwavering dedication to the health and safety of our residents, and for their role in safeguarding lives with professionalism, empathy, and expertise;

NOW, THEREFORE, I, MAYOR ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER do hereby proclaim the week of May 18–24, 2025 as:

Emergency Medical Services (EMS) Week

in the City of Dover and encourage all residents to show appreciation for our EMS professionals, especially the outstanding team at Ambulnz, who exemplify the spirit of service and the mission to care for everyone, every day.

Robin R. Chirsitansen
Mayor



PROCLAMATION

***WHEREAS**, since 1965, First State Community Action Agency has improved the lives of scores of individuals and families throughout the City of Dover by promoting solutions to a broad range of challenges. The Agency strives to ignite economic growth and promote economic stability, which builds stronger communities, fosters self-sufficiency, and helps to ensure that all citizens are able to live in dignity; and*


***WHEREAS**, First State Community Action Agency has provided greater opportunities for those in need of assistance by creating pathways to prosperity through programs that offer benefits such as job training, affordable housing, and utility assistance for seniors; and*

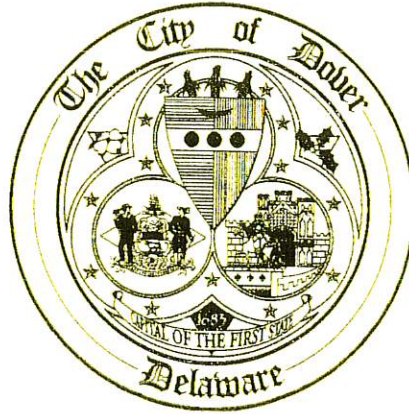
***WHEREAS**, First State Community Action Agency offers innovative solutions that create a greater chance of success for everyone and continues to be a voice for the disenfranchised in our community.*

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 2025 as

COMMUNITY ACTION MONTH

in the City of Dover in recognition of the hard work and dedication of First State Community Action Agency.


 ROBIN R. CHRISTIANSEN
 MAYOR



PROCLAMATION

***WHEREAS**, the City of Dover's Economic Development is under the Mayor's Office, partnering with local organizations who are committed to advancing the economic development profession by providing resources, professional development, and networking opportunities; and*

***WHEREAS**, Economic Development Week gives economic development professionals a platform to showcase to the City of Dover the contributions made to their local economy throughout the year, and aims to increase awareness for local programs that create jobs, advance career development opportunities, and improve the quality of life in the City of Dover; and*

***WHEREAS**, economic developers promote economic well-being for the City of Dover by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and*

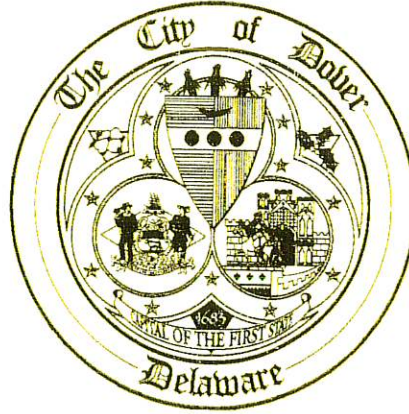
***WHEREAS**, economic developers stimulate and incubate entrepreneurship to help establish the next generation of new businesses, which is the hallmark of the City of Dover economy.*

***NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE**, do hereby proclaim May 11-17, 2025 as*

Economic Development Week

in the City of Dover and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life.

ROBIN R. CHRISTIANSEN
MAYOR



PROCLAMATION

WHEREAS, our public works professionals focus on infrastructure and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Dover; and

WHEREAS, these infrastructure and services could not be provided without the dedicated efforts of public works professionals of the City of Dover Department of Public Works', Sanitation, Streets, Stormwater, and Administration Divisions, who are responsible for operating, maintaining, improving and protecting our City's environment, solid waste systems, rights-of-way, which are essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children of the City of Dover to gain and maintain knowledge and progressive interest regarding the importance of public works and public works programs in the community; and

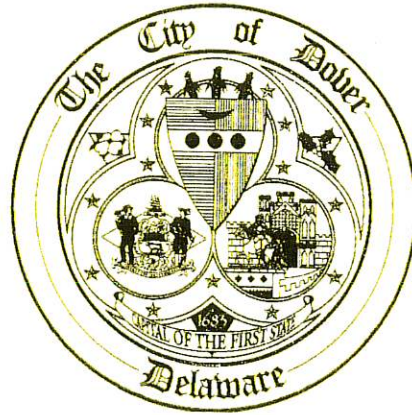
WHEREAS, the American Public Works Association 2025 National Public Works Week theme, "People, Purpose, Presence," showcases how City of Dover public works professionals contribute to and enhance the quality of life to the City of Dover resident in which they proudly serve.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 18th - 24th, 2025 as

PUBLIC WORKS WEEK

in the City of Dover and urge all citizens and organizations to learn more about the topics involved in providing public works, and to recognize the contributions that the dedicated Department of Public Works employees make every day to our health, safety, comfort, and quality of life.

ROBIN R. CHRISTIANSEN
MAYOR



PROCLAMATION

WHEREAS, in 1962, President Kennedy proclaimed May 15th as Peace Officers Memorial Day when U.S. flags should be flown at half-staff, and the calendar week in which May 15th falls, as National Police Week that offers honor, remembrance, and peer support, while allowing law enforcement, survivors, and citizens to gather and pay homage to those who gave their lives in the line of duty for the safety and protection of others; and

WHEREAS, the National Law Enforcement Memorial located in Washington D.C holds the names of over 24,000 officers who have died in the line of duty throughout U.S. history, dating back to the first known death in 1786. The Delaware Law Enforcement Memorial in the City of Dover located on the south side of Legislative Mall contains the names of 53 officers who have died in the line of duty since 1863; and

WHEREAS, each year, hundreds of names of officers killed in the line of duty are engraved on the walls of the National Law Enforcement Officers Memorial in Washington D.C. For the year 2025, 345 additional law enforcement officers' names will be engraved; and

WHEREAS, the purpose of National Police Week is to honor the role of law enforcement in service to society, by recognizing the sacrifices and valor of law enforcement, educating the community, and making it safer for those who serve.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 11th – 17th, 2025 as

National Police Week

in the City of Dover and publicly salutes the service of Law Enforcement Officers in our community and in communities across the nation.

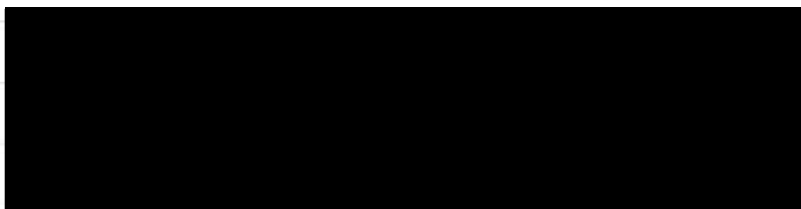
**ROBIN R. CHRISTIANSEN
MAYOR**

5/5/25

to the City of Dover

I Robert Pellegrino AT 582 ACORN LANE
WITHDRAWAL MY APPLICATION TO
ANNEXATION TO THE CITY OF DOVER,

from
Bob Pellegrino



RECEIVED
MAY 06 2025
CITY OF DOVER
PLANNING & INSPECTIONS

From: [Melson-Williams, Dawn](#)
To: [Bob](#)
Cc: [Purnell, Mareta](#)
Subject: Need Annexation Withdrawal in Writing AX-25-01 at 582 Acorn Lane
Date: Tuesday, May 6, 2025 9:52:00 AM
Importance: High

Mr. Pellegrino:

This is a follow-up to the phone call on Friday, May 2, 2025 when you indicated that you wished to withdraw the Annexation Application Request AX-25-01 Lands of Robert Pellegrino at 582 Acorn Lane. The Annexation Request is described as follows:

AX-25-01 Lands of Robert Pellegrino at 582 Acorn Lane - Public Hearing and Review for Recommendation to City Council on an Annexation Request and Rezoning Request for a parcel of land totaling 2.3096 acres+/- located at 582 Acorn Lane. The property is currently zoned RS-1 (Residential Single Family Zone) in Kent County. The proposed Zoning is R-8 (One Family Residence Zone). The property is located at the southeast corner of Acorn Lane and Old White Oak Road. The annexation category according to Dover's 2019 Comprehensive Plan is Category 1: High Priority Annexation Areas and the land use designation is Residential Low Density. The property owner is Robert Pellegrino. Property Address: 582 Acorn Lane. Tax Parcel: ED-00-068.15-01-11.00-000. Proposed Council District 3. Ordinance #2025-08. *The First Reading of this Annexation Request was completed on March 10, 2025. Public Hearing before the Planning Commission is scheduled for April 21, 2025 and a Public Hearing/Final Action with City Council on May 12, 2025.*

Application AX-25-01 began its Public Hearing and consideration with the Planning Commission at their Meeting of April 21, 2025. The Planning Commission deferred action on the Application and continued to hold the Public Hearing open; the Application was rescheduled for the Planning Commission Meeting of May 19, 2025 (and moving the City Council consideration from May 12 to June 9, 2025).

The Planning Office requests submission of this Request to Withdraw the Annexation Application AX-25-01 in writing. This may be delivered to our Office in City Hall at 15 Lockerman Plaza, Dover DE 19901 or may be submitted by email response. We must have a formal request so that we may document its withdrawal from the consideration process.

If you have questions, please contact the Planning Office at (302) 736-7196.

Thank you,
Dawn Melson-Williams, AICP
 Principal Planner

City of Dover, Delaware
Department of Planning & Inspections
(302) 736-7196 Planning Office phone
(302) 736-4217 fax
dmelson@dover.de.us

REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was held on April 28, 2025, at 6:30 p.m. with Acting Council President Neil presiding. Council President Anderson attended via WebEx. Council members present were Dr. Pillsbury (via WebEx), Ms. Arndt, Mr. Rocha, Dr. Sudler (via WebEx), and Mr. Lewis. Mr. Boggerty was absent.

Staff members present were Police Chief Johnson, Ms. Marney, Mr. Hugg, Mr. Rodriguez, Chief Carey, and Ms. Rivera. Ms. Melson-Williams was absent. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 6:18 p.m., prior to commencement of the Official Council Meeting. Acting Council President Neil declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Alfreda Fisher Dean, 728 Bicentennial Boulevard, expressed her gratitude to the Public Works Department, particularly Tyrell Moses and his supervisor, for their assistance in collecting leaves, bushes, branches, and other yard debris. She noted that residents living in the Bicentennial area often need help maintaining their yards and appreciated the support provided.

William Faust, 136 Orchard Avenue, raised concerns about a utility fund introduced by Councilman Anderson to assist people in Downtown Dover with their City of Dover bills. He questioned the timing of the initiative, which came shortly after the election. He questioned why the matter was not done before the election. Mr. Faust highlighted that many businesses suffered during COVID and are still not receiving support, while poor residents and senior citizens were struggling to afford utilities as the weather warms up. Mr. Faust questioned the criteria for selecting individuals to receive assistance, expressing concern about why certain people are chosen over others and what makes one (1) person more deserving than another. He emphasized that the underlying issues in Downtown Dover must be resolved before efforts are made to attract families to the area.

INVOCATION

The invocation was given by Elder Ellis B. Loudon.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilman Neil.

ADOPTION OF AGENDA

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

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 requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

Mr. Lewis requested the removal of Item #21 – Quarterly Revenue Reports as of March 31, 2025, from the consent agenda.

Ms. Arndt moved for adoption of the consent agenda as amended, seconded by Mr. Lewis, and carried by a unanimous roll call vote (Boggerty absent).

PROCLAMATION-EARTH DAY 2025

The City Clerk read the following Proclamation into the record:

WHEREAS, on April 22, 1970, millions of people around the world joined the common cause to protect the planet for future generations and all who share it; and

WHEREAS, food production is responsible for one-third of global emissions, with meat and dairy farming the leading source of agricultural emissions; and

WHEREAS, even if other sectors, including energy, transportation, and buildings, were carbon-neutral by 2050, as is necessary, the current U.S. food system would take us past 1.5 degrees C of warming by 2050; and

WHEREAS, the EAT-Lancet Report calls for widespread multisector, multilevel action including a substantial shift toward healthy, earth-friendly dietary patterns; and

WHEREAS, the Intergovernmental Panel on Climate Change (IPCC) has recognized dietary shifts toward plant-based foods as a key action to reduce greenhouse gas emissions; and

WHEREAS, a Chatham House report determined that a global shift toward plant-based foods could draw down more than 25% of emissions by 2050; and

WHEREAS, an individual's swap from conventional meals to plant-based meals for just one day is equivalent to driving 41 fewer miles, sparing over 400 square feet of land, and saving at least 250 gallons of water; and

WHEREAS, the city acknowledges meat and dairy represent 13%-20% of most municipal emissions and drive deforestation, species loss, and habitat loss, and the city is committed to fighting biodiversity loss; and

WHEREAS, by 2050, 80% of food will be consumed in cities, creating a vital role for cities to build on the past years of progress, and the city is committed to meeting its climate targets across all sectors; and

WHEREAS, Earth-friendly, plant-forward foods present diverse options for a multicultural population, and a global majority of people are lactose intolerant, including a substantial population of Americans.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim April 22, 2025, as **Earth Day** and urge all citizens of Dover to promote food on Earth Day that is Earth-friendly and plant forward, encouraging restaurants, events, vendors, schools, and other food providers to celebrate Earth Day with plant-based beverages and culturally diverse plant-based foods, including healthy beans, legumes, and other vegetables.

On behalf of the Mayor and Council, Mayor Christiansen presented the proclamation to Bryn Waumbaugh, Public Works Department, and Aireal Vickers, Public Works Department.

Ms. Waumbaugh announced that the first annual Earth Week was a success, with over 120 community members participating in activities from Monday through Thursday, and 50 employees taking part in an in-house stormwater day on Friday, April 25, 2025. She thanked the Parks and Recreation Department and the Dover Public Library for collaborating with the Public Works Department in planning the event. Additionally, she thanked council for supporting and showcasing Earth Week at the April 7, 2025, Regular Council Meeting.

Ms. Vickers shared that she has been an environmental advocate since she was young. Reflecting on her time with the city, she mentioned that she has not yet been with the City of Dover for a year, and that this marks her first actual career job outside of college. She expressed how unimaginable it was to her to be involved in something this significant.

PROCLAMATION-YOUTH WEEK 2025

The City Clerk read the following Proclamation into the record:

WHEREAS, the Benevolent and Protective Order of Elks has designated May 1 – 7 as Youth Week to honor America’s Junior Citizens for their accomplishments, and to give fitting recognition of their services to Community, State, and Nation; and

WHEREAS, the City of Dover will sponsor an observance during the week in tribute to the Junior Citizens of this Community; and

WHEREAS, no event could be more deserving of our support and participation than one dedicated to these young people who represent the nation’s greatest resource, and who in the years ahead will assume the responsibility for the advancement of our free society; and

WHEREAS, our Youth need the guidance, inspiration, and encouragement which we alone can give in order to help develop those qualities of character essential for future leadership; and go forth to serve America; and

WHEREAS, to achieve this worthy objective, we should demonstrate our partnership with Youth, our understanding of their hopes and aspirations, and a sincere willingness to help prepare them in every way for the responsibilities of citizenship.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the week May 1 – 7, 2025, as **Youth Week**, in the City of Dover and urge all citizens to participate wholeheartedly in its observance.

Cooper Hutte was not present to receive the proclamation.

PROCLAMATION-DRINKING WATER WEEK

The City Clerk read the following Proclamation into the record:

WHEREAS, water is our most valuable natural resource; and

WHEREAS, drinking water serves a vital role in daily life, serving an essential purpose to health, hydration, and hygiene needs for the quality of life our citizens enjoy; and

WHEREAS, tap water delivers public health protection, fire protection, support for our economy, and the quality of life we enjoy; and

WHEREAS, the hard work performed by the entire water sector, designing capital projects, operators ensuring the safety and quality of drinking water, or a member of a pipe crew maintaining the infrastructure communities rely on to transport high quality water from its source to consumers' taps; and

WHEREAS, the coronavirus pandemic has shone a light on the importance of drinking water for health, hydration, and hygiene needs; and

WHEREAS, we are all stewards of the water infrastructure upon which current and future generations depend; and

WHEREAS, the citizens of our city are called upon to help protect our source waters from pollution, practice water conservation, and get involved with their water by familiarizing themselves with it;

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 4-10, 2025, as **Drinking Water Week**.

On behalf of the Mayor and Council, Mayor Christiansen presented the proclamation to Jason Lyon, Director of Water and Wastewater.

Mr. Lyon thanked Mayor Christiansen, council, and Team Dover, noting that this was the fifth year he has been presented with the proclamation and that he is always humbled to be part of the hardworking team. He highlighted the challenges facing water utilities nationwide due to strict federal regulations, including lead and copper rules, Per- and Polyfluoroalkyl Substances (PFAS), and cross-connection control. Despite these pressures, he praised his team for their diligent efforts in securing grants to help offset the costs of compliance and emphasized that they are actively listening to the community's concerns.

Mr. Lyon shared that one (1) of his priorities is to assess the performance of the water system. Since COVID, they have been tracking the water system and conducting regular flushing, twice a year, to address issues with discolored water, which they receive complaints about. While the system is not perfect, ongoing improvements include the installation of over two (2) miles of new water main pipes, with an additional mile and a half scheduled to go out for bid soon. They have also added a new water production well and made improvements to the water treatment plant. Those efforts have strengthened the system's redundancy and ability to provide clean, reliable water. As a result, they have reduced the amount of water used for flushing by 8.5% since COVID, which equates to nearly a billion gallons saved.

Mr. Lyons acknowledged that while they have made progress, there is still work to be done. He highlighted that the number of encounters related to discolored water during hydrant flushing has

decreased by over 10%. He expressed pride in being part of the team, recognizing the hard work of his team members who manage both federal regulations and customer demands daily.

PROCLAMATION – MILITARY SPOUSE APPRECIATION DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, former President Ronald Reagan established Military Spouse Appreciation Day in 1984. U.S. Secretary of Defense Casper Weinberger standardized the date by declaring the Friday preceding Mother’s Day as Military Spouse Day to acknowledge the significant contributions, support, and sacrifices made by spouses of the Armed Forces; and

WHEREAS, serving alongside our Soldiers, Sailors, Airmen, and Coast Guardsmen, our Nation’s military families selflessly give of themselves and sacrifice their time with loved ones to ensure our safety and freedom. Enduring separation, relocation, heartache, and anticipation, military spouses demonstrate a strength reflective of the spirit of our Nation; and

WHEREAS, the spouses of our men and women in uniform shoulder the responsibility of maintaining their families, caring for children, and providing comfort and support while their loved ones are away. Military spouses demonstrate immense courage and unwavering faith. Through their spirit of resilience, we witness the best of America. Let us celebrate these selfless individuals by supporting them and reaffirming our everlasting commitment to stand beside them and their families.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 9, 2025, as **Military Spouse Appreciation Day** in the City of Dover and encourage all citizens to be aware of the challenges faced by military spouses and show support by offering their friendship, empathy, and understanding, realizing that they are making daily sacrifices for their country.

On behalf of the Mayor and Council, Mayor Christiansen presented the proclamation to Colonel Longmire, Deputy Commander of 436th Airlift Wing, and his wife, Laura Longmire.

Mrs. Longmire expressed gratitude for the support received not only from military members but also from their families. She acknowledged Mayor Christiansen and his wife for their strong support of the military community and spouses. She emphasized that the support they receive on base allows them to better support their airmen in fulfilling their duties.

Colonel Longmire stated that while May 9, 2025, may be officially recognized as Military Spouse Appreciation Day in Dover, he believes military spouses deserve appreciation every day of the year.

PROCLAMATION-FRONTLINE WORKERS APPRECIATION MONTH 2025

The City Clerk read the following Proclamation into the record:

WHEREAS, frontline workers are the builders of our community, exercising curiosity, compassion, courage, and creativity to provide essential services that ensure the safety, health, and education of our residents; and

WHEREAS, over 9 million healthcare workers across the United States serve in hospitals, clinics, and long-term care facilities, often placing themselves at risk to provide lifesaving care; and

WHEREAS, firefighters respond to an estimated 36 million emergency calls each year, over 800,000 sworn law enforcement officers nationwide work tirelessly to uphold the law and ensure public safety, and emergency medical services (EMS) personnel respond to more than 240 million calls annually; and

WHEREAS, teachers dedicate their careers to shaping the future of our communities, with over 3.7 million educators in the U.S. providing knowledge and guidance to our youth; and

WHEREAS, frontline workers embody the essence of Builders – flexible thinkers and constructive problem solvers who respect the dignity of all people – by dedicating themselves to overcoming challenges and uniting communities.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the month of May as **Frontline Worker Appreciation Month** in the City of Dover and encourage all residents to join in recognizing and honoring the heroic contributions of our healthcare workers, firefighters, law enforcement officers, EMS personnel, and teachers.

On behalf of the Mayor and Council, Mayor Christiansen presented the proclamation to Dr. John Fink, Bayhealth Vice President for Quality and Medical Staff.

Dr. Fink expressed gratitude to Mayor Christiansen, council, and Team Dover, stating he was honored to represent all first responders and frontline workers. He acknowledged not only his colleagues at Bayhealth but also those across the healthcare system, Emergency Medical Services (EMS), education, law enforcement, and firefighting. He emphasized their shared sense of commitment and vocation.

Mr. Hugg introduced Joseph Simmons as a new member of the City of Dover team. He highlighted Mr. Simmons' extensive background in Information Technology (IT), noting over 30 years of experience, including positions at Playtex, the State of Delaware, and seven (7) years with Kent County.

Mr. Simmons expressed gratitude for the warm welcome and shared his excitement about joining the City of Dover. He emphasized that serving the public goes beyond technology, it is about helping the city deliver better services and operate more efficiently. When approached by Mr. Hugg, he saw it as an opportunity to give back. As a dedicated public servant, he expressed a strong desire to contribute in any way he can, whether as the Information Technology Director, through the Human Relations Commission, or elsewhere. He feels truly blessed to live in such a great city. Mr. Simmons shared that he will be reaching out to department heads and has already begun developing a plan to assess and align the city's technology needs. With 30 years of experience spanning private industry, state government, and county government, he hopes to bring his expertise to the City of Dover. He expressed enthusiasm about collaborating with city staff to help move Dover forward and ensure departments have the tools they need to succeed.

Mr. Lewis expressed confidence in the selection of Mr. Simmons, stating he was a great choice. He shared that he has known Mr. Simmons for many years through their time on the school board and during his time as county sheriff and affirmed that Mr. Simmons is highly knowledgeable when it comes to computers.

PRESENTATION – DEMEC PRESENTATION (HEATHER CONTANT, DEMEC DIRECTOR OF GOVERNMENT AND COMMUNITY RELATIONS)

Ms. Heather Contant, DEMEC Director of Government and Community Relations, reviewed the DEMEC Presentation.

Ms. Contant invited council to join the Delaware Municipal Electric Corporation (DEMEC) Joint Council briefing on June 3, 2025, at their Smyrna office.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF APRIL 07, 2025

The Minutes of the Regular Council Meeting of April 07, 2025, were unanimously approved by motion of Ms. Arndt, seconded by Mr. Lewis, and bore the written approval of Mayor Christiansen (Boggerty absent).

COUNCIL COMMITTEE OF THE WHOLE REPORT – APRIL 08, 2025

The Council Committee of the Whole met on April 08, 2025, at 6:00 p.m. with Council President Anderson presiding. Members of Council present were Mr. Boggerty, Mr. Neil, Dr. Pillsbury, and Mr. Rocha. Ms. Arndt, Mr. Lewis, and Dr. Sudler were absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Mr. Tholstrup, and Mr. Lewis (*Parks, Recreation, and Community Enhancement*), and Mr. Garfinkel (via WebEx), and Mr. Shevock (*Legislative, Finance, and Administration*).

ADOPTION OF AGENDA

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

Council Reports – March 2025

First District

Dr. Pillsbury reported that she attended the Dover Police Department's 100th Anniversary celebration.

Mr. Rocha reported that he attended the Dover Police Department's 100th Anniversary celebration and the Delaware League of Local Governments Dinner.

Second District

Mr. Lewis was absent; no report was given.

Third District

Mr. Neil reported that he attended the Kent County Tourism and Downtown Dover Partnership meetings. He attended Delaware State University's Center for Urban Revitalization and Entrepreneurship (CURE) event. Mr. Neil explained

that the CURE is a marvelous setup that has two locations. The older location is across from City Hall, and the new location is a place where an entrepreneur can invite a client for an hour, a day, or a week and have space to temporarily set up. Mr. Neil also reported attending the Wild Meadows Homeowners Association meeting, the Delaware League of Local Government's Dinner, and the National Association for the Advancement of Colored People (NAACP) candidates' event at the library. He reported addressing constituent requests, including sending a letter to Attorney General Jennings requesting an update on an investigator's report that was submitted on a house that had been sold to a disabled mother of two. He also requested help from Senator Paradee and representatives to contact DelDOT for the need to resurface Persimmon Park Lane, which is at risk of developing potholes if it is not addressed.

Ms. Arndt was absent; no report was given.

Fourth District

Dr. Sudler was absent; no report was given.

At-Large

Mr. Boggerty reported that he attended the City of Dover Police Academy Graduation. He reported planning with local leaders a youth bowling and mentorship night. He also attended the League of Local Governments Dinner and a meeting with the NAACP president at Dover Federal Credit Union to help get members of the NAACP a partnership with Dover Federal Credit Union to help strengthen their economic stability. He also reported coordinating a meeting between the NAACP president and Todd Stonesifer of the Downtown Dover Partnership to address the economic and social issues downtown.

Council President Anderson

Council President Anderson reported that he has addressed concerns from several constituents and expressed appreciation for the city staff's responsiveness to community issues such as streetlights, sidewalks, and potholes. He announced that a new system would start in November, which has been tested in the past few months, and he believes it will be effective. He also mentioned there are grant resources available through the National League of Cities (NLC). They offer different stages, starting with the grant finder available at grantfinder.com. He emphasized that this is a free resource provided through the National League of Cities (NLC).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Council President Anderson presiding in the absence of the chair.

Adoption of Agenda

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

Community Development Block Grant (CDBG) Proposed Grant Recommendations for the Fiscal Year 2025 Action Plan and Draft 2025-2029 Consolidated Plan (Tracey Harvey, CDBG Program Manager)

Ms. Tracey Harvey, CDBG Program Manager, reviewed the background and analysis regarding the Proposed Grant Recommendations for the Fiscal Year 2025 Action Plan and Draft 2025-2029 Consolidated Plan.

Staff recommended approval of the 2025-2029 Consolidated Plan and the Fiscal Year 2025 Action Plan, contingent upon an allocation received from HUD and the continuation of the Community Development Block Grant.

Responding to Mr. Rocha, Ms. Harvey stated that council could not reallocate the funds and could only vote on the recommendations presented to them. She noted that the CDBG Program funds come from an annual entitlement grant from the U.S. Department of Housing and Urban Development (HUD). Once the allocation was received, recommendations were made and submitted to council for approval.

Responding to Mr. Rocha, Ms. Harvey clarified that the funds were restricted primarily for housing and the homeless. While the money can also be used for other projects, such as program administration and homeownership assistance, options are limited due to the small amount of funding. She also noted that there was currently no allocation for economic development.

Ms. Harvey mentioned that a Request for Proposal (RFP) did go out, so the funding was provided by individuals who submitted applications. If individuals did not apply, then they could not fund something that was with it. It was based on what was submitted.

Responding to Mr. Anderson, Ms. Harvey stated that a Request for Proposal (RFP) went out in January and that there was a 30-day period for individuals to submit their applications. Once submitted, they would set up an advisory committee to make recommendations based on what was submitted. She noted that the information was available on the City of Dover's website, and it was also accessible on the Delaware State Housing Authority (DSHA) website. It was heavily advertised.

Responding to Mr. Anderson, Ms. Harvey clarified that this process occurred annually, with a reset every five years. She explained that since they are currently in the fifth year, she was requesting approval now in order to begin fresh for the next five years.

Mr. Neil moved to recommend approval of the 2025-2029 Consolidated Plan and the Fiscal Year 2025 Action Plan contingent upon an allocation received from

HUD and the continuation of the Community Development Block Grant, as recommended by staff. The motion was seconded by Dr. Pillsbury.

Mr. Anderson expressed the need for improved communication in regard to how individuals can access housing repairs and emergency housing services. He noted that some residents had contacted the city but were unable to get the necessary information, as city employees did not know how to assist them. He urged a collective commitment to making the information publicly accessible, so that residents facing the risk of losing their homes, dealing with code violations, or struggling financially, could receive the help intended for them. This would be pertaining to retirees or those with low income.

Responding to Mr. Anderson, Ms. Harvey stated that two open houses had been advertised for the housing repair program, with another announcement included in the city's newsletter for April 17, 2025. She also mentioned that Milford Housing has an advertisement on their website and operates an office in the downtown area, which is open to the public on Tuesdays and Thursdays.

Mr. Neil moved to recommend approval of the 2025-2029 Consolidated Plan and the Fiscal Year 2025 Action Plan contingent upon an allocation received from HUD and the continuation of the Community Development Block Grant, as recommended by staff. The motion was seconded by Dr. Pillsbury and unanimously carried by a roll call vote (Arndt, Sudler, Lewis absent).

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

Update – City of Dover ARPA Grant Sub-Recipient Funding (Tracey Harvey, CDBG Program Manager)

Ms. Tracey Harvey, CDBG Program Manager, provided members of the committee a brief update on the City of Dover ARPA Grant Sub-Recipient Funding.

Staff recommended approval of the proposed transfer of funds.

Mr. Neil moved to recommend approval of the proposed transfer of funds, as recommended by staff. The motion was seconded by Mr. Rocha and unanimously carried.

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

Mr. Anderson moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting, hearing no objection the meeting adjourned at 6:23 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

Mr. Boggerty requested that Item #4 – Proposed Ordinance #2025-04 – Amending Chapter 70 – Miscellaneous Provisions, Section 70-7. – Registered Sexual Offenders be removed from the agenda.

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

Proposed Ordinance #2025-05 – Amending Chapter 98, Sec. 98-5 -Duty of Tenant or Owners to Maintain Sidewalks and Landscaped Areas Within the Street Right-of-Way (Eddie Kopp, Chief Code Enforcement Officer, and Sharon Duca, Assistant City Manager)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis regarding Proposed Ordinance #2025-05.

Staff recommended that the committee approve Proposed Ordinance #2025-05 with either Option A or Option B identified and forward it to council for approval.

Responding to Mr. Kopp, Mr. Boggerty commended him and his staff, acknowledging the challenges they faced, particularly in handling the aftermath of the January snowstorm. He praised their willingness to take feedback, reassess the issues, and return with solutions. He highlighted their efforts that provided a solid foundation not only for the current council members but also for future ones to be effectively implemented and enforced.

Mr. Anderson moved to recommend that the committee approve Proposed Ordinance #2025-05 with Option A, which includes a warning, as recommended by staff. The motion was seconded by Mr. Boggerty.

Responding to Mr. Shevock, Mr. Kopp clarified that even though property owners do not own the sidewalk, they can be held responsible for the sidewalk. He noted that the property owners are responsible up to the curb.

Responding to Mr. Shevock, Mr. Kopp stated that after reviewing the zoning ordinance, building code, and residential code, all legal responsibilities extend up to the curb. He explained that those regulations are part of the International Code Council (ICC) codes, which the city has adopted.

According to his research, when the codes refer to “property and premises,” they include the entire property, including sidewalks. He confirmed that the International Code Council (ICC) codes are legally vetted, which is why the city had adopted them, and he praised their quality. Mr. Kopp also noted that he

specifically looked for any indication that individuals would not be responsible for certain areas but found no such exception in the International Code Council (ICC) codes.

Responding to Mr. Shevock, Mr. Kopp clarified that property owners are only responsible for sidewalks if they exist on their property. If there are no sidewalks, there is nothing to maintain or shovel. He specified that the responsibility applies to public sidewalks along the property's edge, not personal walkways leading to the door. He emphasized that a sidewalk must be present for the ordinance to be enforceable. He noted that no sidewalk means no violation, and that there has to be a sidewalk to enforce the code.

Mr. Neil moved to recommend that the committee approve Proposed Ordinance #2025-05 with Option A, which includes a warning, as recommended by staff. The motion was seconded by Mr. Boggerty and unanimously carried.

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

Proposed Ordinance #2025-06 – Amending Chapter 1 – General Provisions by Adding Sec. 1-18. – Code Board of Appeals (Eddie Kopp, Chief Code Enforcement Officer, and Sharon Duca, Assistant City Manager)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis regarding Proposed Ordinance #2025-06.

Staff recommended that the committee approve Proposed Ordinance #2025-06 and forward it to council for approval.

Responding to Mr. Kopp, Mr. Neil stated that the code enforcement officers have done a commendable job in looking out for the residents. When issues arise or are observed, the code enforcement officers respond with solutions. He praised the efforts of his staff as outstanding, even if those who received penalties may not agree with the outcomes. He expressed hope that there would be consensus in extending support or coverage to individuals who are not currently included.

Mr. Neil moved to recommend that the committee approve Proposed Ordinance #2025-06, as recommended by staff. The motion was seconded by Mr. Boggerty.

Responding to Mr. Kopp, Mr. Anderson expressed that the proposed ordinance reflected his confidence in the quality of work done by both him and his staff, highlighting their unique willingness to invite oversight and transparency into the bureaucracy. While acknowledging that criticism was part of the job, he stressed that it should not be taken personally, as the work ultimately benefits everyone. He reiterated that the work that they do is essential to the city's quality of life and thanked the team for increasing transparency throughout the process. He voiced his support for the proposed ordinance and mentioned that the building codes

need to be updated, hoping that it would happen next year. He also suggested removing references to the International Code Council (ICC) Board of Appeals and replacing them with references to the Dover code, in line with other items.

Ms. Jinnell Barrett, 56 Greenway Square, Dover, questioned the responsibility of cleaning walkways within apartment complexes, specifically asking what would be considered a sidewalk. She noted that the complexes have walkways leading to parking lots, and due to snow and ice, it was unclear who was responsible for clearing them within the required 24 hours. She sought clarification on the roles of the occupants versus the code's guidelines in such cases.

Responding to Ms. Barrett, Mr. Kopp clarified that in the case of apartment complexes, the responsibility for cleaning walkways and sidewalks falls on the apartment complex, not the individual occupant. He noted that most apartment complexes have plans and landscaping services in place to handle snow and ice removal in the event of a storm.

Responding to Mr. Kopp, Ms. Barrett asked what the occupants should do if the apartment complex was at fault for not cleaning the sidewalks, especially since the 24-hour timeframe for snow and ice removal seemed unfair to her. She expressed concern due to her disability, as the icy conditions outside make it slippery and difficult for her.

Responding to Ms. Barrett, Mr. Kopp explained that if the apartment complex failed to clear the sidewalks, it would violate the ordinance. In such cases, code enforcement would address the issue with the apartment complex, not the individual occupant. He emphasized that one of the key purposes of the ordinance was to protect safety and ensure that everyone can navigate safely during snow and ice conditions. He also pointed out that apartment complexes are treated similarly to single-family dwellings in terms of responsibility for snow and ice removal.

Mr. Neil moved to recommend that the committee approve Proposed Ordinance #2025-06, as recommended by staff, as recommended by staff. The motion was seconded by Mr. Boggerty and unanimously carried.

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

Fiscal Year 2023 Annual Comprehensive Financial Report (ACFR) and Findings (Patricia Marney, Controller/Treasurer)

Ms. Patricia Marney, Controller/Treasurer, reviewed the Fiscal Year 2023 Annual Comprehensive Financial Report and the findings.

This item was informational, and committee action was not required.

Responding to Ms. Marney, Mr. Neil complimented her efforts, acknowledging that it was a massive task, but one that was carried out exceptionally well. He noted that the city has maintained its excellence in financial handling of its money and ratings, which he believes is essential. Especially as they face increasing challenges, such as inflation and potential tariffs, which could worsen the situation. He expressed his appreciation for her work and was glad that she and the team were able to come together to complete the task successfully.

Responding to Ms. Marney, Mr. Boggerty echoed Mr. Neil's praises, emphasizing that she had faced a lot of criticism when stepping into her role but handled it with poise and has been calm. He commended her for addressing several challenges, providing numerous options, and keeping the process moving forward. He acknowledged that no one is perfect in their role, especially when tasked with cleaning up and moving things forward, while also balancing responsibilities for both 2023 and 2024 and working with an understaffed team. He recognized the significant pressure that she faced and praised her for managing it so well. He also noted that her skill set is highly valuable and thanked her for sticking with them through the challenges.

Responding to Ms. Marney, Mr. Shevock also echoed the praise from Mr. Neil and Mr. Boggerty, expressing his agreement with their comments. He added that the most important takeaway from the report was that, despite all the frustrations and challenges, the city was able to maintain its AA rating.

Ms. Marney mentioned that she has been working closely with their bond council and rating agencies, keeping them well-informed regarding the status and the challenges the city was facing. She noted that the agencies were more than willing to collaborate and work with them throughout the process.

Responding to Ms. Marney, Dr. Pillsbury commended her on an amazing job.

