CITY OF DOVER, DELAWARE
REGULAR CITY COUNCIL MEETING
Monday, April 27, 2026 at 6:30 PM

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

AGENDA

THIS AGENDA HAS BEEN REVISED BY ADDING ITEM #33 – APPOINTMENT – BOARD OF ADJUSTMENT – WILLIAM "BILL" HOLMES, THREE-YEAR TERM TO EXPIRE JULY 2029, ITEM #34 – POLICE PENSION PLAN INCREASE REQUEST (RET. LT. TIMOTHY MULLANEY, SR., CHAIR), AND ITEM #35 – RATIFICATION OF VOTE OF ORDINANCE #2025-21 FROM FEBRUARY 25, 2026

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://shorturl.at/4wS8c
Event number: 2534 626 9648
Event password: DOVER (if needed)

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

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

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

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

INVOCATION - Elder Ellis B. Louden

PLEDGE OF ALLEGIANCE - Council President Neil

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. **Community Action Month**
2. **Youth Week 2026**
3. **Drinking Water Week**
4. **Military Spouse Appreciation Day**

PRESENTATIONS

5. **Certificate of Recognition - Dover High School - Varsity Boys 2025-2026 Basketball Team**
6. **Certificate of Recognition - Dover High School - Unified 2025-2026 Basketball Team**

ANNUAL REPORTS

7. **Dover Police Department**

CONSENT AGENDA

ADOPTION OF MINUTES

8. **Regular City Council Meeting of April 13, 2026**

COMMITTEE REPORTS

9. **Council Committee of the Whole meeting of April 14, 2026**

COUNCIL REPORTS - March 2026

10. **First District**
11. **Second District**
12. **Third District**
13. **Fourth District**
14. **At- Large**
15. **Council President Neil**

Parks, Recreation, and Community Enhancement

16. **Annual Report from the Silver Lake Commission (Kathy Doyle, Chair)**

    (Committee Recommendation: Acceptance of the annual report)

17. **Input Discussion on the Future Planning for Silver Lake Park (Councilwoman Arndt and Roger Ridgeway, Director of Parks and Recreation)**

    (Committee Action Not Required)

18. **Revisit Request for Review of Cash-in-Lieu Payment for Active Recreation Area Requirement for Cecil Street Townhouses at 207 N, West Street (Dawn Melson-Williams, Principal Planner)** – (Properties located at the northeast corner of North West Street and Cecil Street now subdivided into four lots addressed as 527, 525, 523, and 521 Cecil Street, as owned by 4BL, LLC. Planning Reference: Conditional Use/ Subdivision Plan C-25-01.)

    (Committee Recommendation: Partial waiver of the fees down to $1,000.00 for cash-in-lieu)

19. **Review of Active Recreation Plan – Lands of Fuller at 7 Nixon Lane (Dawn Melson-Williams, Principal Planner)** (Subdivision of 41,526 SF +/- property to be divided into three lots, including an existing single-family detached dwelling located on the east side of Nixon Lane and slightly north of North Little Creek Road, as owned by Lupe N. Fuller. Planning Reference: Minor Subdivision Plan: SB-26-01)

    (Committee Recommendation: Partial waiver of the fees down to $750.00)

20. **Review of Active Recreation Plan – Bay Village Residential Planned Neighborhood Design on the south side of White Oak Road (Dawn Melson-Williams, Principal Planner)** (Property of 79.14 acres +/- located on the south side of White Oak Road and to the south of the Garrison Oak Business and Technology Center, as owned by Bay Village of Dover, LLC. Planning Reference: Conditional Use/Master Plan with Subdivision Plan: C-26-02)

    (Committee Recommendation: Approval of the Active Recreation Area Plan, subject to the conditions outlined in the report)

21. **Silver Lake Dam - Annual Inspection Review (Jason Lyon, Water & Wastewater Director)**

    (Committee Recommendation: Acceptance of the report as recommended by staff)

22. **Community Development Block Grant (CDBG) Proposed Grant Recommendations for 2026 (Debbie Obrien, CDBG Program Manager)**

    (Committee Recommendation: Acceptance of the staff recommendation)

Utility Committee

23. **Evaluation of Proposals – Manganese Removal Systems for Drinking Water (Kate Mills, P.E., Assistant Director of the Department of Water & Wastewater)**

    (Committee Recommendation: Acceptance of the staff recommendation to award the contract to Verdantas for the Manganese Removal Systems for Drinking Water, RFP #26-0012WW, for the amount of $449,500.00)

24. **Presentation - Safer Community Campaign HELP Initiatives (Charles Kistler, HELP Initiative, and Andrea Griffin, Customer Service Director)**

    (Committee Recommendation: Acceptance of the staff recommendation to approve the Acting City Manager to sign and submit a letter of authorization to the HELP Initiative)

Legislative, Finance, and Administration Committee

25. **Review of Snowstorm Budget Costs (Sharon Duca, Assistant City Manager)**

    (Committee Action Not Required)

26. **Consideration of Restoring an Alderman's Court (Council President Neil)**

    (Committee Recommendation: Conduct a feasibility study of an Alderman's court and establish an Ad Hoc committee to obtain input from the community)

27. **Consideration of an Alderman's Court - Speed Control (Council President Neil)**

    (This agenda item was not addressed due to the failure of Agenda Item #2)

28. **The Mayors' Blue Ribbon Opioid Use Disorder (OUD) Taskforce Committees Recommendations (Councilman Dr. Sudler)**

    (Committee Recommendation: Acceptance of the report)

29. **City of Dover Municipal Police Academy Cost Review (Thomas Johnson, Chief of Police)**

    (Committee Action Not Required)

QUARTERLY REPORTS

30. **Quarterly Revenue Report as of March 31, 2026**

31. **Quarterly Review - Capital Investment Plan (CIP) (January, February, March)**

SEMI-ANNUAL REPORTS

32. **Semi-Annual Inspection by Acting City Manager - Robbins Hose Company (Sharon J. Duca, Acting City Manager)**

APPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

33. Board of Adjustment - William "Bill" Holmes - Three-Year Term to Expire July 2029 (to fill the expired term of Clarence Wagner, II)

ITEMS NOT ON THE CONSENT AGENDA

34. Police Pension Plan Increase Request (Ret. Lt. Timothy Mullaney, Sr., Chair)

(Committee Recommendation: Recommended by the Police Pension Plan Committee at its November 26, 2025, meeting, a motion was passed to grant police retirees a 5% pension increase effective July 1, 2026, and an additional 5% pension increase effective July 1, 2027.)

ORDINANCES

FINAL READING - The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of **APRIL 13, 2026.** The ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government."

35. Proposed Ordinance #2026-03 - Amending Chapter 22 - Building and Building Regulations, Article XI - Dangerous Buildings

36. Ratification of Vote of Ordinance #2025-21 from February 25, 2026

(Clerk's Office Note: Due to Attorney General Opinion No. 26IB15)

ACTING 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, *Community Action Month is observed annually in April to recognize the vital work of community action agencies and partners dedicated to helping individuals and families overcome barriers to economic stability and self-sufficiency; and*

WHEREAS, *Community Action programs were established to provide services and opportunities that help residents achieve greater independence through education, workforce development, housing support, and community resources; and*

WHEREAS, *these organizations and their dedicated staff, volunteers, and partners work diligently to empower residents, strengthen families, and promote opportunity throughout our community; and*

WHEREAS, *the City of Dover recognizes the important role that community organizations, nonprofit partners, and local leaders play in addressing the needs of our residents and building stronger neighborhoods; and*

WHEREAS, *Community Action Month serves as a reminder that when communities work together to support those in need, we strengthen the social and economic fabric of our city;*

NOW, THEREFORE, I, Robin R. Christiansen, Mayor of the City of Dover, Delaware, *do hereby proclaim April 2026 as*

Community Action Month

in the City of Dover and encourage all residents to recognize the contributions of community action organizations and to support efforts that promote opportunity, self-sufficiency, and a brighter future for all members of our community.

ROBIN R. CHRISTIANSEN
MAYOR

PROCLAMATION

WHEREAS, *the young people of the City of Dover represent the promise, energy, and future leadership of our community; and*

WHEREAS, *Youth Week provides an opportunity to recognize the achievements, talents, and contributions of Dover's youth in education, community service, athletics, arts, leadership, and civic engagement; and*

WHEREAS, *the City of Dover is committed to supporting programs and organizations that empower young people to develop confidence, responsibility, and a lifelong commitment to service; and*

WHEREAS, *the guidance of parents, guardians, educators, mentors, and community leaders plays a vital role in nurturing the character and potential of our youth; and*

WHEREAS, *encouraging youth participation in community activities strengthens the social fabric of Dover and helps build a brighter, more inclusive future for all residents; and*

WHEREAS, *Youth Week serves as a time for the citizens of Dover to celebrate the accomplishments of our young people and to reaffirm our commitment to supporting opportunities that allow them to grow and succeed.*

NOW, THEREFORE, I, Robin R. Christiansen, Mayor of the City of Dover, Delaware*, do hereby proclaim May 4-10, 2026 as*

Youth Week

in the City of Dover and encourage all residents to recognize and celebrate the outstanding contributions and bright future of our youth.

ROBIN R. CHRISTIANSEN
MAYOR

PROCLAMATION

WHEREAS, *clean and safe drinking water is essential to the health, safety, and well-being of the residents of the City of Dover; and*

WHEREAS, *the City of Dover is committed to providing a reliable supply of high-quality drinking water through the dedication and expertise of the professionals who operate, maintain, and protect our water system; and*

WHEREAS, *the observance of Drinking Water Week provides an opportunity to recognize the vital role that drinking water plays in our daily lives and to acknowledge the importance of protecting our water resources for present and future generations; and*

WHEREAS, *the City of Dover Water Department works diligently to ensure that our community receives safe and dependable drinking water through ongoing maintenance, testing, infrastructure improvements, and adherence to strict state and federal standards; and*

WHEREAS, *public awareness and responsible stewardship of water resources help ensure the continued availability of safe drinking water for the citizens of Dover; and*

WHEREAS, *Drinking Water Week is celebrated nationwide to recognize the vital importance of water to our community and to honor the dedicated individuals who safeguard this essential resource.*

NOW, THEREFORE, I, Robin R. Christiansen, Mayor of the City of Dover, Delaware, *do hereby proclaim May 3–9, 2026 as,*

Drinking Water Week

in the City of Dover and encourage all residents to recognize the importance of protecting our drinking water and to thank those who work to provide this vital service.

ROBIN R. CHRISTIANSEN
MAYOR

PROCLAMATION

WHEREAS, *the City of Dover proudly recognizes the courageous men and women of the United States Armed Forces who defend the freedoms we cherish; and*

WHEREAS, *military spouses provide unwavering support to their service members and families, often facing unique challenges including frequent relocations, extended separations, and the responsibilities of maintaining households during deployments; and*

WHEREAS, *the strength, resilience, and sacrifice of military spouses contribute greatly to the readiness and morale of our Armed Forces; and*

WHEREAS, *the City of Dover is honored to be home to many military families, including those connected to Dover Air Force Base, whose dedication and service strengthen our community; and*

WHEREAS, *Military Spouse Appreciation Day provides an opportunity for citizens to recognize and express gratitude for the commitment, patriotism, and sacrifices made by military spouses on behalf of our nation; and*

WHEREAS, *the City of Dover joins communities across the country in honoring military spouses for their vital role in supporting our service members and preserving the freedoms we hold dear.*

NOW, THEREFORE, I, Robin R. Christiansen, Mayor of the City of Dover, Delaware, *do hereby proclaim May 8, 2026, as*

Military Spouse Appreciation Day

in the City of Dover and encourage all residents to recognize and honor the dedication and sacrifices of military spouses in our community.

ROBIN R. CHRISTIANSEN
MAYOR

CERTIFICATE OF RECOGNITION

Presented to

The Dover High School Varsity Boys 2025 Basketball Team

In recognition of an outstanding season filled with dedication, teamwork, and sportsmanship. Your hard work, perseverance, and unity on and off the court have made the entire Dover community proud.

Players:

Braylon Williams	*X'Zavior Walters*	*Joseph Taylor*
Troy Spencer	*JayVion Denis*	*Kameron Jackson-Dickson*
Chance Fogan	*Chase Little*	*Myaire Wright*
Kareem King	*Tarrance Williams*	

Managers:

Sanai Bethea *Desiree Ingram* *Aaliyah Robinson* *Serena Rodrigue*

Coaches:

Stephen Wilson (Head Coach), Randal Fogan (JV Head Coach),
Jakai Simmons (Head Freshman Coach), Jason Woolford (Assistant Coach),
Darien Robinson (Assistant Coach), Ty Joyner (Assistant Coach),
Jordan Allen (Volunteer Coach), Kendal Williams (Volunteer Coach),
Ann Devine (Statistician)

Your commitment to excellence has not gone unnoticed. Keep striving, keep growing, and keep playing with heart.

CONGRATULATIONS ON A GREAT SEASON!

Robin R. Christiansen
Mayor

CERTIFICATE OF RECOGNITION

Presented to

The Dover High School Unified 2025 Basketball Team

In recognition of an outstanding season filled with dedication, teamwork, and sportsmanship. Your hard work, perseverance, and unity on and off the court have made the entire Dover community proud.

Players:

Ramsey Robinson	*Jordan Baker-McCollister*	*Michael Danley*
Ah'tari Sample	*Lawrence McGuire*	*Kaleb Atkins*
Tyson Fenderson	*Dustin Suessegger*	*Carl Phillips*

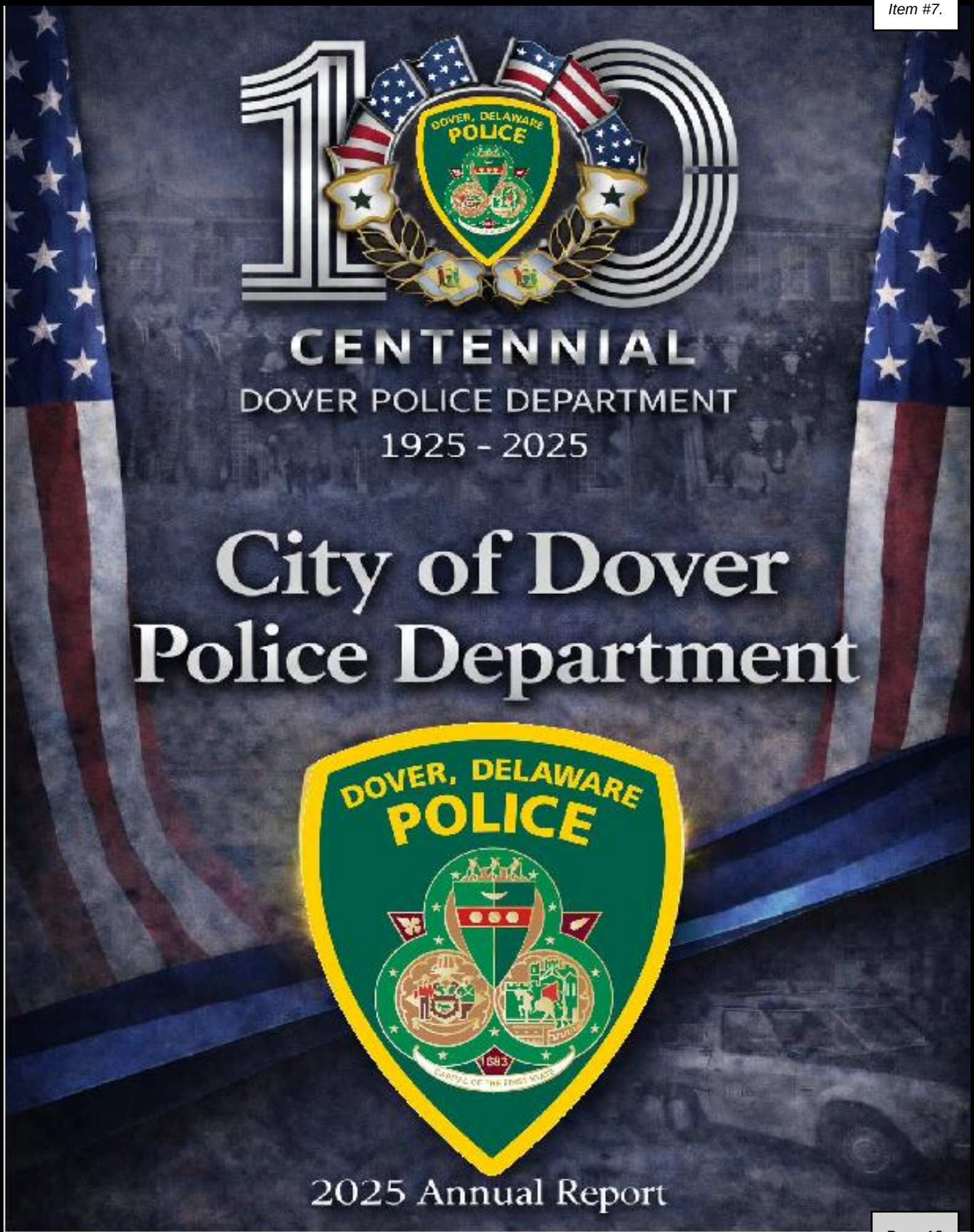
Coaches:

Andi Woolley (Head Coach), Kim Johnson (Assistant Coach),
Katie Simonetti (Assistant Coach)

Your commitment to excellence has not gone unnoticed. Keep striving, keep growing, and keep playing with heart.

CONGRATULATIONS ON A GREAT SEASON!

Robin R. Christiansen
Mayor


DOVER, DELAWARE
POLICE
CENTENNIAL
DOVER POLICE DEPARTMENT
1925 - 2025
City of Dover
Police Department
DOVER, DELAWARE
POLICE
2025 Annual Report

2025 DOVER POLICE DEPARRMENT TABLE OF CONTENTS

PAGE NUMBER	DESCRIPTION
3	*Letter from Chief Thomas A. Johnson, Jr.*
4	*Organizational Chart*
4 - 5	*Sworn & Civilian Staff*
7 - 9	*100th Anniversary Celebration*
10 - 36	*Individual Unit Overviews*
37 - 50	*Major Awards of 2023*
51 - 53	*New Hires, Promotions & Retirees*
54 - 56	*2025 Statistics*
57	*Grant Funding Summary*

CITY OF DOVER DEPARTMENT OF POLICE

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

April 13, 2026

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

I am pleased to provide the Dover Police Department's 2025 Annual Report, which highlights a year of significant achievement, service, and community engagement.

