



**CITY OF DOVER, DELAWARE
REGULAR CITY COUNCIL MEETING
Monday, January 12, 2026 at 6:30 PM**

City Hall Council Chambers, 15 Lockerman 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/wrut0j>

Event number: 2534 820 7282

Event password: DOVER (if needed)

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

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

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

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

INVOCATION - Elder Ellis B. Loudon

PLEDGE OF ALLEGIANCE - Councilman Rocha

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

- 1. JUST SERVE, Commitment to Volunteerism**

CONSENT AGENDA

ADOPTION OF MINUTES

- 2. Regular City Council Meeting of December 8, 2025**

COMMITTEE REPORTS

- 3. Council Committee of the Whole meeting of December 9, 2025**

COUNCIL REPORTS - NOVEMBER 2025

- 4. First District**
- 5. Second District**
- 6. Third District**
- 7. Fourth District**
- 8. At-Large**
- 9. Council President Neil**

Parks, Recreation, and Community Enhancement

- 10. Review of Revised Active Recreation Plan – The Old Post (Revised) (Located at 55 Loockerman Plaza: Site Plan/Architectural Review Certification S-25-07 Revised)(Dawn Melson-Williams, Principal Planner)**

(Committee Recommendation: Approval of the Revised Active Recreation Area Plan for the project, subject to the conditions outlined in the Revised Active Recreation Review Report)

Safety Advisory and Transportation Committee

- 11. Update of Safety Concerns on East Loockerman Street (Jason Lyon, Water & Wastewater Director)**

(Committee Recommendation: Seek funding to stripe East Loockerman Street from South Edgehill Avenue to North Little Creek Road)

Utility Committee**12. Evaluation of Bids - Water Quality Improvements (Jason Lyon, Water & Wastewater Director)**

(Committee Recommendation: Award contract to Richard E. Pierson Construction Company, Inc. for the Water Quality Improvements Project ITB #26-0005WW, for \$2,110,312.)

Legislative, Finance, and Administration Committee**13. Proposed Ordinance #2025-25 - Amending Appendix F - Fees and Fines, Chapter 46 - Fire Prevention and Protection (Jason Osika, Deputy Director of Emergency Management and Communications)**

(Committee Recommendation: Forward Proposed Ordinance #2025-25 to city council for approval)

(This item will be considered during the latter part of the meeting - see item #20)

14. Quarterly Budget Review (David S. Hugg, III, City Manager)

(Committee Action Not Required)

MONTHLY REPORTS - November 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****ITEMS NOT ON THE CONSENT AGENDA****ORDINANCES**

FIRST READING - The First Reading is offered on the Proposed Ordinance. Final action by Council will take place during the Second Reading on **JANUARY 26, 2026**. The ordinance is available at the entrance of the Council Chambers, on the City's website at www.cityofdover.gov under "Government," or by contacting the City Clerk's Office at 302-736-7008 or cityclerk@dover.de.us.

20. Proposed Ordinance #2025-25 - Amending Appendix F - Fees and Fines, Chapter 46 - Fire Prevention and Protection (Jason Osika, Deputy Director of Emergency Management and Communications)

FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of **DECEMBER 8, 2025**. The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.gov under "Government."

21. Proposed Ordinance #2025-17 - Proposed Changes and Additions to Strengthen the Current Stormwater Ordinance by Amending Chapter 98 - Streets, Sidewalks, Storm sewers, and other public places, Article I. - In General, and Appendix F (Mark Nowak, Public Works Director)

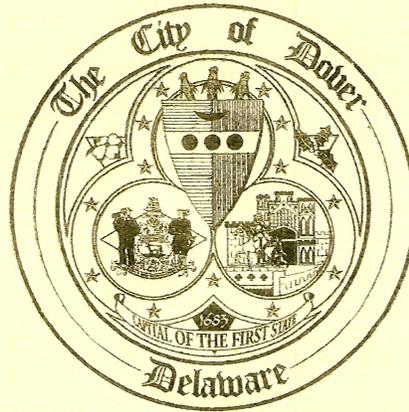
CITY MANAGER'S ANNOUNCEMENTS

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, we firmly believe that the values of compassion, empathy, and community support are the foundation of a united harmonious society and fosters connections that transcend differences; and

WHEREAS, the strength and prosperity of our cities, towns, and villages are based in the selflessness of its residents to serve and uplift one another; and

WHEREAS, we acknowledge the profound impact that can be achieved when we extend a helping hand to our neighbors, especially those of diverse backgrounds and lifting them up and collectively working to improve lives; and

WHEREAS, we nurture a culture of giving within our cities, emphasizing that volunteerism is not just a duty but a source of personal fulfillment and community strength; and as we work side by side with and learn from each other, mutual understanding increases, misconceptions can be corrected, and new friendships are built; and

WHEREAS, we urge all citizens to care for one another, volunteer, and engage in acts of service and kindness that contribute to our city's betterment and its inhabitants' well-being, regardless of background or belief; and

WHEREAS, the City of Dover has joined a growing list of supporters, including the President of the National League of Cities and hundreds of leaders to date, in making a commitment to volunteerism.

NOW THEREFORE I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim on the nineteenth day of January 2026, as a day on which the City of Dover reaffirms its commitment to fostering a spirit of volunteerism by promoting the use of JustServe.org, encouraging residents to engage in meaningful opportunities to give back, and recognizing the invaluable contributions of volunteers throughout our community.

ROBIN R. CHRISTIANSEN
MAYOR

REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was held on December 8, 2025, at 7:30 p.m. with Council President Neil presiding. Council members present were Ms. Hall, Mr. Boggerty, Mr. Anderson, Dr. Pillsbury, Mrs. Arndt, Mr. Rocha, Dr. Sudler (in at 6:22 p.m.), and Mr. Lewis.

Staff members present were Police Chief Johnson, Ms. Marney, Mr. Hugg, Ms. Melson-Williams, Fire Chief Carey, Mr. Griffith, and Ms. Bennett. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 6:15 p.m., prior to commencement of the Official Council Meeting. 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.

Alicia Martin, a Bear resident, emphasized the importance of pedestrian safety and stated that, based on her understanding, the City of Dover was doing everything in its power to keep the public safe. She noted that the City of Dover, Senator Buckson, Mr. Anderson, and other like-minded individuals care deeply about the city and the community's safety. She clarified that the intention was not to restrict anyone's freedom of speech but to ensure that individuals stand in locations where they can remain safe. She added that mental health professionals, the police department, and others were all working together to support and protect the public.

Ryan Halpern, a Dover resident, voiced strong support for Proposed Ordinance #2025-21. He expressed appreciation for the council's service and noted his compassion for those in need, while condemning groups that exploit vulnerable individuals by placing them in dangerous traffic areas. He argued that hunger should never force anyone to stand inches from moving vehicles, especially when safer alternatives exist, and that individuals do not have the right to impose such risks on drivers. He stated that saving even one (1) life would justify the ordinance, comparing it to other laws meant to prevent avoidable tragedies. He emphasized that Delaware offers few tools to address the issue and that the ordinance would give officers the authority needed to move individuals out of harm's way and connect them with services before a life is lost.

Jeannie Anderson, 217 Cecil Street, expressed her love and compassion for homeless individuals, stating that they are loved, seen, and cared for. She felt they were being exploited like pawns in a chess game. She noted that the Central Delaware Innovative Readiness Training (IRT) Program recently came in and provided approximately \$1.6 million in services for the homeless. She emphasized that the community was not embarrassed by the homeless population, but that safety was a concern, noting that individuals sitting in median strips were at risk of being struck by a vehicle.

William Faust, 136 Orchard Avenue, addressed council with concerns regarding Proposed Ordinance #2025-21. He questioned whether, if approved, the ordinance would be overturned by a lawsuit and asked who would reimburse citizens for their foolishness. He requested statistics on the number of individuals who have died, been arrested, or been involved in serious car accidents related to the issue. He stated that if such statistics could not be provided, then the ordinance should not be voted on because, in his view, the necessary homework had not been done. He added that if

council could not address prostitution, drugs, and homelessness, it would invite additional criminal activity into Delaware and the City of Dover, allowing it to spread even further.

David Lewis, 17 Upland Avenue, expressed concern that the community in the City of Dover needed to support panhandlers. He emphasized that panhandlers have been pushed from Loockerman Street to the intersections, and questioned where they would go next if they were forced to leave those areas as well. He also noted that not all panhandlers were homeless. He suggested that Dover establish a centralized help center that brings together the state, the city, churches, and organizations committed to assisting those individuals.

Christopher Beardsley, a Townsend resident, expressed concern that the City Council was not prioritizing housing for individuals. He stated that he was a candidate for the United States Senate and spoke in opposition to Proposed Ordinance #2025-21. He applauded the five City Council members who voted against the measure, Mr. Boggerty, Mr. Lewis, Ms. Hall, Ms. Arndt, and Dr. Sudler, and implored them to vote no once again. He directed his comment to Mr. Anderson, stating that Mr. Anderson had pontificated with a grandiose sense of constitutional vigilantism and that no one had time for that. He emphasized that the needs of the constituents were urgent and that such platitudes would not keep Dover residents from experiencing homelessness, continuous rent increases, or economic hardship. He urged Mr. Anderson to focus his energy on creating the economic conditions necessary for individuals to thrive, rather than supporting punitive measures against those who were simply trying to exist. He stressed that alleviating the economic burdens residents face should be the priority, through measures such as rent stabilization, direct rental assistance, and tenant protections. He stated that everyone was feeling the cost burden, ensuring their families have a roof over their heads, and that no one (1) should waste time confronting those who ought to prioritize the needs of their constituents. He added that if council did not put housing first, then they were putting housing last. He urged all council members to vote no on the proposed ordinance.

Pastor Sheila Lomax, 101 South New Street, read the following statement from Pastor Leroy Bradshaw:

It is disheartening to see so many individuals without shelter while numerous buildings remain vacant. I believe it is crucial for our city leaders to meet the needs of the homeless and to actually seek solutions rather than merely pushing the issue aside. As representatives of the community, I urge you to remember that the teaching of the Bible, which reminds us to care for the poor, consider the implications of any policies you may pass, as they could one (1) day affect you or your loved ones. I sincerely hope you reflect on this matter and take meaningful actions to support those in need.

Pastor Lomax stated that it was sad that things like that happened, but that they needed to figure out how they could solve the problem. Reflecting on her own experience, she added that her daughter became homeless and did not want to come home. She noted that her daughter wanted to figure things out on her own, and while she had three (3) children, her two (2) boys stayed with friends, and she kept her daughter with her and in a shelter. She emphasized that her daughter

fought for herself and worked hard to get herself out of that situation. She also added that she wanted council to do something that would help those individuals and still keep everyone safe.

Belinda Main, 142 Reese Street, addressed council to speak on behalf of the less fortunate. She stated that she was speaking not only to the five (5) council members who voted in alignment with her position, but to all members, emphasizing that the individuals affected by the proposed ordinance were already suffering and did not need further punishment. She stressed the need to help those individuals, noting, as Pastor Lomax had mentioned, that there were several vacant buildings throughout the city. She suggested organizing a community day to assess which buildings could be rehabilitated to provide shelter and support. She acknowledged that safety was a concern surrounding the proposed ordinance; however, she pointed out that the city was not offering those individuals guidance on where they could safely go. Instead, the ordinance would simply warn or fine them, which she believed would only push them further into debt. She added that those individuals would likely return to the same locations, continuing a cycle of risk and instability, similar to individuals leaving prison with nothing. She urged council to work together and to avoid voting on an ordinance that would further penalize people who were already struggling.

N.O.I., a Dover resident, stated that he agreed with the ideas and views expressed regarding the proposed ordinance. He noted that he has provided money, water, and other assistance to individuals in need. He expressed concern that while the focus was on the proposed ordinance and individuals on the medians, there was little attention given to issues at Irish Mike's, where individuals have been involved in fights and even killings. He questioned which issues should be a priority.

John Davis, 4 Stoney Drive, spoke in favor of Proposed Ordinance #2025-21, stating that it was based on common sense. He explained that he drives on Forrest Avenue several times a day and regularly observes individuals standing on the medians, particularly at the intersection of Forrest Avenue and Salsbury Road. He expressed concern that those individuals who were present during rush hour, when traffic was heavy, and drivers making left-hand turns may be distracted or in a hurry to get home. He noted that all it would take was for one (1) individual to slip during rainy or snowy conditions, or to step partially into the roadway, to create a serious safety hazard. He also referenced an incident from the previous week in which an individual in a wheelchair was present on the median, stating that he was concerned there would be no way for a driver who made a mistake to safely avoid that individual. He emphasized that his primary concerns were the safety of the individuals involved and the potential financial liability for the City.

Vonderlear Smack, 1001 White Oak Road, highlighted statements from council members who spoke in opposition to Proposed Ordinance #2025-21. She referenced Ms. Arndt's comments from November 25, noting that Ms. Arndt had spoken with individuals in her district and neighborhood and stated: *"While I share very real safety concerns about pedestrians standing in narrow medians and heavy traffic areas, this ordinance has the potential to create more problems than it solves. It exposes the city to potential litigation without delivering meaningful improvements to public safety."* She also highlighted Mr. Boggerty's comments, noting that while he supported the safety intent of the ordinance, he could not support issuing fines to individuals who were panhandling, emphasizing that moral judgments about need are not the role of government. She further

mentioned that several lawsuits have been brought against other cities that attempted to pass ordinances similar to Proposed Ordinance #2025-21, many of which were struck down and resulted in litigation. As examples, she cited *Street v. Skewette*, *Cutting v. City of Portland*, *Reed v. Town of Gilbert*, and *Norton v. City of Springfield*, among others. She stated that, as a resident and volunteer with the Homes Campaign, she was reminding council that if the proposed ordinance were to pass, the city could be sued, and as taxpayers, residents do not need that burden. She emphasized that there was a better way to address the issue. She questioned how homelessness was identified, reiterating that homelessness “was not a look,” and that it presented in many different ways. She urged council to reconsider assumptions about who was homeless and noted that individuals behind her had been perceived as homeless, including herself. She clarified that she was not unsheltered, but rather an advocate for those individuals.

Reginald Daniel, II, 759 Blackbird Station Road, Townsend, stated that he is a community health worker and a community engagement specialist with Neighborhood Partners. He noted that while there has been significant discussion about public safety related to the medians and the moral and financial concerns of criminalizing homelessness, an important issue that has not been addressed is the baseline hierarchy of needs. He explained that the community continues to face a crisis of affordability, nationally, at the state level, and locally in the City of Dover, where food, housing, and healthcare remain inaccessible for many residents. He emphasized that efforts should focus on making Dover a livable city. He suggested that several abandoned buildings could be repurposed to provide open wound care and meet the needs of individuals suffering from addiction.

Douglas Hall, 718 South Governors, expressed concerns about homelessness and addiction, noting that council policies have contributed to the displacement of residents into hotels, which are now for sale. He also shared a personal concern involving his nephew, highlighting difficulties with law enforcement, including a DUI citation for his nephew, a lack of officer attendance in court due to a fender bender that was not his fault, and challenges in accessing body cam footage. He urged the city to stop penalizing the homeless and to take accountability for those issues.

Adem W., a Wilmington resident, spoke against Proposed Ordinance #2025-21. He stated that the homeless have been displaced repeatedly, leaving only Christina Park, and questioned the indifference toward their situation. He criticized council for attempting to advance ordinances that serve an agenda benefiting the state or the prison industrial complex, rather than addressing the needs of those individuals. He argued that focusing solely on safety at intersections ignored broader issues and that fining individuals for being on the medians would not solve homelessness or safety concerns in Dover but simply push individuals to Wilmington.

Brandon Fletcher, a Wilmington resident, spoke against Proposed Ordinance #2025-21. He thanked the five council members who voted no at the November Council Committee of the Whole meeting, noting their vote demonstrated compassion, common sense, and leadership. He stated that while the ordinance claimed to address traffic safety, it was an attempt to criminalize homelessness rather than address the underlying issues. He argued that issuing tickets wasted taxpayer money and diverted officers from real public safety concerns. He emphasized that solutions should focus on investing in affordable housing and supportive resources, and urged Mayor Christiansen to use his role on the Interagency Council for Ending Homelessness to

collaborate on evidence-based strategies. He also noted potential legal risks, including violations of the First Amendment, which protected peaceful panhandling. He concluded that Proposed Ordinance #2025-21 was cruel, ineffective, and legally risky.

Cari Kirby, a Wilmington resident, spoke against Proposed Ordinance #2025-21. She stated that she was a community health worker in Wilmington and that Dover was one (1) of the cities where it lacked housing for permanent and temporary housing for individuals who were currently unhoused. She noted that council could spend more time and effort on proposals that could help house those individuals with medical issues, and she would appreciate that council would rethink any decision in support of the proposed ordinance.

Lachelle Paul, 501 Silverside Road, spoke against Proposed Ordinance #2025-21, stating that it would cause more harm than good. She explained that two-thirds of the issues involved individuals suffering from opioid addiction, while the remaining third involved homelessness, with safety being a primary concern. She emphasized that some individuals needed court-ordered treatment, and the proposed ordinance would hinder efforts to get them the help they need. She concluded that the ordinance would not address the real problem and would ultimately create more harm.

Chris Holstein, 239 Kentwood Drive, stated that part of the issue facing individuals who were homeless stems from discrimination at job sites, where they were often denied opportunities to improve their situation. He added that fining or jailing individuals for panhandling would worsen the problem rather than help. He noted that he has developed a program to assist individuals coming out of addiction, homelessness, or orphanages, emphasizing that jails often contribute to continued substance use.

Joan Denney, a North State Street resident, stated that she was a member of the Planning Commission for the City of Dover. She believed that the proposed ordinance was a good attempt, but it needed a little time on the drawing board. She emphasized that they all needed to be reminded that homelessness and addictions were both physiological and psychological anomalies, and noted that it was something that could not be stopped quickly.

James Hutchinson expressed concerns about the homelessness situation, describing it as a serious problem in the State of Delaware. He stated that the city, county, and state needed to enter into a partnership to address the homelessness situation. He added that he would support Proposed Ordinance #2025-21 because public safety was an issue, and it was their responsibility, as well as the homeless situation. He mentioned that a partnership was needed with the State of Delaware to address those issues and concerns. He urged council to support the proposed ordinance.

Matthew Hartzel, 1848 Brackenville Road, Hockessin, stated that for 22 years, he had struggled with mental health and substance abuse. He shared his journey with his struggle with mental health and substance abuse, and has been clean for six (6) years and two (2) months.

INVOCATION

The invocation was given by Elder Ellis Loudon.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilwoman Arndt.

ADOPTION OF AGENDA

Dr. Sudler moved for adoption of the agenda, seconded by Ms. Arndt, and unanimously carried.

ADOPTION OF CONSENT AGENDA

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

Ms. Arndt moved for adoption of the consent agenda, seconded by Mr. Rocha, and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 24, 2025

The Minutes of the Regular Council Meeting of November 24, 2025 were unanimously approved by motion of Ms. Arndt, seconded by Mr. Rocha, and bore the written approval of Mayor Christiansen.

COUNCIL COMMITTEE OF THE WHOLE REPORT – NOVEMBER 25, 2025

The Council Committee of the Whole met on November 25, 2025, at 6:00 p.m. with Council President Neil presiding. Members of Council present were Mr. Anderson, Ms. Arndt, Mr. Boggerty, Ms. Hall (arrived at 6:07 p.m.), Mr. Lewis (arrived at 6:15 p.m., joined via WebEx at 10:53 p.m.), Dr. Pillsbury, Mr. Rocha (via WebEx), and Dr. Sudler. Mayor Christiansen was also present (arrived at 7:50 p.m.). Civilian members present for their Committee meetings were Dr. Jackson, Ms. Smack (*Safety, Advisory, and Transportation*), Dr. Iriowen, and Mr. Wilson (*Utility*), Mr. Garfinkel, and Ms. Shevock (*Legislative, Finance, and Administration*).

ADOPTION OF AGENDA

Ms. Arndt moved for adoption of the agenda, seconded by Dr. Pillsbury, and unanimously carried.

Council Reports – October 2025**First District**

Dr. Pillsbury reported attending the Veterans Day Commemoration as well as serving lunch at the Salvation Army.

Mr. Rocha had nothing to report.

Second District

Ms. Hall was absent; no report was given.

Mr. Lewis was absent: no report was given.

Third District

Ms. Arndt advised that she would be submitting her report electronically.

Fourth District

Mr. Anderson reported having several meetings with constituents regarding problems with crime and Neighborhood Watch meetings. He reported attending separate meetings with constituents along with Council President Neil and Ms. Hall. Lastly, he reported attending a positive meeting with the National League of Cities and that there would be good information in the forthcoming months.

Dr. Sudler reported additional trash dumping near Lincoln Street, close to Ms. Main, as well as overgrowth around utility wires on Conwell Street near Mr. and Mrs. Haith's unit. He further reported speeding issues on College Road and traffic concerns on Saulsbury Road between 2:00 p.m. and 5:00 p.m.

At-Large

Mr. Boggerty reported meeting with the Boys and Girls Club regarding their new center and emphasizing accessibility to the youth. He explained that it will have transportation, an EA Sports gaming area, media components for music and arts, and a sports area. He reported that he recently represented the City of Dover on a panel at Delaware State University discussing the structure and function of local government. He served alongside Councilwoman At-Large Latisha Bracy of the City of Wilmington, and together they shared how their respective councils are addressing current issues. He noted that approximately sixty young attendees asked insightful questions, and the panel emphasized the importance of voting in local elections, understanding the issues, and avoiding strictly partisan decision-making.

Council President Neil

Council President Neil reported attending the Peace Pole dedication at Congregation Beth Shalom along with the members of the Unitarian Universalists. He attended the Silver Lake Commission presentation on the St. Jones River and the Habitat for Humanity's Charity Ball at Bally's Casino. He reported attending a meeting at the Levy Court sponsored by Senator Buckson and Representative Kerry Evelyn Harris regarding manufactured homes and available assistance. He met with the Mayor and the Police Chief on various matters. He further reported attending the November Library Board meeting, as well as a meeting with the group working to advance the Dover Ice Rink and Civic Center project at Schutte Park, along with Councilman Rocha and Councilwoman Pillsbury. He attended the Wild Meadows Homeowners Association meeting and the dedication of a Habitat for Humanity home at 145 Ann Street. He also responded by email and telephone to numerous inquiries regarding the proposed traffic and safety ordinance scheduled for

discussion that evening.

He submitted a staff review amendment to Chapter 66 concerning manufactured homes, requiring that titles be provided to the City before a license is issued for homes brought into the community. He noted that used homes had been brought into leased-land communities and sold without the required title under state law, making them difficult to sell legally by subsequent owners. He thanked Eddie Kopp, Chief Code Enforcement Officer, for the adopted changes that would be forthcoming at a future meeting.

He met several times with Councilman Anderson and Councilwoman Hall, along with concerned citizens, regarding issues related to individuals who commit acts against society but are not held accountable and may be unable to help themselves. He provided a letter of congratulations to Zeta Phi Beta on their 50th anniversary. He referred a Dover resident, James Branch, to the staff regarding concerns about water pollution, noting the matter was more appropriate for state review. He also acknowledged receipt of a petition for sidewalk repairs in the Dover Historic District and reported that Public Works Director Nowak was seeking funding for a contractor to complete the work.

SAFETY, ADVISORY, AND TRANSPORTATION COMMITTEE

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

Adoption of Agenda

Dr. Pillsbury moved for adoption of the agenda, seconded by Ms. Hall and unanimously carried.

Quarterly Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects (Marilyn Smith, Executive Director of the Dover/Kent MPO)

Ms. Marilyn Smith, Executive Director of the Dover/Kent MPO, reviewed the background and analysis regarding the Dover/Kent County MPO Projects.

This item was informational; committee action was not required.

Mr. Rocha explained that his earlier comments regarding the need for a comprehensive plan were directed primarily toward DelDOT rather than the MPO. He stated that the intent was to examine long-term traffic relief strategies as the City continues to grow, similar to how other municipalities, such as Middletown, have developed connector routes to major highways like 301. He acknowledged the valuable studies already completed, such as those related to Saulsbury Road and Kenton Road, but emphasized the importance of continued education and planning for Council to make informed transportation decisions. He added that he anticipates

the MPO's assistance in this effort and expressed interest in participating in a future workshop.

Ms. Arndt thanked Ms. Smith for the work that she and her team do. She also thanked Ms. Smith for applying for the safety grant on behalf of the city. She also expressed interest in participating in a future workshop.

Responding to Mr. Neil, Ms. Smith stated that she does have a rolling two-year pave and rehab list from DelDOT. She noted that she would check the list for Persimmon Park Place Road and share his request with DelDOT.

Responding to Ms. Smack, Ms. Smith stated that part of the Kent County Comprehensive Safety Action Plan is a series of proven safety countermeasures, and it includes the fence treatments as mentioned. Ms. Smith noted that their process is to look at the places along the high injury network and assess what the best proven safety counter-measure is for that area, and what the funding opportunities are to make the changes. Ms. Smith asked that Ms. Smack send her the areas of concern so that they can look at the specific corridors and road sections.

Responding to Ms. Smack, Ms. Smith stated that the high injury network analysis where pedestrian fatalities have occurred and the major areas. She referenced the Kent County Comprehensive Safety Action Plan map and noted that the lines and dots are the twenty-nine intersections and the twenty-four corridors in Dover that have the highest incidence of fatality or serious injuries during the crash data period.

Responding to Mr. Anderson, Ms. Smith stated that she has talked to Linda Parkowski at Kent Economic Partnership and explained that the MPO is waiting on the city and the county to decide what parcels are going to be prioritized in the Dover Air Cargo Freight development.

Responding to Mr. Anderson, Ms. Smith stated that East/West Freight Routes Phase 2 was completed. She noted that there were a couple of recommendations that she believed included new construction and a build-out of the interchange at either North Little Creek Road or South Little Creek Road.

Responding to Mr. Anderson, Ms. Smith stated that once they have finished their studies and they have project recommendations, they put them into the short, mid, and long-term plan, then every two years they try to get those projects into the Capital Transportation Program (CTP). Therefore, that recommendation will be part of the advocacy for the next round of projects.

Responding to Dr. Sudler, Ms. Smith stated that she is not sure how the McKee Road corridor improvements compare against projects submitted in New Castle or Sussex County because she is not part of the process. However, she noted that it

was a high priority for the city, which made it number one on the project list. She explained that when they do a prioritization process, it includes elements like traffic, safety, items on the high injury network, and economic development, which are then weighted, and it scored really high compared to other projects.

Responding to Dr. Sudler, Ms. Smith stated that the Rail Corridor Land Use study shows a rail corridor running along the peninsula, with some compatible uses nearby. However, some uses are not compatible; for example, building houses twenty-five feet from the rail corridor is incompatible. She noted that the MPO encourages municipalities with parcels zoned residential next to the rail to reconsider their zoning, as it is not suitable. She clarified that the study does not address roads but focuses on preserving the corridor for rail-supported industry and promoting the rail itself as an economic development tool.

Responding to Dr. Sudler, Ms. Smith stated that she would have to see the exact location because, generally speaking, the Federal Railroad and DelDOT do not like to add new crossings. If a crossing needed to be added to get to a residential community, they would not look favorably at that.

Responding to Ms. Smack, Ms. Smith stated that off the top of her head, some recommendations would be considering crosswalks, lighting, channelization, and figuring out how to get people where they should be, and discouraging them from going where they should not be. She noted that the fencing that Ms. Smack had previously mentioned was a good recommendation. She explained that they have been looking at rapid flashing beacons and addressing concerns like accessing what it looks like to be a walker and seeing cars, and how cars can see a walker.

Responding to Dr. Sudler, Ms. Smith noted that it is not her place to speak for DelDOT; however, they have had some conversations regarding pedestrians on the medians. She noted that the medians are there for a reason. Whether it be to channelize traffic, placeholders for signage, or because utilities are running underneath them. Using Route 13 as an example, she stated that when there are three lanes of traffic in each direction and two turning lanes, people need a refuge when crossing those lanes. People need a place to be safe when they traverse all those lanes of traffic.

Responding to Dr. Sudler, Ms. Smith stated that she does not recall off the top of her head whether there were any cases of individuals who have been walking up and down the medians and have been injured.

Responding to Ms. Hall, Ms. Smith stated that broadly, their office can address some signage issues. She noted that the new Camden bypass is being constructed under the Safe Streets guidance. Therefore, anywhere there is a pedestrian crossing or bike crossing, there will be “modern refuges” that allow space and signage that are clear about where people can stop, stand, or park. She also noted that looking

at a different location, many of them are older infrastructure that have not had a redo in a while, and the median is small and not at the same standard. They have the opportunity to be better, but they have also been around a long time.

Responding to Ms. Hall, Ms. Smith stated that she is not familiar with who is responsible for the cost of city signage, but she could find out.

LaChelle Paul, a Dover resident, questioned whether Ms. Smith was able to provide how many pedestrians on the medians or people on bikes were injured.

Responding to Ms. Paul, Ms. Smith stated that, off the top of her head, she could not provide that information. She noted that the data was included in the Kent County Comprehensive Safety Action Plan, which was on the Dover/Kent MPO website. She explained that if someone scrolls down to the section that outlines the map, they would be able to see the data analysis of all the fatalities and serious injuries. She also noted that the data is available on the DelDOT website and DelDOT updates the safety information weekly.

Responding to Mr. Lewis, Ms. Smith stated that the SS4A grant works in a cyclical fashion, meaning that they cannot apply to complete a project or apply to build something unless they already have a safety action plan that outlines the project that they are wanting to do in the higher injury network. She explained that is the reason that the MPO did a countywide safety action plan so that any municipality that had a location in the high injury network could take that and apply for federal funds to implement. She stated that the City of Dover declined to apply for an implementation grant on any of the locations that were called out on the high injury network, but she could not speculate as to why.

Responding to Mr. Lewis, Ms. Smith stated that DelDOT has information regarding fatalities, and that information was used to develop the map.

Responding to Dr. Jackson, Ms. Smith stated that all federal grant opportunities are under review. She stated that when they submitted the grant, they were told they may be announced around spring.

Responding to Dr. Jackson, Ms. Smith stated that the purpose would be to do a deeper dive, focusing on the high injury network on the US13 corridor, block by block, intersection by intersection.

Responding to Dr. Jackson, Ms. Smith stated that based on the results of the study, they would be able to identify solutions to prevent injury.

Responding to Dr. Sudler, Mr. Hugg noted that a vast majority of the red dots are located on state-owned, state-maintained roads. He explained that the city would not apply for funds to make improvements to a state-owned and maintained area.

He further explained that the studies are outside the scope of the city's abilities and the decision was made because the engineers are backed up doing water and wastewater projects. He noted that in making the decision it was established that the work was outside of the city's scope and a lot of the work has to be done on state roads which would be inappropriate for the city to take initiative on.

Prioritization of City of Dover State Capital Transportation Program (CTP) Projects (David S. Hugg, III, City Manager)

Mr. David S. Hugg, III, City Manager, reviewed the background and analysis regarding the City of Dover State Capital Transportation Program.

Staff recommended approval of the 2025 transportation priorities.

Responding to Mr. Boggerty, Mr. Hugg stated that not a lot of the projects would be covered under the state's Community Transportation Fund (CTF) given to the city because they are higher-level roads. He explained that the money that the city receives from the legislators helps fix local roads, and he does not typically ask the state to give the city CTF money to spend on a state road. The purpose of the CTF money is to help communities maintain a hundred-plus miles of road that the city owns. He noted that the city spends CTF money on the local roads, and they rely on the state and MPO to find funding for major improvements to state and major city roads.

Responding to Mr. Boggerty, Mr. Hugg stated that there is a list of approximately six roads that were submitted to the legislators for use of CTF money in the City of Dover on a variety of streets that need rebuilding, repaving, and drainage improvements.

Responding to Mr. Boggerty, Mr. Hugg stated that once they are approved, they can identify the roads and list them on the website. He noted that they will also go through a public notice process when they select a design or construction firm to do the work.

Responding to Mr. Rocha, Mr. Hugg stated that College Road has consistently been identified by the city as a priority. To the best of his recollection, the priorities in that area were Route 8, Kenton Road, and College Road. He explained that College Road is on DelDOT's list of projects, but without looking at the funding cycle, he is unsure when it is scheduled to be completed. He noted that College Road is a bit unusual in that it is relatively narrow, and the right-of-way is not very wide; therefore, it will be a bit more difficult from a design standpoint.

Responding to Mr. Rocha, Mr. Hugg stated that sidewalks will be a part of the College Road redevelopment or redesign. Much like the Kenton Road project, it will include sidewalks, pathways, and bike lanes as a part of the Safe Roads planning process.

Responding to Mr. Rocha, Mr. Hugg stated that he did not prioritize the individual categories, only the roads within them.

Responding to Mr. Anderson, Mr. Hugg stated that he would have to provide additional information on the sidewalks at Dover High School.

Responding to Mr. Lewis, Mr. Hugg stated that generally, the funding is limited to transportation improvements. He noted that some things, like cameras and sign improvements, can be included in the Highway Safety Study. He stated he can look into speed cameras and see if they would potentially be covered under the funding.

Responding to Mr. Lewis, Mr. Hugg stated that there are a number of project areas within DelDOT that are not included in the process. DelDOT has an ongoing paving program and safety program, which may have funding available. He noted that there is no federal funding through Homeland Security or the Department of Emergency and Military Affairs (DEMA), but he would check with DelDOT.

Mr. Anderson moved to recommend approving the staff recommendation. The motion was seconded by Ms. Hall and carried with Ms. Arndt abstaining.

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

Mr. Boggerty moved for adjournment of the Safety Advisory and Transportation Committee meeting, hearing no objection, the meeting adjourned at 7:14 p.m.

UTILITY COMMITTEE

The Utility Committee met with Chairman Rocha presiding.

Adoption of Agenda

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

Evaluation of Bids – Security Fence Replacement of the Water Treatment Plant (Jason Lyon, Water & Wastewater Director)

Mr. Jason Lyon, Director of Water and Wastewater, reviewed the background and analysis of the evaluation of bids for the security fence replacement of the Water Treatment Plant.

Staff recommended awarding the contract to Pierce Fence Company for the Security Fence Replacement for the Water Treatment Plant, Bid #26-0006WW, for the amount of \$216,650.00.

Responding to Mr. Lewis, Mr. Lyon stated that he could not speak for all

departments, but the Water and Wastewater Department has used them for repairs. He explained that they have also been the fence company that has done numerous projects inside the city limits for private fences throughout the area.

Responding to Mr. Lewis, Mr. Lyon stated that they submitted a local vendor preference, so their evaluated price is lower. He explained that the city does not receive a discount, nor does the vendor; the price evaluated is lower.

Responding to Mr. Lewis, Mr. Lyon stated that \$210,000 includes a three percent reduction.

Responding to Mr. Lewis, Mr. Lyon stated that they follow the procurement policy for the City of Dover; it is not a specific department protocol. He explained that the policy is that if they receive one bid on a project, they may reach out, but if they receive five bids on a project, it would not be equitable or fair if they did not hold everyone to the same standard to provide the information on the right date and time.

Responding to Mr. Lewis, Mr. Lyon stated that the two companies from Pennsylvania did not meet the deadline. He also confirmed that the protocol is not to reach out to the companies.

Responding to Dr. Iriowen, Mr. Lyon stated that he has no concern with the company and that their quality of work is good.

Dr. Sudler moved to recommend awarding the contract to Pierce Fence Company for the security fence replacement for the water treatment plant, Bid #26-0006WW, for the amount of \$216,650.00. The motion was seconded by Dr. Pillsbury.

Bobby Wilson, 32 West Loockerman Street, Dover, questioned how small contractors can be awarded the proposed type of project.

Responding to Mr. Wilson, Mr. Lyon stated that, unfortunately, the requirement for subcontracting is not a requirement for the City of Dover. He noted that they reached out through the Office of Supplier Diversity for fencing contractors, which is a category that can be found on their website, and they solicited from them. As far as subcontracting goes, that is up to the prime contractor to make that decision.

Responding to Mr. Wilson, Mr. Lyon stated that it is a city policy for procurement, and if there needs to be a change, then it must be made citywide.

Responding to Mr. Wilson, Mr. Lyon stated he has no opposition to mandatory pre-bid meetings. He emphasized that the requirement is not a Department of Water and Wastewater issue; it is a City of Dover procurement issue, therefore, he cannot speak on behalf of the entire city. He noted that his department goes above and beyond the procurement policy to reach out to all of the people who are on the

Office of Supplier Diversity list that are registered through the state. He explained that there may be an issue with people coming from out of state to a mandatory pre-bid meeting for projects that are extremely complex. If they do not attend the mandatory pre-bid meeting, then they cannot bid on the project.

Dr. Sudler moved to recommend that, within sixty days, the Procurement Department, at a committee meeting, brief council on the process, what is needed to make the proper adjustment for the mandatory pre-bid meeting, and have an open discussion so that small contractors can come forth and participate in the process. The motion was seconded by Ms. Hall and unanimously carried.

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

Dr. Sudler moved to recommend awarding the contract to Pierce Fence Company for the security fence replacement for the water treatment plant, Bid #26-0006WW, for the amount of \$216,650.00. The motion was seconded by Dr. Pillsbury and unanimously carried.

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

Evaluation of Bids – Pump Station #7 Upgrades (Jason Lyon, Water & Wastewater Director)

Mr. Jason Lyon, Director of Water and Wastewater, reviewed the background and analysis of the evaluation of bids for the Pump Station #7 upgrades.

Staff recommended awarding the contract to A-Del Construction for the Pump Station #7 Upgrades project, Bid #26-0008WW, for the amount of \$636,548.00.

Responding to Mr. Lewis, Mr. Lyon stated that the project was budgeted for \$680,000, and the award is \$636,548.

Responding to Mr. Lewis, Mr. Lyon stated that eventually, all of the pump stations would flow to the county. Pump Station #7 is one of the large ones that feeds directly to the county. There is a network of pump stations that run in parallel or a series effect, where they go into another pump station and another, and eventually discharge to the county. Pump Station #7 discharges directly into the county.

Responding to Mr. Lewis, Mr. Lyon stated that in the past, with certain projects, they have asked the county if they would compensate the city. However, that particular station has a granulated activated carbon filter to decrease the odor of the pump station due to its location with regard to the Route 13 corridor, and the county has agreed to assist with that cost. He noted that the costs of the project are for

ongoing maintenance and improvements to make the station function more appropriately. He noted that they had not specifically asked if the county would compensate the city for the project.

Ms. Hall moved to recommend accepting the staff recommendation to award the contract to A-Del Construction for the Pump Station #7 upgrades project. The motion was seconded by Dr. Sudler.

Responding to Mr. Wilson, Mr. Lyon stated that the local vendor preference is broken into three different categories. If they are in the city limits, they get first priority, if they are in the county, they get second priority, and if they are in the state, they get third priority. A-Del is located in Newark, and the other company is located in Maryland. They were provided with the local vendor preference before the first two were not hit.

Ms. Hall moved to recommend accepting the staff recommendation to award the contract to A-Del Construction for the Pump Station #7 upgrades project. The motion was seconded by Dr. Sudler and unanimously carried.

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

Mr. Rocha moved for adjournment of the Utility Committee meeting, hearing no objection, the meeting adjourned at 7:46 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

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

Evaluation of Bids – Fiscal Year 2026 Street & Alley Program (Jason Lyon, Water & Wastewater Director)

Mr. Jason Lyon, Director of Water and Wastewater, reviewed the background and analysis of the Fiscal Year 2026 Street and Alley Program.

Staff recommended awarding the contract to Grassbusters Landscaping Co. Inc., for the City of Dover FY 2026 Street and Alley Program, Bid #26-0007WW, for the amount of \$874,256.00.

Responding to Mr. Garfinkel, Mr. Lyon stated that there are reconstruction categories. The term rehabilitation is used because some of the projects are doing

things that others are not doing. He noted that the projects do not necessarily equate to the category that is in the software package. There are multiple categories based on software programs, like reconstruction, rehabilitation, and maintenance.

Responding to Mr. Garfinkel, Mr. Lyon stated that the team members went out and evaluated Bicentennial Boulevard some years ago, and it was found to be in a condition that needed to be rehabilitated.

Responding to Mr. Garfinkel, Mr. Lyon stated that the software takes into account vehicle traffic as well as the type of road it is, which changes the scoring.

Responding to Mr. Garfinkel, Mr. Lyon noted that Bicentennial Boulevard is under reconstruction along with approximately one hundred and fifty-six other streets.

Mr. Garfinkel expressed concerns about the system used to evaluate the streets.

Mr. Wilson recommended using DelDOT's civil rights agenda to set aspirational goals for the projects.

Responding to Mr. Wilson, Mr. Lyon stated that certain projects that receive federal funding do require a percentage of the project to be solicited to Minority Business Enterprise (MBE), Women's Business Enterprise (WBE), and Disadvantaged Business Enterprise (DBE).

Responding to Ms. Paul, Mr. Anderson stated that the city solicits from the State of Delaware Supplier Diversity list to ensure that minority contracts have a role.

Responding to Ms. Paul, Mr. Lyon stated that the only policy that he is aware of is that minorities, disadvantaged, and women-owned businesses receive a three percent evaluation reduction, similar to the local vendor preference.

Mr. Shevock moved to recommend accepting the staff recommendation to award the project to Grassbusters Landscaping in the amount of \$874,256.00. The motion was seconded by Dr. Pillsbury and carried with Ms. Arndt abstaining and Mr. Garfinkel voting no.