Responding to Ms. Marney, Mr. Anderson explained that one of the reasons the report was delayed was due to the discovery of a significant error that needed to be corrected, which could have negatively impacted their outlook. He emphasized that the error was not their fault, and despite the staff's busy schedule, if she and her team had not thoroughly reviewed the reports and identified the misclassification, it could have caused a serious problem. He stressed that accuracy is crucial. He also praised her for being the right person for the job, noting that not only did her experience make her skilled in accounting, but she also had the expertise in staff building and information technology (IT), something he would not have anticipated a year ago.

Ms. Marney explained that anyone interested in reviewing the error could look at Table 15, which relates to the city's bonds. She clarified that in 2023, they had to charge a PCA debit, and this was the first time in the city's history that the Fiscal Year 2023 included such a charge. There were no clear instructions for the financial reporting staff on how to record this particular item on the table, which

the bond raters look at. Had the charge not been properly included, the city's financial position would have been misstated by nearly \$16.5 million, potentially impacting its compliance with financial policies.

Responding to Ms. Marney, Mr. Rocha expressed his appreciation, stating that they are fortunate to have someone like her in such an important position. He commended her for her work.

Dover Strong Fund (Council President Anderson)

Council President Anderson reviewed the background and analysis regarding the proposed Dover Strong Fund.

It was recommended to refer the Dover Strong Fund to staff to develop the appropriate policy criteria and incorporate into the budget proposal from the utility funds, not to exceed \$75,000.

Responding to Mr. Boggerty, Mr. Anderson stated that, while he does not believe that it was specifically outlined, he noted that staff are expected to develop the appropriate policy criteria, and this aspect was intended to be part of that plan.

Responding to Mr. Rocha, Mr. Anderson stated that he is aware of a nonprofit previously called the Dover Strong Fund. He acknowledged that the name could be changed when they returned in 30 days and thanked him for pointing it out, as he believed the organization was no longer active.

Responding to Mr. Anderson, Mr. Rocha stated that they primarily work with Parks and Recreation to write grants, typically for projects such as Schutte Park.

Responding to Mr. Rocha, Mr. Anderson stated that they can change the name to Dover Strong Utility Fund or choose another name if needed.

Responding to Mr. Rocha, Mr. Anderson stated that this would fall under the responsibility of the city manager, who would assign it to the appropriate staff. He noted that utilities, roads, streets, and related matters remain under the city manager's purview.

Mr. Olawale Maiyegun, 421 Northdown Drive, expressed concern in regarding using money from the electric fund for the proposed Dover Strong Fund project. He questioned why any amount, whether it was \$75,000 or more, should come from the electric fund. He expressed concern that past decisions have had unintended consequences, such as increased taxes, rates, and electricity. He emphasized that past decisions had unintended consequences and asked whether the impact on taxpayers and tariffs had been evaluated. Mr. Maiyegun urged that the proposal be set aside, especially given the economic challenges many are facing. He specifically called on Dr. Pillsbury, whom he described as a strong advocate for children and lower-income families, to oppose the recommendation, stating that it was a bad decision that could not be justified.

Responding to Mr. Maiyegun, Mr. Anderson explained that the \$1.5 million in question was specifically designated for piping and street repairs. Legally, it could only be used for that purpose, since redirecting it elsewhere would be considered fraud. He acknowledged concerns regarding the electric and utility funds but emphasized that similar investments in major businesses, such as Kraft and Edgewell, had significant returns. This has helped retain and expand those companies and preserved or created hundreds of jobs. He stressed that small businesses are just as important as large businesses. He emphasized that they cannot revitalize downtown and destroy the individuals who were supposed to be helping and revitalizing it. Mr. Anderson explained that the cost limit exists for a reason and emphasized that the amount in question was a small amount out of \$200 million. Which roughly \$150 million comes from utility funds. He noted the \$75,000 as a rounding error, highlighting that the long-term benefits of preventing business closures and maintaining active storefronts are substantial.

Mr. Anderson emphasized that showing support for small businesses was essential in attracting and retaining commerce in Dover. He highlighted the city's progress over the past seven years, reducing unemployment from 9.9% to 3.5%, which is now below the national average, due to deliberate and proactive economic strategies. He suggested that funding for this project should be addressed during the budget process and could potentially come from utility funds, an economic development fund from property sales, or a mix of both. He cautioned against micromanaging staff, urging that they be allowed to present their best professional recommendations. Mr. Anderson concluded by noting that this proposal has been under discussion with the business community and staff since January. What is being presented now is not the final decision but an important step forward in a longer process involving ongoing collaboration with stakeholders, staff, and council before a final vote.

Responding to Mr. Anderson, Mr. Maiyegun expressed doubt in regards to the process. He stated that in his view, it was an exercise in futility because it seemed that the decision had already been made. He suggested that the council president appeared to be working out the details, but regardless of the funding source, whether from the utility fund, economic development fund, or property sales, he believed it would ultimately be a waste of resources. He questioned the effectiveness of providing payment relief on electricity bills as a strategy to retain businesses, asserting that such measures would not make a meaningful difference. Mr. Maiyegun highlighted the struggles of low-income residents in the district, burdened by rising taxes and fees, and asked whether any of the proposed funds would be directed toward helping those individuals rather than only businesses.

He urged council to be more people-oriented, pointing out that many residents are living in debt in those affected areas. They would also be impacted by road construction near their homes or businesses. He questioned whether those individuals would receive any financial consideration, noting that construction could disrupt customer and client access, further affecting already vulnerable communities.

Mr. Anderson moved to accept the recommended action and refer to staff to develop the policy criteria and incorporate into the budget proposal, not to exceed \$75,000, with a name change, as recommended by staff. The motion was seconded by Mr. Neil and unanimously carried.

By consent agenda, Ms. Arndt moved for approval of the Committee's recommendation, seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

Mr. Neil stated that the funding in question was not guaranteed income that they were expecting to receive, and its use would not represent a full loss. Instead, he viewed it as an investment that could act as a catalyst for business development. He emphasized that the proposal was not finalized and that further consideration was needed regarding how it would be implemented. Mr. Neil expressed his belief that the initiative was worthwhile, which was why he chose to second the motion.

Mr. Rocha moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection, the meeting adjourned at 7:18 p.m.

Mr. Anderson moved for adjournment of the Council Committee of the Whole meeting, hearing no objection, the meeting adjourned at 7:19 p.m.

By consent agenda, Ms. Arndt moved for acceptance of the Council Committee of the Whole Report, seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

QUARTERLY REVENUE REPORTS AS OF MARCH 31, 2025

Members were provided the Quarterly Revenue Report as of March 31, 2025.

Responding to Mr. Lewis, Ms. Marney stated that she was unable to pull up the report due to connection issues with the network. She noted that the sale of assets was from several vehicles from the police department through government deals, and that it was captured in the report, which was the majority of the funds from the \$152.5 million.

Responding to Mr. Lewis, Ms. Marney clarified that most of the rent had to do with Garrison Park. She also noted that there were cell tower lease agreements that had affected rent.

Responding to Mr. Lewis, Ms. Marney clarified that from the report, what was rented had to do with cell towers and the land of Garrison Park.

Responding to Mr. Lewis, Ms. Marney stated that she would need to follow up on what the abbreviation for GSB is. She would be sending that information to him via email.

Responding to Mr. Lewis, Ms. Marney stated that she would need to follow up on information on the reasoning for the -\$160.4 million for wastewater, which was located under the other miscellaneous revenue on the report. She apologized for not being able to access the network to answer his question with more clarity.

Responding to Mr. Lewis, Ms. Marney stated that under the electric fund, miscellaneous revenue, the -\$943.2 million was a write-off. It was an agreement with a vendor. She would follow up on that for him. She mentioned that it was a billing from last year for that amount. It was a penalty billing to an electric vendor that they agreed with, and settled it for a specific range of payments.

Responding to Mr. Lewis, Ms. Marney clarified that there was a delay in the contract details and that they billed the vendor \$943,000. The vendor did honor the contract, and the city collected over \$300,000.

Responding to Mr. Anderson, Ms. Marney clarified that property tax collections exceeded 100% of the projected amount, with \$16.4 million billed and over 98% of that amount already collected. She explained that the figures shown in the report reflected what had been physically billed. She noted that she would run an outstanding receivables report and send the report to him by the end of the week.

Mr. Lewis moved for acceptance of the Quarterly Revenue Report as of March 31, 2025, seconded by Mr. Rocha and unanimously carried (Boggerty absent).

QUARTERLY REVIEW – CAPITAL INVESTMENT PLAN (CIP) (JANUARY, FEBRUARY, AND MARCH)

Members were provided the Quarterly Review for the Capital Investment Plan (CIP) as of March 31, 2025.

By consent agenda, Ms. Arndt moved for acceptance of the Quarterly Review of the Capital Investment Plan (CIP), seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

SEMI-ANNUAL INSPECTION BY CITY MANAGER – ROBBINS HOSE COMPANY (DAVID S. HUGG, III, CITY MANAGER)

In accordance with Chapter 46 – Fire Prevention and Protection, Article II – Fire Department, Division 1 – Generally, Section 46-43 – Semiannual Inspections, of the City Code, the City Manager, Mr. David S. Hugg, III, met with Fire Chief David Carey to discuss fire company issues. Mr. Hugg submitted a memorandum outlining the items discussed and noted the Robbins Hose Company continued to provide an outstanding level of service to the City of Dover and the Unincorporated areas of the fire district.

By consent agenda, Ms. Arndt moved for acceptance of the Semi-Annual Inspection by Robbins Hose Company Inspection, as submitted by the City Manager. The motion was seconded by Mr. Lewis and carried by a unanimous roll call vote (Boggerty absent).

2025 REGULAR MUNICIPAL ELECTION RESULTS

Ms. Arielle Rivera, Assistant City Clerk, reported the results of the 2025 Regular Municipal Election held on April 15, 2025, as follows:

AT-LARGE	
CANDIDATE	TOTAL VOTES
Andre M. Boggerty	806 (68.71%)
Shereen I. Woodard Onyekachi	367 (31.29%)

FIRST DISTRICT CITY COUNCIL	
CANDIDATE	TOTAL VOTES
Justina Brinkley	118 (29.35%)
Anthony Floyd, Jr.	108 (26.87%)
Gerald I. Rocha, Sr.	176 (43.78%)

SECOND DISTRICT CITY COUNCIL	
CANDIDATE	TOTAL VOTES
Donyale Hall	171 (44.07%)
Donna S. Mitchell	168 (43.30%)
Stephan D. Pierce	36 (9.28%)
Faye D. White	13 (3.35%)

THIRD DISTRICT CITY COUNCIL	
CANDIDATE	TOTAL VOTES
Jo Ann Mather	95 (33.45%)
Fred A. Neil	189 (66.55%)

FOURTH DISTRICT CITY COUNCIL	
CANDIDATE	TOTAL VOTES
David A. Anderson	137 (71.35%)
Leroy Bradshaw, Jr.	55 (28.65%)

In accordance with Title 15 Del.C. §7555(j), where the number of qualified candidates for an office is equal to or less than the number of seats up for election, the Board of Elections shall declare the candidate or candidates elected.

Therefore, the following Council members have been re-elected:

- At-Large – Andre M. Boggerty
- First District – Gerald I. Rocha, Sr.
- Second District – Donyale M. Hall
- Third District – Fred A. Neil
- Fourth District – David A. Anderson

Ms. Arndt moved for approval of the 2025 Election Results, as reported by the Assistant City Clerk. The motion was seconded by Mr. Rocha and unanimously carried (Boggerty absent).

FIRST READING – PROPOSED ORDINANCE #2025-05 – AMENDING CHAPTER 98, SECTION 98-5 – DUTY OF TENANTS OR OWNERS TO MAINTAIN SIDEWALKS AND LANDSCAPED AREAS WITHIN THE STREET RIGHT-OF-WAY (EDDIE KOPP, CHIEF CODE ENFORCEMENT OFFICER, AND SHARON DUCA, ASSISTANT CITY MANAGER)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed Proposed Ordinance #2025-05 – Amending Chapter 98, Section 98-5 – Duty of Tenants or Owners to Maintain Sidewalks and Landscaped Areas within the Street Right-Of-Way.

Responding to Ms. Arndt, Mr. Kopp clarified that the committee had selected Option A, which includes a warning system. Under this option, residents would first receive a notice and have 24 hours to comply. If noncompliance continues, Code Enforcement would return to issue a citation after that period. He explained that the only difference between Option A and Option B is the warning: Option A requires a door hanger notice and extends the compliance period by an additional 24 hours, while Option B issues citations without a prior warning.

Ms. Arndt raised concerns about the additional staff time required under Option A, which involves two (2) property visits to issue a door hanger before a citation. She questioned how frequently residents might claim they never received the notice. While she agreed that extending the compliance window from 12 to 24 hours and offering an appeals process was sufficient, she stressed that the ordinance's intent should be to change behavior, not generate revenue. She argued that the added workload would strain limited staff resources and that residents should already understand the importance of keeping sidewalks clear for safety and accessibility. Ms. Arndt stated she would prefer to see Option B, return for a final vote, and would not support the ordinance.

Mr. Rocha pointed out that residents who live on properties with sidewalks often clear the snow, only for the city plows to later push snow back onto the same sidewalks. He emphasized that the city could not hold someone accountable with a \$100 fine if the city themselves were the one creating a problem of safety.

Responding to Mr. Rocha, Mr. Kopp clarified that the purpose of the original ordinance and the way it was written was for the safety of the pedestrians on the sidewalk.

Responding to Mr. Lewis, Mr. Kopp clarified that, in a way, the ordinance was supposed to emulate the high grass ordinance, but snow is unique and needed to be treated uniquely. That was the reason why the ordinance was amended to be a standalone. He acknowledged that grass was used as a reference, but emphasized that snow was different because it involves specific steps not applicable to grass. There is a warning, then a first citation, a second citation, and then a third citation. The citations advance in fees, as snow is a one-time citation. The snow citation is a \$100 citation, but it does not increase. He mentioned that if there were three (3) snowstorms, the fee would always be \$100. He pointed out that the snow ordinance, in particular, does have the right of an appeal, so if any homeowner believes that they were issued a citation incorrectly, they do have the right to appeal. This was written in the ordinance to alleviate any issues if snow was piled on

their sidewalk or not, or if they felt like they were not in violation. That would be a workaround for homeowners to where they have the opportunity to fight their case.

Responding to Mr. Lewis, Mr. Kopp clarified that the high grass ordinance would not include the appeal process.

Responding to Mr. Lewis, Mr. Kopp explained that the high grass ordinance needs another year to fully implement and evaluate. He noted that last year was unusually dry, resulting in very few cases, making it a poor reference for data. However, with grass growing rapidly this year, he expects more cases and believes that they will have better data after this season to assess the effectiveness of the door hanger process.

Ms. Arndt followed up with what Mr. Kopp had stated, that the fail-safe was the appeals process. She mentioned that if something were to happen where the city plows and puts snow back on the sidewalk, by mistake or because there was no other operational means to do it, then the homeowner could appeal.

Responding to Ms. Arndt, Mr. Kopp raised concerns that implementing the door hanger system would reduce the city's enforcement capacity, cutting coverage by half. He explained that door hangers are time-consuming due to being handwritten rather than digitally generated, and also pose safety risks for staff. During snowstorms, it is safer and more efficient for staff to stay in their vehicles and take photos. Requiring them to exit vehicles and physically post notices increases the risk of injury and potential workers' compensation claims, as this would be the only time staff would need to step onto private property.

Mr. Kopp further explained that the use of door hangers would significantly increase staff workload, especially in deciding where and how to post them. Based on limited experience with similar processes, such as grass violations, he noted that door hangers often do not prevent citations, as many residents still contest them. Staff must also photograph the hangers as proof, which adds time and keeps them on the property longer, often in hazardous conditions. This raises safety concerns and reduces the enforcement coverage staff can provide citywide.

Ms. Arndt moved to amend the motion to have Option B come back for the final reading. The motion was seconded by Mr. Rocha.

Mr. Rocha acknowledged the valid concern that Code Enforcement officers would need to exit their vehicles and approach properties in inclement weather. He said that the door hanger option should be removed.

Responding to Mr. Rocha, Mr. Kopp clarified that both Option A and Option B contain the same language, with the only difference being the inclusion of a warning system in Option A. Option B removes the warning component, including the line in Appendix F that notes a \$0 warning. Aside from that, all other wording remains the same between the two (2) options.

Responding to Mr. Rocha, Mr. Kopp clarified that residents do get 24 hours to correct the violation.

Responding to Mr. Kopp, Mr. Rocha stated that it would offer increased risk for the employees and was convinced that going with Option B would be better.

Responding to Mr. Neil, Mr. Kopp clarified that with Option B, the warning system is removed, but the rest of the language would be the same.

Responding to Mr. Neil, Mr. Rodriguez clarified that council has the option to vote for Option B during the final reading of the ordinance.

Responding to Dr. Sudler, Mr. Kopp explained that the door hanger system was created in response to council's request for more supportive enforcement measures and has since been expanded to address issues such as snow, high grass, and cars parked on grass. He emphasized Dover's unique position, highlighting its fully staffed Code Enforcement team, unlike many other municipalities where roles are combined with building inspection or public works. As a larger city, Dover often leads by example. Mr. Kopp expressed concern for his staff's safety, particularly with sidewalk conditions during snow and ice, noting the risk involved in walking up to properties to post hangers. He stated that he would not wait for injury data before acting and supported continuing with the door hanger system to protect staff and maintain full enforcement coverage across the city.

Mr. Kopp emphasized that the purpose of the sidewalk ordinance is to protect pedestrians. While he acknowledged arguments focused on roadway conditions, he clarified that the ordinance is intended to prevent pedestrians from walking in the streets. He and his staff have witnessed individuals nearly being hit by cars while walking in the roadway, and he stressed that he would prefer proactive enforcement rather than waiting for a tragic incident before acting on the ordinance.

Mr. Lewis stated he would be open to eliminating the use of door hangers for safety reasons but emphasized the importance of having a warning system in place to demonstrate due diligence and give residents fair notice. He suggested alternatives such as public announcements through radio, WBOC, the Daily State News, or the City of Dover's website to inform residents that they have a certain amount of time to clear their sidewalks. He emphasized the necessity of a warning system to ensure residents are made aware that they have a specific amount of time to clear their sidewalks.

Responding to Mr. Lewis, Mr. Kopp mentioned that when postings are made, whether regarding city hall hours or other notices, they would involve Ms. Kay Sass, Public Affairs and Emergency Management Coordinator, to assist with spreading the word. He stated that Ms. Sass would use social media and the City of Dover's website to get the information out. He emphasized that social media is a powerful tool for reaching large audiences quickly.

Mr. Lewis acknowledged that social media would be a great tool to use to reach out to everyone, but mentioned that it might not be as effective for senior citizens. He suggested using a police vehicle with a loudspeaker, similar to how announcements were made during elections, to inform residents about the time they have to clear their sidewalks. He stressed the importance of ensuring citizens are aware of what is happening in the city.

Ms. Arndt sought clarification on the motion, asking if it was to include both Option A and Option B in the final reading so that members would have the choice to vote on either option. She noted that they were not voting on the ordinance that evening but would do so at the final reading when the ordinance, including both options, would be up for a vote.

Responding to Ms. Arndt, Mr. Neil clarified that, based on Mr. Rodriguez's explanation, the motion was to include both Option A and Option B in the final reading of the ordinance.

Mr. Rocha agreed with Mr. Lewis on the importance of education, suggesting that instead of waiting until a snowstorm, they could start educating the community at the beginning of the winter season. He proposed using social media, such as Facebook posts, to spread the word and prepare residents for what to expect. Regarding senior citizens, he recognized that some may need assistance with snow removal and may require phone calls to arrange help.

Responding to Mr. Rocha, Mr. Kopp stated that he was aware that a newsletter had been posted about the coming grass season. He noted that they try to advertise the best they can. One of the outreaches he did was attend HOA meetings. Granted, not a lot of people attend those meetings, but when they can get out in the community to spread the word, they do try to spread the word on common violations, such as car parking or grass. He noted that a newsletter would be a great tool to use. It may not be great for all senior citizens, but unfortunately, that would be the best way to get the messages across. He was not aware of anything else to do besides word of mouth and newsletters. They have tried using hangers in the past to spread information, but it was unsuccessful.

Mr. Rocha suggested working with organizations like Modern Maturity Center and Meals on Wheels to distribute newsletters.

Mr. Lewis suggested using robocalls as a method to disseminate information to the public, though he was unsure of the associated costs for the city. He noted that the school district uses robocalls to reach families and indicated that it could be a viable option for city outreach.

Dr. Sudler suggested that when the grass-cutting season approaches, the city could include informational notices in utility bills, which many residents, including senior citizens, regularly read. He believed this could be an effective way to reach a large number of residents. Dr. Sudler expressed that he would be amenable to eliminating door hangers, provided an alternative system is put in place to ensure residents are informed in advance, such as a friendly reminder.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the proposed Ordinance as read by the City Clerk, by title only, as follows:

ORDINANCE #2025-05 – AMENDING CHAPTER 98, SECTION 98-5 – DUTY OF TENANTS OR OWNERS TO MAINTAIN SIDEWALKS AND LANDSCAPED AREAS WITHIN THE STREET RIGHT-OF-WAY.

Ms. Arndt moved to have Option B come back for the final reading. The motion was seconded by Mr. Rocha and unanimously carried.

FIRST READING PROPOSED ORDINANCE #2025-06 – AMENDING CHAPTER 1 – GENERAL PROVISION BY ADDING SECTION 1-18. CODE BOARD OF APPEALS (EDDIE KOPP, CHIEF CODE ENFORCEMENT OFFICER, AND SHARON DUCA, ASSISTANT CITY MANAGER)

Mr. Eddie Kopp, Chief Code Enforcement Officer reviewed Proposed Ordinance #2025-06 – Amending Chapter 1 – General Provision by Adding Section 1-18. Code Board of Appeals

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the proposed Ordinance as read by the City Clerk, by title only, as follows:

ORDINANCE #2025-06 – AMENDING CHAPTER 1 – GENERAL PROVISION BY ADDING SECTION 1-18. CODE BOARD OF APPEALS.

CITY MANAGER'S ANNOUNCEMENTS

Mr. Hugg had no announcements.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen announced that the 92nd Annual Dover Days Festival will take place on May 2–3, 2025, in Dover. The festivities begin on Friday, May 2, 2025, at 6:00 p.m. with a kick-off event, live music by the Milford Community Band, and a fireworks display around 9:00 p.m. On Saturday, May 3, 2025, the celebration continues from 9:00 a.m. to 3:00 p.m., starting with the parade. Throughout the day, attendees can enjoy various activities, including Maypole dancing, historical reenactments, a hot air balloon, bounce houses, and over 100 craft and food vendors.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Lewis reported attending the Clearview Meadow Homeowners Association meeting on April 12, 2025, where residents shared concerns about speeding, loose dogs, litter, grass maintenance, and curb damage. He submitted these issues to Assistant City Manager Sharon Duca for follow-up. He also attended the Tracy Palmer Ministry Easter Egg Hunt at the Murphy School on April 19, 2025, and participated in an informative tour of the Garrison Power Plant with Mr. Rocha, Ms. Arndt, and Mr. Anderson on April 18, 2025.

Mr. Anderson thanked the citizens and shared that he had attended two neighborhood meetings on April 23, 2025. He expressed hope for the revival of the neighborhood watch program under the new administration and emphasized the importance of supporting it. He noted that citizens have raised several concerns, with a report to follow. He also mentioned that once budget hearings are scheduled, the information will be shared, and he encouraged residents to sign up for the City of Dover newsletter to stay informed weekly.

Mr. Neil acknowledged and welcomed Councilwoman-elect Donyale Hall of the Second District to council.

The meeting adjourned at 7:47 p.m.

ANDRIA BENNETT
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by the City Council during their Regular Meeting of April 28, 2025, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/AB

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on April 29, 2025, at 6:00 p.m. with Acting Council President Arndt presiding. Members of Council present were Council President Anderson (via Webex), Mr. Lewis, Mr. Neil, Mr. Rocha, and Dr. Sudler (via Webex). Mr. Boggerty and Dr. Pillsbury were absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Iriowen and Mr. Wilson (*Utility*), Mr. Shevock and Mr. Garfinkel (*Legislative, Finance, and Administration*).

ADOPTION OF AGENDA

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

UTILITY COMMITTEE

The Utility Committee met with Chairman Neil presiding.

Adoption of Agenda

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

Evaluation of Bids – Emergency Generator (Kate Mills, Water Production Manager)

Ms. Kate Mills, Water Production Manager, reviewed the background and analysis of the evaluation of bids for the emergency generator.

Staff recommended awarding the contract to Blue Point Contracting, LLC for the Emergency Generator, request for quote 2025- 001DWW, for the amount of \$103,000.

Responding to Mr. Lewis, Ms. Mills stated that they are budgeted for the project. She explained that they have \$70,000 from the current fiscal year, and that they were also able to remove funds from a VFD project that was completed, and they were able to use those funds.

Responding to Mr. Lewis, Ms. Mills stated that they sent a request for quotes to eight different contractors and received one quote in return. Ms. Mills explained that the contractor met the qualifications for the quote and was the only one to do so.

Responding to Mr. Lewis, Ms. Mills stated that Blue Point Contracting is not located within the State of Delaware. She explained that they had solicited the Office of Supplier Diversity, but none of the contractors submitted a quote back.

Responding to Mr. Rocha, Ms. Mills stated that the generator would run one of the production wells for emergency purposes to fill one of the tanks. She stated that she would have to get back to him on exactly how long it would be able to provide the power necessary, but she could confirm it could handle one full day.

Responding to Mr. Rocha, Ms. Mills stated that the generator would run on diesel fuel.

Responding to Mr. Iriowen, Ms. Mills stated that the location of the contractor is usually not a factor in delays. Lead time for similar equipment has been very long since COVID-19; for the proposed generator, the lead time is 36 weeks. The project will be taking place in the upcoming fiscal year, but because of the lead time, they need to request it now.

Responding to Mr. Rocha, Ms. Mills stated that the project will be a carry forward of funds; they do not want to pay for the services before receiving the item.

Mr. Rocha moved to recommend accepting the staff recommendation to award the contract to Blue Point Contracting, LLC, for the emergency generator. The motion was seconded by Mr. Iriowen and unanimously carried.

Mr. Neil moved for adjournment of the Utility Committee meeting, hearing no objection, the meeting adjourned at 6:06 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

Mr. Garfinkel moved for adoption of the agenda, seconded by Mr. Shevock, and unanimously carried.

Request for Sole Source Vendor – Upgrade of the Interview Room (Captain Robert E. Roswell, Administration Division Commander, and Chief Johnson)

Chief Johnson reviewed the background and analysis regarding the sole-source vendor request for the upgrade to the interview room.

Staff recommended approving the request to sole-source Axon as indicated.

Responding to Mr. Neil, Chief Johnson stated that the federal funds that are coming through the state will still be available. He explained that he has been in contact with state-level officials, and the money has already been released. He stated that there are other programs that they are connected to through the Criminal Justice Council, where that might not be the case. He explained that they are not sure what is in and what is out for Delaware, but as of now, these funds are still accessible.

Responding to Mr. Lewis, Chief Johnson stated that the American Rescue Plan Act (ARPA) funds are not the same funds that the city received. They are the funds that were sent to Governor Carney, which he then chose to distribute some of his ARPA funds to Dover, Wilmington, and Seaford.

Responding to Mr. Lewis, Chief Johnson stated that the funds are approved for the requested project. He explained that they went through the office that manages the money for the State of Delaware and received their permission and authorization before proceeding.

Responding to Mr. Lewis, Chief Johnson stated that the cost will include five years' worth of support and upkeep after the installation.

Responding to Mr. Lewis, Chief Johnson stated that the project will include the audio, digital video, devices in the interview rooms, the connecting hardware, and the technology necessary to put it onto the cloud-based system for everyone's access.

Responding to Mr. Lewis, Chief Johnson stated that the purchase is not to expand the room. The purchase is to change out the existing hardware, software, and technology that is from another vendor in all of the interview rooms on every floor. He explained that there are interview rooms on the second floor that the detectives primarily use, and there are interview rooms on the first floor that the uniformed officers primarily use. All of those rooms must be covered by upgraded technology for legal purposes and the credibility of testimony.

Responding to Mr. Lewis, Chief Johnson stated that in a couple of the most recent serious cases, while detectives were interviewing violent felons, there are often times when a Deputy Attorney General supervises the more nuanced parts of case preparation, and while they were watching remotely from a big screen, they saw things in the video feed that were migrating over to the digital file. He explained that you could see and understand what was going on, but it became concerning that it was not functioning at a high level of accuracy anymore. This could lead to accusations that things were being missed, which could have an impact on a jury's deliberation. He stated that they had received feedback approximately a year and a half ago to please try to upgrade the interview room cameras and equipment.

Responding to Mr. Lewis, Chief Johnson stated that he was correct, and it was a concern of the Attorney General's office and the case detectives as well.

Responding to Mr. Lewis, Chief Johnson stated that he was correct, and it was a matter of protection and integrity because if a jury was watching a video or listening to an interrogation, and there was a pause in the system, it could be questionable. He emphasized that nothing has happened yet, but it is a growing concern.

Responding to Mr. Garfinkel, Chief Johnson stated that the graph was included to reference the interview room upgrade line. However, the project has been a multi-year grant with several components, both personal and contractual services. He explained that they have been updating the existing camera network within the city from an analog style to the new 360 style. In addition, one of the issues that they faced was chronic network issues due to the placement of the cameras. They were not able to get the cameras high enough, and the trees and leaves were interrupting wireless communication. They have been working on getting fiber up the poles to resolve that issue. He stated that as they find more resources, they will look to expand the network across the city, and that is reflected in the chart. Regarding the personnel, the Group Violence Intervention (GVI) is a state collaborative program between law enforcement, corrections, and academia including John Jay College, working to provide wraparound services at the same time of holding violent offenders accountable. The goal is to change their behavior through law enforcement and address what is pushing them towards a life of crime, and for that, there needs to be a good analysis of what is occurring. Wilmington has a GVI analyst, the City of Dover has an analyst, and there is

one more in the network. The GVI analyst is not a full-time employee, they are contract employees. The chart shows two years' worth of a 36-hour-a-week position and includes the salary and overhead costs. The state is covering all of those expenses through the ARPA funds.

Responding to Mr. Lewis, Chief Johnson stated that the grant that was offered to them has specific terms, as it is not money that could be used in any way. He explained that if they were going to do group violence intervention, they had to address what would be most effective in addressing gun crimes. The video evidence of violent crimes takes the highest priority. He stated that the state asked that the analyst be included in the allotment because they would like to see connectivity up and down the state between crimes across jurisdictional lines that involved firearms. He further stated that the project cannot be compared to all the other organizational needs because the money can only be used for a narrow scope.

Mr. Neil moved to recommend the approval of the sole source vendor for the upgrade to the interview room. The motion was seconded by Mr. Shevock and unanimously carried.

Marijuana Taxation Proposal Discussion (Council President Anderson)

Council President Anderson reviewed the proposal for the Marijuana Taxation with the legislators and lobbyists.

This item was informational, and committee action was not required.

Mr. Garfinkel stated that he feels it should be done in a Resolution.

Mr. Neil stated that there may be a need for a Resolution to send a letter so that they see that it is coming from all of council rather than a single Resolution. He explained that the request for taxation may be lower or higher than someone else's. He suggested lower because it is not a money maker, and that is not the intent. He stated that he believes the state legislators would be afraid that the city is going to be looking to get a lot of money from taxation. In closing, he stated that he agrees with the letter but that they would need a Resolution to formulate the letter.

Responding to Dr. Sudler, Mayor Christiansen stated that unless it had changed, the exact amount had not been determined, nor where the money would go once collected by the municipalities of the City of Wilmington and New Castle County.

Responding to Dr. Sudler, Mayor Christiansen stated that, as mentioned before, he believes a letter from the Mayor and Council would be appropriate. However, if it is the intent of council to get the legislature's attention and some local sponsors to back it, then council needs to pass a Resolution to show their intent and commitment to having the matter resolved not only for the City of Wilmington, but New Castle, and the City of Dover as well.

Dr. Sudler suggested mirroring what New Castle County and the City of Wilmington are planning to do to show a uniform approach.

Mayor Christiansen recommended working with the City of Wilmington and New Castle County to have a uniform tax across the board so as not to compete with the other municipalities. He

explained that if there is a need to tax, then it should be uniform for the City of Wilmington, New Castle County, the City of Dover, and any other municipality that feels that the tax revenues should be generated. He stated that any tax revenues that are generated from any tax on marijuana in the City of Dover should go to the Emergency Medical Services (EMS) and police department because they have certainly seen the extra burden the legalization has placed on them.

Council President Anderson stated that although there are a couple of different resolutions, with differing amounts, he believes that the lobbyist could resolve the issue and create a uniform bill. Wilmington had asked for up to three percent, and New Castle County had asked for two to five percent. He explained that he does not think a specific amount is needed at this time, but he would like to see a resolution asking for state action.

Mayor Christiansen reiterated that any taxes that are granted in municipalities, counties, and the State of Delaware should be uniform across the board. He explained that he would prefer to see a five percent uniformity from Wilmington to Delmar.

Mr. Rocha stated that the City of Wilmington had already submitted their Resolution, and the same went for New Castle County. He explained that it may be a little late to band together with them, but maybe they could open their request to two to five percent, so that it may align as much as possible.

Mr. Lewis stated that he agreed with Mayor Christiansen that the tax rate should be across the board.

Mayor Christiansen stated that if council felt inclined to approve a Resolution, he would meet with Mayor Carney and Ms. Williams-Johns, the New Castle County Council President, to see if they would support unified action across the board for the amount.

Responding to Mr. Rocha, Mayor Christiansen stated that his suggestion would be to adopt a Resolution supporting taxation and allow him to negotiate with Council President Williams-Johns and Mayor Carney. They could have the Delaware League of Local Governments lobbyists negotiate the three to five percent for everyone, with five percent being his preference. Then all three entities and anyone else wanting to join can present as a uniform front when it goes before the legislature.

Responding to Mr. Rocha, Council President Anderson stated that they could make a motion to draft a Resolution if that is what the members of the committee would like. He agreed with Mayor Christiansen and then, once they have decided on a Resolution, they do not have to put in the amount so that they may negotiate with other entities and submit a bill through the Delaware League of Local Governments.

Dr. Sudler stated that Mayor Christiansen made a good point and that a Resolution to authorize him to advocate for the three to five percent as a uniform approach would be appropriate.

Dr. Sudler moved to recommend that they authorize Mayor Christiansen to talk to Council President Williams-Johns and Mayor Carney to advocate for a three to five percent uniform tax approach. The motion was seconded by Mr. Lewis.

Mr. Neil emphasized that he strongly supports the mayor's suggestion that the money collected be dedicated to the problems that the city may face by going to the people who aid the police department in providing resources, or the EMS personnel.

Responding to Mr. Rocha, Mr. Neil stated that he believes it should be in the Resolution since they are doing the preliminary work. He stated that when council acts, they should include where the funds will be dedicated because it will strengthen the position when going to the legislature to say where the money will be allocated.

Mr. Neil moved to recommend adding to the Resolution that the money from the taxes collected will go to the police department and the EMS. The motion was seconded by Mr. Lewis.

Mayor Christiansen recommended that instead of saying the police department, they could say the behavioral clinicians who ride with the police department.

Mr. Neil was amenable to Mayor Christiansen's amendment, as well as Mr. Lewis as the seconder.

Ms. Arndt stated that she agreed with most of what was said, however, she believed that one of the whereas clauses could indicate that the City of Dover is willing to work with the other municipalities and counties to come to an agreement. She explained that deciding where and how to spend the money might be a bit premature. She suggested keeping the Resolution as open as possible and using emergency services or support services. She explained that first and foremost, they have to move forward to attempt to get the tax before getting too specific on how to spend the money.

Dr. Sudler stated that he agreed with Ms. Arndt, and the specifics should be considered at a later date. He also agreed that it should be emergency services rather than specifically mentioning the police department, fire department, or EMS. He explained that he feels they should move forward with the Resolution and gather more information to assess exactly where the money should go and how much.

Council President Anderson stated that he had some concerns with the amendment and agreed with Ms. Arndt and Dr. Sudler in that they do not want to restrict the Resolution too much while trying to build a statewide coalition. He reminded the committee that in four to five years, when the grants run out, there may be large bills due to Axio for the body-worn cameras, street cameras, and interrogation cameras, which will need a stream of revenue. He stated that for those reasons, he would like to not see the motion too specific, as others may not agree with the Behavioral Health Unit or may not have one.

Mayor Christiansen stated that his intent was not to derail the Resolution; he was intending to plant the seed in their mind for down the road. If the tax is approved by the legislature, he would like to consider the entities mentioned because they are going to be the people who have to deal with the

impact of the issues that are already being addressed. He stated that he hopes that the committee will adopt the original motion to get the Resolution into the queue to the legislators, and the friends at Legislative Hall, the House, and the Senate, to show that the City of Dover would like to run in concurrence with the City of Wilmington and New Castle County. He also asked that it allow him to work with those individuals to come up with a percentage that would be acceptable to the needs of all the entities involved.

Mr. Neil withdrew his motion amending the original motion. Mr. Lewis agreed as the seconder.

Ms. Arielle Rivera, Assistant City Clerk, stated that the original motion was to authorize Mayor Christiansen to engage with Council President Williams-Johns and Mayor Carney to advocate for a three to five percent tax percentage.