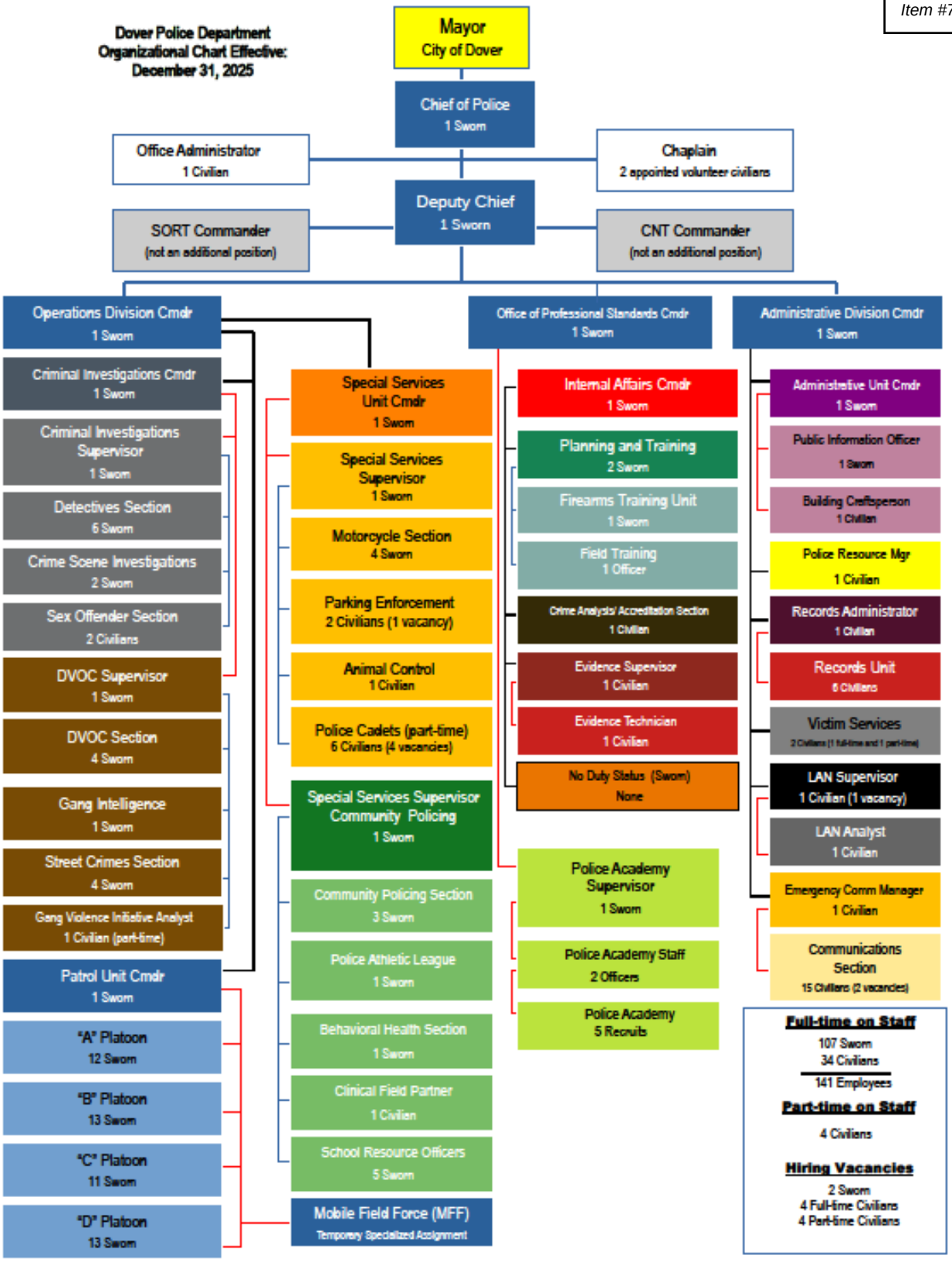
In 2025, the Department proudly commemorated its 100th Anniversary, marking a century of dedicated service to the City of Dover. We celebrated through a series of events that honored the Department's history, strengthened community partnerships, and recognized the contributions of both current and former members. Operationally, the Department maintained a strong commitment to public safety through its Patrol, Criminal Investigations, and Specialized Units. Administratively, we met every challenge related to supply, logistics, documentation and compliance to laws or regulation.

Community engagement remained a cornerstone of the Department's mission. The Community Policing Unit led initiatives aimed at improving quality of life, fostering relationships with residents, and collaborating with local organizations. Community Policing is a Department-wide mission and philosophy and includes Special Units such as Emergency Communications, Victim Services, Parking Enforcement, and Animal Control.

The Department's commitment to excellence was further reflected in numerous awards and recognitions presented to officers and civilian staff for exceptional performance, lifesaving actions, and meritorious service. Overall, the report reflects a year of professionalism, resilience, and dedication while adapting to challenges and maintaining strong community partnerships.

Sincerely,

Chief Thomas A. Johnson, Jr.
Dover Police Department


Dover Police Department
Organizational Chart Effective:
December 31, 2025
Mayor
City of Dover
Chief of Police
1 Sworn
Office Administrator
1 Civilian
Chaplain
2 appointed volunteer civilians
Deputy Chief
1 Sworn
SORT Commander
(not an additional position)
CNT Commander
(not an additional position)
Operations Division Cmdr
1 Sworn
Criminal Investigations Cmdr
1 Sworn
Criminal Investigations Supervisor
1 Sworn
Detectives Section
6 Sworn
Crime Scene Investigations
2 Sworn
Sex Offender Section
2 Civilians
DVOC Supervisor
1 Sworn
DVOC Section
4 Sworn
Gang Intelligence
1 Sworn
Street Crimes Section
4 Sworn
Gang Violence Initiative Analyst
1 Civilian (part-time)
Patrol Unit Cmdr
1 Sworn
"A" Platoon
12 Sworn
"B" Platoon
13 Sworn
"C" Platoon
11 Sworn
"D" Platoon
13 Sworn
Special Services Unit Cmdr
1 Sworn
Special Services Supervisor
1 Sworn
Motorcycle Section
4 Sworn
Parking Enforcement
2 Civilians (1 vacancy)
Animal Control
1 Civilian
Police Cadets (part-time)
6 Civilians (4 vacancies)
Special Services Supervisor Community Policing
1 Sworn
Community Policing Section
3 Sworn
Police Athletic League
1 Sworn
Behavioral Health Section
1 Sworn
Clinical Field Partner
1 Civilian
School Resource Officers
5 Sworn
Mobile Field Force (MFF)
Temporary Specialized Assignment
Office of Professional Standards Cmdr
1 Sworn
Internal Affairs Cmdr
1 Sworn
Planning and Training
2 Sworn
Firearms Training Unit
1 Sworn
Field Training
1 Officer
Crime Analysis/ Accreditation Section
1 Civilian
Evidence Supervisor
1 Civilian
Evidence Technician
1 Civilian
No Duty Status (Sworn)
None
Police Academy Supervisor
1 Sworn
Police Academy Staff
2 Officers
Police Academy
5 Recruits
Administrative Division Cmdr
1 Sworn
Administrative Unit Cmdr
1 Sworn
Public Information Officer
1 Sworn
Building Craftsperson
1 Civilian
Police Resource Mgr
1 Civilian
Records Administrator
1 Civilian
Records Unit
6 Civilians
Victim Services
2 Civilians (1 full-time and 1 part-time)
LAN Supervisor
1 Civilian (1 vacancy)
LAN Analyst
1 Civilian
Emergency Comm Manager
1 Civilian
Communications Section
15 Civilians (2 vacancies)
Full-time on Staff
107 Sworn
34 Civilians
141 Employees
Part-time on Staff
4 Civilians
Hiring Vacancies
2 Sworn
4 Full-time Civilians
4 Part-time Civilians

City of Dover Police Department
Sworn Staff

Thomas A. Johnson, Jr.
Chief of Police

Major Paul Kuntzi
Deputy Chief of Police

Captain Randy Robbins
Office of Professional Standards
Commander

Captain Robert "Ernie" Roswell
Administrative Division
Commander

Captain Kevin Streadwick
Operations Division
Commander

Lieutenant Christopher Bumgarner
Criminal Investigations Commander

Lieutenant Peter Martinek
Patrol Unit Commander

Lieutenant Mark Hoffman
Admin Unit Commander

Lieutenant Jordan Miller
Special Enforcement Unit
Commander

Lieutenant Jeffrey Gott
Internal Affairs Commander

City of Dover Police Department
Civilian Administrative Staff

Police Resource Manager
Barrie Lighe

Records Unit Supervisor
Emily Waldridge

911 Communications Manager
Matthew Carey

Evidence Manager
Frank Grosso

Office Administrator &
Assistant to the Chief of Police
Rebecca McNamara

Acting Senior LAN Analyst
Alexander Hassman

100th Anniversary Celebration (1925–2025)

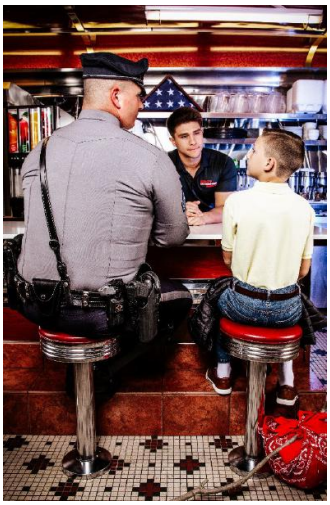
Honor the Past. Inspire the Future.

Overview

In 2025, the Dover Police Department commemorated its **100th year of service** to the City of Dover and its residents. The Centennial celebration consisted of several signature events held throughout the year, each designed to honor the Department's **history**, recognize the **service** of past and present members, and strengthen **partnerships** with the community. These events were made possible through the support of **community sponsors** and the efforts of the **100th Anniversary Committee** raising 100% of all necessary funds to celebrate this occasion.

Presenting Sponsor

Hollywood Diner – Dover, Delaware



The Hollywood Diner served as the **Presenting Sponsor** of the Dover Police Department's 100th Anniversary celebration. Their long-standing presence in the Dover community reflected a **shared commitment** to service and tradition. As part of this sponsorship, a commemorative photo project inspired by Norman Rockwell's ***"The Runaway"*** was completed, symbolizing the **enduring relationship** between law enforcement and the community. The images were provided to the Hollywood Diner for display in recognition of their support.

Community Champion Sponsor

Bally's Dover Hotel & Casino

Bally's Dover was recognized as the **Community Champion Sponsor** of the 100th Anniversary. Their support played a key role in the successful execution of the centennial events, including hosting the **Centennial Gala**. Bally's continued partnership with the Dover Police Department demonstrated a strong commitment to **supporting public safety** and community initiatives.

100th Anniversary Celebration (1925–2025)

Honor the Past. Inspire the Future.

Centennial Events

Formal Commemoration Ceremony

March 12, 2025 | Dover Police Department Headquarters

On March 12, 2025, the Dover Police Department held a **formal commemoration** ceremony marking the exact 100-year anniversary of the Department's founding. The public ceremony took place **on the front steps** of the police department and honored the men and women who served throughout the Department's history and was followed with a reception in the **James L. Hutchison** Public Assembly Room. The event recognized their **dedication, sacrifice, and commitment** to protecting the community while reflecting on the Department's **legacy and future**.

Family Fun Day

June 14, 2025 | Killen's Pond State Park – Felton, Delaware

The Family Fun Day was held on June 14, 2025, and provided an opportunity for active members, retirees, and their families to gather in a relaxed, family-friendly environment. The event featured **games**, inflatables, **food**, and **activities** for all ages. The event emphasized camaraderie, appreciation, and the importance of **family** within the Department.

100th Anniversary Celebration (1925–2025)

Honor the Past. Inspire the Future.

Centennial Events

Centennial Gala

September 12, 2025 | Bally's Dover Hotel & Casino

The Centennial Gala was held on September 12, 2025, and served as the **signature formal event** of the anniversary year. The evening included a cocktail hour, buffet dinner, open bar, and live entertainment. The gala brought together **active and retired members**, supporters, and invited guests for an evening of **reflection, recognition, and celebration** of 100 years of service to the community during a premier event of the centennial celebration.

The Dover Police Department's 100th Anniversary celebration successfully honored a century of **service, professionalism, and commitment** to the City of Dover. Through the support of **community sponsors** and the dedication of Department members, retirees, and staff, the centennial events **strengthened internal bonds**, **reinforced community partnerships**, and highlighted the Department's proud history while looking toward the future.

100th Anniversary Committee Leadership Team
L-R Kevin Streadwick, Mark Hoffman, Rebecca McNamara, Amanda Bekka and Frank Grosso

PLANNING & TRAINING UNIT

The Planning and Training Unit is under the direction of **Sgt. Joseph Bauer** and is responsible for all aspects of **training, recruitment, and applicant testing**. Planning and Training ensures that all sworn and civilian members of the Department receive training in compliance with Delaware standards established by the **Police Officer Standards and Training Commission** (POST), Departmental Policies, CALEA standards, and Federal mandates. The Planning and Training Unit also provides training to outside agencies that request assistance with their training needs and assists the Dover Municipal Police Academy with instruction and administering entry physical fitness tests. Continuing with Leadership Training, the Department hosted the full slate of **FBI Leadership Development Courses** in conjunction with the Delaware Alcohol and Tobacco Enforcement Division. The Unit is also responsible for all newly hired police officers through to their completion of the **Field Training Program**. Throughout the year, Planning and Training participates in local and regional job fairs in an effort to recruit qualified and diverse applicants.

Major Training Accomplishments for 2025:

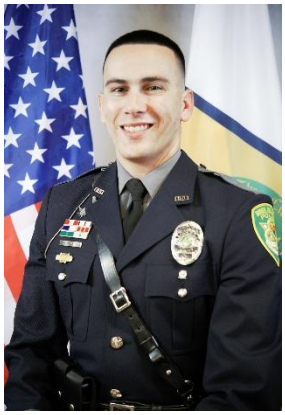
- ✓ **10** new police officers hired
- ✓ **15** new civilians hired
- ✓ **1273.75** civilian training hours
- ✓ **11,965.5** sworn officer training hours
- ✓ **28** out of state training schools attended
- ✓ **120** ride-along hours
- ✓ **5** Recruiting Events
- ✓ **2** How To Succeed in Hiring Process Seminars
- ✓ Citizen Police Academy (**36th class**, 9-week program)

Sergeant Joseph Bauer

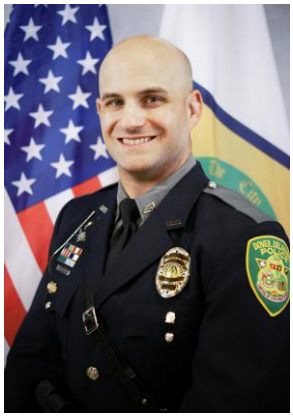
City of Dover Police Department
Municipal Police Academy

In 2025, the Dover Municipal Police Academy graduated **Class #8** on March 14, 2025 and **Class #9** on September 19, 2025. The Dover Municipal Police Academy Staff trained thirty-three (33) new officers and twelve (12) pre-certified officers in 2025. Beyond the presence of City of Dover Recruit Officers, approximately twenty (20) different law enforcement agencies within the State of Delaware were represented in these classes.

Sergeant Jacob Rankin was responsible for the coordination duties for Classes #8 and #9. Staff instructors consisted of Corporal Nathaniel Weir and Corporal Siobhan Burton for Class #8. Corporal Thomas Rivera and Corporal Joshua Hebert assumed staff instructor responsibilities for Class #9. Visiting subject matter experts, trainers from the Dover Police Department and members of surrounding agencies provided instruction throughout the classes.



Corporal
Thomas Rivera



Sergeant
Jacob Rankin

Corporal
Joshua Hebert

City of Dover Police Department

Emergency Communications

The **Emergency Communications (911) Center** is under the direction of it's Manager, **Mr. Matthew Carey,** and is the operational hub for the vast majority of the voice, digital and written communications between the Dover Police, the community and our external partners. The Center is the primary **Public Safety Answering Point** (PSAP) for the city. It also handles many other **"Real-time"** processes/functions that work to address all of the **time-sensitive tasks** assigned to the organization and to support **problem-solving**.

The Dover Emergency Communications Center has assumed a **leadership role** in the Delaware 911 Telecommunications community. In April, the Dover PSAP was the **first** in Delaware to go live with "**Multi-media 911**" capabilities. In short, it allows a **live video link** between a 911 caller and the Center to enhance **efficiency and effectiveness**. In the first session of the 153rd General Assembly, Mr. Carey **testified** in hearings related to the successful effort for **Line-of-Duty** death benefits for Emergency Communicators.

Over the course of the year, members of the team conducted **external community engagement** visits. This included teaching elementary-aged school children about how to use the 911 System for their **safety and well-being**. Lastly, the members of the unit would like to again thank the **"Moose Stitchers"** for the warm and decorative quilts for staff working inside the Center. It was very nice to be recognized for our work.

Major Accomplishments for 2025:

- ✓ **93,033** Total Calls processed
- ✓ **95.55%** of Emergency Calls answered in under **10** seconds
- ✓ **314** Hours of Training were completed
- ✓ **240** Hours of Mentoring were completed
- ✓ The Center expanded to **15** working Emergency Communicators
- ✓ The Unit conducted **3** Community Outreach events
- ✓ Joint **Active Assailant Drill** with Delaware State University
- ✓ Inclusion in the 2025 Edition of **"Calling All Heroes"**

PATROL UNIT

B Platoon

The Patrol Unit is the Department's primary operational component and **first line** of service delivery to the community. Patrol Officers provide **immediate response** to calls for service, proactive **crime prevention**, preliminary **investigations**, and emergency incident management. The Unit also supports specialized functions that include collision reconstruction, K9 services, and coordinated multi-agency enforcement. Throughout 2025, Patrol personnel maintained a continuous citywide presence while **adapting to emerging crime trends** and staffing challenges. Officers demonstrated operational flexibility by balancing **community engagement** with enforcement-oriented policing tasks and strategies.

Corporal Heather Siebert was named **Officer of the Year** for her exceptional efforts in several complex criminal cases, accomplished while maintaining her full patrol responsibilities. She is the **first female** police officer in the history of the Dover Police Department to receive this distinguished honor. While assigned to Patrol, her initiative, persistence, and professionalism significantly advanced multiple investigations. Due to her hard work and perseverance, she was selected for the Criminal Investigation Unit.

Motor vehicle theft remained a significant enforcement focus in 2025. The Patrol Unit handled approximately **115 reports** of stolen and unauthorized use of motor vehicles. Stolen vehicle investigations resulted in the **recovery of 93** stolen vehicles. Juveniles contribute significantly to the ongoing problem and stolen vehicles continue to be **associated with violence and other felony activity**. One notable incident occurred on July 3, 2025, when patrol officers searched for a vehicle and suspects involved in a carjacking within Delaware State Police jurisdiction.

Officers located the vehicle occupied by two suspects in the Capital Green neighborhood. When officers attempted to contact the vehicle, it fled, initiating a **prolonged pursuit that concluded in Hartly**. Both suspects attempted to flee on foot, but were quickly apprehended. During the pursuit, a **9mm handgun** was discarded from the vehicle and subsequently recovered. The firearm is believed to have been used in **prior criminal activity**. This incident highlights the Patrol Unit's vigilance, coordinated response, and commitment to **removing dangerous offenders and illegal firearms** from our community.

PATROL UNIT CONTINUED

Collision Response and Reconstruction

The **Collision Reconstruction Unit**, a specialized component of the Patrol Unit, is dedicated to **investigating** and **analyzing** serious traffic collisions to determine their **causes** and **contributing factors**. In 2025, officers responded to **2,076** motor vehicle collisions, with **four fatal** incidents.