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

Mr. Garfinkel moved to recommend referring a revaluation to the Utility Committee of the software and the process used. The motion was seconded by Dr. Sudler and unanimously carried.

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

Consideration of the Reclassification and Re-grading of the Senior LAN Analyst Position (David S. Hugg, III, City Manager, and Naomi Poole, Human Resources Director)

Mr. David S. Hugg, III, City Manager, reviewed the background and analysis regarding the reclassification and re-grading of the Senior LAN Analyst position.

Staff recommended approval of the reclassification and the compensation.

Responding to Dr. Sudler, Mr. Hugg stated that the posting was an in-house posting citywide, and any qualified city employee could have applied.

Dr. Sudler expressed concerns that the increase could be perceived as biased and questioned if there was anyone in the Information Technology Department who could help fill in until someone could be hired. He noted that there had been increases in things like the electric bills, and what budget would the increases come from.

Responding to Dr. Sudler, Mr. Hugg stated that, in his opinion, they should move forward with both increases because the other network administrator should be treated equally. He noted that they may not be given the same amount of money, but the person who currently holds the position should not be disadvantaged or treated unfairly. He explained that there were salary savings in the police department as a result of vacancies, and then their budget would have to supplement the rest of the difference. He stated that they would not be amending the budget to take money from somewhere else, which has implications for next year's budget and has implications for whether the chief can staff some of the physicians that would then otherwise not be funded.

Responding to Mr. Boggerty, Mr. Hugg stated that, based on the materials the chief submitted, the two positions on the surface are essentially the same in both Milford and Newark. He explained that there is a federal website that can confirm the salary, and the city's salary is below the average. The federal salary falls in the middle at about eighty thousand.

Responding to Mr. Boggerty, Mr. Hugg stated that the Milford and Newark positions are closer to the high nineties and above. The federal positions that he evaluated fall between the mid-seventies to the mid-nineties. He noted that there was no formal market study done at the same level as was done in 2023.

Responding to Mr. Boggerty, Chief Johnson stated that his recommendation was based on comparable positions in the immediate proximity to the City of Dover, as well as economic considerations and comparisons with other police departments that used tiered IT systems similar to Dover's. He noted that the Police Department did not require an IT Director-level position, as those responsibilities were handled by an administrative captain, along with an existing middle-management role and

a frontline technical position.

He reported that he researched the middle-management role and spoke directly with Chief Ashe in Milford and Chief Farrall in Newark. He stated that Newark served as a Public Employment Relations Board (PERB) recognized comparable jurisdiction for economic and community size factors, making their information particularly relevant to Dover's labor market. He reviewed job descriptions, pay scales, and related materials as part of his methodology.

He further explained that, while he did not consider himself an expert, his experience in labor and contract negotiations had shown that when parties could not reach an agreement and a third-party assessment was required, the State of Delaware historically identified the City of Newark as the appropriate comparable for Dover. He stated that this was based on factors such as population, workforce size, and demographic similarities, which were used to help establish fair market standards in labor-related matters.

Responding to Mr. Neil, Chief Johnson stated that it would not have been fair to expect the HR Director to have a candidate "shovel-ready" for advertising or selection, noting that both union and non-bargaining positions required certain procedural steps. He explained that, even under ideal circumstances, filling the position would have taken some time, and emphasized that the City was not operating under ideal conditions, given the technical and supervisory requirements of the role.

He further noted that the position was among the most highly vetted within the department due to the sensitive and secure environment in which IT staff operated, and that the current salary structure, unchanged for years, made recruiting qualified candidates difficult.

Chief Johnson reported that he had already lost half of his IT staff when the director departed suddenly in July, leaving the department without that resource for nearly six months. The remaining IT staff member was only able to maintain core functions, which reinforced the need for two positions in the department and, ultimately, a third position that he intended to request in the upcoming budget due to increased technological demands.

He added that his immediate priority was restoring the department to two positions to preserve institutional knowledge. Having already lost half of that knowledge, he cautioned that losing the remaining half would leave the department significantly challenged and at an exponentially higher risk for operational issues. He estimated that it would likely take more than a year to hire, orient, and train two new employees before the department could regain a stable level of security and functionality.

Responding to Mr. Neil, Chief Johnson stated that he has a great working

relationship with the city's IT Department and the state-level IT department, and they would figure out how to function moving forward if it came to it.

Responding to Dr. Pillsbury, Mr. Joseph Simmons, Information Technology Director, stated that in September, he hired Will Vidal as the network administrator. He noted that Will came from Children's First as a network administrator, and his experience is comparable. He holds a supervisory role over two LAN Analysts. He explained that the position is comparable to the position at the police department and acknowledged that there are some differences that are unique to law enforcement, but they are very compatible.

Responding to Ms. Arndt, Mr. Anderson stated that only civilian positions were covered under the market study done in 2023. He also confirmed that the position was a civilian position.

Responding to Ms. Arndt, Ms. Poole confirmed that the position was covered under the market study done three years prior.

Ms. Arndt stated that she found it hard to believe the market had changed so significantly in such a short time, noting that comparable jobs and salaries did not reflect increases of that magnitude. She emphasized that while she did not discount anyone's experience, she did not understand how an employee could work so far above their classification for so long and still be so misaligned with the market analysis. She added that she was uncomfortable with one-off decisions of this nature and believed significant budget changes should be requested during the regular budget review period.

Responding to Mr. Lewis, Chief Johnson stated that the position, as it was currently constructed, had not been evaluated in more than a decade. The individual who left the position did so abruptly. He explained that the characterization that the employee is holding the department of the city hostage by threatening to leave is not accurate. He added that there was a discussion about his departure as a LAN Analyst when there appeared to be no foreseeable growth in his role. Unfortunately, the resignation of the director happened on the second day of the budget year, which left no opportunity to properly bring it before the council. As soon as there became a middle manager vacancy, he began updating the job description because the position could not be advertised without an accurate reflection of what the job would entail. He added duties that were now being done and removed those that no longer needed to be covered. He explained that he began researching when the employee came to him with what his peers in Delaware were making, and proposed what he would like to be making now that he had won the job through the competition that was done in-house to keep the institutional knowledge. Had there been another person with institutional knowledge, he may have considered a broader call for candidates to fill the secondary role, but the employee was the only institutional knowledge left.

He further noted that after completing the in-house advertisement, Human Resources offered the candidate the salary figure that they had to because the city has a policy that governs what the Human Resources Director is allowed to offer. When it was pointed out to him that the market reflected different numbers for almost identical positions in comparable agencies, he started making calls to verify the numbers. He attributed the issues to the prior employee being complacent and not being interested in drawing attention to themselves to discuss the issue. Now that they are in transition, that individual now has the opportunity for himself after going through the process. He acknowledged that it would have to go before the council because the market had clearly shifted, and the position needed a new title.

He explained that the individual was not using a strong-arm tactic; rather, at his request, the employee had remained with the department, maintained its operations, and delayed seeking other employment. He stated that the current discussion was focused on whether the employee could continue his career with appropriate market equity, and once he learned of the comparable position within the City's IT Department, he also considered position equity. He emphasized that the employee possessed the training, credentials, and background for a managerial-level IT role, not at the director level, but also not an entry-level position, and that this justified the salary level he was proposing.

He further noted that the two comparable positions with eight years of experience were still earning significantly more than the Dover position. When the employee countered with a higher salary request, he declined, citing the City's budgetary constraints, but stated he would advocate to bring the employee into a reasonable range without making him the highest-paid public safety IT manager in Delaware. He stated that the proposal he brought forward placed the salary in the "ballpark" and would help retain valuable institutional knowledge. He added that both he and Mr. Simmons agreed that institutional knowledge was difficult to replace, and losing both the supervisor and frontline IT positions simultaneously would require starting from scratch.

Responding to Mr. Lewis, Mr. Simmons stated that the person in his department covers the whole city except for the police department and certain sections of the library.

Responding to Mr. Lewis, Mr. Simmons stated that the police department is a part of the city, but law enforcement has certain parameters that do not allow the city to take over all aspects, such as the data controlled by the State of Delaware and body-worn cameras.

Responding to Mr. Lewis, Mr. Simmons stated that his employees could get training so that they could fill in on an emergency basis. He noted that both LAN Analysts are Delaware Criminal Justice Information System (DELJIS) certified so that they may support the Fire Marshal and Code Enforcement office.

Responding to Mr. Lewis, Ms. Poole stated that the financial impact is a little more than \$60,000 and includes the ancillary costs like benefits and insurance for two positions.

Responding to Mr. Lewis, Ms. Poole stated that the position could have been posted publicly, but the chief chose to post it internally, and only one person was interested in the role. She noted that an applicant would still need to meet the credentials to apply. There was the option of it being posted externally as well, which may have garnered some competition and a pool of candidates for him to choose from in case things do not work out.

Responding to Mr. Lewis, Ms. Poole stated that when they posted for Mr. Simmons' network administrator position in May, there were eleven applicants. The interviews began in June, and an offer was extended in July, which they considered a relatively quick turnaround. She noted that the applicants met the necessary credentials for the role. The LAN analyst position was also posted in May, with twenty-nine applicants interviewed in August, leading to hires in September. She emphasized that the idea of it possibly being a hard-to-fill position is just a theory, and she provided facts to show it is not a hard-to-fill role.

Responding to Mr. Lewis, Ms. Poole confirmed that there was a number of applicants, which gave Mr. Simmons a variety of people to review and interview. She noted that people will apply for the positions, especially considering the pay rate. The current pay rate is not low, and when she researched, the median was around \$80,000. She emphasized that with the new non-bargaining scale, the rates will increase, and that should be taken into account for the position presented.

Responding to Mr. Lewis, Ms. Poole confirmed that giving one person a \$30,000 increase would create morale issues. She noted that it is unfair, it sets a precedent of preferential treatment, and picking out employees because you are concerned that they will leave is not a good reason to provide an increase, and there should be more in retention and retaining employees. She emphasized that cross-training is extremely important in the current situation because not one person should hold the key to everything, and that is a failure in management. Management should ensure that all employees are able to pick up and do pieces of work. She stated that the non-bargaining scale was implemented for equity. She said that she has been speaking about equity since she started with the city over three years ago. Equity is important for all, not just two employees.

Responding to Mr. Boggerty, Ms. Poole said that when comparing the job descriptions, they are quite similar. Some tasks will be handled by the City of Dover IT Department that the Police Department IT will not do, and vice versa, so it balances out.

Responding to Dr. Sudler, Ms. Poole stated that the city completed a market study

in 2023, which she believed had been beneficial for both the city and its employees. She explained that the non-bargaining pay scale should have been implemented in 2024, as doing so would have allowed for timely increases that maintained comparable rates with surrounding municipalities and helped address compression issues. Because the implementation occurred only recently, the city was now trying to catch up, with union employees receiving increases of more than seven percent while some non-bargaining employees were earning less than their subordinates. She stated that this created concerns regarding fairness and market equity. In discussing comparable municipalities, she noted that Newark was used as a comparison specifically for police positions and not for all positions, and that the city generally sought municipalities similar to Dover to make appropriate comparisons.

Responding to Dr. Sudler, Ms. Poole emphasized that the initiative would significantly impact the city's fair and competitive pay structures and policies. She stated that the current policy provides that any employee receiving a promotion is granted either a five-percent increase or the starting salary of the next grade, whichever is higher. She noted that implementing a \$30,000 increase would bypass these internal policies and questioned how such an action could be considered fair.

Ms. Poole further stressed that deviating from established policy creates liability and is not sustainable. She explained that Human Resources is responsible for compliance and adherence to policy and procedure, and stated that she could not support actions that deviate from those requirements.

Responding to Dr. Sudler, Ms. Marney stated that the proposal would impact the budget. She explained that after reviewing both the Police and IT salary budgets, the Police Department's salary line for FY25, while still in the audit process, had been over budget by nearly five percent, and as of the current year, they had already expended approximately forty percent of their salary allocation. She noted that, although the Police Chief had not filled the director's position, any salary savings from that vacancy could potentially help offset the proposed increase, depending on the selected individual's benefit elections. She cautioned that the budget impact would extend beyond the current year.

Regarding the IT Department, Ms. Marney stated that their FY25 salary line had been over budget by about one percent, based on unaudited figures. She added that they had used approximately thirty-three percent of their salary budget thus far this year and would realize some savings from unfilled positions, though not in an amount sufficient to fully cover the increase.

Responding to Mr. Rocha, Chief Johnson explained that when the position became vacant, the Police Department reviewed the job description and determined that it no longer reflected the current duties and responsibilities. He stated that the department worked with Human Resources to update the description so it

accurately represented the position to be filled. He noted that once the significant salary differences came to his attention, he reviewed comparable positions in nearby municipalities. He emphasized that not all municipalities had IT structures that allowed for direct comparisons, as some had only one or two staff, some assigned IT work as a collateral duty, and others used contracted services.

Chief Johnson stated that Milford and Newark were ultimately identified as having the most comparable job descriptions, and those were submitted to the City Administration in his September 30 memo. He added that, although none of the positions were identical, they were similar enough in responsibilities to be considered comparable. He further explained that Dover's IT staff also supported 9-1-1 operations and the citywide camera system, which were functions not fully mirrored in the other municipalities. However, he believed that when unique duties were weighed against one another, the positions remained balanced overall. He concluded that, based on his research, the proposed classification and salary aligned with market conditions and ensured an equitable comparison.

Responding to Mr. Rocha, Chief Johnson stated that he currently has two employees pitching in. He has an AFSCME LAN Analyst that has been acting as a Senior LAN Analyst in a non-bargaining role with a five percent temporary adjustment to his pay to keep them in good working order. He stated that the last time he checked, the employee was receiving anywhere from fifteen to eighteen hours of overtime each pay period to make sure they do not suffer a setback in a critical function or a critical piece of equipment.

Chief Johnson stated that he had not brought the issue forward lightly and explained that, over the past four years, he had consistently addressed matters related to position equity and value. He noted that each situation followed a different path depending on its timing and circumstances, but he had successfully advocated for adjustments for several employees, including the 911 Center Director, his Executive Assistant, the Social Services Clinician, and the Resource Manager, when evaluations showed such actions were warranted. He added that he had also declined numerous requests that did not meet the necessary criteria, emphasizing that equity required valid comparators and appropriate justification.

Chief Johnson explained that, in the current case, he had conducted his own independent research and determined that the employee had a valid point. While he did not support the full request made by the employee, he supported the salary figure he identified as aligning with comparable positions within Delaware. He stated that he consistently advocated for equitable treatment within his department to maintain morale and that he had exercised due diligence, including saying no when appropriate. He further noted that moving the employee into the management position would create temporary salary savings because the position had not drawn any pay during the current budget year, and that filling the vacancy would require a lengthy background process unique to police operations.

Chief Johnson acknowledged that the issue was challenging for council because the position had not been reviewed in many years, making the salary change appear more dramatic. He expressed concern for the employee affected and recognized that similar parity concerns raised by another department might also be justified, though details could not be discussed in open session. He emphasized that he did not take the matter lightly, had no intention of disrespecting council or the community, and believed the issue arose simply because an unplanned vacancy prompted a review that had not been conducted proactively in the past.

Dr. Sudler expressed appreciation for the accountability demonstrated and suggested that the position be coordinated with the Human Resources director and reposted externally to evaluate the applicant pool. He noted that this approach would balance fairness to candidates with budgetary considerations and operational efficiency.

Dr. Sudler moved to recommend having the Police Chief work with Human Resources to externally post the job, gather a candidate pool for thirty to sixty days, and then bring it back to the committee for further discussion and consideration. The motion was seconded by Mr. Lewis.

Responding to Mayor Christiansen, Chief Johnson stated that it was difficult to predict the outcome of the current personnel matter. He emphasized that he does not want to overstate potential consequences or speculate on how the employee might react. He noted that the employee, an eight-year tenured member of the department, had initially planned to leave but stayed at Chief Johnson's request to support departmental continuity and mentor future staff. Chief Johnson acknowledged that, despite a recent promotion, the employee might still consider other opportunities, including in the private sector, and he could not predict the employee's response to council's actions.

Responding to Mr. Boggerty, Chief Johnson stated that the job was offered and the employee countered at a range that was beyond what anyone could provide without council's approval. He noted that they have been waiting to get the item on an agenda to provide a response to the employees' counteroffer.

Ms. Poole recommended that the employee be placed at the current grade for the Network Administrator position (Grade 129). She noted that, under the newly implemented pay scale, the employee is set to receive approximately \$9,500 in January and July 2026, and her recommendation aligns with the following established policy.

Ms. Marney stated that some employee-specific nuances could not be discussed, but Grade 129, Step 1 would receive \$32.65 an hour or \$67,912 annually. She noted that it was the maximum range, and the mid-range was \$40.16 an hour and \$83,532 annually.

Responding to Mr. Anderson, Ms. Marney stated that Step 16 would be \$50.87 an hour or \$105,810 annually.

Responding to Dr. Sudler, Mr. Anderson confirmed that it would be two employees at the proposed rate. He also confirmed that it would be around \$200,000. Dr. Sudler emphasized the need for quarterly budget reviews.

Mr. Anderson noted that Ms. Marney was previously sick, but they would be scheduled for December.

Ms. Marney acknowledged the complexity of the issue and noted that while Finance typically does not intervene in such matters, she has observed the broader impact across the city. She recommended updating the longstanding policy to provide city management greater flexibility, allowing for potential increases of up to fifteen percent instead of the current five percent, while remaining within budget. She noted that implementing such changes would require further review of nuances, including impacts on internal candidates and transitions between bargaining units, and suggested this be considered for future evaluation to address citywide concerns rather than individual positions.

Responding to Dr. Sudler, Ms. Marney stated that they would have to be evaluated on application so that the constituents would not have to consume the implementation. She noted that it would have to work within the approved budget.

Dr. Sudler emphasized the need to address the current staffing issue in a measured and equitable way. He highlighted the importance of balancing employee well-being with fiduciary responsibility to constituents, noting that timing and fairness are critical when determining compensation. Dr. Sudler stressed that solutions should serve both current and future employees while ensuring the municipality remains competitive and avoids favoritism. He recommended focusing on Human Resources' guidance to address the immediate need while considering long-term organizational and constituent impacts.

Mr. Anderson expressed concerns with the motion, stating that it may need a legal review because it could interfere with the charter, as the position is not technically open. He noted that an offer has been made, the position is not council-appointed, and they could be interfering with the hiring process, as the charter gives to the city manager.

Ms. Poole stated that a decision needs to be made, but the decision needs to follow city policy.

Mr. Lewis questioned whether they would be following the current policy by bringing the position to Grade 129 and whether they were following the guidelines of the 2023 wage study that was mentioned.

Responding to Mr. Lewis, Ms. Poole noted that they would not. They would be following the handbook policy, which states that if a promotion happens, the recipient will receive a five percent increase or the start of the next pay grade, whichever one is highest.

Dr. Sudler clarified that his motion was to have the Chief collaborate with Human Resources to repost the position and attract additional candidates. He emphasized that the motion was not intended to override any charter rights or departmental jurisdiction, but rather to provide guidance and support in the hiring process. Dr. Sudler noted that, as the city's Human Resources Department serves as the central expert on workplace matters, it is appropriate for Human Resources to be the focal point in recruitment and employment decisions, particularly in departments, such as the Police Department, that do not have their own Human Resources personnel. He underscored the importance of a coordinated, "Team Dover" approach, ensuring compliance with workplace standards while leveraging Human Resources expertise.

Ms. Paul expressed concern regarding adherence to the city's policy limiting salary increases to five percent. She questioned why a proposed increase for a recently vacated position exceeded this limit, suggesting that doing so could constitute poor stewardship of taxpayer funds and potentially expose the city to legal risk. She emphasized that the chief does not have unilateral authority to set salaries above policy limits and urged that the position be filled through standard recruitment processes rather than offering an excessive increase. She stated that the situation did not constitute an urgent need and stressed fiscal responsibility in managing public resources.

Belinda Main, City of Dover, expressed concern over the proposed \$30,000 raise for a single position, noting that city employees typically receive only a two percent annual increase. She emphasized that such a large increase would place an unfair burden on taxpayers and on other employees who perform multiple roles and work overtime to cover responsibilities. She urged the council to consider fairness and fiscal responsibility, highlighting the contributions of staff who perform multiple duties without similar compensation.

Jesse Riggin, 40 Maple Lane, Dover, clarified that the position under discussion was being reviewed based on the job description. He noted that Human Resources had provided a recommendation to adjust the position to Grade 129 and stated that it seemed appropriate to act on their feedback.

Ms. Arndt asked for the motion to be restated and expressed concerns with reposting the position if someone had already been interviewed and the job had been provided to the applicant.

Ms. Arielle Rivera, Assistant City Clerk, stated that the motion was to recommend

having the Police Chief work with Human Resources to externally post the job, gather a candidate pool for thirty to sixty days, and then bring it back to the committee for further discussion and consideration.

Ms. Arndt noted that she did not believe that council could make that decision. Dr. Sudler questioned if they could obtain a legal review after the motion has passed.

Mr. Lewis questioned whether they would be voting on the original proposal.

Mr. Anderson stated that if the current motion passed, they would not be voting on the original proposal nor the recommendation of Ms. Poole.

Responding to Ms. Arndt, Ms. Poole stated that in order to post the position, the applicant would have to decline the role because there is an outstanding offer on the table, and they do have to honor that.

Dr. Sudler withdrew the original motion, as did Mr. Lewis as the seconder.

Dr. Sudler moved to recommend deferring the item back to the committee in thirty to sixty days to see if the applicant has accepted the position and revisit it at a later date. The motion was seconded by Ms. Hall.

Mr. Lewis recommended having the Human Resources Director keep council abreast of what was transpiring.

Dr. Sudler and Ms. Hall were amenable to the amendment.

Mr. Neil questioned whether, if the applicant accepts the position, that means it will automatically be regraded and reclassified based on what was negotiated.

Responding to Mr. Neil, Mr. Anderson stated that it would be based upon the counteroffer made, not the one that has not been approved.

Ms. Poole stated that they would follow the policy; the network administrative position at Grade 129 is what the offer would be. It would be at five percent or the start of Grade 129, whichever one is the highest, that is what the rate would be. She noted that there would be no regrading and the retitling already happened. It was moved from a Senior LAN Analyst position to a Network Administrator. She emphasized that there would be no regrading.

Dr. Sudler moved to recommend deferring the item back to the committee in thirty to sixty days to see if the applicant has accepted the position, and revisit it at a later date, and have the Human Resources Director keep council abreast of what was transpiring. The motion was seconded by Ms. Hall and

unanimously carried.

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

Proposed Ordinance #2025-17 – Proposed Changes and Additions to Strengthen the Current Stormwater Ordinance by Amending Chapter 98 – Streets, Sidewalks, Storm sewers, and other public places, Article I – In General, and Appendix F (Mark Nowak, Public Works Director)

Mr. Mark Nowak, Public Works Director, Ms. Bryn Wambaugh, Stormwater Coordinator, and Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis of Proposed Ordinance #2025-17.

Staff recommended forwarding Proposed Ordinance #2025-17 to City Council for approval.

Responding to Mr. Anderson, Mr. Nowak stated that those with a sump pump that directly discharges into the stormwater system have to be able to prove that the water is not contaminated. He noted that sump pumps can be discharged into the grass or into an area of nature, and then it naturally filters through the grass and goes into the road and catch basin. He explained that previously, there was nothing in the ordinance that addressed sump pumps, and it is an issue that Code Enforcement has to address often.

Responding to Mr. Rocha, Mr. Kopp stated that in his experience, he has found that it is not always sump pumps that go into the stormwater structure. He noted seeing washing machines, dishwashers, recreational vehicles, and several other items that should not be discharged directly into the stormwater. If they suspect that anything other than stormwater is being discharged, they will require the testing of the water to make sure it complies with the MS4 permit.

Mr. Neil moved to recommend accepting the staff recommendation to forward Proposed Ordinance #2025-17 to council for approval. The motion was seconded by Ms. Arndt and unanimously carried.

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

Staff Substitute – Proposed Ordinance #2025-21 – Amending Chapter 106 – Traffic and Vehicles, Article III – Stopping, Standing, and Parking by adding Sec. 106-139 – Pedestrian Safety (Councilman Anderson, David S. Hugg, III, City Manager, and Chief Johnson)

Mr. David S. Hugg, III, City Manager, reviewed the background and analysis of the staff substitute of Proposed Ordinance #2025-21.

Staff recommended forwarding staff substitute #1 of Proposed Ordinance #2025-21 to council for approval.

Chief Johnson stated that the Police Department's primary concern is traffic safety. He indicated support for issuing warnings rather than citations and emphasized the need for a mechanism to remove individuals from hazardous situations. He noted that repeated enforcement is unlikely to occur frequently, as officers generally encounter individuals for the first time, and stressed that the key tool for officers is the ability to direct people out of harm's way.

Responding to Mr. Lewis, Chief Johnson stated that a no panhandling sign to his knowledge, with the understanding that panhandling is a protected right, would result in a First Amendment challenge.

Mr. Lewis corrected his statement and withdrew the word panhandling but asked about a no-standing sign in the median.

Responding to Mr. Lewis, Chief Johnson stated that if they were to place a no stopping or standing sign, which is not unusual to see in traffic safety, as long as there was an ordinance to back it up, they would be able to enforce that.

Responding to Mr. Lewis, Chief Johnson explained that for signs to be effective in enforcing local rules or state laws, there must be a mechanism to gain compliance. He noted that if only warnings could be issued, officers would be limited in their ability to enforce the ordinance and would need further direction from council on how to proceed when individuals refuse to comply. He emphasized that without the ability to cite or take enforcement action, signs alone may not achieve the intended compliance.

Responding to Mr. Lewis, Chief Johnson explained that enforcement of ordinance violations requires both initiating enforcement and abating the condition. He noted that officers are authorized to take necessary actions, including arrest if required, to gain compliance, though such confrontations are rare. He emphasized that this approach is consistent with the enforcement of other low-level offenses under the city code and that in most cases, individuals comply voluntarily, reserving disputes for the courts.

Responding to Mr. Lewis, Chief Johnson noted that under Title 21, enforcement authority depends on the specific activity. While the law technically regulates median strip use, it does not address activities such as setting up tents, using wheelchairs, or soliciting money, which are protected under the First Amendment. He explained that although the statute exists, enforcement is limited because it is generally not supported by the Attorney General or courts.

Responding to Mr. Lewis, Chief Johnson stated that under Title 21, if it were being prosecuted and if the judge allowed it, then yes, they have the authority. However,

right now, politically, that is not the reality.

Responding to Mr. Lewis, Chief Johnson stated that council, as the local authority, is giving the department the authority to enforce the ordinance. The ordinance will be local law, not state law, so he will be empowered to follow through with a local-level ordinance rather than using a state citation or citing the state code.

Responding to Mr. Lewis, Chief Johnson explained that while fines and collections for repeat offenders are rarely fully recovered, the enforcement mechanism provides officers the authority to address situations immediately, particularly for public safety hazards or chronic issues such as public intoxication. He emphasized that the primary purpose is to manage the situation in the moment, even if long-term compliance or payment is unlikely.

Responding to Mr. Neil, Chief Johnson stated that there is a Supreme Court of the United States decision that panhandling, as long as it is not intimidating, harassing, or does not address another area of criminality, but simply asking someone for money, is a First Amendment-protected activity.

Responding to Mr. Neil, Chief Johnson stated that they hardly ever arrest someone for panhandling unless they are aggressive. Typically, there would have to be a cooperating complainant who would provide a statement as to what the conduct was, but it is a rare occurrence.

Responding to Mr. Neil, Chief Johnson clarified that the Police Department cannot arrest anyone for panhandling. Enforcement under the ordinance is limited to removing individuals from medians or high-risk traffic intersections due to inherent safety hazards. He emphasized that the department's focus is solely on public safety in these areas, not on the act of soliciting money elsewhere.

Responding to Mr. Neil, Chief Johnson confirmed that the first penalty would be a warning.

Responding to Mr. Rocha, Chief Johnson stated that the adjacent roadway would be the connecting street to the intersection. For example, MLK would be the connecting street to Dupont Highway or any other street that intersects with the main roadway.

Responding to Mr. Rocha, Chief Johnson stated that the sidewalk is a pedestrian traffic way that is free to everyone to transverse.

Responding to Mr. Rocha, Chief Johnson noted that the ordinance's limitation on occupancy applies to medians and the adjacent roadway. He explained that the area next to the median, typically marked by painted lines, may include a narrow strip of roadway that is not necessarily part of the traffic lane, and he will verify the specifics.

Responding to Mr. Rocha, Chief Johnson explained that Section D prohibits operators from stopping, parking, or leaving a vehicle standing on city streets, or deviating from traffic lanes, to respond to persons violating the ordinance. This provision, modeled after a similar ordinance in another Delaware community, aims to prevent traffic hazards caused by motorists spontaneously stopping for individuals in medians. He noted that the proper approach is to park safely before interacting and that the ordinance provides for a warning initially, with fines as applicable.

Ms. Arndt stated that she has spoken to folks in her district and in her neighborhood. She read the following statement:

“While I share the very real safety concern about pedestrians standing in the narrow medians and heavy traffic areas, this ordinance has the potential to create more problems than it solves. I am uncomfortable moving it forward. I understand the intent is safety, not punishment. Unfortunately, in practice, issuing fines to individuals who have no means to pay is neither effective nor does it affect change. It also exposes the city to potential litigation without delivering meaningful improvements to public safety. This was a huge concern of mine, of putting the city at risk. I appreciate and value the Chief’s insights and operational challenges. I want to acknowledge my colleagues’ sincere effort in bringing this issue forward and his grace and professionalism through public criticism. The safety risks he identified are real. Thank you, Councilman Anderson. At the same time, I call on those who oppose this ordinance on moral grounds to stay engaged in ways that generally help by regularly visiting the areas where people are standing in medians and entice them to safer locations, offer resources or services to address root causes. We all share the same goal: a safer community. I believe we can pursue the goal more effectively through collaboration and compassion than through this ordinance”.

Mr. Boggerty stated that while he supports the safety intent of the ordinance, he cannot support issuing fines to individuals who are panhandling, emphasizing that moral judgment over need is not their role. He noted concerns about the practical enforcement challenges for the Police Department and stressed the importance of community vigilance to ensure safety. He expressed hope for alternative solutions that address public safety without penalizing those in vulnerable situations and acknowledged Councilman Anderson’s good intentions, but indicated this ordinance is not the path he would support.

Mr. Shevock expressed concern for individuals panhandling in medians, noting observed instances where they collected money from vehicles, creating a significant safety hazard. He stated full support for removing people from the roadway or median, emphasizing that while panhandling on sidewalks or curbs is acceptable, individuals should not be in the center of traffic where both they and motorists are at risk.

Mr. Rocha stated that while he has no objection to panhandling generally, he is concerned about safety when individuals are in medians, particularly those in wheelchairs, citing a recent near-incident near Walgreens and CVS. He emphasized the need to proactively protect individuals by ensuring they choose safer locations, prioritizing safety over procedural or statistical considerations.

Ms. Hall stated that she is not confident that the proposed ordinance or strictly enforced fines will achieve the intended safety outcomes. She suggested alternative solutions, including posting signs indicating safe areas for individuals to stand, and emphasized a compassionate, supportive approach when officers respond to people in vulnerable or mentally ill states. She highlighted the potential for community engagement and acts of kindness to improve safety while respecting individuals, rather than relying solely on enforcement.

Mr. Garfinkel commended Mr. Anderson for bringing forward the ordinance, emphasizing that it addresses a critical public safety issue. He noted that individuals in medians are at risk of falling and being struck by vehicles and stated that while the ordinance could be stronger, it represents a positive first step in protecting people.

Dr. Sudler stated that the primary focus of the ordinance should be public safety, emphasizing the dangers posed by pedestrians in medians to both them and drivers. While acknowledging the need for enforcement, he suggested starting with signage and community outreach to guide individuals to safer locations and provide resources, such as mental health or food assistance. He emphasized that the intent is safety first, not punishment, and noted that although he initially offered an amendment, he cannot support the ordinance in its current form due to vagueness.

Dr. Sudler moved to start a pilot program to provide No Stopping, No Standing signs on the median with no penalty. The motion was seconded by Ms. Hall.

Dr. Pillsbury recommended adding strictly enforced so that the police can remind them of the signs.

Dr. Sudler and Ms. Hall were amenable to the amendment.

Ms. Arndt questioned the motion, stating that they should take a look at what signs are permissible. There are sign standards and whether or not they can put no-stopping, standing signs in a median when the median is designed to be a refuge for someone who is crossing the street. It may or may not be appropriate to put a sign there saying that someone cannot stand there when the median was designed for someone to stand there until the light changes.

Ms. Smack emphasized that not all individuals in medians are impaired and expressed concern about potential signage and fines impacting elderly pedestrians, such as those at Luther Towers, who may need multiple light cycles to cross streets

safely. She noted her own efforts to advocate for people on medians and commended Dover Police officers for proactively addressing safety without the ordinance. She questioned the necessity of the ordinance, suggesting that existing efforts adequately address the safety concerns.

Ms. Paul stated that existing state laws under Title 21 already address public intoxication, obstruction of view, and disorderly conduct, providing multiple enforcement options for officers. She emphasized that Dover Police are already actively managing safety in medians and redirecting individuals as needed. She noted that creating a new ordinance would be redundant, potentially reduce penalties compared to state law, and would not allow officers to compel individuals into treatment, reinforcing that current laws are sufficient for public safety enforcement.

Adam Windett, 218 N. State Street, Dover, urged the council to vote against the ordinance, stating that the city has not demonstrated a public safety need, shown that the ordinance would be effective, or proven that it could not achieve its objective through less restrictive means. He suggested alternative measures, such as signage, to alert drivers to pedestrians in medians. He also expressed concern about the timing of controversial items on the agenda, noting that placing them late in meetings may discourage public participation.

Belinda Main, Dover, expressed strong opposition to the ordinance, emphasizing that penalizing individuals who panhandle, as well as those who assist them, undermines charitable efforts and community support. She stressed the importance of helping vulnerable people and criticized the ordinance for discouraging acts of kindness, arguing that the community should focus on providing assistance rather than imposing fines.

Shan Myles, Dover, stated that compassion is not a crime, survival isn't a crime. Compassionate people are not criminals, and people facing poverty are not criminals. She emphasized that the community needs support, not fines.

David Green, Dover, opposed the ordinance, emphasizing that not all individuals panhandling are impaired and highlighting the challenges faced by those trying to secure housing, shelter, or employment. He stressed that penalizing people who are working to support themselves or their families is unjust and called for increased outreach programs to assist individuals seeking to improve their circumstances.

Eve Durman, Dover, shared personal challenges, including difficulty obtaining identification and securing housing while fifteen weeks pregnant, and requested community and governmental assistance to help her and her fiancé find safe housing in preparation for their baby. She emphasized the urgency of support for families in vulnerable situations.

Ronald Eads, Dover, described his personal circumstances, including living on the streets with his fiancé, relying on panhandling for survival, and facing significant medical challenges and financial hardships due to disability payment delays. He emphasized that helping those who are panhandling should not be treated as a crime and highlighted the physical and financial struggles he endures to survive.

Shyanne Miller, Wilmington, Delaware, stated she was a co-coordinator with the Holmes campaign and expressed opposition to the ordinance. She noted that Section D could penalize drivers who stop to respond to individuals and expressed concern about tracking written warnings for repeat offenders. She criticized the suggestion that residents should enforce safety, emphasizing that it is the government's role to create conditions for economic stability and support. She encouraged the council to consider alternative solutions, including using city-owned properties for transitional housing, establishing a city-run homeless services office, prioritizing vouchers for those experiencing homelessness, and providing public restrooms, showers, and daily maintenance to improve safety and support for individuals on medians.

Branden Fletcher, Wilmington, Delaware, stated he was from the Holmes campaign and expressed opposition to the ordinance. He stated that penalizing unhoused individuals and those who assist them is ineffective and places additional burdens on the city, taxpayers, and police. He emphasized that the ordinance does not address housing, shelter, or safety needs and highlighted the First Amendment protections for peaceful solicitation. He urged the council to table the ordinance and pursue solutions rooted in fact, such as expanding shelters and services, rather than enacting measures that are unconstitutional, costly, and ineffective.

Stephan Pierce, 437 Barrister Place, Dover, stated that while he initially thought the ordinance was a good idea, he now recognizes the negative impact it would have on individuals relying on panhandling to support themselves and their families. Drawing from his own experience with homelessness, he emphasized the importance of self-sufficiency and urged the council to vote against the ordinance, noting that better solutions could be developed in the future.

Tyler Mock, Dover, emphasized the importance of treating individuals with respect and avoiding judgment based on appearances or assumptions about health conditions. He noted the impact of conditions such as diabetes and urged putting people first in interactions.

Eric Czerwinski, 34 Maple Lane, Dover, emphasized that the issue under discussion is strictly a matter of public safety, particularly regarding pedestrians on narrow, beveled medians where vehicles travel at high speeds. He argued that enforcing ordinances is necessary to protect both pedestrians and drivers, noting that past attempts to place signs on medians were ineffective. He urged the council to depoliticize the matter, prioritize safety over fines, and support measures that allow

law enforcement to remove individuals from hazardous medians.

Jeannie Anderson, Dover, shared a personal safety concern, describing an incident at a traffic light where an individual approached and banged on her vehicle while she was alone at night and unable to move her car. She noted that many women have similar experiences but were not present to speak, and emphasized that those affected by such incidents also deserve to have their concerns considered.

Mr. Anderson thanked the Legislative Finance Administration Committee and emphasized that the issue at hand is public safety, particularly regarding pedestrians in medians and their potential to distract drivers. He noted the need for enforceable laws to ensure accountability and protect both pedestrians and motorists, citing prior incidents where individuals were put at risk.

Dr. Sudler moved to recommend starting a pilot program to provide No Stopping, No Standing signs on the median with no penalty, along with Strictly Enforced signs. The motion was seconded by Dr. Pillsbury and failed by a roll call vote of two yes (Hall and Sudler), seven no (Boggerty, Arndt, Rocha, Lewis, Neil, Shevock, Garfinkel), and two abstentions (Anderson, Pillsbury).

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

Mr. Garfinkel moved to recommend the passage of Proposed Ordinance #2025-21. The motion was seconded by Mr. Shevock and carried by a roll call vote of six yes (Anderson, Pillsbury, Rocha, Neil, Shevock, Garfinkel), and five no (Hall, Boggerty, Arndt, Sudler, Lewis).

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection, the meeting adjourned at 11:43 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection, the meeting adjourned at 11:43 p.m.

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

MONTHLY REPORTS – OCTOBER 2025

By motion of Ms. Arndt, seconded by Mr. Rocha, the following monthly reports were accepted by consent agenda:

- City Council's Community Enhancement Fund Report
- City Manager's Report
- Controller/Treasurer's Budget Report

Fire Chief's Report
Police Chief's Report

ANNEXATION/REZONING REQUEST/FIRST READING REFERRAL OF PROPOSED ORDINANCE #2025-23 – PROPERTY LOCATED AT 7 NIXON LANE

A request was received for annexation and rezoning of property located at 7 Nixon Lane, consisting of 41,526+/- S.F. (0.9533 acres+/-), owned by Lupe N. Fuller. This property is currently zoned RS-1 (Residential Single-Family Zone), and the proposed zoning is R-8 (One-Family Residence Zone). Staff recommended that the request be referred to the Utility Committee on January 17, 2026, and to the Planning Commission on February 17, 2026; and that a public hearing be set for March 9, 2026, at 6:30 p.m. (Tax Parcel: ED-00-068.19-01-28.00-000; Planning Reference: AX-26-01)

Ms. Arndt moved for referral, as recommended, seconded by Mr. Rocha, and unanimously carried.

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 #2025-23 – AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 7 NIXON LANE.

ANNEXATION/REZONING REQUEST/FIRST READING REFERRAL OF PROPOSED ORDINANCE #2025-24 – PROPERTY LOCATED AT 1624 NORTH LITTLE CREEK

A request was received for annexation and rezoning of property located at 1624 North Little Creek Road and two adjacent parcels, consisting of 5.12+/- Acres, 3.15+/- Acres, and 0.48+/- Acres, owned by United Worldwide Express, LLC. The main property is currently zoned IL (Limited Industrial Zone) and RMH (Residential Manufactured Home Zone), and the other two parcels are zoned RMH (Residential Manufactured Home Zone). The proposed zoning is IPM (Industrial Park Manufacturing Zone), subject to the AEOZ (Airport Environs Overlay Zone): APZ II – Accident Potential Zone II. Staff recommended that the request be referred to the Utility Committee on January 17, 2026, and to the Planning Commission on February 17, 2026; and that a public hearing be set for March 9, 2026, at 6:30 p.m. (Tax Parcel: ED-00-068.20-01-15.00-000; Planning Reference: AX-26-02)

Ms. Arndt moved for referral, as recommended, seconded by Mr. Rocha, and unanimously carried.

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 #2025-24 – AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1624 NORTH LITTLE CREEK

ROAD.

FIRST READING - PROPOSED ORDINANCE #2025-17 – PROPOSED CHANGES AND ADDITIONS TO STRENGTHEN THE CURRENT STORMWATER ORDINANCE BY AMENDING CHAPTER 98 – STREETS, SIDEWALKS, STORM SEWERS, AND OTHER PUBLIC PLACES, ARTICLE I. – IN GENERAL, AND APPENDIX F (MARK NOWAK, PUBLIC WORKS DIRECTOR)

Council President Neil reminded the public that copies of the proposed ordinance were available on the City's website at www.cityofdover.gov under "Government," or by contacting the City Clerk's Office at 302-736-7008 or cityclerk@dover.de.us. Final action by Council on the proposed ordinance will take place during the Council Meeting of January 12, 2026.