Responding to Mr. Garfinkel, Ms. Arndt recommended amending the motion to make it more open for Mayor Christiansen to have discussions with local elected officials. She also stated that they would need a second motion to authorize a Resolution because the current motion is specifically for the conversations.

Responding to Ms. Arndt, Mr. Rocha stated that Council President Anderson stated that they do not need a motion to draft a Resolution, but to authorize the mayor to act on the council's behalf, they needed a motion.

Council President Anderson clarified that the mayor has every right to have discussions with anyone for the good of the city. He stated that they are endorsing the fact that he is speaking on behalf of council in the current case. Therefore, he is not just speaking for himself but with the full weight of the City of Dover Council and Mayor. He stated that he would not have a problem making the motion more open-ended and authorizing the mayor to speak on the council's behalf with other municipalities, counties, and the Delaware League of Local Government.

Mayor Christiansen stated that he would like a Resolution to cover his back, that he is authorized not as a freelancer, but with the authority of the Mayor and Council of the City of Dover, to make the request to the legislature and to work in consort with the sister communities throughout the State of Delaware. He explained that it is important because he can walk across the street and say he is speaking on behalf of the Mayor and Council, but if he does not have that authorization, it oversteps his boundaries. He agreed that he can speak to whom he would like, but if he is going to be representing the opinions of the members of council who are duly elected by the citizens, such as himself, then they need to walk in consort together.

Dr. Sudler stated that the motion covers all of the bases. He explained that it specifically names two individuals who represent municipalities, but it does not limit the mayor to only those two individuals. Through the motion, the mayor would be allowed to go beyond the scope of the two individuals who represent the two municipalities, and that should not need another motion. He believed that the mayor could make that kind of decision or speak on behalf of council with the spirit of what they were voting on.

Responding to Mr. Rocha, Dr. Sudler stated that he did not think they needed a motion to eliminate the two names, but he would rescind his original motion.

Dr. Sudler moved to recommend authorizing Mayor Christiansen to speak to any and all municipalities and representatives to form a uniform approach to gathering a percentage of what the city would be charging moving forward. The motion was seconded by Council President Anderson.

Mr. Lewis called for the question.

Mayor Christiansen stated that there are roughly two months left of the legislative session, and he would ask that the council get a Resolution in the queue as quickly as possible so that the City of Dover is not left behind on June 30th.

Dr. Sudler stated that he withdrew his initial motion, and, in the spirit of the council and committee members, he made the following motion. Dr. Sudler moved to recommend authorizing Mayor Christiansen to approach any municipality or individual that would be part of the uniform approach to assessing a percentage of what the city would be charging in tax percentage in unison with other municipalities. He explained that it would give the mayor, council's blessing and he can speak to whomever he feels he needs to speak to advocate for a uniform approach to finding a percentage for the marijuana taxes.

Dr. Sudler moved to recommend authorizing Mayor Christiansen to speak to any and all municipalities and individuals in regard to a uniform tax percentage approach. The motion was seconded by Council President Anderson.

Responding to Mr. Garfinkel, Ms. Rivera stated that the motion was to authorize Mayor Christiansen to speak to any and all municipalities and individuals to assess a percentage of taxation in unison with other municipalities for a uniform approach.

Responding to Mr. Garfinkel, Dr. Sudler stated that the League of Cities would be covered under any and all individuals.

Responding to Mr. Garfinkel, Mayor Christiansen stated that the motion would be sufficient in that council would have authorized him. He emphasized the importance of having a Resolution in hand to send to the legislature that the City of Dover is interested in being part of the consideration. He further encouraged the Delaware League of Local Governments to get on board, as well as members of the executive committee, as well as the rest of the communities that could be affected by the taxation throughout the state.

Responding to Mr. Garfinkel, Mayor Christiansen stated that there would need to be another Resolution to let the legislators know what the city would like to do with the money collected.

Dr. Sudler moved to recommend authorizing Mayor Christiansen to speak to any and all municipalities and individuals to assess a percentage of taxation in unison with other

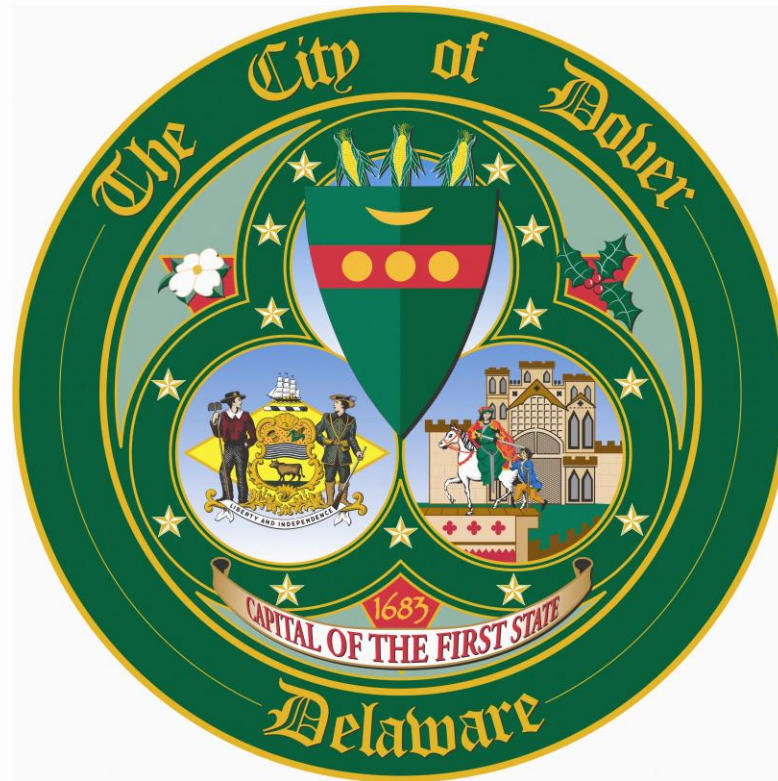
municipalities for a uniform approach. The motion was seconded by Council President Anderson and unanimously carried.

Mr. Rocha moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 7:01 p.m.

Acting Council President Arndt moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 7:01 p.m.

Tricia K. Arndt
Acting Council President

CITY COUNCIL COMMUNITY ENHANCEMENT FUND REPORT



MARCH 2025

**CITY COUNCIL COMMUNITY ENHANCEMENT FUND
JULY 1, 2024 - JUNE 30, 2025
100-10-12-99-000-53037**

Current Balance- \$ 5,668.07							
BUDGETED AMOUNT	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.						\$ 25,000.00
FINAL BUDGET TOTAL							\$ 25,000.00
DATE	COUNCIL SPONSOR	VENDOR	DESCRIPTION	INVOICE #	TOTAL CHARGES	YEAR TO DATE	BALANCE
7/2/2024	Sudler	A 2nd Chance A Haven for Abused and Battered Women and Children	Councilman Sudler authorized the designation of \$1,500 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner	Email from Roy Sudler dated 07/01/2024 and an invoice dated 07/02/2024	\$ 1,500.00	\$ 1,500.00	\$23,500.00
7/8/2024	Anderson	Women and Children Transformation Ministry International, Inc.	Council President Anderson authorized the designation of \$500 of his community enhancement funds to the Women and Children Transformation Ministry International, Inc. for their Boys to Men Development Program for Gas cards.	Email from David Anderson dated 06/18/24 and Email & Letter from William Snorton, Jr. received 06/16/2024	\$500.00	\$2,000.00	\$23,000.00
7/8/2024	Anderson	Hispanic Organization of Latin Americans (HOLA)	Council President Anderson authorized the designation of \$500 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from David Anderson dated 06/25/24 and email from Anthony (Tony) Velazquez dated 06/25/24	\$500.00	\$2,500.00	\$22,500.00
7/8/2024	Arndt	United Way	Councilwoman Arndt authorized the designation of \$200.00 of her community enhancement funds to United Way for their "Book Bash."	Email from Tricia Arndt dated 07/08/2024 and email from Kenyatta Livingston dated 07/07/2024	\$200.00	\$2,700.00	\$22,300.00
7/8/2024	Rocha	United Way	Councilman Rocha authorized the designation of \$300 of his community enhancement funds to United Way for their "Book Bash."	Email from Gerald Rocha dated 07/07/2024 and email from Kenyatta Livingston dated 07/07/2024	\$300.00	\$3,000.00	\$22,000.00
7/8/2024	Hare	Dover Police Department	Councilman Hare authorized the designation of \$300 of his community enhancement funds to the Dover Police Department for their Summer Event.	Email from Bill Hare dated 07/08/2024 and an email from Sgt. Jennifer Lynch dated 07/08/2024	\$300.00	\$3,300.00	\$21,700.00
7/8/2024	Arndt	Dover Police Department	Councilwoman Arndt authorized the designation of \$350 of her community enhancement funds to the Dover Police Department for their Summer Event.	Email from Tricia Arndt dated 07/08/2024 and an email from Sgt. Jennifer Lynch dated 07/08/2024	\$350.00	\$3,650.00	\$21,350.00
7/8/2024	Neil	Dover Police Department	Councilman Neil authorized the designation of \$100 of his community enhancement funds to the Dover Police Department for their Summer Event.	Email from Fred Neil dated 07/08/2024 and an email from Sgt. Jennifer Lynch dated 07/08/2024	\$100.00	\$3,750.00	\$21,250.00
7/9/2024	Anderson	United Way	Council President Anderson authorized the designation of \$250 of his community enhancement funds to United Way for their "Book Bash."	Email from David Anderson dated 07/09/2024 and email from Kenyatta Livingston dated 07/07/2024	\$250.00	\$4,000.00	\$21,000.00
7/9/2024	Rocha	Hispanic Organization of Latin Americans (HOLA)	Councilman Rocha authorized the designation of \$500 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from Gerald Rocha dated 07/09/24 and email from Anthony (Tony) Velazquez dated 06/25/24	\$500.00	\$4,500.00	\$20,500.00
7/11/2024	Pillsbury	Caribbean Culture Awareness Inc.	Councilwoman Pillsbury authorized the designation of \$250 of her community enhancement funds to the Caribbean Culture Awareness Inc. for their Delaware Caribbean Carnival.	Email from Julia Pillsbury dated 7/11/24 and email from Eveann Jerry dated 7/11/24	\$250.00	\$4,750.00	\$20,250.00
7/17/2024	Rocha	Dover Police Department	Councilman Rocha authorized the designation of \$200 of his community enhancement funds to the Dover Police Department for their Summer Event.	Email from Gerald Rocha dated 07/17/2024 and an email from Sgt. Jennifer Lynch dated 07/08/2024	\$200.00	\$4,950.00	\$20,050.00
7/19/2024	Lewis	A 2nd Chance A Haven for Abused and Battered Women and Children	Councilman Lewis authorized the designation of \$300 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner.	Email from Brian Lewis dated 07/19/2024 and an invoice dated 07/02/2024	\$300.00	\$5,250.00	\$19,750.00
7/23/2024	Neil	Persimmon Park Place	Councilman Neil authorized the designation of \$250 of his community enhancement funds to Persimmon Park Place for the Backpack Giveaway.	Email from Fred Neil dated 7/23/24 and email from Karen, Park Manager dated 7/23/24	\$250.00	\$5,500.00	\$19,500.00
7/23/2024	Arndt	Persimmon Park Place	Councilwoman Arndt authorized the designation of \$250 of her community enhancement funds to Persimmon Park Place for the Backpack Giveaway.	Email from Tricia Arndt dated 7/23/24 and email from Karen, Park Manager dated 7/23/24	\$250.00	\$5,750.00	\$19,250.00
7/25/2024	Boggerty	Hispanic Organization of Latin Americans (HOLA)	Councilman Boggerty authorized the designation of \$300 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from Andre Boggerty dated 07/25/24 and email from Anthony (Tony) Velazquez dated 06/25/24	\$300.00	\$6,050.00	\$18,950.00

7/25/2024	Rocha	A 2nd Chance A Haven for Abused and Battered Women and Children	Councilman Rocha authorized the designation of \$200 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner.	Email from Gerald Rocha, Sr. dated 07/25/2024 and an invoice dated 07/01/2024	\$200.00	\$6,250.00	\$18,750.00
8/21/2024	Lewis	Children's Beach House	Councilman Lewis authorized the designation of \$200 of his community enhancement funds to the Children's Beach house for their Back to School Drive.	Email from Brian Lewis dated 08/20/2024 and email from Armina Domingue dated 08/20/2024	\$200.00	\$6,450.00	\$18,550.00
8/23/2024	Rocha	I Am My Sisters Keeper (MSK)	Councilman Rocha authorized the designation of \$300 of his community enhancement funds to I Am My Sister's Keeper (MSK-Dover)	Email from Gerald Rocha, Sr. dated 08/22/2024 and an email from Marcille "Dee" Sewell dated 08/22/2024	\$300.00	\$6,750.00	\$18,250.00
8/27/2024	Lewis	Tracy Palmer Ministries	Councilman Lewis authorized the designation of \$500 of his community enhancement funds to the Tracy Palmer Ministries.	Email from Brian Lewis dated 08/07/24 and a letter from the Tracy Palmer Ministries dated 07/22/24	\$500.00	\$7,250.00	\$17,750.00
9/3/2024	Boggerty	I Am My Sisters Keeper (MSK)	Councilman Boggerty authorized the designation of \$500 of his community enhancement funds to I Am My Sister's Keeper (MSK-Dover).	Email from Andre Boggerty dated 09/03/2024 and an email from Marcille "Dee" Sewell dated 08/22/2024	\$500.00	\$7,750.00	\$17,250.00
9/9/2024	Boggerty	Women and Children Transformation Ministry International, Inc.	Councilman Boggerty authorized the designation of \$500 of his community enhancement funds to the Women and Children Transformation Ministry International, Inc. for their Boys to Men and their Girls Breaking Barriers program.	Email from Andre Boggerty dated 09/09/24 and Email & Letter from William Snorton, Jr. received 09/09/2024	\$500.00	\$8,250.00	\$16,750.00
9/10/2024	Anderson	Concerned Citizens of the Community	Council President Anderson authorized the designation of \$300 of his community enhancement funds to Concerned Citizens of the Community for porta potties for their First 1NA Inaugural day and Summer Music Festival.	Email from David Anderson dated 09/10/2024 and email from Elizabeth Daniels dated 09/09/2024	\$300.00	\$8,550.00	\$16,450.00
9/10/2024	Neil	Concerned Citizens of the Community	Councilman Neil authorized the designation of \$150 of his community enhancement funds to Concerned Citizens of the Community for porta potties for their First 1NA Inaugural day and Summer Music Festival.	Email from Fred Neil dated 09/11/2024 and email from Elizabeth Daniels dated 09/09/2024	\$150.00	\$8,700.00	\$16,300.00
9/16/2024	Lewis	People's Community Center	Councilman Lewis authorized the designation of \$500 of his community enhancement funds to the People's Community Center for their Janie's Hands Veterans Transitional Housing Program Inc.	Email from Brian Lewis dated 09/16/24 and a letter from the Frances Perry, Director dated 09/11/24	\$500.00	\$9,200.00	\$15,800.00
9/16/2024	Pillsbury	Delmar Community Service Federation	Councilwoman Pillsbury authorized the designation of \$250 of her community enhancement funds to the Delmar Community Service Federation for their First Health Fair.	Email from Julia Pillsbury dated 9/16/24 and email from Mildred Polk, President dated 9/3/24	\$250.00	\$9,450.00	\$15,550.00
9/17/2024	Pillsbury	Dover Police Department	Councilwoman Pillsbury authorized the designation of \$250 of her community enhancement funds to the Faith and Blue Weekend	Email from Julia Pillsbury dated 09/17/2024 and email from M/Cpl. Lee Killen dated 09/17/2024.	\$250.00	\$9,700.00	\$15,300.00
9/17/2024	Arndt	Dover Police Department	Councilwoman Arndt authorized the designation of \$250 of her community enhancement funds to the Faith and Blue Weekend.	Email from Tricia Arndt dated 09/17/2024 and email from M/Cpl. Lee Killen dated 09/17/2024.	\$250.00	\$9,950.00	\$15,050.00
9/17/2024	Boggerty	Dover Police Department	Councilman Boggerty authorized the designation of \$250 of his community enhancement funds to the Faith and Blue Weekend.	Email from Andre Boggerty dated 09/17/2024 and email from M/Cpl. Lee Killen dated 09/17/2024.	\$250.00	\$10,200.00	\$14,800.00
9/17/2024	Hare	Dover Police Department	Councilman Hare authorized the designation of \$300 of his community enhancement funds to the Faith and Blue Weekend.	Email from Bill Hare dated 09/17/2024 and email from M/Cpl. Lee Killen dated 09/17/2024.	\$300.00	\$10,500.00	\$14,500.00
9/17/2024	Neil	Dover Police Department	Councilman Neil authorized the designation of \$250 of his community enhancement funds to the Faith and Blue Weekend.	Email from Fred Neil dated 09/17/2024 and email from M/Cpl. Lee Killen dated 09/17/2024.	\$250.00	\$10,750.00	\$14,250.00
9/24/2024	Rocha	Women and Children Transformation Ministry International, Inc.	Councilman Rocha authorized the designation of \$500 of his community enhancement funds to the Women and Children Transformation Ministry International, Inc. for their Boys to Men and their Girls Breaking Barriers program.	Email from Gerald Rocha dated 09/24/24 and Email & Letter from William Snorton, Jr. received 09/16/2024	\$500.00	\$11,250.00	\$13,750.00
9/30/2024	Anderson	Independent Newsmedia, Inc.	Council President Anderson authorized the designation of \$52.31 of his community enhancement funds to the Dover Post for the Dover Interfaith Mission for Housing advertisement for the Innovative Readiness Training Program Public Notice that ran on 09/29/2024.	Email from David Anderson to the City Clerk's Office dated 09/30/2024 and an invoice dated 09/30/2024	\$52.31	\$11,302.31	\$13,697.69
10/31/2024	Hare	Independent Newsmedia, Inc.	Councilman Hare authorized the designation of \$52.31 of his community enhancement funds to the Dover Post for the Dover Interfaith Mission for Housing advertisement for the Innovative Readiness Training Program Public Notice that ran on 10/06/2024.	Email from Bill Hare to the City Clerk's Office dated 09/30/2024 and an invoice dated 10/31/2024	\$52.31	\$11,354.62	\$13,645.38
10/31/2024	Neil	Independent Newsmedia, Inc.	Councilman Neil authorized the designation of \$52.31 of his community enhancement funds to the Dover Post for the Dover Interfaith Mission for Housing advertisement for the Innovative Readiness Training Program Public Notice that ran on 10/13/2024.	Email from Fred Neil to the City Clerk's Office dated 10/01/2024 and an invoice dated 10/31/2024	\$52.31	\$11,406.93	\$13,593.07

10/31/2024	Rocha	Independent Newsmedia, Inc.	Councilman Rocha authorized the designation of \$52.31 of his community enhancement funds to the Dover Post for the Dover Interfaith Mission for Housing advertisement for the Innovative Readiness Training Program Public Notice that ran on 10/20/2024.	Email from Gerald Rocha to the 10/08/2024 and an invoice dated 10/31/2024	\$52.31	\$11,459.24	\$13,540.76
11/19/2024	Lewis	The Shepherd Place, Inc.	Councilman Lewis authorized the designation of \$500 of his community enhancement funds to The Shepherd Place, Inc.	Email from Brain Lewis dated 11/19/2024 and an letter from Tasha Schott Executive Director dated 11/19/2024	\$500.00	\$11,959.24	\$13,040.76
11/19/2024	Hare	The Shepherd Place, Inc.	Councilman Hare authorized the designation of \$500 of his community enhancement funds to The Shepherd Place, Inc.	Email from Bill Hare dated 11/19/2024 and an letter from Tasha Scott Executive Director dated 11/19/2024	\$500.00	\$12,459.24	\$12,540.76
11/19/2024	Anderson	Concerned Citizens of the Community	Council President Anderson authorized the designation of \$400 of his community enhancement funds to Concerned Citizens of the Community	Email from David Anderson dated 11/19/2024 and an letter from Tasha Scott Executive Director dated 11/19/2024	\$400.00	\$12,859.24	\$12,140.76
11/22/2024	Boggerty	The Shepherd Place, Inc.	Councilman Boggerty authorized the designation of \$500 of his community enhancement funds to The Shepherd Place, Inc.	Email from Andre Boggerty dated 11/22/2024 and an letter from Tasha Scott Executive Director dated 11/19/2024	\$500.00	\$13,359.24	\$11,640.76
11/19/2024	Anderson	Inner City Cultural League	Council President Anderson authorized the designation of \$497.69 of his community enhancement funds to the Inner City Cultural League for their Dr. Martin Luther King, Jr. Program for 2025.	Email from David Anderson dated 12/06/2024 and an email from Ruben Sasiters, CEO dated 12/05/2024	\$497.69	\$13,856.93	\$11,143.07
12/16/2024	Boggerty	The People's Community Center	Councilman Boggerty authorized the designation of \$400 of his community enhancement funds to The People's Community Center for their Veterans Resources Center.	Email from Andre Boggerty dated 12/16/2024 and an email from Dr. Hodge Director and Frances Perry dated 12/16/2024	\$400.00	\$14,256.93	\$10,743.07
1/9/2025	Hare	NeighborGood Partners	Councilman Hare authorized the designation of \$500 of his community enhancement funds to the NeighborGood Partners	Email from Bill Hare dated 01/09/2025 and a letter from Randy Kunkle, Board President & Karen B. Speakman, Executive Director dated 01/09/2025	\$500.00	\$14,756.93	\$10,243.07
1/9/2025	Arndt	NeighborGood Partners	Councilwoman Arndt authorized the designation of \$300 of her community enhancement funds to the NeighborGood Partners	Email from Tricia Arndt dated 01/09/2025 and a letter from Randy Kunkle, Board President & Karen B. Speakman, Executive Director dated 01/09/2025	\$300.00	\$15,056.93	\$9,943.07
1/9/2025	Pillsbury	NeighborGood Partners	Councilwoman Pillsbury authorized the designation of \$100 of her community enhancement funds to the NeighborGood Partners	Email from Julia Pillsbury dated 01/09/2025 and a letter from Randy Kunkle, Board President & Karen B. Speakman, Executive Director dated 01/09/2025	\$100.00	\$15,156.93	\$9,843.07
1/9/2025	Neil	NeighborGood Partners	Councilman Neil authorized the designation of \$100 of his community enhancement funds to the NeighborGood Partners	Email from Fred Neil dated 01/09/2025 and a letter from Randy Kunkle, Board President & Karen B. Speakman, Executive Director dated 01/09/2025	\$100.00	\$15,256.93	\$9,743.07
1/9/2025	Pillsbury	Dover Fire Department	Councilwoman Pillsbury authorized the designation of \$750 of her community enhancement funds to the Dover Fire Department.	Email from Julia Pillsbury dated 01/09/2025 and a letter from Chief David Carey dated 01/09/2025	\$750.00	\$16,006.93	\$8,993.07
1/15/2025	Pillsbury	Dover Police Athletic League (PAL)	Councilwoman Pillsbury authorized the designation of \$500.00 of her community enhancement funds to the 2025 Youth Police Academy	Email from Julia Pillsbury Dated 1/9/2025 and Letter from Corporal Anthony Smith received 01/15/2025	\$500.00	\$16,506.93	\$8,493.07
1/15/2025	Neil	Caribbean Culture Awareness Inc.	Councilman Neil authorized the designation of \$100 of his community enhancement funds to the Caribbean Culture Awareness Inc. for their 2nd Annual Delaware Caribbean Carnival.	Email from Fred Neil dated 1/15/2025 and email from Eveann Jerry dated 1/14/20254	\$100.00	\$16,606.93	\$8,393.07
1/28/2025	Boggerty	Northern Delaware Chapter of GMWA	Councilman Boggerty authorized the designation of \$1500.00 of his community enhancement funds to the Northern Delaware Chapter of GMWA for their Performing Arts Workshop.	Email from Andre Boggerty dated 1/28/2025 and email from Andre Boggerty dated 1/28/2025	\$1,500.00	\$18,106.93	\$6,893.07
1/28/2025	Neil	Northern Delaware Chapter of GMWA	Councilman Neil authorized the designation of \$25.00 of his community enhancement funds to the Northern Delaware Chapter of GMWA for their Performing Arts Workshop.	Email from Fred Neil dated 1/28/2025 and email from Andre Boggerty dated 1/28/2025	\$25.00	\$18,131.93	\$6,868.07
1/30/2025	Hare	Northern Delaware Chapter of GMWA	Councilman Hare authorized the designation of \$300.00 of his community enhancement funds to the Northern Delaware Chapter of GMWA for their Performing Arts Workshop.	Email from Bill Hare dated 1/29/2025 and email from Andre Boggerty dated 1/28/2025	\$450.00	\$18,581.93	\$6,418.07
2/24/2025	Boggerty	Delaware Recreation Education Athletics and Mentoring Association (Dream)	Councilman Boggerty authorized the designation of \$250.00 of his community enhancement funds to the Delaware Recreation Education Athletics and Mentoring Association (Dream).	Email from Andre Boggerty dated 2/24/2025 and email from La Mar Gunn, Sr. dated 2/19/25	\$250.00	\$18,831.93	\$6,168.07
3/3/2025	Lewis	Tracy Palmer Ministries	Councilman Lewis authorized the designation of \$300.00 of his community enhancement funds to the Easter Egg Hunt at the Elizabeth W. Murphey School.	Email from Brian Lewis dated 03-02-2025 and flyers from the Tracy Palmer Ministries	\$300.00	\$19,131.93	\$5,868.07

3/6/2025	Pillsbury	Inner City Cultural League	Councilwoman Pillsbury authorized the designation of \$100.00 of her community enhancement funds to the Inner City Cultural League for their Do More 24 Delaware event.	Email from Julia Pillsbury dated 03/06/2025 and a letter from Elizabeth Daniels, Chairwoman dated 03/05/2025	\$100.00	\$19,231.93	\$5,768.07
3/24/2025	Neil	Hispanic Organization of Latin Americans (HOLA)	Councilman Neil authorized the designation of \$100 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from Fred Neil dated 03/24/2025 and email from Anthony (Tony) Velazquez dated 03/22/2025	\$100.00	\$19,331.93	\$5,668.07

TOTALS \$19,331.93 \$5,668.07

<u>Budgeted Amount</u>	<u>District</u>	<u>Council Sponsor</u>	<u>YTD Expenditures</u>	<u>Balance</u>
\$5,000.00	At-Large	Boggerty	\$4,200.00	\$800.00
\$2,500.00	1st District	Pillsbury	\$2,200.00	\$300.00
\$2,500.00	1st District	Rocha	\$2,052.31	\$447.69
\$2,500.00	2nd District	Hare	\$2,102.31	\$397.69
\$2,500.00	2nd District	Lewis	\$2,300.00	\$200.00
\$2,500.00	3rd District	Arndt	\$1,350.00	\$1,150.00
\$2,500.00	3rd District	Neil	\$1,127.31	\$1,372.69
\$2,500.00	4th District	Anderson	\$2,500.00	\$0.00
\$2,500.00	4th District	Sudler	\$1,500.00	\$1,000.00
TOTAL			\$19,331.93	\$5,668.07

CITY MANAGER'S MONTHLY REPORT



March 2025

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City of Dover

May 6, 2025

Honorable Mayor & Members of City Council
Dover, DE 19901

RE: CITY MANAGER'S OFFICE MONTHLY REPORT – MARCH 2025

Dear Mayor & Members of City Council:

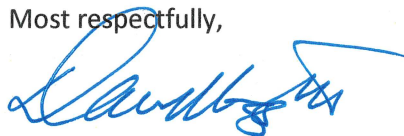
The City Manager's Office is pleased to present our monthly report for the month of March 2025. Included are the monthly reports from Departments directly reporting to the City Manager. Tasks performed by the City Manager and Assistant City Manager include the following:

- Attended monthly City Council and Council Committee of the Whole meetings. Prepared for presentation on the Planning, Inspections and Community Development 2024 Annual Report. Prepared for and presented on Cybersecurity Grants Update. Prepared information for the Review of Data Surrounding Safety Concerns on East Lookerman Street.
- Attended the Council President's Agenda Meeting.
- Researched requests from Council members and constituents and addressed concerns.
- Attended weekly staff meetings and board and commission meetings associated with the Department of Planning, Inspections and Community Development. Performed administrative duties for the Department including budgetary reviews, meeting with constituents regarding concerns and resolving issues. Participated in interviews for current vacancies. Continued to review the needs of the Department in relation to staffing vacancies utilizing consultant assistance as an intermediate solution to meet critical needs.
- Addressed concerns within the IT Department including performance issues. Conducted multiple meetings regarding network systems and solutions and coordinated with staff. Utilized consultant assistance as an intermediate solution to meet critical needs. Met regularly to review status and key decisions requiring approval.
- Participated in interviews for the Customer Service Director position. Performed research regarding personnel matters.
- Conducted Departmental (FY26) budget meetings, individual monthly Department Head meetings and bimonthly group Department Head meetings.
- Attended meetings regarding the Garrison Oak Technical Park entrance including City staff and DeIDOT. Attended meetings with DeIDOT regarding the Garrison Oak Technical Park, land use and potential roadway improvements.
- Worked with broker regarding property sales at Garrison Oak (ongoing discussions).
- Dover Civic Arena (ice rink) meetings with Senator Lawson, Mayor and local business leaders and potential developers regarding various aspects of the project.
- Attended meeting regarding possible grant opportunities.
- Attended Downtown Dover Partnership Board Meeting.

- Attended Management Committee and Risk Management Committee meetings regarding electric (TEA). Also met with Solar Energy developer.
- Participated in property meeting regarding the Dover Freight Plan and the Pathways Study.
- Attended the DEMEC Board Meeting, Kent Economic Partnership Board Meeting and the Dover Library Advisory Council and Library Foundation Meetings. Participated in Kent Sussex Leadership Committee meeting and legislative review.
- Participated in a conference call with Delaware Congressional delegation regarding Presidential Executive Order halting federal grants.
- Participated in Delaware League of Local Government Legislative review with Legislative Action Committee to discuss pending and proposed legislation. Attended monthly Delaware League of Local Government DLLG dinner meeting. The speakers were Lt. Governor Kyle Evans Gay and Senator Stephani Hanson.
- Attending Senate Energy Committee meeting on proposed energy legislation and reasons for high DP&L charges.
- Participated in Dover Days planning committee meetings.
- Attending Dover Police Department 100th anniversary celebration.
- Attended KEP Planners and Manager's meeting and Dover Kent County coordination meeting.
- Attended the Central Delaware Chamber of Commerce legislative lunch.
- Worked on development of ordinances and programs addressing snow removal, code appeals, construction relief and requirements for community development grant programs

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., ICMA-CM
Assistant City Manager

CENTRAL SERVICES MONTHLY REPORT March 2025

PROCUREMENT & INVENTORY DIVISION		
Purchase Orders for Stock by Fund		
	FY 2025 to Date	Difference from FY 2024
Electric	\$2,610,879.05	-8.9%
Water	\$51,744.80	-174.8%
Wastewater	\$4,884.18	84.3%
General	\$67,128.33	-73.3%
Total	\$2,734,636.36	-13.5%
Issues from Stock by Fund		
	FY 2025 to Date	Difference from FY 2024
Electric	\$1,396,605.96	-32.0%
Water	\$87,707.35	0.1%
Wastewater	\$3,771.71	100.0%
General	\$99,466.57	-13.3%
Total	\$1,587,551.59	-28.7%
Bids/RFPs Solicited		
	FY 2025 to Date	Difference from FY 2024
	28	-32.1%
Money Spent for Postal Services		
	FY 2025 to Date	FY 2024 to Date
	\$159,052.15	\$143,467.94

Fuel Usage		
Type	FY 2025 to Date	FY 2024 to Date
Unleaded	112,963	125,042
Diesel	60,503	64,124
Dollars Spent	\$417,720.56	\$518,929.57

Warehouse Stock Value		
	FY 2025	FY 2024
	\$5,232,693.97	\$3,790,868.56

Purchase Orders for Stock are down 13.5% compared to this time last year.
 Issues from Stock are down 28.7% compared to this time last year.
 Bids/RFP's are down 32.1% compared to this time last year.
 Postal Expenses are up 9.8% compared to this time last year.
 Fuel Costs are down 24.2% compared to this time last year.
 Overall warehouse value is up 27.6% compared to this time last year.

FLEET DIVISION		
PM Work Orders Scheduled: 35	PM Work Orders Completed: 62	Total Work Orders PM & Repair: 112
Total Hours Turned: 357.53	Excess Hours Turned: 0	Uncaptured Time: 132.9
MEASURE	March 2025	March 2024
Completed PM's	62	37

DIFFERENCE 67.57%

There were 35 PM's scheduled for this month. A total of 62 PM's were completed along with 50 repair work orders. There were a total of 112 work orders completed.

FACILITIES DIVISION		
Routine Work Orders Completed: 56	Emergency Work Orders Completed: 7	
City-owned Facility Work Orders: 57	Events & Support Work Orders: 6	
MEASURE	March 2025	March 2024
Completed Work Orders	63	70

DIFFERENCE -10.00%

There were 63 routine and emergency Work Orders completed during this month. The work orders consisted of 57 for maintenance and repair of City-owned facilities and 6 related to events and other support work.

Central Services Narrative
<p>Warehousing & Procurement is operating as normal.</p> <p>Facilities is operating as normal.</p> <p>Fleet is operating as normal.</p>

CENTRAL SERVICES PROJECT UPDATE		
March 2025		
FY/PROJECT NUMBER	DEPARTMENT	STATUS
FC2303	CENTRAL SERVICES CITY HALL WINDOWS	COMPLETE
EA2204	ELECTRIC WEYANDT HALL HVAC	COMPLETE
FC2402	CENTRAL SERVICES CITY HALL EXTERIOR PAINT	COMPLETE
CS2405	CENTRAL SERVICES WASH BAY ROOF & DOORS	COMPLETE
WD2409	WATER WASTE WATER WTP RENOVATIONS	COMPLETE
CS2501	WAREHOUSE ROOF	COMPLETE
CS2502	FUEL ISLAND UPGRADE	Council approved

City of Dover

Customer Services Department

Item #16.

Major Program Updates	Mar 2025	Mar 2024	Difference	FY 2025	FY 2024
				Year-to-Date	Year-to-Date
Customers Served for Payment Processing	21,911	20,337	1,574	193,472	192,489
Final Bills	430	396	34	3,890	4,037
Estimated Bills	455	333	122	3,304	3,400
Penalties Posted	\$ 17,942	\$ 12,954	\$ 4,988	\$ 132,864	\$ 95,907
Extensions of Credit - Amount Extended	\$ 427,007	\$ 291,418	\$ 135,589	\$ 2,409,441	\$ 1,841,843
Balance Transfers	\$ 5,923	\$ 12,749	\$ (6,826)	\$ 102,159	\$ 511,856
Utility Collections	\$ 27,763	\$ 16,461	\$ 11,303	\$ 224,813	\$ 231,553
Miscellaneous Bill Payments	\$ 1,002,827	\$ 4,276,511	\$ (3,273,684)	\$ 16,204,737	\$ 19,500,179
Taxes Levied	\$ 764,897	\$ 655,864	\$ 109,033	\$ 15,573,394	\$ 15,573,394
Billing Adjustments / Credit Balances	\$ 48,942	\$ 6,353	\$ 42,590	\$ 402,847	\$ 402,847
Total Taxes Collected	\$ 42,469	\$ 23,727	\$ 18,742	\$ 15,871,647	\$ 15,871,647
Taxes Outstanding	\$ 771,370	\$ 638,490	\$ 132,880	\$ 104,595	\$ 104,595
Write Off Request	\$ -	\$ 69,571	\$ (69,571)	\$ 71,142	\$ 154,194
Write Off Request - ICS adjustment	\$ -	\$ -	\$ -	\$ -	\$ -

Recap of monthly activities / notations –

As of March 31, 2025 the City of Dover served 25,148 electric utility customers and 13,279 water utility customers as compared to 2024, which represents 24,935 and 13,158 respectively. These figures were tabulated from the monthly utility bill summary report which tracks billing across all utility bill rate classifications.

2,592 phone calls were answered in the month of February by 6 staff members of customer service.

General Billing decreased from a write off in the amount of \$943,191.51.

Receivable Comparison FY 2024 to FY2025 to date (March 2025) Compared to the same time last year the City had open receivables of \$9,709,232.37 vs \$8,351,898.18.

Utility Disconnections for March 2025

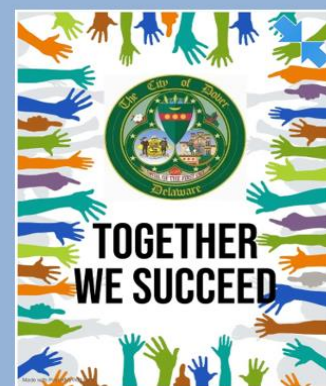
0 accounts were disconnected for non-payment of service.

Due to staffing no cuts were processed.

Ending Utility Receivable Due - \$7,001,540.24.