WBOC
Dover Head-On Collision Leaves On...

Using advanced **technology** and meticulous investigative **techniques**, the Unit reconstructs crash scenes to provide **critical insight** into their circumstances. This work frequently identifies **negligent behaviors**, including **impaired** and **distracted** driving, and supports successful prosecutions when appropriate. The Unit collaborates with local and state partners to enhance **traffic safety** initiatives and reduce the likelihood of future tragedies. Through technical expertise and an unwavering commitment to **uncovering the truth**, the Collision Reconstruction Unit plays a vital role in **promoting accountability** and safer roadways.

On August 31, 2025, Officers responded to the area of North DuPont Highway, north of White Oak Road, for a pedestrian struck by a vehicle. The victim later succumbed to her injuries. Investigators determined the involved vehicle had **fled the scene** and that approximately 25 minutes had passed before the incident was reported to police. Through diligent investigative efforts, Officers quickly **identified and located** the suspect vehicle, along with the driver, in Worton Maryland **within 12 hours of the incident**.

Complicating the response, Officers on shift were simultaneously managing a separate shooting investigation in the downtown area near Loockerman Street. The coordinated and effective handling of both incidents underscores the Unit's **professionalism, prioritization skills, and resilience** under pressure.

PATROL UNIT - K9

The K9 Unit remains an integral and highly valued component of the Patrol Unit. In 2025, K9 teams provided essential support in **narcotics detection, suspect apprehension, search-and-rescue operations, and evidence recovery**. Highly trained handlers, working in partnership with their canine partners, tracked fleeing suspects, detected illegal substances, and conducted **security sweeps** at major community events.

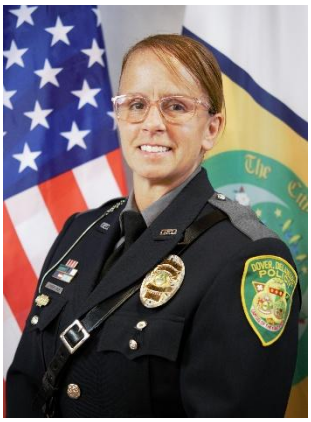
Beyond operational responsibilities, the K9 Unit strengthened **community trust** through **demonstrations and educational outreach**, offering residents a closer look at the **training, discipline, and teamwork** required of these specialized teams. Their work reflects the **preparation, partnership, and service** that define our mission.

In 2025, **Corporal Cliff Figueroa** retired his K9 partner, **Reeko**, after nine years of dedicated service to the Department and the community. Additionally, **Corporal Craig Mitchell** was forced to medically retire his K9 partner, **Jits**, after four years of service. At the same time, Cpl. Mitchell completed an extensive K9 instructor course thus becoming the Department's first **certified K9 trainer.** This advanced credential will enhance the Unit's long-term **efficiency, strength and sustainability**.

Cpl. Figueroa and Reeko

Cpl. Mitchell and Jits

CRIMINAL INVESTIGATIONS UNIT
Detective Section



Sergeant Jennifer Lynch

The Criminal Investigations Unit, **Detective Section**, includes a Sergeant, 6 Detectives, and 2 Crime Scene Investigators. This Section is responsible for investigating **serious crimes** in Dover, which encompass homicide, burglary, robbery, sexual assault, shooting incidents, as well as **crimes against children** and other vulnerable victims. Additionally, the Section conducts various **fraud and identity theft** investigations and is tasked with comprehensive **background checks** for all civilian and sworn applicants for employment.

In 2025, the Detective Section achieved an **impressive clearance rate**. The Unit investigated **47 criminal shooting incidents**, including 3 criminal or negligent homicides, achieving a clearance rate of 64%. The Detectives addressed **23 robberies** with an 83% clearance rate and **60 burglaries** with a 93% clearance rate.

Shootings	2022	2023	2024	2025
Total Shots Fired Events	60	55	58	61
Total Crime Reports	40	46	46	47
Total Injured Persons	22	12	19	17
Total Property Damage	18	32	27	27
Clearance Rate	68%	63%	54%	64%

Beyond the significant cases mentioned above, the Unit also manages other important investigations. This includes **200 cases** that were referred by the **Department of Services for Children, Youth, and their Families** (DSCYF).

These cases often involve allegations of child **abuse, neglect, and/or sexual assault**. Investigating allegations of child abuse and sexual assault can be both **challenging and time-consuming**, often spanning several years and requiring immense diligence from investigators. **The well-being of the child** and the potential for additional trauma is **always the first concern**.

CRIMINAL INVESTIGATIONS UNIT
Detective Section

Noteworthy Investigation

WBOC
DELMARVA'S NEWS LEADER

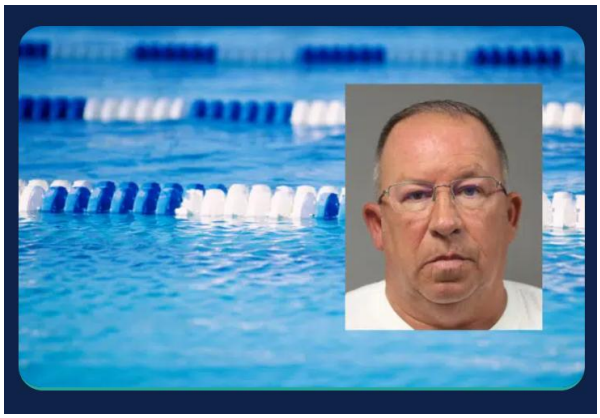
Police: Additional victims come forward in Dover child sex abuse case

September 26, 2025

One notable case in 2025 involved an investigation into an active and longtime member of the Dover community. On July 29, 2025, a 13-year-old boy came to the Dover Police Department to report a sexual assault. He disclosed that he had been **molested by his former swim coach**, Thomas Kennedy. After following all investigative practices that are indicated for special victims, probable cause was developed and submitted to the **Delaware Department of Justice**.

After the Attorney General's office reviewed the case, a **warrant was issued for Kennedy's arrest**. Following a **press release** about the case, **three other victims** came forward in a relatively short timeframe to report **similar incidents** that occurred between the late 1990s and 2018 while Kennedy held various positions of trust that provided him **unmonitored access to young people**.

In all of these cases, the suspect **exploited his position as a swim coach and mentor** to gain access to his victims. This investigation required detectives to interview witnesses and examine **incidents that spanned a 27-year period**. As a result of this thorough investigation, **16 additional criminal charges** related to sexual **abuse**, unlawful sexual **contact** and sexual **solicitation** of a minor were filed against Kennedy.



CRIMINAL INVESTIGATIONS UNIT

Drugs, Vice & Organized Crime (DVOC) & Street Crimes Sections

Sergeant Mike Willson

The Drugs, Vice, and Organized Crime Unit (DVOC) Unit contains multiple specialized detectives, uniformed officers, and a Sergeant who oversees both DVOC Detectives and the Street Crimes Unit. The unit is tasked with conducting **proactive investigations** into illicit **drug sales**, **firearms** trafficking, **gangs**/organized crime, and **human trafficking**.

To do this the DVOC Detective Section works closely with the Street Crimes Section. Some members of the Unit are additionally assigned to various **Federal task forces** such as the Delaware **ATF** Violent Crimes Task Force, **DEA** Task Force, **FBI** Violent Crimes Task Force, and **USMS** First State Fugitive Task Force.

The Street Crimes Section serves the uniformed proactive functions of the DVOC Unit. Members of this section work in partnership with **Delaware Probation and Parole Operations Safe Streets**. Together the members provide proactive patrol, gang enforcement, and **investigate high-risk probationers**.

DVOC Detectives in combination with the Street Crimes Unit investigated a total of **366 complaints**, for a total of **636 arrests**, and seized the following illegal substances:

- 43,897.3 grams of **marijuana**
- 41,994.2 grams of **cocaine**
- 183.5 grams of **fentanyl**
- 2,245.4 grams of **heroin**
- 316.4 grams of **ecstasy**/MDMA
- 224.5 doses of controlled **prescription pills**
- 4721 grams of **methamphetamines**
- 183.6 grams of other controlled substances which included **LSD**, **DMT**, **ketamine**, and psilocybin **mushrooms**
- 90 illegally possessed **firearms**
- **$253,535** in United States currency

CRIMINAL INVESTIGATIONS UNIT
DVOC & Street Crimes Sections

Noteworthy Drug Investigations

In January, the **Street Crimes Unit** was tasked with addressing re-occurring illegal **drug sales at local hotel/motels along Route 13**. At the time, Dover was recording a **large number of overdoses** and overdose deaths. A majority of these overdoses were associated with the stamp "GOYA". The Unit immediately focused their resources on the problem and made numerous drug and firearm arrests.

In one specific incident, SCU Officers were able to identify and arrest a local **fentanyl dealer** who operated out of a **Dover motel**. As Officers made the arrest and were in the process of obtaining a search warrant for his motel room, they **observed another male** arrive with a large bag. Officers believed this to be the local dealer's **source of supply**. This subject **fled in a vehicle** at an extreme high rate of speed **before any interdiction** could be attempted.

SCU and DVOC members **worked with their Federal partners** to identify this source of supply for the fentanyl and **found him in Philadelphia**. After **hundreds of hours** of investigative steps, they found that the supplier had a **storage unit in the Dover area**. Search and arrest warrants were obtained and in July **the source of supply was arrested at the storage unit**.

Inside the storage unit officers located **818 grams of fentanyl** which calculates out to approximately **13,000 bags**, **1 kilo of cocaine**, **4 pounds of marijuana** and a large amount of United States Currency. More importantly the **majority of the stamps located** during the search were **"GOYA"** which was responsible for a large number of overdoses and deaths in Dover and the surrounding jurisdictions.

In another incident, the DVOC Unit and the DEA Task Force received information on a **large-scale cocaine dealer** operating in the Dover area. The Dover Police DEA Task Force Officer led a **nearly year-long investigation** into this regional dealer. At the same time, the SCU continued their mission of focusing on local level dealers, gang members and other violent offenders.

At one point, they arrested a **local level drug dealer** who had **connections with the regional dealer** under investigation. This arrest was the break that the DEA needed for their case. At the conclusion of the investigation in October, the Dover Police and the DEA had seized **127 grams of fentanyl**, **22 pounds of marijuana**, **3 kilograms of cocaine**, **4 firearms**, 3 vehicles, and approximately **$50,000** in drug proceeds.

SPECIAL SERVICES UNIT
Motors Unit

Sgt. Christopher Peer

In 2025, the Motorcycle Section assumed a broader, more diverse set of responsibilities to enhance **traffic safety** and strengthen **community engagement**. While traffic enforcement remains the Unit's primary function, its contributions extend well beyond routine enforcement activities. These include, but are not limited to, leading the **Dover Days** and **Fourth of July Parades**, assisting with the **Youth Academy**, and serving as an escort for both private and public **funeral services**.

Motor Officers were actively involved in **community events, public meetings, traffic surveys**, and the implementation of **speed-calming** measures in residential neighborhoods, ensuring a **visible and meaningful presence** throughout the city. During the last four months, most officers from the Unit was reassigned to patrol due to staffing shortages.

A core responsibility of the Motorcycle Section is the **collection and analysis of traffic data**. Officers routinely **engage with local residents** to gather firsthand information regarding traffic concerns. Using this community input, along with advanced **traffic-monitoring technology**, the unit conducts traffic surveys to **identify problem areas** and determine the **most effective times and locations** for enforcement. In some instances, particularly when aggressive enforcement is not warranted, desired outcomes are achieved by deploying one of the Department's four **speed trailers**, which serve as an effective deterrent.

The Motorcycle Section also plays a central role in overseeing the city's **red-light camera program**, which recorded nearly **25,000 violations** during the year. In addition, the unit manages a program at the Justice of the Peace Court designed to **streamline the prosecution process**, improving efficiency for both the court system and the public.

Two additional functions fall under the Motorcycle Section's chain of command: Parking Enforcement and Animal Control. The Motorcycle Unit is frequently visible at community events such as parades and ceremonial functions. Less visible but equally critical are the behind-the-scenes efforts undertaken by the unit to ensure public safety, including **securing roadways**, coordinating **traffic control**, and properly marking and **managing parade routes**.

SPECIAL SERVICES UNIT
Community Policing

Quality of Life Initiative

Sergeant Justin Richey

For the first half of the year the Community Policing Unit (CPU) served as the leading force behind the Department's **Quality of Life** (QOL) Initiative. This initiative focused on **addressing lower-level offenses** that negatively affect the quality of life in the City of Dover. CPU worked in conjunction with our **Behavioral Health Unit** (BHU) to determine whether **criminal charges or alternative treatment** best fit the specific case. While the focus of the QOL initiative was the **Downtown** area, enforcement **efforts were conducted throughout Dover**, resulting in approximately **392 criminal charges** across approximately **159 separate incidents**.

At the time that the Community Policing Unit completed an end-of-initiative summary, there were approximately **323** of the **392** that had been adjudicated. Approximately **285** charges were withdrawn, dismissed, or consolidated with other charges. There were roughly **38** pleas or guilty convictions. The **overwhelming majority** of the individuals arrested during the initiative were **offered resources** and support by the BHU **prior to criminal charges** being filed. In almost all cases, they **refused all resources**.

Post-Operational **analysis confirmed** the anecdotal findings that **without the concern for any consequences**, there was **little real deterrence** for many of the less serious quality-of-life-related crimes. We **collaborated with property owners** in the community using the **"Authorization to Arrest for Trespassing"** form. This form **allowed officers to arrest** suspects who had no lawful reason to be on the property **without having to contact the owner** each time.

This form also created a **line of communication** between the property owners and the Department. CPU created a **master list of addresses** with completed forms on file and uploaded it to a shared file that officers can access in their patrol cars at any time.

SPECIAL SERVICES UNIT
Community Policing Continued

CPU officers participate in numerous **community events** throughout the year, allowing community members to have **meaningful interactions** with the Dover Police Department. CPU understands that, in most cases, when police are called, something negative has happened. We have the unique responsibility to **provide a positive experience** that can have lasting impacts on the public's overall **perception of police**. A great example of these community interactions include our **Coffee/Cocoa with a Cop** events at **Mission BBQ, Family Dollar**, **Hollywood Diner**, and the **Dover Target** location. We also focus heavily on our youngest residents. The locations below were scenes of School **Engagement**, **Career** days, **Presentations**, **Story** Time, and Student **Greetings**.

- North Dover Elementary
- Fairview Elementary
- W.B. Simpson Elementary
- W. Reily Brown Elementary
- Hartly Elementary
- Growing Sprouts ELC
- Youth-focused programs and events:
- PAL Easter Egg Hunt
- PAL Youth Academy
- PAL Holocaust Trip
- Parks & Recreation Youth Fishing Derby
- Community-wide events and festivals:
- National Night Out
- Pride Festival
- Comic Con
- Open Streets Events (Hope Street Commission)
- 4th of July Celebrations
- Touch-a-Truck Dover Library
- Capital Green Community Block Party
- First responder and civic events:
- Special Olympics Torch Run and Ceremony
- Rally for First Responders
- Faith & Blue Softball Game
- DSU Prayer Breakfast
- Holy Cross First Responder Event
- Mission BBQ 9/11 Event
- Seasonal and holiday events:
- Trunk-or-Treat events (United Church, Modern Maturity Center, Dover PD)
- Operation Gobble
- Toys for Tots Fundraiser
- Hometown Holiday Event
- Dover Tree Lighting Ceremony
- Dashing Through Dover Parade

SPECIAL SERVICES UNIT
Community Policing Continued

The Unit routinely conducts **building tours** for Del-Tech students, Girl Scouts, Boy Scouts, Court Staff, and other community groups. Our Officers work directly with residents, property managers, HOA's, and neighborhood watch groups to **address recurring issues** and improve neighborhood safety. Key engagement efforts are listed below:

- Collaboration with **Capital Green** property management to address juvenile disorder involving **Orbeez** guns.
- Addressed **traffic safety concerns** involving DART buses speeding through **The Grande Apartments**.
- Participation in multiple neighborhood and **HOA meetings**, including:
    - Towne Pointe
    - Cranberry Run
    - Wild Meadows
    - Clearview Meadows
    - The Grande HOA
- Attend **Silver Lake Commission/Downtown Dover Partnership** meetings.
- Met with **property management** companies regarding properties on South Governors Avenue, resulting in the eviction of a tenant facilitating **drug sales**.
- Assisted **Code Enforcement** with clearing and **securing condemned homes** to allow for boarding and abatement.
- Monthly contact with identified property managers to address concerns and forward them information about **tenants creating disorder** in the community.
- Met with **Delaware State University** (DSU) representatives to begin the development of a **mentorship program** that would pair DSU students with local juveniles to focus on **guidance, accountability, and development**.

SPECIAL SERVICES UNIT
Community Policing Continued

The Community Policing Unit is **very agile** and prides itself on its **resourcefulness in challenging circumstances**. The CPU Officers demonstrated **exceptional commitment and professionalism** through the additional **actions and accomplishments** listed below:

- Providing one-on-one **mentorship and intervention** with a juvenile from the PAL Youth Academy experiencing behavioral issues.
- Bringing back the Dover Police Department Halloween **Trunk or Treat Event**, creating a safe space for hundreds of children to trick or treat.
- Partnered with ***Mountaire Farms*** to provide **180 Thanksgiving meals** to families in the community.
- Collected toys for **Toys for Tots** during the holiday season
- Facilitated **CPR certification** training for Dover Police Officers' children.
- Assisted with, and managed responses to, multiple **fatal motor vehicle collisions**.
- Regularly supported **patrol operations** with spikes in 911 call volume and also our Detectives with serious **criminal investigations**.
- Created, implemented and developed the policy for the new ***LifeVac*** **Program** that enhancing emergency preparedness and life-saving capabilities for **victims of choking**.
- Earned the **Santa's Choice Award** for Best Float in the Dashing through Dover Parade.
- Developed two **Police Cadets** who were recently hired as Police Recruits

SPECIAL SERVICES UNIT
Youth - School Resource Officers

National Night Out 2025

The 2025 **Youth Unit** is comprised of five full-time officers. Each officer is assigned to a primary school, including **Dover High School** (Corporal D. Stevenson), **Dover Middle School** Campus (Corporal Aviles), Kent County Secondary **ILC** (Master Corporal Gedney), **Parkway Academy** (Corporal A. Smith), and one for all Capital School District **Elementary Schools** (Corporal Bowman).

Our School Resource Officers **work closely with school administrators** and staff to **provide support** wherever needed, regardless of the nature of the incident, to ensure a **team approach**. They strive to build strong **relationships with students** and the broader school community, offering informal **counseling and mentorship**, educating students about the law to help **prevent juvenile delinquency**, and fostering a **safe, productive learning environment**.

In addition to their primary school assignment at Parkway Academy, Corporal Smith serves as the Resource Officer for **Campus Community School**, **Academy of Dover**, **Holy Cross**, and **W. Reily Brown Elementary School**.

Throughout 2025, the Youth Unit participated in numerous **outreach events** within the community and local elementary schools. The Unit collaborates closely with our Community Policing Officers, who also take part in many of these activities. On August 5, 2025, the Youth Unit hosted a well-attended **National Night Out** at Dover High School, featuring members of the Dover Police Department, specialized units, other local law enforcement agencies, and community members.