Mr. Mark Nowak, Public Works Director, briefed members of council on Proposed Ordinance #2025-17 – Proposed Changes and Additions to Strengthen the Current Stormwater Ordinance by Amending Chapter 98 – Streets, Sidewalks, Storm Sewers, and Other Public Places, Article I. – In General, and Appendix F.

Responding to Mr. Lewis, Mr. Nowak stated that the justification for the proposed ordinance was not based on his own decision, but rather on requirements from the state. He explained that the National Pollutant Discharge Elimination System (NPDES) permit encompasses the Municipal Separate Storm Sewer System (MS4) permit requirements, which were issued to the city through the state's permitting process.

Responding to Mr. Lewis, Mr. Nowak clarified that the requirement was mandated by the state.

Responding to Dr. Sudler, Mr. Nowak clarified that the time frame for imposing a penalty was shortened from 10 days to 24 hours because the city could be fined between \$1,000 and \$10,000 per day for any illicit discharge, regardless of who caused it. He explained that such discharges are often not discovered immediately; sometimes it could take five (5) days or up to a week. If the city allowed an additional 10 days after becoming aware of the discharge, it would be subject to fines from the state.

Responding to Dr. Sudler, Mr. Nowak clarified that the permit stated that the fines would be no less than \$1,000 and no more than \$10,000 a day.

Responding to Dr. Sudler, Mr. Kopp explained that the proposed fines for the ordinance would escalate from \$250 for the first offense, \$500 for the second, and \$1,000 for the third. He noted that those fines were higher than typical code enforcement fines because of the serious impacts on the City of Dover. Waiting the standard 10 days to issue a fine could result in state penalties of up to \$10,000 per day, which could financially harm the city. He cited a prior incident in which a contractor was illegally discharging arsenic into the stormwater and attempted to conceal it. He emphasized that most individuals who discharge illicitly are aware of their actions, and the elevated fines are intended to protect the city.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Proposed Ordinance #2025-17, as read by the City Clerk, by title only, as follows:

ORDINANCE #2025-17 – AMENDING CHAPTER 98 – STREETS, SIDEWALKS, STORM SEWERS, AND OTHER PUBLIC PLACES, ARTICLE I. – IN GENERAL, AND APPENDIX F.

FIRST READING OF PROPOSED ORDINANCE #2025-21 – AMENDING CHAPTER 106 – TRAFFIC AND VEHICLES, ARTICLE III, STOPPING, STANDING, AND PARKING, BY ADDING SEC. 106-139 – PEDESTRIAN SAFETY (COUNCILMAN ANDERSON, DAVID S. HUGG, III, CITY MANAGER, AND POLICE CHIEF JOHNSON)

Council President Neil reminded the public that copies of the proposed ordinance were available on the City's website at www.cityofdover.gov under "Government," or by contacting the City Clerk's Office at 302-736-7008 or cityclerk@dover.de.us. Final action by Council on the proposed ordinance will take place during the Council Meeting of January 12, 2026.

Councilman Anderson briefed members of council on Proposed Ordinance #2025-21 – Amending Chapter 106 – Traffic and Vehicles, Article III, Stopping, Standing, and Parking, by Adding Sec. 106-139 – Pedestrian Safety.

Mr. David Griffith, City Solicitor, stated that there have been legal challenges to pedestrian safety ordinances based on First Amendment grounds. He explained that under court guidance, the city, in enacting the proposed ordinance, such as this, must show that the ordinance is narrowly tailored to achieve significant government interests. The interest would be pedestrian safety. He noted that the city must show that the ordinance was narrowly tailored to achieve the significant government interest of pedestrian safety and that the ordinance left open ample alternative channels of communication for First Amendment grounds. He added that if they were in favor of the proposed ordinance, they would find that the ordinance was narrowly tailored to achieve the goal of pedestrian safety and that the ordinance left open ample alternative channels of communication. He also added that if they were in opposition to the proposed ordinance, they would find that the ordinance was not narrowly tailored to achieve the goal of pedestrian safety, and that there were no alternative grounds for First Amendment expression by pedestrians.

Mr. Griffith stated that pedestrian safety ordinances have faced legal challenges on First Amendment grounds. He explained that, according to court guidance, the city must demonstrate that any such ordinance is narrowly tailored to serve a significant government interest, in this case, pedestrian safety. Additionally, the ordinance must leave open ample alternative channels of communication to protect First Amendment rights. He clarified that supporting the proposed ordinance would mean finding that it is narrowly tailored to achieve pedestrian safety while preserving alternative avenues for expression. Conversely, opposing the ordinance would mean finding that it is not narrowly tailored and does not provide sufficient alternatives for First Amendment expression by pedestrians.

Responding to Dr. Sudler, Mr. Griffith stated that he was taking the middle ground between the fact that there were state statutes that addressed pedestrian safety. He noted that there is a state statute that addresses solicitation. He explained that the American Civil Liberties Union (ACLU) had sued the State of Delaware to challenge the constitutional statute, and there was an agreement

that the lawsuit was settled by the agreement of the Attorney General's Office not to enforce that statute. There is a statute, but the Attorney General has settled the lawsuit by agreeing not to enforce the statute.

Responding to Dr. Sudler, Mr. Griffith clarified that he was not aware of any statute specifically addressing individuals standing on medians in a way that obstructed traffic visibility or created potential distractions, not in the context of soliciting or panhandling, but solely regarding the act of being on the median and impacting traffic safety.

Ms. Hall made a motion to identify the places that were permissible to stand and not stand according to the provisions under the state statute.

Responding to Ms. Hall, Mr. Griffith stated that if he were to elaborate on the discussion he had with her, it would be privileged communication, but if she were to waive the privilege, so everyone could be aware of what was discussed between him and her.

Ms. Hall waived the privilege of communication.

Mr. Anderson called for a point of order.

Responding to Mr. Anderson, Mr. Griffith clarified that the privilege belonged to all of council and all of council would have to waive that privilege. He noted that his client was the city and not one (1) particular individual in the city.

Mr. Anderson suggested that they could go into executive session and discuss the privileged communication.

Mr. Griffith suggested that a motion could be made for council to vote on whether or not to waive the privilege and allow him to speak about his discussion with Ms. Hall.

Ms. Hall moved to waive the privilege to allow council to have the discussion to waive the privilege communication. The motion was seconded by Mr. Boggerty.

Mr. Anderson cautioned council that they have an easy mechanism, and council could go to an executive session for three (3) to five (5) minutes, because waiving privileged communication has the potential to allow the reason why that discussion was privileged, because there was liability potential if that information was waived. He noted that they should take and carefully think over whether or not they want to waive something that they have not heard, and with that being stated, then if they know what was being discussed ahead of time, then they could waive that communication.

Mr. Neil stated that council was having a discussion and during open forum, the public was heard, and now they need council to let them do their job; if not, he would clear the room.

Mr. Anderson stated that the importance of a privileged communication being known by them on

what they were waiving was the fact that if they had it ahead of time, they could waive and have it be discussed with the public because council would be aware of the scope of the discussion. He noted that, as a principle, it was an issue of waiving community privileged communication.

Mr. Griffith suggested that, in the same way that Dr. Sudler asked his question of the City Solicitor in the open forum in the meeting, perhaps Ms. Hall could ask him the question in the same way as the other council members have asked for legal questions during the course of the meeting. He noted that if Ms. Hall would prefer that, they could go do that, and she could directly ask the question, and he could answer.

Ms. Hall rescinded her motion based on the suggestion from Mr. Griffith.

Mr. Boggerty withdrew his second from Ms. Hall's motion, based on the suggestion from Mr. Griffith.

Ms. Hall and Mr. Boggerty withdrew their motion to waive the privilege, allowing council to discuss whether to waive the privileged communication.

Responding to Ms. Hall, Mr. Griffith stated that his belief had to do with the legal standard that they just articulated, the two (2) items, whether or not the proposed ordinance applied to certain intersections that were found by the city to be the most dangerous, and that there were other intersections where the ordinance would not apply. In his view, he noted that would support the conclusion that it was narrowly tailored and that there were alternatives available.

Ms. Hall stated that, to her understanding that further stated that there was a specific type of sign and looked at the proposed ordinance, and stated that the sign's primary message must state the prohibited activities and the relevant law to ensure enforceability. A simple direct message was most effective for quick comprehension by drivers and could identify, therefore, Title 21 as part of that language.

Responding to Ms. Hall, Mr. Griffith clarified that if a sign could identify Title 21 and could be specific, it would be up to the city whether it wanted to put up a sign there.

Responding to Ms. Arndt, Mr. Griffith clarified that the statute that the Attorney General's Office was not enforcing was under Delaware Code, Title 21, Section 4147.

Responding to Ms. Arndt, Mr. Griffith clarified that the statute under Delaware Code, Title 21, Section 4147 was called Pedestrians soliciting rides or businesses.

Responding to Ms. Arndt, Mr. Griffith clarified that under Title 11, Section 1321, Loitering was the criminal statute.

Responding to Ms. Arndt, Mr. Griffith clarified that under Delaware Code, Title 11, Chapter 5, Section 1315, the Public Intoxication statute provided that it could be another opportunity if officers see activity on the median where individuals were impaired, and the statute would apply

that they could move individuals off the median if they were on drugs or alcohol.

Responding to Ms. Arndt, Mr. Griffith clarified that under Delaware Code, Title 11, Chapter 5, Section 1315: the Public Intoxication statute, officers may have another enforcement option if they observe individuals on a median who appear to be impaired. If individuals are under the influence of drugs or alcohol, the statute would apply and allow officers to move them off the median.

Mr. Rocha stated that his support for the proposed ordinance was driven by observing an individual in a wheelchair positioned on the median at the corner of Forrest Avenue and Salsbury Road. He explained that the individual appeared to be attempting to balance on the sloped median, which he believed created an unsafe situation. He emphasized that nothing presented during the meeting altered his position. He further stated that if the issue was not addressed, the city may hear about a serious incident involving that individual in the future.

Responding to Mr. Lewis, Mr. Griffith stated that he wanted to consult with Police Chief Johnson regarding whether other means under the state code could be utilized with respect to intoxication and related issues. He noted that, to his recollection, when the Attorney General's Office agreed not to enforce the solicitation ordinance, it was not because enforcement was inconceivable, but rather the result of an agreement not to enforce the statute. He added that he would be looking into the information further during their discussion.

Responding to Mr. Lewis, Mr. Griffith stated that, to his recollection, the lawsuit related to solicitation and loitering, which involved more of approaching vehicles. He explained that if the language of Section 4147 largely addressed approaching vehicles, soliciting items, or asking for rides, he could provide the applicable language from Title 21, Section 4347.

Responding to Mr. Lewis, Mr. Griffith clarified that there were multiple issues involved, not limited to safety concerns related to solicitation and seeking rides.

Mr. Lewis stated that he would like to read a statement for the record.

“While safety is undoubtedly important, it must be achieved within the framework of individual freedom and limited government interventions to ensure a thriving and vibrant society. We must remember that sacrificing too much freedom in the name of safety can lead down a perilous path. To maintain a just and prosperous society, it is essential to cherish and uphold the principle of individual liberty. Courts have consistently determined that the act of asking for money in public spaces constitutes a form of speech that is protected by the First Amendment. This protection extends beyond political or artistic expression to include solicitation for immediate, personal, and financial assistance. The U.S. Supreme Court has affirmed that soliciting charitable contributions is a protected form of speech. The lower courts have broadly applied this principle to individual panhandling. Therefore, any government attempt to prohibit this activity is viewed as restricted on speech. A law that fails any part of this three (3) part test is likely to be found unconstitutional. A city cannot ban panhandling simply because some people find it annoying or

because officials want to improve the city's image. Courts have found that this government's interest in, e.g., preventing nuisance, is not compelling enough to justify a content-based ban on panhandling. Any ordinance that singles out the act of begging for prohibition while allowing other forms of public address or solicitation will likely be invalidated."

Mr. Lewis stated that constituents had raised several important topics during public meetings. He noted that those included concerns about the restriction of speech for individuals in need, whether panhandling bans actually address the problem or merely push it out of sight, and whether the City of Dover should focus more on providing resources, such as housing, mental health services, and job training, rather than penalizing individuals on medians. He expressed his belief that the proposed ordinance originated from discrimination against panhandling. He concluded by stating that those were valid concerns and thanked the public for bringing them to light.

Dr. Sudler stated that, for him, the proposed ordinance was fundamentally about safety; however, he opposed penalizing individuals through fines and fees. He emphasized that individuals should instead be connected with resources that would help them become more productive citizens and address poverty, housing, and other issues raised. He noted that safety was the common denominator and that council members likely agreed on that point. However, he explained that their differences arose over how to achieve the goal of getting individuals off the medians. While he supported the core objective of removing individuals from the medians for safety reasons, he stated that he could not support the proposed ordinance because it was based on fines and fees.

Mr. Rocha concurred with Mr. Lewis and Dr. Sudler's statements, but that still did not apply to a wheelchair in the median. He stated that he did not understand why solicitation could take place on a sidewalk. He noted that he had no issues with the solicitation itself and the act of solicitation, but does not understand why it could not take place on the sidewalk instead of a strip median. He stated that he was not convinced that they could address the safety portion of the ordinance and still have the solicitations take place, but in a safer area other than in the middle of the road. He emphasized that he wanted something concrete to change his mind so that they could take care of the safety of those individuals, so that they would not get hurt while panhandling.

Mr. Anderson stated that he wanted to piggyback on Mr. Rocha's comments and pointed out that the proposed ordinance should not apply to sidewalks, private property, or other pedestrian walkways that were not within a vehicular lane of traffic. He explained that the proposed ordinance does not intend to un hinge on an individual's freedom of speech, and not only that, but the intent was that it explicitly ensured that it does not happen. With the type of ordinance contrary to assertions that have been made, courts have upheld, even at the appellant level. He noted incidents that courts have upheld even at the appellant level, such as with the Salt Lake City case, where that went to the United States Supreme Court, and an ordinance in 2020, such as the current proposed ordinance, was upheld. He also noted that there were incidents in New York, Albuquerque, and Roanoke where similar cases have been upheld. He stated that they have drafted an ordinance that was good and has been legally vetted and improved since the committee. He emphasized that there was no debate on the ordinance, but wanted to clarify questions that had been raised since this was the first reading. They will have a chance to debate and discuss the proposed ordinance on the

second reading.

Responding to Mr. Rocha, Ms. Hall stated that there were several individuals whom she had spoken to who did not realize that standing in the median was a prohibited activity, and because there was no signage that specifically said that someone could not conduct themselves in that manner, those individuals felt comfortable doing that. She referenced the picture (**Exhibit #1**) of the gentleman on the median, and noted that if there was a sign posted, that man could not have his wheelchair on the median. She noted that she brought up that it would be an easy fix for them to take the opportunity to identify that it was not permissible to have a wheelchair in the median, but across the street corner, it was permissible. She mentioned that it was the highway department that could absorb the cost. She emphasized that those signs were indeed permissible and, in those locations, where there was a particular sign design, it would just be up to them to determine what that language should state and be put in place. They then could move on knowing that the sign was an enforceable action that if an individual rode up to the intersection and discovered that there was an individual who was violating the state law statute, they then could make a phone call to the police department and explained that they were concerned for an individual sitting on the median and the officers could respond and at that time at their discretion, could give that individual a warning and an opportunity to provide resources. That could give them a compassionate solution and give them a mechanism to be able to enforce the statute.

Responding to Mr. Rocha, Ms. Hall clarified that different sections of Title 21 pertain to different measures. She explained that the section of Title 21 she was referring to specifically outlined what types of signage may be placed in certain locations and that it would be completely permissible to install a sign in the median providing safety instructions directed specifically at pedestrians.

Responding to Mr. Rocha, Mr. Lewis referenced Title 21, noting that it gave the police department authority to enforce pedestrian safety. He highlighted that pedestrians cannot block traffic or walk in roadways when sidewalks are available (Sections 4146A and 4146B) and cannot obstruct a driver's view (Section 4177B). He also mentioned that Section 4144 covers pedestrians' right-of-way on sidewalks and in safety zones. While he was not certain if those were the exact statutes being discussed, they reflected what he found in Title 21.

Responding to Mr. Rocha, Police Chief Johnson stated that the issue remained complex for the police department from a law enforcement perspective, and he noted that he was aware of the relevant statutes. He explained that, as he had previously informed council, enforcement activities are guided by how those laws are interpreted, both by the Department of Justice (DOJ), in terms of what they would support in charging documents, and by the courts, based on how judges interpret what conduct is permitted or prohibited. He indicated that he would need to defer on some of the points discussed, as he would need to consult with traffic supervisors who have recently been involved in related cases to better understand how those matters are currently being resolved in the courts. Currently, the only information he could offer to council was that there still appeared to be a gap in the law and noted that the gap was reflected in draft legislation that was pending in the legislature in the spring, which included a specific section addressing pedestrians and median strips. That draft legislation was part of a broader package intended to respond to the American Civil Liberties Union (ACLU) lawsuit and to replace sections of law that the Department of Justice

(DOJ) had instructed police departments not to enforce in Delaware at this time. He emphasized that the issue was not straightforward and that he could not fully answer the question since council was seeking a more definitive response. He acknowledged that he did not fully answer the question and that council was seeking a more definitive response, but he emphasized that the issue is not straightforward. He stated that he would compile the sections discussed and present them to individuals with greater expertise who could provide more detailed guidance. He reiterated that the issue of pedestrians occupying medians remained an unresolved area of Delaware law and may ultimately need to be addressed by the legislature in the spring.

Responding to Mr. Rocha, Mr. Griffith clarified that the Attorney General would not enforce Delaware Code 21, Section 4171, entitled Pedestrians Soliciting Rides or Businesses. He noted that there would be one (1) statute that would not be enforced. He noted Ms. Arndt's question regarding whether Title 11 would be part of the agreement. He stated that Police Chief Johnson called to his attention the announcement made by the Attorney General when that settlement was reached, and that Title 11 statute that addressed loitering was part of the agreement where the Attorney General's Office agreed not to enforce either loitering or solicitation.

Responding to Mr. Rocha, Police Chief Johnson stated that after the meeting, he would inform the council what the Department of Justice (DOJ) would support and what they would not. He noted that some statutory language referenced by Mr. Griffith contained subjective elements, which made it difficult to predict how a court might rule. He added that judges and magistrates do not like repetitive cases brought before them once they have clearly indicated their expectations through rulings. He emphasized that he would provide a more complete answer in the near future. He also reiterated a point made in previous council meetings, that the department's approach would always take the path that would involve the least amount of punitive action, since the goal was to gain compliance with the law. Even though warnings were included in the proposed ordinance, enforcement was not about issuing citations or "rewarding" officers for repeated offenses. He explained that multiple citations for the same low-level offense were not productive, as they did not solve the underlying issue. However, the ordinance gave officers legal authority to ask individuals to move out of dangerous situations, particularly in cases of aggressive panhandling. While some provisions remained somewhat subjective, they provided the department with the ability to act if they received a 911 call or observed someone violating personal space while panhandling, regardless of location. He also noted that historically, the majority of city ordinance violations involved vehicle-related issues, such as parking tickets, rather than behavioral offenses. The new ordinance allowed the department to address those situations directly while continuing to explore other strategies for compliance.

Responding to Mr. Rocha, Police Chief Johnson clarified that under current statutes, officers may issue warnings for state statute violations, with enforcement relying primarily on voluntary compliance. When individuals follow officers' instructions, situations are typically resolved without escalation. Challenges arise, however, when individuals question an officer's authority, at which point officers must take the necessary actions to fulfill their duties. He stated that the necessity for officers to do their duty in those situations, particularly if they have an individual that was compromised by mental health or an onboard substance, alcohol, or anything else, and that individual decided to become defiant and that would lead to things and places that they do not

want to go as police officers unless they have too, and that would be why the whole idea of knowing before they start that action that would take for the reason that they would take to hold up in a court of law later on when being examined by reasonable individuals who are trying to figure out how they would get there because someone has been injured or something else unfortunately had occurred.

Responding to Mr. Rocha, Police Chief Johnson clarified that such situations would present an opportunity to involve the Behavioral Health Unit, noting that it was one (1) of the department's primary strategies when encountering individuals in at-risk situations, whether on a median or elsewhere. He stated that council would find most patrol officers, particularly those currently on duty, who were quick to get involved when there was an opportunity to guide individuals to a safer location or toward services without relying on a charging document. He further explained that accountability, supported by enforceable law, was the only remaining mechanism available when individuals refuse services or decline guidance to a safer or more stable situation.

Responding to Mr. Rocha, Police Chief Johnson stated that without the proposed ordinance, officers would have to rely on state statutes to warn pedestrians on medians and be prepared to clearly articulate those statutes if challenged. He noted that obstruction becomes more difficult to establish the farther an individual is from an intersection. He explained that the mode of transportation, whether on foot, in a wheelchair, or using a scooter, does not change the legal concern, which was the individual's presence on the median. He emphasized that proximity to intersections was the department's greatest concern, as serious injuries and fatalities most often occur on high-speed roadways and complex intersections. He stated that the purpose of the proposed ordinance was to reduce distractions and obstructions in those high-risk areas and to address any conditions that could compromise public safety, which was the police department's primary interest in the ordinance.

Police Chief Johnson explained that the proposed local ordinance would serve as a temporary bridge if the state does not act, allowing the city to keep individuals out of harm's way. He also noted that using state statutes would create statewide records for low-level offenses, potentially affecting individuals' future opportunities, whereas a local ordinance allows for a lower-level offense that limits long-term consequences while still providing lawful authority.

Responding to Mr. Boggerty, Mr. Griffith clarified that the General Assembly was considering a pedestrian safety ordinance to rework Section 4147.

Mr. Boggerty stated that revising Section 4147 could either strengthen municipal enforcement by aligning with state law or render the ordinance moot, as occurred with loitering. He recommended enforcing existing laws to the best extent possible, using common sense, and prioritizing safety. He suggested holding further action in abeyance until the state provides guidance, which could help determine a clear path forward. He emphasized that he did not support fees, fines, or actions that would increase reliance on the debtors' court. He concluded that, for now, waiting for a full response from the state was the most appropriate course while continuing to address safety concerns.

Dr. Sudler concurred with Mr. Boggerty that council should wait to see how the state revises

Section 4147. He expressed confusion over how state statutes could address certain issues while still leaving gaps and suggested that the gap may lie in the information being provided. He emphasized the need for clearer, real-time information during meetings so both council members and constituents can better understand the issues and make informed decisions.

Responding to Dr. Sudler, Mr. Griffith stated that one factor courts consider is the pre-enactment information received by council. He explained that the more information gathered before adoption, such as statistics on injuries or fatalities, the more favorably courts may view the ordinance. He emphasized that additional pre-enactment data would help support the council's actions.

Dr. Sudler made a motion to have the City Solicitor contact Delaware Department of Transportation (DelDOT) and have a representative to present to council and to the Safety, Advisory, and Transportation Committee, being that it was a safety issue and to have feedback either reviewed and expressed by the City Solicitor, and/or have a representative from Delaware Department of Transportation (DelDOT) to come in to present to them, whichever was more feasible to that committee, their feedback in regards to the medians and the future legislation that they may or may not have participated in drafting. The motion was seconded by Ms. Hall.

Ms. Arndt stated, based on her experience, that representatives from state agencies typically do not comment on potential legislation. She explained that once legislation was drafted, agencies followed an internal review process to provide comments, but she did not believe it would be appropriate to seek those perspectives at this stage. She noted that substantial pedestrian safety data was available and could be obtained through specific inquiries or independent research, including resources provided by the MPO. She added that it would not be appropriate to ask a Delaware Department of Transportation (DelDOT) representative to speak specifically on safety issues related to medians.

Dr. Sudler stated that he respected Ms. Arndt's opinion but would still like to hear directly from the Delaware Department of Transportation (DelDOT). He said that he would prefer to ask and receive a denial rather than not ask at all. He acknowledged Ms. Arndt's experience with the Delaware Department of Transportation (DelDOT) and her expertise but suggested that hearing from the agency could help narrow the scope of concern, particularly regarding individuals on medians and whether factors such as median size should be considered in drafting the ordinance.

Mr. Rocha expressed appreciation to Ms. Hall for highlighting relevant statutory language and to Mr. Lewis for offering a different perspective. He added that if staff were advocating for the proposed ordinance, council should respect the intent of their request. However, the key consideration was whether the necessary mechanisms were already in place, and if so, staff or officers should be challenged to address those issues effectively. He stated that he was evaluating whether the state statute or the proposed ordinance would be more effective and noted that it appeared the state statute may already be sufficient. Aligning with comments from Dr. Sudler and Mr. Boggerty, he expressed a desire for more time and additional information before making a decision. He emphasized that more answers were needed on whether the state statute was sufficient and how it could be effectively implemented to ensure safety. He stated that his primary concern was safety, not restricting panhandling or solicitation. He stated that standing in medians was

unsafe and, based on his experience, safety must come first. He concluded that additional research was needed and that any gaps should be clearly defined before moving forward with the proposed ordinance.

Responding to Mr. Rocha, Police Chief Johnson stated that to usher those individuals off the median for their own safety, the subjective nature of whether they were safe or not safe had to be considered immediately. It was not 100% addressed by the law under the current situation with the American Civil Liberties Union (ACLU) suit and the conceptions that the Department of Justice (DOJ) made. He emphasized that he does not know there was a specific section in the replacement law, and with some consideration that specifically addresses medians and individuals standing on them, because that was not clearly available to them, and in any other section of Title 11, because if there was, it would not need to be in the replacement, though. It would turn back into the status offense, if that individual was there or not there, and what the impact was on the other individuals was no longer necessary.

Mr. Neil stated that he has been working with affordable housing for low and fixed-income individuals and families since 2004. He noted that he would not trust the state legislator doing anything of a positive nature for the next two (2) to three (3) years. That was how they operated.

Responding to Mr. Neil, Police Chief Johnson stated that he was unsure whether either one (1) of the statutes would have sufficient utility in addressing the repeat-offender nature of the situations currently being experienced. He explained that multiple charging documents could result, along with associated line fees and costs, depending on whether the charge was brought under local or state law, and that appearances could occur in both venues. He noted that, in some instances, an individual may be placed on warrant status, while in others, they may not. He further expressed uncertainty, particularly regarding matters under Title 21, about whether there was much that defenders could do in terms of determining which offenses were considered worthy of incarceration. In recent years, he observed that low-level offenses were generally not being pursued for that level of accountability, and when individuals could not pay, it could place them in a continued cycle with the system.

Dr. Sudler stated that for individuals who need assistance, once they overcome their challenges, obstacles, and environmental factors and become more productive citizens, they often seek improved housing, better credit, or ways to address personal debt that could otherwise impede their progress in life and potentially contribute to relapse. He stated that this represented the compassion component of governing constituents and municipalities and emphasized the need for compassion when approaching those matters.

Responding to Dr. Sudler, Police Chief Johnson suggested that when a case was pending at the local level, there was greater discretion and control over the outcomes being discussed, as opposed to a case that was already on file in the state system.

Responding to Mr. Rocha, Mr. Griffith stated that the state statute addressing jaywalking is found in Title 21 of the Delaware Code, Section 4143, which requires pedestrians to use crosswalks. He noted that the statute is titled "Crossing at Other Than Crosswalks."

Responding to Mr. Rocha, Chief Johnson stated that jaywalking statutes were designed to address mid-block street crossings. He explained that the issue being addressed involves individuals who do not complete the act of crossing the street and instead remain in locations not clearly covered by other statutory sections. He referenced one (1) section concerning walking along a highway, noting that the inference is that the “highway” refers to the traveled roadway itself. He explained that if an individual remained on a median strip, they may not technically be considered to be on the highway under that definition. He emphasized that there was significant nuance within those sections and clarified that it was not a matter of unwillingness to enforce the law, but rather an effort to follow and understand the specific letter of the law as written within the system.

Responding to Mr. Rocha, Police Chief Johnson stated that, as had previously mentioned during the Council Committee of the Whole, their focus was 100% on the safety component, with the sole objective of preventing injuries and collisions related to the conditions being discussed. He emphasized that anything beyond that implicated their obligation to uphold protected activities, including those protected under the First Amendment. He explained that this was the department’s perspective and that the issue was not about panhandling. Rather, it concerned anyone who was found in the middle of the roadway, including, for example, someone wearing a football jersey and holding a bucket to raise funds for a club or other cause.

Dr. Sudler stated that he was only seeking additional knowledge and additional dialogue before asking James Hutchinson to speak. He noted that he wanted his viewpoint on what they need to look at from his expertise and knowledge.

James Hutchinson stated that it was important to consider Police Chief Johnson’s comments and noted that the local ordinances already provided the City of Dover Police Department with considerable flexibility. He emphasized that public safety was the number one (1) issue. He explained that the proposed ordinance would allow the police department to address the issue and give them full flexibility in handling the issue. In the interest of public safety, he stated that he would prefer council to take responsibility for passing an ordinance that provided that flexibility. He urged council to strongly reconsider and pass the proposed ordinance, noting that it would give Police Chief Johnson and the department the ability to address the issue effectively, as it was a public safety concern.

Andria Bennett, City Clerk, read the motion for the City Solicitor to contact the Delaware Department of Transportation (DelDOT) and request that a DelDOT representative appear before council to address questions and concerns regarding the medians.

Mr. Neil stated that they would have the City Solicitor look into contacting the Delaware Department of Transportation (DelDOT). He also added that they have good training that was involved with the MPO to make that request, and believed that it was valid.

Dr. Sudler stated that he preferred the involvement of the City Solicitor because the matter was legal in nature. He explained that decisions made could potentially have legal ramifications, and the interpretation of what was legally permissible may depend on the feedback received. While he was not opposed to having the issue brought back for discussion, he emphasized that he would

prefer it to be done with the guidance of the City Solicitor.

Responding to Dr. Sudler, Mayor Christiansen stated that he heard the request to have a Delaware Department of Transportation (DelDOT) representative come before Council for a discussion. He noted that he would keep Council informed to maintain order and ensure clarity for both council and the public.

Mr. Lewis asked why they could not ask for a report from the Delaware Department of Transportation (DelDOT) to be submitted with respect to their opinion. Instead of having Mayor Christiansen involved, he suggested having the City Solicitor reach out to the Delaware Department of Transportation (DelDOT).

Dr. Sudler stated that he would be amenable to the City Solicitor and Mayor Christiansen reaching out to the Delaware Department of Transportation (DelDOT) to obtain feedback, either through reports or by having a representative come before council to discuss the Delaware Department of Transportation's (DelDOT) perspective regarding the medians. He noted that any discussion could include potential legislative actions if the Delaware Department of Transportation (DelDOT) wished to share such information. He added that, as the City Solicitor had previously mentioned, being proactive and gathering additional information can only help in the future, particularly if litigation arises. He emphasized that his goal was to gain more information and knowledge to support any potential actions.

Mr. Neil stated that the City Solicitor's remarks had already been made in regards to the strength of what has to happen with the additional information, so his advice was that they were moving forward on the matter, and that was a matter of record.

Dr. Sudler stated that he would withdraw his motion, and Ms. Hall withdrew her second.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Proposed Ordinance #2025-21, as read by the City Clerk, by title only, as follows:

ORDINANCE #2025-21 – AMENDING CHAPTER 106 – TRAFFIC AND
VEHICLES, ARTICLE III, STOPPING, STANDING, AND PARKING, BY
ADDING SEC. 106-139 – PEDESTRIAN SAFETY.

INFRASTRUCTURE MODERNIZATION PROJECT (JOSEPH SIMMONS, IT DIRECTOR)

Mr. Joseph Simmons, Information Technology (IT) Director, reviewed the background regarding the Infrastructure Modernization Project.

Responding to Mr. Lewis, Mr. Simmons stated that the lead times and scarcity of servers for Fiscal Year 2026 fell under the category of product availability. He further explained that the grant fell under state procurement and was governed by the State of Delaware's procurement policy, which allowed for sole-source procurement for emergency situations. He noted that the funding was derived from an emergency situation by the State of Delaware, and that was the whole reason for

the grant.

Responding to Mr. Lewis, Mr. Simmons stated that the grant funding would still be made available to their competitors and could be utilized through service providers (SPs). He explained that, due to the nature of service servers and the equipment involved, purchases were not made directly from the manufacturer. He further noted that standard procedure would require issuing a request for proposals (RFP), including advertising and requesting a defined timeframe for responses. However, he stated that the process could elevate them to a higher-performance tier that they might not be able to fully utilize, which he cited as another reason for pursuing a sole-source procurement.

Dr. Sudler moved for approval of the Infrastructure Modernization Project as recommended by staff. The motion was seconded by Mr. Boggerty.

Mr. Lewis stated that he would abstain from the motion.

Dr. Sudler moved for approval of the Infrastructure Modernization Project as recommended by staff. The motion was seconded by Mr. Boggerty and unanimously carried with Mr. Lewis abstaining.

CITY MANAGER'S ANNOUNCEMENTS

Mr. Hugg announced that on December 9 and 10, beginning at 11:30 a.m. at Pitt's Center, council was invited to serve lunch to all departments in recognition of the employees' hard work.

MAYOR'S ANNOUNCEMENTS

Mayor Christensen announced that the Dashing Through Downtown Dover Electric Light Parade will begin at 6:00 p.m. on Saturday, December 13th, starting at Legislative Hall and continuing along Loockerman Street. He wished everyone a Merry Christmas, a Happy Hanukkah, a Happy Kwanzaa, and a happy, healthy, safe, and prosperous New Year to all citizens

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Anderson wanted to wish everyone a Merry Christmas, a Happy Hanukkah, a Happy Kwanzaa, and a Happy New Year. He announced that on December 13th, Toys for Tots would be making their final collections of toys, and if anyone was interested in helping, they would benefit from the Christmas cheer. He encouraged everyone to bring an item to donate to Toys for Tots. He also addressed Mayor Christensen, noting that he would need to defend his title as the Chili Cook-Off returns in January. He explained that the Chili Cook-Off, part of the city's annual community fundraisers, this year would benefit the People's Community Center Youth Program, which primarily supported programs in the Fourth District. While the programs were doing well overall, the youth program had fallen short of its budget, and the community could help meet those specific needs. He encouraged residents who wanted to help to contribute ahead of time, rather than waiting until January, and to reach out to participate.

Mr. Neil announced that December 14th was Mr. Boggerty's birthday, December 23rd was Mr. Lewis's birthday, and Mr. Rocha's birthday was on December 25th.

The meeting adjourned at 9:25 p.m.

ANDRIA L. BENNETT
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by the City Council during their Regular Meeting of December 8, 2025, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/AB

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on December 09, 2025, at 6:00 p.m. with Council President Neil presiding. Members of Council present were Mr. Anderson, Ms. Arndt, Mr. Boggerty, Ms. Hall, Mr. Lewis (via WebEx), Dr. Pillsbury, and Mr. Rocha. Dr. Sudler was absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Cunningham, Mr. Lewis (*Parks, Recreation, and Community Enhancement*), Ms. Smack (*Safety, Advisory, and Transportation*), Mr. Iriowen (via WebEx), Mr. Wilson (*Utility*), Mr. Garfinkel, and Mr. Shevock (*Legislative, Finance, and Administration*). Ms. Jackson (*Safety, Advisory, and Transportation*) and Mr. Wilson (*Utility*) were absent.

ADOPTION OF AGENDA

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

Mayor and Council Reports – November 2025

First District

Dr. Pillsbury reported attending the Capital Holiday Celebration for the annual tree lighting and the ordination of a bishop.

Mr. Rocha reported attending a Joint Pension meeting, the Habitat for Humanity Charity Ball, and discussions with the Delaware Thunder hockey team regarding the potential Dover Civic Arena. He also attended the Delaware Municipal Electric Corporation (DEMEC) end-of-the-year dinner, and he attended the Capital Holiday Celebration for the annual tree lighting, where he provided sound for all the choirs.

Second District

Ms. Hall reported attending many of the same events, addressing a number of constituent issues, and successfully orchestrating the repair of a pothole.

Mr. Lewis reported attending a number of holiday community events, which included the Capital Holiday Celebration for the annual tree lighting, the Delaware Multicultural and Civic Organization (DEMCO) holiday event, which provided toys to children. He also attended the Zeta Phi Beta Sorority, Inc. – Theta Zeta Zeta Chapter 50th Anniversary Gala at the Modern Maturity Center and addressed constituent concerns.

Third District

Ms. Arndt reported providing the opening remarks at the American Planning Association Delaware Chapter Annual Meeting held at Bally's Casino, with her remarks focused on the downtown redevelopment. She continued the ongoing coordination with the Capital School District, Dover Police Department, and the neighborhood regarding parking conflicts with bus loading zones at the elementary school. She attended the Capital Holiday Celebration for the annual tree lighting. She worked with Code Enforcement and Public Works to wrangle up abandoned shopping carts and thanked them for their efforts to clean up the city. She also responded to complaints about tree

trimming in the third district, noting that there were concerns about the quality of work being performed by the company that does the tree trimming for the Electric Department. Lastly, she noted that the state's urban forester will be taking a look at the trees, their health, and providing some recommendations to the contractor.

Fourth District

Mr. Anderson reported that during the month, he met and spoke with constituents regarding various issues, primarily related to public safety. He also discussed with the Chamber of Commerce the possibility of coordinating a Toys for Tots event in the coming year and explored ways to improve promotion of the food bank during the holiday tree lighting ceremony. Additionally, he attended the 72nd anniversary celebration of the historic First Baptist Church, which he noted was a positive event. Mr. Anderson further highlighted his attendance at the Hive event held on Small Business Saturday, describing it as a successful and positive initiative supporting local crafts and small businesses.

Dr. Sudler was absent; no report was given.

At-Large

Mr. Boggerty reported that the church's Thanksgiving outreach effort was conducted with the assistance of several council members and volunteers, during which approximately eighty individuals were provided meals. In addition, items such as socks, hand warmers, heated and thermal blankets, and other necessities were distributed. Any remaining items were donated to an appropriate organization for continued use. He stated that he looked forward to continuing similar community service efforts in the future.

He further reported that he met with representatives of the Boys & Girls Club regarding their forthcoming facility closer to the city to discuss effective use of the building and expanded services. He noted that the Boys & Girls Club was expected to provide a presentation to council in January outlining planned programs and activities for youth.

Mr. Boggerty also reported meeting with a property manager from ERA Harrington Realty to address concerns related to trespassing and vandalism, including a paintball incident, at certain properties. He thanked the Dover Police Department and Chief Johnson for their assistance and discussions regarding the matter.

Additionally, he acknowledged and congratulated Delaware State University on its successful football season and MEAC Championship appearance.

Finally, Mr. Boggerty reported that he had conducted follow-up discussions regarding the potential installation of metal detectors in City Hall. He stated that a preliminary report was being prepared for review by the co-chairs or co-sponsors to evaluate available options and budget considerations prior to a formal presentation, which was anticipated in January.

Council President Neil

Council President Neil reported that on December 1, he attended a meeting at the invitation of the Central Delaware Chamber of Commerce Executive Committee for a candid discussion regarding

public safety concerns in Dover. He provided the committee with copies of the Dover Police Quality of Life Initiative, which supported an article he wrote that was subsequently published in the Delaware State News and Bay to Beach online. He also attended the Dover Motor Speedway Children's Charity Luncheon, where funds were distributed to numerous nonprofit organizations supporting children.

Mr. Neil stated that, along with his colleagues, he participated in the December 4 tree lighting ceremony presided over by the Mayor. He attended the Wild Meadows Homeowners Association community and election meeting and held multiple discussions with leadership from the Delaware Manufactured Homeowners Association regarding issues related to leased-land housing.

He reported that he was sponsoring an ordinance scheduled for consideration in January that would require proof of title for new or used leased-land homes prior to licensing within a community. He thanked Mr. Eddie Kopp for his assistance in preparing the ordinance and explained that the intent was to protect buyers from purchasing homes lacking proper DMV licensing or with undisclosed liens.

Mr. Neil further reported that he continued working with Councilman Rocha and Councilwoman Pillsbury on efforts to renew a proposal to bring a civic arena/ice rink to Schutte Park, noting that the project would require legislative approval. He stated that he continued to respond to numerous emails regarding the proposed traffic safety ordinance, which was expected to be considered in January. Additionally, along with Councilman Rocha and City Principal Planner Dawn Melson-Williams, he attended a breakfast meeting hosted by the Housing Alliance focused on affordable housing.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

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

Adoption of Agenda

Mr. Neil moved for adoption of the agenda, seconded by Mr. Rocha and unanimously carried. *(Clerk's Office note: The meeting experienced a loss of internet connectivity, resulting in Councilman Lewis, committee members, and members of the public being disconnected from the WebEx.)*

Review of Revised Active Recreation Plan – The Old Post (Revised) (Located at 55 Loockerman Plaza: Site Plan/Architectural Review Certification S-25-07 Revised) (Dawn Melson-Williams, Principal Planner)

Ms. Dawn Melson-Williams, Principal Planner, reviewed the background and analysis regarding the revised active recreation plan for The Old Post.

Staff recommended approval of the revised active recreation area plan for the project, subject to the conditions outlined in the revised active recreation review report.

Mr. Neil noted that they will be located in an ideal area for recreation and a plethora of programs.

Ms. Arndt asked that they consider not placing the trees underneath power lines, if there are any power lines on or adjacent to the site. She also asked that they make sure the right tree is put in the right spot, and not place trees under the power lines. She noted that she would like to avoid the current issue of how the trees are being trimmed under electric lines, as previously stated.