Outstanding Receivable FYE 2025

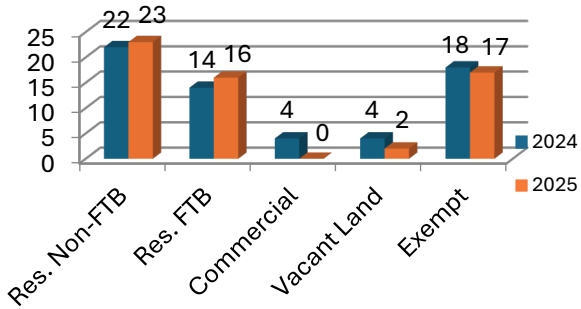
	Utility	Taxes	General Billing	Total Receivable
JULY	\$ 9,759,352.10	\$ 16,673,892.20	\$ 1,468,669.38	\$ 27,901,913.68
AUGUST	\$ 8,202,554.93	\$ 2,299,924.41	\$ 2,063,117.26	\$ 12,565,596.60
SEPTEMBER	\$ 8,436,790.20	\$ 1,484,771.28	\$ 1,533,728.46	\$ 11,455,289.94
OCTOBER	\$ 6,550,192.03	\$ 990,238.83	\$ 3,624,859.93	\$ 11,165,290.79
NOVEMBER	\$ 7,729,662.41	\$ 800,652.81	\$ 3,206,341.77	\$ 11,736,656.99
DECEMBER	\$ 6,921,666.12	\$ 825,298.19	\$ 2,399,085.01	\$ 10,146,049.32
JANUARY	\$ 8,669,176.95	\$ 815,562.46	\$ 1,401,232.43	\$ 10,885,971.84
FEBRUARY	\$ 8,441,139.72	\$ 764,896.66	\$ 1,671,410.98	\$ 10,877,447.36
MARCH	\$ 7,001,540.24	\$ 771,369.97	\$ 578,987.97	\$ 8,351,898.18
APRIL				\$ -
MAY				\$ -
JUNE				\$ -



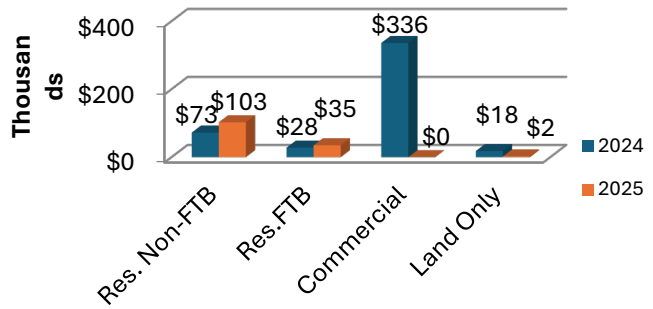
Customer Service Department Mission

Continually provide quality public service to our diverse group of customers with professionalism, respect, & integrity. ~ City of Dover Customer Service Department

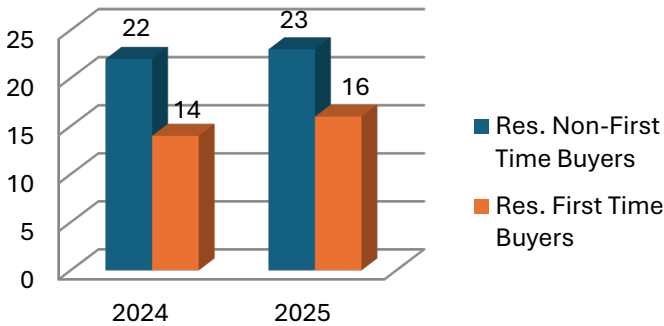
Number of Deeds Stamped for the Month of March 2024/2025



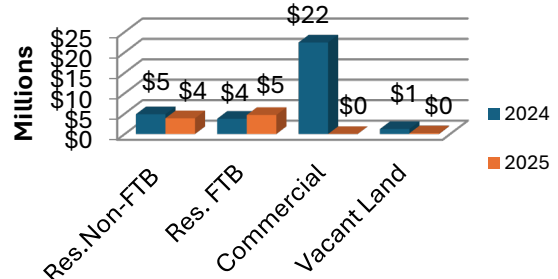
Transfer Tax Dollar Amount for the Month of March 2024/2025



First Time Buyer for the Month of March 2024/2025



March 2024/2025 Realty Property Sales in Dollars Received Prior to Recording



Major Updates

	January	February	March
Assessment Change	\$0	-\$68,400	\$8,398,200

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
18	\$2,779,500	\$4,968,800	0.56	1.01

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.

Tax Office

Wild Meadows / Persimmon Park Place Home Sales for March 2025:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Sales Price</u>
N/A	N/A	N/A

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	IUC	ADDRESS	UNITS	STYLE	YRBLI	STORIES	SFLA	GRADE	CDU	TOTAL	APPR	SALE	DT	PRICE	ASR
ED05-057.17-02-09.00	18	R10	217 MILLCREEK DR	1	8	1994	2	1911	C+	AV	181,600	11-MAR-25	315,000	.58		
ED05-067.00-03-07.00-6		R50	15 SESKINORE CT	1	20	2019	1	1216	B-	AV	175,800	21-MAR-25	262,500	.67		

Item #16.

PARID	NBHD	IUC	ADDRESS	UNITS	STYLE	YRBLI	STORIES	SFLA	GRADE	CDU	TOTAL	APPR	SALE	DT	PRICE	ASR
015																
ED05-067.14-02-56.00	2	R10	17 FOREST CREEK DR	1	13	1975	2	1291	C-	AV	118,100	118,100	07-MAR-25	235,000	.50	
ED05-067.15-05-03.00	10	R10	806 WOODCREST DR	1	13	1983	2	1242	C	FR	115,300	115,300	24-MAR-25	245,000	.47	
ED05-068.09-01-74.00	8	R10	656 VENUE DR	1	13	1998	2	1712	B-	AV	173,200	173,200	14-MAR-25	295,000	.59	
ED05-068.10-03-43.00	13	R10	509 BUCKSON DR	1	14	1964	1	1120	C	AV	142,200	142,200	17-MAR-25	275,900	.52	
ED05-068.17-03-40.00	8	R10	30 HAZEL RD	1	5	1938	2	3064	B+	GD	255,400	255,400	06-MAR-25	465,000	.55	
ED05-068.18-04-13.00	7	R10	71 MITSCHER RD	1	14	1954	1	1680	C	AV	152,900	152,900	19-MAR-25	349,000	.44	
ED05-068.18-05-33.00	7	R10	41 N EDGEHILL AVE	1	14	1950	1	658	C-	GD	143,300	143,300	14-MAR-25	239,900	.60	
ED05-076.03-02-90.00	14	R10	356 TRIBBITT ST	1	13	2017	2	1732	C+	AV	163,900	163,900	18-MAR-25	255,000	.64	
ED05-076.04-01-91.00	2	R10	513 RIDGELY BLVD	1	13	2022	2	1424	B-	AV	156,700	156,700	20-MAR-25	299,000	.52	
ED05-076.04-02-30.00	2	R10	425 LITTLE EDEN WAY	0	13	2023	2	1432	C+	AV	151,700	151,700	04-MAR-25	280,000	.54	
ED05-076.06-02-01.00-103	103	R50	6 GRAND HALL	1	20	1973	1	794	B	GD	55,300	55,300	21-MAR-25	120,000	.46	

Item #16.

PARID	NBHD	IUC	ADDRESS	UNITS	STYLE	YRBLI	STORIES	SFLA	GRADE	CDU	TOTAL	APPR	SALE	DT	PRICE	ASR
721																
ED05-076.06-02-35.00	2	R10	317 STONE BROOK PL	1	13	1984	2	1302	C-	AV	122,600	10-MAR-25	241,000	.51		
ED05-076.13-05-26.00	14	R10	261 NORTHDOWN DR	1	13	2001	2	1936	C+	AV	151,000	28-MAR-25	262,500	.58		
ED05-077.08-01-02.00	6	R10	212 ROJAN RD	1	13	2025	2	1588	C+	AV	152,700	14-MAR-25	325,000	.47		
ED05-077.17-02-37.00	5	R10	910 MONROE TER	1	16	1959	1	2231	C+	FR	192,600	27-MAR-25	200,000	.96		
ED05-085.08-03-24.00	12	R10	216 WINTERBERRY DR	1	5	1967	2	1836	C+	AV	175,200	19-MAR-25	304,000	.58		

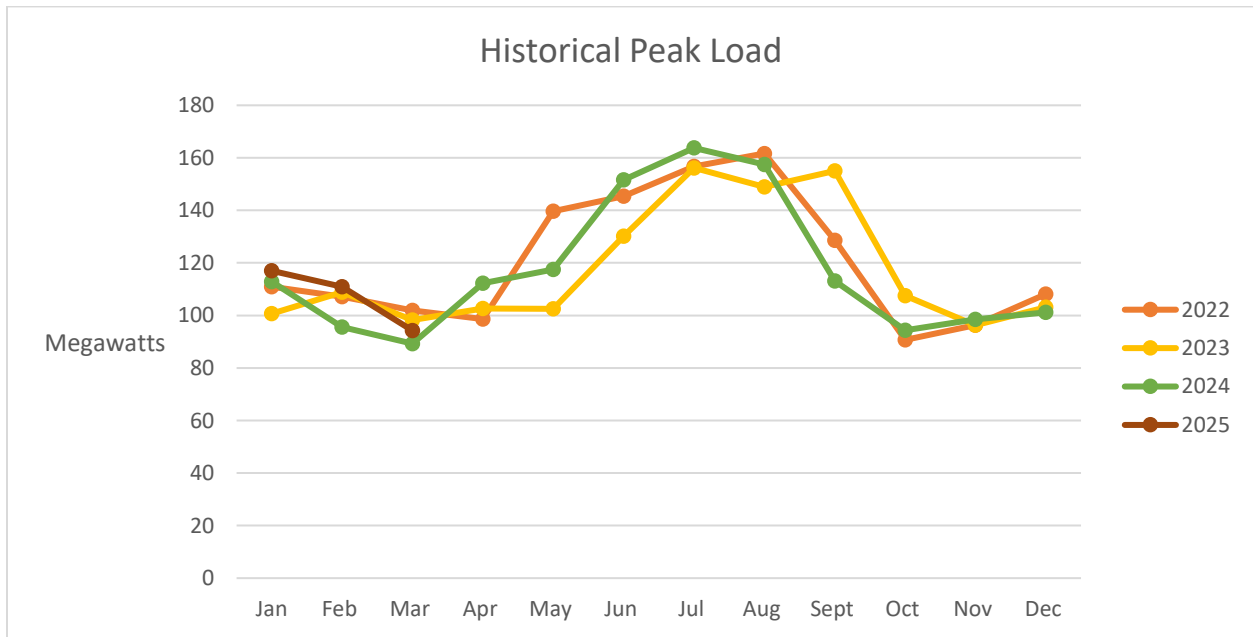
Item #16.

ELECTRIC DEPARTMENT MONTHLY REPORT

Item #16.

FY25

Outage Cause	Count	Outage Cause	Customer Minutes of Duration	Outage Cause	Customers Interrupted
Overhead	10	Unscheduled	290,152	Equipment	6,272
Unknown	9	Underground	248,719	Unscheduled	3,826
Squirrel	9	Unknown	184,280	Unknown	2,299
Underground	8	Equipment	102,562	Underground	1,873
Unscheduled	8	Tree	71,623	Overhead	880
Tree	5	Vehicle Accident	45,184	Vehicle Accident	829
Vehicle Accident	4	Squirrel	40,513	Tree	814
Equipment	2	Overhead	18,218	Squirrel	666
Wildlife	1	Vandalism	665	Bird	10
Non-Utility Excavation	1	Bird	270	Construction	8
Bird	1	Non-Utility Excavation	236	Wildlife	5
Construction	1	Wildlife	195	Vandalism	5
Vandalism	1	Construction	192	Non-Utility Excavation	1
Total	60	Total	1002809	Total	17488





HUMAN RESOURCES

MARCH 2025

City of Dover Human Resources Mission Statement:

The City of Dover’s Human Resources Department strives to provide quality service to assist our greatest asset, our employees. Equity, Integrity, and Urgency is our focus to ensure employee satisfaction as well as company wellness. We implement policies and procedures that align with organizational goals, including a safe and compliant workplace, effective training and professional development, and addressing both the needs of employees and the organization.

City of Dover Human Resources Value Statement:

Innovation: *We strive to include best HR practices to enhance a robust technological movement to enhance the quality and efficiency of the department.*

Collaboration: *We honor knowledge sharing, diversity of thoughts and ideas, and experiences to encourage an inclusive workforce.*

Integrity and Transparency: *We honor our commitments and promote a healthy environment that promotes fairness, honesty, respect, and trust.*

Results Driven: *Customer service is front and center, and we advocate for employees' and retirees' needs at all times.*

MARCH SUMMARY:

March Hiring Trends FY25:

MONTH	NEW HIRE AMOUNT	STATUS
MARCH	9	9 FT

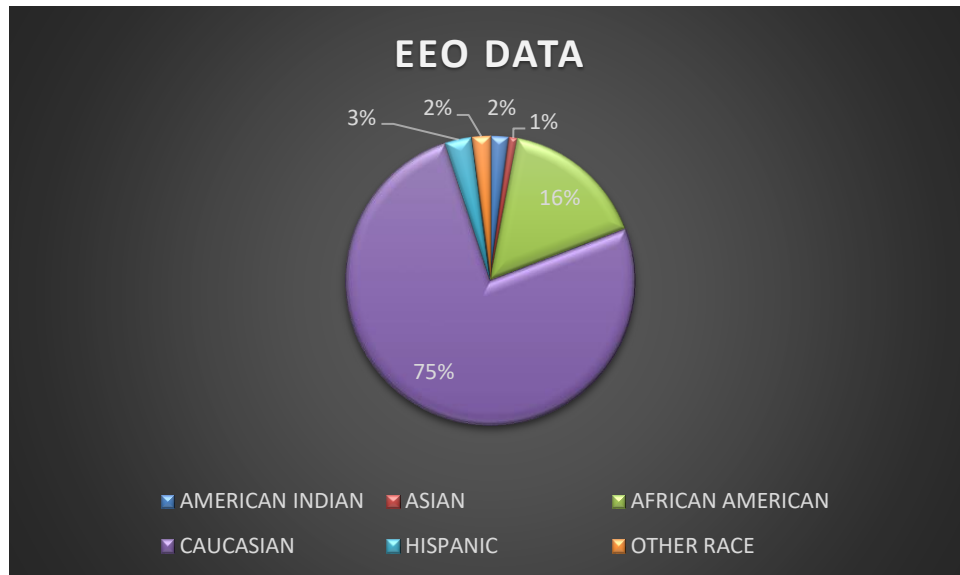
March Voluntary Termination/Involuntary Termination Trends FY25:

VOLUNTARY	1 FT
INVOLUNTARY	1 FT
RETIREMENT	0 FT



HUMAN RESOURCES

MARCH EEO DATA

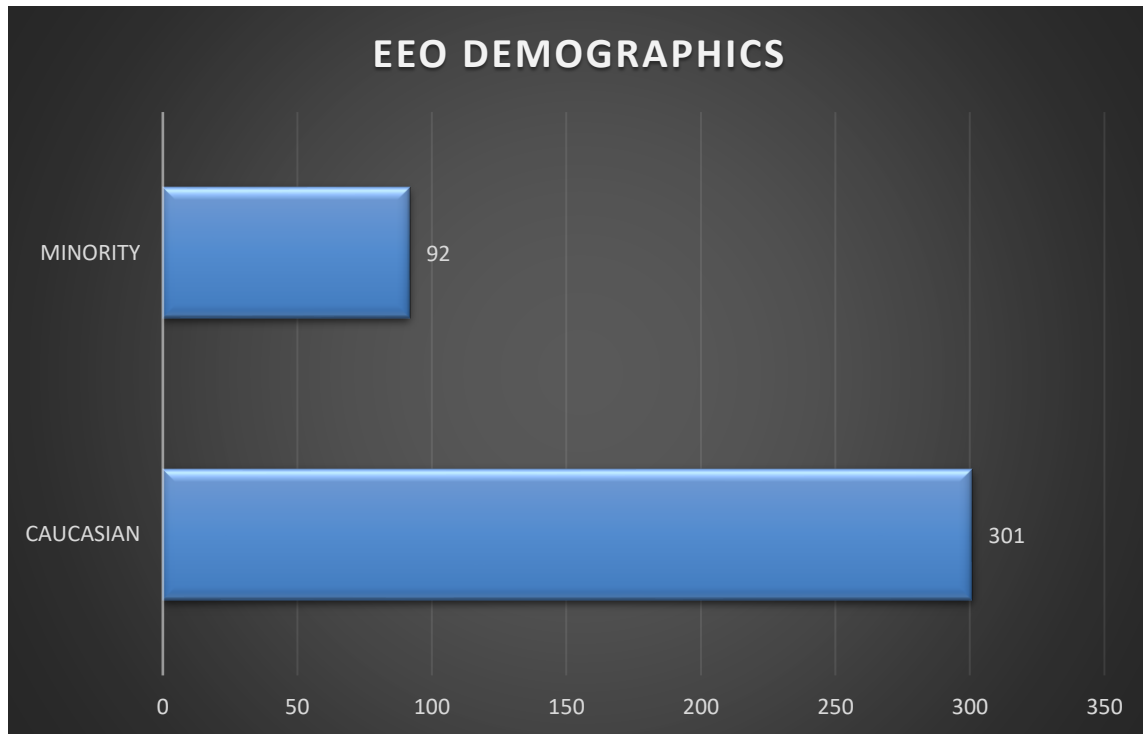


AMERICAN INDIAN	2%
ASIAN	1%
AFRICAN AMERICAN	16%
CAUCASIAN	75%
HISPANIC	3%
OTHER RACE	2%



HUMAN RESOURCES

MARCH EEO DEMOGRAPHICS

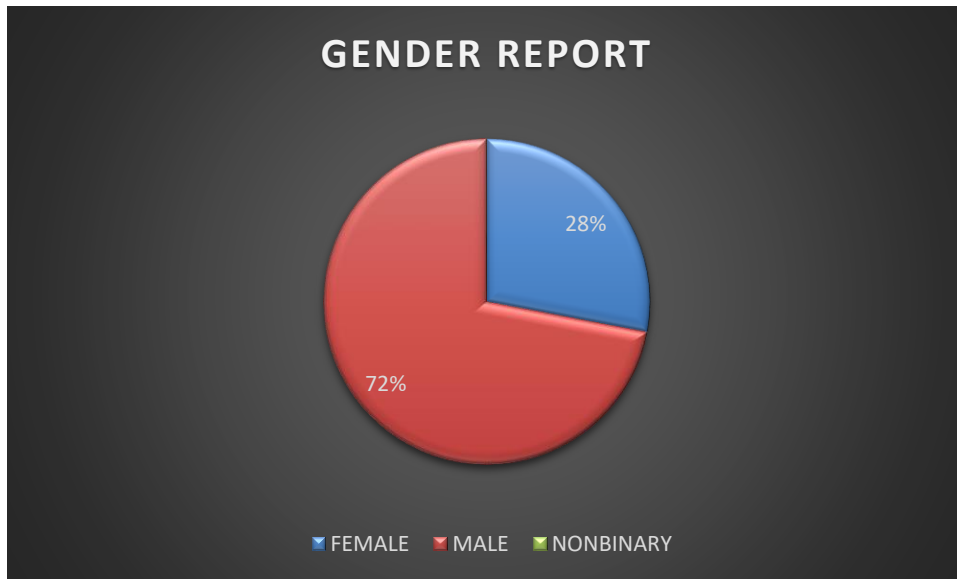


CAUCASIAN 301
MINORITY 92



HUMAN RESOURCES

MARCH GENDER REPORT

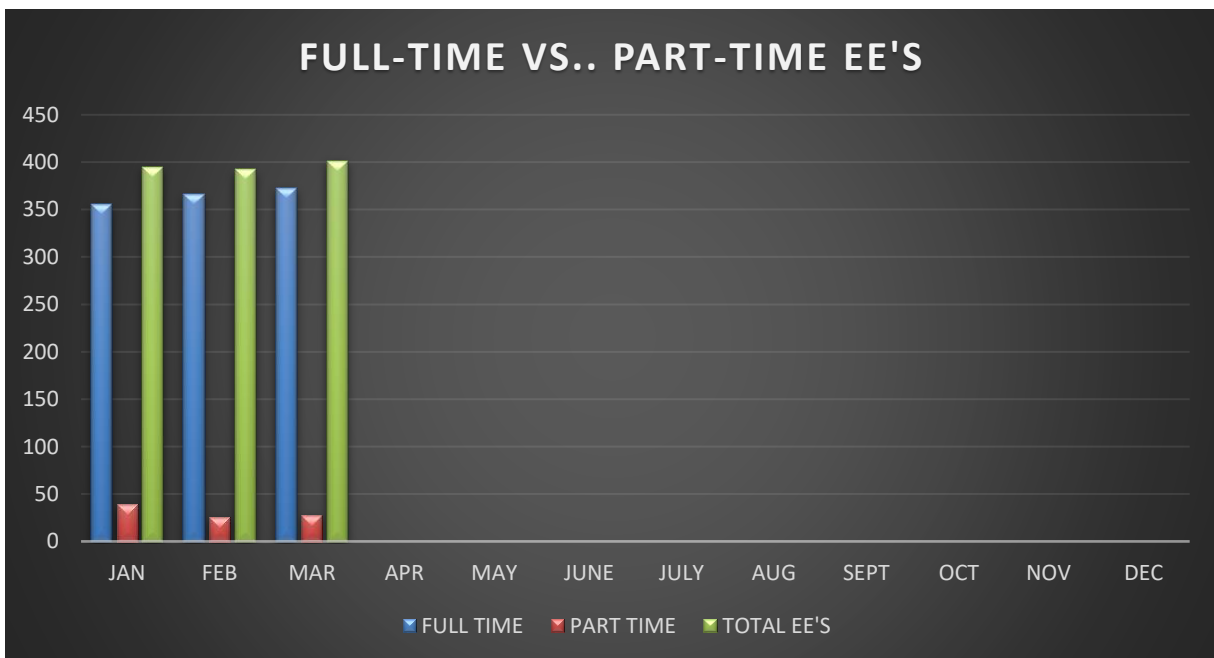


MALES	72%
FEMALE	28%
NON-BINARY	0%



HUMAN RESOURCES

FULL-TIME VS. PART-TIME EE'S



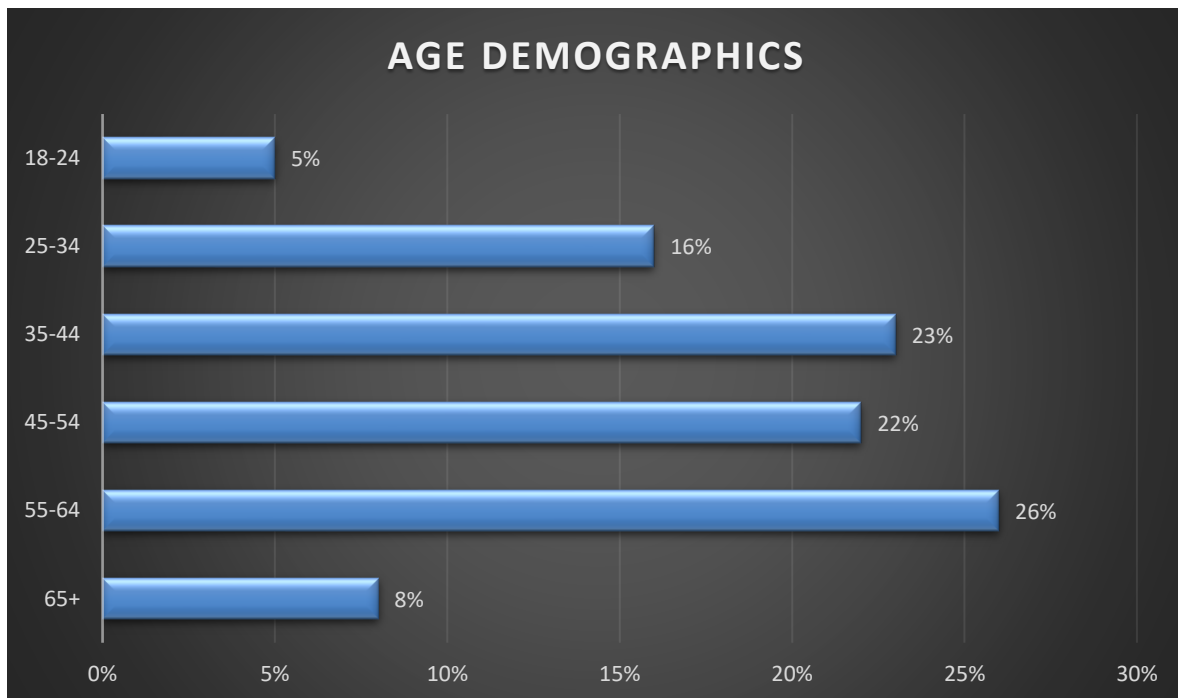
Numbers do not reflect temporary, seasonal, relief fire dispatchers, committees, or council members.

MONTH	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
FULL-TIME	356	366	373									
PART-TIME	39	26	28									
TOTAL EE'S	395	392	401									



HUMAN RESOURCES

MARCH INTERNAL EE AGE DEMOGRAPHICS



AGE	PERCENTAGE
18-24	8%
25-34	26%
35-44	22%
45-54	23%
55-64	16%
65 +	5%



HUMAN RESOURCES

HIRING DETAILS

Position Hired: 1 FT PAYROLL SPECIALIST, 1 FT GARDENER I, 1 FT BUILDING MAINTENANCE CRAFTSPERSON I, 6 FT POLICE OFFICER

Transferred/Promoted:

Position Terminated/Resigned/Retired/Other: 1 FT VOLUNTARY TERM, 1 FT INVOLUNTARY

Terminal Leave: N/A

CURRENT VACANT POSITIONS

OPEN POSIITONS	ORIGINAL POSTING DATE	STATUS
GROUND WORKER I/ELECTRIC	4/24/2025	FT
BUILDING SUPERVISOR/PARKS AND RECREATION DEPARTMENT (PT)	4/24/2025	PT
CAMP COUNSELOR I/PARKS AND RECREATION DEPARTMENT (SEASONAL)	4/3/2025	FT
MOTOR EQUIPMENT OPERATOR II/WATER & WASTEWATER - IN HOUSE	3/12/2025	FT
INSPECTOR I/CODE ENFORCEMENT	2/25/2025	FT
WATER TREATMENT PLANT OPERATOR I/WATER TREATMENT DIVISION	12/26/2024	FT
POLICE CLERK I/POLICE DEPARTMENT	12/12/2024	FT
POLICE CLERK II/POLICE DEPARTMENT	12/9/2024	FT
OFFICE ASSISTANT II/PLANNING	12/9/2024	FT
CUSTOMER SERVICE DEPARTMENT DIRECTOR/CUSTOMER SERVICE DEPARTMENT	11/18/2024	FT
PLANNER I/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT	10/16/2024	FT
CHIEF BUILDING INSPECTOR/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT	6/13/2024	FT
ACCOUNTANT II/FINANCE DEPARTMENT	5/1/2024	FT
MOTOR EQUIPMENT OPERATOR I/SANITATION-PUBLIC WORKS DEPARTMENT	3/4/2024	FT
ARBORIST/PARKS AND RECREATION DEPARTMENT	1/10/2024	FT
PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DIRECTOR/PLANNING AND INSPECTIONS	10/18/2023	FT

**Not used for Budgeting Purposes*



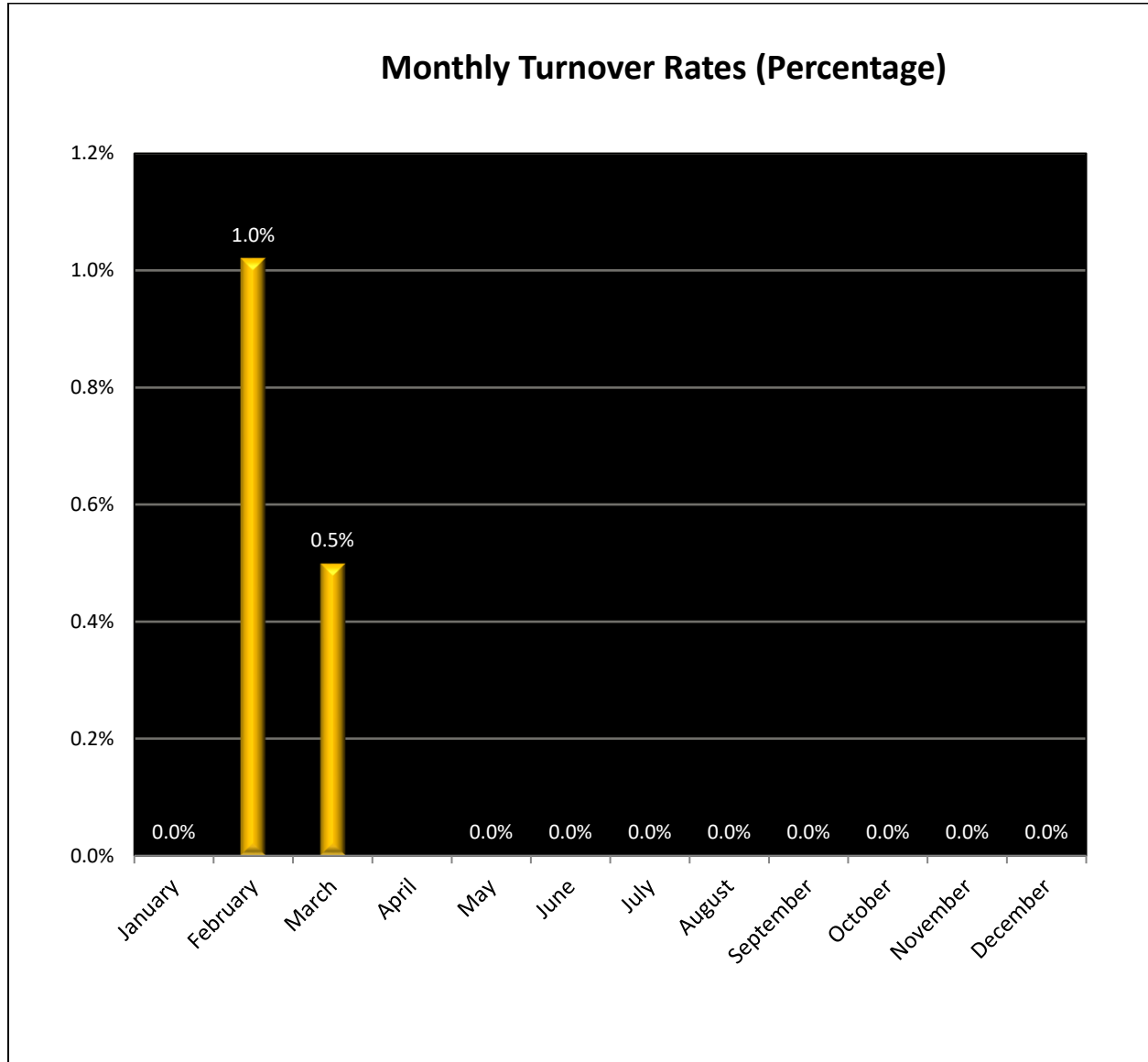
HUMAN RESOURCES

TURNOVER STATISTICS

Month	Number of Separated Employees	Average Number of Employees	Monthly Turnover Rates (Percentage)	Quarterly Turnover Rates	Annual Turnover Rate	
January	0	395	0.0%			
February	4	392	1.0%			
March	2	401	0.5%			1.5%
April						
May						
June						0.0%
July						
August						
September						0.0%
October						
November						
December						0.0%

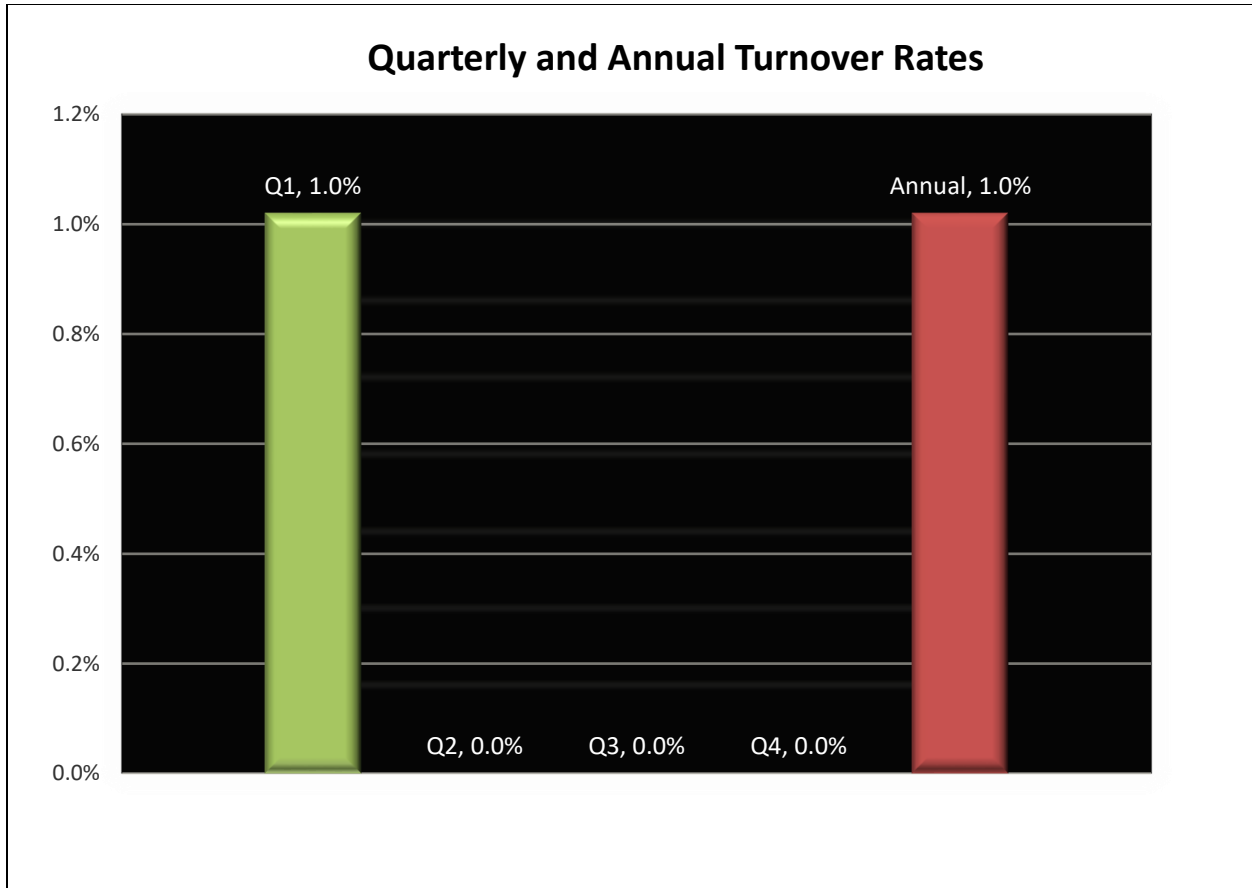


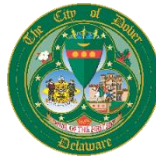
HUMAN RESOURCES





HUMAN RESOURCES





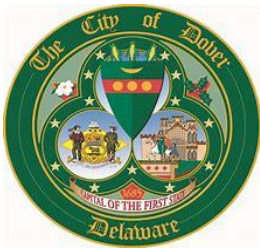
HUMAN RESOURCES

MARCH WORKER'S COMPENSATION DATA

MONTH	Feb-25	Mar-25
WORKERS COMP INJURY DETAIL	7	8



Respectfully Submitted by H. Naomi Poole



Information Technology

Monthly Report – March 2025

For the month of March 2025, the Information Technology department continued its efforts to stabilize the city’s internal network and computer systems. System downtime was reduced as a result in reconfiguring critical network configuration to optimize performance.



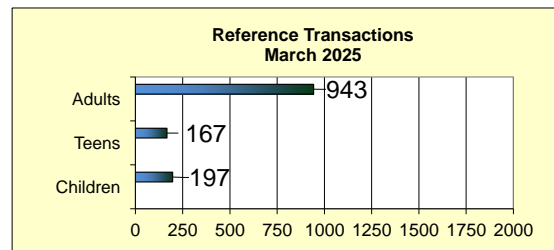
Participated in DEMEC IT Roundtable. One key topic was about DEMEC’s new offices and the possibility of offering backup redundant server space for municipal systems to secure disaster recovery sites in the advent of a major system outage. Also, discussed was information sharing and cybersecurity threats to electrical systems presented by CISA.



Application for a CISA Risk and Vulnerability Assessment (RVA) has been accepted and approved. This assessment will be scheduled in May 2025 and will give the City of Dover a baseline of our cybersecurity vulnerabilities for strength are systems and plan for future projects and incentives. The RVA collects data through onsite assessments and combines it with national threat and vulnerability information to provide organizations with actionable remediation recommendations, prioritized by risk evaluation. After completing an RVA, CISA provides the assessed entity with a final report that includes business executive recommendations, specific findings and potential mitigations.



We continue to manage funding for project that have already been approved in FY25 and are prepare the cities submittal for FY26 with the emphasis on projects for redundancy and hardening of the cities network infrastructure against cyber threats.



Item #16.