The Youth Unit regularly participates in events such as **National Walk to School** Day, the **Million Father March**, **Super Senator Day**, Trunk-or-Treat events, safety patrol and **student council** ceremonies, Holiday Heroes, and **P.A.L. activities**. Officers also visit elementary classrooms to **read to students**.

SPECIAL SERVICES UNIT
Police Athletic League

The Dover PAL had a wonderful year in 2025, filled with numerous activities. The Dover PAL continued to partner with the **Capital School District** and its after-school program by providing **CPR certification** and various activities for interested students. The Dover PAL also coordinated a trip to the **Holocaust Museum** with students from the Capital School District.

Additional events hosted by the Dover PAL in 2025 were the annual **Easter Egg Hunt** & **Youth Academy**.

In the summer, the Dover PAL held a **graduation ceremony** for **20 campers** who graduated from the Youth Academy. Youth campers learned to become **leaders** and share **educational core values** by visiting historical sites, including the **USS New Jersey** Battleship.

The Dover PAL will continue to reach as many youth members within our community in 2026. The PAL events are always well attended by the community, making them a great way for the Police Department to interact with our youth and forge **lasting relationships and strong bonds**. We sincerely thank our community and the **PAL Board of Directors** for their continued support.

SPECIAL SERVICES UNIT
Behavioral Health Unit

The Behavioral Health Unit (BHU) excelled throughout 2025 by improving community behavioral health and police responses to **mental health** and **substance abuse** calls for service. The BHU is comprised of **CPL Jake Shepherd** and **Clinician Watara Heath** and operates approximately 40 hours per week. However, the BHU is **available to Officers anytime** for questions and complaints related to behavioral health.

In 2025, the Behavioral Health Unit was assigned to approximately **25% of all Psychiatric Calls for Service** that required a written report. This shows that the BHU is **heavily engaged in operations** and was able to regularly relieve officers from these **complicated and time-consuming cases**. This improves community safety by returning those officers to their primary role in the 911 system. Field responses and case referrals enabled the BHU to **reduce repeat calls** to identified locations by engaging with community members and resource providers.

The Unit attended several **trainings and events** and noticed an increase in contact from our professional peers. They see the **co-responder model as a solution** for continued engagement and education. Most notably, the BHU was involved in all DPD **Lethal Violence Protective Order** (LVPO) and **Weapon Relinquishment Order** (WRO) cases in 2025. This involvement ensured the protection of individual **rights and due process**, along with **improving community safety**, by removing deadly weapons from residents who were an **imminent danger** to themselves and/or others. Moreover, it led to meetings with entities focused on **firearm safety**.

In 2025, the Unit noted issues surrounding **Red Flag/Mental Health** Capiases which led to engagement from the State Divisions of **Health and Social Services**, **Substance Abuse and Mental Health**, and the **Kent County Superior Court** leading to more **effective police responses** after improved communication on these orders. Lastly, the BHU was critical to the 2025 **Quality of Life Initiative**, the final report, and its presentation to City Council. The following pages outline the Unit's activities, trainings, community engagements, events, and improvements for the year.

SPECIAL SERVICES UNIT
Behavioral Health Unit Continued

Activities and Events:

In 2025, the Unit responded to and/or assisted with **759** notable Calls for Service, and members were assigned to **828** calls from the 911 System. Of those 828 dispatched cases, the BHU was the primary to 518 and completed 214 official reports. Of the 759 behavioral health-related cases, the following occurred:

- 224 involved **transports** to shelter, definitive care or official destinations.
- 287 involved **mental health** contacts.
- 192 involved **substance abuse** contacts.
- 61 involved **Co-Occurring** Symptoms/Conditions.
- 583 involved other circumstances and/or CFS types.
- 817 **direct field contacts** occurred.
- 499 CFS were **self-initiated** and 218 were dispatched.
- 51 CFS were Referrals and 105 were Follow-ups.
- 57 CFS involved juveniles.
- 24 CFS involved **24hr Emergency Detention Forms**.
- 107 CFS involved some type of warrant or capias.
- 3 CFS involved police NARCAN and 115 involved EMS.
- 152 CFS involved a **refusal**, 184 involved **resources being provided**, and 96 involved the initiation of a **safety plan**.
- 7 CFS involved a Lethal Violence Protective Order or Weapon Relinquishment Order.

*The statistics above were entered and calculated by CPL Shepherd on 01/14/2026.
The amounts reflect a summary of the performance completed by the Behavioral Health Unit from January 1, 2025 - December 31, 2025 and include Primary and Secondary Complaint/Incident Roles*

SPECIAL SERVICES UNIT
Behavioral Health Unit

Training, Engagements, and Improvements:

- Training and instruction for Dover Police Academy - Persons with **Disabilities**, **Mental Illness/SUD**, Domestic Violence, and Tactical Medical
- The BHU attended Co-Responder Crisis Intervention Training through **NAMI**.
- The BHU attended the **National Co-Responder Conference** in Atlanta, GA.
- The BHU completed **Group Critical Incident Stress Management Training** and received the Certification through the ICISF & the State Fire Commission.
- Clinician Heath attended Continuing Education Training through DSAMH regarding individuals with **Intellectual and Developmental Disabilities**.
- Clinician Heath completed the CART training to assist with **Child Abductions**.
- CPL Shepherd completed the **De-Escalation Trainer Certification.**
- The BHU completed **basic Crisis Negotiation Team** (CNT) Training.
- The BHU received the Dover Police Department **Meritorious Service Award** for impactful work with a deceased client and their family.
- The BHU presented at the **STRIVE Program** through the **Kent County Community School**.
- The BHU presented at the **Inspiring Hope Conference** at Bally's Casino.
- The BHU attended the **Women Beyond Measures** Community Resource Fair.
- The BHU was **awarded funding** from the **Prescription Opioid Settlement** Distribution Commission for the 2026 Program Goals and Projects.
- CPL Shepherd met often with **Dover Behavioral Health** and **Bayhealth Kent Campus** hospitals regarding Behavioral Health situations occurring in the City with an eye toward **improving the system response**.

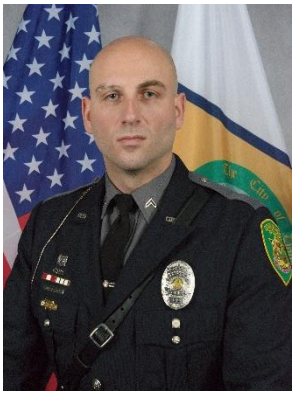
SPECIAL SERVICES UNIT
Behavioral Health Unit

Strategic Partners:

In 2025, the BHU worked with an incredible group of **agencies, organizations and professional associates**. The **support and collaboration** were essential to the growth of the Unit and the services that are provided to all of our community members in need. Here are just a few of them:

- ✓ Every Unit within the Dover Police Department
- ✓ City of Dover Inspections, Administration and Responder Partners
- ✓ The Delaware Division of Substance Abuse and Mental Health
- ✓ The Police Officer Standards and Training Commission
- ✓ The Delaware Division of Health and Social Services
- ✓ Our engaged Property Owners and Representatives
- ✓ Local, State and Federal Elected Officials
- ✓ The Dover Interfaith Mission for Housing
- ✓ The Delaware Division of Veteran Affairs
- ✓ The Coalition for a Safer Delaware
- ✓ The Overdose Response Center
- ✓ The Delaware Superior Court
- ✓ Dover Housing Authority
- ✓ Delaware State University
- ✓ Tobola Healthcare
- ✓ Conexio Care
- ✓ Savida Health
- ✓ Ambulnz Inc.
- ✓ VitalCore

Clinician
Watara Heath



Corporal
Jake Shepherd

VICTIM SERVICES UNIT

The Dover Police Department Victim Services Unit continues to provide critical assistance to crime victims and their families. Casey Wilson serves as the Department's Victim Services Coordinator. In 2024, Danielle Martin joined the Unit as the Victim Services Advocate. The pair work together to provide crisis intervention, guidance, information and referrals to appropriate agencies.

In addition to providing services to victims of crime, the Victim Services Unit continues to teach recruits of the Dover Municipal Police Academy. By identifying ongoing trends in the field, Casey shares her knowledge and expertise in the areas of domestic violence and sexual assault to assist Officers in their response to victims and what they may encounter while responding to calls of service. She continues to serve the department on a 24-hour basis to respond to critical incidents of crime, including homicide investigations, suicides, infant death and human trafficking investigations.

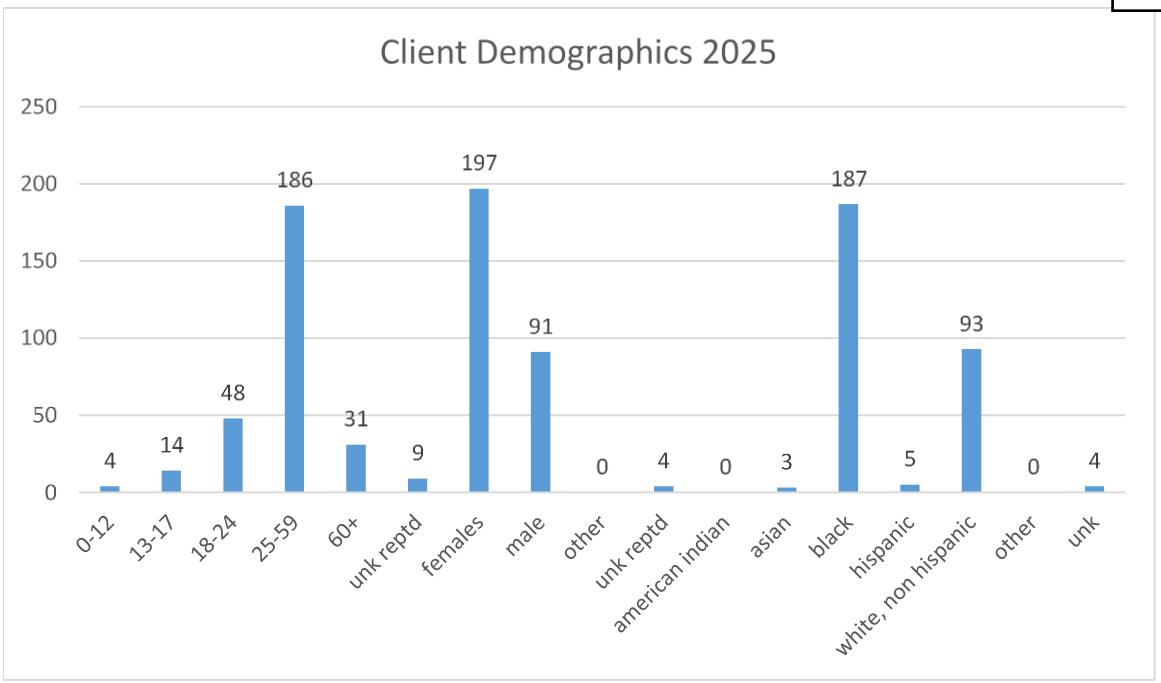
Recognizing the rise in human trafficking cases, Casey involves the Unit in joint operations with the FBI to provide a collaborative, coordinated multi-agency response. The operations have been successful in identifying the needs of survivors while also holding offenders accountable through the criminal justice system. In 2025, Casey and Danielle participated in two joint human trafficking operations.

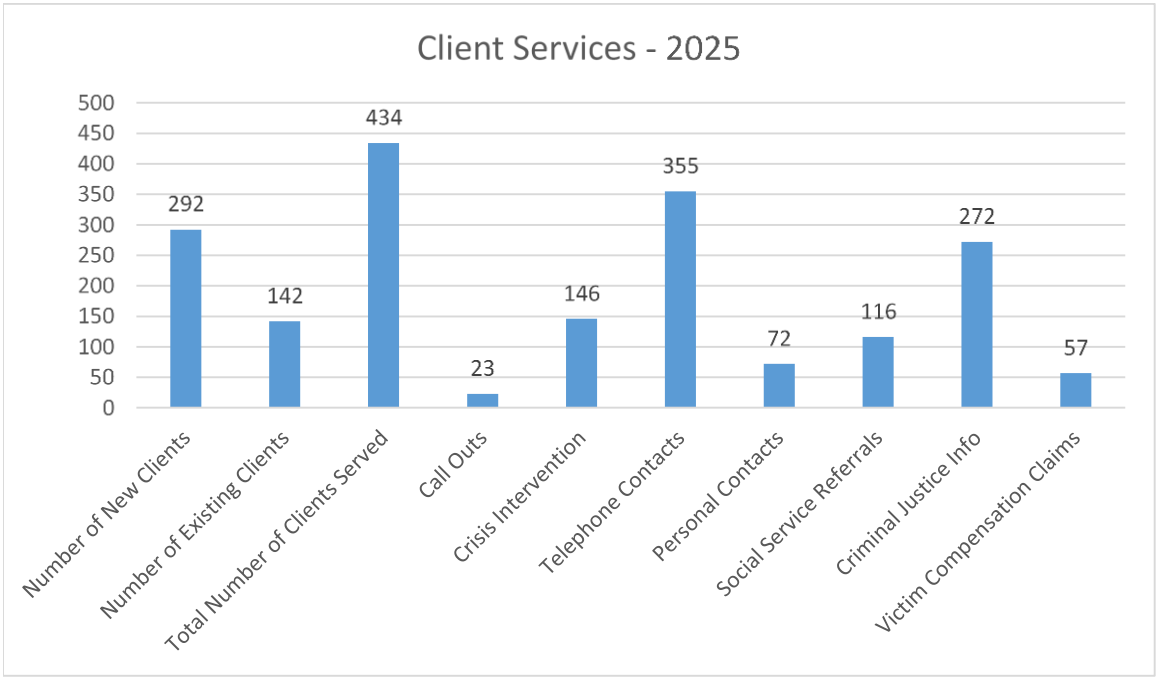
Dedicated to the department's mission, they continue to serve on several state level committees and work groups to keep victims' needs at the forefront and keep staff informed on victim-related legislation. As part of a collaborative effort with direct service providers in the state, Casey was instrumental in revamping and modernizing Delaware's Victims' Bill of Rights in 2025.

Casey Wilson

Danielle Martin

VICTIM SERVICES UNIT CONTINUED





PARKING ENFORCEMENT SECTION

In 2025, the Parking Enforcement Unit consisted of two (2) full-time civilian employees, **Mr. Donald Wood, Sr**., and **Ms. Daria Jula**. In addition to routine enforcement, Parking Enforcement Officers provided **traffic control** during public events or emergency incidents thus **ensuring safe vehicular and pedestrian movements**. They also conducted proactive patrols of shopping centers and residential neighborhoods to address ongoing parking violations.

Mr. Wood and Ms. Jula took a proactive, problem-solving approach to resolving persistent parking issues that have historically impacted the city. Their efforts focused not only on enforcement but also on **voluntary compliance** and **community engagement**. In 2025, they issued **1,927** parking violations and facilitated the removal of **139** abandoned, wrecked, or unregistered vehicles from city streets. Vehicles were either towed in accordance with applicable ordinances or vehicle owners corrected the violations after notification.

Regardless of the method or outcome, the actions of Don and Daria **contributed to measurable improvements** in roadway safety, neighborhood issues, and overall community standards. Their **productivity and diligence** have had a direct and positive impact on conditions throughout the City of Dover.

Donald Wood

Daria Jula

ANIMAL CONTROL

Caitlyn Smith

The Dover Police Department employs one full-time civilian Animal Control Officer, Ms. Caitlyn Smith, who is responsible for addressing all animal-related complaints within the City of Dover. Animal Control Officer Smith has been employed with the City of Dover since August 2024 and has demonstrated a strong commitment to professional development and public service.

In March 2025, Animal Control Officer Smith attended and successfully graduated from the **Animal Control Academy**. She has also completed advanced training in **Animal Cruelty and Fighting Investigations**, enhancing her ability to investigate complex, sensitive cases involving **abuse, neglect**, and **organized animal-fighting** operations.

Animal Control Officer Smith consistently responds to all reports involving animal **cruelty**, animal **welfare** concerns, animal **bite** investigations, and **wildlife emergencies** that present a threat to public safety. In 2025, she handled more than **300 calls for service**, demonstrating high productivity and operational readiness.

In the execution of her duties, ACO Smith enforced **43** applicable City of Dover **ordinances** and relevant **state statutes**, ensuring compliance with established animal welfare **standards** and safeguarding the community. Her proactive enforcement efforts resulted in numerous **arrests** and **corrective actions**, reflecting her **thorough investigative approach** and commitment to accountability. When stray cats or dogs **cannot be safely captured** by conventional means, ACO Smith deploys **non-injurious traps** to capture them humanely.

She also conducts **property investigations** into **unsanitary living conditions**, **neglected** animals, or reports of **vicious** behavior, and takes appropriate **enforcement or corrective** action as warranted. Through consistent enforcement, investigations, and a **proactive approach** to animal welfare, Caitlyn plays a critical role in protecting both the residents and animals of the City of Dover.

PROFESSIONAL STANDARDS DIVISION
CRIME ANALYSIS & ACCREDITATION

Mr. Robert Scott is a retired Dover PD Captain and continues his service to Dover in a civilian role that draws upon his public safety training and experience. The Crime Analyst/Accreditation Manager has dual responsibilities. As the crime analyst, he assists with the planning and deployment of resources to best combat crime. He also provides research and analysis to aid in decision-making. Rob is best known as our **Accreditation Manager**.

At its core, Accreditation is simply the task of proving to an independent body that the agency **observes, follows and promotes** what the industry considers to be **"Best Practices."** Rob serves at the intersection of **policy** and **procedure** as we adhere to roughly **500** separate **national standards** for policing organizations. The **Commission for the Accreditation of Law Enforcement Agencies** (CALEA) is the governing body and monitors the written directives of the Dover Police Department.

CALEA Assessors perform **remote annual audits** with Rob offering **proof of compliance** through official documentation. Every four years, CALEA does a full review on the premises. This is an **examination** of the entire operation and involves **interviews** with internal and external **stakeholders.** Following the "on-site" visit, the Chief accompanies Rob to the CALEA **annual conference**. In between training sessions, the **agency assessment is defended** during an open **Commission Hearing**.

In 2025, Dover PD met all of the standards to earn our **9th consecutive Gold Standard award** for excellence and Rob was the **biggest reason**. The hearing will occur in early 2026 and the Department will again be able to boast its position as one of only a handful of Delaware agencies meeting the highest national standard.

MAJOR AWARDS FOR 2025

Exceptional Performance

Patrolman First Class
Tevin Thomas

Patrolman First Class
Jordan Marucci

Patrolman First Class
Anthony Slaughter

Patrolman First Class
Tyler Hughto

Patrolman
Jacob DiAntonio

Corporal
Emily Gurian

Patrolman
Joshua Heredia

Corporal
Michael Simpkiss

Patrolman
Mark Jones

This Award is in recognition of the **outstanding professionalism**, coordination, and investigative initiative demonstrated in response to a **critical shooting incident** on June 13, 2025. The exceptional efforts of the listed Officers led to the rapid **identification and apprehension of the suspect** as well as the quick recovery of the **illegal firearm** used in the assault.