Mr. Rocha moved to recommend accepting the staff recommendation to approve the revised active recreation area plan for the project. The motion was seconded by Dr. Pillsbury and unanimously carried.

Ms. Arndt moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting, hearing no objection the meeting adjourned at 6:26 p.m.

SAFETY, ADVISORY, AND TRANSPORTATION COMMITTEE

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

Adoption of Agenda

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

Update on Safety Concerns on East Lookerman Street (Jason Lyon, Water & Wastewater Director)

Mr. Jason Lyon, Water and Wastewater Director, reviewed the background and analysis regarding the update on the safety concerns on East Lookerman Street.

Staff recommended seeking funding to stripe East Lookerman Street from South Edgehill Avenue to North Little Creek Road.

David Suiters, 791 East Lookerman Street, Dover, recalled a 1992 incident in which two houses were struck, and fatalities occurred when a motorcyclist being pursued by police entered a residence. He noted that the street width is 22 feet, below the recommended 24-foot minimum, and described ongoing traffic hazards, including speeding and distracted driving. He emphasized the risk to residents, children, and his own family, citing an incident involving a young child. Mr. Suiters expressed frustration with petition processes, explaining that he had obtained additional signatures despite time constraints as a truck driver. He stressed that public safety and human life are more important than financial considerations and urged the Council to consider stricter enforcement and traffic safety measures on the street.

Responding to Ms. Smack, Mr. Lyon stated that the petition discussed during the July meeting was requested by the requester and not provided by the City of Dover. He clarified that the petition was received from Mr. Suiters, who took it upon himself to gather the signatures. The petition was not driven by the City of Dover; it was initiated by the requester, according to the minutes.

Responding to Ms. Smack, Mr. Boggerty said that because the request includes a petition, the committee cannot help gather signatures because it would suggest they support a cause, and they must remain neutral.

Responding to Mr. Anderson, Mr. Lyon stated they could accommodate his request for a temporary closure by adding an Emergency Access Only sign and then surveying residents in the spring to gauge their opinions about the closure. He mentioned that they could use a trailblazer sign with three different panels held down by sandbags. Mr. Lyon explained that, as an engineering practice, the Delaware Manual on Uniform Traffic Control Devices (MUTCD) does not have specific recommendations for road closures since it is generally at the municipality's discretion. As an engineer, he is tasked with providing data. While he understands the passion behind the request, he must assess it objectively and consider the potential precedent it could set for future developments.

Mr. Lyon also noted that everything east of Route 13, including where Burger King is, and East Loockerman Street, are city owned. However, after speaking with DelDOT, they have stated that if the city were to put any sort of notification of a temporary closure on Route 13, it would require their approval. For example, if the city chose to place a variable message sign, it would need to be approved by DelDOT.

Responding to Mr. Anderson, Mr. Lyon stated that the fire department is not in favor of the closure because it limits emergency response time. However, mechanized equipment could be used for the closure. He noted that it would need to be maintained and monitored to make sure it is working correctly. Bollards could be put in, similar to what is used at Delaware State University's downtown campus, which retract into the ground. He noted that the fire department would have to get out of the truck, unlock, and lower the bollards.

Responding to Mr. Rocha, Mr. Lyon stated that in reviewing the memo included in the meeting packet, the Fire Marshal had provided a comment. He explained that the memo did not contain hard data but rather indicated that significant damage could occur approximately every 30 seconds. He advised that he did not have a definitive answer at that time and added that staff would be willing to research the difference in response times if requested.

Responding to Mr. Rocha, Mr. Lyon stated that the road was changed from a two-way to a one-way street many years ago. When traveling from Little Creek, going down East Loockerman Street towards Burger King, you have to make a right at Edgehill Drive because it becomes one-way.

Responding to Ms. Smack, Mr. Lyon stated that he could provide the requested data to the committee and advised that the timing of the data might not be ideal. He noted that certain developments within the city, including Emerald Point, were constructed with the expectation of a future connector street that had not been completed, resulting in only one means of egress. He explained that developments with a single means of egress could present additional concerns, particularly if roadway access were obstructed. He emphasized that these were additional considerations for the committee and concluded by stating that he would provide the requested data to the committee within one day.

Mayor Christiansen stated that, approximately 33 years earlier, while serving as Council President, traffic and safety concerns on East Lockerman Street were addressed following a motorcycle accident. He explained that conditions were further impacted by the development of “Heartburn Alley,” which increased traffic associated with nearby restaurants and created issues in the alley behind the Edgehill Shopping Center. He noted that corrective actions were taken at that time, including changes to traffic patterns and restricting access onto East Lockerman Street from a previously two-way segment near the tree farm. He indicated that no significant improvements had been made since those changes and requested Mr. Jason Osika to come forward.

Jason Osika, Deputy Director of Emergency Management, stated that fires could double in size every 30 seconds, particularly due to modern materials. He noted that he was not present at the original meeting but referenced an internal staff meeting with police, fire, and EMS. He explained that during a recent fire, the fire company used East Lockerman Street to respond, though alternative routes were available but more time-consuming. He highlighted that rapid response, including CPR within 10 seconds, was critical. He noted that the committee was being provided information on possible mechanisms, such as bollards or gates. He stated that consensus among emergency services was that any such mechanisms might delay response, and emergency personnel would likely take alternative routes.

William Garfinkel stated that Independence Boulevard, which runs from Route 8 to Walker Road, had become increasingly dangerous over the years due to rising traffic. He noted that drivers often ignored traffic rules, including passing on double yellow lines and struggling to navigate the roundabout. He praised the traffic calming measures, including chicanes and roundabouts designed by DelDOT, which effectively reduced vehicle speeds and improved safety for pedestrians, particularly children. He concluded that without these measures, the street would have become unlivable and extremely hazardous.

Mayor Christiansen recommended reaching out to DelDOT to look at what kind of traffic calming devices could be utilized on East Lockerman Street, as they did on Independence Boulevard. He then recommended reaching out to the local representatives for Community Transportation Funds to accommodate the solution recommended by DelDOT.

Responding to Dr. Pillsbury, Mr. Lyon noted that while certain traffic improvements were possible, Independence Boulevard was significantly wider than the subject road, and the right-of-way was much narrower. He explained that constructing traffic circles to meet proper vehicle radius could be challenging, referencing Mifflin Road’s undersized roundabout as an example. He mentioned that other options, such as curb bump-outs similar to those on North State Street near the cemetery, could be considered, but cautioned that potential drainage issues would need to be addressed through a study.

Responding to Ms. Hall, Mr. Lyon stated that a right-of-way acquisition would be necessary to make the necessary adjustments, specifically to the sidewalk, or a permanent easement would be required, which would necessitate approval from every property owner on the street.

Mr. Suiters expressed his continued frustration with the excessive speeding on his road. He noted that he did not want to see anyone injured or killed.

Ms. Arndt stated that speeding in city neighborhoods had been a concern raised by many constituents. She acknowledged the validity of complaints but expressed that closing streets based on petitions from a limited number of residents could set a concerning precedent. She noted that the petition should reflect the majority of the neighborhood, as residents from adjacent streets also used the affected roads. She indicated that there was insufficient evidence that most neighbors supported closing the street and observed that narrower streets could act as natural traffic calming measures, whereas widening streets could encourage higher speeds. She suggested alternatives such as striping, permanent speed signs, and “no throughway” signage to deter cut-through traffic. Ms. Arndt emphasized the importance of maintaining multiple access points for traffic flow and emergency situations. She expressed support for reviewing other options and commended Mr. Lyon, the police department, and the fire department for their analyses and data collection.

Belinda Main, City of Dover, stated that although she did not live in the affected neighborhood, she frequently traveled through it and wanted to address ongoing safety concerns. She noted that she had been told by a city official that action often occurred only after a fatality, citing multiple incidents on the street that had not been addressed until a child’s death. She emphasized that while she continued to advocate for her own neighborhood, she was currently supporting this neighborhood to prevent further tragedies. Ms. Main encouraged the council to address this neighborhood first and then extend solutions to others, ensuring strict enforcement of speed limits to protect all children in the city. She commended Mr. Neils' proposal to review the issue and offered her support to advocate for broader neighborhood safety initiatives.

Mr. Rocha moved to recommend referring the item back to staff so that they may reach out to DelDOT to do a study with their traffic calming division so that staff can present the committee with more options as to what can be done on East Lookerman Street. The motion was seconded by Ms. Hall.

Mr. Anderson stated that he agreed with the motion but expressed concern about delaying action while the matter was being studied, particularly given that conditions were outside the city’s control for part of the year. He recommended the temporary installation of delineators to restrict the area to emergency access only and requested that staff return at the next meeting with a proposed temporary solution that would allow access for emergency vehicles, including appropriate signage designating the area for emergency use only.

Mr. Anderson moved to amend the motion to include that staff come back the following month with a recommendation to achieve temporary emergency access only. The motion was seconded by Mr. Neil.

Mr. Rocha and Ms. Hall were amenable to the amendment.

Mr. Rocha moved to recommend referring the item back to staff so that they may reach out to DelDOT to do a study with their traffic calming division, and to bring back the following month a recommendation to achieve temporary emergency access only. The motion was seconded by Ms. Hall and unanimously carried.

Mr. Boggerty moved for adjournment of the Safety Advisory and Transportation Committee meeting, hearing no objection the meeting adjourned at 7:33 p.m.

UTILITY COMMITTEE

The Utility Committee met with Chairman Rocha presiding.

Adoption of Agenda

Ms. Hall moved for adoption of the agenda, seconded by Dr. Pillsbury and unanimously carried.

Evaluation of Bids – Water Quality Improvements (Jason Lyon, Water & Wastewater)

Mr. Jason Lyon, Water and Wastewater Director, reviewed the background and analysis of the evaluation of bids for the water quality improvements.

Staff recommended awarding the contract to Richard E. Pierson Construction Company, Inc. for the Water Quality Improvements Project ITB #26-0005WW, for \$2,110,312.

Responding to Ms. Hall, Mr. Lyon stated that the federal law with the current package did not require subcontractor opportunities. He noted that there are other federal funds that are provided that require a solicitation of at least fifteen percent of the subcontracting work. However, that was not a part of the presented package.

Mr. Lyon noted that Mr. Wilson was at the pre-bid meeting, and he received a list of all the companies that asked for bid documentation.

Ms. Hall moved to recommend accepting the staff recommendation to award the contract to Richard E. Pierson Construction Company for the water improvement project. The motion was seconded by Ms. Arndt and carried by a unanimous roll call vote.

Mr. Rocha moved for adjournment of the Utility Committee meeting, hearing no objection the meeting adjourned at 7:39 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

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

Proposed Ordinance #2025-25 – Amending Appendix F – Fees and Fines, Chapter 46 – Fire Prevention and Protection (Jason Osika, Deputy Director of Emergency Management and Communications)

Mr. Jason Osika, Deputy Director of Emergency Management and Communications, reviewed Proposed Ordinance #2025-25.

Staff recommended forwarding Proposed Ordinance #2025-25 to City Council for approval.

Ms. Hall moved to recommend accepting the staff recommendation to forward Proposed Ordinance #2025-25 to City Council for approval. The motion was seconded by Mr. Boggerty and unanimously carried.

Quarterly Budget Review (David S. Hugg, III, City Manager)

Mr. David S. Hugg, III, City Manager, and Jeff Dill, Budget Analyst, presented the quarterly budget update.

This item was informational; committee action was not required.

Responding to Mayor Christiansen, Mr. Dill confirmed that \$400,000 was budgeted for legal expenses.

Responding to Mayor Christiansen, Mr. Hugg confirmed that the city has been involved in one comparatively large matter that has resulted in a substantial bill. He mentioned that, because the matter is in litigation, he cannot describe what it is.

Responding to Mayor Christiansen, Mr. Hugg stated that about half of the budget has been used for the single litigation item. He mentioned signing a reimbursement of \$98,000 for the firm handling the case. He explained that part of the claim will be covered by the insurance company, and they may need to pursue additional litigation to recover some expenses attributed to a third party.

Responding to Ms. Arndt, Mr. Hugg stated that the matter is related to an initial appeal by an applicant to the Board of Adjustment.

Responding to Mr. Anderson, Mr. Dill stated that the budget was generally on course as planned for FY 2026, with a few minor revenue items that were unexpected. He noted that wastewater revenues were not meeting projections, which was unexpected, and stated that further review would be necessary.

Responding to Mr. Anderson, Ms. Marney, Controller/Treasurer, stated that the issue did not involve refunds, but rather billing adjustments being processed by the customer service billing department related to high water bills. She explained that multiple factors were under review to determine the root cause of the adjustments, which were impacting revenues.

Responding to Mr. Anderson, Mr. Dill stated that it was too early to determine whether any projects would need to be deferred due to the revenue issues.

Responding to Mr. Anderson, Ms. Marney stated that an official written opinion from the Controller General's Office had not yet been received. She explained that while there had been

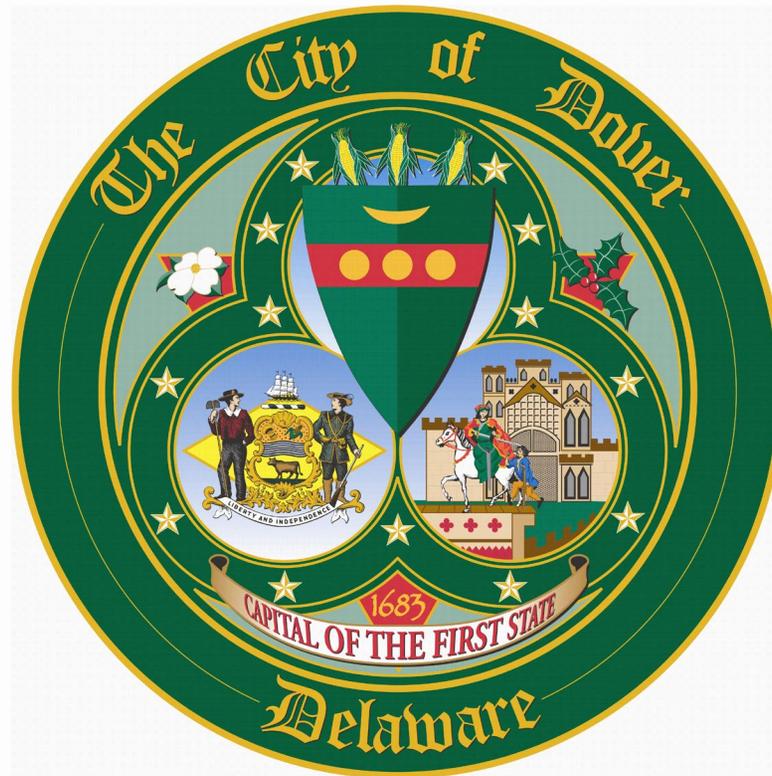
discussion about using the \$1.6 million as an offset to the City’s budget, the grant language specified use for universities, and clarification was needed before any appropriation. She noted that in the prior year, \$500,000 had been allocated to the Police Department and \$1.1 million to the Fire Department without spending restrictions. She added that internal discussions had occurred regarding allocating a portion of the grant toward employee and overhead expenses related to police and fire calls, which appeared to be permissible under the grant language. She concluded that no funds had been allocated and that the money remained in the General Fund as a grant revenue line item.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 8:00 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 8:00 p.m.

Fred A. Neil
Council President

CITY COUNCIL COMMUNITY ENHANCEMENT FUND REPORT



NOVEMBER 2025

CITY COUNCIL COMMUNITY ENHANCEMENT FUND
JULY 1, 2025 - JUNE 30, 2026
100-10-12-99-000-53037

Current Balance - \$ 15,150.00

BUDGETED AMOUNT								\$25,000.00
COMMUNITY ENHANCEMENT FUND - \$2,500 FOR EACH COUNCIL MEMBER PER DISTRICT AND \$5,500 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.								
Total								\$25,000.00
Date	COUNCIL SPONSOR	Vendor	Description	P.O. #/INVOICE #	BATCH#	TOTAL CHARGES	YEAR TO DATE	BALANCE
7/1/2025	Anderson	Hispanic Organization of Latin Americans (HOLA)	Councilman 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 06/02/2025 and an email from Anthony (Tony) Velazquez Founder/CEO dated 06/02/2025	6577	\$ 500.00	\$ 500.00	\$ 24,500.00
7/3/2025	Sudler	Holy Trinity UAME Church	Councilman Sudler authorized the designation of \$1,000 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Roy Sudler, Jr dated 07/03/2025 and a letter from Pastor Sheila Lomax dated 06/20/2025	6577	\$ 1,000.00	\$ 1,500.00	\$ 23,500.00
7/5/2025	Rocha	Holy Trinity UAME Church	Councilman Rocha authorized the designation of \$200 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Gerald Rocha, Sr. dated 07/05/2025 and an email from Pastor Sheila Lomax dated 07/04/2025	6577	\$ 200.00	\$ 1,700.00	\$ 23,300.00
7/7/2025	Anderson	Holy Trinity UAME Church	Councilman Anderson authorized the designation of \$200 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from David Anderson dated 07/07/2025 and a letter from Pastor Sheila Lomax dated 06/20/2025	6577	\$ 200.00	\$ 1,900.00	\$ 23,100.00
7/7/2025	Lewis	Holy Trinity UAME Church	Councilman Lewis authorized the designation of \$400 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Brian Lewis dated 07/07/2025 and a letter from Pastor Sheila Lomax dated 06/20/2025	6577	\$ 400.00	\$ 2,300.00	\$ 22,700.00
7/9/2025	Boggerty	Holy Trinity UAME Church	Councilman Boggerty authorized the designation of \$150 of his community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Andre Boggerty dated 07/09/2025 and a letter from Pastor Sheila Lomax dated 06/20/2025	6656	\$ 150.00	\$ 2,450.00	\$ 22,550.00
7/14/2025	Pillsbury	Holy Trinity UAME Church	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Julia Pillsbury dated 07/11/2025 and an email from Pastor Sheila Lomax dated 07/04/2025	6656	\$ 200.00	\$ 2,650.00	\$ 22,350.00
7/14/2025	Pillsbury	Hispanic Organization of Latin Americans (HOLA)	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from Julia Pillsbury dated 07/11/2025 and an email from Anthony (Tony) Velazquez Founder/CEO dated 07/11/2025	6656	\$ 200.00	\$ 2,850.00	\$ 22,150.00
7/14/2025	Boggerty	Hispanic Organization of Latin Americans (HOLA)	Councilman Boggerty authorized the designation of \$200 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from Andree Boggerty dated 07/14/2025 and an email from Anthony (Tony) Velazquez Founder/CEO dated 07/11/2025	6656	\$ 200.00	\$ 3,050.00	\$ 21,950.00
7/17/2025	Hall	Holy Trinity UAME Church	Councilwoman Hall authorized the designation of \$200 of her community enhancement funds to Holy Trinity UAME Church for their Youth Empowerment event.	Email from Donyale Hall dated 07/11/2025 and an email from Pastor Sheila Lomax dated 06/20/25	6764	\$ 200.00	\$ 3,250.00	\$ 21,750.00
7/29/2025	Rocha	Hispanic Organization of Latin Americans (HOLA)	Councilman Rocha authorized the designation of \$250 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Baila Con Dover Festival.	Email from Gerald Rocha dated 07/28/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 07/11/2025	6854	\$ 250.00	\$ 3,500.00	\$ 21,500.00
7/31/2025	Lewis	Hispanic Organization of Latin Americans (HOLA)	Councilman Lewis 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 Brian Lewis dated 07/31/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 07/30/2025	6906	\$ 500.00	\$ 4,000.00	\$ 21,000.00
8/1/2025	Lewis	Caribbean Culture Awareness Inc.	Councilman Lewis authorized designation of \$300 of his community enhancement funds to the Caribbean Culture Awareness Inc. for their 2nd Annual Delaware Caribbean Carnival.	Email from Brian Lewis dated 08/11/2025 and an email from Eveann Fenty-Marsell dated 8/09/2025	6959	\$ 300.00	\$ 4,300.00	\$ 20,700.00
8/12/2025	Rocha	A 2nd Chance A Haven for Abused and Battered Woman and Children	Councilman Rocha authorized the designation of \$500 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner	Email from Gerald Rocha dated 08/12/2025 and email from City Clerk's Office dated 08/12/2025	6959	\$ 500.00	\$ 4,800.00	\$ 20,200.00
8/12/2025	Neil	A 2nd Chance A Haven for Abused and Battered Woman and Children	Councilman Neil authorized the designation of \$100 of his community enhancement funds to Ms. Faye White at A 2nd Chance, for their Annual Veterans Honorary Dinner	Email from Fred Neil dated 08/12/2025 and email from City Clerk's Office dated 08/12/2025	6959	\$ 100.00	\$ 4,900.00	\$ 20,100.00
8/12/2025	Anderson	A 2nd Chance A Haven for Abused and Battered Woman and Children	Councilman Anderson 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 David Anderson dated 08/12/2025 and email from City Clerk's Office dated 08/12/2025	6959	\$ 200.00	\$ 5,100.00	\$ 19,900.00
8/15/2025	Sudler	Hispanic Organization of Latin Americans (HOLA)	Councilman Sudler 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 Roy Sudler dated 08/15/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 06/06/2025	7002	\$ 500.00	\$ 5,600.00	\$ 19,400.00
8/19/2025	Anderson	Holy Trinity UAME Church	Councilman Anderson authorized the designation of \$750 of his community enhancement funds to Holy Trinity UAME Church for their Back to School Book Bag Drive	Email from David Anderson dated 08/19/2025 and an email from Pastor Sheila Lomax dated 08/19/25	7002	\$ 750.00	\$ 6,350.00	\$ 18,650.00
9/8/2025	Pillsbury	I Am My Sister's Keeper (MSK)	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to I Am My Sister's Keeper (MSK) for their Founders Day	Email from Julia Pillsbury dated 09/4/2025 and an email from Marcille Sewell-Lingham dated 09/4/25	7165	\$ 200.00	\$ 6,550.00	\$ 18,450.00
9/8/2025	Boggerty	I Am My Sister's Keeper (MSK)	Councilman Boggerty authorized the designation of \$250 of his community enhancement funds to I Am My Sister's Keeper (MSK) for their Founders Day	Email from Andre Boggerty dated 09/4/2025 and an email from Marcille Sewell-Lingham dated 09/4/25	7165	\$ 250.00	\$ 6,800.00	\$ 18,200.00
9/8/2025	Neil	I Am My Sister's Keeper (MSK)	Councilman Neil authorized the designation of \$50 of his community enhancement funds to I Am My Sister's Keeper (MSK) for their Founders Day	Email from Fred Neil dated 09/4/2025 and an email from Marcille Sewell-Lingham dated 09/4/25	7165	\$ 50.00	\$ 6,850.00	\$ 18,150.00
9/8/2025	Rocha	1NA Foundation	Councilman Rocha authorized the designation of \$200 of his community enhancement funds to 1NA Foundation for their 2nd Annual 1NA Day of Giving Back	Email from Gerald Rocha dated 09/4/2025 and an email from Deanna Wright dated 09/4/25	7165	\$ 200.00	\$ 7,050.00	\$ 17,950.00
9/8/2025	Pillsbury	1NA Foundation	Councilwoman Pillsbury authorized the designation of \$200 of her community enhancement funds to 1NA Foundation for their 2nd Annual 1NA Day of Giving Back	Email from Julia Pillsbury dated 09/4/2025 and an email from Deanna Wright dated 09/4/25	7165	\$ 200.00	\$ 7,250.00	\$ 17,750.00
9/16/2025	Boggerty	1NA Foundation	Councilman Boggerty authorized the designation of \$300 of his community enhancement funds to 1NA Foundation for their 2nd Annual 1NA Day of Giving Back	Email from Andre Boggerty dated 09/12/2025 and an email from Deanna Wright dated 09/12/25	7121	\$ 300.00	\$ 7,550.00	\$ 17,450.00
9/17/2025	Hall	The Veterans Awareness Center Foundation Stand-Down	Councilwoman Hall authorized the designation of \$500 of her community enhancement funds to The Veterans Awareness Center Foundation Stand-Down for their Delaware 2025 Veterans' Stand Down	Email from Donyale Hall dated 09/17/2025	7263	\$ 500.00	\$ 8,050.00	\$ 16,950.00

10/16/2025	Anderson	Inner City Cultural League	Councilman Anderson authorized the designation of \$500 of his community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday Celebration	Email from David Anderson dated 10/16/2025 and a letter from Reuben Salters dated 10/13/2025	7504	\$ 500.00	\$ 8,550.00	\$ 16,450.00
11/10/2025	Lewis	Hispanic Organization of Latin Americans (HOLA)	Councilman Lewis authorized the designation of \$200 of his community enhancement funds to the Hispanic Organization of Latin Americans (HOLA) for their Winter Wonderland Extravaganza Holiday Coat & Toy Giveaway	Email from Brian Lewis dated 11/10/2025 and an email from Anthony (Tony) Velazquez, Founder/CEO, dated 11/06/2025	7602	\$ 200.00	\$ 8,750.00	\$ 16,250.00
1/6/2026	Sudler	Inner City Cultural League	Councilman Sudler authorized designation of \$500 of his community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday Celebration	Verbal phone call by Dr. Sudler 1/6/2026, will be sending an email and letter from Reuben Salters dated 11/25/2025	7914	\$ 500.00	\$ 9,250.00	\$ 15,750.00
1/6/2026	Boggerty	Zeta Phi Beta Sorority, Inc., Theta Zeta Zeta Chapter	Councilman Boggerty authorized designation of \$100 of his community enhancement funds to the Zeta Phi Beta Sorority, Inc. for their 19th Annual Prayer Breakfast and Scholarship Fundraiser	Email from Andre Boggerty dated 1/6/2026 and an email from Soror Karen Drummond and Soror Jermein Bell dated 12/31/2025	7914	\$ 100.00	\$ 9,350.00	\$ 15,650.00
1/7/2026	Lewis	Inner City Cultural League	Councilman Lewis authorized designation of \$500 of his community enhancement funds to the Inner City Cultural League for their Martin Luther King Jr. National Holiday celebration	Verbal conversation with Mr. Lewis 1/7/2026 and an email from Reuben Salters dated 1/7/2026		\$ 500.00	\$ 9,850.00	\$ 15,150.00
TOTALS							\$ 9,850.00	\$ 15,150.00

BUDGETED AMOUNT	DISTRICT	COUNCIL SPONSOR	YTD EXPENDITURES	BALANCE
\$ 5,000.00	At-Large	Boggerty	\$ 1,000.00	\$ 4,000.00
\$ 2,500.00	1st District	Pillsbury	\$ 800.00	\$ 1,700.00
\$ 2,500.00	1st District	Rocha	\$ 1,150.00	\$ 1,350.00
\$ 2,500.00	2nd District	Hall	\$ 700.00	\$ 1,800.00
\$ 2,500.00	2nd District	Lewis	\$ 1,900.00	\$ 600.00
\$ 2,500.00	3rd District	Arndt	\$ -	\$ 2,500.00
\$ 2,500.00	3rd District	Neil	\$ 150.00	\$ 2,350.00
\$ 2,500.00	4th District	Anderson	\$ 2,150.00	\$ 350.00
\$ 2,500.00	4th District	Sudler	\$ 2,000.00	\$ 500.00
	TOTAL		\$ 9,850.00	\$ 15,150.00

CITY MANAGER'S MONTHLY REPORT



November 2025

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December 31, 2025

Honorable Mayor & Members of City Council
Dover, DE 19901

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

Dear Mayor & Members of City Council:

The City Manager's Office is pleased to present our monthly report for the month of November 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 the Prioritization of City of Dover Capital Transportations Program (CTP) Projects, Consideration of the Reclassification and Re-grading of the Senior LAN Analyst Position, and Pedestrian Safety ordinance.
- Attended Special Council Meetings for Infrastructure Modernization Project, Violations of the Dangerous Building Ordinance, Strategy Session and Personnel Matters.
- 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, resolving issues and addressing personnel concerns. Conducted interviews for vacant positions. Continued to review the needs of the Planning Department in relation to staffing vacancies utilizing consultant assistance as an intermediate solution to meet critical needs while looking for long-term solutions. Prepared proposal for budgetary strategy related to positions.
- Conducted individual monthly and regular Department Head meetings. Evaluated personnel matters and reviewed project analyses.
- Completed ICMA annual report for ICMA-CM certification. Completed stormwater management certification examination.
- Attended the Library Advisory Committee meeting, Dover Days meeting and the DEMEC Quarterly Board meeting.
- Participated in the annual City of Dover insurance renewal meeting.
- Attended the Kent Sussex Leadership Alliance luncheon and meeting. Met with Kent Economic Partnership regarding industrial needs assessment.
- Worked with broker regarding property sales at Garrison Oak (ongoing discussions).
- Regularly scheduled coordination with City Solicitor on pending legal matters. Continued meetings with outside counsel on legal matters.

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

Most respectfully,



David S. Hugg, III
City Manager



Sharon J. Duca, P.E., ICMA-CM
Assistant City Manager

CENTRAL SERVICES MONTHLY REPORT November 2025

PROCUREMENT & INVENTORY DIVISION		
Purchase Orders for Stock by Fund		
	FY 2026 to Date	Difference from FY 2025
Electric	\$412,137.05	-397.0%
Water	\$41,246.84	-13.1%
Wastewater	\$2,487.18	3.6%
General	\$55,386.77	24.8%
Total	\$511,257.84	-318.4%
Issues from Stock by Fund		
	FY 2026 to Date	Difference from FY 2025
Electric	\$703,539.39	7.2%
Water	\$35,903.00	-87.0%
Wastewater	\$0.00	0.0%
General	\$47,591.86	-15.7%
Total	\$787,034.25	1.3%
Bids/RFPs Solicited		
	FY 2026 to Date	Difference from FY 2025
	19	-15.8%
Money Spent for Postal Services		
	FY 2026 to Date	FY 2025 to Date
	\$86,897.12	\$89,780.51

Fuel Usage		
Type	FY 2026 to Date	FY 2025 to Date
Unleaded	63,154	63,206
Diesel	30,470	35,009
Dollars Spent	\$218,555.34	\$243,622.97

Warehouse Stock Value		
	FY 2026	FY 2025
	\$5,737,983.05	\$4,626,069.02

Purchase Orders for Stock are down 397% compared to this time last year.
 Issues from Stock are up 1.3% compared to this time last year.
 Bids/RFP's are down 15.8% compared to this time last year.
 Postal Expenses are down 3.3% compared to this time last year.
 Fuel Costs are down 11.5% compared to this time last year.
 Overall warehouse value is up 19.4% compared to this time last year.

FLEET DIVISION		
PM Work Orders Scheduled: 17	PM Work Orders Completed: 22	Total Work Orders PM & Repair: 76
Total Hours Turned: 177.5	Excess Hours Turned: 0	Uncaptured Time: 215.8
MEASURE	November 2025	November 2024
Completed PM's	22	46

DIFFERENCE -52.17%

There were 17 PM's scheduled for this month. A total of 22 PM's were completed along with 54 repair work orders. There were a total of 76 work orders completed.

FACILITIES DIVISION		
Routine Work Orders Completed: 47	Emergency Work Orders Completed: 6	
City-owned Facility Work Orders: 50	Events & Support Work Orders: 3	
MEASURE	November 2025	November 2024
Completed Work Orders	53	59

DIFFERENCE -10.17%

There were 54 routine and emergency Work Orders completed during this month. The work orders consisted of 50 for maintenance and repair of City-owned facilities and 3 related to events and other support work.

Central Services Narrative
<p>Warehousing & Procurement is operating as normal. Project CS2502 contract awarded.</p> <p>Facilities is operating as normal; two positions posted.</p> <p>Fleet is operating as normal.</p>

CENTRAL SERVICES PROJECT UPDATE November 2025		
FY/PROJECT NUMBER	DEPARTMENT	STATUS
FC2601	CITY HALL FLAT ROOF	QUOTING
FC2600	PEAR STREET ABATEMENT	SCHEDULING VENDOR
FC2602	CITY HALL FIRE ALARM EQUIPMENT UPGRADE	SCHEDULING VENDOR
EA2601	WEYANDT HALL STAIRWELL FLOORING	SCHEDULING VENDOR
CS2502	FUEL ISLAND UPGRADE	CONTRACT AWARDED EQUIPMENT ORDERED

City of Dover

Customer Services Department

Item #16.

Major Program Updates	Nov 2025	Nov 2024	Difference	FY 2026	FY 2025
				Year-to-Date	Year-to-Date
Customers Served for Payment Processing	18,192	18,124	68	104,429	108,318
Final Bills	392	403	(11)	2326	2,546
Estimated Bills	723	316	407	3279	1,958
Penalties Posted	\$ 20,456.74	\$ 17,666	\$ 2,790.50	\$ 85,757	\$ 52,743
Extensions of Credit - Amount Extended	\$ 146,578	\$ 87,056	\$ 59,521.44	\$ 1,152,408	\$ 981,461
Balance Transfers	\$ 31,238	\$ 1,171	\$ 30,067.18	\$ 62,925	\$ 469,414
Utility Collections	\$ 40,325	\$ 11,752	\$ 28,572.14	\$ 190,268	\$ 154,196
Miscellaneous Billings	\$ 463,152	\$ 1,810,716	\$ (1,347,564.19)	\$ 4,599,009	\$ 9,371,870
Taxes Levied	\$ 486,035	\$ 990,239	\$ (504,203.92)	\$ 16,675,068	\$ 16,066,172
Billing Adjustments / Credit Balances	\$ 44,908	\$ 58,181	\$ (13,273.35)	\$ (1,571,122)	\$ 64,003
Total Taxes Collected	\$ 61,336	\$ 131,405	\$ (70,068.74)	\$ 28,097,453	\$ 15,353,033
Taxes Outstanding	\$ 469,606	\$ 800,653	\$ (331,046.51)	\$ 469,606	\$ 777,142
Write Off Request	\$ -	\$ -	\$ -	\$ 32,121	\$ 15,053
Write Off Request - ICS adjustment	\$ -	\$ -	\$ -	\$ -	\$ -

Recap of monthly activities / notations –

As of November 30, 2025, the City of Dover served 25,244 electric utility customers, which is an increase in comparison to 25,051 in September 2024 and 13,328 water utility customers in comparison to 13,240 customers in 2024. Data is sourced from the Monthly Utility Bill Summary Report, which includes all utility rate classifications. The Customer Services Department continues to focus on serving the community, providing service in excellence, and working together collaboratively to strengthen daily operations. Daupler remains an effective tool to communicate with customers about past due balances and service disconnections reducing the total of disconnections needed.

Receivable Comparison FY 2025 to FY2026 to date (November 2025)

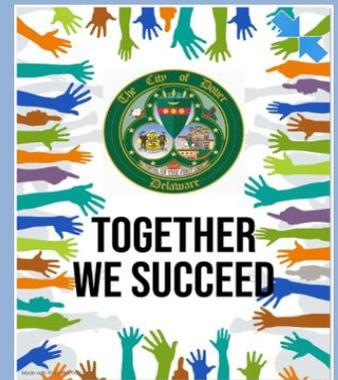
Compared to the same time last year the City had open receivables of \$9,378,652.91 vs \$8,945,454.07.

Utility Disconnections for November 2025

435 accounts were disconnected for non-payment of service.
 Total receivable collected through the disconnection process \$262468.48.
 Ending Utility Receivable Due - \$7,384,178.53.

Outstanding Receivable FYE 2026

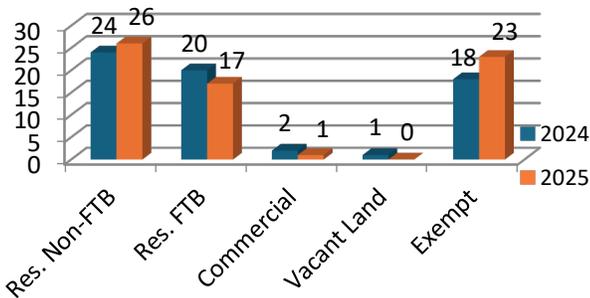
	Utility	Taxes	General Billing	Total Receivable
JULY	9,266,355.56	3,211,954.32	1,053,560.67	13,531,870.55
AUGUST	9,263,300.81	\$1,224,542.11	1,123,986.51	11,611,829.43
SEPTEMBER	8,908,826.12	677,420.22	1,780,326.13	11,366,572.47
OCTOBER	8,420,405.83	486,034.91	1,548,464.39	10,454,905.13
NOVEMBER	7,384,178.53	469,606.30	1,524,868.08	9,378,652.91
DECEMBER				-
JANUARY				-
FEBRUARY				-
MARCH				-
APRIL				-
MAY				-
JUNE				-



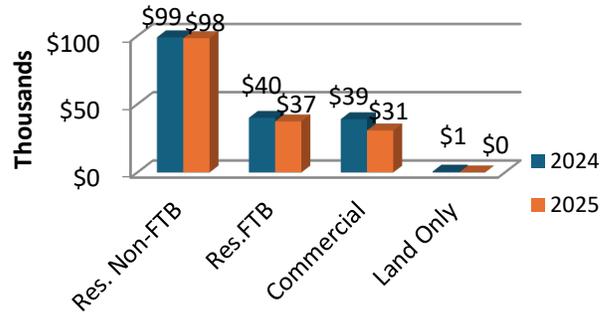
Customer Service Department Mission

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

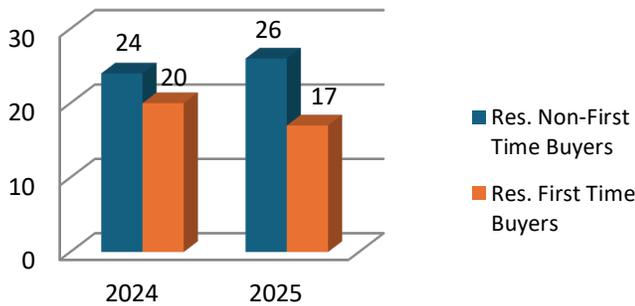
Number of Deeds Stamped for the Month of Nov. 2024/2025



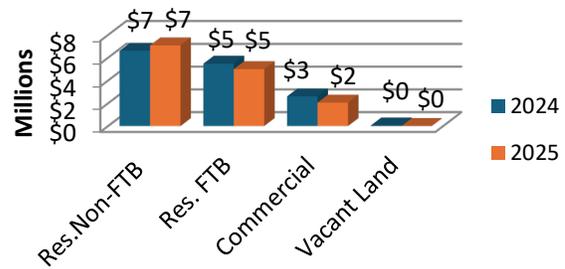
Transfer Tax Dollar Amount for the Month of Nov. 2024/2025



First Time Buyer for the Month of Nov. 2024/2025



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



Major Updates

	September	October	November
Assessment Change	\$4,359,800	-\$220,900	\$392,600

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
32	\$5,391,900	\$8,662,280	.64	1.03

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 November 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	LUC	ADDRESS	UNITS	STYLE	YRBLD	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PR	Item #16.	R
ED05-057.17-01-04.00	18	R10	110 MILLCREEK DR	1	8	1990	2	1408	C+	AV	145,100	13-NOV-25	265,		5
ED05-066.12-01-33.00	3	R10	10 AUGUSTA CT	1	14	1988	1	3228	A-	AV	343,100	21-NOV-25	565,000		.61
ED05-066.16-03-27.00	3	R10	8 VALHALLA CT	1	13	2025	2	3779	B+	AV	302,900	20-NOV-25	475,000		.64
ED05-067.09-03-31.00	3	R10	22 WHITEMARSH CT	1	8	1982	2	2390	B-	AV	216,100	21-NOV-25	158,900		1.36
ED05-067.15-04-17.00	10	R10	839 WOODCREST TRN	1	5	1965	2	1886	C	GD	183,600	12-NOV-25	320,000		.57
ED05-068.09-01-30.00	13	R10	14 DRAPER DR	1	14	1986	1	1248	C	AV	176,200	25-NOV-25	242,500		.73
ED05-068.13-01-04.12	100	R50	24 CHATHAM CT	1	13	1988	2	2248	B-	AV	137,000	10-NOV-25	192,000		.71
ED05-068.14-01-13.00	13	R10	358 FREAR DR	1	14	1964	1	1130	C	AV	147,800	26-NOV-25	297,500		.50
ED05-068.18-03-44.00	7	R10	106 MITSCHER RD	1	14	1969	1	1200	C	AV	125,200	10-NOV-25	237,000		.53
ED05-068.19-01-11.09	7	R10	13 SPRUANCE RD	1	8	1980	2	1404	C-	FR	94,600	04-NOV-25	175,000		.54
ED05-068.19-05-71.00	14	R10	48 NICHOLAS DR	1	13	2006	2	2010	C+	GD	189,900	12-NOV-25	325,000		.58
ED05-076.04-02-89.00	2	R10	100 RED HAVEN WAY	1	13	2025	2	1420	C+	AV	147,200	03-NOV-25	309,990		.47
ED05-076.04-02-93.00	2	R10	108 RED HAVEN WAY	1	13	2025	2	1420	C+	AV	147,600	21-NOV-25	329,990		.45
ED05-076.05-04-01.022	102	R50	44 COURTSIDE DR	1	20	1978	1	1008	C-	AV	47,300	08-NOV-25	118,000		.40
ED05-076.09-03-47.00	14	R10	347 NORTHDOWN DR	1	13	2009	2	1855	C+	AV	164,900	04-NOV-25	183,000		.90
ED05-076.10-02-77.00	14	R10	229 TRAFALGAR DR	1	14	2005	1	1620	C+	AV	168,900	20-NOV-25	228,000		.74
ED05-076.12-03-60.00	2	R10	735 W NORTH ST	1	14	1999	1	1222	C-	AV	129,100	18-NOV-25	249,900		.52
ED05-076.13-05-02.00	14	R10	41 WESTOVER DR	1	5	2002	2	1685	C+	AV	166,300	03-NOV-25	325,000		.51
ED05-076.20-04-09.00	5	R10	961 WOODFORD DR	1	14	1997	1	1648	C+	AV	197,500	14-NOV-25	320,000		.62
ED05-077.06-02-02.00	7	R10	706 E DIVISION ST	1	3	1954	1	1587	C	AV	152,500	05-NOV-25	260,000		.59
ED05-077.06-02-26.00	7	R10	721 S HALSEY RD	1	2	1952	1	960	C	AV	141,000	19-NOV-25	270,000		.52
ED05-077.07-01-58.00	6	R10	46 MORIARTY ST	1	8	2007	2	1424	C	AV	147,600	15-NOV-25	269,000		.55
ED05-077.09-04-38.00	8	R10	128 W NORTH ST	1	1	1910	2	1260	C	EX	179,200	21-NOV-25	274,000		.65
ED05-077.11-02-01.00	6	R10	930 S LITTLE CREEK RD	1	1	1935	1	1472	C	AV	191,200	03-NOV-25	253,500		.75
ED05-077.11-02-08.00	6	R10	524 CRAWFORD AVE	1	5	1964	2	1483	C+	AV	181,900	07-NOV-25	290,000		.63
ED05-077.11-02-89.00	6	R10	972 S LITTLE CREEK RD	1	3	1960	1	900	C	AV	121,500	24-NOV-25	165,000		.74
ED05-077.11-02-92.00	6	R10	994 S LITTLE CREEK RD	1	5	1975	2	2028	C+	AV	220,400	19-NOV-25	240,000		.92
ED05-077.17-02-37.00	5	R10	910 MONROE TER	1	16	1959	1	2231	C+	FR	192,600	13-NOV-25	385,000		.50
ED05-077.17-04-29.00	4	R10	40 PINE ST	1	2	1925	1	1830	C-	AV	168,400	04-NOV-25	210,000		.80
ED05-077.17-04-56.00	4	R10	149 LOTUS ST	1	14	1953	1	1204	C	AV	147,900	01-NOV-25	276,000		.54
ED05-077.18-02-50.00	4	R10	190 EVERGREEN DR	1	14	1952	1	1488	C	AV	153,900	21-NOV-25	268,000		.57
ED05-085.12-03-22.00	12	R10	311 MIMOSA AVE	1	5	1969	2	1688	C+	AV	163,500	04-NOV-25	185,000		.88

ELECTRIC DEPARTMENT MONTHLY REPORT

For the month of November 2025, the Electric Department contributed to the quality of life for all our customers.