Circulation	March '25	FYTD '25	March '24	FYTD '24
City of Dover Residents	11,807	91,872	9,970	92,432
Electronic Materials	7,761	65,134	5,144	46,780
Kent County Residents	10,655	92,433	10,218	87,296
Non-County Residents	1,401	11,653	1,388	12,174

New Library Registrations				
City of Dover Residents	293	2,348	233	2,022
Kent County Residents	124	953	118	1,241
Non-County Residents	4	43	4	59

Registered Library Users as of 3/31/2025		Registered Library Users as of 3/31/2024	
City of Dover Residents	20,512		18,874
Kent County Residents	9,856		8,461
Non-County Residents	715		665
TOTAL	31,083		28,000

Other				
Visitors	18,082	132,107	15,044	130,144
Meeting Room Attendance	3,111	25,957	2,399	24,712
Number of Computer Users	1,541	8,542	1,798	15,406
Number of Wireless Computer Users	1,783	13,083	1,559	13,972
Inter/Intralibrary - Loaned	39		45	
Inter/Intralibrary - Borrowed	69		78	
Holds Sent	2,456		2,825	
Holds Received	2,024		1,488	
TOTAL	4,588	38,258	4,436	42,664
Tech Services/Items Added	1,134		1,178	
Tech Services/Items Deleted	1,439		1,011	
Passport Services/Customers	289	2,147	280	2,187
Passport Services/Revenue	\$11,815	\$90,761	\$11,379	\$86,895

Monthly Highlights

- ▶ 863 attended 66 programs for adults.
- ▶ 226 attended 28 program for teens.
- ▶ 1,165 attended 30 programs for children.
- ▶ 0 volunteers.

Program Spotlight

DelawareLibraries.org



Delaware Libraries / LibCal / Dover Public Library

Modern Homesteading: Pollinator Gardens: A Start to Finish Approach

Modern Homesteading: Pollinator Gardens: A Start to Finish Approach

Come to the library every month for our Modern Homesteading series, where we'll join together and learn about topics based in practical gardens and livestock, self-sufficiency, and more!

Join us for a discussion from a Delaware Master Gardener on pollinators and native plants to make the most of your garden and support a strong ecosystem!

Date: Tuesday, March 11, 2025
Time: 6:00pm - 7:00pm Eastern Time
Location: Multi-Purpose Room B
Library: Dover Public Library
Audience: All Ages
Categories: Cooking and Gardening



Parks & Recreation

Monthly Report - March 2025

Item #16.



Parks & Recreation Highlights

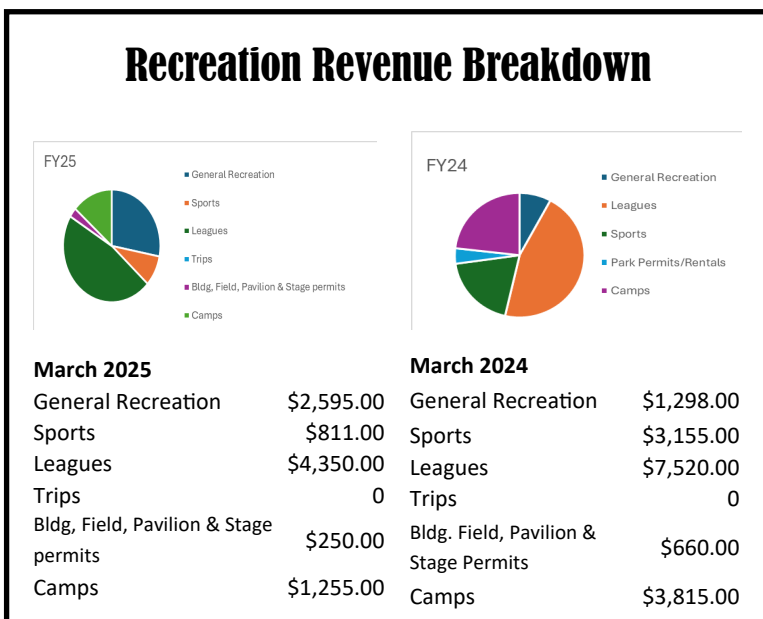
◆ Five Park Projects

Dover Park Building and Spray Pad: Heating elements installed throughout the building. On March 13th, flooring for building was given the official go ahead. Painting to begin in April. City website for Dover Park Community Center has been launched and updated. Includes progress pictures from start to current as well as information on event/pavilion rental suspension during construction. Kent Construction Foreman estimates completion of building to be end of May, beginning of June. No estimation date for completion of all accessible playground.

All Accessible Playground staff continues to follow this project. Equipment was purchased last year. The equipment is on-site in storage containers. Nothing new to report.

Skate Park continues to be on the project listing for completion.

Dog Park is having a water line installed this spring. That project will then be complete!



Outdoor Sports & Leagues Participant & Spectator Count

Activity	Participants	Spectators	Location
Senior Mens & Church			
Girls Softball Practice			
Healthy Kids Running			Practices & Games starting in April
Youth Soccer League			



Parks & Recreation Programs	March 25	FYTD 25	March 24	FYTD 24
General Recreation	306	2,659	425	2,131
Open Gym	358	1,544	437	2,026
Sports	54	1,434	0	1,512
Leagues (Inside)	0	26,930	0	26,282
Bldg, Field, Facility, stage permits	7	85	5	75
Camps	0	1,609	0	1,904

Grounds Monthly Report Mar-25



Arborist Crew:

- Trimmed street trees
- Assisted Street Division with tree removals for sidewalk replacement.

Beautification Crew:

- Mulched the Library.
- General clean up of flower beds.

Arborist Crew	
Tree Work	Completed
Tree's Trimmed	42
Tree's Removed	4
Root Pruning	3
Stumps Removed	0
Trees Planted	0

Mowing Crew:

- Mowing crews started mowing routes
- General Clean up of mowing locations.

Litter Removal:

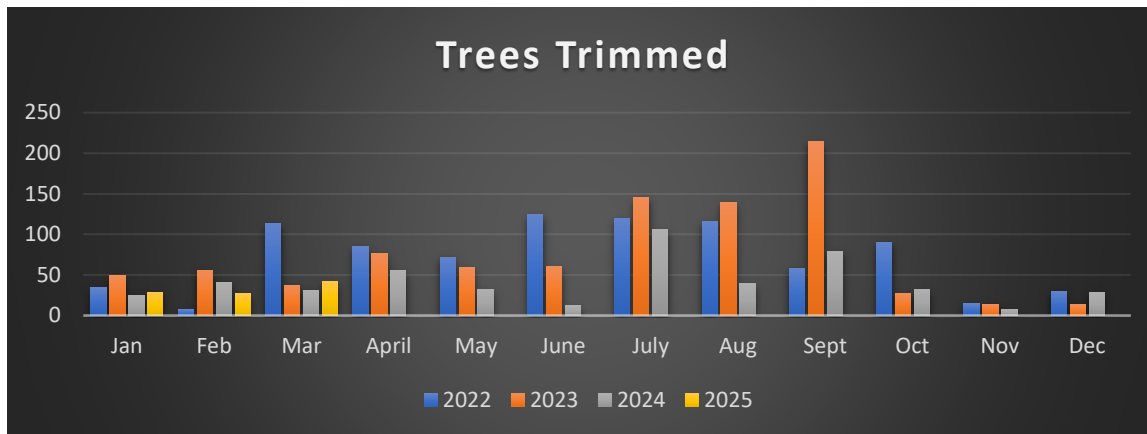
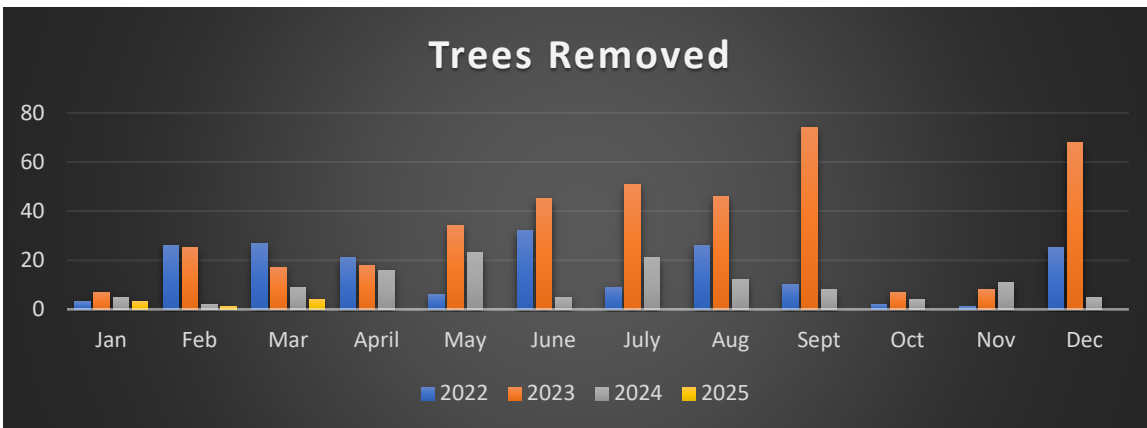
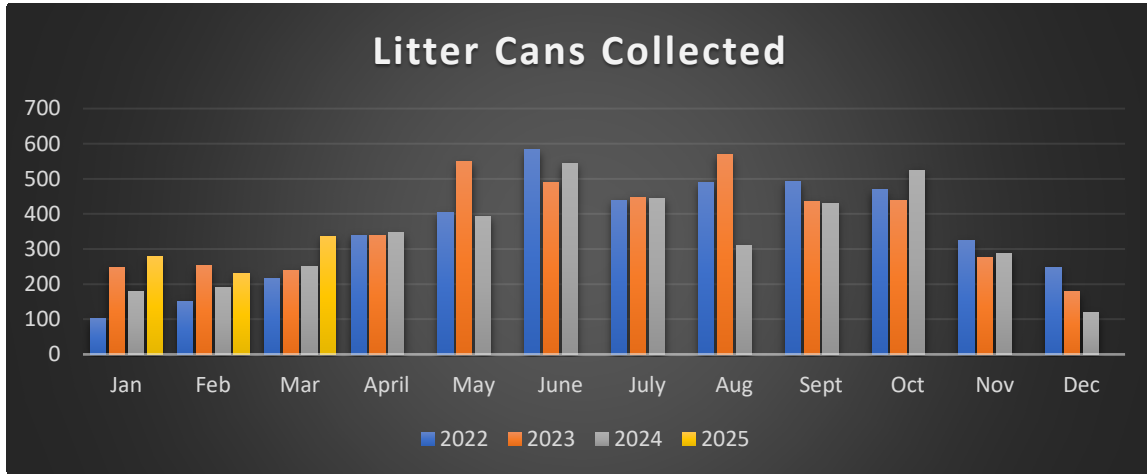
- Litter is being picked up on city property as per the weekly schedule.
- Litter person has been diligent in the reporting of destruction in City parks.
- 337 Total 90 gallon cans collected.
- Removed 4 Shopping Carts.

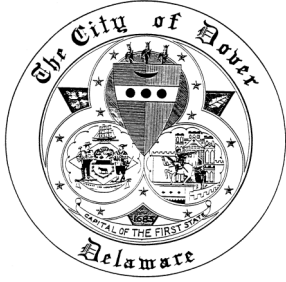
Parks Crew:

- Removed leaves and downed branch's from parks.
- Completed Parks Route Daily.
- Assited with alley trimming
- Prepping softball fields.

Miscellaneous:

- Completed flagger training.
- Gardeners attended the flower show.
- Cleaned up leaves on Loockerman St with assistance from the Street Division.
- Cleaned up Strom damage
- Serviced gators and sprayers for upcoming season.





City Planner's Monthly Report

Department of Planning & Inspections

MARCH 2025

Planning & Inspections Highlights

Some Items to Call to Your Attention

Community Development Block Grant funds were used to provide 6 families assistance to purchase affordable housing year to date. Planning Office staff reviewed 70 Building Permits and 23 Certificates of Occupancy Permits. Staff also provided support to the Planning Commission (5 applications reviewed). The Historic District Commission and Board of Adjustment did not meet in March due to lack of agenda items. The Planning Office continued to have 3 vacancies including the Director, a Planner II and a Planner I, however interviews were conducted. Due to these vacancies, the Department continues to utilize a consultant to assist staff in addressing the current workload.

Construction activity continued in February with both residential and non-residential projects having Building Permits and Certificates of Occupancy issued. Residential development areas consisted of The Edge Apartments, Eden Hill Farm TND and Rojan Meadows PND as well as site work at McKee Road Apartments. Non-residential projects included renovations McDonald's at 915 N DuPont Highway, the Xfinity store, St. John's Lutheran Church and Bayhealth Medical Center. Overall, 153 permits were issued resulting in 355 inspections.

Within the Inspections Division, 2 vacancies including a Building Inspector I/II and Chief Building Inspector position. In order to ensure construction activity is not stalled, the Department continued to utilize a contractor to assist in Building Permit/Plan reviews as well as with Building Inspections as needed.

Code Enforcement staff conducted Annual Housing Inspections (145 cases) as part of the Rental Dwelling Permit program. Other Code Enforcement cases focused on exterior property maintenance issues/violations (53 cases) and *Dover Code of Ordinance* violations (30 cases). March ended with 119 registered vacant buildings, 75 dangerous buildings, and 7,822 active rental dwelling units.

Staff within the Fire Marshal's Office conducted 50 Annual Fire & Life Safety Inspections resulting in the identification of 22 deficiencies. The Fire Marshal also conducted 23 Preliminary Meetings & Walk Throughs to help developers plan projects. Staff investigated 13 fire incidents which included several vehicle fires.



Planning & Inspections Revenue			
<u>Revenue Stream</u>	<u>FY 2025 Revenue Estimates from Budget</u>	<u>FY2025 Actual (YTD) March 2025</u>	<u>% of Budget</u>
Business License	\$1,450,000	\$ 1,544,540	107%
Manufactured Home License	\$14,000	\$ 15,568	111%
Building Permits	\$550,000	\$ 496,411	90%
Cert. of Occupancy	\$8,000	\$ 9,350	117%
Public Occupancy	\$45,000	\$ 37,027	82%
Lodging House	\$28,000	\$ 16,570	59%
Plumbing/Heating/Air	\$100,000	\$ 80,251	80%
Rental Inspection Fee	\$750,000	\$ 626,955	84%
Miscellaneous	\$20,000	\$ 18,261	91%
Fire Protection Fees	\$80,000	\$ 89,772	112%
Code Enforcement Fines	\$100,000	\$ 68,476	68%
Vacant Building Reg.	\$50,000	\$ 41,425	83%
Total P&I Revenue	\$3,195,000	\$ 3,044,606	95%

Planning Office Operations

The Meetings of the Boards and Commission supported by the Planning Office are presented in the Hybrid format with both In-Person and Virtual (using Webex) meeting options for participation. Conducting Meetings and Trainings in virtual formats are also offered. Meetings in March included a Pre-Construction Meeting to kick-off site construction at Windward Ridge Apartments; a Traffic Impact Study meeting with DeDOT regarding the Garrison Oak Business and Technology Center entrances, and other potential development plans.

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 March 2025, Planning Staff was involved with the review of 70 Building Permits and 23 Certificates of Occupancy that were issued for a monthly total of 93 and a year-to-date total of 183. The 2025 year-to-date tally is lower than the calendar year totals of Permits and COs seen in 2024 at 208 and in 2023 at 216. Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

	MARCH 2025 (FY25)	TOTAL FOR FY25
New Home Permits Issued	14	70
Value of Commercial Projects	\$664,406.00	\$39,912,705.00
Downtown Incentives (Fees Waived)	60.00	\$11,909.00

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

Other Activities

- **Downtown Dover Strategic Master Plan:** The Downtown Dover Partnership's Strategic Master Plan is known as "*Transforming Downtown Dover: Capital City 2030*" (January 2023). Various partners are focusing on aspects of Plan implementation. The Downtown Dover Partnership is moving forward with planning for the development of priority project sites. A private developer brought The Post (a mixed use commercial and residential apartment project) for the old Dover Post Office Building to the Planning Commission for review in March achieving conditional approval of the Site Plan and the project's Architectural Review Certification. Also, the City is involved in planning for water and sanitary sewer improvement projects.
- **Downtown Development District – Renewal Application:** The Downtown Development District (DDD) for the City of Dover was designated in January 2015 for a period of ten years and through the Renewal process in 2024 the City's DDD designation is extended through January 31, 2030. The Ordinance #2025-01 to establish the revised Downtown Development District boundaries and refine the City's DDD Incentive Program was adopted by City Council on February 24, 2025. The consultant (Rossi Group) is now finalizing the map updates and program materials.

Construction Activities

- In March 2025, Residential Building Permits were issued for a single family detached dwelling and four (4) Duplex units by Chatham Bay in **Eden Hill Farm TND – Residential District**; four (4) Duplex Units by D.R. Horton in **Eden Hill Farm TND – Residential District**; an apartment building at **The Edge Apartments**; four (4) Townhouse Units in **Rojan Meadows PND**; and a single family detached dwelling on **Fulton Street**.
- Certificates of Occupancy were issued six (6) Townhouse units and two Duplex Units in **Eden Hill Farm TND** (D.R. Horton); ten (10) Townhouse units in **Rojan Meadows PND**; a single family detached dwelling in the **Downtown Development District**; and for a building renovation at the **Apartments on Willis Road**.
- Building Permits issued in March were for Demolition of the Restaurant building (Boston Market) at **1151 N. DuPont Highway**; renovations at **McDonald's** at 915 N. DuPont Highway; renovations of the **Xfinity store** at 1574 N. DuPont Highway Suite 10; elevator shaft renovations at **St. Johns Lutheran Church**; Site Work at **McKee Road Apartments** project at 1385 McKee Road; interior renovations for office at **Bayhealth Medical Center**; and a tenant fit-out for a business at Suite 5 of **515 S. DuPont Highway** (S-19-07).
- Certificate of Occupancy was issued for renovations creating a dialysis center at **Cadia Rehabilitation**; an office space tenant fit-out in **Suite A at 110 Lafferty Lane**; and renovations at the **FedEx facility** at 60 Starlifter Avenue.

2025: Welcome to Dover!

Progress in Pictures



55 S. New Street



221 Little Eden Way
Duplex—DR Horton in
Eden Hill Farm TND



221 Little Eden Way—Duplex—DR Horton In
Eden Hill Farm TND



210-218 Ann Moore St.—Townhomes
D.R. Horton in Eden Hill Farm TND



210-224 Rojan Rd, Townhomes, Bay Developers Inc in
Rojan Meadows PND

60 Starlifter Ave Suite
109 - Commercial
Renovation: FedEx



2025: Welcome to Dover!

Progress in Pictures



223 Rojan Rd, Townhome, Bay Developers Inc



227 Rojan Rd, Townhome, Bay Developers Inc



110 Lafferty Lane Suite A,
Tenant Fit-Out, Compli-
ance Environmental LLC



115 Willis Rd Suite E, Com-
mercial Renovation, Maple-
ton Square Apartments



1225 Walker Rd -Commercial Renovation
Cadia Rehabilitation Capitol

BOARD AND COMMISSION ACTIVITY

There were Meetings in March of the Boards and Commissions supported by the Planning Office. The Planning Commission held a meeting on March 17, 2025 consisting of reviewing a Conditional Use Site Plan, a Minor Subdivision Plan, a Site Plan with Architectural Review Certification, and consideration of two Requests for Extension. The Historic District Commission and the Board of Adjustment did not meet in March due to lack of agenda items.

Planning Commission:

The Planning Commission met on March 17, 2025. The Commission considered the following applications. The next Planning Commission meeting is scheduled for April 21, 2025.

- S-23-05 Tidal Wave Auto Spa at 245 N. DuPont Highway - The Planning Commission granted a One Year Extension of the Planning Commission conditional approval granted on March 20, 2023 for a Site Development Plan and Lot Consolidation Plan for two (2) parcels totaling 2.15 +/- acres at 245 North DuPont Highway. The Plan is to permit construction of a 3,690 SF Car Wash facility, 24 vacuum spaces, and associated site improvements. The properties are zoned C-4 (Highway Commercial Zone). The parcels consist of a total of 2.15 +/- acres and is located on the northeastern corner of N Dupont Highway and White Oak Road. The owner of record is TWAS Properties LLC. Property Addresses: 245 and 243 N Dupont Highway. Tax Parcel IDs: ED-05-068.18-01-13.00-000 and ED-05-068.18-01-12.00-000. *The Final Plan Approval was granted October 15, 2024.*
- S-23-15 Walker Road Professional Center Medical Buildings at 101 Mont Blanc Boulevard - The Planning Commission granted a One-Year Extension of the Planning Commission conditional approval granted on July 17, 2023 for the Site Development Plan Application to permit the construction of two 19,800 SF office buildings, parking, and other site improvements. The parcel totals 2.615 acres +/- and is zoned CPO (Commercial and Professional Office Zone) and is subject to the COZ-1 (Corridor Overlay Zone). The property is located on the southwest corner of Walker Road and Saulsbury Road, and east of Mont Blanc Boulevard. The owner of record is Walker Pavilion, LLC and equitable owner is Walker Road Professional Center, LLC. Property Address: 101 Mont Blanc Boulevard. Tax Parcel Number: ED-05-067.19-04-52.00-000. Council District 1. Waiver Request: Elimination of Loading Spaces. *The Final Plan Approval was granted January 17, 2024.*
- C-25-03 New Harvest Baptist Church at 1462 N. Little Creek Road – The Planning Commission granted conditional approval of the Conditional Use Site Plan for a Place of Worship (Church) building of 11,900 SF and related site improvements. The subject property is zoned RG-2 (General Residence Zone). The property consists of 4.6686 acres on the south side of North Little Creek Road and east of Acacia Place. The owner of record is New Harvest Baptist Church. Property Address: 1462 N. Little Creek Road, Dover DE. Tax Parcel: ED-05-068.19-03-02.00-000. Council District 3.
- SB-25-01 Minor Subdivision Plan for McKee Road Apartments at 1385 McKee Road – The Planning Commission granted conditional approval of the Minor Subdivision Plan to divide the 78.60-acre parcel into three (3) lots. The proposed lots consist of Lot 1 of 13.44 acres; Lot 2 of 59.90 acres, and Lot 3 of 5.26 acres. The property is the subject of a Site Plan approved for development of a multi-family community consisting of garden style apartment buildings (384 units) with garages, Clubhouse with Pool, parking, and a commercial portion for future development. The property is zoned RG-2 (General Residence Zone) and C-2A (Limited Central Commercial Zone) and subject to the COZ-1 (Corridor Overlay Zone). The property is located on the east side of McKee Road near the intersection of McKee Road and Scarborough Road. The owner of record is McKee CAP, LLC. Property Address: 1385 McKee Road. Tax Parcel: ED-05-067.00-02-57.00-000. Council District 4. *This property was the subject of Site Plan S-21-11 McKee Road Apartments granted conditional approval by the Planning Commission on April 18, 2022 and Final Plan Approval on September 21, 2023.*

Planning Commission (Continued):

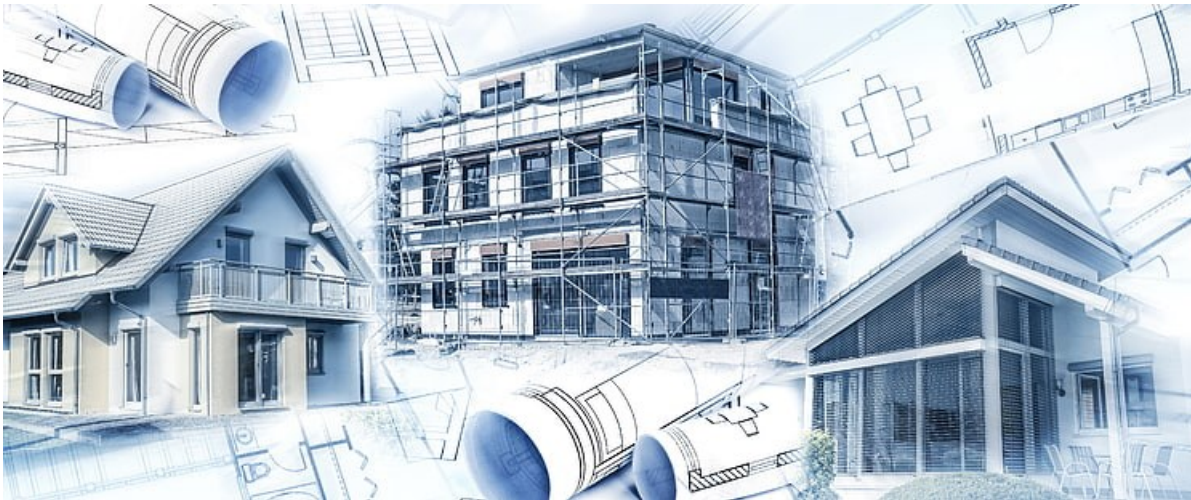
S-25-07 The Old Post at 55 Loockerman Plaza – The Planning Commission granted approval of the Site Development Plan Application and associated Architectural Review Certification for redevelopment of the Old Dover Post Office property consisting of 1.267 acres for a mixed-use project known as The Old Post. The project involves the demolition of the rear warehouse portion of the existing building and adaptive re-use of the front 4,560 SF portion of the building for commercial retail and business space. A three-story 31,500 SF building addition is proposed for thirty-six (36) residential apartment units and with parking and other site improvements. The property is zoned C-2 (Central Commercial Zone), subject to the SWPOZ (Source Water Protection Overlay Zone), and subject to the H (Historic District Zone). The property is located on the north side of Loockerman Plaza and adjacent to Innovation Way. The owner of record is the City of Dover and equitable owner is Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000. Council District 4. *For Consideration: Parking Strategy Statement. This project is the subject of HI-25-01 The Old Post for Historic District Commission Review and Recommendation on February 20, 2025.*

Historic District Commission:

The Historic District did not meet on March 20, 2025 due to lack of agenda items. The next Historic District Commission meeting is scheduled for April 17, 2025.

Board of Adjustment:

The Board of Adjustment did not meet on March 19, 2025 due to lack of agenda items. The next Board of Adjustment meeting is scheduled for April 16, 2025.



CDBG FY24 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. Six families have purchased homes year-to-date and one (1) family is scheduled to close at the end of April.
- **Dover Interfaith Mission for Housing (DIMH)**
CDBG funds will be used to provide operations cost for the shelter. This project is underway. Ninety-five (95%) of program funds have been drawn down year-to-date.
- **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 are 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. Three (3) owner occupied homes have been rehabbed and nine (9) homes received emergency home repairs.
- **American Rescue Act (ARPA) Funding**
City Council approved to award a little over \$1.8 million in grant funding for Housing and Community Service projects. All projects are underway. A little under \$1.8 million or 85% of funds have been spent on Round 1 of ARPA funding year-to-date. Dover Housing Authority, Murphey School, Reading Assist, and Peoples Church have completed their projects. ARPA Round 2 funding for a little under \$500,000 was awarded to subgrantees in April 2023. Projects are currently underway. Forty percent (40%) of funds have been drawn down for Round 2 with Murphey School, People’s Church and John Wesley AME church completing their projects.

CODE ENFORCEMENT ACTIVITY

March 2025

Case Type	Current MTD	MTD FY24	% Changed	YTD Total FY25	YTD Total FY 24	% Changed YTD
No Valid Rental Permit	7	4	75%	215	33	552%
No Valid Building Permit	2	5	-60%	25	29	-14%
Tall Grass and Weeds	1	0	#DIV/0!	265	155	71%
Additional Tall Grass and Weeds	0	0	#DIV/0!	36	36	0%
Annual Housing Inspection	145	22	559%	953	455	109%
Property Maintenance Exterior	53	17	212%	452	166	172%
Electric Termination	0	16	-100%	43	108	-60%
Dover Code of Ordinances	30	36	-17%	301	328	-8%
Dangerous Buildings	5	3	67%	120	78	54%
Zoning	6	3	100%	92	44	109%
Total Cases	276	219	26%	3,642	2,556	42%
Total Inspections	865	448	93%	7,001	5,235	34%
Total Admin Inspections	10	24	-58%	69	195	-65%
Total # of Violations	513	233	120%	4,183	2,472	69%

Dangerous Buildings, Vacant Buildings, Demolitions

- ◆ Vacant Buildings currently registered - 119
- ◆ Dangerous Buildings – 75
- ◆ Active Rental Dwellings – 7,822 units

Building Inspections & Licensing Summary

Item #16.

	Current	July 2024– June 2025	March FY'24	July 2023– June 2024
PERMITTING AND LICENSING				
Permits Issued	MARCH (2025) FY 25	FYTD 25	MARCH (2024) FY24	FYTD 24
Administrative Permit	3	25	5	46
Building Addition/Renovation Permits	24	229	31	273
Building Permits	26	182	23	171
Demolition Permits	2	21	1	26
Fence Permits	15	127	22	129
Fire Prevention Permits	10	63	15	93
Mechanical Permits	31	356	38	260
Plumbing Permits	29	286	25	235
Sign Permits	11	59	7	1278
Swimming Pool Permits	0	10	0	6
Wireless Communications Facilities	2	2	0	0
Subtotal		1360		1366
Business Licenses				
Business Licenses	52	1784	64	1907
Merchant Licenses	5	331	3	353
Contractor Licenses	30	1251	28	1299
Subtotal		3366		3559
Lodging House Licenses				
Lodging House Licenses	1	29	3	46
Public Occupancy	86	427	44	503
Rental Dwelling	381	2517	231	2552
Subtotal		2973		3101
Manufactured Homes				
Manufactured Homes	4	311	3	277
BUILDING INSPECTIONS				
Inspections	MARCH (2025) FY 25	FYTD 25	MARCH (2024) FY24	FYTD 24
Building (Inspections/CBI/Site Meetings)	122	2081	162	1321
Plumbing/Mechanical	210	2215	152	1337
Certificate of Occupancy	23	131	11	113

Office of the Fire Marshal

- The Fire Marshal's Office investigated thirteen (13) incidents during the month of March including several vehicle fires.
- Staff is behind on inspections due to the amount of fire investigations, some with constant follow ups.
- Staff is conducting inspections at apartment buildings.



	Month	Year to Date	Previous Year to Date
Annual Fire & Life Safety Inspections	50	245	243
Deficiencies From the Above Inspections	22	345	713
Fire Code Violations/Deficiencies/Complaints	37	282	190
C/O & Fire Equipment Acceptance Tests	15	106	93
Meetings & Walk Through	23	145	180
Fire Plan Review & DAC	11	90	118

	Month	Year to Date	Previous Year to Date
Accidental	8 totaling \$41,000	47 totaling \$882,602	26 totaling \$2,011,004
Incendiary	3 totaling \$3,001	12 totaling \$256,005	8 totaling \$14,003
Undetermined	2 totaling \$12,000	10 totaling \$538,100	12 totaling \$696,603
Natural	0	0	1 totaling \$60,000
Investigation Time	40 hours	217 hours	113 hours
Injuries	0	11	7
Deaths	0	0	1
Arrest made with DPD	0	0	0

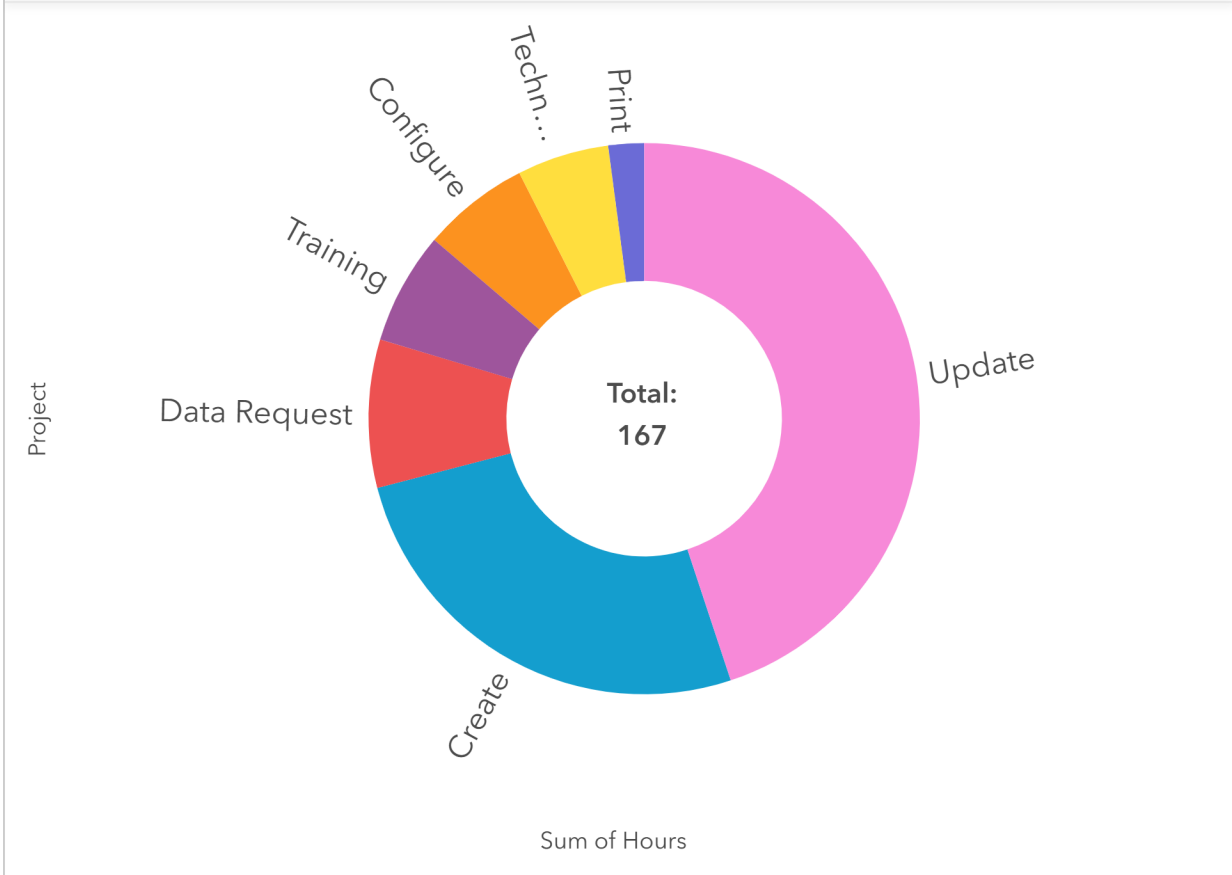


Department of Public Works

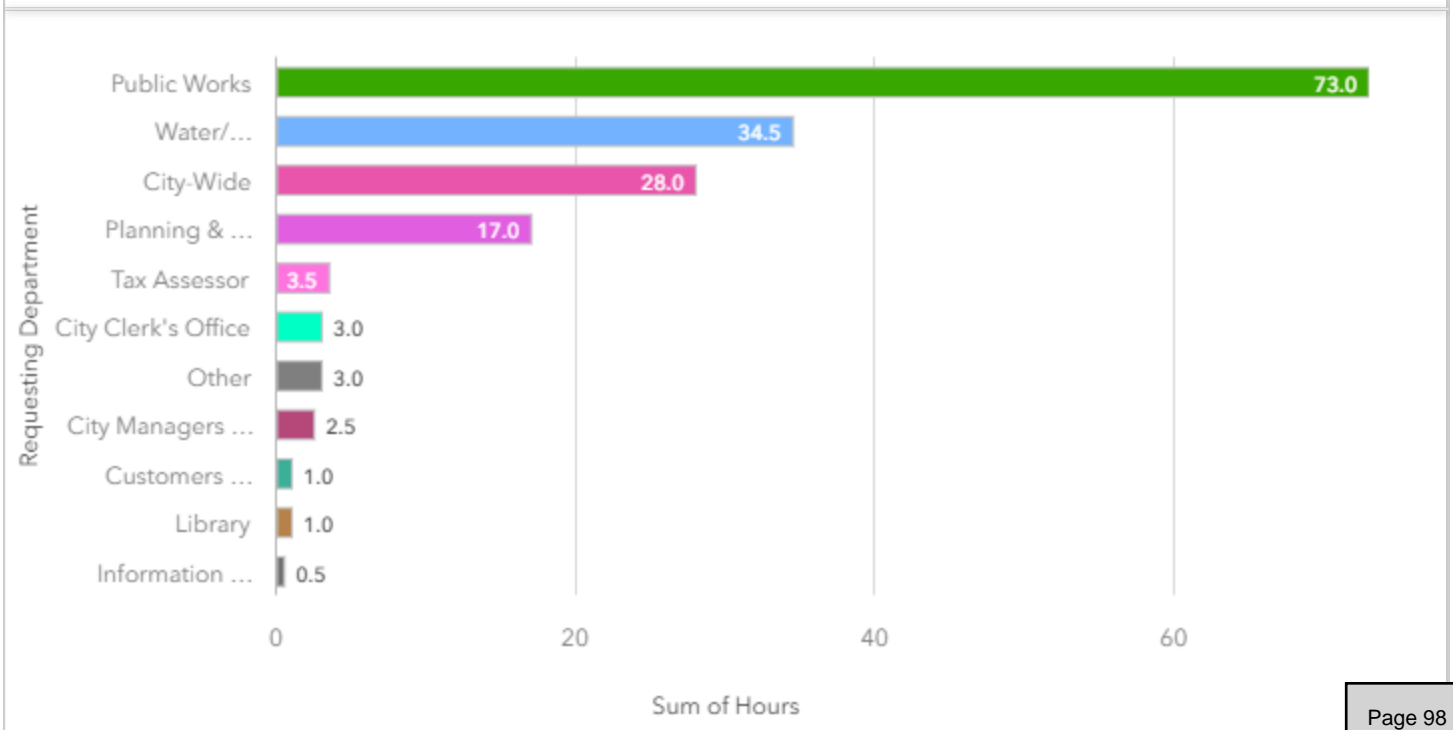
March 2025 Monthly Report



GIS Project Hours - Type



GIS Project Hours by Department



Sanitation

Item #16.