The swift and strategic response, thorough investigative work, and seamless teamwork displayed during this operation reflect the highest standards of law enforcement. The suspect, a prohibited person in possession of a firearm, was **arrested without incident** and a loaded handgun with an **obliterated serial number** was recovered. Their dedication not only **ensured justice for the victim** but also **prevented further harm** to the community and the involved children.

Their conduct brings credit to themselves and the Department and exemplifies the **courage and integrity** expected of those who serve the City of Dover.

MAJOR AWARDS FOR 2025

Exceptional Performance

Corporal Daniel Godwin

Corporal Emily Gurian

On January 21, 2025, at approximately 1:39 PM, the Dover Police Department received a call about a **one-year-old child not breathing**. Responding officers, Cpl. Daniel Godwin and Cpl. Emily Gurian, encountered a man running toward them with the struggling child before reaching the accident scene. The child quickly went from struggling to breathe to not breathing.

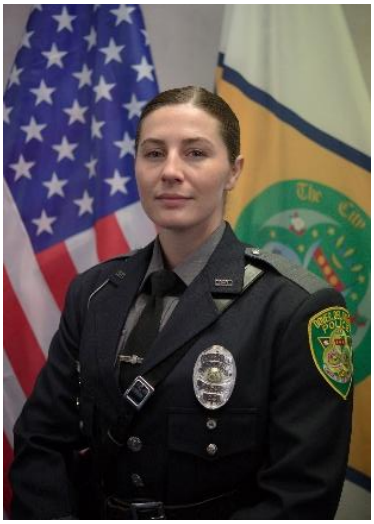
Realizing that **the ambulance was too far away**, Cpl. Godwin made the **critical decision** to transport the child and mother to the hospital in a police vehicle. While Cpl. Godwin drove, Cpl. Gurian was assisting in the back seat with appropriate **first aid** and actions ensuring the child's safety.

It was later discovered that the child had suffered a **complete internal decapitation** during the accident. This is when the **skull becomes internally detached from the spine** during a high speed collision. As two out of three patients do not routinely survive such an event, the **care and quick decision-making** by the patrol officers certainly contributed to the child's survival as they arrived at the hospital **within six minutes** of the original call with a viable patient.

MAJOR AWARDS FOR 2025

Exceptional Performance

Corporal
Alvin Hudson



Corporal
Heather Seibert

Patrolman First Class
Colton Peck

During a July 6, 2025 **stabbing incident** on Spruance Road, Corporal Heather Seibert played a **critical investigative role** following the lifesaving response of fellow officers. While emergency medical care was rendered to the victim, Seibert **secured key evidence** by locating and collecting the knife used in the assault. She later assumed responsibility as the primary investigator, coordinating **witness interviews** and ensuring that the **chain of evidence** was properly maintained.

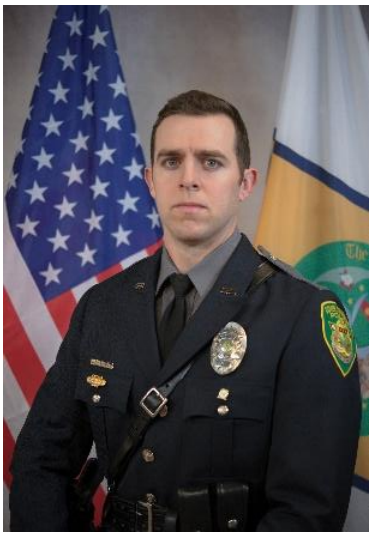
Corporal Seibert's diligent follow-up led to the identification and subsequent **arrest warrant** for the suspect. As the investigation progressed, Corporal Alvin Hudson and Patrolman First Class Colton Peck arrived on scene and successfully apprehended the suspect who was **attempting to flee** from a nearby residence. Their actions ensured that the suspect was taken into custody without further incident.

The combined efforts of Cpl. Seibert, Cpl. Hudson, and PFC Peck exemplified **professionalism and teamwork** in a high-risk and violent felony case. Their decisive actions: securing evidence, apprehending the suspect, and completing a thorough investigation were **instrumental in achieving justice** and demonstrated performance well above Departmental standards.

MAJOR AWARDS FOR 2025

Life Saving

Patrolman First Class
Chase Strickland



Patrolman
Daniel Kaufmann

This Award is in recognition of their service to the community July 6, 2025 when Officers from the Dover Police Department responded to 154 Spruance Road for a report of a stabbing. Patrolman Daniel Kauffman was the first to arrive and immediately **rendered lifesaving aid to the victim**, later identified as Mr. Tyrell Warner, who was **bleeding heavily** from multiple **stab wounds** to the neck and upper torso. Officer Kauffman applied firm pressure to the wounds, kept Warner conscious by speaking to him, and rolled him onto his side when he began vomiting to prevent choking. His **swift and calm response** was critical in stabilizing Warner until additional resources could arrive.

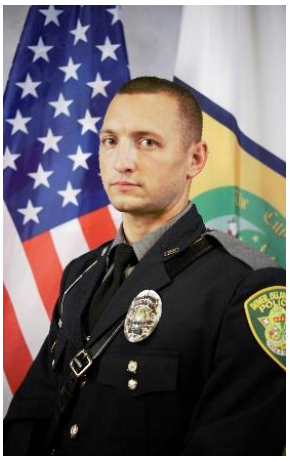
Patrolman First Class Chase Strickland joined Kauffman to assist with emergency care, **maintaining pressure on Warner's wounds** until paramedics arrived. Their teamwork ensured continuous and **effective first aid** during a rapidly deteriorating situation. Medical professionals later confirmed that the Officers' immediate actions **directly contributed to Warner's survival**. Thanks to the decisive and heroic actions of Patrolman Kauffman and PFC Strickland, Tyrell Warner survived his injuries and was **released from medical care** several days later.

MAJOR AWARDS FOR 2025

Life Saving

Patrolman First Class Jean-Jacques LaFleur

Patrolman Zachary Davis



Patrolman Jacob DiAntonio

Patrolman Philip Nelson

On February 13, 2025, at 6:21 AM, Officers from C Platoon responded to 211 Old Flint Circle in Dover for an **unresponsive male** with **no pulse**. Upon arrival, they found 53-year-old Sharka Corbin lying on the floor while **family members attempted CPR**. Officers Nelson and Davis immediately took over **chest compressions to maintain circulation** until EMS arrived. PFC LaFleur assisted with **ventilations using a bag-valve-mask** device while Ptlm DiAntonio managed the scene, keeping family members calm and ensuring EMS had a clear path.

EMS successfully restored circulation for Mr. Corbin and Officers helped convey him to Kent General Hospital by clearing traffic at intersections. A review of body-worn camera footage confirmed the officers **applied their training effectively and worked as a team**. On February 21st, Doctor Frank Mayer, the Emergency Room Physician, confirmed that the **high-quality CPR and rescue breathing** significantly contributed to regaining Mr. Corbin's pulse and providing him **a chance at recovery**. Due to their swift and coordinated efforts, the officers are credited with the **first significant act** of saving Mr. Corbin's life.

It should be noted that Mr. Corbin ultimately passed away due to complications from his acute medical event and the entire Department extends condolences to his family and friends.

MAJOR AWARDS FOR 2025

Meritorious Service

Patrolman First Class
Jake Shepherd

Clinician
Watara Heath

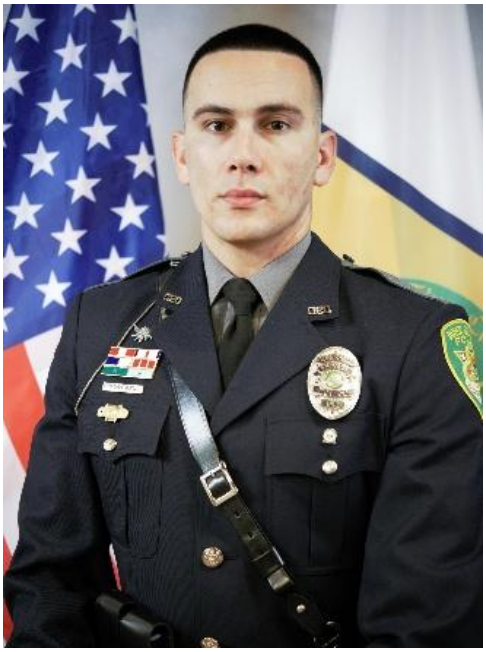
The actions leading to this Award first began when PFC Jake Shepherd and Clinician Heath became an unstoppable team working tirelessly to establish the Dover Police Behavioral Health Unit (BHU) as one of the best in Delaware. Despite all challenges, they have proactively **implemented solutions** to improve outcomes for **individuals in crisis**. They work with **strategic partners** to reduce police complaints from repeat callers and **assist vulnerable residents** by **securing critical services**. Their collaboration with Dover Behavioral Health has led to a significant reduction in police-related calls for service. They also coordinated with the Department of Corrections to improve communication and intake procedures. Beyond their primary duties, the BHU has supported other Units by assisting with **drug investigations and overdose cases**.

A **notable case** began in January of 2024 and involved Ms. Logan Brannock, a young woman whom they repeatedly tried to help with her **heroin addiction**, even as she left medical care **against advice**. Ms. Brannock struggled with every attempt at **detoxification or rehabilitation** and tragically **died of overdose** in February 2025. BHU members **never gave up** on Logan and were part of the 911 response that rushed her to the hospital during her final moments.

Jake and Watara paid their **respects to her family** and **offered support** in their time of grief. Their **compassionate approach** demonstrated the impact of their work, even when recovery was not achieved. PFC Shepherd and Clinician Heath's dedication has improved the department's effectiveness and solidifi[illegible] role as a **leader in behavioral health intervention**.

MAJOR AWARDS FOR 2025

Meritorious Service



Corporal Thomas Rivera

On October 25, 2025 at approximately 8:50 p.m., Corporal Thomas Rivera was outside his residence while off-duty and recovering from knee surgery when he saw a **Department of Natural Resources and Environmental Control** [DNREC] police vehicle **conducting a traffic stop**. He then witnessed a passing motorist **strike first-year Officer Jenna McDermott**, leaving her injured in the roadway. Despite wearing a leg-immobilizing brace, Corporal Rivera **immediately responded** to assist Officer McDermott and her training officer, **Senior Corporal Tyler McGovern**, until EMS arrived.

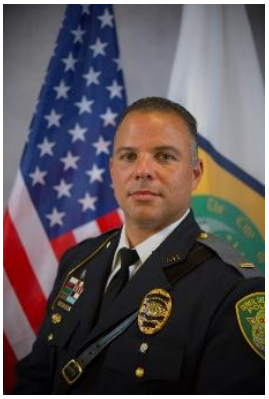
Officer McDermott was ultimately **flown to Christiana Hospital**, where she underwent **multiple surgeries** before being discharged to continue **recovering at home**. Senior Corporal McGovern reports that she is expected to make a full recovery. Corporal Rivera's **prompt response** provided critical support in the immediate aftermath of the collision. Corporal Rivera's actions reflect **exceptional dedication to duty**, responding to an officer in need **while off-duty and injured** himself. His conduct positively represented the Department and demonstrated the **professionalism and commitment** routinely found in our agency.

MAJOR AWARDS FOR 2025

Police Chief's Award

Captain
Kevin Streadwick

Office Administrator &
Assistant to the Chief of Police
Rebecca McNamara



Lieutenant
Mark Hoffman

Evidence Technician
Amanda Bekka

Evidence Manager
Frank Grosso

In the spring of 2024, a call was made for volunteers to join the Dover Police Department's **100th Anniversary Committee**. The group would be tasked with planning events, gatherings, and finding unique ways to **honor this historic milestone**. While the effort began with many, only a dedicated few remained as the true scope and challenges of the project became clear. Through **perseverance and commitment**, this small but determined team **raised over $70,000** in sponsorships making it possible for custom-designed **memorabilia**, Department-wide recognition **events**, and several family-oriented **outings** throughout the year.

The Dover Police Department's centennial year simply would not have been possible without the **tireless dedication** of this committee. **Countless hours**, many beyond normal duty, were devoted to creating a celebration worthy of the **Department's legacy**. Their determination ensured that both current members and those who came before were **honored and included**.

MAJOR AWARDS FOR 2025

Purple Heart

Corporal Brandyn Clancy

On August 20, 2025, during a tactical operation at approximately 3 p.m., Corporal Brandyn Clancy **sustained a gunshot wound** from a .223 caliber rifle during the execution of a **high-risk search warrant** at 466 Barrister Place. Corporal Clancy is a tenured member of the Dover Police Department's **Special Operations Response Team** (S.O.R.T.) and was working in this capacity at the time of the incident.

Despite his injury, Corporal Clancy demonstrated **exceptional poise and courage** in the moments following his injury. Not immediately knowing where the shot came from- he found cover, managed his wound, and **continued to support the success of the planned operation** like the **dedicated professional** he truly is.

He was transported to the hospital for emergency medical care and would later require **extensive treatment** to include **surgery** and long-term **rehabilitation**. His actions and sacrifice in the line of duty exemplify **bravery and dedication**, meriting the award of the Purple Heart.

OFFICERS OF THE QUARTER

Officer of the 1st Quarter
PFC Robert Stevenson

Patrolman First Class Robert Stevenson is the Officer of the First Quarter 2025. Since joining the Department on January 9, 2022, PFC Stevenson has consistently demonstrated **professionalism, initiative**, and a strong **commitment** to duty. During the 1st quarter, he responded to 323 complaints, completed 80 reports, investigated 19 motor vehicle collisions, conducted 26 traffic stops, and responded to more than ten Special Operations Response Team callouts, exemplifying **reliability and dedication** in every aspect of his duty.

Through proactive policing, keen **attention to detail**, and sound tactical awareness, Pfc. Stevenson has contributed to the recovery of stolen vehicles and the apprehension of wanted suspects. His ability to remain **composed under pressure** and work effectively with fellow officers has led to the safe resolution of significant incidents.

Officer of the 2nd Quarter
Cpl. Heather Seibert

Corporal Heather Seibert is the Officer of the Second Quarter 2025. Since joining the department on September 15, 2019, Corporal Seibert has consistently demonstrated professionalism, initiative, & **exceptional investigative ability**. Serving as the primary shift investigator for "B" Platoon, she is widely respected by her peers as a **dependable resource** and a **leader** who approaches every assignment with **diligence** and attention to detail. During the 2nd quarter of 2025, she responded to approximately 400 calls for service, completed more than 80 reports, and investigated over 12 motor vehicle collisions while maintaining a strong and reliable patrol presence.

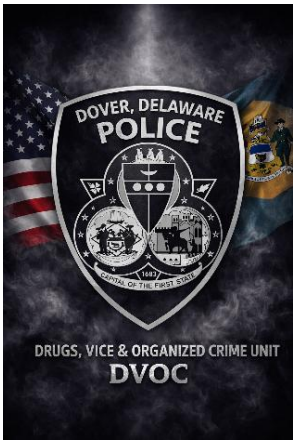
Through her thorough investigative work, **keen instincts**, and commitment to follow-up, Corporal Seibert has played a critical role in **solving complex cases**, apprehending offenders, and **protecting vulnerable members** of the community. Her professionalism, compassion, and dedication to justice exemplify the highest standards of law enforcement service.

OFFICERS OF THE QUARTER

Officer of the 3rd Quarter
Cpl. Connor Pellegrini-Foley

Corporal Connor Pellegrini-Foley is the Officer of the Third Quarter 2025. Since joining the department on October 4, 2020, Corporal Foley has proven himself to be a **highly motivated and dependable** member of C Platoon. He serves as a **Field Training Officer**, **Firearms** Instructor, **Taser** Instructor, Special Operations Response Team (SORT) Operator, and shift investigator, while also working toward becoming an ALERRT instructor. His **strong work ethic**, proactive policing, and **positive attitude** make him a trusted **leader** on his shift and a **valued resource** to his fellow officers.

Throughout the 3rd quarter of 2025, Corporal Foley demonstrated exceptional initiative through proactive investigations and the **use of technology** to identify criminal activity, **recover stolen vehicles**, and assist in solving **burglary and assault** cases. His **diligence** in monitoring Department resources, **coordinating** with other agencies, and ensuring both **officer and public safety** has led to the safe apprehension of suspects and the successful resolution of complex incidents. During this quarter, he responded to 388 calls for service and completed 105 criminal reports.



Officer of the 4th Quarter
Detective Nicholas Bufalini

Detective Nicholas Bufalini is the Officer of the Fourth Quarter 2025. A member of the Drugs, Vice, and Organized Crime Unit and a Task Force Officer with the **DEA**, Detective Bufalini led an extensive **eleven-month** investigation into a **large-scale drug trafficking organization** operating in the Dover area. Through close **coordination** with the DEA, FBI, and the U.S. Attorney's Office, he identified key offenders and authored numerous **investigative orders and warrants**, culminating in a comprehensive federal search warrant and the successful execution of **four coordinated search operations**.

As a result, **multiple suspects** were taken into **federal custody** and significant quantities of illegal **narcotics, firearms, vehicles, and drug proceeds** were seized. Det. Bufalini's investigative work also helped identify a **major cocaine supplier** in Baltimore, leading to **additional seizures** and enforcement action by the DEA. Despite the demands of this complex case, he continued proactive **local enforcement** making numerous arrests plus seizing additional **narcotics and weapons**.

CIVILIANS OF THE QUARTER

Civilian of the 1st Quarter
Records Clerk
Elizabeth Turner

Elizabeth "Liz" Turner is the Civilian of the First Quarter. In addition to her primary role as a **payroll clerk**, Liz has been a tremendous asset to the Records Unit, providing valuable assistance with accident report approvals and attorney and insurance requests. To date, she has fulfilled 337 of the 592 requests received this year, demonstrating exceptional **initiative** and a strong **commitment** to supporting the Department's operations.

Liz has also **expanded her knowledge** of the collision report approval process and played a key role in **developing a shared form** that allows multiple staff members to efficiently **review and correct** reports. This improvement has enhanced **cross-training efforts** within the unit and significantly reduced the number of insurance-related inquiries. Liz's **professionalism, teamwork, and dedication** have greatly contributed to the efficiency of the Records Unit.

Civilian of the 2nd Quarter
Communication Operator
Mark Hall

Communication Operator Mark Hall is the Civilian of the Second Quarter 2025. Throughout the quarter, Operator Hall demonstrated exceptional **professionalism**, **composure, and leadership** while managing several high-pressure incidents. His prompt and accurate entry of **critical information**, clear radio communications, and ability to provide **real-time updates** to responding officers were instrumental in coordinating **effective responses** during major incidents, including a high-speed pursuit and multiple shooting-related calls for service.

During the second quarter of 2025, Operator Hall handled 82 Priority 1 complaints and served as the primary call taker for **numerous critical incidents**, including shootings, domestic disputes, medical emergencies, and CPR-in-progress calls. He answered more than 96% of 911 calls within 10 seconds and achieved **perfect compliance** on all Emergency Fire Dispatch calls. His **calm demeanor**, **experience**, and **commitment** to excellence exemplify the **highest standards** of emergency communications.