The city experienced a system peak of 90.72 megawatts, a decrease of 14 megawatts from last month and a 7.75 megawatt decrease from the same month last year.

There was a total of 9 outages for the month, affecting a total of 1814 customers with an average outage time of 52.54 minutes. For the month we had five blown fuses, three from squirrels and two from unknown causes. We also had a pole mounted transformer failure with no clear reason and three breaker operations that open-closed with no outages. The city was experiencing high winds that day so the most likely culprit was tree branches.

Project Updates:

The department continues to work on FY26 projects and is working on FY27 budgets. Working in conjunction with The Energy Authority, we responded to question from State Legislature pertaining to our MRPS report submitted in October. Staff also responded to requests for information for RP3 application questions from APPA. Crews worked on transmission pole changes along Scarborough Rd and assisted Proctor & Gamble in their scheduled Thanksgiving maintenance outage and restoration.

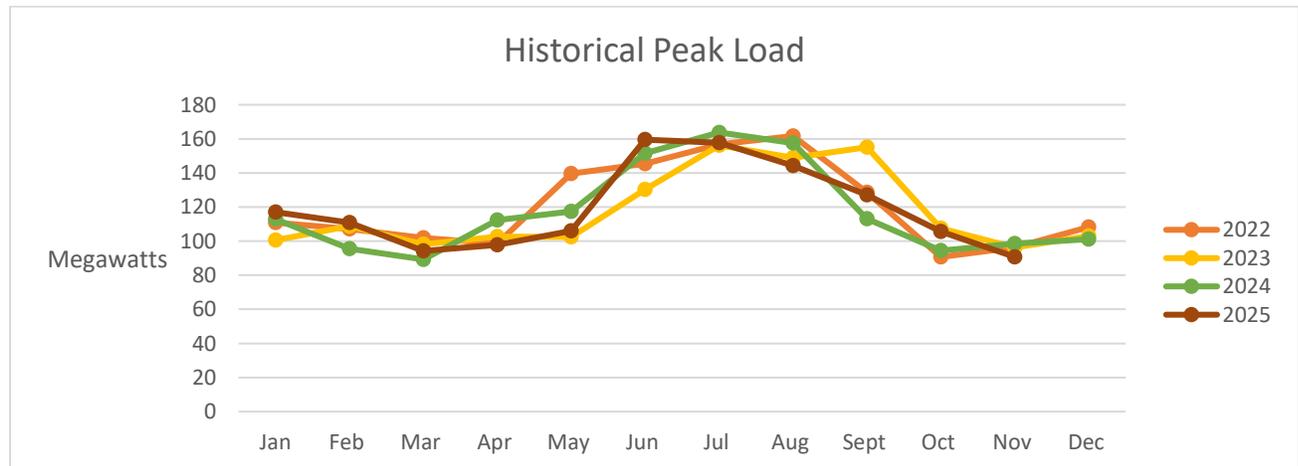
Garrison Oak Substation is still progressing but there are a lot of discrepancies with the building. The manufacturers have been on site several times with no resolution.

Van Sant was not dispatched by PJM for the month of October and was in a scheduled outage from Oct 20th through November 17th. All tasks were completed, and the unit was put back in service as scheduled.

Due to an update to the tracking system we use to collect our data from, some information previously included in this report is not available for this report.

FY 26 YTD Outages and Response Time:

Total – 42	Average Response Time – 26.2 minutes (Goal – Less than 30 minutes)	
Lost Time Accidents –	Workorders Generated –	
Current Month – 0	Total FY – 0	Current Month – 106 Total FY – 820



Emergency Management and Communications

The Department of Emergency Management and Communications is dedicated to protecting lives, property, and the well-being of our community through coordinated emergency preparedness, effective communication, and responsive public safety services.

Through transparent public information and proactive community engagement, we strive to build trust, enhance readiness, and strengthen the City's resilience before, during, and after any crisis.

We oversee and support Emergency Management, Emergency Medical Services, Public Communications, and the Office of the Fire Marshal, ensuring rapid, professional, and compassionate response to emergencies.

Director

Kay M. Sass

Deputy Director & Fire Marshal

Jason A. Osika

Deputy Fire Marshal's

FM2 Matthew C. Brown

FM3 Phillip M. Lewis

FM4 Sean P.M. Christiansen

EMS Primary Contacts:

Senior Regional Director of Operations Tyler Selak

Dover EMS Division Chief Michael Jenkins

Fire Marshal's Office - At a Glance

The Fire Marshal's Office investigated 3 incidents during the month of November.

Staff has completed restaurant annual fire and life safety inspections. Staff has now moved on to mercantile.

Matt Brown continues to assist with the building department as the liaison to the third party plan reviewer.



	Month	Year to Date	Previous Year to Date
Annual Fire & Life Safety Inspections	11	151	155
Deficiencies From the Above Inspections	4	108	277
Fire Code Violations/Deficiencies/Complaints	26	99	154
C/O & Fire Equipment Acceptance Tests	6	91	41
Meetings & Walk Through	20	110	68
Fire Plan Review & DAC	10	53	49

	Month	Year to Date	Previous Year to Date
Accidental	3 totaling \$9250	15 totaling \$133,958	25 totaling \$417,102
Incendiary	0	4 totaling \$2,200	5 totaling \$2,003
Undetermined	0	5 totaling \$100,503	5 totaling \$518,100
Natural	0	1 totaling \$1,000	0
Investigation time	7 hours	50 hours	99 hours
Injuries	0	3	11
Deaths	0	1	0
Arrest Made with DPD	0	0	0

RUN VOLUME:

A total of **1263 responses by Dover EMS for the month.** (Up from 1180 last month)
Of those 1263, **830** required transport (940 patients) **160** received services and did not transport and **100** cancelled or refused. Sick persons was the most frequent calls, followed by MVC's, and chest pains at time of dispatch.

Average Response Times:

State of Delaware compliance requirements are that 90% of responses be below the response time guidelines. Dover EMS exceeded the 90% minimum in every category.

Alpha 9.5 min. 97.94% (Low priority - ie: non life threatening ie: non serious illness, back pain, flu like symptoms)

Bravo 6.6 min. 97.03% (Moderate Priority - ie: minor allergic reaction, fainted now alert)

Charlie 6.9 min. 98.93% (Urgent - ie: difficulty breathing, severe abdominal pain, diabetic emergency)

Delta 6.0 min. 100% (High Priority - ie: cardiac arrest, not breathing severe trauma or choking, childbirth complications)

Echo 5.0 min. 100% (Highest priority - ie: cardiac arrest confirmed, not breathing at all, mass casualty, CPR in progress)

Omega 9.4 min. 100% (Lowest Priority - ie: Minor nosebleed, non injury fall assist)

Education:

All Dover EMS providers received continuing education to meet the requirements for their training and certifications.

Additional information:

40 Total Surge Emergencies - Surge emergencies refer to situations where the demand for EMS exceeds normal capacity causing the implementation of a surge plan (Bringing on additional units)

21 Total Surge Unit Activations with Transports

12 dispatches with a 27- Run Card (Penetrating Trauma) - 9 patients transported (ie: gunshot wound, stab wounds, other types of impalements) Average response time **4 min 40 seconds**

Dover was dispatched **out of district 36 times**, and transported 20 of those.

Total calls **handled by mutual aid** into Dover is 17. (1.3% of run volume) Dover was dispatched out of district 27 times (arrived 21) resulting in 19 transports.

9.3% of the overall calls were individuals without a home.



HUMAN RESOURCES

NOVEMBER 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.*

NOVEMBER SUMMARY:

NOVEMBER Hiring Trends FY26:

MONTH	NEW HIRE AMOUNT	STATUS
NOVEMBER	5	5 FT

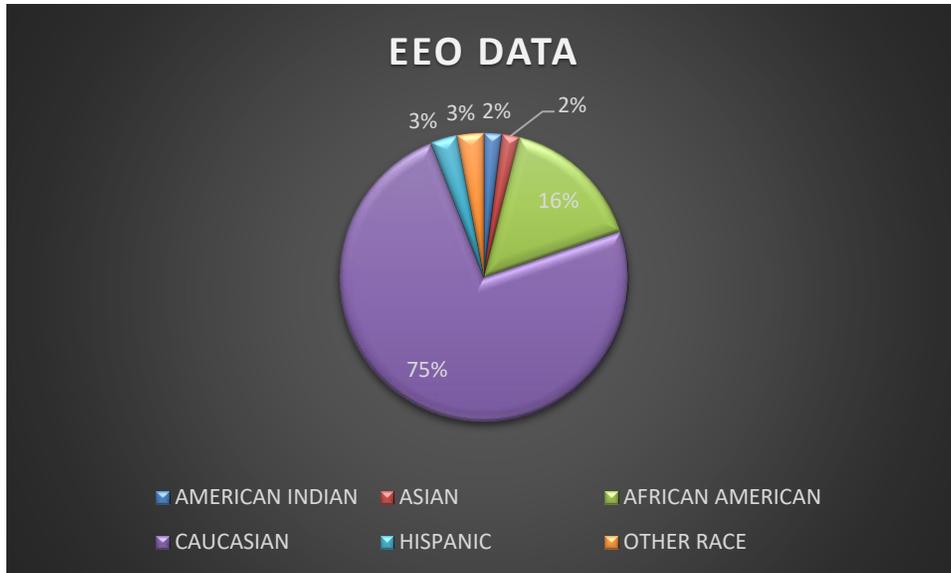
NOVEMBER Voluntary Termination/Involuntary Termination Trends FY26:

VOLUNTARY	2 FT
INVOLUNTARY	0 FT
RETIREMENT	1 FT



HUMAN RESOURCES

NOVEMBER EEO DATA

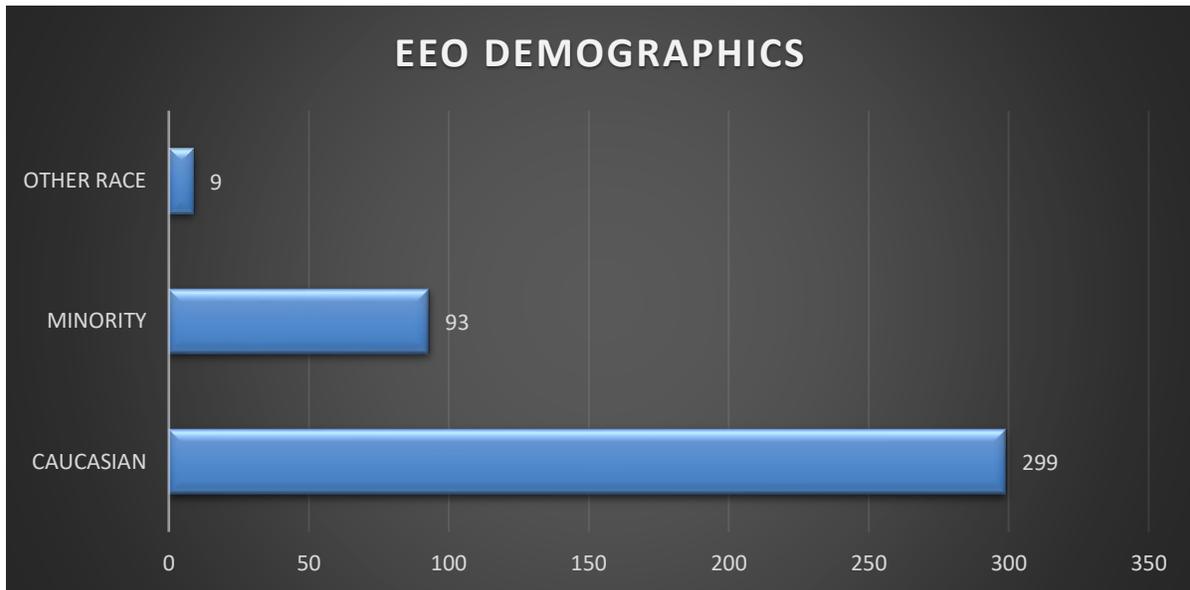


AMERICAN INDIAN	2%
ASIAN	2%
AFRICAN AMERICAN	16%
CAUCASIAN	75%
HISPANIC	3%
OTHER RACE	3%



HUMAN RESOURCES

NOVEMBER EEO DEMOGRAPHICS

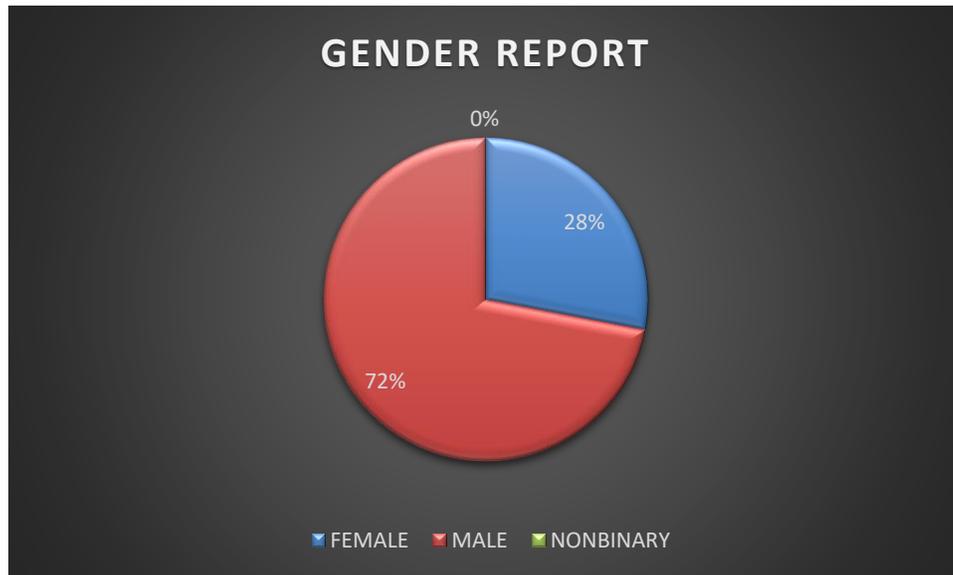


OTHER RACE	9
MINORITY	93
CAUCASIAN	299



HUMAN RESOURCES

NOVEMBER GENDER REPORT

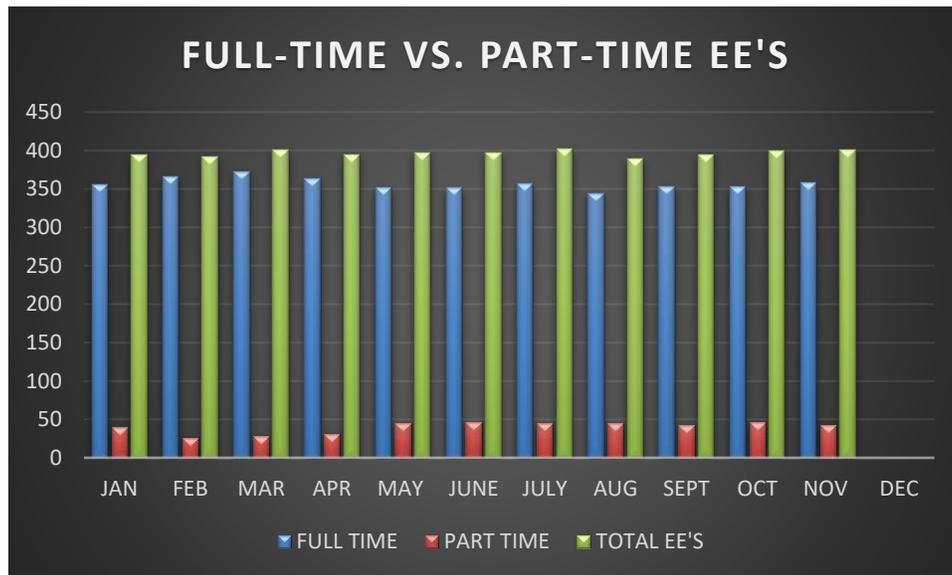


MALES	72%
FEMALE	28%
NON-BINARY	0%



HUMAN RESOURCES

FULL-TIME VS. PART-TIME EE'S



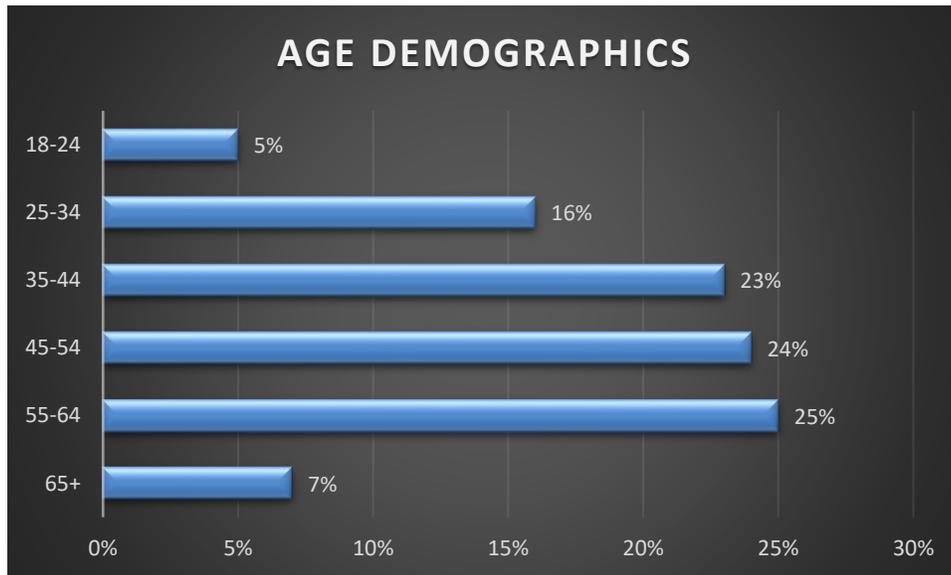
MONTH	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
FULL TIME	356	366	373	364	352	351	357	344	353	353	358	
PART TIME	39	26	28	31	45	46	45	45	42	46	43	
TOTAL EE'S	395	392	401	395	397	397	402	389	395	399	401	

Numbers do not reflect committees, or council members.



HUMAN RESOURCES

NOVEMBER INTERNAL EE AGE DEMOGRAPHICS



AGE	PERCENTAGE
18-24	5%
25-34	16%
35-44	23%
45-54	24%
55-64	25%
65 +	7%



HUMAN RESOURCES

HIRING DETAILS

Position Hired: MOTOR EQUIPMENT OPERATOR (2), CUSTOMER SERVICE CLERK, INSPECTOR I, LAN ANALYST

Transferred/Promoted:

Position Terminated/Resigned/Retired/Other:

Terminal Leave: N/A

CURRENT VACANT POSITIONS

OPEN POSITIONS	ORIGINAL POSTING DATE	STATUS
NETWORK ADMINISTRATOR/POLICE DEPARTMENT	12/8/2025	FT
MOTOR EQUIPMENT OPERATOR II/PARKS & RECREATION DEPARTMENT	11/4/2025	FT
MOTOR EQUIPMENT OPERATOR I/WATER & WASTEWATER DEPARTMENT	10/17/2025	FT
INSPECTOR I-BUILDING INSPECTOR/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DEPARTMENT	10/8/2025	FT
ARBORIST/PARKS AND RECREATION DEPARTMENT	9/18/2025	FT
SERVICE CENTER CLERK/PARKS AND RECREATION DEPARTMENT	9/18/2025	PT
PLANNER II/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DEPARTMENT	8/29/2025	FT
INSPECTOR I-CODE ENFORCEMENT/PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DEPARTMENT	8/27/2025	FT
CIVIL ENGINEER I/DEPARTMENT OF WATER & WASTEWATER	8/26/2025	FT
POLICE CADET/POLICE DEPARTMENT	8/25/2025	PT
EXECUTIVE ASSISTANT/CITY CLERK'S OFFICE	7/11/2025	FT
BUILDING MAINTENANCE CRAFTSPERSON III/CENTRAL SERVICES DEPARTMENT	5/23/2025	FT
BUILDING MAINTENANCE CRAFTSPERSON I/CENTRAL SERVICES DEPARTMENT	5/7/2025	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
PLANNING, INSPECTIONS, AND COMMUNITY DEVELOPMENT DIRECTOR/PLANNING AND INSPECTIONS DEPARTMENT	10/18/2023	FT

**Not used for Budgeting Purposes*



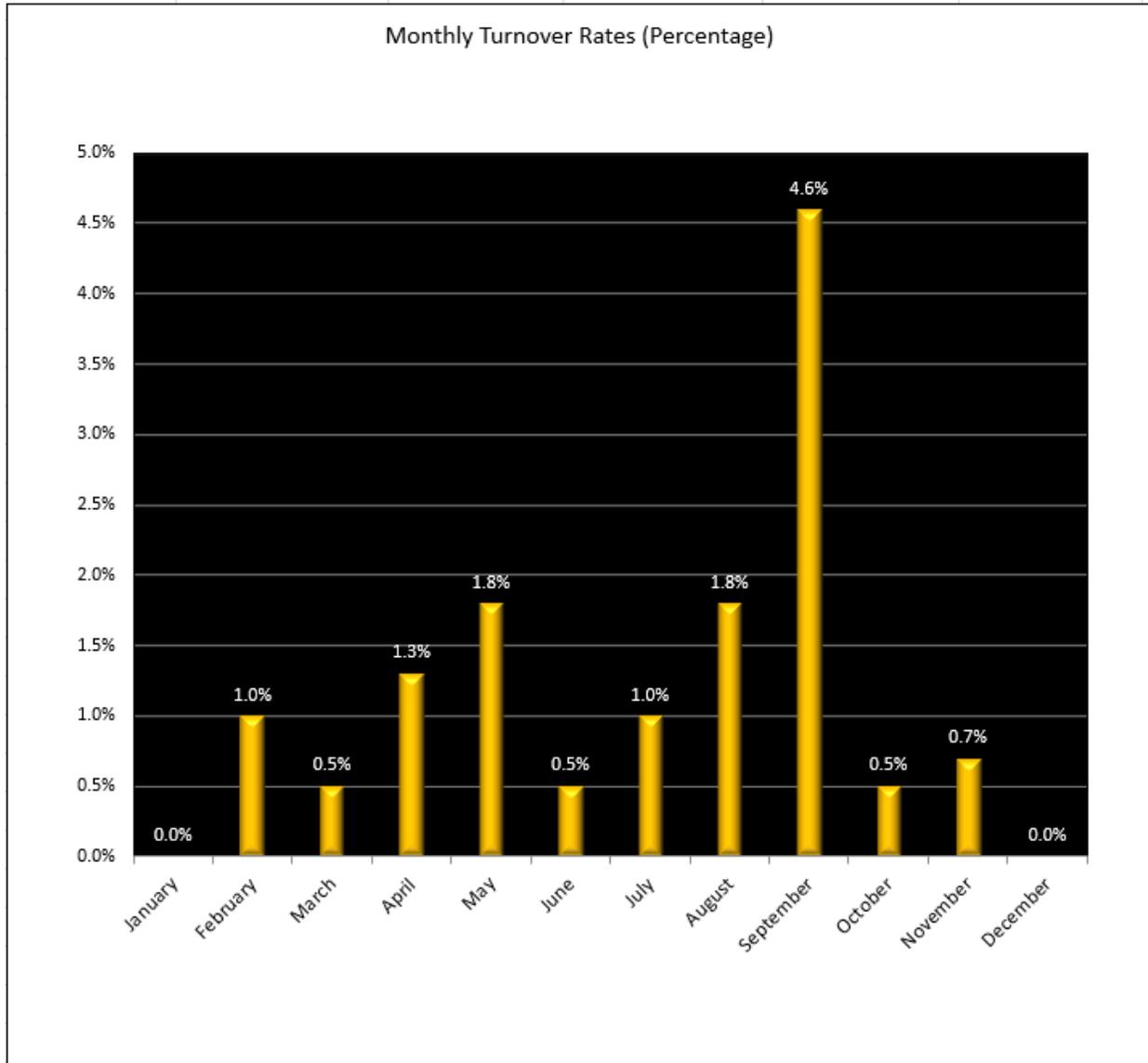
HUMAN RESOURCES

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	5	395	1.3%			
May	7	397	1.8%			
June	2	397	0.5%			3.6%
July	4	402	1.0%			
August	7	389	1.8%			
September	18	395	4.6%			7.4%
October	2	399	0.5%			
November	3	401	0.7%			
December	0	1	0.0%			1.2%

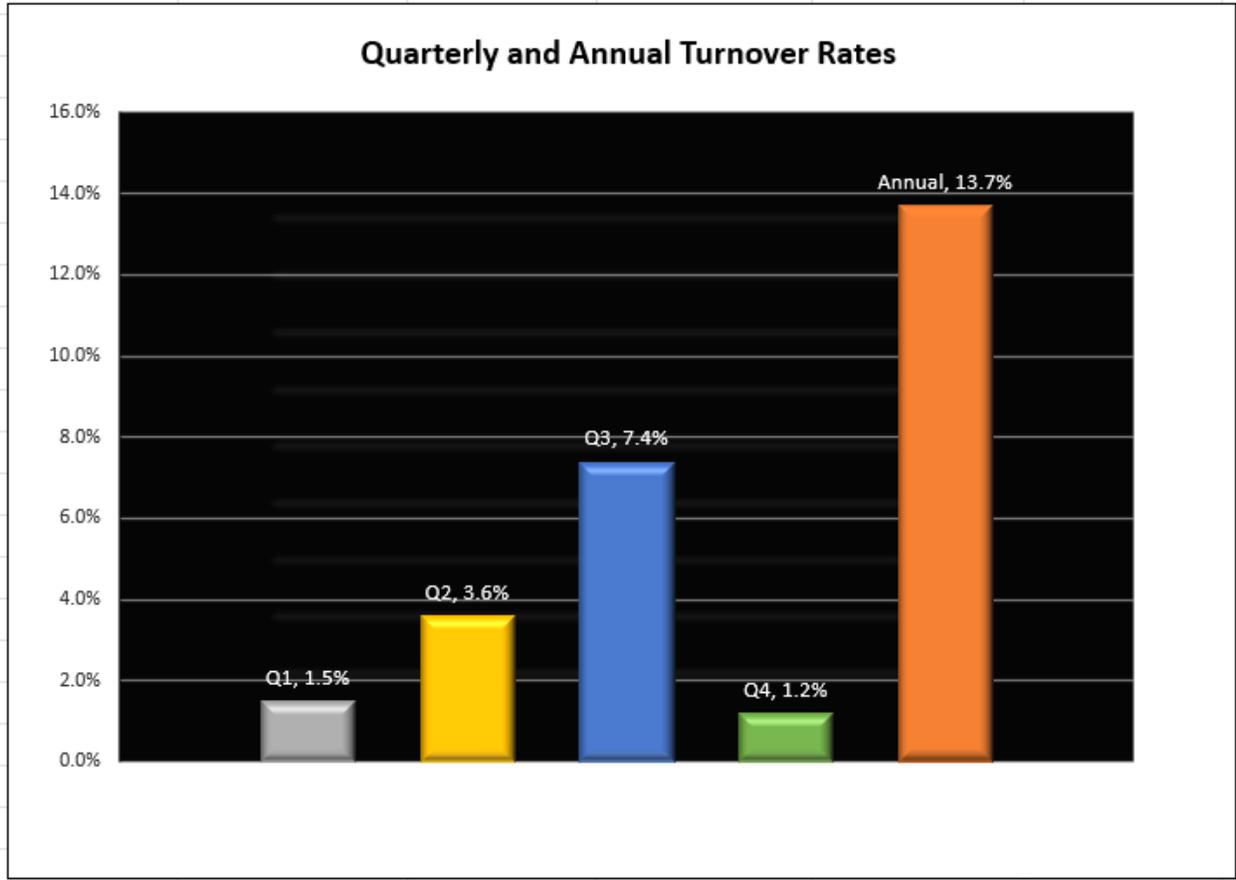


HUMAN RESOURCES





HUMAN RESOURCES





HUMAN RESOURCES

NOVEMBER WORKER'S COMPENSATION DATA

MONTH	OCTOBER-25	NOVEMBER-25
WORKERS COMP INJURY DETAIL	4	6



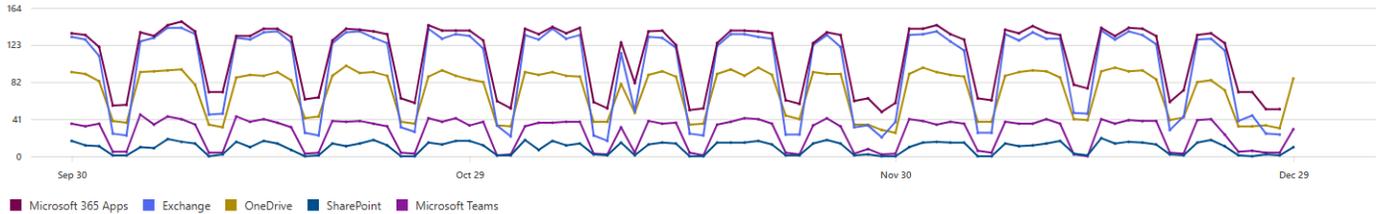
Respectfully Submitted by H. Naomi Poole

Information Technology Department November 2025 Report

IT Resources

Microsoft 365 usage reports show how employees are using Microsoft 365 services. This shows an increase in productivity and usage of tools that the city provided to its end users.

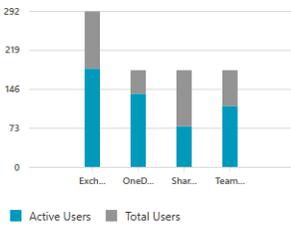
Active users



Active users - Microsoft 365 Services

185 active users

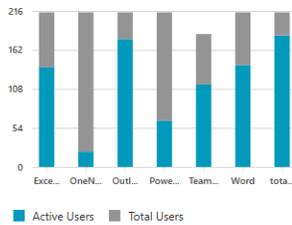
Total number of unique active users per Microsoft 365 Service



Active users - Microsoft 365 Apps

182 active users ▼ 1.6%

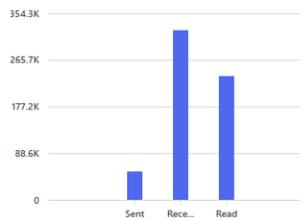
Total number of unique active users per Microsoft 365 App



Email activity

375.9K activities ▼ 8.0%

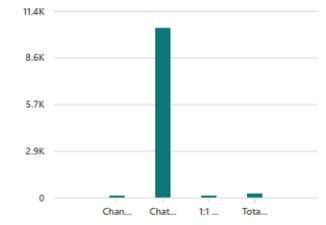
Number of send and receive actions over the selected time period



Microsoft Teams activity

10.7K activities ▲ 27.5%

Total number of Teams activities over the selected time period



IT Support:

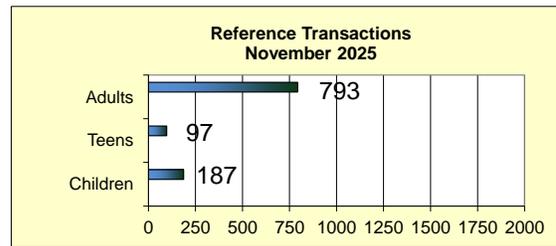
Overall service quality is improving with a fully staffed IT department; response times are consistently fast, and further gains are expected with RMM modernization. Average first response time is 4 minutes 20 seconds on support calls/tickets (well under five minutes). With full staffing, ticket handling quality is up with clearer resolution tasks and fewer handoffs. And opportunity to upgrade out RMM tools to strengthen proactive monitoring, remote diagnostics, and automation — aiming to reduce Mean Time To Resolve (MTTR) and increase First Contact Resolution (FCR).

IT Projects:

IT Launched scoping for Pure Storage Evergreen to modernize storage & network; early analysis supports sub-2 ms Tier-1 latency and non-disruptive upgrades. IT presented its preliminary project plan to City Council in November for consideration with final project approval and system configuration and scoping decision targeted for December.

Other IT capital projects are in the planning initiation stages.

- 1) City Hall A/V system upgrade.
- 2) Reed Street 2nd Floor and City Hall wiring and wireless access upgrades.
- 3) Windows 10 to Windows 11 PC software upgrade in progress for completion on Dec 25
- 4) Transition to .gov domain for city email now scheduled for the first quarter of 2026



Item #16.

Circulation	Nov. '25	FYTD '26	Nov. '24	FYTD '25
City of Dover Residents	8,299	47,934	8,881	52,790
Electronic Materials	7,775	41,865	6,804	35,317
Kent County Residents	8,892	51,445	9,572	53,972
Non-County Residents	1,186	6,609	1,105	6,547

New Library Registrations				
City of Dover Residents	204	1,461	178	1,240
Kent County Residents	101	751	82	556
Non-County Residents	3	31	4	24

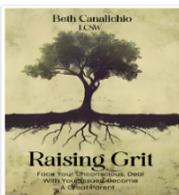
Registered Library Users as of 11/30/2025		Registered Library Users as of 11/30/2024		
City of Dover Residents	19,336			19,992
Kent County Residents	10,256			9,484
Non-County Residents	<u>680</u>			<u>702</u>
TOTAL	30,272			30,178

Other				
Visitors	12,460	74,419	10,340	72,529
Meeting Room Attendance	3,544	14,813	1,938	15,458
Number of Computer Users	1,262	7,751	N/A	4,075
Number of Wireless Computer Users	1,328	7,933	1,215	7,599
Inter/Intralibrary - Loaned	36		49	
Inter/Intralibrary - Borrowed	46		68	
Holds Sent	2,307		2,370	
Holds Received	<u>1,488</u>		<u>1,682</u>	
TOTAL	3,877	22,427	4,169	20,657
Tech Services/Items Added	893		823	
Tech Services/Items Deleted	1,307		381	
Passport Services/Customers	167	976	233	1,131
Passport Services/Revenue	\$6,660	\$38,165	\$9,642	\$46,178

Monthly Highlights

- ▶ 373 attended 39 programs for adults.
- ▶ 204 attended 25 program for teens.
- ▶ 976 attended 27 programs for children.
- ▶ 0 volunteers.

Program Spotlight



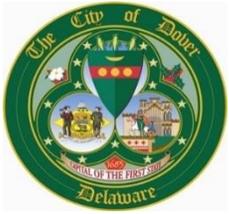
Local Author: Beth Canalichio



Stop by and meet Beth Canalichio, local author of "Raising Grit: Face Your Unconscious, Deal with Your Issues, Become a Great Parent." Beth Canalichio, LCSW, is a Licensed Clinical Social Worker with a 27-year career dedicated to helping others. After earning her degree in Communication Arts in 1992 and her MSW in 1995, she became licensed in 1997 and also obtained certification in hypnotherapy. Beth started her career working in psychiatric hospitals, outpatient programs, family crisis prevention, and intervention programs, gaining invaluable experiences that prepared her for practicing independently. Later in her career, she also worked as a counselor in the secondary school setting. During her twenty-three years in private practice, Beth worked with clients aged twelve and up and became well-regarded for couples therapy. She specialized in the treatment of grief and loss, adjustment disorders, depression, anxiety, trauma, family problems, and late teen/early adulthood issues.

She will be on hand to answer questions about her book, with copies available for purchase. Visit her website at <https://raisinggrit.net>.

Date: Saturday, November 1, 2025
Time: 11:00am - 2:00pm Eastern Time
Location: Lobby
Library: Dover Public Library
Audience: All Ages
Categories: Community and Culture



Parks & Recreation

Monthly Report – November 2025



PARKS & RECREATION HIGHLIGHTS

Dover Park Building and Spray Pad: Please visit our web page for frequent updates: <https://www.cityofdover.gov/departments/ParksRecreation/Splashpadandcommunitycenter>

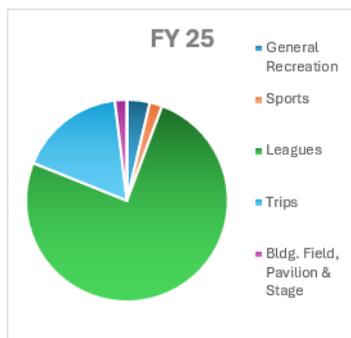
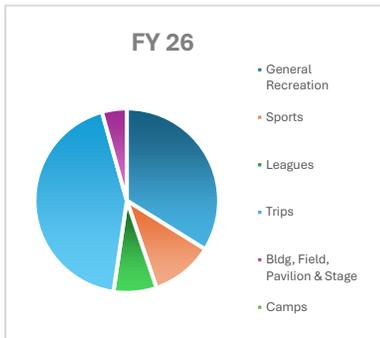
All Accessible Playground: Will begin construction once the building and spray pad are complete.

Skate Park: Staff are working with WRA on final design for bidding project.

Parks & Recreation: John W. Pitts hosted the Central Delaware Middle School volleyball tournament on November 7th.

Grounds Department: Tulips for Spring 2026 are now planted. The Arborist crew worked hard on all the Christmas lights.

Holiday Food Drive & Capital Holiday Festival is December 4th!!!

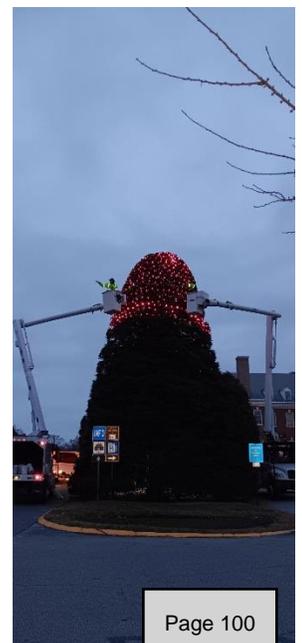


Outdoor Sports & Leagues Participant & Spectator Count			
Activity	Participants	Spectators	Location
Soccer Clinics	0	0	Schutte Park
For Her Basketball	0	0	Schutte Park
Kent County Senior Softball	0	0	Schutte Park
No outdoor sports or leagues until Spring 2026!			