Trips to the Landfill (March)

201



Count of DSWA_Billing_Detail

Tonnage (March)

1,035



Sum of Tons

FYTD 25 - Trips to Landfill

1,848

Count of DSWA_Billing_Detail

FYTD 25 - Tonnage

9,519

Sum of Tons

FYTD 24 - Trips to Landfill

1,902

Count of DSWA_Billing_Detail

FYTD 24 - Tonnage

9,855

Sum of Tons



Sanitation Hours Breakdown

March Hours - Refuse Total & Container Delivery

	RefuseCollectioHours	RefuseHrs_FYTD	ContainerDeliveryHours	ContainerDelHrs_FYTD
1	478	12,488	31	581

Total Records: 1

March Hours Continued... - Hand Trash, Bulk, & Yard Waste

	HandTrash	HandHrs_FYTD	BulkHours	BulkHrs_FYTD	YardWaste	YardWasteHrs_FYTD
1	393	8,857	331	8,402	149	5,024

Total Records: 1

Recycling Customers

10,314



Count of Recycling_Customers

Curbside Recycling Numbers - March



	Cans_Collected	Weight_Lbs	Ave_Weight_Lbs
1	21,480	206,240.0	9.6

Total Records: 1

Signs - Installed/Repaired

3



Count of GIS.GISADMIN.Asset_Collection2

Concrete Repairs March 2025

4

Count of Concrete Repair

Signs Workorders FYTD

93

Count of GIS.GISADMIN.Asset_Collection2

Concrete Repairs FYTD

213

Count of Concrete Repair

Signs FYTD 2024

88

Count of GIS.GISADMIN.Asset_Collection2

Concrete Repairs FYTD 2024

74

Count of Concrete Repair

Hot Mix Repairs in March 2025

24



Potholes Filled March 2025

69



Hot Mix Repairs in FYTD

36

Potholes Filled FYTD

509

Streets Panting:




7 Crosswalk / 9 Parking Spots

435 Yellow Curb

Stormwater

Item #16.

Catch Basins Cleaned

134 

Sum of Number of Catch Basins

Pipe Cleaned (Feet)

3,302 

Sum of Length (Feet)

Routine Inspections

1 

Count of Stormwater_Workord...

Stormwater Structures Repaired

9 

Count of Stormwater_Workorder_Tracking

New Stormwater Inlet Grate


1 

Count of Stormwater_Workorder_Tracking

City Ditch Work - Ft Maintained

12,986.1 FYTD 

Street Sweeping Road Miles

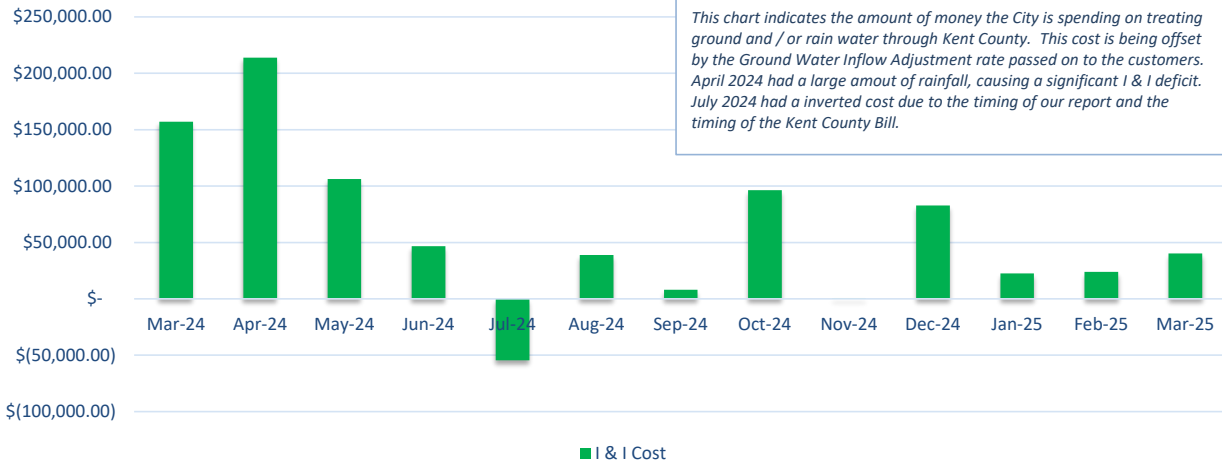
1,378 

Sum of Miles Traveled

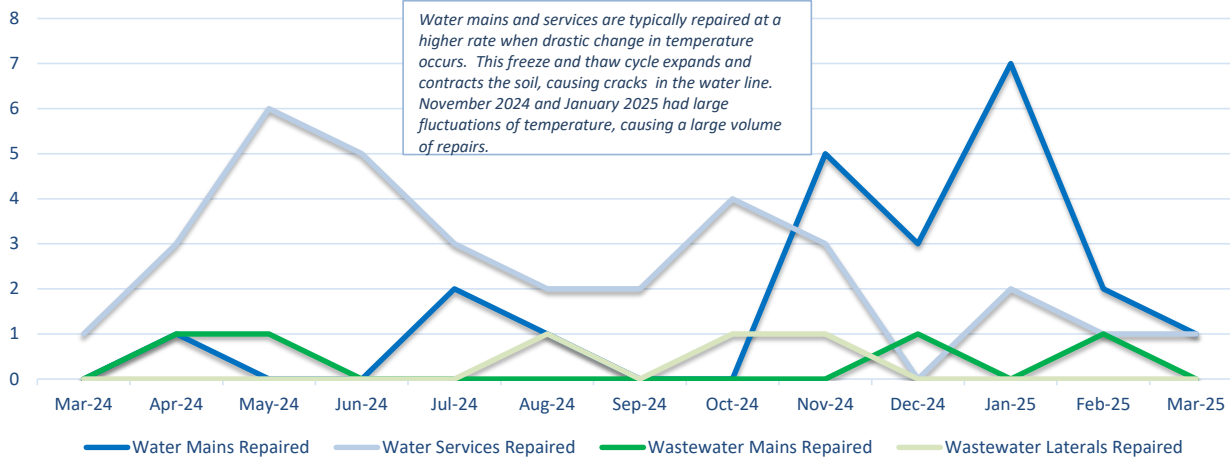


CITY OF DOVER
DEPARTMENT OF WATER & WASTEWATER
MONTHLY REPORT
Mar-25

Inflow & Infiltration Costs

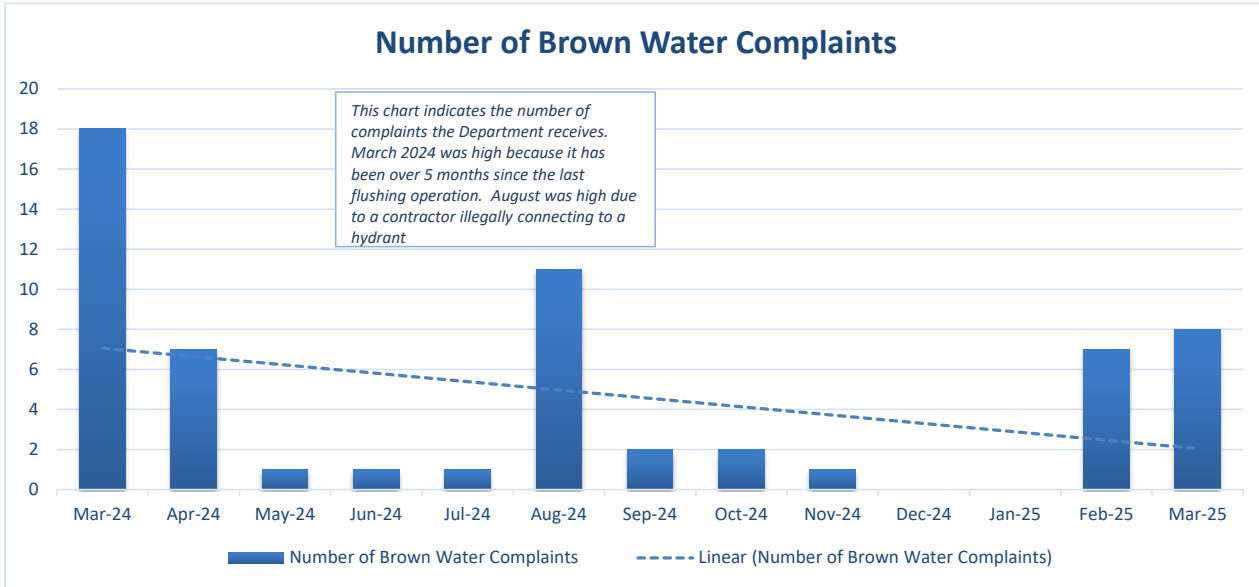


Water & Wastewater Repairs



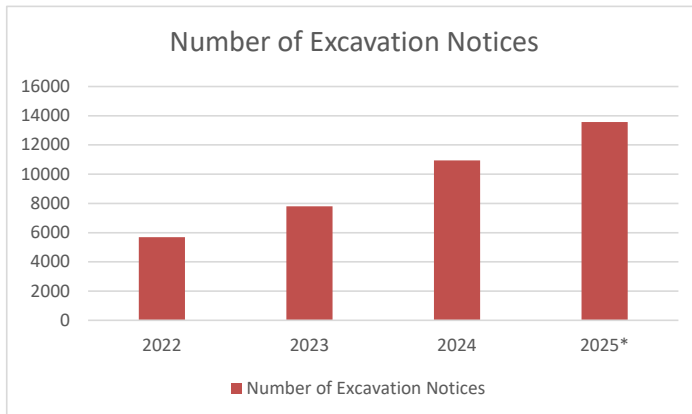


CITY OF DOVER
DEPARTMENT OF WATER & WASTEWATER
MONTHLY REPORT
Mar-25

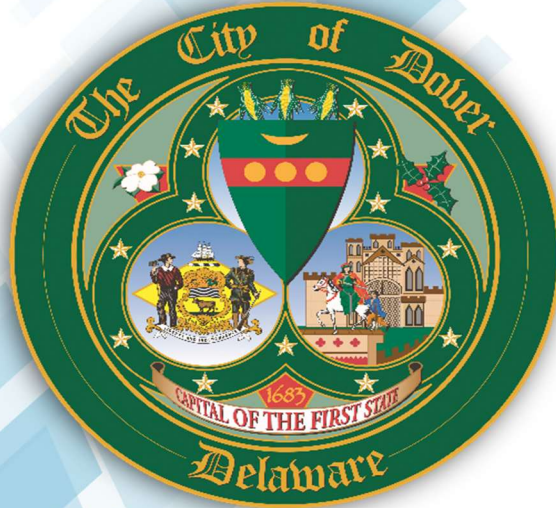


Department Spotlight - March

A good indicator of economic growth is the level of construction. The City participates in the Delmarva811 (formerly Miss Utility of Delmarva) system and receives notifications of excavation activity in our corporate limits. Since 2022, the City has received a significant increase in excavation notices (239%). This is clearly evident with the economic growth experienced during this time. *-2025 is extrapolated, based on trending data



City of Dover



Finance Department

MONTHLY REPORT

March 2025

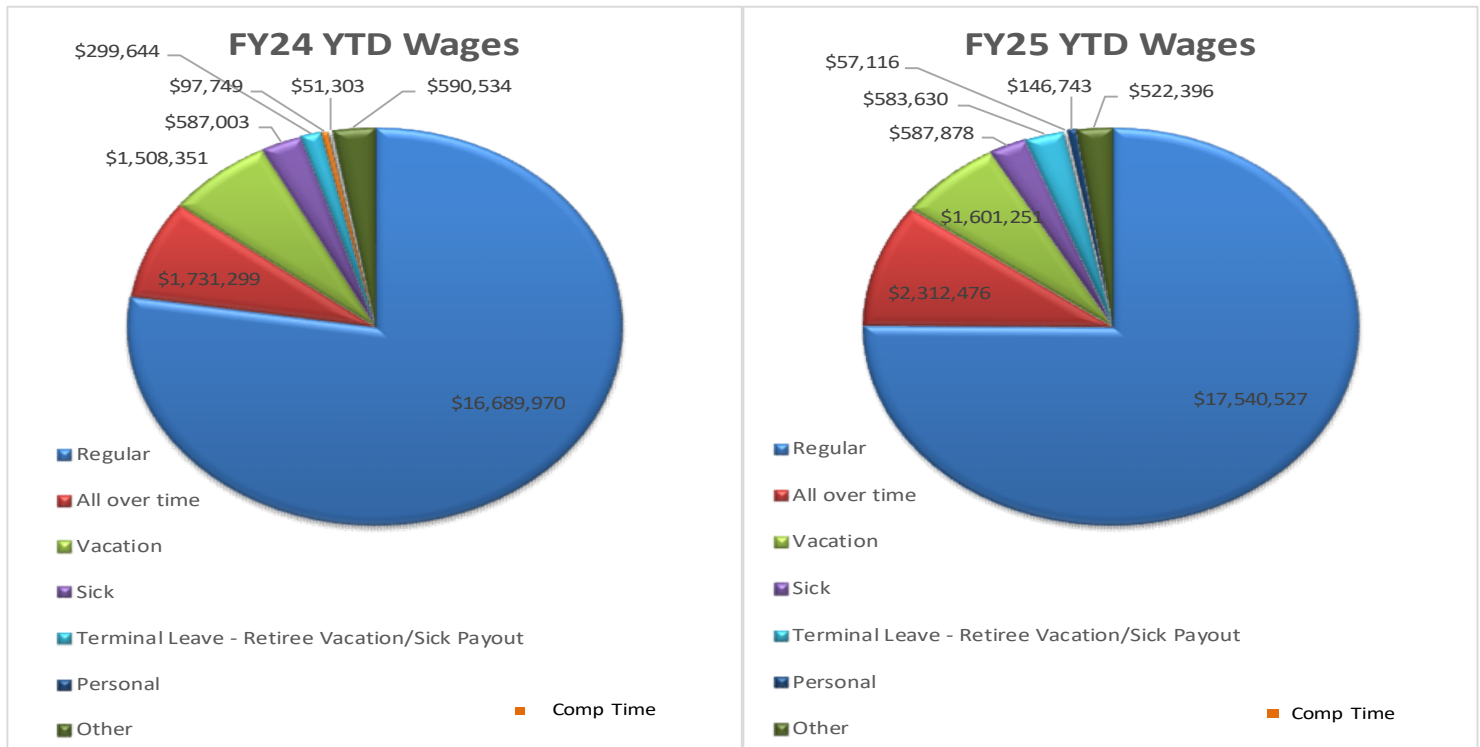
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

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CITY OF DOVER ACTIVITY REPORTS March 2025

	FY24 YTD	FY25 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	4,924	5,038
Total Amount of All Deposits	\$ 127,037,391	\$ 148,041,036
Other Activity		
Number of Pay Periods	20	20
Number of Direct Deposits Issued	7,803	8,158
Number of Pension Checks Issued	2,333	2,757
Total Pension Benefits Paid - Defined Benefit Plan	\$ 4,587,289	\$ 5,667,163

ACCOUNTS PAYABLE		
Number of Check Vouchers	4,951	5,042
Number of EFT Vouchers	3,107	2,400
Vouchers Dollar Amount Disbursed	\$ 79,205,190	\$ 78,576,145



Other includes: pay adjustments, military differential pay, training, committee meetings, worker compensation tracking/adjustments, etc.

City of Dover
General Fund Summary
Fiscal Year to Date March 2025

Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Property & Transfer Taxes	\$ 18,876,000	\$ 18,876,000	\$ 19,312,649	102%
Program Revenues	14,296,700	14,296,700	10,085,084	71%
Utility Transfers	12,000,000	12,000,000	9,000,000	75%
Grants	1,028,500	1,028,500	583,052	57%
Interfund Services	7,126,200	7,126,200	4,573,872	64%
All Other ¹	1,976,800	1,976,800	637,777	32%
	\$ 55,304,200	\$ 55,304,200	\$ 44,192,434	80%

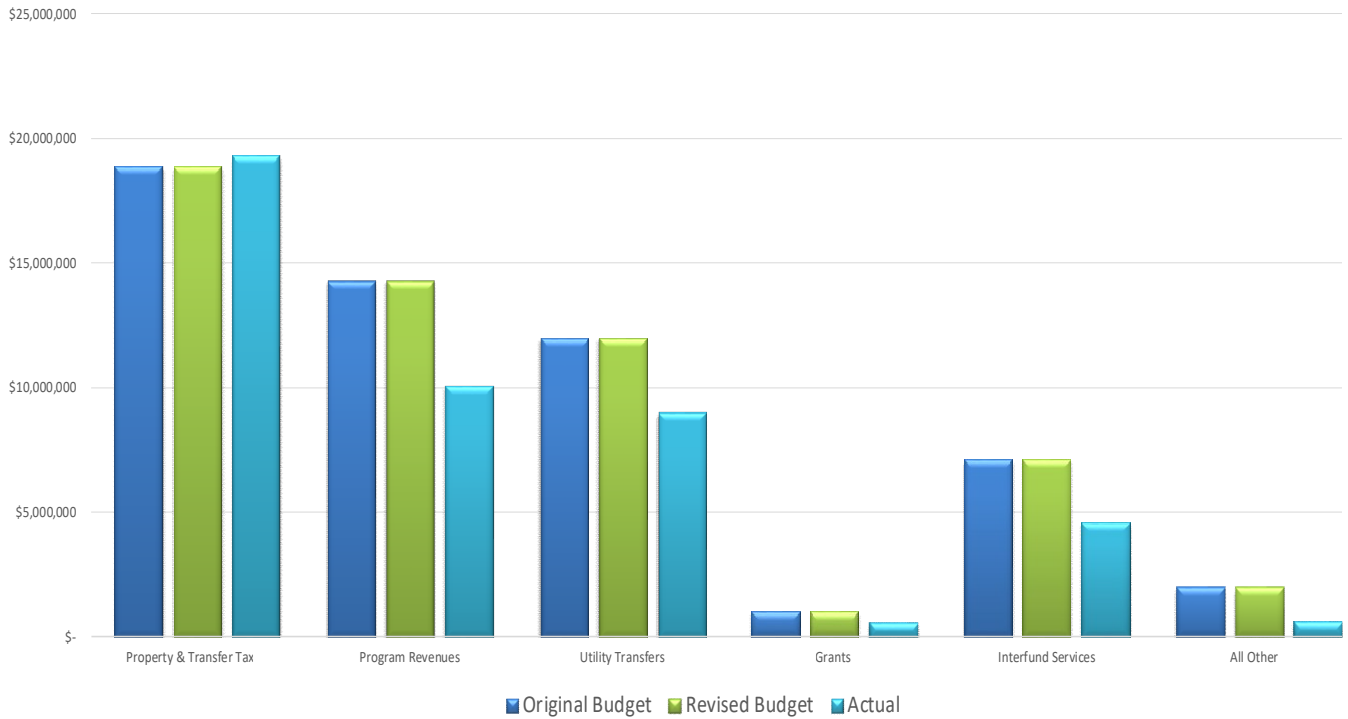
Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 37,497,500	\$ 37,525,700	\$ 25,965,538	69%
Interfund Services	12,632,000	12,709,300	8,681,681	68%
Debt Service	626,700	626,700	471,028	75%
Post Retirement Benefits	2,103,900	2,103,900	1,577,925	75%
Pension Fund Contributions	1,140,000	1,140,000	855,000	75%
Capital Project Transfers	3,173,600	3,173,600	2,380,200	75%
All Other ²	2,115,400	2,115,400	1,484,417	70%
	\$ 59,289,100	\$ 59,394,600	\$ 41,415,789	70%

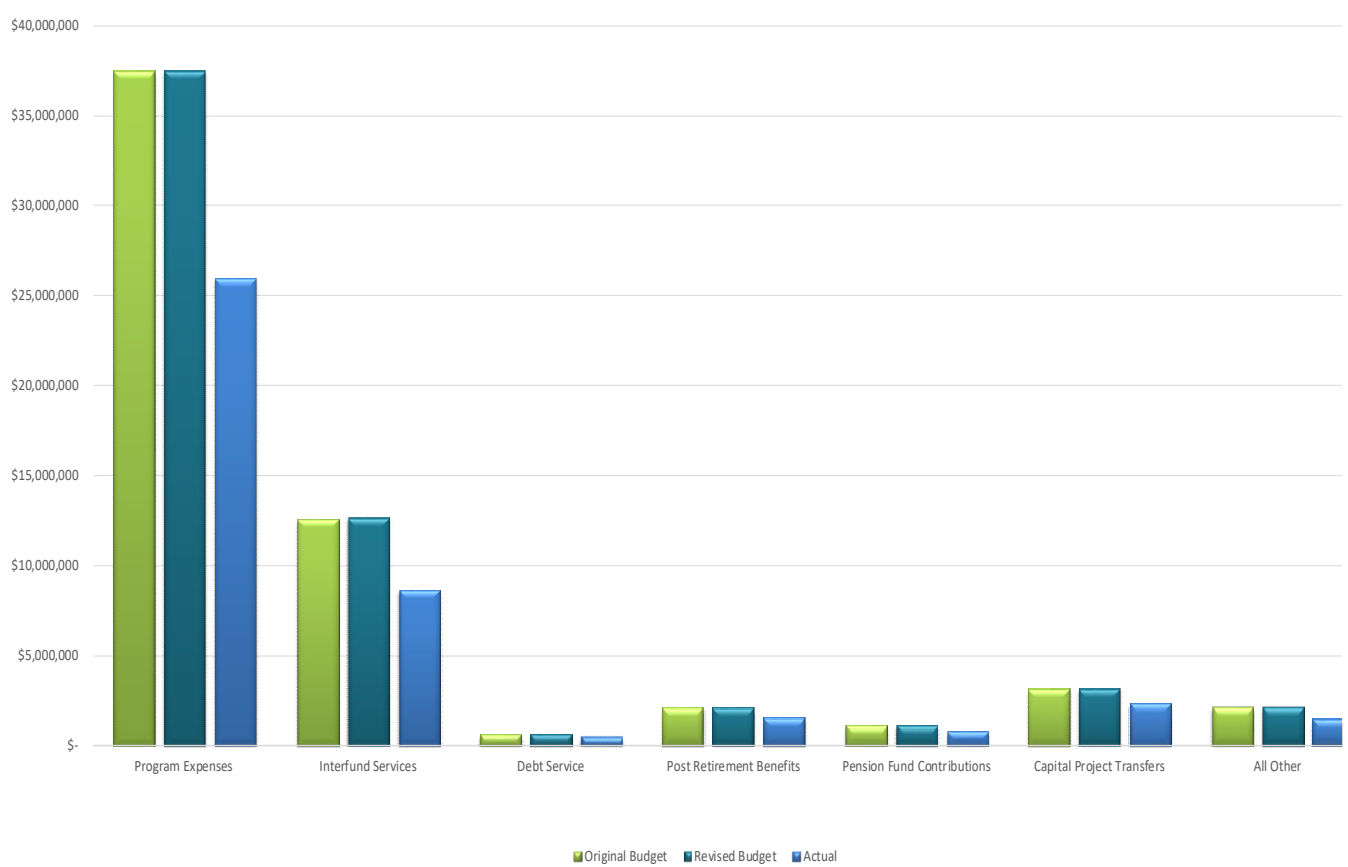
¹ Includes Cable Franchise Revenue, Miscellaneous Receipts, Garrison Farm Rent, Sales of Assets, Fund Invest Manager Cost.

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 and Trf to Economic Development Reserve Fund.

General Fund Revenues



General Fund Expenditures



City of Dover
Water Fund Summary
Fiscal Year to Date March 2025

Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 6,566,900	\$ 6,566,900	\$ 5,104,472	78%
Impact Fees	230,000	230,000	254,831	111%
Rents	450,500	450,500	537,706	119%
Miscellaneous ¹	182,700	186,100	231,849	125%
	<u>\$ 7,430,100</u>	<u>\$ 7,433,500</u>	<u>\$ 6,128,858</u>	<u>82%</u>

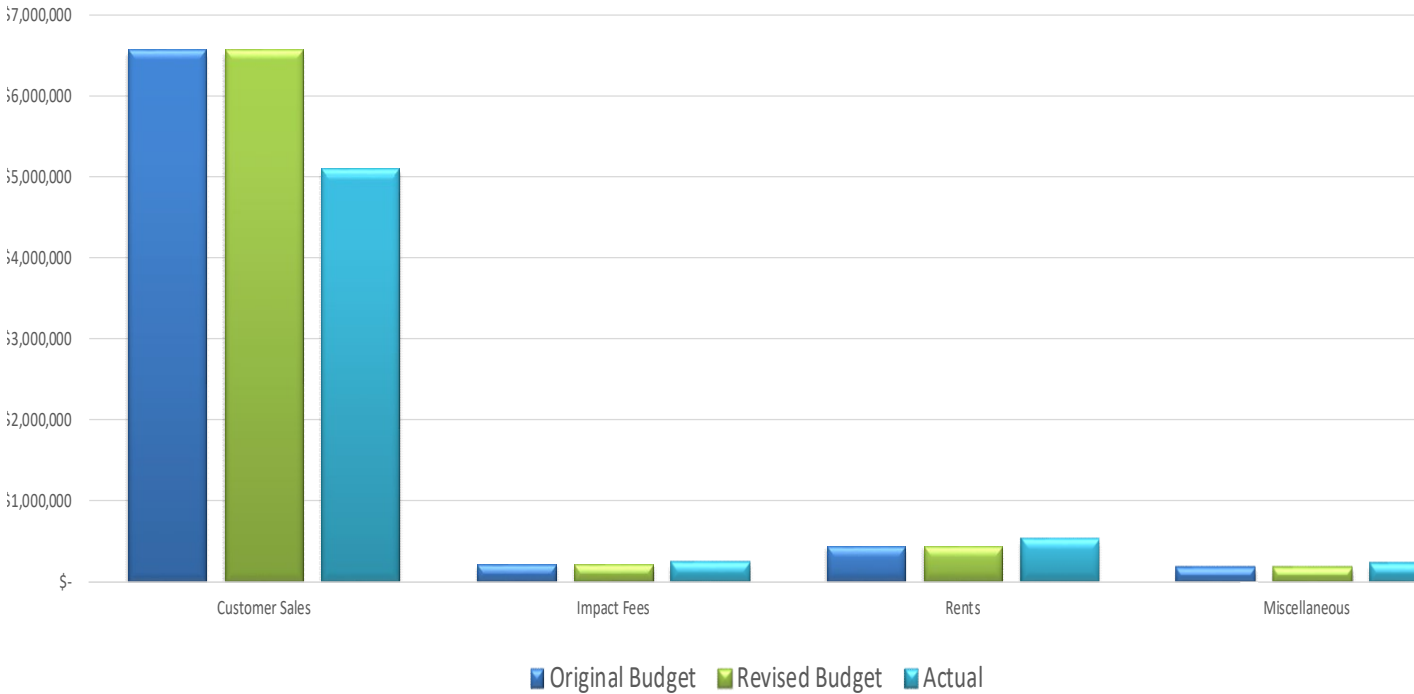
Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,508,500	\$ 4,511,900	\$ 2,735,678	61%
Interfund Services	1,029,900	1,029,900	799,042	78%
Debt Service	695,600	695,600	451,074	65%
Post Retirement Benefits	109,500	109,500	82,125	75%
Capital Project Transfers	503,000	503,000	377,250	75%
Electric I&E Fund Transfer	25,000	25,000	25,000	100%
General Fund Transfer	1,000,000	1,000,000	750,000	75%
All Other ²	25,000	25,000	16,268	65%
	<u>\$ 7,896,500</u>	<u>\$ 7,899,900</u>	<u>\$ 5,236,437</u>	<u>66%</u>

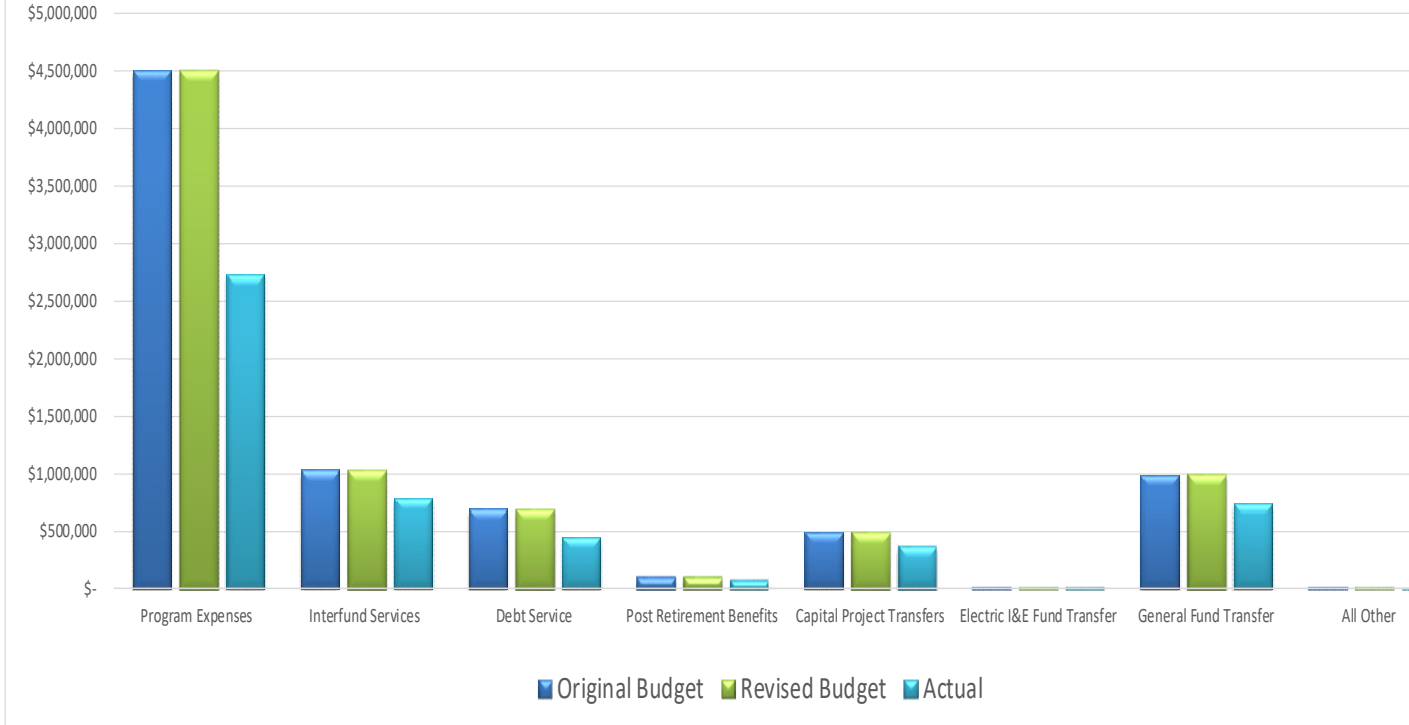
¹ Includes Penalties, Income from Sale of Assets, Miscellaneous Income, and Reconnect Fees.

² Includes Bank & CC Fees.

Water Revenues



Water Expenditures



City of Dover
Wastewater Fund Summary
Fiscal Year to Date March 2025

Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 9,843,600	\$ 9,843,600	\$ 8,331,851	85%
Impact Fees	230,000	230,000	194,764	85%
Miscellaneous ¹	150,200	153,200	23,652	15%
	\$ 10,223,800	\$ 10,226,800	\$ 8,550,267	84%

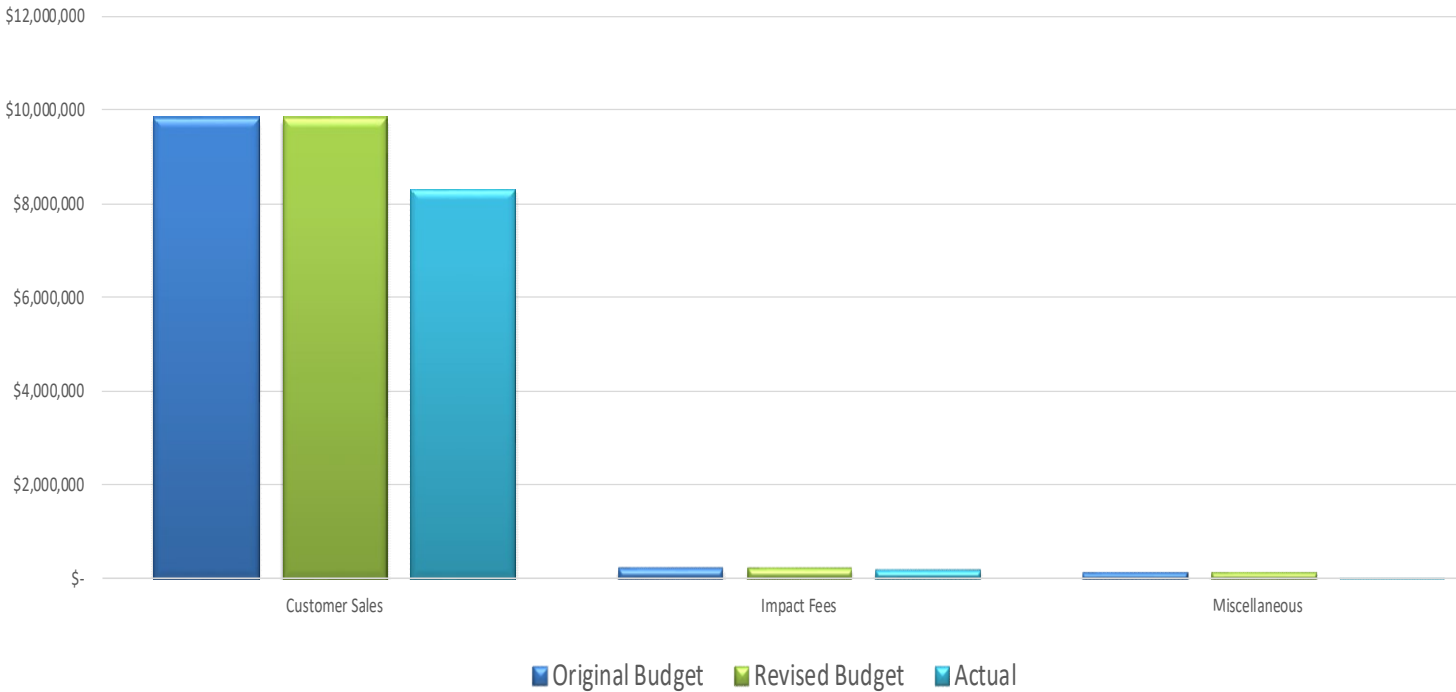
Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 1,751,000	\$ 1,754,000	\$ 1,299,918	74%
Kent County Treatment Fee	5,198,600	5,198,600	3,654,643	70%
Interfund Services	724,900	724,900	599,347	83%
Debt Service	614,200	614,200	375,614	61%
Post Retirement Benefits	4,600	4,600	3,450	75%
Capital Project Transfers	1,329,900	1,329,900	997,425	75%
Electric I&E Transfer	25,000	25,000	25,000	100%
General Fund Transfer	1,000,000	1,000,000	750,000	75%
All Other ²	11,000	11,000	5,062	46%
	\$ 10,659,200	\$ 10,662,200	\$ 7,710,459	72%

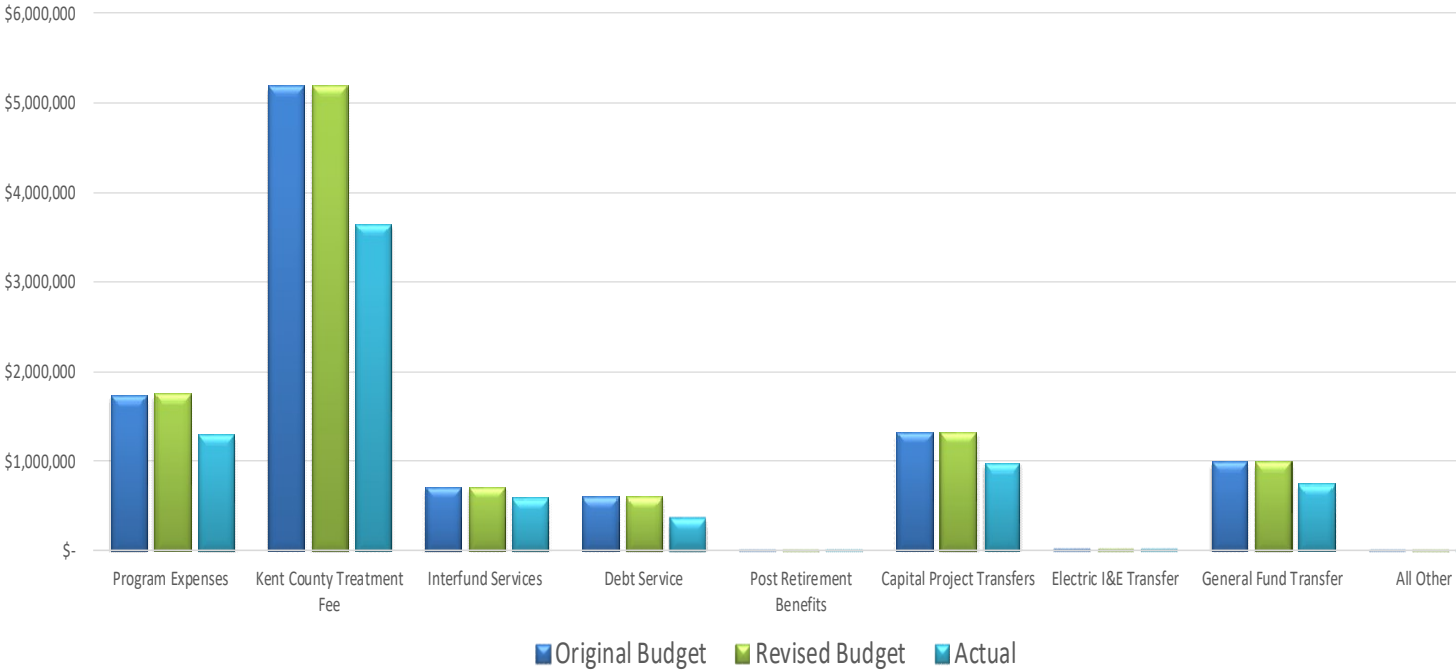
¹ Includes Interest Income, Penalties, Loss on Disposal, and Miscellaneous Income.