CIVILIANS OF THE QUARTER

Civilian of the 3RD Quarter
Parking Enforcement Officer
Donald Wood

Parking Enforcement Officer Donald Wood is the Civilian of the Third Quarter 2025. During this period, Officer Wood demonstrated exceptional professionalism, **efficiency**, and **initiative** while managing a significant workload. He responded to 56 complaints and issued 508 DCOs, reflecting his **strong commitment** to enforcing parking regulations and maintaining order throughout the community.

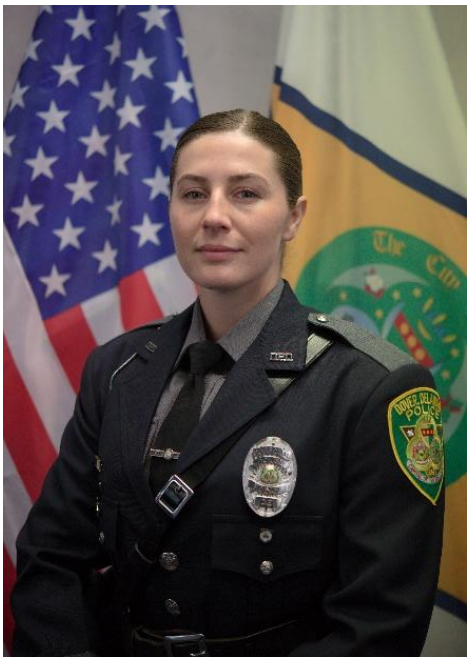
In addition to his enforcement duties, Officer Wood proactively removed **51 abandoned vehicles** from city streets, improving both **public safety** and the overall **appearance of the community**. His **dedication**, **work ethic**, and proactive approach to service set a high standard for parking enforcement.

Civilian of the 4th Quarter
Animal Control Officer
Caitlyn Smith

Animal Control Officer Caitlyn Smith is the Civilian of the Fourth Quarter 2025. Since joining the Department in August 2024, Officer Smith has demonstrated exceptional **professionalism**, **compassion**, and **commitment** to animal welfare. During the 4th quarter of 2025, she responded to 114 complaints, serving as the primary officer on 103 of those incidents. Through her investigations, she issued nine warnings and seven civil citations, completed five investigative reports, made one arrest, and obtained a warrant involving multiple animal-related charges.

Officer Smith's dedication was further demonstrated through her investigations into **severe cases of animal neglect and cruelty**, where she successfully **rescued multiple animals** and coordinated with partner agencies to ensure their **safety and care**. In addition to her animal control responsibilities, she volunteered to **assist the Parking Enforcement Unit** during several large community events, adjusting her schedule to ensure proper traffic control and **public safety**.

OFFICER OF THE YEAR



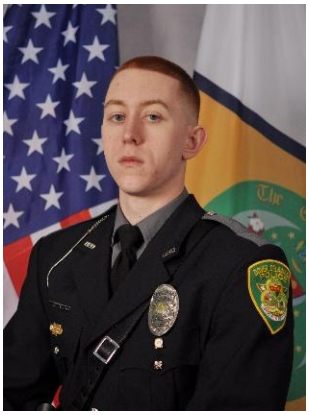
Corporal Heather Seibert

CIVILIAN OF THE YEAR

Animal Control Officer
Caitlyn Smith

New Sworn Officers

Patrolman
Kaden Carney



Patrolman
Daniel Jackson

Patrolman
Joshua Heredia

Patrolwoman
Kayden DeAllie

Patrolman
Stephen Payne
(Certified)

Patrolman
Shamar Ince
(Certified)

Patrolman
Zachary Lewis

PROMOTIONS

Each year the Officers of the Dover Police Department take part in a highly competitive promotion process.

*The following Officers were promoted during **2025**:*

Major
Paul Kuntzi

Captain
Kevin Streadwick

Lieutenant
Jeffrey Gott

Sergeant
Nathan Garey

Master Corporal
Tyler Loomis

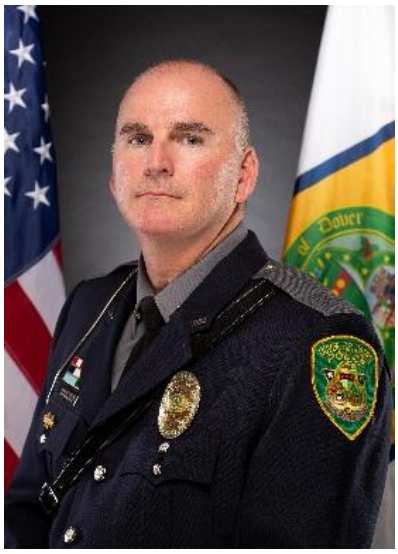
Corporal
Max Alderson, Dalton Biron, Joshua Hebert, Jordan Marucci, Erin Marshall, Connor Pellegrini- Foley, Samuel Seibert, Jake Shepherd, Anthony Slaughter & Diego Zamora

Patrolman First Class
Zachary Davis, Phillip Nelson, Colton Peck, Jason Steward, Tevin Thomas, & Anthony Valenti

RETIREMENTS

Major
David Spicer
27 Years of Service

Captain
Aaron Dickinson
23 Years of Service



Lieutenant
Derek Lawson
25 Years of Service

Corporal
Salvatore Musemici
20 Years of Service

City of Dover Police Department
Annual Report

Traffic Arrests Summary

CLASSIFICATION OF VIOLATIONS	NUMBER OF ARRESTS		
DANGEROUS MOVING VIOLATIONS	**2024**	**2025**	**% Change**
DRIVING UNDER THE INFLUENCE	151	138	-9%
SPEEDING	516	720	40%
STOP SIGN	69	123	78%
CARELESS OR INATTENTIVE DRIVING	510	521	2%
ALL OTHER DANGEROUS MOVING VIOLATIONS	917	880	-4%
SUBTOTAL	**2,163**	**2,382**	10%
LICENSE & REGISTRATION VIOLATIONS	**2,183**	**2,561**	17%
OTHER VIOLATIONS			
SEATBELT VIOLATIONS	35	32	-9%
CHILD RESTRAINT VIOLATIONS	13	28	115%
USE OF CELL PHONE WHILE DRIVING	47	85	81%
ALL OTHER VIOLATIONS	1700	1871	10%
SUBTOTAL	**1,795**	**2,016**	12%
CIVIL RED LIGHT	9,427	22,413	138%
GRAND TOTAL	**15,568**	**29,372**	89%
E-WARNINGS	1142	1151	1%

TIME DISTRIBUTION SUMMARY

	2024	2025
Criminal Investigation	36651.60	35830
Administrative	46323.00	43732.5
Interview	566.50	1037
Evidence Processing	2194.50	2359.5
Special Duty	6843.00	7076.5
Meeting	3840.00	3159.5
Assist Other Agency	3442.00	1704.5
Training	23766.00	14834.5
Collision Investigation	2194.00	1831
Patrol	24980.00	27960
Traffic Enforcement	3071.00	3256.5
Traffic Control	512.50	496
Community Service	2391.50	842.5
Intelligence	2001.00	389.5
Arrest Processing	1305.00	1349.5
Court	2096.50	1740
Transport	983.50	788.5
Equipment Maintenance	2554.00	1860
Total on Duty	165715.60	150247.5

Sick*	2024	2025
*Sick time not included in the total	6117	4364

PERSONNEL STRENGTH	2024	2025
Authorized Strength	109	109
Actual Strength	103	102

MISCELLANEOUS CALLS FOR SERVICE

SERVICE REQUEST TYPE	*2024*	*2025*	*Percent of change*
ALARMS	2,074	1,641	-21%
ANIMAL	423	745	76%
ASSIST OTHER AGENCY	877	896	2%
CITY ORDINANCE VIOLATION	13	16	23%
ESCORTS, INCLUDES CITY HALL	39	42	8%
LOST/FOUND PROPERTY	192	205	7%
LOUD MUSIC/PARTY/NOISE	569	506	-11%
COMMUNITY SERVICE REQUESTS	1,132	895	-21%
MEGAN'S LAW (SEX OFFENDER REGISTRATION)	982	819	-17%
PSYCHIATRIC INCIDENT	676	495	-27%
MISSING PERSONS	376	343	-9%
PROTECTION FROM ABUSE ORDER VIOLATIONS/COURT ORDERS	192	165	-14%
PROPERTY CHECK	4,114	3,580	-13%
PROPERTY RETRIEVAL/PUBLIC ASSISTANCE*	968	1,124	16%
SHOTS FIRED	139	126	-9%
DEATH INVESTIGATIONS	64	66	3%
TRAFFIC REQUEST	742	874	18%
TOTAL	*13,572*	*12,538*	-8%

**Lock Jock only done in emergency situations, included in Public Assistance*

STATUS/DISPOSITION OF CALLS RECEIVED

	2024	2025	*Percent of change*
REPORT REQUIRED	10,981	10,721	-2%
NO REPORT REQUIRED	14,853	14,101	-5%
CANCELLED PRIOR TO OFFICER ARRIVAL	1,427	1,267	-11%
CRIME PREVENTION CHECK PERFORMED	5	5	0%
NO REPORT - AREA CHECKED W/NEGATIVE RESULTS	2,151	2,627	22%
NO REPORT - FALSE ALARM	1,399	1,019	-27.16%
TURNED OVER TO ANOTHER AGENCY	686	619	-10%
ALL OTHER CATEGORIES	16,372	15,816	-3%
TOTAL DISPOSITIONS	*47,874*	*46,175*	-4%

Grant Funding Summary

DELAWARE DEPARTMENT OF JUSTICE

The Criminal Justice Council (CJC)	$85,000.00

DELAWARE DEPARTMENT OF SAFETY AND HOMELAND SECURITY

The Delaware Emergency Management Agency (DEMA) - Training	$20,250.00
The Delaware Emergency Illegal Drug Enforcement (EIDE) Program	$27,947.00
The Delaware Office of Highway Safety (OHS) array of programs	$33,644.00
The Delaware State Aid to Local Law Enforcement (SALLE) Program	$23,885.00
The Delaware Fund to Combat Violent Crime (FCVC) Program	$150,001.00

FEDERAL GOVERNMENT / U.S. TREASURY PROGRAMS

FBI - DEA - ATF - USMS Task Force-related related revenue	$75,002.00
TOTAL	**$415,729.00**

2025
DOVER POLICE ANNUAL REPORT

REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was held on April 13, 2026 at 7:45 p.m. with Council President Neil presiding. Council members present were Ms. Hall, Mr. Anderson, Dr. Pillsbury, Ms. Arndt, Mr. Rocha (via Webex), and Mr. Lewis. Mr. Boggerty and Dr. Sudler were absent.

Staff members present were Police Chief Johnson, Ms. Marney (left at 8:31 p.m.), Ms. Duca (left at 8:31 p.m.), Mrs. Melson-Williams (left at 8:31 p.m.), Mr. Griffith, Deputy Chief Iannucci, and Ms. Rivera. Mayor Christiansen was also present. Fire Chief Carey was absent.

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.

William Faust Jr., 136 Orchard Avenue, raised concerns about the lack of communication and transparency from Council President Neil, accusing him of not responding to emails and mishandling Mayor Christiansen's absence. He stated that he was working on filing ethics complaints against Mr. Neil for superseding his authority as Council President and called for public documentation regarding Mayor Christiansen's absences. He also expressed concern about the city's budget, urging council to be upfront about the upcoming budget challenges. He criticized automatic pay raises for council when there was financial strain, arguing that rising costs were hurting residents, especially seniors and low-income individuals.

Responding to Mr. Lewis, Mr. Faust stated that over the past 30 to 90 days, every email he sent received a response, and that Mr. Lewis responded to each one. He noted that he had stopped contacting Council President Neil, since the few responses that he had received from him were negative.

Sue Harris, 241 Pine Street, Coordinator for People's Community Center, reviewed the FOIA complaints, noting that several letters were submitted simultaneously with similar wording, raising questions about their origin. She explained that their organization existed because of the continuing and growing need for supportive housing, substance abuse, and mental health treatment centers, and effective law enforcement that only municipalities could address in a comprehensive way. The People's Community Center provides emergency support when needed, especially during the cold weather, and would welcome additional community resources and support from other churches. She added that they would help those individuals in need regardless. She acknowledged the $325,000 that was already allocated to the city through the Opioid Commission, which should be used for the trained behavioral health units in the police department to concentrate on downtown to address their decade-long issues and crisis. She noted that the city would continue to receive approximately $250,000 each year for at least 10 years, which could sustain those positions. She mentioned that the Opioid Commission was considering directing funds to black and brown communities that were struggling with the opioid crisis and offering grants to local police. She emphasized that using those funds to address the city's most urgent issues would respond to community needs, improve downtown conditions, and support a safer, more welcoming environment.

Melinda Weber, a Dover resident, acknowledged that People's Church has good intentions in helping those individuals in need, but argued that they were reckless, with boundaries of responsibility that led to disastrous consequences on Bradford Street, downtown, nearby residents, and local businesses. She emphasized that they should take responsibility for their actions and manage their community, noting that they have taken on the role of stewards of the people. She highlighted safety concerns, particularly for her daughter and the community, and that the People's Church had failed to uphold its responsibility to the neighbors, local businesses, owners, and all of Dover's residents, and should be held accountable for the outcomes of its actions.

Reverend Jennifer Keiser Knighton, President of the Board of Trustees for the Central Atlantic Conference of the United Church of Christ, read a letter from the Reverend Freeman Palmer, Conference Minister, expressing their support for the People's Church and Community Center.

Pastor G. D Hodge, President of the Board of Directors of People's Community Center, argued that the social issues in Downtown Dover, such as drug use, crime, and homelessness, have existed for decades and were long ignored by city officials. He rejected claims that those problems began with the recent People's Church outreach efforts, stating that those efforts only made the issues more visible. He defended the People's Church and its partners as part of a collaborative effort to address those longstanding problems, emphasizing that no single organization could solve them alone. He criticized the city for rejecting collaboration, shifting blame onto the church, and engaging in what he described as selective enforcement and harassment. He called on city leadership to take responsibility, based on facts and reason, and work cooperatively with community organizations instead of targeting them.

Yolanda Jackson, a Magnolia resident, supporter of the People's Church, and a previous board member for the church, urged council not to allow the closure of the People's Community Center. She emphasized that the People's Community Center was simply not a building. Still, she noted that it was a lifeline for men in the community who were experiencing homelessness, job loss, mental health challenges, recovery, or personal crisis. She mentioned that the People's Community Center provided safety, accountability, dignity, and a realistic pathway forward, offering stability that allowed individuals to recover, reconnect with work, and regain their footing. She further added that removing that option did not reduce homelessness.

Jean Hitchens, 630 North State Street, stated that she and her husband have lived in Dover for 56 years and did not think that the criminal element was new to Dover, but that it just moved around on different streets over the years. She believed that the People's Community Center was not causing any criminal activity and felt that they were responding to those in need, homelessness, children in the neighborhood, and veterans in need of transitional housing.

Horace Best Emmett, 34 North New Street, expressed his support for the People's Church and Community Center. He stated that the People's Church has helped him with job placement.

Michael Scheinbaum, a Dover resident, expressed his strong support for the People's Church and Community Center.

Chelle Paul, a Dover resident, expressed frustration with city leadership over issues of crime, homelessness, and violence, emphasizing that those problems have existed for decades and only gained attention when they began affecting non-minority communities. She excluded blaming churches or other external factors, insisting the situation was a policing issue. She criticized the lack of police presence, sharing observations of unsafe conditions and violence, particularly affecting youth. She highlighted her own unpaid efforts working with at-risk youth and families, contrasting them with what she saw as inadequate police response. She called for proactive policing strategies, such as mobile substations, curfews, and visible deterrence, rather than reactive measures. She urged police leadership and city officials to take accountability, follow through on past commitments, and actively protect the community.

Stuart Marks, a Dover Resident, expressed his support for the People's Church and Community Center.

Lisa Rockford, a Dover resident, expressed her support for the People's Church and Community Center.

David Bower, a representative for Janie's Hands, expressed his strong support for the People's Church and Community Center.

Kevin Richardson, a Dover resident, expressed his support for the People's Church and Community Center.

Cleveland Wilson, a Dover resident, suggested having a "hope meeting" and urged council to come together with the community to listen, collaborate, and develop hopeful solutions that address the issues.

Tameka Chapman, a Dover resident, expressed her support for the People's Church and Community Center. She noted that she was a volunteer at the People's Community Center because she wanted to have a better understanding of why individuals wanted to live on the streets and be homeless. She learned that some individuals have a mental illness, and to combat that, they need resources, kindness, and help to get the treatment that they deserve. She emphasized that the People's Community Center was a sanctuary that helped keep men off the street during the harsh winter, and noted that the center helped those men with their goals and helped them better their lives.

DeCember Bodine, 200 Beachwood Avenue, Lot 48, founder of DeCember's Light Outreach & Cleanup, expressed her strong support for the People's Church and Community Center.

Garth Stubbolo, a Clayton resident, expressed his support for People's Church and stated that he was a volunteer helping with neighbors in need and feeding individuals.

Ted Henderson, a Dover resident, expressed concerns that the community was reacting to the issues because those issues have spread beyond the affected neighborhoods. He urged the city to take action immediately, before the problems worsen.

Johnny Serenano, a Smyrna resident, emphasized that there were enough resources to ensure that everyone had access to two (2) meals a day, a safe place to sleep, and a place to wash up. He stated that homelessness was ugly and that they could fix homelessness. He added that Dover should risk being creative, review the zoning laws, and look at what other cities and countries have used to address homelessness.

Laura Axtell, a Dover resident, expressed her support for the People's Church and Community Center. She stated that she has volunteered, provided, and donated meals to the People's Church and to individuals in need and knows the incredible work they have done.

Pastor Leroy Bradshow, a Dover resident, criticized the "blame game" surrounding homelessness and poverty. He argued that real change would not happen unless underlying systems were changed, emphasizing that individuals could not understand the struggles of poverty and homelessness without experiencing them firsthand. He mentioned the focus on beautifying Dover through buildings while homelessness continues. He rejected the idea that churches were to be blamed, instead accusing the council of being the problem.

Belinda Main, a Dover resident, expressed concerns about the speeding in her neighborhood, including a recent incident where family members were nearly harmed. She stated that she had contacted council members, but feels that the issue has not been addressed. She argued that council was not effectively informing the community. She urged council for stronger collaboration with the communities. She suggested supporting the People's Community Center by building a new facility in an open area or using an abandoned or empty building. She stated that the city has more space being unoccupied and unused that could help the People's Community Center.

INVOCATION

The invocation was given by Mayor Robin R. Christiansen.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilwoman Pillsbury.

ADOPTION OF AGENDA

Mr. Neil requested that Item #20 – Proposed Ordinance #2025-14 with Staff Amendment #1 – Amending Chapter 22 – Buildings and Building Regulations, by inserting Article XIII – Lemon Housing.

Mr. Anderson moved for adoption of the agenda with removal of Item #20, seconded by Ms. Arndt, and unanimously carried (Boggerty and Sudler absent).