November 2025	
General Recreation	\$2646.00
Sports	\$854.00
Leagues	\$590.00
Trips	\$3,388
Bldg, Field Pavilion Stage Permits	\$340.00
Camps	\$0.00

November 2024	
General Recreation	\$600.00
Sports	330.00
Leagues	\$12,360.00
Trips	\$2,785.00
Bldg, Field Pavilion Stage Permits	\$315.00
Camps	\$0.00

Parks & Recreation Programs	Nov 25	FYTD 26	Nov 24	FYTD 25
General Recreation	78	924	178	2,212
Open Gym	329	465	182	599
Sports	70	218	54	542
Leagues (Inside)	735	11,335	0	10,042
Bldg, Field, Facility, Stage permits	505	3,809	947	5,261
Camps	0	1,700	0	1,639



Grounds Monthly Report

November-2025

Arborist Crew:

- Christmas lights

Beautification Crew:

- Planted tulips
- Maintained flower beds
- Assist with Christmas lights

Mowing Crew:

- Maintained mowing areas
- Assist with Christmas lights

Litter Removal:

- Litter route is being picked up on schedule
- 234 90-gallon trash cans picked up

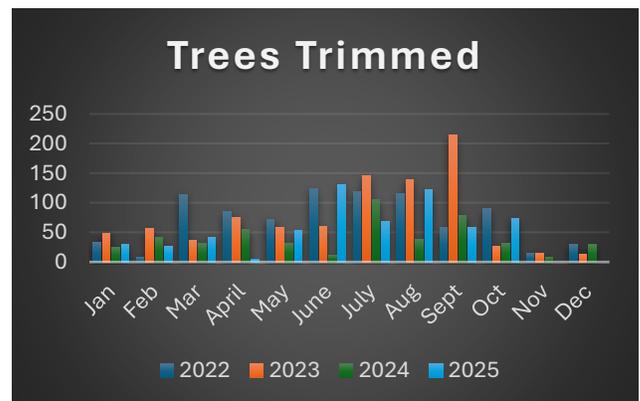
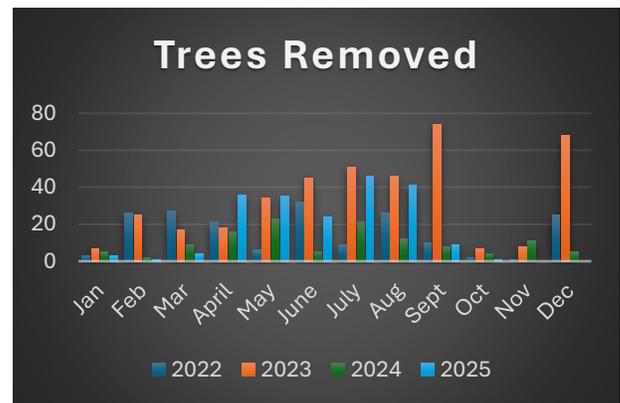
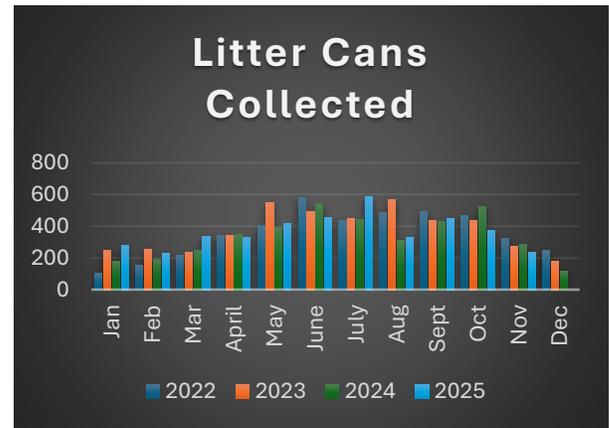
Parks Crew:

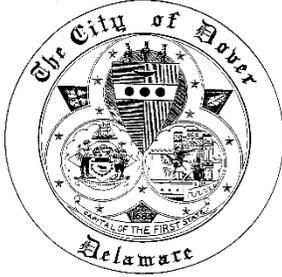
- Maintain parks & Fields
- Assist gardeners with tulip planting
- Assist with Christmas lights

Miscellaneous:

- Winterized equipment
- Bushhog areas around the city

Arborist Crew	
Tree Work	Completed
Trees Trimmed	0
Trees Removed	0
Root Pruning	0
Stumps Removed	0
Trees Planted	0





City Planner's Monthly Report

Department of Planning & Inspections

November 2025

Planning & Inspections Highlights

Some Items to Call to Your Attention

Planning Office staff reviewed 44 Building Permits and 10 Certificate of Occupancy Permits. Staff also provided support to the Historic District Commission (2 applications). The Planning Commission and Board of Adjustment did not meet in November due to a lack of applications. Three (3) vacancies remain including the Director, a Planner II and a Planner I. An interview was conducted in November for the Planner I position. Due to these vacancies, the Department continues to utilize a consultant to assist staff in addressing the current workload.

Due to a forthcoming retirement, the Community Development Manager has been working with her replacement, providing training, to ensure the program will continue efficiently. So far this year, four families have purchased homes utilizing the Homeownership Assistance Program. Of the American Rescue Plan Act Funding, 92% of the funds have been spent on Round 1 and 87% of the funds have been drawn down on Round 2.

Construction activity continued in November with both residential and non-residential projects having Building Permits and Certificates of Occupancy issued. Residential development areas consisted of Eden Hill Farm TND, Central Delaware Habitat for Humanity, the Villages of Maple Dale PND, and Rojan Meadows PND. Non-residential development included a Temporary Locker Room Building at Delaware State University Downtown and Tim Horton's Coffee Shop. Overall, 143 permits were issued resulting in 185 inspections.

The Inspections Division consists of both Building Inspections and Permitting & Licensing. Within Building Inspections, two (2) vacancies remained for the Chief Building Inspector and a Building Inspector I in November. In order to ensure construction activity is not stalled, the Department continues 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 (9 cases) as part of the Rental Dwelling Permit program. Other Code Enforcement cases focused on exterior property maintenance issues/violations (11 cases), and *Dover Code of Ordinance* violations (27 cases). November ended with 119 registered vacant buildings, 63 dangerous buildings, and 7,864 active rental dwelling units. Code Enforcement had one (1) vacancy remaining as a new Code Enforcement Officer started in November. An interview was conducted in November for the Building Inspector and Code Enforcement Officer, collectively.

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 November included several project informational meetings and participation in the City’s Annual GIS (Geographic Information Systems) Day activities.
- 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 to confirm compliance with the *Zoning Ordinance* provisions. For November 2025, Planning Staff was involved with the review of 44 Building Permits and 10 Certificates of Occupancy that were issued for a monthly total of 54 and a year-to-date total of 776. The 2025 year-to-date tally as compared to the calendar year totals of Permits and COs is less than the totals seen in 2024 at 835 and lower than the 2023 totals at 979. Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

Planning & Inspections Revenue			
Revenue Stream	FY 2026 Revenue Estimates from Budget	FY2026 Actual (YTD) November 2025	% of Budget
Business License	\$1,540,000	\$ 1,531,309	99%
Manufactured Home License	\$16,000	\$ 15,016	94%
Building Permits	\$500,000	\$ 284,347	57%
Cert. of Occupancy	\$9,000	\$ 4,800	53%
Public Occupancy	\$45,000	\$ 3,605	8%
Lodging House	\$28,000	\$ 922	3%
Plumbing/Heating/Air	\$110,000	\$ 42,006	38%
Rental Inspection Fee	\$750,000	\$ 14,716	2%
Miscellaneous	\$21,000	\$ 6,486	31%
Fire Protection Fees	\$100,000	\$ 39,580	40%
Code Enforcement Fines	\$80,000	\$ 33,305	42%
Vacant Building Reg.	\$50,000	\$ 24,375	49%
Total P&I Revenue	\$3,249,000	\$ 2,000,467	62%

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.gov/2019-comprehensive-plan>

Visit the **Dover Parcel and Zoning Viewer** on the City’s website www.cityofdover.gov to see zoning information for properties located in Dover. Use the Quick Link on the GIS Division page to reach the Viewer: <https://doverde.maps.arcgis.com/home/index.html>

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. Also, the City is involved in planning for water and sanitary sewer improvement projects for the Loockerman Street corridor. The key priority project of the Dover Mobility Center held a project coordination meeting on November 22, 2025 as it is preparing to start the associated utility relocation projects (water and electric) and they are working to finalize its Site Plans for approval (S-25-01/HI-25-01).

CONSTRUCTION ACTIVITIES

- In November 2025, Residential Building Permits were issued for two Duplex units (Chatham Bay) in **Eden Hill Farm TND**; two Duplex units for **Central Delaware Habitat for Humanity** on Willis Road; a single family detached dwelling on **W. Division Street**; a single family detached dwelling on **Slaughter Street**; reissuance of an expired permit for a single family detached dwelling on **College Road**; and a manufactured home placement in **Dover East Estates**.
- Certificates of Occupancy were issued for three (3) Duplex units in **Eden Hill Farm TND** for D. R. Horton; a single family detached dwelling on **Ann Avenue**; a townhouse unit in the **Villages of Maple Dale PND**; and for two (2) single family dwelling in **Rojan Meadows PND**.
- Building Permits issued in November were for a **Restaurant** fit-out renovations at 1028 S Little Creek Rd; and **Temporary Locker Room Building** Placement at Delaware State University Downtown (Wesley) Fields.
- A Temporary Certificate of Occupancy was issued for **Tim Horton’s Coffee Shop with Drive-thru** at 737 N. DuPont Highway. Certificates of Occupancy were issued for non-residential/commercial projects of a multi-tenant **Flex Warehouse Building** at 1255 College Park Drive (C-21-03) and for **JJ’s Day Care Learning Center** renovations at 261 N DuPont Highway (C-24-05).

	NOV 2025 (FY26)	TOTAL FOR FY26
New Home Permits Issued	7	41
Value of Commercial Projects	\$182,595.00	\$16,914,475.00
Downtown Incentives (Fees Waived)	\$977.00	\$5,658.40

2025: Welcome to Dover!
Progress in Pictures—
261 N. DuPont Hwy 101 N. Queen Street
737 N. DuPont Hwy 101 Fairfax Lane
105 Fairfax Lane 108 Red Haven Way



BOARD AND COMMISSION ACTIVITY

Boards & Commissions

There were Meetings in November of the Boards and Commissions supported by the Planning Office. The Planning Commission did not meet in November due to lack of applications. The Board of Adjustment did not meet in November. The Historic District Commission met on November 20, 2025 for their Annual Meeting and for consideration of a Referral of Permit and Application for Revised Architectural Review Certification.

Historic District Commission:

- The Historic District Commission met on November 20, 2025. Two Applications were filed for Review of Architectural Review Certification. In addition to other reporting, the Annual Meeting of the Historic District Commission was held with the re-election of Chair Eric Czerwinski and Vice-Chair Ellen Richardson in addition to establishing the deadlines and meeting dates for 2026. A Resolution honoring the service of Mary Mason to the Historic District Commission was adopted. The next Historic District Commission meeting is scheduled for December 18, 2025.

NEW APPLICATION

- HI-25-04 Referral of Fence Permit #25-1463 at 55 Kings Hwy SW – The Historic District Commission deferred action on the Review of Architectural Review Certification as Referred by the City Planner to the Historic District Commission for a Fence Permit #25-1463 due to no representation present. The project proposes a 6-foot vinyl fence on the side and rear property lines. Property is zoned C-2A (Limited Central Commercial Zone) and subject to the H (Historic District Zone). The owner of record is RVC Three, LP c/o Colonial Investment. Address: 55 Kings Highway SW. Tax Parcel: ED05-077.05-04-62.00-000. Council District 4.

REVISED APPLICATION

- HI-25-01 Revised The Old Post at 55 Loockerman Plaza – The Historic District Commission recommended approval of the Revised 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 as revised. This application previously came before the Historic District Commission at their February 20, 2025 Meeting. 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. In this Revision are proposed increases in apartment unit count from 36 to 42 units and architectural changes consisting of a second-floor addition to the front wings of the building and a four-story 43,092 SF building addition proposed for forty-two (42) 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 Old Post, LLC. Property Address: 55 Loockerman Plaza. Tax Parcel: ED-05-077.05-04-53.00-000. Council District 4.

COMMUNITY DEVELOPMENT

CDBG PY25 Projects

The Department of Housing and Urban Development approved the 2025-2029 Consolidated Plan and the 2025 Action Plan for the City of Dover. Grant funds have been released to the City and projects are underway.

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. Four (4) families have purchased a home, and two (2) families are mortgage ready.

Central Delaware Housing Collaborative Renovations Costs

CDBG funds will be used for interior renovations for a women's homeless shelter.

Central Delaware Housing Collaborative Operations Costs

CDBG funds will be used to provide operations costs for a women's shelter.

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. Year-to-date, eight (8) owner occupied homes have been rehabbed, and four (4) homes received emergency home repairs.

People's Community Center Operations Costs

CDBG funds will be used to provide operations costs for a homeless shelter for men.

People's Community Center Renovations Costs

CDBG funds will be used to renovate an existing portion of the building to a resource and case management center to provide social services to homeless men.

Central Delaware Habitat for Humanity

CDBG funds will be used for the construction of an affordable housing unit in the Downtown Development District area.

American Rescue Plan Act (ARPA) Funding

A little over \$1.7 million or 92% of funds have been spent on Round 1 of ARPA funding year to date. Dover Housing Authority, Murphey School, Reading Assist, Peoples Church, and House of Hope 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. Eighty-seven percent (87%) of funds have been drawn down for Round 2 with Murphey School, People's Community Center, John Wesley AME Church, and NeighborGood Partners completing their projects. The second award to People's Community Center paid for beds and lockers for the shelter.

NOVEMBER 2025						
CASE TYPE	MTD	MTD FY25	%	YTD FY26	YTD FY25	YTD %
No Valid Rental Permit	1	1	0%	114	190	-40%
No Valid Building Permit	2	3	-33%	16	12	33%
Tall Grass and Weeds	0	0	0%	200	264	-24%
Additional Tall Grass	0	0	0%	44	36	22%
Annual Housing Inspect	9	17	-47%	109	314	-65%
Property Maint. Exterior	11	31	-65%	178	301	-41%
Electric Termination	12	5	140%	49	40	23%
Dover Code of Ordinances	27	50	-46%	192	136	41%
Dangerous Buildings	8	4	100%	23	74	-69%
Zoning	5	20	-75%	34	40	-15%
Total Cases	128	238	-46%	949	1,805	-47%
Total Inspections	435	453	-4%	3,143	3,644	-14%
Total Admin Inspections	19	39	-51%	76	47	62%
Total # of Violations	186	364	-49%	1,350	1,825	-26%

Dangerous Buildings, Vacant Buildings, Demolitions

- ◆ Vacant Buildings currently registered - 119
- ◆ Dangerous Buildings – 63
- ◆ Active Rental Dwellings – 7,864 units

Building Inspections & Licensing Summary

	Current	July 2025– June 2026	Nov FY'25	July 2024– June 2025
PERMITTING AND LICENSING				
Permits Issued	NOV (2025) FY 26	FYTD 26	NOV (2024) FY25	FYTD 25
Administrative Permit	4	17	3	14
Building Addition/Renovation Permits	16	136	19	140
Building Permits	17	88	10	113
Demolition Permits	1	5	0	14
Fence Permits	8	70	22	92
Fire Prevention Permits	4	42	0	32
Mechanical Permits	18	169	33	207
Plumbing Permits	67	215	56	159
Sign Permits	7	46	1	34
Swimming Pool Permits	0	3	1	9
Wireless Communications Facilities	1	12	2	11
Subtotal		803		825
Business Licenses	39	1696	19	1651
Merchant Licenses	9	310	3	312
Contractor Licenses	32	1150	25	1140
Subtotal		3156		3103
Lodging House Licenses	0	2	1	3
Public Occupancy	10	72	8	71
Rental Dwelling	15	110	12	166
Subtotal		184		240
Manufactured Homes	13	318	7	297
BUILDING INSPECTIONS				
Inspections	NOV (2025) FY 26	FYTD 26	NOV (2024) FY25	FYTD 25
Building (Inspections/CBI/Site Meetings)	116	1010	182	1342
Plumbing/Mechanical	62	816	165	1596
Certificate of Occupancy	7	43	7	63

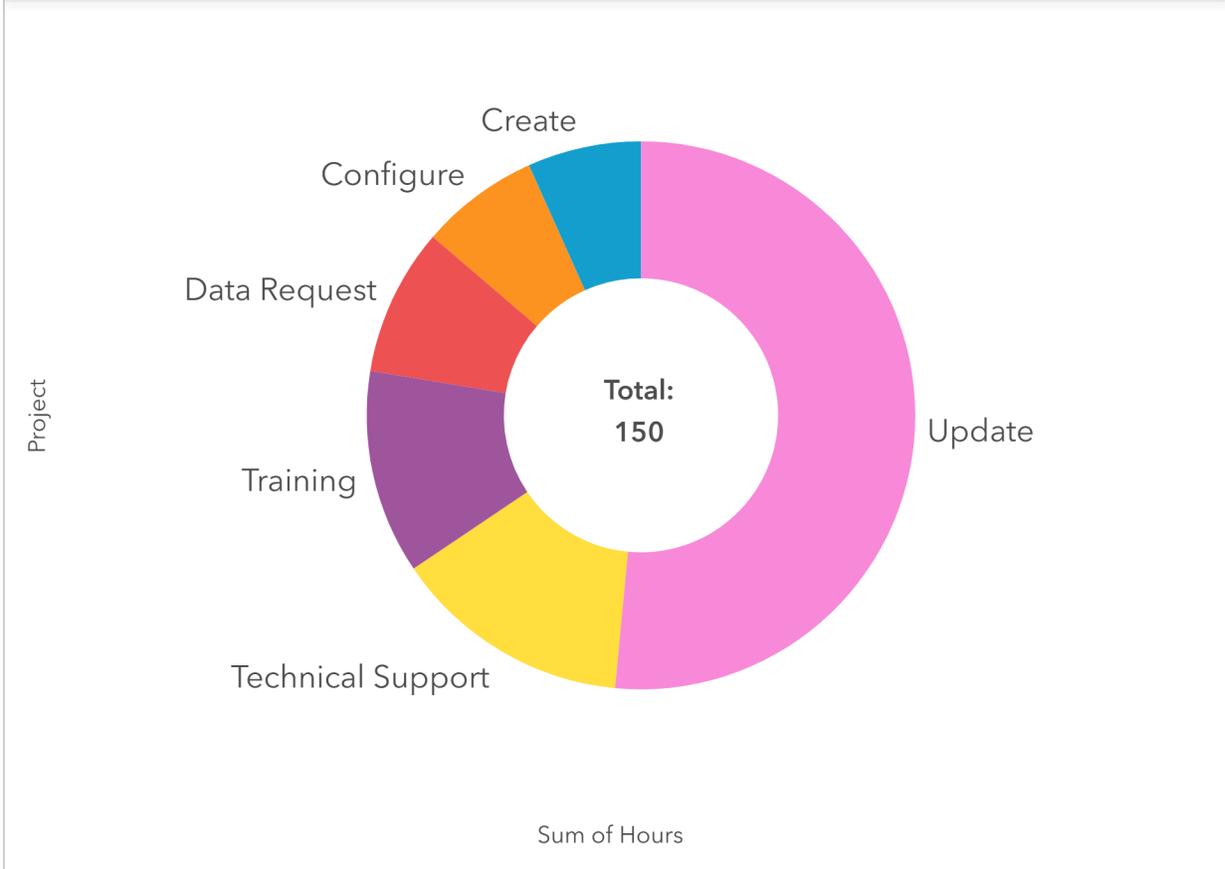


Department of Public Works

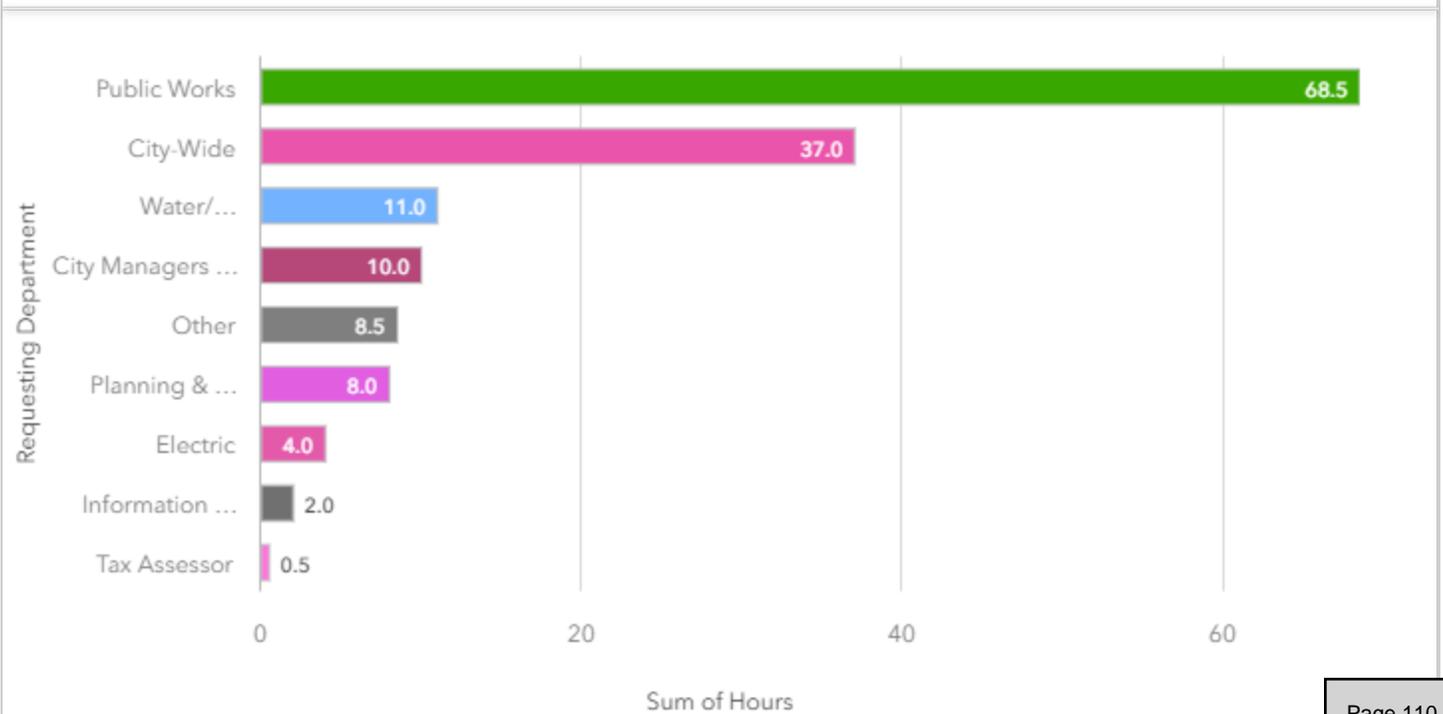
November 2025 Monthly Report



GIS Project Hours - Type



GIS Project Hours by Department



Sanitation

Item #16.

Trips to the Landfill (Nov)

161 

Count of DSWA_Billing_Detail

Tonnage (Nov)

850 

Sum of Tons

FYTD 26 - Trips to Landfill

1,043

Count of DSWA_Billing_Detail

FYTD 26 - Tonnage

5,702

Sum of Tons

FYTD 25 - Trips to Landfill

1,085

Count of DSWA_Billing_Detail

FYTD 25 - Tonnage

5,622

Sum of Tons



Sanitation Hours Breakdown

Nov. Hours - Refuse Total & Container Delivery

	RefuseCollectioHours	RefuseHrs_FYTD	ContainerDeliveryHours	ContainerDelHrs_FYTD
1	406	2,520	30	119

Total Records: 1

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

	BulkHours	BulkHrs_FYTD	HandTrash	HandHrs_FYTD	YardWaste	YardWasteHrs_FYTD
1	284	1,773	361	1,949	211	1,121

Total Records: 1

Recycling Customers

10,378 

Count of Recycling_Customers

Curbside Recycling Numbers - Nov. 

	Cans_Collected	Weight_Lbs	Ave_Weight_Lbs
1	20,740	196,520.00	9.5

Total Records: 1

Signs - Installed/Repaired

3



Count of GIS.GISADMIN.Asset_Collection2

Concrete Repairs Nov. 2025

10

Count of Concrete Repair

Signs Workorders FYTD

49

Count of GIS.GISADMIN.Asset_Collection2

Concrete Repairs FYTD

408

Count of Concrete Repair

Signs FYTD 2025

134

Count of GIS.GISADMIN.Asset_Collection2

Concrete Repairs FYTD 2025

197

Count of Concrete Repair

Hot Mix Repairs in Nov. 2025

5



Potholes Filled Nov. 2025

61



Hot Mix Repairs in FYTD

34

Potholes Filled FYTD

153

Community Signs Maintained

2 Oct / 8 FYTD



Streets Panting:



4 Stop Bars / 1,093' Yellow Curb

Catch Basins Cleaned

31



Sum of Number of Catch Basins

Inspections

3



Count of Stormwater Workorder Tracking

Notes:

Crews Spent Time Cleaning Multiple Flood Prone Areas

Daytime Street Sweeping Suspended During Leaf Season. Sweeper Occasionally Used to Support Leaf Collection



November Leaf Collection Summary

Leaves Collected Nov. (cu. yd.)

4,716

Sum of Total Collected (Week)

Miles Collected Nov.

3,527

Sum of Miles Collected (Week)

Leaves Collected FYTD (cu. yd.)

5,592

Sum of Total Collected (Week)

Miles Collected FYTD

4,809

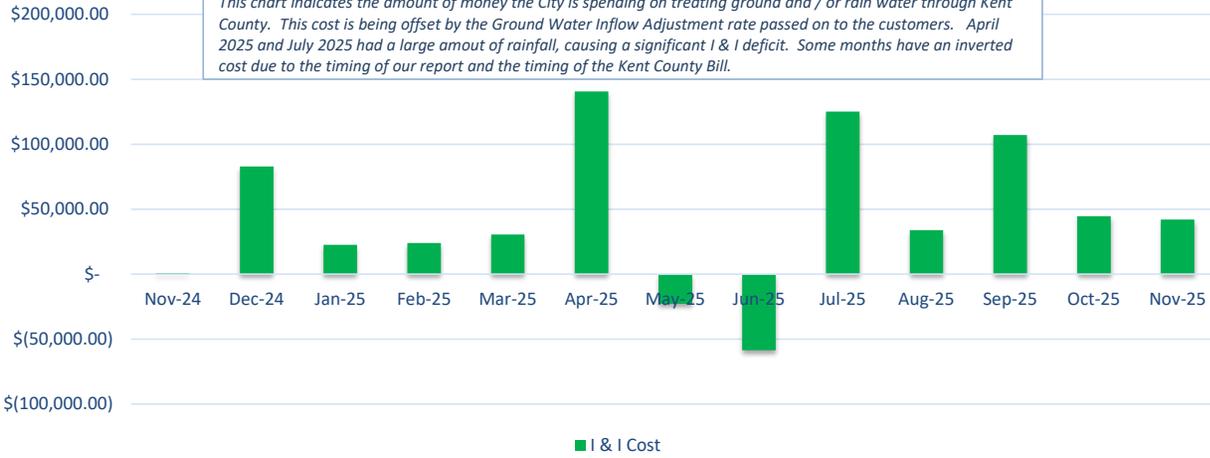
Sum of Miles Collected (Week)



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

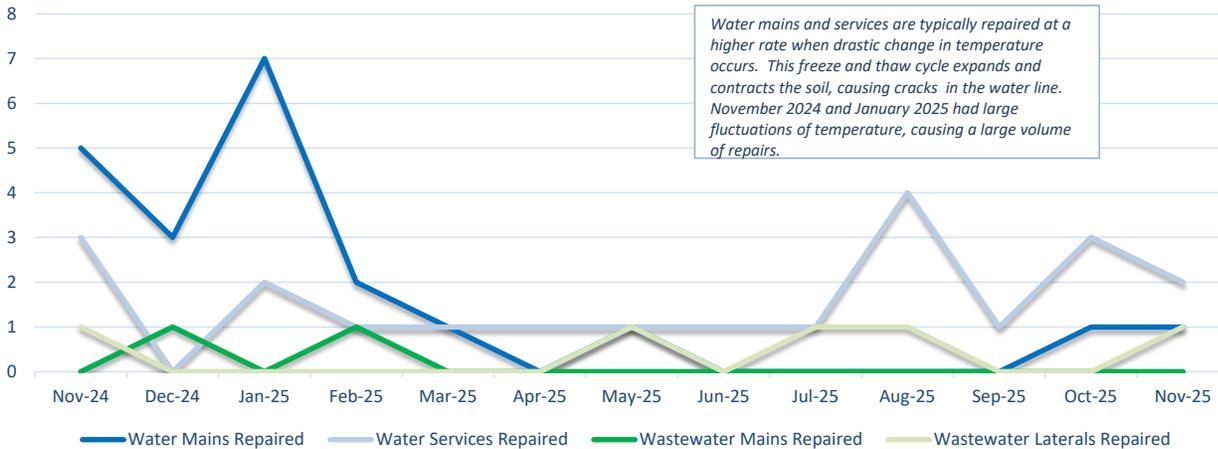
Inflow & Infiltration Costs

This chart indicates the amount of money the City is spending on treating ground and / or rain water through Kent County. This cost is being offset by the Ground Water Inflow Adjustment rate passed on to the customers. April 2025 and July 2025 had a large amount of rainfall, causing a significant I & I deficit. Some months have an inverted cost due to the timing of our report and the timing of the Kent County Bill.



Water & Wastewater Repairs

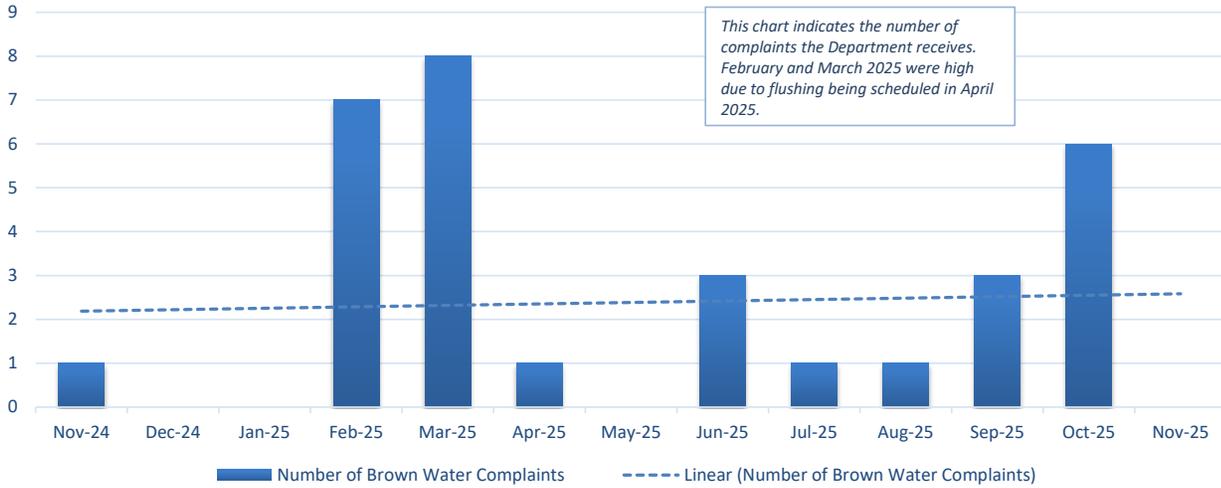
Water mains and services are typically repaired at a higher rate when drastic change in temperature occurs. This freeze and thaw cycle expands and contracts the soil, causing cracks in the water line. November 2024 and January 2025 had large fluctuations of temperature, causing a large volume of repairs.





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

Number of Brown Water Complaints

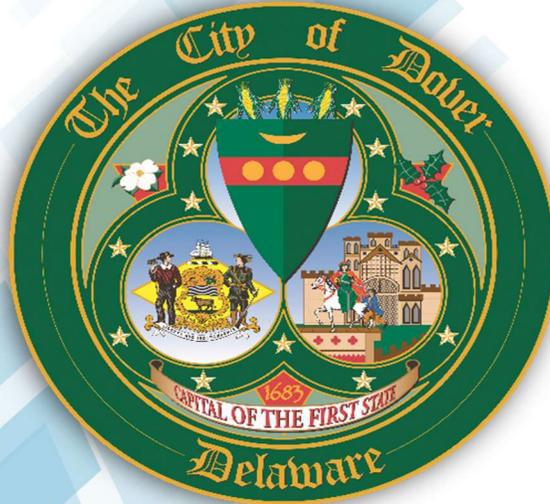


Department Spotlight - November

The Department of Water & Wastewater is inspecting a large drainage improvement project that is located between Persimmon Park Place and Wild Meadows. The project is challenging, due to the proximity of the houses and the weather.



City of Dover



Finance Department

MONTHLY REPORT

November 2025

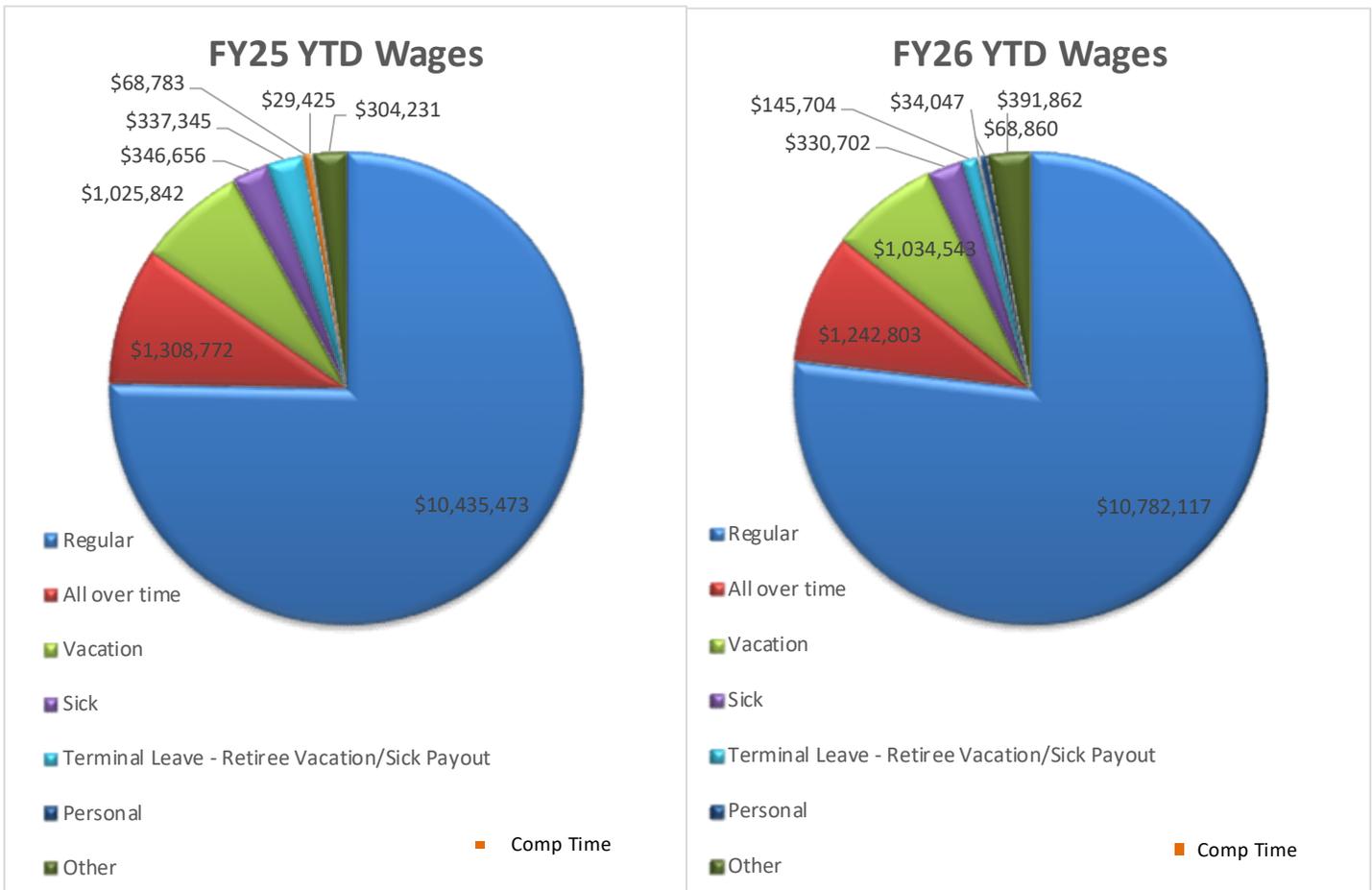
PLEASE NOTE – THIS REPORT PROVIDES TOP LINE INFORMATION ON THE OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

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CITY OF DOVER ACTIVITY REPORTS November 2025

	FY25 YTD	FY26 YTD
BANK TRENDS		
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	2,970	2,782
Total Amount of All Deposits	\$ 102,057,652	\$ 97,737,065
Other Activity		
Number of Pay Periods	12	11
Number of Direct Deposits Issued	4,846	4,571
Number of Pension Checks Issued	1,497	1,249
Total Pension Benefits Paid - Defined Benefit Plan	\$ 2,801,103	\$ 2,588,473

ACCOUNTS PAYABLE		
Number of Check Vouchers	2,315	2,095
Number of EFT Vouchers	1,421	1,386
Vouchers Dollar Amount Disbursed	\$ 46,250,737	\$ 48,345,262



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 November 2025

Revenues

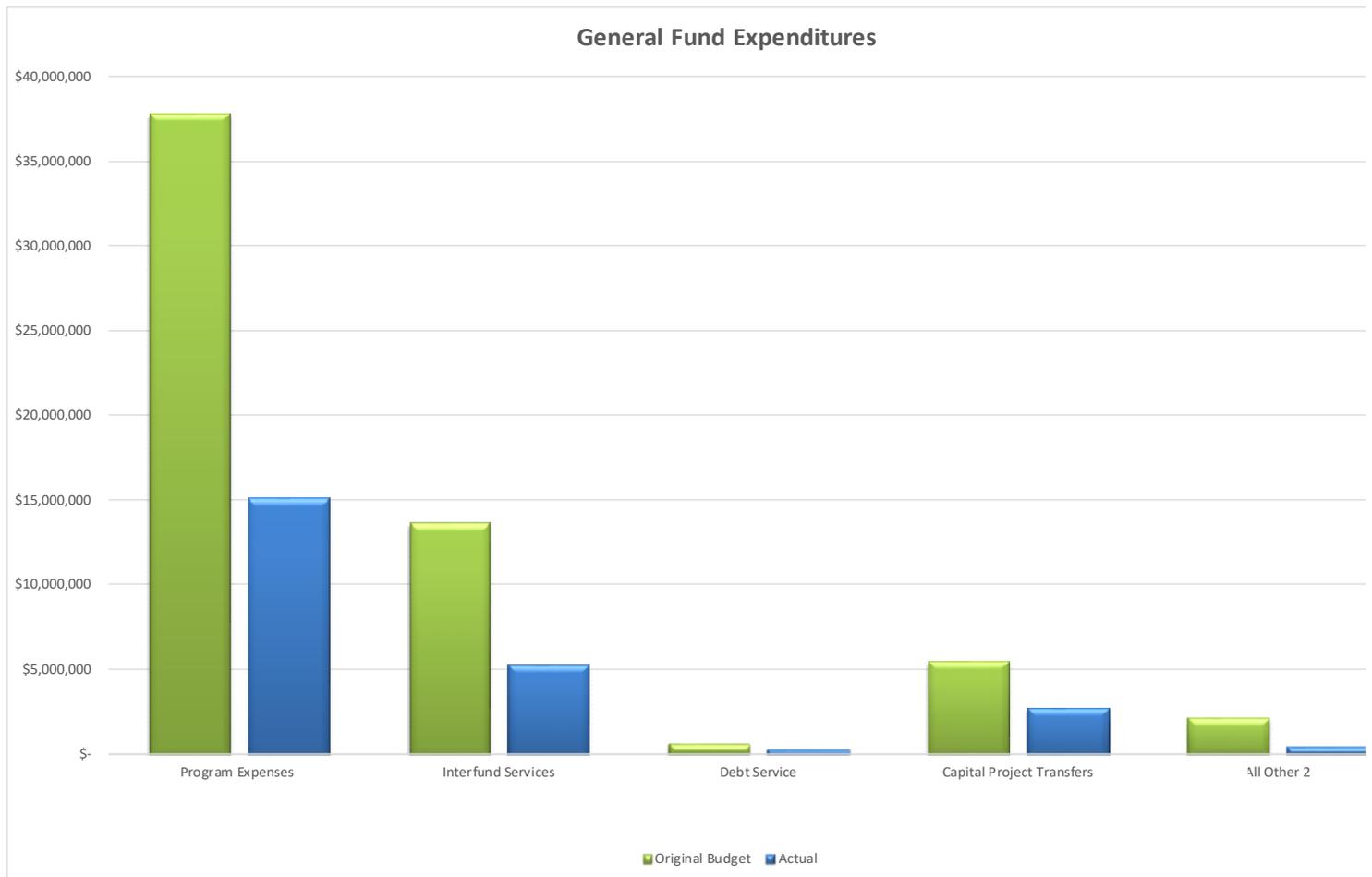
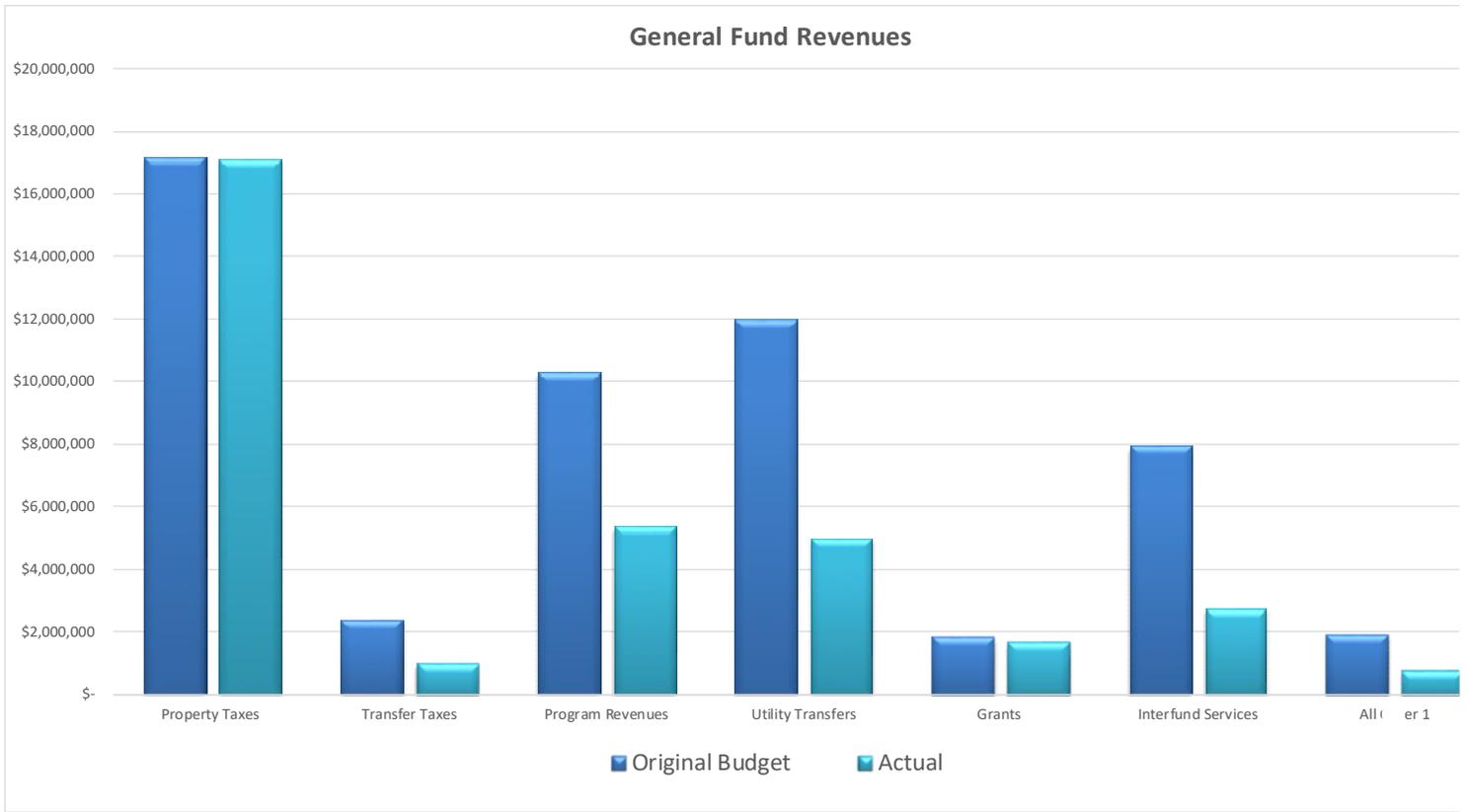
	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Property Taxes	\$ 17,200,000	\$	17,107,938	99%
Transfer Taxes	2,400,000		986,871	41%
Program Revenues	10,320,100		5,370,000	52%
Utility Transfers	12,000,000		5,000,000	42%
Grants	1,821,500		1,658,969	91%
Interfund Services	7,938,700		2,721,558	34%
All Other ¹	1,900,000		764,304	40%
	\$ 53,580,300	\$	33,609,639	63%

Expenditures

	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Program Expenses	\$ 37,803,800	\$	15,164,214	40%
Interfund Services	13,654,000		5,289,046	39%
Debt Service	625,200		262,298	42%
Capital Project Transfers	5,511,200		2,755,600	50%
All Other ²	2,147,800		460,353	21%
	\$ 59,742,000	\$	23,931,511	40%

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.