² Includes Bank & CC Fees.

Wastewater Revenues



Wastewater Expenditures



City of Dover
Electric Fund Summary
Fiscal Year to Date March 2025

Revenues

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 92,487,300	\$ 92,487,300	\$ 68,612,494	74%
All Other ¹	2,454,000	5,416,400	2,101,641	39%
	\$ 94,941,300	\$ 97,903,700	\$ 70,714,191	72%

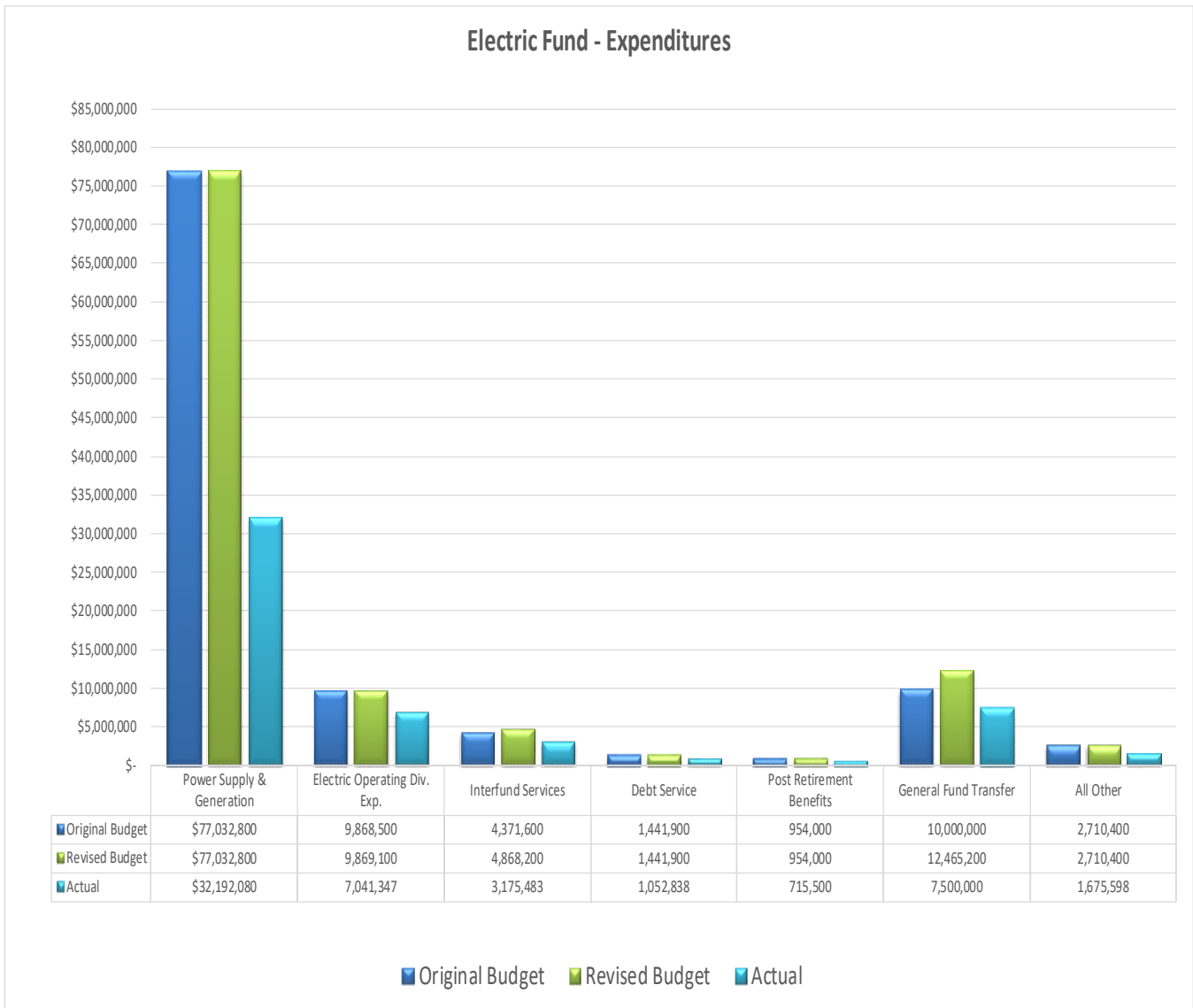
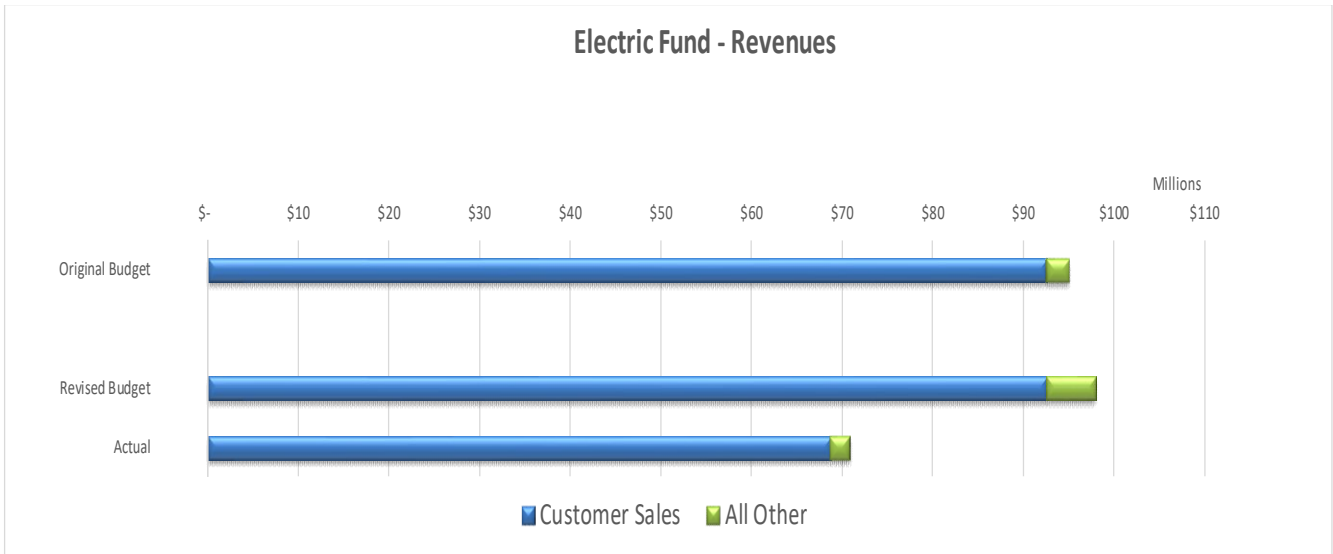
Expenditures

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 77,032,800	\$ 77,032,800	\$ 32,192,080	42%
Electric Operating Div. Exp.	9,868,500	9,869,100	7,041,347	71%
Interfund Services	4,371,600	4,868,200	3,175,483	65%
Debt Service	1,441,900	1,441,900	1,052,838	73%
Post Retirement Benefits	954,000	954,000	715,500	75%
General Fund Transfer	10,000,000	12,465,200	7,500,000	60%
All Other ²	2,710,400	2,710,400	1,675,598	62%
	\$ 106,379,200	\$ 109,341,600	\$ 53,352,845	49%

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, Green Energy Charges, and Delay Damages.

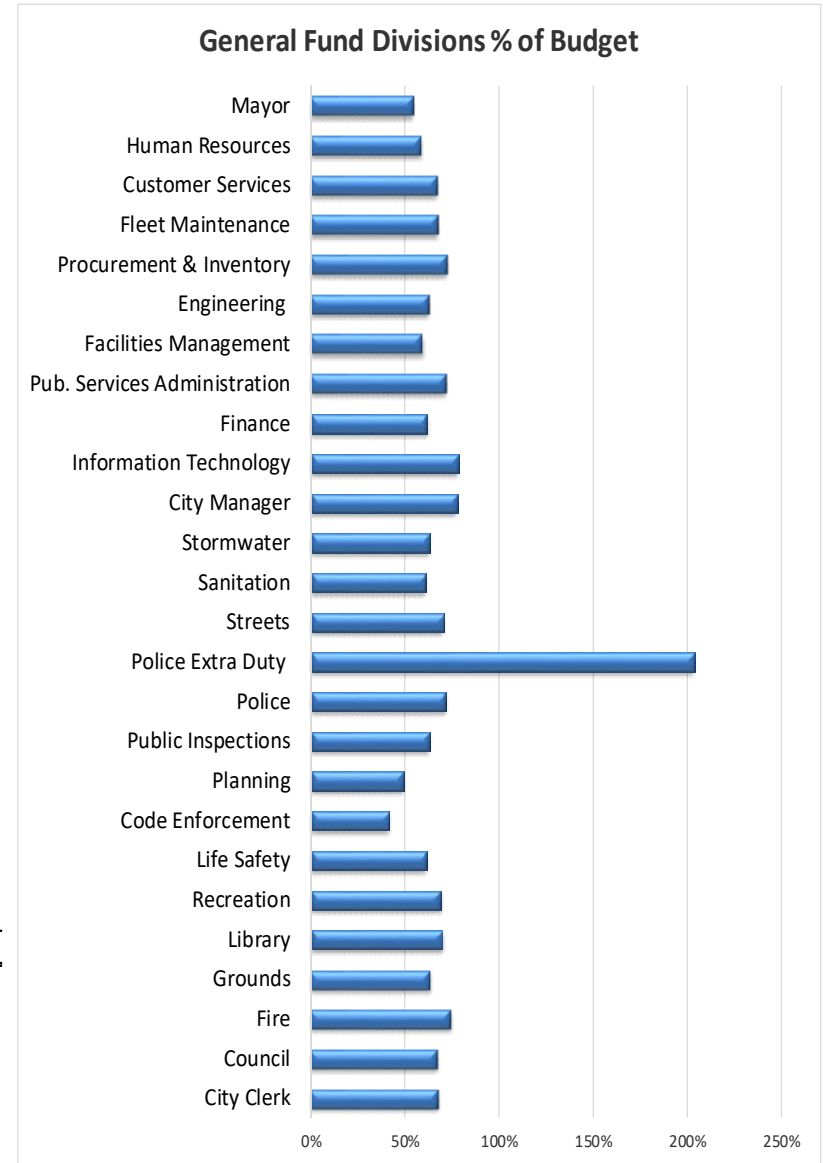
² Includes Utility Tax, Interest on Deposits, Bank & CC Fees, Bond Issuance Costs, Transfer to Uncollectible Reserve, and Green Energy.

<u>Megawatt Hours Sold & Purchased</u>	<u>Budget</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	764,148	764,148	556,344
Sales per MWh	\$119.26	\$119.26	\$121.42
Purchased/Generated MWh	774,549	774,549	569,484
All In MWh Supply & Generation	\$99.39	\$99.39	\$56.52



**City of Dover
Division Expense Summary (General Fund)
Fiscal Year to Date March 2025**

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 486,800	\$ 486,800	\$ 327,021	67%
Council	266,500	266,500	177,661	67%
Fire	1,008,300	1,015,800	748,965	74%
Grounds	1,788,500	1,790,700	1,130,678	63%
Library	2,146,000	2,146,000	1,495,322	70%
Recreation	1,573,200	1,583,900	1,081,055	68%
Life Safety	1,222,500	1,223,200	744,587	61%
Code Enforcement	1,163,500	1,162,600	476,514	41%
Planning	898,800	898,800	438,863	49%
Public Inspections	767,400	769,600	478,081	62%
Police	23,061,100	23,064,700	16,400,318	71%
Police Extra Duty	405,000	405,000	821,249	203%
Streets	797,000	802,350	561,708	70%
Sanitation	3,140,600	3,142,200	1,899,829	60%
Stormwater	1,021,200	1,018,450	637,327	63%
City Manager	1,279,000	1,402,000	1,080,929	77%
Information Technology	920,500	920,500	715,115	78%
Finance	1,009,900	999,900	613,339	61%
Pub. Services Administration	670,700	670,700	476,015	71%
Facilities Management	886,400	886,400	522,256	59%
Engineering	292,900	293,100	181,720	62%
Procurement & Inventory	958,600	965,600	693,224	72%
Fleet Maintenance	1,081,400	1,081,400	722,955	67%
Customer Services	1,456,800	1,446,800	961,187	66%
Human Resources	478,000	443,100	258,077	58%
Mayor	304,600	304,600	163,814	54%
Total	\$ 49,085,200	\$ 49,190,700	\$ 33,807,809	69%



**City of Dover
Utilities Expenditure Summary
Fiscal Year to Date March 2025**

Water Divison

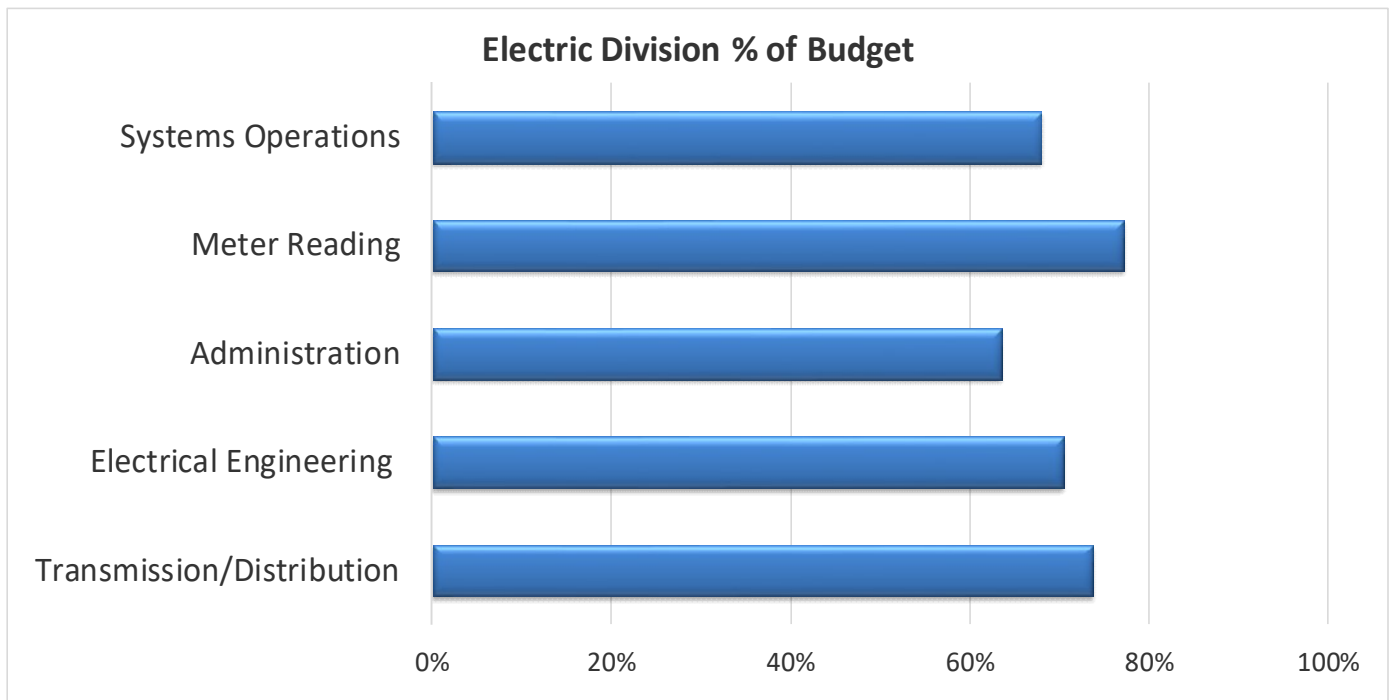
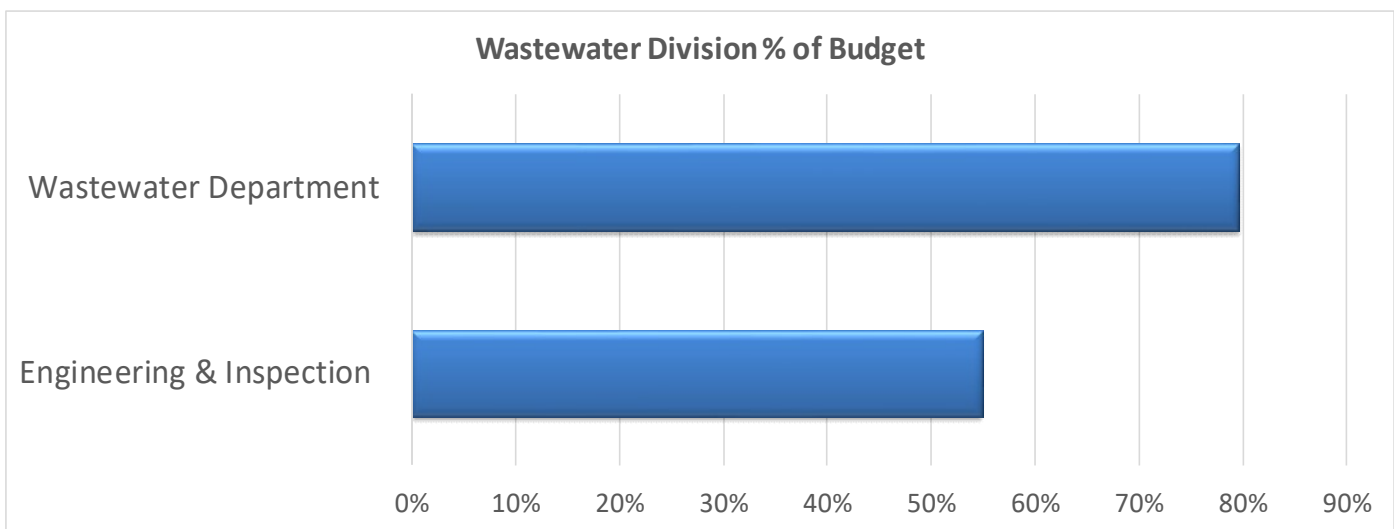
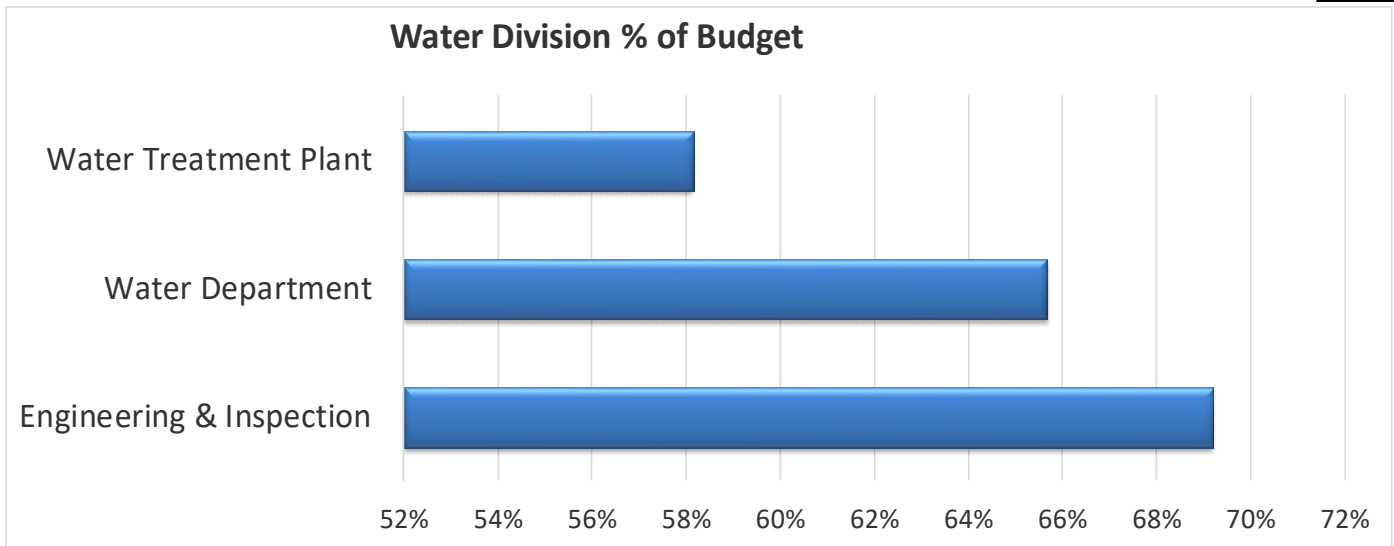
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 425,700	\$ 425,700	\$ 294,524	69%
Water Department	881,300	882,200	579,266	66%
Water Treatment Plant	3,201,500	3,204,000	1,861,888	58%
\$ 4,508,500	\$ 4,511,900	\$ 2,735,678	61%	

Wastewater Divison

	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 382,000	\$ 382,300	\$ 209,418	55%
Wastewater Department	1,369,000	1,371,700	1,090,501	79%
\$ 1,751,000	\$ 1,754,000	\$ 1,299,918	74%	

Electric Division

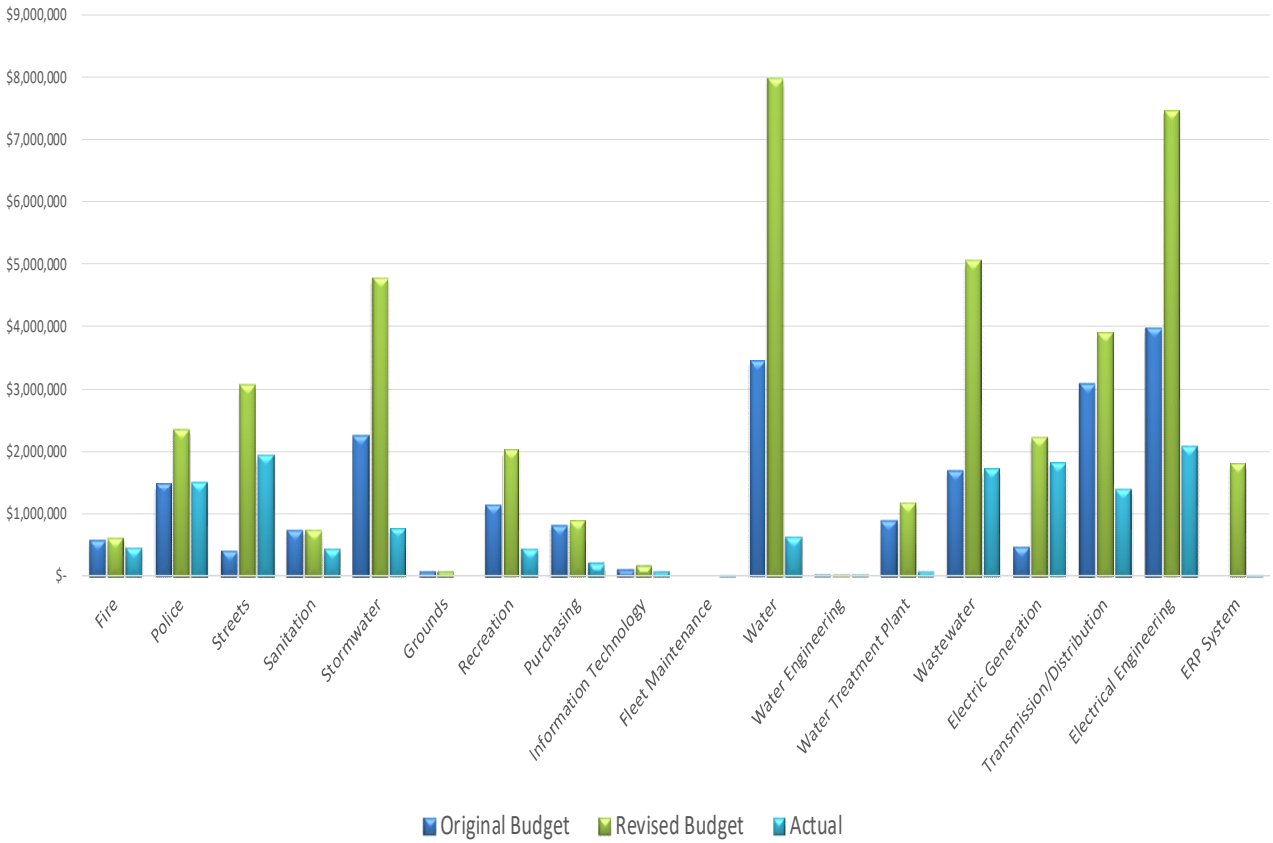
	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 5,205,100	\$ 5,205,100	\$ 3,831,095	74%
Electrical Engineering	1,937,000	1,937,000	1,362,318	70%
Administration	1,129,100	1,129,100	715,589	63%
Meter Reading	529,800	530,400	408,341	77%
Systems Operations	1,067,500	1,067,500	724,004	68%
\$ 9,868,500	\$ 9,869,100	\$ 7,041,347	71%	



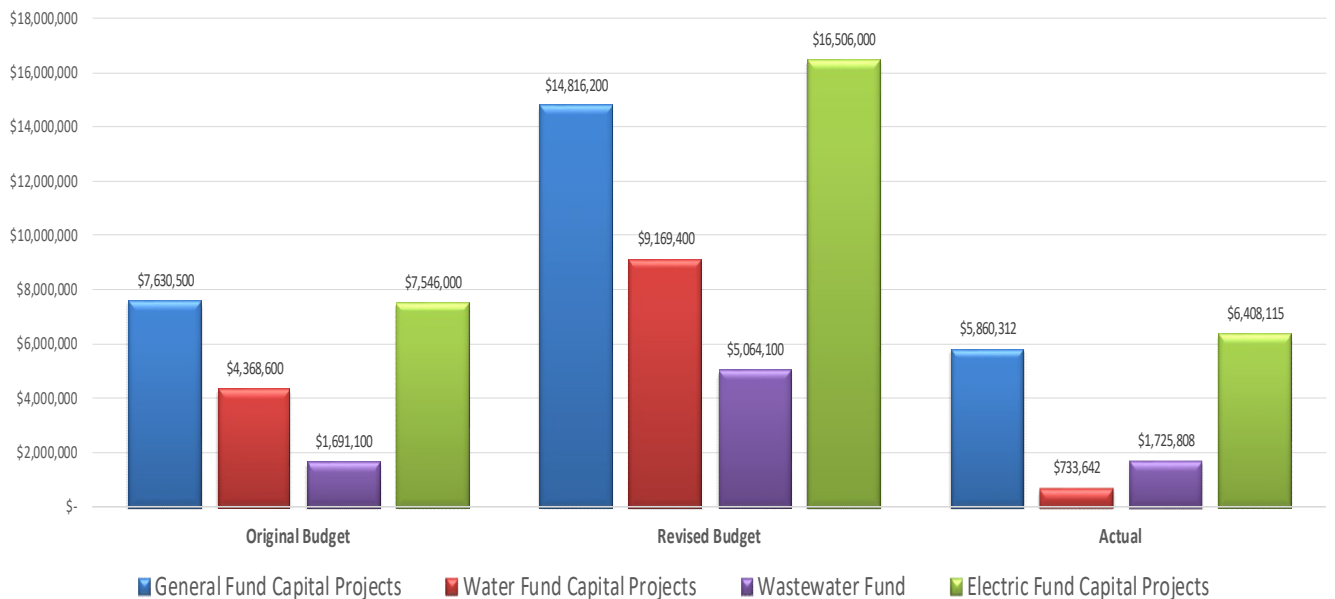
**City of Dover
Capital Outlay Summary (All Funds)
Fiscal Year to Date March 2025**

<u>General Fund</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 566,600	\$ 614,400	\$ 458,351	75%
Police	1,488,100	2,351,600	1,519,451	65%
Streets	415,800	3,063,200	1,943,906	63%
Sanitation	739,000	739,000	437,608	59%
Stormwater	2,249,000	4,786,000	776,125	16%
Grounds	80,000	80,000	-	0%
Recreation	1,160,000	2,029,800	435,163	21%
Purchasing	820,000	890,000	209,702	24%
Information Technology	112,000	179,200	79,608	44%
Fleet Maintenance	-	-	398	0%
General Fund Capital Projects	\$ 7,630,500	\$ 14,816,200	\$ 5,860,312	40%
<u>Water Fund</u>				
Water	\$ 3,456,700	\$ 7,979,700	\$ 636,263	8%
Water Engineering	26,900	26,900	25,612	95%
Water Treatment Plant	885,000	1,162,800	71,767	6%
Water Fund Capital Projects	\$ 4,368,600	\$ 9,169,400	\$ 733,642	8%
<u>Wastewater Fund</u>				
Wastewater	\$ 1,691,100	\$ 5,064,100	\$ 1,725,808	34%
Wastewater Fund Capital Projects	\$ 1,691,100	\$ 5,064,100	\$ 1,725,808	34%
<u>Electric Fund</u>				
Electric Generation	\$ 470,000	\$ 2,233,000	\$ 1,841,516	82%
Transmission/Distribution	3,090,000	3,905,400	1,402,275	36%
Electrical Engineering	3,986,000	7,485,500	2,083,850	28%
ERP System	-	1,803,500	1,920	0%
Electric Administration	-	1,078,600	1,078,554	100%
Electric Fund Capital Projects	\$ 7,546,000	\$ 16,506,000	\$ 6,408,115	39%
TOTAL CAPITAL PROJECTS	\$ 21,236,200	\$ 45,555,700	\$ 14,727,877	32%

Capital Outlay - All Divisions



Capital Outlay - By Fund



DOVER FIRE DEPARTMENT



March 2025

FIRE CHIEFS REPORT

To: Mayor and Council
From: David Carey, Fire Chief
Date: April 4, 2025
Subject: March 2025 Fire Chief's Report

The following is the monthly report of the Dover Fire Department activities for March:

Personnel Activities:

- **Meetings:** 54 hours
- **Training:** 127 hours
- **Duty Crew:** 3,881 hours
- **Incident:** 1,731 hours
- **Total Personnel Hours for February:** 5,793 hours

Major Incidents for March:

- Building Fire – 428 N Governors Ave, fire on the balcony
- Building Fire – 11 Fairway Lakes Drive, kitchen fire
- House Fire – 1799 S Taylor Avenue, basement fire, Camden
- House Fire – 152 Pom Run, Clayton
- House Fire – 40 Virginia Ave., deck fire
- House Fire – 306 Gillbrook Lane, deck fire
- Building Fire – Delmarva Corrugated

Promotions:

N/A

Newly Qualified Drivers:

Hatfield – Squad 2

Stipend Program:

The Board of Directors met last week to discuss the Stipend Program. The money has been transferred to the fire department, and we are finalizing the details. Here is an overview of the program:

- Must be a member for one year.
- Must be Interior, Driver, or Officer Qualified in accordance with the DFD bylaws.
- Every three hours worked accounts for \$30.
- You must be on the schedule for the position to receive the stipend.
- You must be clocked in on the Riding Board to receive the stipend.
- Any member responding from home for a General Alarm or Crew Call will receive \$30, as long as they have gear and make an attempt to ride.
- Anyone responding after the call is under control will not receive a stipend.
- We are creating forms for opting out of the program.
- We must collect a 1099 form from everyone participating (process date to be determined).
- The Treasurer is working with the accountant to set up the accounts for payments.
- We are anticipating a June 1st start date.

Boundary Dispute Update:

The City Solicitor requested that the Fire Commission reconsider their decision of February 18th regarding their ruling on the boundary dispute. The reconsideration was granted on March 18th; however, the Fire Commission did not change their ruling. As a result, a lawsuit will be filed against the Delaware State Fire Commission by the City of Dover based on the case history of other similar boundary disputes.

Kenton Road Construction:

Kenton Road construction is underway, we have been working with DelDOT to ensure we can provide adequate fire protection through the construction project.

DelDOT has entered phase 2 of the project with consist of the following:

Phase 2 - (Closure of Kenton Road SB from College Road to SR8):

The closure will remain in place for the traveling public to detour onto College Road. The barricades will be adjusted to a traffic pattern on SB Kenton Road at College Road to allow members to access the Station 2 entrance through the hard closure point.

Message boards will be posted on Kenton Road at College Road facing SB Kenton Road with the following message: *DOVER FIRE...ACCESS ONLY.*

This will allow our members from the north to access Station 2 as they do today.

Phase 3 - College Road to Rt 8 will close Northbound and will be one-way traffic.

Phase 4 - Front of Station 2 – 2 weeks.

Phase 5 - Full closure from Turnberry to Maple Dale – 55 days.

Phase 6 - Full closure from Turnberry to College Road – 40 days.

Our goal is to staff Station 2 with at least three people.

Fire Hazard:

There continue to be several large outdoor fires throughout the State of Delaware due to controlled burnings that have gotten out of hand. While open burning is not permitted in the City of Dover, please exercise caution in your outdoor activities this spring, as conditions remain very dry.

If you have any questions, please do not hesitate to contact me.

David Carey

Fire Chief

12:24 PM

Robbins Hose Company # 1, Inc.

Profit & Loss

04/18/25

March 2025

Accrual Basis

	<u>Mar 25</u>
Ordinary Income/Expense	
Income	
Other Income	1,150,000.00
Total Income	1,150,000.00
Expense	
Personnel & Office Expenses	
203 · Office Supplies	163.71
Total Personnel & Office Expen...	163.71
Repairs & Maintenance	
101 · Equipment Repairs	1,212.81
102 · Fuel	7,794.05
103 · Medical Supplies	61.90
104 · Other Equipment Repairs	110.00
105 · Radio Repairs	854.47
106 · Program Expenses	6,513.60
Total Repairs & Maintenance	16,546.83
Uniforms	
302 · Firefighting Gear	274.90
304 · Dispatchers Uniforms	530.18
Total Uniforms	805.08
Utilities	
402 · Electric	3,707.40
403 · Natural Gas	2,563.67
404 · Telephone	1,510.63
405 · Water/Sewer	131.45
Total Utilities	7,913.15
Total Expense	25,428.77
Net Ordinary Income	1,124,571.23
Net Income	<u>1,124,571.23</u>

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 03/01/2025 to 03/31/2025
Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire				
100 Fire, other	2	1.30%	\$0	0.00%
111 Building fire	10	6.49%	\$0	0.00%
113 Cooking fire, confined to container	3	1.95%	\$0	0.00%
118 Trash or rubbish fire, contained	1	0.65%	\$0	0.00%
131 Passenger vehicle fire	4	2.60%	\$0	0.00%
141 Forest, woods or wildland fire	2	1.30%	\$0	0.00%
143 Grass fire	1	0.65%	\$0	0.00%
150 Outside rubbish fire, other	6	3.90%	\$0	0.00%
Totals	29	18.83%	\$0	0.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat other	4	2.60%	\$0	0.00%
Totals	4	2.60%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	0.65%	\$0	0.00%
320 Emergency medical service incident, other	1	0.65%	\$0	0.00%
322 Motor vehicle accident with injuries	5	3.25%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.65%	\$0	0.00%
357 Extrication of victim(s) from machinery	1	0.65%	\$0	0.00%
Totals	9	5.84%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	3	1.95%	\$0	0.00%
440 Electrical wiring/equipment problem, other	3	1.95%	\$0	0.00%
442 Overheated motor	1	0.65%	\$0	0.00%
444 Power line down	1	0.65%	\$0	0.00%
460 Accident, potential accident, other	1	0.65%	\$0	0.00%
461 Building or structure weakened or collapsed	2	1.30%	\$0	0.00%
Totals	11	7.14%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.65%	\$0	0.00%
511 Lock-out	1	0.65%	\$0	0.00%
531 Smoke or odor removal	1	0.65%	\$0	0.00%
552 Police matter	1	0.65%	\$0	0.00%
Totals	4	2.60%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, other	17	11.04%	\$0	0.00%
611 Dispatched & canceled en route	6	3.90%	\$0	0.00%
651 Smoke scare, odor of smoke	3	1.95%	\$0	0.00%
Totals	26	16.88%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, other	13	8.44%	\$0	0.00%
710 Malicious, mischievous false call, other	3	1.95%	\$0	0.00%
730 System malfunction, other	3	1.95%	\$0	0.00%
731 Sprinkler activation due to malfunction	2	1.30%	\$0	0.00%
733 Smoke detector activation due to malfunction	2	1.30%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	1.95%	\$0	0.00%
736 CO detector activation due to malfunction	4	2.60%	\$0	0.00%

Date: 04/14/2025

Page: 1

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 03/01/2025 to 03/31/2025

Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
740 Unintentional transmission of alarm, other	9	5.84%	\$0	0.00%
741 Sprinkler activation, no fire - unintentional	1	0.65%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	18	11.69%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	11	7.14%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.65%	\$0	0.00%
Totals	70	45.45%	\$0	0.00%
8 Severe Weather & Natural Disaster				
Totals	0	0.00%	\$0	0.00%
9 Special Incident Type				
900 Special type of incident, other	1	0.65%	\$0	0.00%
Totals	1	0.65%	\$0	0.00%
Totals	154		\$0	

CITY OF DOVER POLICE DEPARTMENT



MONTHLY REPORT MARCH 2025

CITY OF DOVER DEPARTMENT OF POLICE

Item #19.