ADOPTION OF CONSENT AGENDA

All Consent Agenda items are considered routine and non-controversial and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council 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. Lewis and carried by a unanimous roll call vote (Boggerty and Sudler absent).

PROCLAMATION – ARBOR DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, each year the City of Dover, Delaware, celebrates the last Friday in April as "Arbor Day." Established by J. Sterling Morton, a Nebraska pioneer, on April 10, 1872. In 1885, Arbor Day was named a legal holiday whose mission is to inspire people to plant, nurture, and celebrate trees. Arbor Day observances are also an integral part of community recognition programs such as Tree City USA; and

WHEREAS, the City of Dover was named a Tree City USA in 2025 for the thirty-sixth consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program; and

WHEREAS, trees play a vital role in enhancing the quality of life in our community by improving air quality, conserving energy, reducing stormwater runoff, providing wildlife habitat, and increasing property values; and

WHEREAS, the City of Dover recognizes that a healthy urban forest contributes to the well-being of residents by creating more livable neighborhoods and promoting environmental sustainability; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, help beautify our city, and foster a sense of pride and community; and

WHEREAS, the City of Dover is committed to responsible tree management, conservation, and planting programs, and encourages residents to take an active role in caring for trees and green spaces throughout the city; and

WHEREAS, Arbor Day provides an opportunity for all citizens to support efforts to protect our natural resources and to plant and care for trees for future generations.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim April 24, 2026 as **ARBOR DAY** in the City of Dover, and urge all residents to celebrate Arbor Day by planting trees and supporting efforts to enhance and preserve our community's natural environment.

On behalf of the Mayor and Council, Mayor Christiansen and Ms. Arndt presented the proclamation to Nate Farrow.

Responding to Mr. Farrow, Ms. Arndt stated on behalf of the Department of Parks and Recreation, and especially the ground crew, for doing a phenomenal job in maintaining the trees and the landscaping throughout the city. She emphasized that Dover was beautiful and noted that it was a large part of the work that they do.

Mr. Farrow expressed gratitude for accepting the proclamation and gratitude to the Grounds Department. He gave a special thanks to James Lewis, Hayden Wansbley, Matt Grant, and Tim Welch. He mentioned that they pulled through with the early warnings and the dangerous situations as the trees came down.

PROCLAMATION – EARTH DAY AND EARTH WEEK 2026

The City Clerk read the following Proclamation into the record:

WHEREAS, Earth Day is observed annually on April 22 and serves as a global reminder of the importance of environmental stewardship, sustainability, and the protection of our natural resources; and

WHEREAS, Earth Week provides an opportunity for individuals, families, schools, businesses, and community organizations to engage in activities that promote environmental awareness, conservation, and responsible use of our planet's resources; and

WHEREAS, the City of Dover is committed to preserving the quality of life for current and future generations through environmentally responsible practices, including waste reduction, recycling, energy conservation, and protection of air and water quality; and

WHEREAS, the health of our environment directly impacts the health, safety, and well-being of our residents, and collective action is essential to address challenges such as climate change, pollution, and habitat loss; and

WHEREAS, the residents of Dover are encouraged to participate in Earth Day and Earth Week activities, including community cleanups, tree plantings, educational programs, and sustainability initiatives that foster civic pride and environmental responsibility; and

WHEREAS, by working together, the City of Dover can continue to build a cleaner, greener, and more resilient community.

NOW THEREFORE I, ROBIN R. CHIRSTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim **April 22, 2026 as EARTH DAY and the week of April 19-25, 2026 as EARTH WEEK** in the City of Dover, and urge all residents to recognize this observance and participate in activities that protect and preserve our environment.

On behalf of the Mayor and Council, Mayor Christiansen presented the proclamation to Bryn Wambaugh and Aireal Vickers.

Ms. Wambaugh expressed gratitude for accepting the proclamation. She stated that the Department of Public Works would be hosting Earth Week in partnership with the Dover Public Library and the Department of Parks and Recreation for the second year. She noted that there was a great turnout last year, and they are looking forward to hosting the event again. She further added that it was great to be able to host events for the community while educating Dover about the quality of stormwater and the motto of only rain down the drain. She invited everyone to participate in all

the Earth Week activities, especially on Thursday, April 23rd, at Silver Lake Park, where they would be hosting their second annual community stormwater day.

Ms. Vickers expressed gratitude for accepting the proclamation and for council recognizing Earth Week for a second year. She also expressed gratitude towards the Department of Public Works, the Department of Parks and Recreation, and the Dover Public Library for their cooperation.

PROCLAMATION – NATIONAL VICTIM'S RIGHTS WEEK

The City Clerk read the following Proclamation into the record:

WHEREAS, National Crime Victims' Rights Week is observed annually across the United States to honor crime victims and survivors, recognize the dedicated professionals and volunteers who provide critical services, and promote awareness of victims' rights and available resources; and

WHEREAS, since its inception in 1981, this observance has challenged communities to confront and remove barriers to justice while ensuring victims are treated with fairness, dignity, and respect; and

WHEREAS, crime victims often/ace emotional, physical, and financial hardships, and it is essential that communities work together to ensure access to services, support, and pathways toward healing; and

WHEREAS, the 2026 theme for National Crime Victims' Rights Week, "Listen. Act. Advocate. Protect victims, serve communities," calls upon all individuals and institutions to actively support victims through meaningful engagement, compassionate response, and strong advocacy; and

WHEREAS, the City of Dover recognizes the importance of collaboration among law enforcement, victim service providers, advocates, and community members to ensure victims ' voices are heard and their rights upheld; and

WHEREAS, raising awareness of victims' rights and services strengthens our community and reinforces our shared commitment to justice, healing, and public safety;

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the week of April 19-25, 2026, as **National Crime Victims' Rights Week** in the City of Dover and urge all residents to recognize this observance, support victims of crime, and promote efforts to ensure justice and healing for all.

On behalf of the Mayor and Council, Mayor Christiansen and Police Chief Johnson presented the proclamation to Casey Wilson, Dover Police Department Victim Services Coordinator.

Ms. Wilson expressed gratitude for accepting the proclamation and recognizing the importance of crime victims in the State of Delaware, and especially in the City of Dover. She emphasized that with passion came advocacy and noted that as a victim specialist, she hears that passion. She acknowledged the hard work that was going on at the police department and that there was still good, and that she was committed to that good as much as she could be in her capacity.

Chief Johnson praised Ms. Wilson and her team for their dedication to victim services, noting their commitment to helping others in the office and in the field.

PRESENTATION – ST. PATRICK'S DAY AWARDS

Mayor Christensen presented awards for the City of Dover St. Patrick's Day Parade as follows:

Category	Recipient
Better than a Pot of Gold (Best Overall)	Sandy Kinkus
Saint Patrick Award (Most Authentic Irish Attire)	Deacon Bob McMullen
4 Leaf Clover Award (Best Irish-Themed)	Brittany Klecan
SHAMROCKIN' Award (Best Musical Group)	Hester Academy of Dance
SHAMROCKIN' Scholars Award	CG Henry Dover Middle School Band
Luck of the Irish (Best Irish Spirit)	Kate Howard
Leprechaun Award (Best in Show – Youth Group)	Joshua & Olivia Vereen

RESOLUTION NO. 2026-05 – SUPPORTING THE CREATION OF A GREATER DOVER MUSEUM

The City Clerk read the following Resolution into the record:

A RESOLUTION SUPPORTING THE CREATION OF A GREATER DOVER MUSEUM

WHEREAS, upon taking the Oath of Office, Dover City Council members affirm the right of future generations to share in the rich historic and natural heritage of Delaware; and

WHEREAS, the City of Dover has been the capital of the First State since 1777 and the County Seat of Kent County, Delaware, since 1683, thereby significantly shaping the history of the state, county, and city itself; and

WHEREAS, the City of Dover has been a proponent of downtown revitalization, economic development, and tourism; and

WHEREAS, the Friends of Old Dover, Inc. (the "Friends") have amassed a large collection of documents and memorabilia that is currently and inadequately housed at the Society's offices, which doubles as the Dover Museum; and

WHEREAS, the Friends have resolved to support the creation of an independent non-profit corporation to be named the Greater Dover Museum, Inc., and will, to the extent possible, provide support with funds and other resources for the purpose of housing and expanding its collections and allowing for educational programming; and

WHEREAS, the Friends have resolved that the purpose of the Greater Dover Museum Inc. will be to receive and expend funds toward the construction, maintenance, and operation of the museum and be governed by a Board of Directors that broadly represents citizens and organizations interested in establishing said museum; and

WHEREAS, the Friends have asked the Dover City Council to collaborate with them on the creation of the Greater Dover Museum; and

WHEREAS, the Dover City Council finds that a Greater Dover Museum in Downtown Dover will add to a vibrant and thriving downtown and serve as a cultural, tourist, and retail destination for the region.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council of the city of Dover hereby express its support of the creation of the non-profit corporation to be named the Greater Dover Museum, Inc., and will, to the extent possible, provide support with funds and resources; and

BE IT FURTHER RESOLVED that the City Council shall:

1. Appoint a representative to join the initial Board of Directors.
2. Support the initial Board of Directors, including but not limited to the following members
   a. The President of the Friends of Old Dover, Inc.
   b. One member of the Friends of Old Dover, Inc. appointed by its Executive Committee.
   c. The Mayor of the City of Dover or the Mayor's appointed representative.
   d. The City Council President or the President's appointed representative.
   e. A representative of the Dover Historic District Commission.
   f. The Executive Director of the Downtown Dover Partnership or their appointee.
   g. The Executive Director of the Kent County Tourism Corporation or their appointee.
   h. The Superintendent of the First State Heritage Park or their appointee.
   i. The State Historic Preservation Officer or their appointee.
   j. The President of the Delaware State University or their appointee.
3. Establish that additional Board members may be selected by the original Board. New members to the Board shall be elected by a majority vote of the Board.

ADOPTED: April 13, 2026

Mr. Tom Smith stated that they were asking council for their support in establishing a professional museum, the Greater Dover Museum. He explained that the State of Delaware Museum closed decades ago, leaving a cultural and educational void in the community. Dover has a unique and rich history that mirrors the story of America, from the indigenous individuals to the C-5's and C-17's they see in the skies. He noted that The Friends of Old Dover established a small museum at 323 South State Street several years ago and that it was inadequate in the exhibit and storage space. He mentioned that although they were currently in the process of upgrading the existing areas, more space was certainly needed. He emphasized that the time was now for a professional historic museum and research center befitting of Dover and noted that presenting all the stories of the people and the commonality would be a great deal to promote understanding and cooperation in the community. He further added that a museum with a larger space and a more robust presence would have a positive economic impact, generating tourist dollars for Dover and more specifically for the downtown area, its restaurants, cafes, and shops. The establishment of the Greater Dover Museum would give the Dover community a very special project to focus on during our 250th year of independence.

Mr. Tony DePrima stated that the purpose of a new nonprofit was that they needed to bring in influential organizations, including the mayor's office, city council, Delaware State University, Kent County, Kent County Tourism, and Downtown Dover Partnership. He noted that the Downtown Dover Partnership had passed a similar resolution to what was before council, and so the effort bringing in those organizations meant new perspectives, talents, and influence. He further added that it would allow them to bring in citizens who could be helpful, who have real estate backgrounds, museum management, finance, and construction. He emphasized that it would be important to bring those types of individuals in. Most importantly, he mentioned that they wanted to start with a clean slate for fundraising that would be supported by broad representation, which then strengthened their credibility for fundraising, whether it was in the legislature or with foundations, across many different places, and eventually, funds that could be raised.

Mr. Nate Atard, President of the Friends of Old Dover, expressed gratitude that the city was recognizing the Resolution in support of the Greater Museum of Dover. He thanked Mr. DePrima and Mr. Smith for their efforts and advocacy and alluded to Friends of Old Dover that he has been working with for a long time. He noted that the Friends of Old Dover has historically been their historic preservation group, so they have had other advocacy areas and partnerships were an important part of the new effort. He asked council to support the Resolution and assist in bringing in other partners so that they would be able to cooperate as a city in establishing a museum for their community.

Responding to Mr. Lewis, Mr. DePrima stated that he could not imagine a board getting messy.

Mr. Lewis moved for the adoption of the Resolution No. 2026-05 – Supporting the Creation of a Greater Dover Museum, seconded by Ms. Hall, and carried by a unanimous roll call vote (Boggerty and Sudler absent).

PUBLIC HEARING/FINAL READING – PROPOSED ORDINANCE #2026-08 LANDS OF ASMA PROPERTY, LLC AT 317, 319, AND 325 WEST DIVISION STREET.

A public hearing was duly advertised for this time and place to consider the rezoning of properties located at 317, 319, and 325 West Division Street, consisting of 0.05 +/- acres, 0.13 +/- acres, and 0.08 +/- acres, for a total of 0.26 +/- acres (11,628 SF +/-), owned by ASMA Property, LLC. The properties are currently zoned IO (Institutional and Office Zone). The proposed zoning for all three properties is C-1A (Limited Commercial Zone). (Tax Parcels: ED-05-076.08-05-03.00-000, ED-05-076.08-05-02.00-000, and ED-05-076.08-05-01.00-000. Planning Reference: Z-26-02. Council District 4.)

Council President Neil reminded members of the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.gov under "Government".

Ms. Arndt moved that the Final Reading of Proposed Ordinance #2026-08 be acknowledged by title only, seconded by Dr. Pillsbury, and unanimously carried. (The First Reading of the Ordinance was accomplished during the Regular Council Meeting of February 25, 2026.)

Ms. Dawn Melson-Williams, Principal Planner, reviewed Proposed Ordinance #2026-18 – Lands of ASMA Property, LLC at 317, 319, and 325 West Division Street. The property is zoned IO

(Institutional and Office Zone). The proposed zoning for the property is C-1A (Limited Commercial Zone).

Responding to Mr. Lewis, Ms. Melson-Williams clarified that there was no traffic study analysis or traffic impact study that was completed for the rezoning request. She stated that the property currently has existing access points from both Division Street and the alley that comes off of Queen Street. She explained that if the property pursued any kind of redevelopment in the future, then additional traffic review could be required, and any changes to the entrance on West Division Street would be subject to the State Department of Transportation Review. Along with any changes to access from North Queen Street or the alley, it would be subject to the city's review processes with the Department of Public Works, the Department of Water and Wastewater, and Engineering Services.

Council President Neil declared the Public Hearing opened at 8:27 p.m.

Council President Neil declared the Public Hearing closed at 8:28 p.m.

Ms. Arndt moved for the adoption of Ordinance #2026-08 – Lands of ASMA Property, LLC at 317, 319, and 325 West Division Street, as recommended by the Planning Commission. The motion was seconded by Mr. Anderson, and by a unanimous roll call vote, Council adopted Ordinance #2026-08, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER, CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 317, 319, AND 325 WEST DIVISION STREET

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of properties below from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone).

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from IO (Institutional and Office Zone) to C-1A (Limited Commercial Zone) on that property located at 317 West Division Street, consisting of 0.05+/- acres, 319 West Division Street, consisting of 0.13+/-16 acres, and 325 West Division Street, consisting of 0.08+/- acres, (on the north side of West Division Street and east of North Queen Street), owned by ASMA Property, LLC.

   (Tax Parcel: ED-05-076.08-05-03.00-000, ED-05-076.08-05-02.00-000, and ED-05-076.08-05-01.00-000; Planning Reference: Z-26-02; Fourth Council District)

ADOPTED: April 13, 2026

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 23, 2026

The Minutes of the Regular Council Meeting of March 23, 2026 were unanimously approved by motion of Ms. Arndt, seconded by Mr. Lewis, and bore the written approval of Mayor Christiansen (Boggerty and Sudler absent).

COUNCIL COMMITTEE OF THE WHOLE REPORT – MARCH 24, 2026

The Council Committee of the Whole met on March 24, 2026, at 6:05 p.m. with Council President Neil presiding. Members of Council present were Mr. Anderson (arrived at 6:08 p.m.), Ms. Arndt, Mr. Boggerty, Ms. Hall (arrived at 6:11 p.m.), Dr. Pillsbury, and Dr. Sudler. Mr. Lewis and Mr. Rocha were absent. Mayor Christiansen was also absent. Civilian members present for their Committee meetings were Dr. Jackson, Ms. Smack (via WebEx) *(Safety, Advisory, and Transportation),* Mr. Shevock (via WebEx), and Mr. Garfinkel *(Legislative, Finance, and Administration)*.

ADOPTION OF AGENDA

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

SAFETY, ADVISORY, AND TRANSPORTATION COMMITTEE

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

Adoption of Agenda

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

East Loockerman Street Update (Jason Lyon, Director of Water & Wastewater)

Mr. Jason Lyon, Director of Water & Wastewater, reviewed the background and analysis regarding the East Loockerman Street update.

This item was informational; committee action was not required.

Mr. Neil stated that there are these types of issues throughout the city, and he thinks that speed cameras should be revisited in the high-speed areas. He further stated that bringing back an Alderman's Court will help get these issues under control much faster.

Mrs. Arndt stated that she agreed with Mr. Lyon that the entire neighborhood should be notified of any closure, not just the residents on East Loockerman Street. Mrs. Arndt agreed with Mr. Neil that closing a road due to speeding sets a dangerous precedent that would be unsustainable throughout the city, and council would need to be prepared for all the additional requests. Mrs. Arndt then suggested potential signage indicating that through traffic is not welcome and speed-limit reminders.

She reminded council that the numbers from the study done were not indicative of needing aggressive measures and stated she supports doing this on a temporary basis, but reminded council to be prepared to receive complaints from residents.

Responding to Dr. Sudler's question regarding speed cushions, Mr. Lyon explained that speed cushions are permitted on private property but are prohibited on city streets. Mr. Lyon further stated that the ordinance regarding speed humps was adopted in 2016.

Responding to Mr. Boggerty, Mr. Lyon explained that school buses would have to take an alternative route and would experience similar delays to emergency vehicles.

Mr. Boggerty echoed the concerns of Mrs. Arndt regarding opening Pandora's box once council grants a request to close a road due to speeding, it will lead to many more requests being made throughout the city. He further stated that a delay of a few minutes could turn into greater delays overall.

Responding to the inquiries about speed cameras, Mr. Lyon explained that a speed camera is rented at a certain price, and then a cost-benefit analysis would need to be done to see if the city is going to generate enough revenue to offset the cost. He further explained that the speed cameras are under contract with the State of Delaware, and DelDOT would have to approve a study, and due to the numbers on this particular street, it would not be approved. Mr. Lyon stated that there was not enough speeding on East Loockerman Street to justify the state approving the speeding over 11 miles an hour in the 85th percentile.

Mr. Lyon explained he understands the safety aspect of this initiative and that it could be done, but the numbers would need to be really scrutinized because if not, the city would be losing money, and that wouldn't be financially prudent. Mr. Lyon then offered to reach out to the City of Newark to discuss how it is going there financially and report back to council.