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

Revenues

	<u>Original Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 7,568,500	\$ 3,208,880	42%
Impact Fees	250,000	287,471	115%
Rents	464,000	478,686	103%
Miscellaneous ¹	215,400	465,067	207%
	\$ 8,497,900	\$ 4,440,104	52%

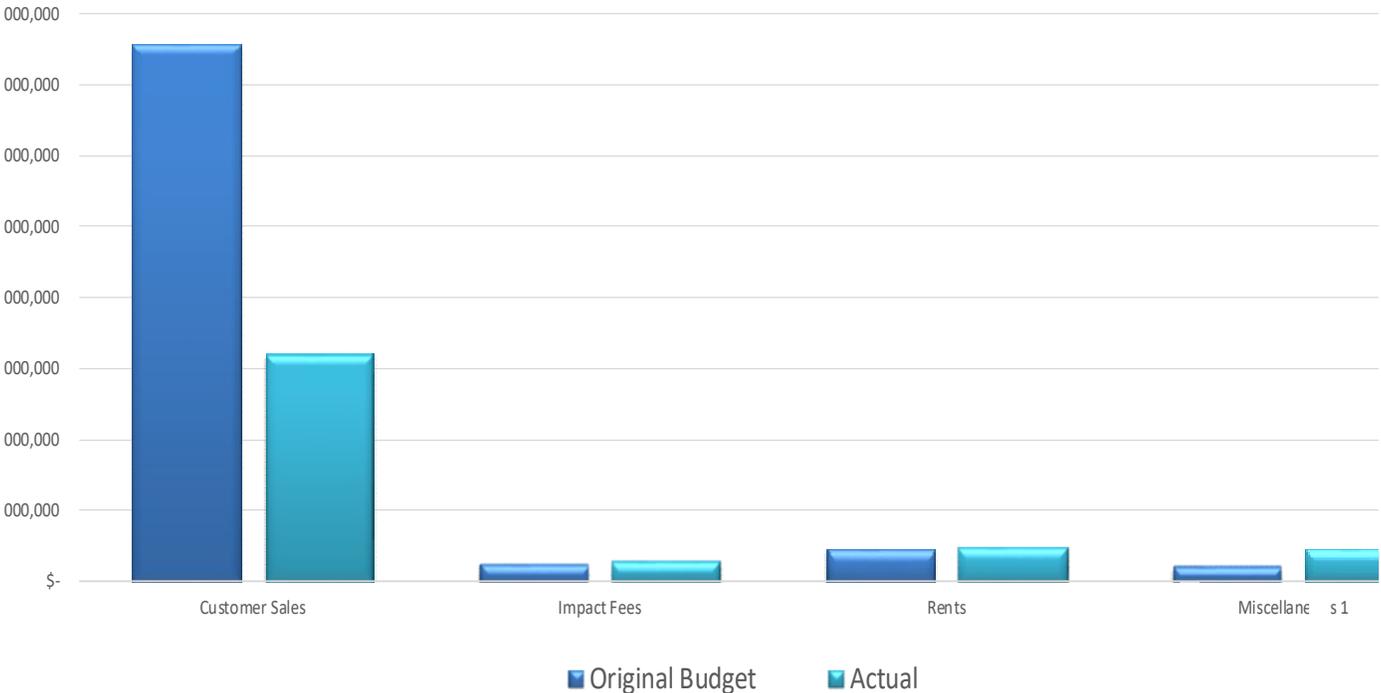
Expenditures

	<u>Original Budget</u>	<u>Actual</u>	<u>%</u>
Program Expenses	\$ 4,469,100	\$ 1,685,438	38%
Interfund Services	750,900	491,167	65%
Debt Service	543,000	297,953	55%
Capital Project Transfers	1,280,600	640,300	50%
Electric I&E Fund Transfer	25,000	-	0%
General Fund Transfer	1,000,000	416,667	42%
All Other ²	30,000	9,314	31%
	\$ 8,098,600	\$ 3,540,840	44%

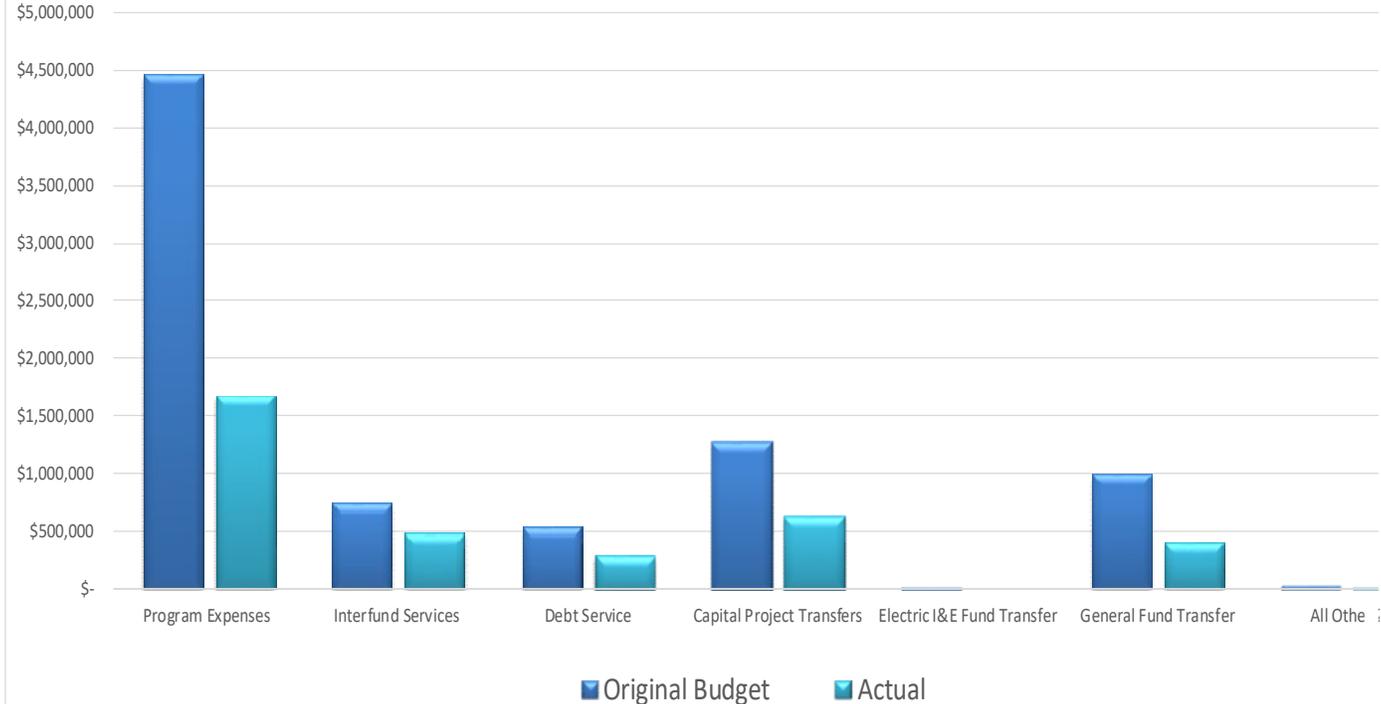
¹ Includes Penalties, Income from Sale of Assets, Miscellaneous Income, and Reconnect Fee.

² Includes Bank & CC Fees.

Water Revenues



Water Expenditures



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

Revenues

	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Customer Sales	\$ 12,276,500	\$	4,125,671	34%
Impact Fees	235,000		221,888	94%
Miscellaneous ¹	200,200		169,834	85%
	\$ 12,711,700	\$	4,517,393	36%

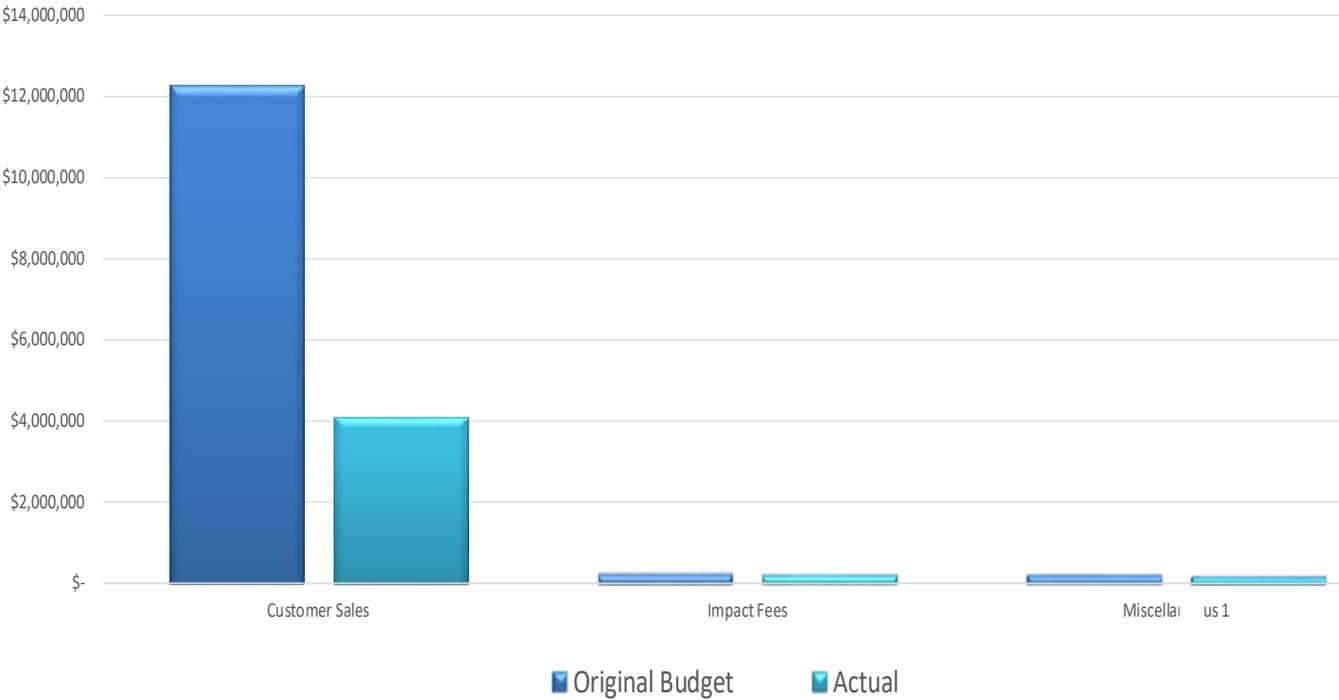
Expenditures

	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Program Expenses	\$ 2,044,300	\$	766,725	38%
Kent County Treatment Fee	5,822,500		1,976,798	34%
Interfund Services	935,200		372,307	40%
Debt Service	644,000		292,871	45%
Capital Project Transfers	2,694,900		1,347,450	50%
Electric I&E Transfer	25,000		-	0%
General Fund Transfer	1,000,000		416,667	42%
All Other ²	11,000		3,112	28%
	\$ 13,176,900	\$	5,175,930	39%

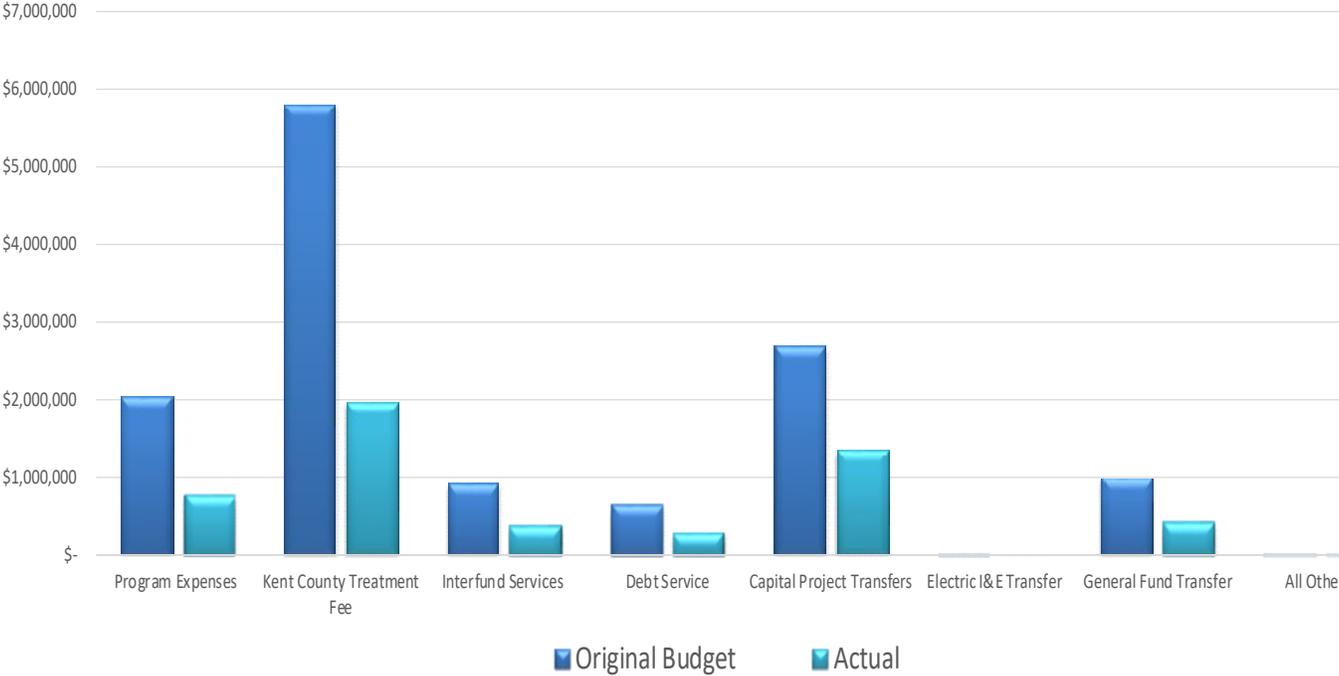
¹ Includes Interest Income, Penalties, Loss on Disposal, and Miscellaneous Income.

² Includes Bank & CC Fees.

Wastewater Revenues



Wastewater Expenditures



**City of Dover
Electric Fund Summary
Fiscal Year to Date November 2025**

Revenues

	<u>Original Budget</u>	<u>Actual</u>	<u>%</u>
Customer Sales	\$ 103,145,400	\$ 40,650,451	39%
All Other ¹	3,045,000	1,667,493	55%
	\$ 106,190,400	\$ 42,317,943	40%

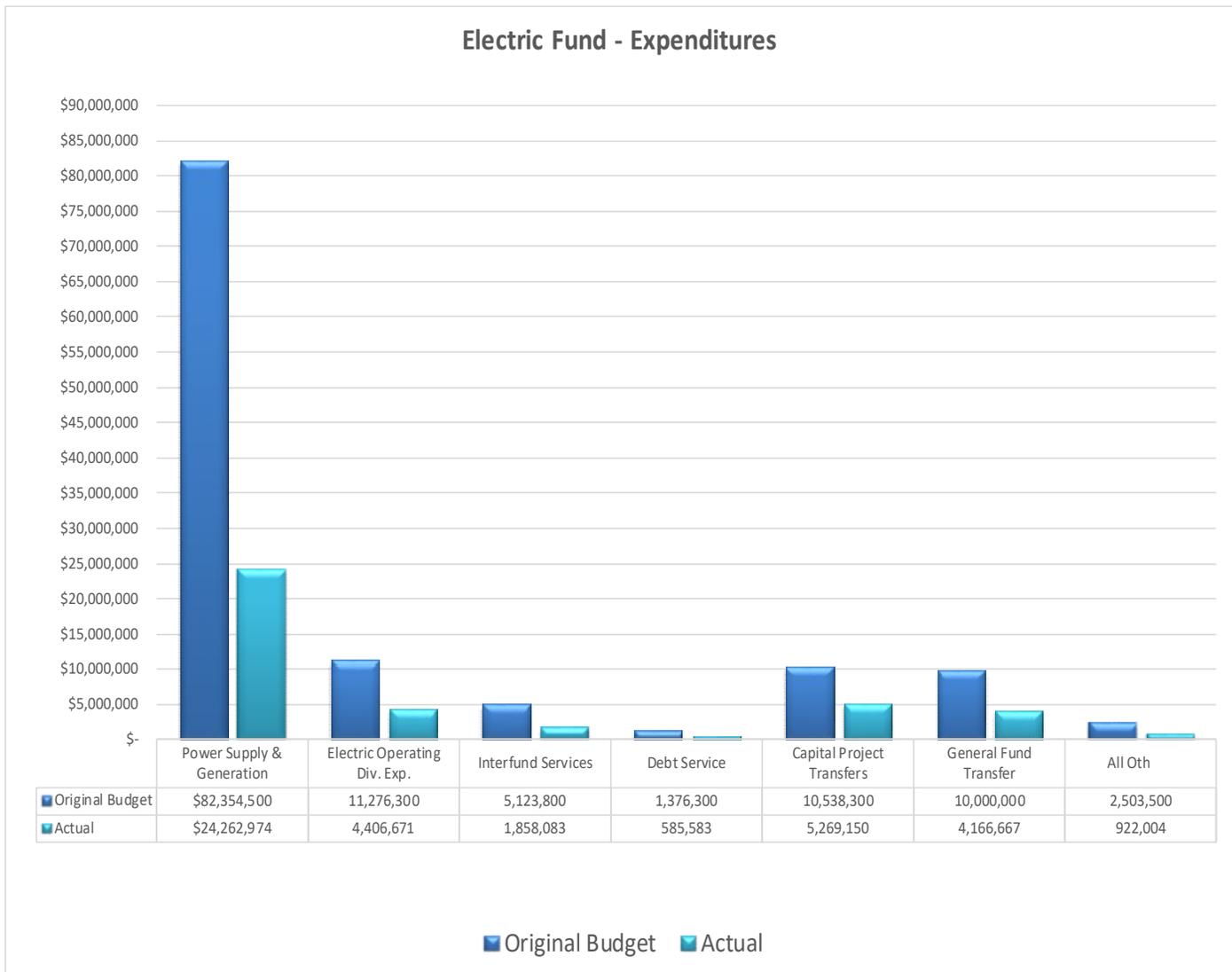
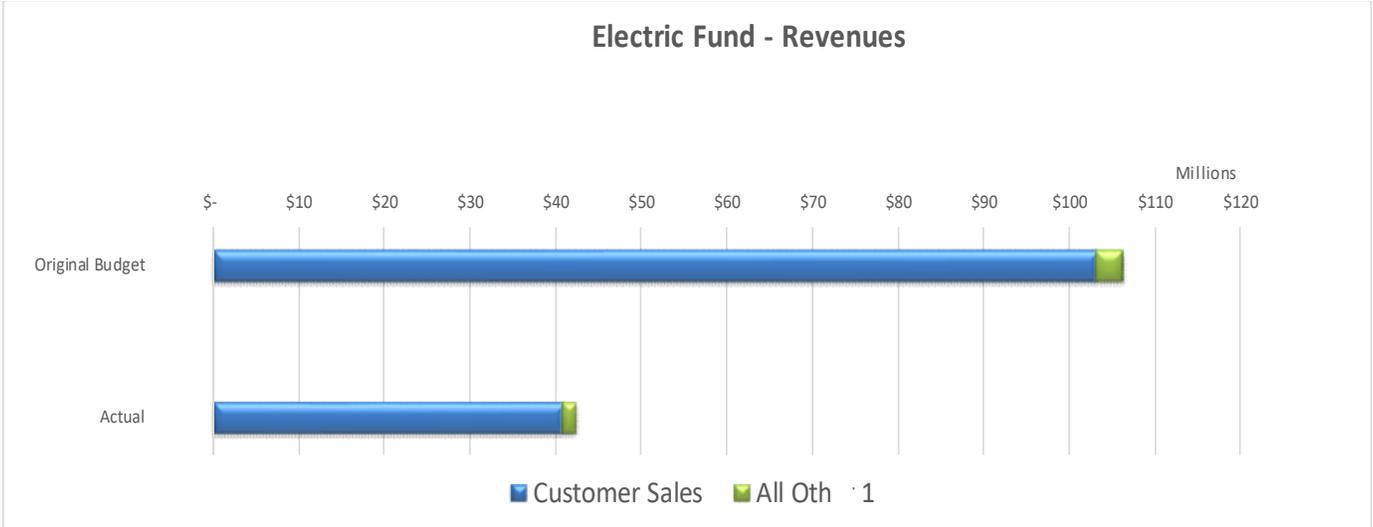
Expenditures

	<u>Original Budget</u>	<u>Actual</u>	<u>%</u>
Power Supply & Generation	\$ 82,354,500	\$ 24,262,974	29%
Electric Operating Div. Exp.	11,276,300	4,406,671	39%
Interfund Services	5,123,800	1,858,083	36%
Debt Service	1,376,300	585,583	43%
Capital Project Transfers	10,538,300	5,269,150	0%
General Fund Transfer	10,000,000	4,166,667	42%
All Other ²	2,503,500	922,004	37%
	\$ 123,172,700	\$ 41,471,133	34%

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 Stabilization, Penalties, Green Energy Charges, and Delay Damages.

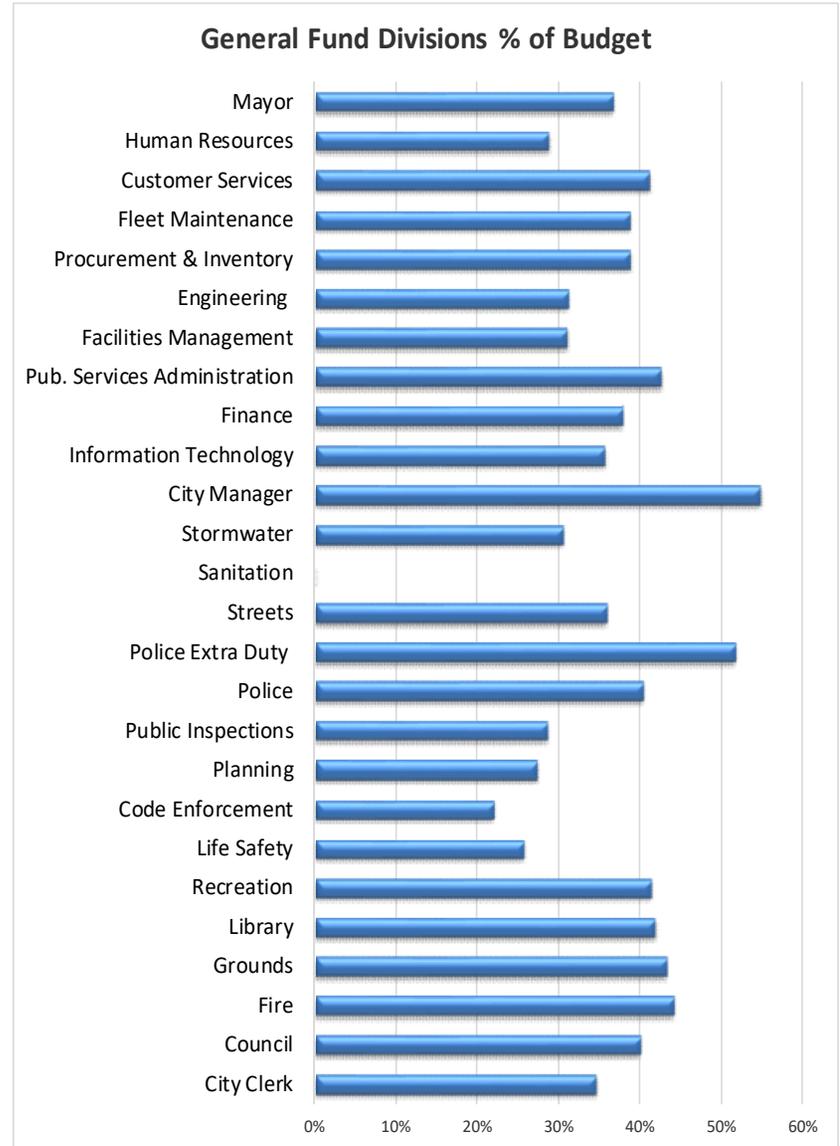
² Includes Utility Tax, Interest on Deposits, Bank & CC Fees, Bond Issuance Costs, Transfer to Unavailable Reserve, and Green Energy.

<u>Megawatt Hours Sold & Purchased</u>	<u>Rev. Budget</u>	<u>Actual</u>
Sales to Customers MWh (excl. Street Light MWh)	764,148	300,688
Sales per MWh	\$133.22	\$133.01
Purchased/Generated MWh	770,241	322,878
All In MWh Supply & Generation	\$106.86	\$75.15



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

	<u>Original Budget</u>	<u>Actual</u>	<u>%</u>
City Clerk	\$ 492,900	\$ 170,111	35%
Council	276,600	110,360	40%
Fire	1,133,800	498,327	44%
Grounds	2,047,300	882,492	43%
Library	2,378,800	993,194	42%
Recreation	1,653,300	681,009	41%
Life Safety	1,664,100	425,524	26%
Code Enforcement	1,143,700	249,662	22%
Planning	1,079,800	296,727	27%
Public Inspections	769,100	219,291	29%
Police	24,762,300	9,974,217	40%
Police Extra Duty	910,700	469,950	52%
Streets	899,800	323,705	36%
Sanitation	-	604,417	0%
Stormwater	1,104,900	333,923	30%
City Manager	1,485,300	811,743	55%
Information Technology	1,045,700	371,645	36%
Finance	1,039,800	388,930	38%
Pub. Services Administration	743,500	315,798	42%
Facilities Management	807,900	250,491	31%
Engineering	303,500	94,269	31%
Procurement & Inventory	1,012,700	392,352	39%
Fleet Maintenance	1,139,800	440,188	39%
Customer Services	1,515,900	621,653	41%
Human Resources	529,900	151,940	29%
Mayor	316,700	115,642	37%
Total	\$ 50,257,800	\$ 20,187,559	40%



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

Water Divison

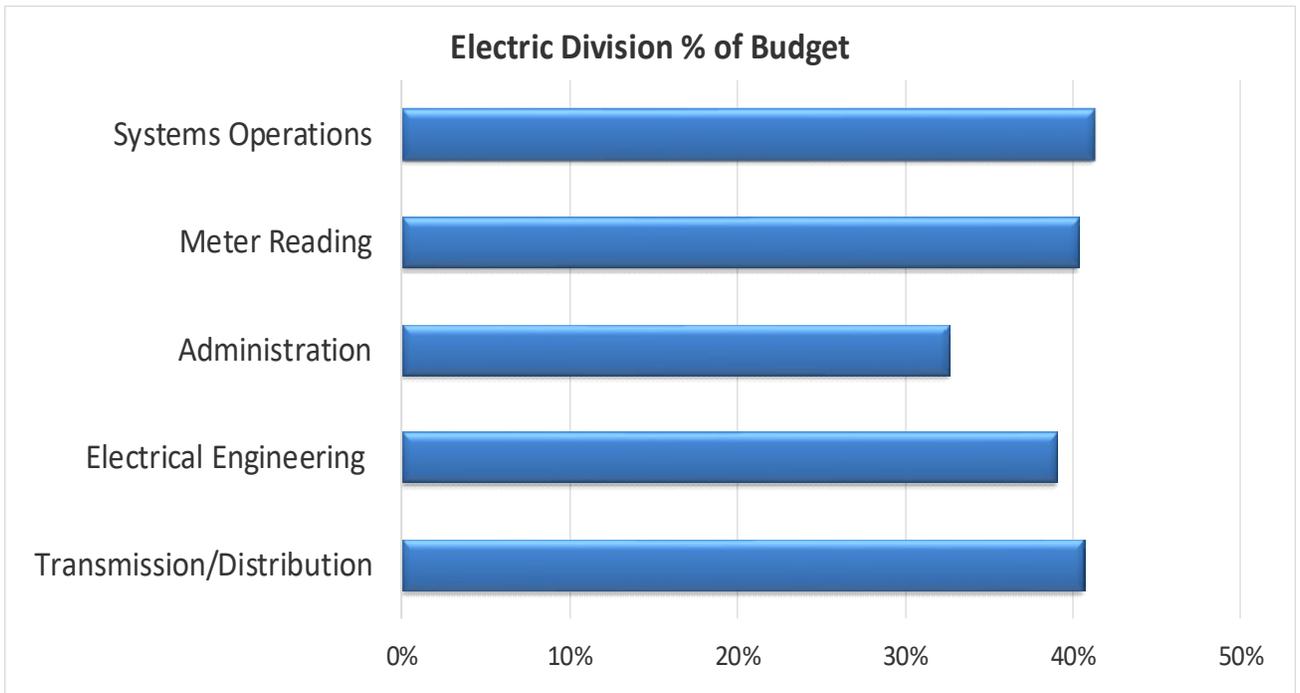
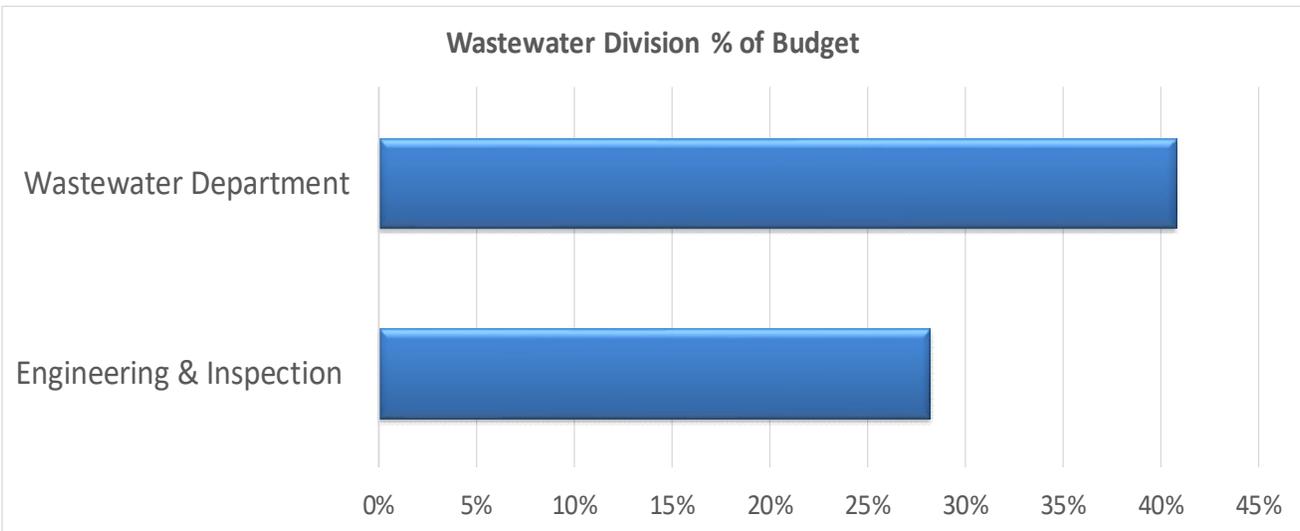
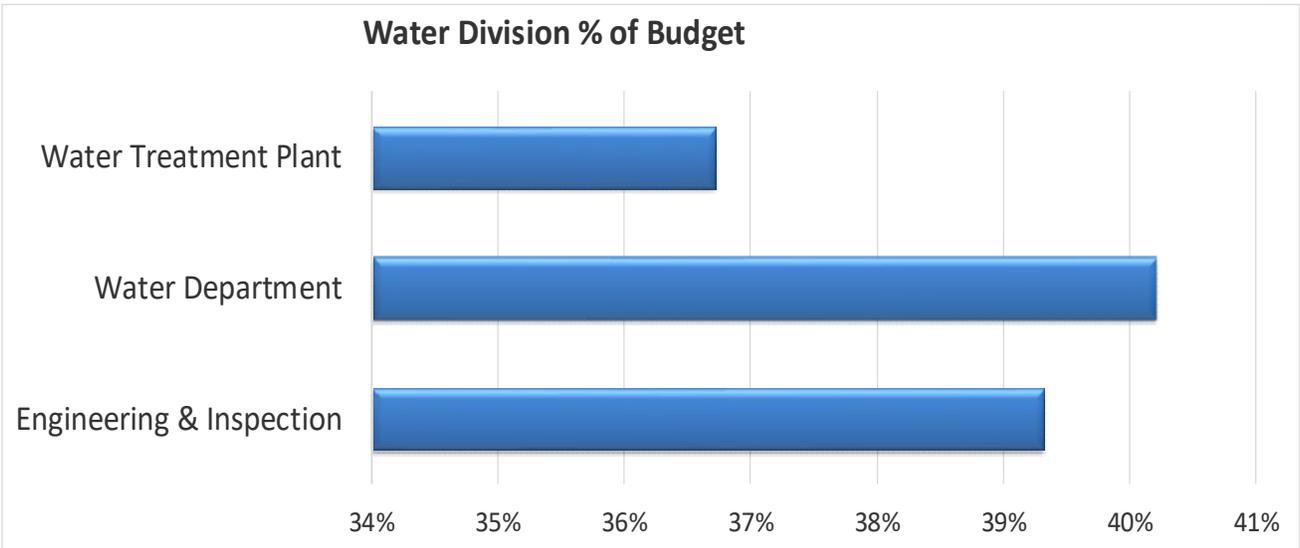
	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 416,600	\$	163,784	39%
Water Department	971,000		390,293	40%
Water Treatment Plant	3,081,500		1,131,361	37%
	\$ 4,469,100	\$	1,685,438	38%

Wastewater Divison

	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Engineering & Inspection	\$ 519,900	\$	146,251	28%
Wastewater Department	1,524,400		620,474	41%
	\$ 2,044,300	\$	766,725	38%

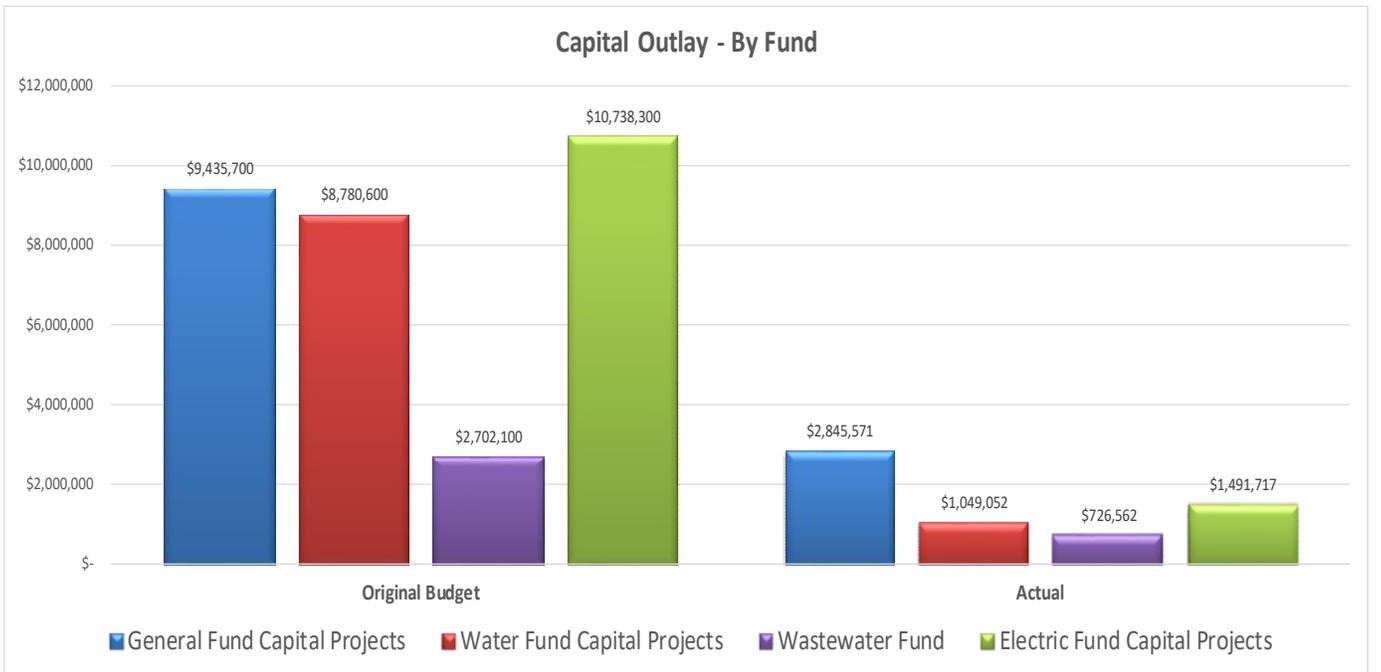
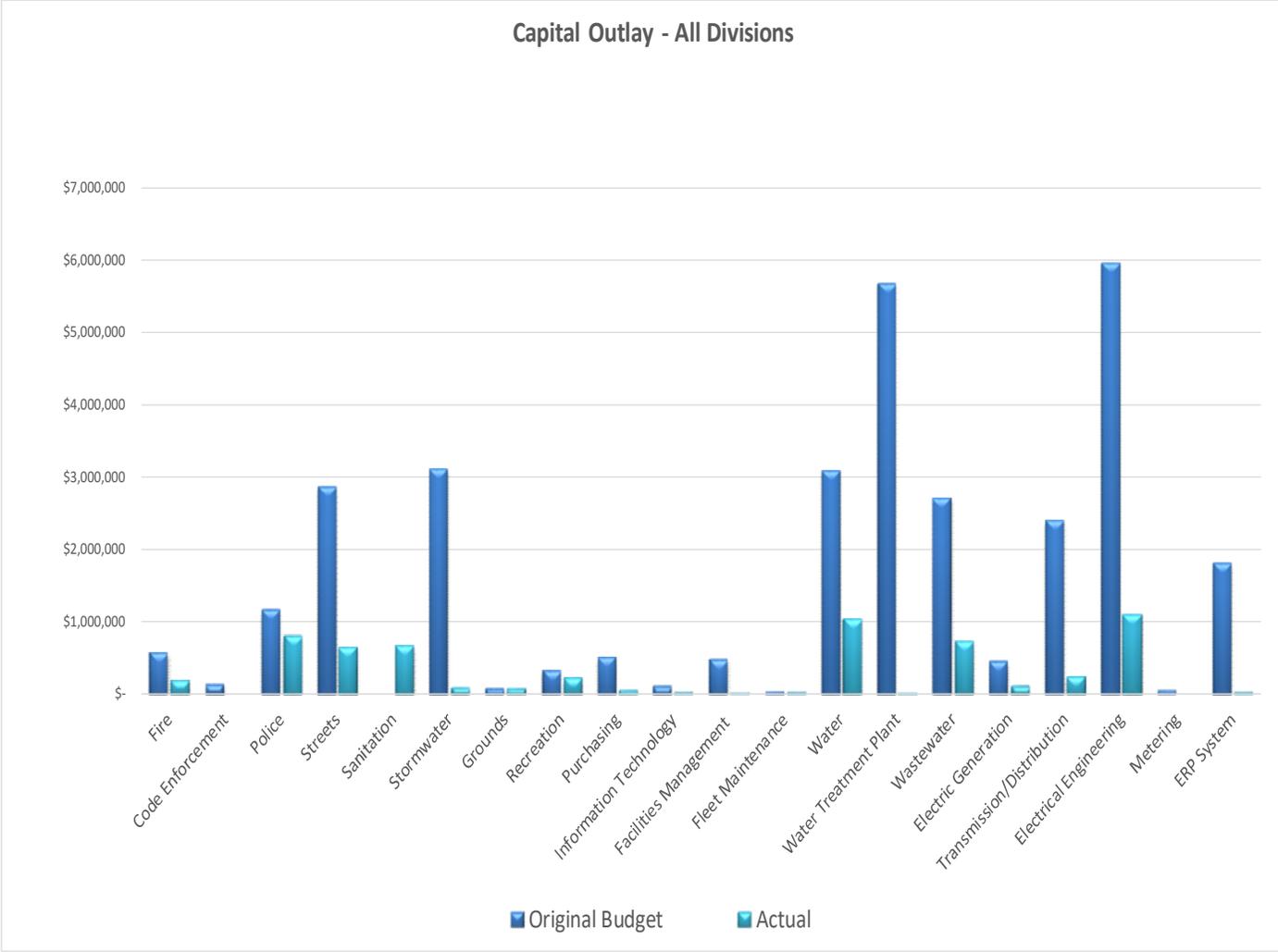
Electric Division

	<u>Original Budget</u>		<u>Actual</u>	<u>%</u>
Transmission/Distribution	\$ 5,743,600	\$	2,330,043	41%
Electrical Engineering	2,052,000		799,948	39%
Administration	1,751,900		569,962	33%
Meter Reading	569,400		229,207	40%
Systems Operations	1,159,400		477,512	41%
	\$ 11,276,300	\$	4,406,671	39%



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

<u>General Fund</u>	<u>Original Budget</u>	<u>Actual</u>	<u>%</u>
Fire	\$ 569,500	\$ 191,362	34%
Code Enforcement	135,000	-	0%
Police	1,176,400	802,836	51%
Streets	2,870,000	658,062	18%
Sanitation	-	670,994	0%
Stormwater	3,124,000	87,918	1%
Grounds	85,000	79,154	97%
Recreation	330,000	226,665	12%
Purchasing	517,000	58,350	5%
Information Technology	110,700	31,416	12%
Facilities Management	474,000	7,170	1%
Fleet Maintenance	44,100	31,644	0%
General Fund Capital Projects	\$ 9,435,700	\$ 2,845,571	18%
<u>Water Fund</u>			
Water	\$ 3,098,600	\$ 1,032,327	11%
Water Treatment Plant	5,682,000	16,724	0%
Water Fund Capital Projects	\$ 8,780,600	\$ 1,049,052	6%
<u>Wastewater Fund</u>			
Wastewater	\$ 2,702,100	\$ 726,562	15%
Wastewater Fund Capital Projects	\$ 2,702,100	\$ 726,562	15%
<u>Electric Fund</u>			
Electric Generation	\$ 460,000	\$ 107,320	13%
Transmission/Distribution	2,400,000	254,826	7%
Electrical Engineering	5,964,000	1,099,321	12%
Metering	50,800	-	0%
ERP System	1,803,500	30,250	2%
Electric Administration	60,000	-	0%
Electric Fund Capital Projects	\$ 10,738,300	\$ 1,491,717	9%
TOTAL CAPITAL PROJECTS	\$ 31,656,700	\$ 6,112,902	12%



DOVER FIRE DEPARTMENT



November 2025

FIRE CHIEFS REPORT

To: Mayor and City Council

From: David Carey, Fire Chief

Date: November 11, 2025

Subject: November 2025 Fire Chief's Report

Department Activities – November 2025

The Fire Department remained operationally active throughout the reporting period, responding to multiple calls for service, advancing training initiatives, maintaining duty crew coverage, and preparing several administrative and staffing transitions. Members demonstrated commitment to service, particularly during the Thanksgiving holiday and in filling duty crew gaps.