400 SOUTH QUEEN STREET
DOVER, DELAWARE 19904
302-736-7111



Chief of Police
THOMAS A. JOHNSON, JR.
Deputy Chief of Police
PAUL D. KUNTZI

Police Captains
RANDY R. ROBBINS
ROBERT E. ROSWELL
KEVIN A. STREADWICK

May 12, 2025

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

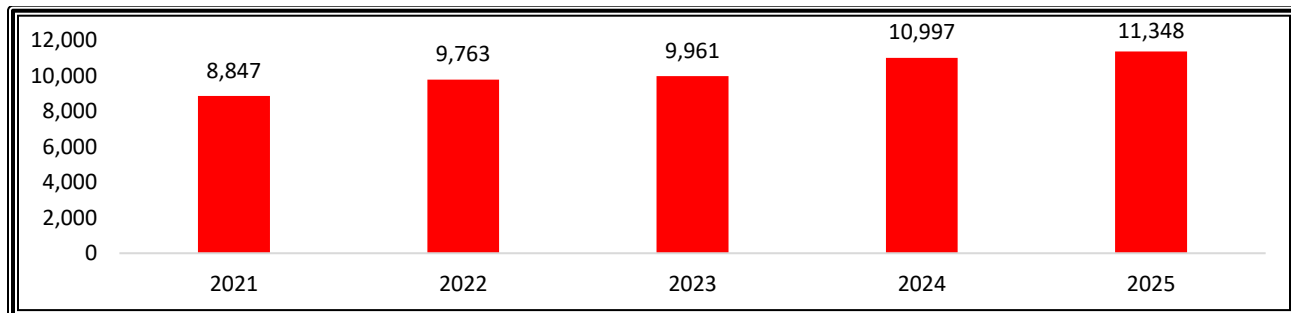
Mayor Christiansen and Council Members:

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

COMPLAINTS/EVENTS

YTD Totals compiled through March numbered 11,348.

This represents an increase of 351 from the 10,997 reported over the same period in 2024.



CRIMINAL INVESTIGATIONS

Burglary: 6 cases reported, 6 cases cleared and 0 cases was cleared from previous months.

Robbery: 3 cases reported, 3 cases cleared and 0 cases was cleared from previous months.

Sex Assault: 2 cases reported, 0 cases cleared and 1 case was cleared from previous months.

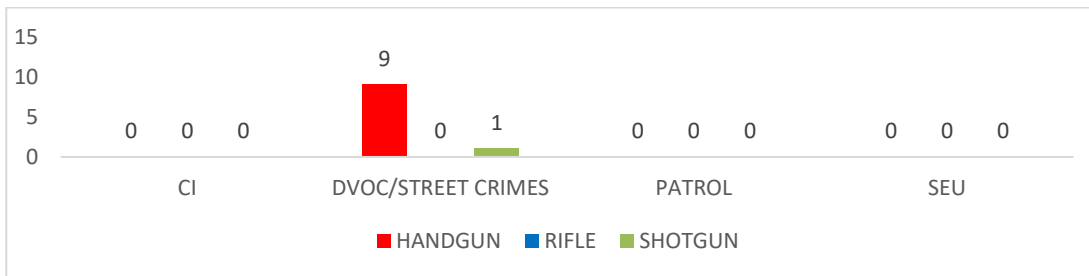
Homicide: 0 case reported, 0 case cleared and 0 case cleared from previous months.

There were 7 Non-Criminal Death Investigations, 7 cases cleared and 0 cases cleared from previous months.

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

Marijuana: 57.1 grams seized
 Cocaine: 555.02 grams seized
 Ecstasy: 0 doses seized
 Prescription Pills: 0 doses seized
 Heroin: 11.31 grams seized
 Methamphetamine: 0 grams seized
 Fentanyl: 8 grams seized
 Other Rx Drugs: 0 grams/doses seized
 Drug Proceeds: \$5,000 seized

FIREARM SEIZURES/INSIDE CITY LIMITS

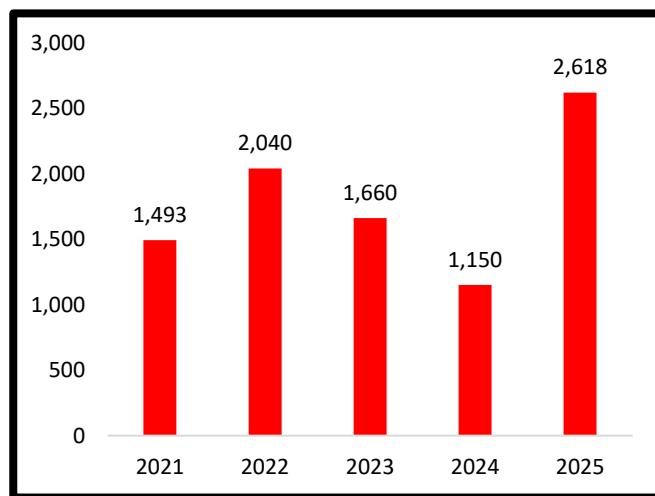


Firearms: 9 Handguns, 1 Shotgun

TRAFFIC ENFORCEMENT

YTD Citation Totals compiled through March numbered 2,618.

This represents an increase of 1,468 from the 1,150 reported over the same period in 2024.

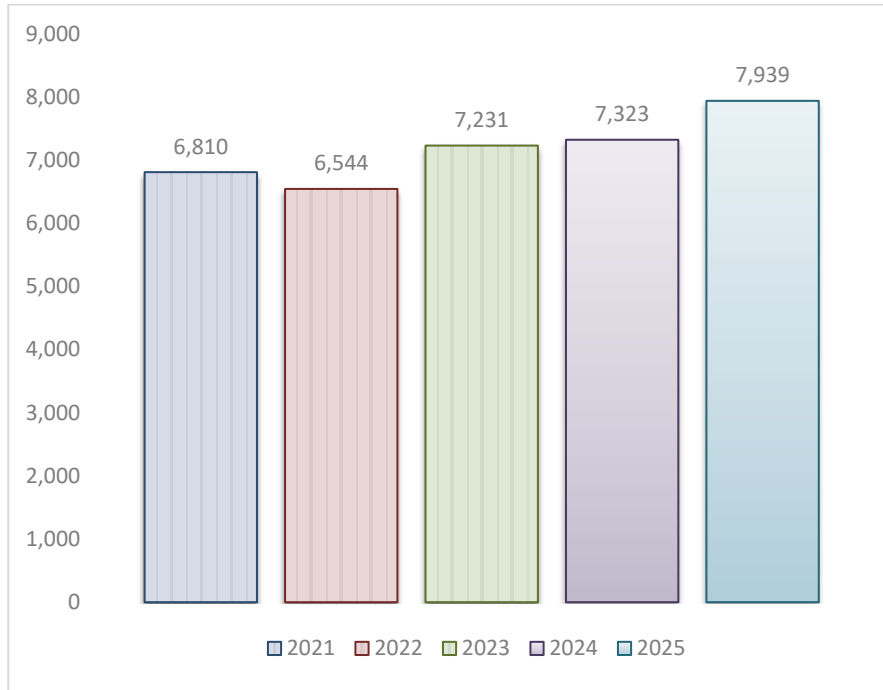


TRAFFIC CRASHES: YTD = 498

911 CENTER ACTIVITY

Total compiled during March numbered 7,939 calls.

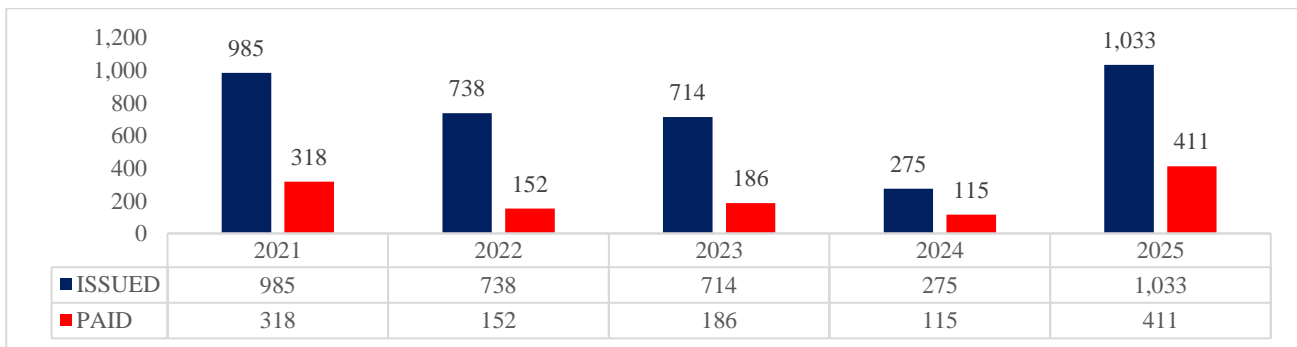
This represents an increase of 616 from the 7,323 reported during the same period in 2024.



CITY ORDINANCE SUMMONS

YTD Totals compiled through March numbered 1,033.

This represents an increase of 758 from the 275 reported over the same period in 2024.



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 March:

- **Assisted Patrol** Units during major incidents, high 911 call volume and/or low staffing
- **PAL-** Continued the **CPR Training** Program at the **ILC** and the **CSD Middle** schools
- **PAL-** Delivered *Situational Awareness* training to **Dover High School** Seniors
- Delivered CPR Training to our **Parking Enforcement** Officers
- Delivered **Cultural Diversity Training** for the Police Academy
- Delivered **Defensive Tactics & CPR/AED** training to **Cadets** in Orientation
- Officers completed their State-mandated annual in-service training hours
- The Unit provided support to the Police Academy Graduation Ceremony
- Contacted **Dover Housing Authority** regarding trespassers in vacant apartments
- Conducted **Active Shooter Training** at the **Eden Hill** Medical Center
- Officers assigned to CNT attended the **Crisis Negotiation Conference** in Baltimore
- Unit Officers also attended their respective special unit training: Sniper & SORT
- Handled a juvenile complaint in **Capital Green** [Orbeez Guns]
- Continued work on **encampments** and sanitary complaints on State-owned property
- Participated in the **neighborhood cleanup** at New and Division Streets
- Assisted with a large **Funeral Procession** inbound to **Southside Baptist Church**
- Contact with **Greenway Lakes** management about **disorderly juveniles** at the bus stop
- Covered the Police Prosecution responsibilities at the JP Court
- Assisted the **Downtown Dover Partnership** with a towing situation
- Provided **help to a disabled person** having trouble with their power chair
- Meeting with **Booker T. Washington Elementary** regarding bus stop disorderliness
- Participated in **Career Day** at North Dover and Fairview Elementary Schools
- Addressed a **parking complaint** related to a Day Care facility on River Road
- Addressed a **lewdness complaint** in the area of **Loockerman and State**
- Conducted a building tour for the **law enforcement students** from DelTech
- Recovered a **Stolen Vehicle** on the lot while visiting the **Country Club Apartments**
- Continued progress on collecting trespass authorization forms for problem locations
- Unit Officers handled a **drugged DUI driver** on South Governors Blvd.
- Met with management of the **Clearfield Apartments** about laundry room **trespassers**
- Checked homeless camp on POW MIA in regards to a **DSP Homicide Investigation**
- Supported the SRO's as they investigated a **serious student injury** at the Middle School
- Assisted the **Criminal Justice Competition** at **Sussex Tech High School**
- The **Behavioral Health Unit** (BHU) responded to 67 notable Calls for Service (CFS). Of those 67 CFS the following occurred:
 - 20 involved transports to Medical Facilities, Courthouses, & the Dover Police Department.
 - 25 involved Mental Health contacts and 19 involved Substance Abuse contacts, while 6 CFS involved a combination of both.
 - 45 involved other circumstances and/or CFS types.
 - 74 total field contacts involving Mental Health, Substance Abuse, and/or Other Circumstances.
- BHU Meetings/Community Engagement/Projects

- Most Notable: PFC Shepherd assisted CPL Seibert with an armed suicidal subject near a daycare. This included several felony arrests, a Lethal Violence Protection Order, and a DNA Search Warrant.
 - Assisted the Investigations Unit with drug complaints and psychiatric incidents.
 - Clinician Heath and PFC Shepherd completed Group CISM Certification through the International Critical Incident Stress Foundation and the DE State Fire Commission.
 - Clinician Heath attended training to assist individuals with Intellectual & Developmental Disability (IDD) such as group home clients.
 - Clinician Heath attended Child Abduction Response Team (CART) training
 - To support accreditation, PFC Shepherd performed a CALEA Assessment interview about the Dover Police Department responses and policies regarding Mental Health.
 - Continued conversations and improvements regarding the relationship between Dover PD, Bayhealth, and DBH.
 - Assist with the Quality of Life Initiative as needed for resources, arrests, and transports.
 - Communicated with the Overdose Response Team (ORT) and the Post-Overdose Response Team (PORT) regarding the effectiveness of 'Harm Reduction' programs within the City of Dover.
 - Conversations with Kent County Superior Court Commissioner Freud and other related agencies regarding Red Flag Capiases.
- Continued the **Quality of Life (QOL) Operation** at hot spot locations on the Route 13 corridor & the Downtown District. See the programs/initiatives section for further details.

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

PROGRAMS AND INITIATIVES

- ✚ The official recognition of our 100th Anniversary occurred on the steps of Dover Police Headquarters on March 12, 2025. There was an exceptional turnout, on a day with better than expected weather conditions, that combined to make a most memorable event. The Dover Police Department appreciates the presence and participation of the Mayor, Council, and other officials from the City, County and State Governments. Our Centennial year continues with commemorative items and additional special events. Our formal gala is still set for September 12, 2025. Details will be available in July.
- ✚ The Department would like to congratulate Lt. Peter Martinek upon his graduation from the FBI National Academy. The FBINA is an internationally recognized police executive training program. Lt. Martinek lived in Virginia for 10 weeks while engaging more than 500 contact hours of higher learning. Selection for this program is highly competitive, with each State or Territory earning only a few precious slots each. Pete now brings back to Dover the resources found at the Academy as well as his network of professional contacts from around the globe to support our local initiatives.
- ✚ The Quality of Life initiative continued in March and continues to be coordinated by the Community Policing Unit and led by the Behavioral Health Unit. There were 31 separate QOL-related interventions during the month, resulting in 71 contacts with individuals, most of whom were trespassing on protected properties. 68.5 hours of overtime was expended while the initiative was in operation. Dispositions of the encounters continued to include transport to

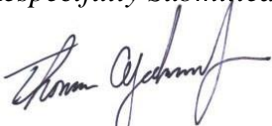
hospital, referral to services, left alone, or charged with the offense(s) appropriate to the situation.

Item #19.

- ✚ The Department would like to congratulate our newest Officer, Joshua Heredia as he has graduated from the 8th Session of the Dover Municipal Police Academy. He will immediately begin his Field Training program and should be ready for independent duty by the summer. The Academy thanks the Mayor for speaking at graduation and the various members of City Council for attending the ceremony. The Capital School District has always been a great partner and we appreciate the use of the Middle School facility for graduation.
- ✚ A GVI Call-in was conducted on March 26, 2025 at Crossroad Christian Church at 5 p.m. Another 20 members of Groups associated with lethal Violence were brought in for an opportunity to accept services and change their lives before the next shooting event does it for them. This Intervention program is aimed at all violence but, in particular, strives to prevent retaliatory shootings. Our partners in this endeavor continue to be the various branches of the Departments of Corrections and Social Services. The targeted offenders are also warned that their continued behavior will be prosecuted to the fullest extent.
- ✚ The Quilting Club of Delaware honored our Emergency Communications Center by creating quilts for every dispatcher. They were inspired by the recent international boat rescue where the Dover, DE 911 Center facilitated the response to a vessel in distress off the coast of Dover, England. We thank all of the ladies for their kind words and we can assure them that the quilts will come in handy going forward.

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*

NOTICE OF PUBLIC HEARING

The City of Dover Council will hold a public hearing on Monday, June 9, 2025, at 6:30 p.m. in the Council Chambers of Dover City Hall to consider adoption of the following proposed Electric Fund budgets for the fiscal year beginning July 1, 2025 to June 30, 2026. The following budgets have been submitted to the Mayor and Council for their review and consideration and the amounts are subject to change.

ELECTRIC REVENUE FUND

BEGINNING BALANCE	\$48,251,000
DISTRIBUTION OF EARNINGS - PCA CREDIT	-
BEGINNING BALANCE – ADJUSTED	\$48,251,000
BASE REVENUE:	
DIRECT SALES TO CUSTOMER	\$101,796,900
UTILITY TAX	1,348,500
MISCELLANEOUS REVENUE	700,000
RENT REVENUE	135,000
GREEN ENERGY	135,000
INTEREST EARNINGS	400,000
INTRAFUND SERVICE RECEIPTS W/WW	75,000
TOTAL REVENUES	\$104,590,400
TOTAL BEGINNING BALANCE & REVENUES	\$152,841,400
EXPENSES:	
POWER SUPPLY	\$26,631,500
DOVER SUN PARK ENERGY	3,361,200
SOLAR RENEWAL ENERGY CREDITS	375,100
POWER SUPPLY MANAGEMENT	729,900
REC'S (Renewable Energy Credits)	6,465,100
RGGI	87,500
PJM CHARGES - ENERGY	12,675,700
PJM CHARGES - TRANSMISSION & FEES	17,001,700
CAPACITY CHARGES	22,291,100
SUB-TOTAL POWER SUPPLY	89,618,800
PLANT OPERATIONS	2,239,600
GENERATIONS FUELS	28,500
PJM SPOT MARKET ENERGY	(108,300)
PJM CREDITS	(188,000)
CAPACITY CREDITS	(9,336,100)
GENERATION SUBTOTAL	(7,364,300)
POWER SUPPLY & GENERATION SUBTOTAL	82,254,500
DIRECT EXPENDITURES	
TRANSMISSION/DISTRIBUTION	\$5,760,600
ELECTRICAL ENGINEERING	2,052,000
ADMINISTRATION	1,155,900
METER READING	569,400
SYSTEMS OPERATIONS	1,159,400
DIRECT EXPENDITURE SUBTOTALS	10,697,300
OTHER EXPENSES:	
UTILITY TAX	\$1,348,500
ALLOW FOR UNCOLLECTIBLES	100,000
CONTRACTUAL SERVICES - RFP'S	50,000
LEGAL EXPENSES	50,000
INTERFUND SERVICE FEES	5,123,800
INTEREST ON DEPOSITS	20,000
BANK & CREDIT CARD FEES	650,000
DEBT SERVICE	1,376,300
STORM EXPENSE	150,000
OTHER EXPENSES SUBTOTAL	8,868,600
TRANSFER TO:	
IMPROVEMENT & EXTENSION	10,538,300
GENERAL FUND	10,000,000
RATE STABILIZATION RESERVE	135,000
TRANSFER TO INVENTORY WRITE-OFFS	100,000
TRANSFER TO SUBTOTAL	20,773,300
TOTAL EXPENSES	122,593,700
BUDGET BALANCE - WORKING CAPITAL	30,247,700
TOTAL BUDGET BALANCE & EXPENSES	\$152,841,400

IMPROVEMENT & EXTENSION FUND

BEGINNING BALANCE	\$7,761,874
REVENUES	
TRANSFER FROM ELECTRIC	10,538,300
GENERAL SERVICE BILLING	200,000
TOTAL REVENUES	<u>10,738,300</u>
TOTALS	<u><u>\$18,500,174</u></u>
EXPENSES	
ELECTRIC ADMINISTRATION	60,000
ELECTRIC GENERATION	460,000
TRANSMISSION AND DISTRIBUTION	2,400,000
ELECTRICAL ENGINEERING	5,964,000
METER READING	50,800
ERP SYSTEM	1,803,500
TOTAL EXPENSES	10,738,300
BUDGET BALANCE	\$7,761,874
TOTAL BUDGET BALANCE & EXPENSES	<u><u>\$18,500,174</u></u>

MAYOR AND COUNCIL

PROPOSED COUNCIL RESOLUTION NO. 2025-06

A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE CITY OF DOVER, DELAWARE.

WHEREAS, the City of Dover's investment policy includes the investment of funds up to \$100,000 per banking institution, investments in the State of Delaware Investment Pool, and the purchase and sale of investment grade corporate bonds, and U.S. Treasury and agency securities; and

WHEREAS, the banking institutions, brokerage firms, trust companies, and other various financial institutions require an Authorizing Resolution for the opening of accounts, and for purchasing, selling, transferring, assigning, and handling securities;

WHEREAS, by the Mayor and Council of the City of Dover, that the Controller/Treasurer and Assistant Treasurers are hereby authorized to open accounts with banking institutions and purchase, sell, transfer, assign, and handle securities, and that they are authorized to sign all related forms;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dover, that the Controller/Treasurer and Assistant Treasurers are hereby authorized to open accounts with banking institutions and purchase, sell, transfer, assign, and handle securities and that they are authorized to sign all related forms;

BE IT FURTHER RESOLVED that the transactions in these accounts be carried out with any one signature; and

That the following are the office holders authorized for these purposes, until further notice:

- | | |
|----------------------|--------------------------------|
| Patricia M. Marney | Controller/Treasurer |
| Melanie S. Patterson | Assistant Controller/Treasurer |
| Andria L. Bennett | Assistant Treasurer |
| Arielle M. Rivera | Assistant Treasurer |

ADOPTED:

ROBIN R. CHRISTIANSEN
MAYOR

DAVID L. ANDERSON
COUNCIL PRESIDENT

Actions History
05/12/2025 - Introduction - City Council

MAYOR AND COUNCIL

PROPOSED COUNCIL RESOLUTION NO. 2025-05

1 **A RESOLUTION URGING THE DELAWARE GENERAL ASSEMBLY TO**
2 **IMPLEMENT A LOCAL MARIJUANA TAX**

3
4 **WHEREAS**, the City of Dover is one of the few municipalities voluntarily permitting cannabis
5 cultivation, manufacturing, testing, and retail in compliance with the Delaware Marijuana Control
6 Act; and

7
8 **WHEREAS**, the burden of the community costs of the Delaware Marijuana Control Act are borne
9 by the local communities; and

10
11 **WHEREAS**, there is no local revenue sharing to give any incentive to local governments to
12 participate in creating a legal marijuana market; and

13
14 **WHEREAS**, the responsibility to establish and enforce regulations for marijuana businesses,
15 including licensing, zoning, and health and safety standards can be administratively costly and
16 complex; and

17
18 **WHEREAS**, local communities are suffering from the costs of other illegal drugs, and the
19 intention of the Delaware Marijuana Control Act is to provide a better alternative for individuals,
20 communities and the state; and

21
22 **WHEREAS**, the opioid epidemic has overburdened EMS, treatment and police resources; and

23
24 **WHEREAS**, community resistance to marijuana business could be alleviated by providing
25 societal benefits supported by tax revenue generated from said businesses; and

26
27 **WHEREAS**, the benefits and not just the costs of marijuana legalization should be seen in the
28 local communities, and having a share of the benefits to fund local law enforcement and
29 community development would strengthen support for the act in the long term.

30
31 **NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE**
32 **CITY OF DOVER** respectfully and strongly request that the Delaware General Assembly enact
33 a standardized local tax applicable to all counties and municipalities that permit marijuana
34 operations.

35 ADOPTED:
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City Clerk

ADOPTED this ____ day of 2025.

CITY OF DOVER, DELAWARE

Attest:

Clerk, Dover City Council

President, Dover City Council

APPROVED by the Mayor of the City of Dover on the ____ day of 2025.

Mayor

DRAFT



**PROPOSED ORDINANCE #2025-05
OPTION A (Warning)
WITH STAFF AMENDMENT #1**

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3
4 That Chapter 98 – Streets, sidewalks, storm sewers, and other public places be amended by
5 inserting the text indicated in bold, blue, and deleting the text indicated in red strikethrough as follows:
6

7 **Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the**
8 **street right-of-way.**

- 9
10 (a) It shall be unlawful for the owner ~~or~~, occupant **or person having control** of any
11 ~~premises~~ **property** abutting upon a sidewalk to permit or allow ~~snow or ice to remain~~
12 ~~thereon for longer than 12 hours of daylight after it has ceased snowing, or to permit~~
13 debris or other materials to accumulate at any time so that pedestrians may conveniently
14 and safely pass.
- 15 (b) It is the responsibility of the owner ~~or~~, occupant **or person having control** of any
16 ~~premises~~ **property** abutting upon a sidewalk to keep the landscaped area between the
17 sidewalk and the curblin, or where no sidewalk exists between the property line and
18 curblin or paved street, maintained in accordance with the standards set forth in
19 chapter 114, article II, pertaining to weeds.
- 20 (c) It shall be unlawful to sweep, blow, or otherwise discharge grass clippings into any
21 street, sidewalk, storm drain, or water course more than incidental amounts of grass.
- 22 (d) Violations; penalties. Any ~~person(s) violating property in violation of~~ any provision
23 of this section shall be fined as provided for in Appendix F—Fees and Fines.

24
25 **Sec. 98-12. Snow and ice removal from sidewalks in the public right of way.**

- 26
27 (a) **It shall be unlawful for the owner ~~or~~, occupant or person having control of any**
28 **~~premises~~ property to permit or allow sidewalk(s) abutting the property to**
29 **accumulate snow or ice when 24 hours have passed since the snowfall ends. ~~it has~~**
30 **~~ceased snowing.~~ The sidewalks must remain clear after the initial 24-hour period of**
31 **~~the ceasing of snow from the last snowfall ending.~~**
- 32
33 (b) **Warning; posting. Any property found to have snow or ice remaining on sidewalk(s)**
34 **abutting property after 24 hours have passed since the snowfall ends ~~cease of snow~~**

35 **will receive an initial notice of violation via posting of notice by the code official.**
 36 **This notice provides an additional 24 hours to remove all snow and ice from the**
 37 **sidewalk.**

38
 39 **(c) Violations; penalties. Any property ~~owner~~ who fails to keep the sidewalk(s) free**
 40 **from snow and ice after 24 hours of the posting of the initial notice of violation will**
 41 **be subject the property owner to penalties as provided in Appendix F- Fees and**
 42 **Fines.**

43
 44 **(d) Appeals: Any person aggrieved by a decision of the code official or believes**
 45 **they are subject to an exemption from this section, shall have the right to**
 46 **appeal to the Code Board of Appeals. Such an appeal must be filed in writing**
 47 **and submitted to the City Clerk’s Office within 30 days of the date of written**
 48 **correspondence.**

49
 50 **Secs. 98-~~12-13~~—98-40. Reserved.**

51
 52 **BE IT FURTHER ORDAINED:**

53
 54 That Appendix F -Fees and Fines, be amended by inserting the text indicated in bold, blue font
 55 and deleting the text indicated in red strikeout as follows:

56
 57 **Chapter 98. – Streets, Sidewalks, and Other Public Places**

Chapter 98. Streets, Sidewalks and Other Public Places	Fees and Fines
<i>Article I. In General</i>	
Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way	\$100.00 per violation
Sec. 98-11. Placement of wireless communications facilities within rights-of-way (c) Use of Rights-of-Way Permit	
(1) Permit Fee	\$25.00 for ROW Permit
(2) Annual Fee for Rights-of-way Use	No charge for WCF placement on existing City owned wireless support structure in City ROW \$220.00 for Placement of new wireless support structure/pole in City ROW

	\$220.00 for WCF placement on a third party/non-City wireless support structure/pole in City ROW
Sec. 98-12. Snow and ice removal from sidewalks in the public right of way.	
(b) Warning; Posting	\$0.00
(c) Violations; penalties	\$100.00 per violation
<i>Article VI. Excavations</i>	
Sec. 98-253. Bond	Maximum of \$5,000.00 per opening
<i>Article VII. Parades</i>	
Sec. 98-303. Fee at the time of filing the application for a parade permit	\$10.00. This fee may be waived, in whole or in part, by the chief of police.

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ADOPTED: *

SYNOPSIS

The ordinance amends Chapter 98, establishing a stricter timeline for snow and ice removal, requiring sidewalk(s) abutting the properties to be cleared within 24 hours after snowfall ends, with a notice of violation issued if sidewalks remain uncleared after this period. Failure to comply after the notice results in penalties. These changes aim to improve pedestrian safety, maintain clean public spaces, and ensure compliance with city maintenance standards. Additionally, the ordinance amends the fees and fines for violations, including a \$100 fine for non-compliance with snow and ice removal.

(SPONSORS: NEIL AND HUGG)

Action History

- 05/12/2025 – Scheduled for Final Reading – City Council
- 04/28/2025 – First Reading – City Council
- 04/08/2025 – Introduction – Council Committee of the Whole/Legislative, Finance, and Administration Committee with Staff Amendment #1
- 02/25/2025 - Council Committee of the Whole/ Legislative, Finance, and Administration Committee



**PROPOSED ORDINANCE #2025-05
OPTION B (No Warning)
WITH STAFF AMENDMENT #1**

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3
4 That Chapter 98 – Streets, sidewalks, storm sewers, and other public places be amended by
5 inserting the text indicated in bold, blue, and deleting the text indicated in red strikethrough as follows:
6

7 **Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the**
8 **street right-of-way.**

- 9
10 (a) It shall be unlawful for the owner ~~or~~, occupant **or person having control** of any
11 ~~premises~~ **property** abutting upon a sidewalk to permit or allow ~~snow or ice to remain~~
12 ~~thereon for longer than 12 hours of daylight after it has ceased snowing, or to permit~~
13 debris or other materials to accumulate at any time so that pedestrians may conveniently
14 and safely pass.
- 15 (b) It is the responsibility of the owner ~~or~~, occupant **or person having control** of any
16 ~~premises~~ **property** abutting upon a sidewalk to keep the landscaped area between the
17 sidewalk and the curblin, or where no sidewalk exists between the property line and
18 curblin or paved street, maintained in accordance with the standards set forth in
19 chapter 114, article II, pertaining to weeds.
- 20 (c) It shall be unlawful to sweep, blow, or otherwise discharge grass clippings into any
21 street, sidewalk, storm drain, or water course more than incidental amounts of grass.
- 22 (d) Violations; penalties. Any ~~person(s) violating property in violation of~~ any provision
23 of this section shall be fined as provided for in Appendix F—Fees and Fines.

24
25 **Sec. 98-12. Snow and ice removal from sidewalks in the public right of way.**

- 26
27 (a) **It shall be unlawful for the owner ~~or~~, occupant or person having control of any**
28 **~~premises~~ property to permit or allow sidewalk(s) abutting the property to**
29 **accumulate snow or ice when 24 hours have passed since the snowfall ends. ~~it has~~**
30 **~~ceased snowing.~~ The sidewalks must remain clear after the initial 24-hour period of**
31 **~~the ceasing of snow from the last snowfall ending.~~**
- 32
33 (b) **~~Warning; posting. Notice:~~ Any property found to have snow or ice remaining on**
34 **sidewalk(s) abutting property after 24 hours have passed since the ~~cease of snow~~**

35 **snowfall ends will receive a notice of violation and a citation in writing by the code**
 36 **official. an initial notice of violation via posting of notice by the code official. This**
 37 **notice provides 24 hours to remove all snow and ice from the sidewalk.**

38
 39
 40 **(c) Violations; penalties. Any property who fails to keep the sidewalk(s) free from snow**
 41 **and ice after 24 hours of the posting of the initial notice of violation will be subject**
 42 **the property owner to penalties as provided in Appendix F- Fees and Fines.**

43
 44 **(d) Appeals: Any person aggrieved by a decision of the code official or believes**
 45 **they are subject to an exemption from this section, shall have the right to**
 46 **appeal to the Code Board of Appeals. Such an appeal must be filed in writing**
 47 **and submitted to the City Clerk’s Office within 30 days of the date of written**
 48 **correspondence.**

49 **Secs. 98-~~12~~13—98-40. Reserved.**

50
 51 **BE IT FURTHER ORDAINED:**

52
 53 That Appendix F -Fees and Fines, be amended by inserting the text indicated in bold, blue font
 54 and deleting the text indicated in red strikeout as follows:

55
 56 **Chapter 98. – Streets, Sidewalks, and Other Public Places**

Chapter 98. Streets, Sidewalks and Other Public Places	Fees and Fines
<i>Article I. In General</i>	
Sec. 98-5. Duty of tenants or owners to maintain sidewalks and landscaped areas within the street right-of-way	\$100.00 per violation
Sec. 98-11. Placement of wireless communications facilities within rights-of-way (c) Use of Rights-of-Way Permit	
(1) Permit Fee	\$25.00 for ROW Permit
(2) Annual Fee for Rights-of-way Use	No charge for WCF placement on existing City owned wireless support structure in City ROW \$220.00 for Placement of new wireless support structure/pole in City ROW

	\$220.00 for WCF placement on a third party/non-City wireless support structure/pole in City ROW
Sec. 98-12. Snow and ice removal from sidewalks in the public right of way.	
(b) Warning; Posting	\$0.00
(c) Violations; penalties	\$100.00 per violation
<i>Article VI. Excavations</i>	
Sec. 98-253. Bond	Maximum of \$5,000.00 per opening
<i>Article VII. Parades</i>	
Sec. 98-303. Fee at the time of filing the application for a parade permit	\$10.00. This fee may be waived, in whole or in part, by the chief of police.

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ADOPTED: *

SYNOPSIS

The ordinance amends Chapter 98 establishing a stricter timeline for snow and ice removal, requiring sidewalk(s) abutting the properties to be cleared within 24 hours after snowfall ends. All violations would receive a citation without a warning. These changes aim to improve pedestrian safety, maintain clean public spaces, and ensure compliance with city maintenance standards. Additionally, the ordinance amends the fees and fines for violations, including a \$100 fine for non-compliance with snow and ice removal.

(SPONSORS: NEIL AND HUGG)

Action History

05/12/2025 – Scheduled for Final Reading – City Council
 04/08/2025 – Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration Committee with Staff Amendment #1
 02/25/2025 - Council Committee of the Whole/ Legislative, Finance, and Administration Committee



**PROPOSED ORDINANCE #2025-06
WITH STAFF AMENDMENT #1**

1 **BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN**
2 **COUNCIL MET:**

3
4 That Chapter 1 – General Provisions be amended by inserting the text indicated in bold, blue, as
5 follows:

6
7 **Sec. 1-18. Code Board of Appeals.**

8
9 (a) *Established; composition; appointment.* There shall be a committee to be referred to as
10 the " Code Board of Appeals," consisting of five members. The council president shall
11 appoint three elected city officials, and the mayor shall appoint two city residents
12 generally selected as a representative of homeowners. Members shall serve one-year
13 terms unless sooner removed. All appointments are subject to confirmation by the city
14 council at its second regular meeting in May. The Code Board of Appeals shall elect
15 one of its members as chairperson.

16
17 (b) *Appeals.* Whenever any ~~person~~ **property owner** is aggrieved by a decision of the code
18 official with respect to any provision of the Dover Code of Ordinance, **said owner** shall
19 have the right ~~of that person~~ to appeal to the Code Board of Appeals. Such an appeal
20 must be filed in writing and submitted to the City Clerk’s Office within 30 days of
21 ~~the date of written correspondence. after the determination by the official code.~~

22
23 (c) *Exempt.* The following are exempt from these provisions under this section:

24
25 (1) No notice, order, citation, or summons shall be determined by the Code Board of
26 Appeals pertaining **to** Chapter 22- Building and Building Regulations.

27
28 (2) No notice, order, citation, or summons shall be determined by the Code Board of
29 Appeals pertaining **to** Chapter 46- Fire Prevention and Protection.

30
31 (3) No notice, order, citation, or summons shall be determined by the Code Board of
32 Appeals when issued by any law enforcement agency having jurisdiction.

33
34 (d) *Notice; hearing.* Upon receipt of such an appeal the Code Board of Appeals shall set a
35 time and place in not less than ten, nor more than 30 days, for the purpose of hearing

36 **the appeal. Notice of the time and place of the hearing of the appeal shall be given to**
37 **all parties, at which time they may appear and be heard. The determination by the**
38 **Code Board of Appeals shall be final in all cases.**

39
40 **(e) Stay of Enforcement. Appeals of any notice, order, citation, or summons (other than**
41 **Imminent Danger notices) shall stay the enforcement of the notice, order, citation, or**
42 **summons until the appeal is resolved by the appeals board.**

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44
45 ADOPTED: *

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48 **SYNOPSIS**

49 This ordinance establishes a Code Board of Appeals. The board will hear appeals from individuals
50 aggrieved by decisions made by the official code, with appeals to be filed within 30 days. Certain
51 provisions, such as those related to building regulations, fire prevention, and law enforcement, are
52 exempt from the board’s jurisdiction. The board will set a hearing date within 10 to 30 days of
53 receiving an appeal, and its decision will be final.

54
55 (SPONSORS: NEIL AND HUGG)

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58 Action History

- 59 05/12/2025 – Scheduled for Final Reading – City Council
- 60 04/28/2025 – First Reading – City Council
- 61 04/08/2025 – Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration
- 62 Committee with Staff Amendment #1
- 63 02/25/2025 - Council Committee of the Whole/ Legislative, Finance, and Administration Committee