Emergency Reporting & Communications

- **NEIRS Transition:**
 - Transition to the **National Emergency Response Information System (NERIS)** begins December 1.
 - This FEMA-mandated system is replacing previous reporting systems.
 - Dispatchers have begun training

- **Arrival Assignments:**
 - The department is adopting county arrival assignments to improve coordination when operating inside and outside city limits.
 - Standardized engine and special service responsibilities are being reinforced to reduce confusion and improve scene efficiency.

Acknowledgements

New Driver Qualifications

Engine – Engine 1 Roc Reb

Engines, Squads, and Ladder 1- Ed Moran

Engine 2 and Squad 2 - Zack Lawerance

New Ladder Drivers - Jaquan Gardley Ladder 1

Major Incidents – November 2025

- **Structure Fire:** 3902 Mud Mill Road
- **Structure Fire:** Tudor Court

Training & Professional Development

- **Operational Training:**
 - **December 9:** Operational training and evolutions conducted.
 - Hands-on drills emphasized fireground tactics, decision-making, and operational fundamentals.
- **Fire Department Training Network (FDTN):**
 - Four training slots available for April training in Indianapolis.
 - Eligibility: Age 18+, Firefighter II or above.
 - Letters of interest due **January 1**.
- **Rescue Competition:**
 - Six members participated in the Rodney Marvel Vehicle Rescue Competition in Georgetown.
 - The department received the **Judges' Award**, marking a successful first competition experience.

Staffing & Duty Crews

- Duty crews performed well throughout the month, with coverage challenges primarily occurring on weekends.
- Members continue to step up to fill coverage gaps, maintaining readiness.

Equipment & Gear

- **Turnout Gear:**
 - Gear may be reallocated to accommodate incoming members, prioritizing least-active members first.
 - Due to the possible influx of new members, we may have to pull turnout gear away from members that are less active.

Stipend Program Financial Overview

The Stipend Program continues to perform strongly. In November, 48 firefighters participated. We are actively collecting feedback, identifying areas for improvement, and making necessary adjustments.

Month	Total (\$)	Members
June	\$19,106.00	41
July	\$21,188.10	41
August	\$25,607.00	46
September	\$25,915.80	47
October	\$27,600.00	47
November	\$24,070.00	48

Total Expenditure to Date:

Personnel Activities

Category	Hours
Meetings	114
Training	84
Duty Crews	5,545
Incident	3,014
Total Hours	8,757

Total Calls for the month of November: 123

Average Attendance: personnel per call

Closing

The Fire Department continues to operate with professionalism, adaptability, and commitment to public safety. Ongoing training, policy updates, and staffing efforts are strengthening operational readiness. The department appreciates the continued support of City Council and remains committed to transparent communication and service excellence.

Respectfully submitted,

David Carey,
Fire Chief

2:34 PM

11/30/25

Accrual Basis

Robbins Hose Company # 1, Inc.
Profit & Loss
November 2025

	Nov 25
Ordinary Income/Expense	
Expense	
Personnel & Office Expenses	
203 - Office Supplies	477.37
204 - Training & Travel Expens...	985.00
Total Personnel & Office Expens...	1,462.37
Repairs & Maintenance	
101 - Equipment Repairs	80,554.08
102 - Fuel	2,977.01
106 - Program Expenses	28.00
Total Repairs & Maintenance	83,559.09
Uniforms	
302 - Firefighting Gear	4,830.90
Total Uniforms	4,830.90
Utilities	
402 - Electric	4,644.59
404 - Telephone	239.77
405 - Water/Sewer	274.79
Total Utilities	5,159.15
Total Expense	95,011.51
Net Ordinary Income	-95,011.51
Net Income	-95,011.51

Primary Action Taken Report (Summary)

Date Range: From 11/01/2025 to 11/30/2025

Dover Fire Department

Primary Action Take	Count	Pct of Incidents	Total Est Loss	Total Est Loss
00 Action taken, other				
Totals	0	0.00%	\$0	0.00%
1 Fire Control or Extinguishment				
10 Fire control or extinguishment, other	4	3.25%	\$0	0.00%
11 Extinguishment by fire service personnel	2	1.63%	\$0	0.00%
12 Salvage & overhaul	2	1.63%	\$0	0.00%
Totals	8	6.50%	\$0	0.00%
2 Search & Rescue				
21 Search	2	1.63%	\$0	0.00%
22 Rescue, remove from harm	1	0.81%	\$0	0.00%
23 Extricate, disentangle	3	2.44%	\$0	0.00%
Totals	6	4.88%	\$0	0.00%
3 EMS & Transport				
30 Emergency medical services, other	1	0.81%	\$0	0.00%
Totals	1	0.81%	\$0	0.00%
4 Hazardous Condition				
44 Hazardous materials leak control & containment	1	0.81%	\$0	0.00%
Totals	1	0.81%	\$0	0.00%
5 Fires, Rescues & Hazardous Conditions				
51 Ventilate	4	3.25%	\$0	0.00%
Totals	4	3.25%	\$0	0.00%
6 Systems & Services				
64 Shut down system	1	0.81%	\$0	0.00%
Totals	1	0.81%	\$0	0.00%
7 Assistance				
70 Assistance, other	3	2.44%	\$0	0.00%
73 Provide manpower	6	4.88%	\$0	0.00%
74 Provide apparatus	1	0.81%	\$0	0.00%
75 Provide equipment	3	2.44%	\$0	0.00%
78 Control traffic	2	1.63%	\$0	0.00%
Totals	15	12.20%	\$0	0.00%
8 Information, Investigation & Enforcement				
80 Information, investigation & enforcement, other	25	20.33%	\$0	0.00%
82 Notify other agencies	3	2.44%	\$0	0.00%
84 Refer to proper authority	3	2.44%	\$0	0.00%
88 Investigate	76	61.79%	\$0	0.00%
87 Investigate fire out on arrival	2	1.63%	\$0	0.00%
Totals	109	88.62%	\$0	0.00%
9 Fill-in, Standby				
93 Canceled en route	4	3.25%	\$0	0.00%
Totals	4	3.25%	\$0	0.00%

Date: 01/04/2026

Page: 1

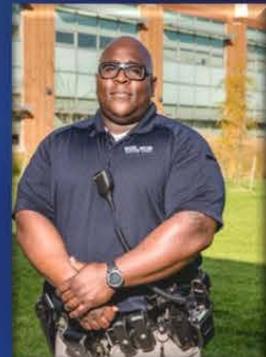
Primary Action Taken Report (Summary)

Date Range: From 11/01/2025 to 11/30/2025

Dover Fire Department

Primary Action Take	Count	Pct of Incidents	Total Est Loss	Total Est Loss
Totals	123		\$0	

CITY OF DOVER POLICE DEPARTMENT



MONTHLY REPORT NOVEMBER 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

January 12, 2026

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

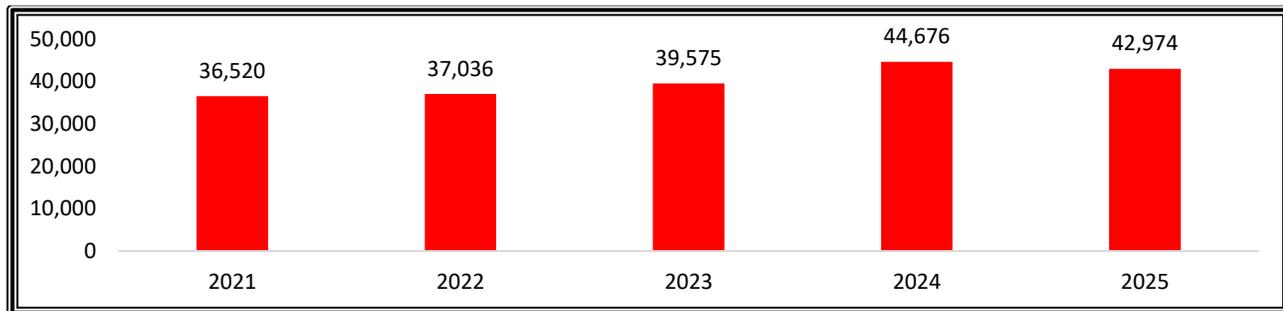
Mayor Christiansen and Council Members:

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

COMPLAINTS/EVENTS

YTD Totals compiled through November numbered 42,974

This represents a decrease of 1,702 from the 44,676 reported over the same period in 2024.



CRIMINAL INVESTIGATIONS

Burglary: 5 cases reported, 3 cases cleared and 0 cases were cleared from previous months.

Robbery: 1 case reported, 0 cases cleared and 0 cases were cleared from previous months.

Sex Assault: 4 cases reported, 3 cases cleared and 0 cases were cleared from previous months.

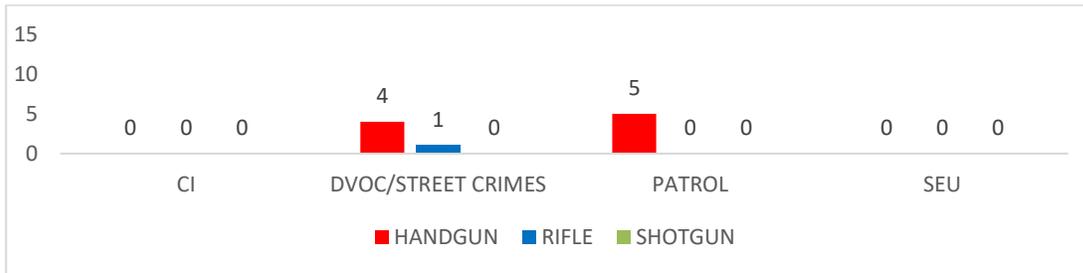
Homicide: 1 case reported, 1 case cleared and 0 cases cleared from previous months.

There was 1 Non-Criminal Death Investigations, 1 case cleared and 0 cases cleared from previous months.

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

Marijuana: 1,118.3 grams seized
 Cocaine: 150.51grams seized
 Ecstasy: 0 doses seized
 Prescription Pills: 0 doses seized
 Heroin: 0 grams seized
 Methamphetamine: 1,111 grams seized
 Fentanyl: 31.78 grams seized
 Other Rx Drugs: 0 grams/doses seized
 Drug Proceeds: \$812 seized

FIREARM SEIZURES/INSIDE CITY LIMITS

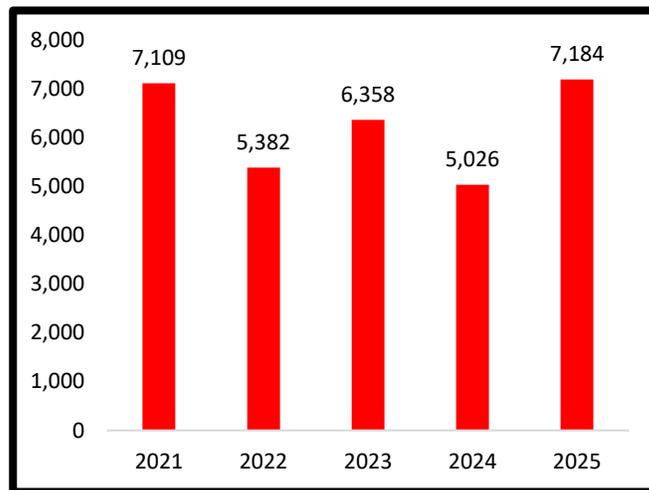


Firearms: 9 Handguns, 1 Rifle

TRAFFIC ENFORCEMENT

YTD Citation Totals compiled through November numbered 7,184.

This represents an increase of 2,158 from the 5,026 reported over the same period in 2024.

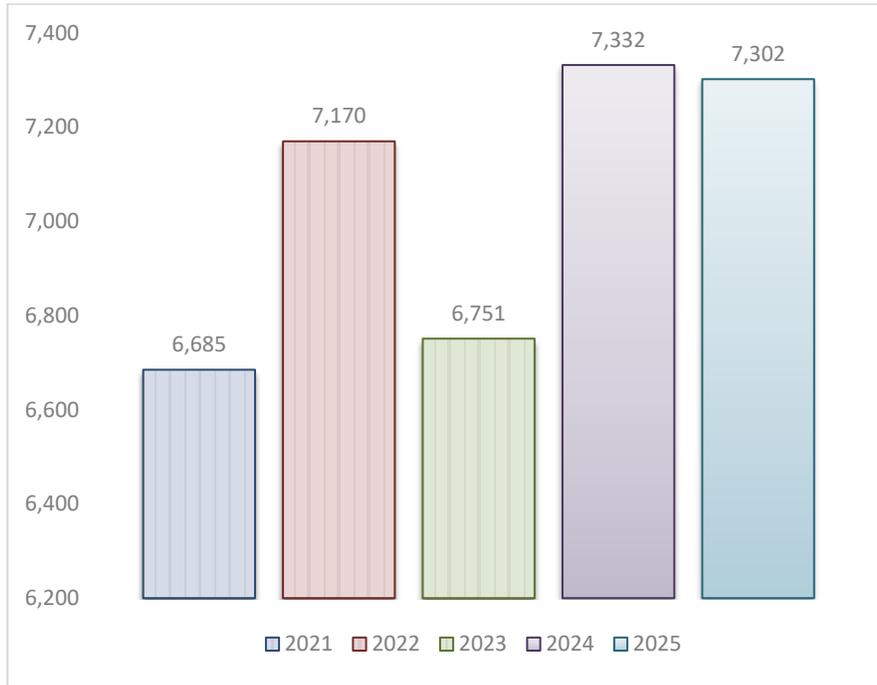


TRAFFIC CRASHES: YTD = 1,814

911 CENTER ACTIVITY

Total compiled during November numbered 7,302 calls.

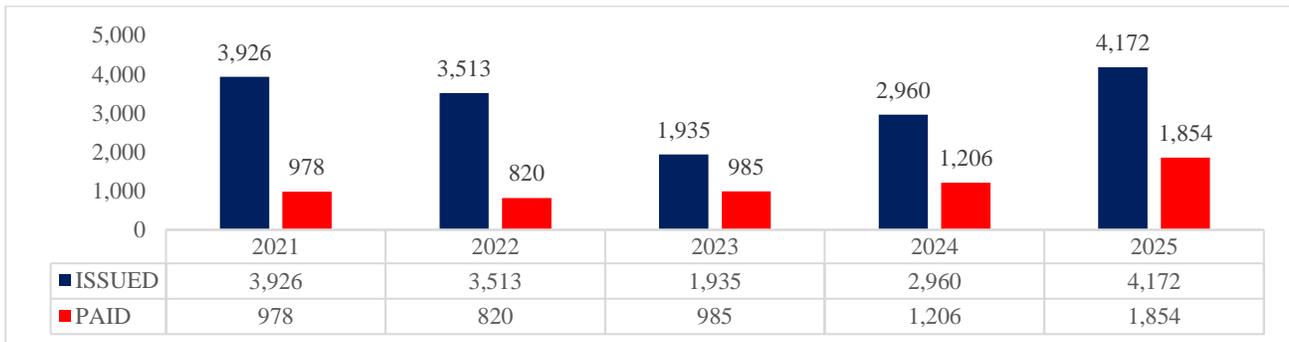
This represents a decrease of 30 from the 7,332 reported during the same period in 2024.



CITY ORDINANCE SUMMONS

YTD Totals compiled through November numbered 4,172.

This represents an increase of 1,212 from the 2,960 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 November:

- **Assisted Patrol** Units during major incidents, high 911 call volume and/or low staffing
- **Training Events:** Healing the Helpers Mental Health Conference, Human Performance, Firearms re-qualification, Emergency Vehicle Simulator, and SORT
- **Conducted property checks of problem areas from community complaints**
- Planning for **Winterfest, Toys for Tots, Hometown Holiday, Operation Gobble, Sponsored Athlete Program** [PAL]
- Participated in a **Mentorship Program** meeting – **Delaware State University**
- Visit to **Expanding our Kids World** daycare [K-9 Roy]
- **21st Century Program** activities at the **Central Middle School** [PAL]
- Follow-up on **homeless sex offender** information in the **Capital Green area**
- [PAL] **coordinator** worked with a parent in relation to son’s behavior- **Towne Point**
- Assisted **Code Enforcement/Sheriff’s Office** related to squatter arrest- **Quail Hollow Dr.**
- Located a **Local Fugitive:** 1 arrested
- Follow-up on a Behavioral Health matter- **Country Village** Apartments
- Maintenance on the **Intoxilyzer machine-** DSP Crime Lab
- Participated in the **Holiday Food Drive** at **Redner’s** on Route 8.
- Transported donated food to the **Milford Food Bank**
- Presentation made to the [PAL] **Board of Directors**
- Liaison with **Attorney General’s Office** regarding **indictments** on pending cases
- Continued efforts regarding **a tenant issue** complaint on **Country Drive**
- Continued efforts regarding **Quality of Life** complaints on **South Governor’s Ave.**
- Liaison Meeting with **Wild Meadows** complex
- Participated in **Operation Gobble – Thanksgiving Meals**



- The **Behavioral Health Unit** (BHU) responded to and/or assisted with **32 notable Calls Service** (CFS). Typically lower volume due to the vacation weeks of the assigned Corporal. Of those 32 CFS, the following occurred:
 - **3** involved **transports** to the Dover Police Department or Medical/Mental Health Facilities.
 - **11** involved **Mental Health** contacts and **2** involved **Substance Abuse** contacts, while **0** CFS involved a **combination of both**.
 - **25** involved **other circumstances** and/or CFS types.
 - **20** direct field contacts occurred during the 32 complaints involving Mental Health, Substance Abuse, and/or Other Circumstances.

- BHU Meetings/Events/Community Engagement/Projects/Training:
 - **Most Notable:** CPL Shepherd assisted the Patrol Unit with a stabbing incident downtown. CPL Shepherd provided tactical field care to the alleged victim/suspect. CPL Shepherd also assisted with securing the scene at 29 S New St once it was discovered. This building is vacant and has become a nuisance property downtown. Writer contacted Code Enforcement who immediately responded and made the decision to board the residence. This will hopefully prevent future overdoses, trespass incidents, and violent crimes.
 - The BHU attended a Community Resource Fair at the Dover Library hosted by Women beyond Measures.
 - CPL Shepherd continued to meet with Dover Behavioral Health and Bayhealth Emergency Department staff to improve crisis response throughout Dover.
 - The BHU continues to assist all Units within the Department with Behavioral Health related cases or inquires.

- BHU continued to assist all Units within the Department with Behavioral Health

PROGRAMS AND INITIATIVES

- ✚ On November 5th, the Mayor joined the staff instructors for the Citizen's Police Academy graduation. The program has graduated 37 classes since its inception many years ago. Students learn about all aspects of the Dover Police Department and expand their knowledge of police procedure and the larger mission of public safety.



Between November 10th and November 12th the Dover Police Department was evaluated, on-site, by the Commission for the Accreditation of Law Enforcement Agencies (CALEA). The Agency is remotely evaluated through the production of compliance documents each year. Every four years, in addition to a remote assessment, CALEA sends a staff member to the physical location for a hands-on review. The Assessor interviewed a combination of 28 internal and external stakeholders. The Assessor verified all compliance activities of the previous 48 months.

In his draft report for the Commission, the Assessor recommended that the Dover Police Department be awarded re-accreditation for the next four years. The agency is especially proud of the Assessor's concluding paragraph:

...the [Dover] Police Department stands as a model of modern, responsive, and accountable policing. Its integration of CALEA standards throughout its operations is exemplary, reflecting a deep institutional commitment to professionalism, transparency, and continuous improvement. Through strategic innovation, strong leadership, data-informed practices, and meaningful community engagement, the department continues to evolve in alignment with the highest standards of contemporary law enforcement. The agency's dedication to excellence ensures it will remain well positioned to meet the challenges of today while preparing for the demands of tomorrow.

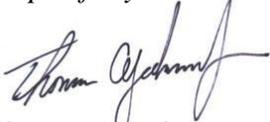
As mentioned in a previous report, the Dover Police Department was invited to send an operational staff officer to the University of Chicago Police Leadership Academy. The PLA is a grant-funded initiative to sharpen leadership skills through the lens of addressing gun violence in communities with high instances of shootings. The staff is a national cohort of elite public safety leaders. Captain Kevin Streadwick graduated in Washington DC ceremony held on November 13th. We are excited to apply the ideas and techniques Captain Streadwick brought back to Dover.

The fifth and final recruit candidate was identified for the 10th session of the Dover Municipal Police Academy on November 24th. Cadet Sophia Basler was offered a police officer position after her exemplary performance as a non-sworn member of the Community Policing Unit. The January Academy appears to be at maximum capacity. There will be an assessment day for recruit officer candidates in early December in an attempt to fill our two remaining open positions.

After interviews on November 25th, both open Communications Operator positions were filled with candidates of high potential. This is a tough role to fill due to the high demands of the position but we would like to welcome Alexis Garcia and Jachob Osika to the organization. They will begin their onboarding in early January.

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



FIRST READING

PROPOSED ORDINANCE #2025-25

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

3
 4 That Appendix F – Fees and Fines, Chapter 46 -Fire Prevention and Protection, be amended by
 5 inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikethrough as
 6 follows:

7
 8 **Chapter 46. Fire Prevention and Protection**
 9

Chapter 46. Fire Prevention and Protection	Fees and Fines
<i>Article I. In General</i>	
Sec. 46-1. Means of egress	
Subsec. (f) Penalties	
Any exit access, exit, or exit discharge, with the exception of a locked exit door, found to be in violation of this section	\$100.00 first offense \$200.00 second or subsequent offense
Any required exit door found to be locked against egress	\$100.00 each locked exit first offense, \$200.00 subsequent offense
Sec. 46-3. Impairment of fire protection equipment	
Subsec. (f) Fines	\$100.00 per device, first offense; \$200.00 per device, second and subsequent offenses
Sec. 46-7. Preventable and malfunctioning alarms to the fire company	
Subsec. (a)(1) Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; generally	Should the person notified fail to appear at said premises within 30 minutes after being notified to do so, the city may charge the owner of

	the premises a fine of \$100.00
Subsec. (a)(2) Responsibility for malfunctioning and preventable alarms, owner response, and corrective action; malfunction	Failure to return documentation of service/repair within the period of time stated on the notice of violation, which is satisfactory to the fire marshal, will result in assessment against the owner of a fine of \$100.00 for the fire alarm malfunction
Subsec. (b)(1) Fine charges; multiple fire alarm malfunctions or preventable alarms; amount of fine	
Number of preventable or malfunctioning fire alarms	Fine per preventable or malfunctioning fire alarm
Third alarm	\$100.00
Fourth alarm	\$200.00
Fifth alarm	\$250.00
All over fifth alarm, each alarm	\$250.00
Subsec. (b)(2) Fine charges; multiple fire alarm malfunctions or preventable alarms; panel reset	A \$50.00 fine may be assessed to the owner of a premises where the fire alarm has been reset before the fire department or assisting fire department arrives. \$100.00 for second and subsequent offenses
Sec. 46-8. Maintaining a known violation or hazard	
Subsec. (c)(1) Penalties; Any fines issued for violation of this section	
Minor deficiency	\$500.00
Major deficiency	\$1,000.00
<i>Article II. Fire Department</i>	
<i>Article III. Fire Codes</i>	

Fees established in subsection (b) of this section shall be doubled in the event that a permit is applied for after construction has commenced without the permission of the fire marshal. The fire marshal shall waive the doubling of fees in cases where the permit applicant is not a professional contractor and the work is not being done by a professional contractor.	
Sec. 46-126. Fire prevention permit	
Subsec. (b) Fee; each applicant	\$25.00 for each \$1,000.00 of costs or multiple thereof of the fire protection system; provided that a minimum fee for each permit shall be \$150.00
Subsec. (c) Reinspection	
First reinspection	No charge
Second reinspection	\$100.00
Third reinspection	\$200.00
Any subsequent reinspection	\$250.00
Subsec. (d) Fire signaling alarm system inspection fee	
Certificate of inspection	\$25.00 each per fire alarm system
—Exception: Apartment or other multifamily dwelling—Five or less buildings per complex	\$25.00 each fire alarm system
—Exception: Apartment or other multifamily dwelling—More than five buildings per complex	\$15.00 each fire alarm system up to a maximum of 20 buildings. Maximum fee per complex not to exceed \$300.00 for fire alarm systems
Subsec. (e) Fire suppression system inspection fee	
Certificate of inspection	\$25.00 each per fire suppression system
—Exception: Apartment or other multifamily dwelling—Five or less buildings per complex	\$25.00 each fire suppression system
—Exception: Apartment or other multifamily dwelling—More than five buildings per complex	\$15.00 each fire suppression system up to a maximum of 20 buildings. Maximum fee per complex not to exceed \$300.00 for

	fire suppression systems
Sec. 46-127 Smoke detection devices	
Subsec. (g) Violations; penalties	Revocation of any existing license to do business in the city, or a fine of not more than \$150.00 per violation, or both such penalties
<i>Article IV. Public Occupancies</i>	
Sec. 46-164. Fees	
Assembly	No charge for an occupant load less than 75; \$100.00 for an occupant load of 75 or greater
Assembly—Fixed Seating	\$100.00 for first 200 seats and \$10.00 each additional 50 seats
Educational	\$100.00
Day Care	\$50.00 for Day Cares as defined by Appendix B—Zoning, Article 5, Sections 14.22, 14.23 and 22.1; \$100.00 for other day cares
Health Care	\$100.00 first 25 rooms and \$5.00 for each additional room
Ambulatory Health Care	\$100.00
Residential	\$100.00 per building
Residential Board and Care	\$100.00
Mercantile over 10,000 sq. ft.	\$100.00
Business over 10,000 sq. ft.	\$100.00
Industrial	\$100.00
Storage over 10,000 sq. ft.	\$100.00
Assembly special provisions 1	\$25.00
Assembly special provisions 2	\$100.00
Sec. 46-168. Reinspection fee	

Subsec. (a) Amount	\$25.00 for any repeated violation cited by the fire marshal, determined to be a violation and which requires a follow up inspection to confirm the correction of the violation
Subsec. (b) Fee attached	A fee may be attached to any summons written for any violation found to be uncorrected upon reinspection
<i>Article V. Fire Lanes</i>	
Sec. 46-202. Violations; penalties	
Subsec. (c) Other obstructions	Any property owner or tenant found to be in violation; \$50.00
Subsec. (d) Failure to mark	Any property owner found to be in violation; \$50.00
Sec. 46-205. Responsibility of owner or tenant	Any property owner found to be in violation; \$50.00

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ADOPTED: *

SYNOPSIS
*
(SPONSORS: * and *)

Action History
01/12/2026 – First Reading – City Council
12/09/2025 - Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration Committee



PROPOSED ORDINANCE #2025-17

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, Article I – In
 5 General, be amended by inserting the text indicated in bold, blue font and deleting the text
 6 indicated in red strikeout as follows:

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

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

25
 26 **BE IT FURTHER ORDAINED:**

27
 28 That Article V. – Storm sewers, be amended by inserting the text indicated in bold, blue font and
 29 deleting the text indicated in red strikeout as follows:

30
 31 **Sec. 98-164. – Prohibited discharges into the system.**

- 32
 33 (a) *Injurious substances.* It shall be unlawful for any person or group of persons to throw, place, or
 34 deposit, or attempt to throw, place or deposit, or cause to be thrown, placed or deposited, any
 35 article, object or substance in any of the storm sewers or into any of the inlets into the storm
 36 sewers of the city, or into any of the streets, lanes, alleys, or gutters of the streets in the city from
 37 which such article, object, or substance would be likely to enter into or run into the storm sewers
 38 of the city, which object, or substance would injure in any manner said storm sewer system or
 39 area into which such storm sewers empty.
 40

- 41 (b) *Definition.* Wherever the term "system" is used, such term shall be taken to include, in addition
42 to any other meaning herein indicated, any conduits, reservoirs, ditches, grates, catch basins,
43 storm manholes, gauges, and building or buildings and the attachments thereto wherein any
44 such machinery or parts thereof are kept or stored.
45
- 46 (c) *Tar, petroleum, etc.* It shall be unlawful to pour, drain or run into the storm sewers of the city,
47 by any method whatsoever, any tar or tar product, or petroleum or petroleum product, or any
48 inflammable substance or material. **Trash produced by these products must be properly**
49 **disposed of.**
50
- 51 (d) **It shall be unlawful to sweep, blow, or otherwise discharge grass clippings into any street,**
52 **alleyway, sidewalk, storm drain, or water course more than incidental amounts of grass.**
53 **Amounts that constitute "more than incidental amounts" are at the discretion of the code**
54 **official or the stormwater division personnel.**
55
- 56 (e) *Unauthorized non-stormwater discharges include, but are not limited to:*
- 57
 - 58 • **Antifreeze/transmission fluid**
 - 59 • **Paint**
 - 60 • **Solvent/degreaser**
 - 61 • **Grease/oil**
 - 62 • **Detergent**
 - 63 • **Home improvement waste (concrete/mortar)**
 - 64 • **Pet/human waste**
 - 65 • **Yard waste (leaves, grass, mulch)**
 - 66 • **Excessive dirt and gravel**
 - 67 • **Trash**
 - 68 • **Pesticides and fertilizers**
 - 69 • **Pool/spa waters**
70
- 71 (f) *Authorized non-stormwater discharges must be in accordance with the Phase II MS4 Tier I*
72 **General Permit.**
73
- 74 (g) ~~(d)~~ *Protection of equipment.* It shall be unlawful to pour or drain into or permit the drainage into
75 any of the storm sewers or storm sewer system of the city any substance or chemical which
76 would hinder the proper functioning of the storm sewer system or in any way negatively impact
77 any related permits held by the city.
78
- 79 ~~(e) *Garbage, etc.* It shall be unlawful to deposit or throw, or cause to be deposited or thrown~~
80 ~~into any receptacle connected with a public or private storm sewer of the city, any garbage,~~
81 ~~ashes, cinders, rags, waste of any kind whatsoever or to discharge or permit to be discharged~~
82 ~~into any private or public storm sewer within the city, anything that will injure such storm sewer~~
83 ~~or will obstruct the use and operation thereof.~~
84
- 85 (h) *Violations; Penalties.* **Any person(s) violating any provision of this section shall be fined as**
86 **provided for in Appendix F – Fees and Fines.**
87
- 88 **1. First Offense.** When prohibited discharges are unlawfully deposited into the

89 stormwater system, a notice of violation will be issued with a citation in accordance
90 with Appendix F – Fees and Fines.

- 91
- 92 2. **Second Offense. When prohibited discharges are unlawfully deposited into the**
93 **stormwater system, an additional notice of violation will be issued with a citation in**
94 **accordance with Appendix F – Fees and Fines.**
- 95
- 96 3. **Third and Subsequent Offenses. When prohibited discharges are unlawfully deposited**
97 **into the stormwater system, an additional notice of violation will be issued with a**
98 **citation in accordance with Appendix F – Fees and Fines.**
- 99
- 100 4. **The City of Dover reserves the right to use all resources available to abate any violation**
101 **that will cause immediate harm to the stormwater system. All associated costs will be**
102 **billed to the property owner and/or a municipal lien will be placed against the property.**

103

104 **Sec. 98-166. Violations**

- 105
- 106 (a) *Notice.* Whenever the city manager or his authorized agents shall determine that a condition
107 exists which violates any portion of this article, the city manager or his authorized agents shall
108 notify the property owner or occupant of the specific violation.
- 109
- 110 (b) *Action by city.* Unless the condition is remedied within ~~ten days~~ **24 hours** after notice is given,
111 the city may cause the condition to be remedied and assess the cost thereof against the property
112 owner.
- 113
- 114 (c) *Payment of cost.* Any person violating any of the provisions of this article shall, upon conviction
115 thereof, pay to the city the cost of any of the repairs resulting from the violation and be subject
116 to the penalty provided in section 1-17

117

118 **Sec. 98-167. Sump Pumps.**

- 119
- 120 (a) ***Testing.* All persons wishing to begin or continue discharging sump pump water to any of**
121 **the storm sewers, ditches, or inlets into the storm sewers of the city or into any of the**
122 **streets, lanes, alleys, or gutters of the streets via a direct connection, must submit evidence**
123 **from an accredited laboratory of testing that proves that all discharges from the sump**
124 **pump are uncontaminated pumped groundwater and not unauthorized non-stormwater**
125 **discharges.**
- 126
- 127 (b) ***Evidence.* Evidence includes a Chain of Custody from the laboratory and a final report**
128 **from an accredited laboratory, on official letterhead. The sample must be tested for**
129 **MBAS, Oil & Grease, and pH.**

130

131 **Evidence must be submitted to the Director of Public Works to maintain compliance with**
132 **this ordinance.**

133

134 **Evidence must be submitted to:**
135 **Director of Public Works**
136 **City of Dover**
137 **5 E. Reed St**

138 Dover, DE 19901

- 139
- 140 (c) *Approval and Authorization.* Upon approval from the Director of Public Works, citizens
- 141 will receive an authorization letter. The authorization letter will have a date of
- 142 authorization and a date of expiry. Within 30 days of the date of expiry, new evidence must
- 143 be submitted to the Director of Public Works. Approval and authorization are at the full
- 144 discretion of the Director of Public Works and his/her advisors.
- 145
- 146 (d) *Unlawful discharging.* If at time it is discovered that a property is discharging its sump
- 147 pump without an authorization letter, either because it was not applied for or because it
- 148 has expired, a code official reserves the right to issue a notice of violation and order testing.
- 149 The code official reserves the right to terminate all discharges pending the outcome of
- 150 testing. The cost of any required testing shall be the responsibility of the property owner.
- 151 All related costs shall be billed against the property and/or placed on the municipal lien
- 152 docket for collection.
- 153
- 154 (e) *Penalties.* If at any time it is discovered that a property is discharging its sump pump
- 155 without an authorization letter, either because it was not applied for or because it has
- 156 expired, a code official reserves the right to issue a notice of violation, order testing, and
- 157 cause for the immediate termination of discharging pending the outcome of the
- 158 investigation. All fines and fees will be charged in accordance with Appendix F.
- 159
- 160 1. *Initial Inspection.* When discharge of a sump pump is discovered without an
 - 161 authorization letter, the code official will issue a letter of violation and require testing.
 - 162 In the event the results are returned that the discharge is uncontaminated, pumped
 - 163 groundwater, and not an unauthorized non-stormwater discharge, the property owner
 - 164 will be issued an authorization letter.
 - 165
 - 166 2. *First Occurrence.* In the event the results are returned that the discharge is an
 - 167 unauthorized non-stormwater discharge, a notice of violation letter will be sent to the
 - 168 property owner, and a citation will be issued in accordance with Appendix F. The
 - 169 maximum time for compliance shall be 30 days from the date of each notice of violation.
 - 170
 - 171 3. *Second Occurrence.* In the event the results are returned that the discharge is an
 - 172 unauthorized non-stormwater discharge, and/or the discharge continues, a notice of
 - 173 violation letter will be sent to the property owner and a citation will be issued in
 - 174 accordance with Appendix F. The maximum time for compliance shall be 30 days from
 - 175 the date of each notice of violation.
 - 176
 - 177 4. *Third and Subsequent Occurrence(s).* In the even the results are returned that the
 - 178 discharge is an unauthorized non-stormwater discharge, and/or the discharge
 - 179 continues, a notice of violation letter will be sent to the property owner and a citation
 - 180 will be issued in accordance with Appendix F. The maximum time for compliance shall
 - 181 be 30 days from the date of each notice of violation.
 - 182
- 183 (f) *Definition.* Uncontaminated pumped groundwater is any discharge from a sump pump
- 184 that is proven not to be unauthorized non-stormwater discharge.
- 185

186 Secs. ~~98-167~~ 98-168 – 98-220. – Reserved.

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BE IT FURTHER ORDAINED:

That Appendix F – Fees and Fines, be amended by inserting the text indicated in bold, blue font as follows:

Chapter 98. – Streets, Sidewalks, Storm Sewers, and Other Public Places

Chapter 98. Streets, Sidewalks, Storm Sewers, 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.	
(c) Violations; penalties	\$50.00 per violation
<i>Article V. Storm Sewers</i>	
Sec. 98-164. Prohibited discharge into the system	
First Offense	\$250.00
Second Offense	\$500.00
Third and subsequent offense(s)	\$1,000.00
Sec. 98-167. Sump pumps	
Failure to renew or apply for authorization	\$100.00
First occurrence of unauthorized non-stormwater discharge	\$250.00
Second occurrence of authorized non-stormwater discharge	\$500.00

Third and subsequent occurrence(s) of unauthorized non-stormwater discharge	\$1,000.00
<i>Article VI. Excavations</i>	
Sec. 98-253. Bond	Maximum of \$5,000.00 per opening
<i>Article VII. Parades</i>	

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198
199

ADOPTED: *

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201
202

SYNOPSIS

This Ordinance shall take effect on the first day of July after passage and approval.

203

(SPONSORS: ANDERSON and HUGG)

204

205

206

Action History

207

01/12/2026 – Final Reading – City Council

208

12/08/2025 – First Reading – City Council

209

11/25/2025 - Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration

210

Committee