Mr. Lyon stated that the reason this item is back before the committee is due to the motion made in December to close a portion of East Loockerman temporarily to do studies. He further explained that it does not mean it is being closed forever. He explained that during the closure, it will be studied to see if alternative traffic calming ideas may be of benefit to the area and come up with potential solutions. They received an estimate of $20,000 to have an engineer do some evaluations on the road, both geometrically and with signage. The funding is not in the current budget, so he suggested reaching out to legislators for potential CTF funding or a potential DelDOT grant.

Responding to Dr. Pillsbury, Mr. Lyon stated he was not sure of the specific costs of placing a 25-mile-an-hour speed limit sign and a child at play sign. He suggested

the cost would probably be in the $200 range, but he would also need to poll the residents in the area.

Responding to Dr. Sudler, Mr. Lyon explained that the analysis is called a Traffic Calming Analysis, and it utilizes the DelDOT Traffic Calming Manual as well as a federal manual that would be utilized by the firm. Mr. Lyon further explained that it considers crash data and speed count data that they have collected from the police department. The information has already been provided to them to process, so the analysis would be about what sort of geometric features could be done on a very narrow road of 21 feet, curb to curb. Mr. Lyon stated that due to this information, it would be very difficult to place a chicane or a roundabout; however, the firm would look at different striping or signage that could be done.

Mr. Lyon stated that staff recommends striping the road with a double yellow line and a white shoulder to give a visual to keep in the lane, as there really should not be parking on this road, as it is not wide enough. He explained that the horizontal white lines are used as a visual deterrent to keep drivers from speeding. He further explained that these are all things the firm is going to evaluate and provide the city with feedback and recommendations.

Mr. Lyon responded to the suggestion of speed signs that have blinking lights. He explained that those signs are radar signs that are solar powered, and the cost is approximately $10,000-$12,000 each.

Responding to Dr. Sudler, Mr. Lyon explained that the city has utilized a temporary speed sign mobile unit in the proposed area, but it does not capture data to know how effective it is in calming traffic. Mr. Lyon further explained that there are more expensive devices that require an internet data connection.

Responding to Dr. Sudler, Mr. Lyon explained that he was unsure of the definite date of the previously captured data from this area, and he would get that information to council.

Dr. Pillsbury moved to recommend placing a speed limit sign at the entrance of the development and Caution Children at Play, as soon as possible. The motion was seconded by Mr. Anderson and unanimously carried.

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

Mr. Anderson moved to amend the motion to include a Strictly Enforced sign. Dr. Pillsbury accepted the amendment.

Mr. William Faust, 136 Orchard Avenue, Dover, had two suggestions for combating speeding. He suggested placing a patrol car with tinted windows and a dummy in

the seat in the area of the speeding. His second suggestion was to have police officers on motorcycles with radar guns in the areas affected by speeding. He also suggested using license plate readers to capture the speeders.

Bonnie Pennington, 200 North Kirkwood Street, Dover, stated that she has been trying to get assistance for the speeding on Kirkwood Street since 2005. She explained that they have no signs, and it is not just the public that speeds. Ms. Pennington stated that it is police officers, buses, and other vehicles. She watches vehicles run stop signs, and she worries about the children in the area. She further stated that the speeding issues are not just in one development. She stated she had begged for a police officer to come and sit at the corner and catch the speeders, but never received a response. She further complained that she sees officers sitting in their vehicles, eating lunch or talking to other officers

Speeding Concerns Update – Lincoln Park (Jason Lyon, Director of Water & Wastewater)

Mr. Jason Lyon, Director of Water and Wastewater, presented the committee with an update on the speeding concerns surrounding Lincoln Park.

This item was informational; committee action was not required.

Responding to Mrs. Arndt, Mr. Lyon stated that the firm being used is RK & K, and the cost is $48,000. He explained that he would get back to council with the timeline.

Responding to Dr. Sudler, Mr. Lyon explained that the study being done in Lincoln Park is the same type of study as just discussed for East Loockerman, a traffic calming analysis. He further explained that ADA improvements to sidewalks and curbing are done in conjunction with paving, and that is why some streets in Lincoln Park have not been completed.

Responding to Mr. Anderson, Mr. Lyon explained that one of the areas to look at traffic calming issues is Slaughter Street and that he would like to take a holistic approach to the process, making sure it is not paved if they are going to place a chicane at some point. He further explained that these items will be provided to the firm as part of the analysis.

Responding to Dr. Sudler, Mr. Lyon explained that there are no sidewalks on either side of Slaughter Street and that putting a sidewalk on a street without original sidewalks will need design work that will need to be figured out throughout the process.

Dr. Sudler suggested, while speaking about the area of Lincoln Park, that there is continued dumping in that area, and he wanted to request a camera to be placed in that location.

Mr. Boggerty moved for adjournment of the Safety Advisory and Transportation Committee meeting, hearing no objection the meeting adjourned at 6:56 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 – Water Street Flooding Improvements (Jason Lyon, Director of Water & Wastewater)
Mr. Jason Lyon, Director of Water & Wastewater, reviewed the background and analysis regarding the Evaluation of Proposal for the Water Street flooding improvements.

Staff recommended awarding the contract to A-Del Construction for the Water Street Flooding Improvements project, Bid #26-0013WW, for the amount of $531,916.

Responding to Mr. Boggerty, Mr. Lyon explained that the project was bid in accordance with the city procurement policy, reaching out to contractors that are recognized in the Supplier Office of Diversity through the state of Delaware. A non-mandatory pre-big meeting was held to review the project details, and all bids have been evaluated based on minority ownership. There is also a preference for local vendors. Mr. Lyon further explained that all the information is included in the committee action form.

Responding to Mr. Boggerty, Mr. Lyon confirmed that individuals showed up to the nonmandatory pre-bid meeting, it was announced, and individuals could have attended, and smaller contractors could have contacted A-Del Construction during the process.
Responding to Mrs. Arndt, Mr. Lyon explained that they are in negotiations with the state currently to discuss who is going to be financially responsible for finishing the paving project after the road infrastructure improvements are completed. Mr. Lyon agreed that he believes the state should be responsible, as they have already scheduled to complete road improvements.

Responding to Dr. Sudler, Mr. Lyon explained that he is not aware of the county participating in cost-sharing as it relates to infrastructure or road improvements. He further explained that there have been coordinated efforts regarding wastewater projects because the county accepts and treats the city's sewage. Mr. Lyon agreed to look into the county as a potential funding source.

Dr. Sudler moved to recommend accepting the staff recommendation. The motion was seconded by Mr. Shevock and unanimously carried by a roll call vote (Lewis, Rocha absent).

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

Proposed Ordinance #2026-03 – Amending Chapter 22 – Buildings and Building Regulations, Article XI – Dangerous Buildings (Eddie Kopp, Chief Code Enforcement Office)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis regarding Proposed Ordinance #2026-03.

Staff recommended forwarding the Proposed Ordinance #2026-03 to council for approval.

Ms. Arndt moved to recommend accepting the staff recommendation. 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. Lewis and carried by a unanimous roll call vote and carried by a unanimous roll call vote (Boggerty and Sudler absent).

Proposed Ordinance #2026-04 – Amending Chapter 22 – Buildings and Building Regulations, Article XII – Vacant Buildings (Eddie Kopp, Chief Code Enforcement Office)

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the background and analysis regarding Proposed Ordinance #2026-04.

Staff recommended forwarding the Proposed Ordinance #2026-04 to council for approval.

Responding to Mr. Neil, Mr. Kopp explained that a lot of properties, particularly those located downtown, have apartments above vacant storefronts, and although it is one building, this situation has two separate issues. Mr. Kopp gave the example of Loockerman Street, where there are buildings with broken windows, trash, and debris all around the first floor of the building; however, the apartments on the higher floors are rented. Mr. Kopp further explained that the public views that building as vacant due to the unsightliness of the first floor, and wonders why they are being cited but not the residential buildings downtown. Mr. Kopp explained there are a number of businesses on Loockerman Street that are sitting empty, and while he understands that it's a difficult situation, he feels it's an injustice to allow it to continue and believes holding the same standards throughout is about being fair.

Responding to Mr. Neil, Mr. Kopp stated that he is willing to modify the language of the ordinance so that it does not cause legal issues when the upper part of the building is occupied, but the storefront or street level portion of the building is unoccupied. He stated that he could edit the language and use words such as unit or space to have a clear distinction within the definition, and this would help clarify this concern.

After further discussion regarding the potential legal issues with the amendments, Mr. Neil requested that the item be postponed for legal review and asked that it be returned to council as quickly as possible.

Responding to Mr. Anderson, Mr. Kopp explained that what is being discussed would be clarifying the exemption, so it would be an exemption from the vacant building registration fee.

Mrs. Arndt stated that she wanted to express support for the ordinance, and she also responded to Mr. Neil's concern, explaining that other municipalities are passing similar ordinances and gave the example of the Town of Smyrna. She further suggested that the specific language that Smyrna has included in its ordinance would possibly be more impactful than what is in the proposed amendments.

Responding to Mr. Anderson, Mr. Kopp stated that he has not received any feedback from the Downtown Dover Partnership or any downtown merchants.

Mr. Anderson suggested that while amending the ordinance, possibly addressing the difference between vacant buildings and temporarily unoccupied buildings. He further explained that some residents still maintain their properties while being away for a few months of the year, and this is a matter that has been raised during Code Board of Appeals meetings.

Responding to Mr. Anderson, Mr. Kopp stated that he agreed. Mr. Kopp further stated that it would be best if it were placed under exemptions and could be a permanent exemption. He explained that it would be good to document and track the buildings that may be unoccupied for six months; however, not notifying the public, but for city records in the event of any type of emergency. Mr. Kopp stated that it would be an easy amendment in the same section.

Responding to Mr. Boggerty, Mr. Kopp explained that a brownfield is an exemption in the vacant building ordinance.

Responding to Dr. Pillsbury, Mr. Kopp stated that all ordinances and amendments receive legal review.

Mr. Neil moved to recommend having the proposed ordinance brought back at the next committee meeting with the two amendments requested. 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. Lewis and carried by a unanimous roll call vote and carried by a unanimous roll call vote (Boggerty and Sudler absent).

Bonnie Pennington, Dover, spoke, explaining that she lives on Kirkwood Street and Cecil Street is on the side of her home. She expressed concern regarding crime in her area and requested that a camera be placed on a telephone pole on Cecil Street. She explained that there is already a camera that exists on Kirkwood Street.

Mr. Anderson responded to Ms. Pennington that the camera network is at capacity, and they will need to put additional funding into the budget to install more cameras throughout the remaining areas of the city.

Dr. Sudler suggested possibly relocating an existing camera from an area with low criminal activity to the address where the criminal activity is, as Ms. Pennington suggested.

William Faust, Dover, explained a situation where someone robbed a store and was released on unsecured bail, and commended the Dover Police Department.

Mr. Garfinkel moved to request that Dover Police conduct an evaluation of the efficacy of the camera system and report their findings back to the Safety, Advisory, and Transportation Committee. The motion was seconded by Mr. Neil and unanimously carried.

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

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 7:45 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 7:45 p.m.

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

MONTHLY REPORTS – FEBRUARY 2026

By motion of Ms. Arndt, seconded by Mr. Lewis, the following monthly reports were accepted by consent agenda (Boggerty and Sudler absent):

City Council's Community Enhancement Fund Report
City Manager's Report

Fire Chief's Report
Police Chief's Report

FIRST READING - PROPOSED ORDINANCE #2026-03 – AMENDING CHAPTER 22 – BUILDING AND BUILDING REGULATIONS, ARTICLE XI – DANGEROUS BUILDINGS (EDDIE KOPP, CHIEF CODE ENFORCEMENT OFFICER)

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 April 27, 2026.

Mr. Eddie Kopp, Chief Code Enforcement Officer, reviewed the Proposed Ordinance #2026-03, Amending Chapter 22 – Building and Building Regulations, Article XI – Dangerous Buildings.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the proposed Ordinance #2026-03, as read by the City Clerk, by title only, as follows:

ORDINANCE #2026-03 – AMENDING CHAPTER 22 – BUILDING AND BUILDING REGULATIONS, ARTICLE XI – DANGEROUS BUILDINGS

CITY MANAGER'S REQUEST FOR HEARING PURSUANT TO CITY OF DOVER CHARTER, ARTICLE III, SECTION 33

Mr. Dan Griffith, City Solicitor, stated that the city's charter provided under Article III, Section 33, by impertinent part, that the city manager shall be removable at the pleasure of council. Before the city manager may be removed, they shall, if they so demand, be given a written statement of the reasons alleged for their removal and the right to be heard publicly thereon at a meeting of the council prior to the final vote on the question of their removal. He noted that the discussion was being held pursuant to Article III, Section 33, at the request of the current City Manager, Mr. Hugg. He mentioned that Mr. Hugg had been given a statement of reasons and that it was the second part of what he was entitled to under that provision, which was the right to be heard publicly. He emphasized the benefit was for Mr. Hugg and his attorney, Mr. Anthony Delcollo, to be heard, and noted that it was not for members to cross-examine. He stated that Mr. Delcollo would present, on behalf of Mr. Hugg, call witnesses in support of Mr. Hugg, and that Mr. Hugg himself would also provide testimony. He pointed out that it was not an opportunity for members of the public to speak, but for Mr. Delcollo to call on witnesses on Mr. Hugg's behalf, and no individual would be compelled to testify. He noted that the testimony was provided by the proposed witnesses who were willing to provide testimony upon Mr. Delcollo's request. He also noted that Mr. Hugg had the right to request the discussion be held in executive session rather than in public, and that counsel could confirm Mr. Hugg had waived that right and instead chose to proceed with a public hearing.

Mr. Delcollo stated that one (1) of the documents in front of council concerned two (2) preliminary matters that he was going to address at the outset of the presentation. He noted that one (1) of the documents was a request that Dr. Sudler recuse himself from the proceedings due to prior comments that were made about Mr. Hugg conspiring to take his family's property (**Exhibit #1**). The second matter, he explained for the record, he wanted to address a letter, dated April 10th, in

the interest of fairness, that was necessary for the matter to be continued for a period of time, for at least 14 to 30 days. The reason for that would provide reference to a number of documents that were relevant to Mr. Hugg's ability to prepare, which were relevant to one (1) of the two (2) requirements of basic due process, which was the concept of notice. He noted that there were references, such as concerns about the People's Community Church, and that they have not been provided to this day with those concerns. He further noted they have not seen any dates of when those concerns were raised, who wrote those concerns, or how they were received. He mentioned that the final item was with respect to HIPAA and issues involving executive privilege, and there were no dates with respect to an event involving HIPAA or sharing protected health information. He requested that council consider providing those documents to them so that they could have a fair process and an appropriate period of time be provided to review those documents and prepare, so that, in essence, continue those proceedings for at least 14 days.

Responding to Mr. Delcollo, Mr. Griffith stated that by his count, that was the fourth time the request for documents had been made, and the third type of request. He explained that the charter provided that Mr. Hugg was to receive a statement of reasons and a public discussion, and he had already received the first, and he was receiving a second. He emphasized that the discussion was not a discovery, litigation, or a trial, but noted that Mr. Hugg was receiving what was afforded under the city's charter. He pointed out that he made reference to other requests, and there have been requests made for documentation in correspondence. He noted that his office had submitted a FOIA request to the city for documents, but the city maintained its position that Mr. Hugg had received everything he was entitled to under the charter, which was a statement of the reasons and a full opportunity to be heard.

Responding to Mr. Griffith, Mr. Delcollo stated that he had anticipated such a response and wanted on the record to be clear so that he could understand that was his position as legal counsel to the council, but he did not know if there would be any response to the request that they had made beyond his position. He noted that if council was not going to respond, then he would move on.

Responding to Mr. Delcollo, Mr. Griffith stated that he had responded as the city solicitor for council.

Mr. Delcollo asked council to remember their oath and act as neutral decision-makers on an issue of major public importance. He stated that they must fairly evaluate whether the reasons given for Mr. Hugg's termination hold up and were supported by evidence, and were legally sound. He also stressed that council should approach the matter with an open mind, determine whether the alleged actions actually occurred (despite some being vague), and decide whether the legal conclusions in the notice were accurate.

For his first witness, Mr. Delcollo called Diane Laird to respond to some questions. He noted that Ms. Laird submitted a letter in support of City Manager Mr. Hugg.
Via Webex, Ms. Laird, Executive Director for Downtown Dover Partnership, stated she has been with Downtown Dover Partnership for eight (8) years and served with the Delaware Economic Development Office at the State of Delaware for 20 years prior. She emphasized that she was representing herself and not the Downtown Dover Partnership.

Responding to Mr. Delcollo, Ms. Laird stated that she had interactions with Mr. Hugg in the performance of her duties for both positions with the Downtown Dover Partnership and the Delaware Economic Development Office, but she did not report to him directly as a supervisor in those roles. She noted that she had ongoing interactions with him during that time, as well as interacted with him earlier when she was at the University of Delaware, while pursuing a master's degree between 1998 and 2000. She added that he was a thesis advisor for her master's thesis.

Responding to Mr. Delcollo, Ms. Laird explained that in her current role as the Executive Director and oversee the Office of Revitalization, which was the Downtown Dover Partnership, it was the coalition of city stakeholders, including residents, business owners, merchants, elected officials, and nonprofits that come together to make decisions to better the community and economic revitalization as well as a historic preservation. She further explained that she oversees 17 Board of Directors, which was made up of a group of those representing stakeholders that were just mentioned, and they work to better downtown. They are involved in a master plan, which was a transformative effort to prepare the downtown for years to come, to be sustainable as a living and a place to live, work, recreate, prepare for new leaders for tomorrow, and sustainable for years to come.

Responding to Mr. Delcollo, Ms. Laird stated that she regularly spoke with Mr. Hugg on topics regarding revitalization, planning, ordinances, codes, awarding grants, and reviewing applicants. She noted that he would review the Request for Proposals (RFP) that she would write and discuss anything related to the work because both of them had done downtown revitalization for 28 years. She mentioned that Mr. Hugg was not only involved in downtown revitalization, but also in planning, and their paths would always cross with reference to work in downtowns. She highlighted that when she was at the University of Delaware, her internship was with the Main Street Program, which was a national program that was coordinated at the local level, and she served as the coordinator for the State of Delaware during her internship. During that time of knowing each other, she noted that she and Mr. Hugg have always been focused on bettering downtowns and the revitalization of Delaware's downtowns.

Responding to Mr. Delcollo, Ms. Laird clarified that she submitted a letter dated April 13, 2026, for consideration by council.

Responding to Mr. Delcollo, Ms. Laird stated that she personally characterized Mr. Hugg's performance as a professional advisor, a mentor, and a confidant. She emphasized that she held him in the utmost regard and noted that she has always looked to him and contacted him first for any issue relating to her work, whether it be with staff, revitalization issues, or anything related to her work. She further noted that she has always felt very comfortable talking with Mr. Hugg because he always provided a metered response, an indication that her indication that his understanding of revitalization, downtown issues, and interactions was far more than anyone that she knew. She appreciated that he could help her resolve complex issues or advise her on others who may know more about them. She stated that Mr. Hugg was always patient, taught her the value of persistence, and following the process because the process would ensure that individuals and issues were handled fairly. She also added that with not an individual response to make decisions, but rather the process allowing the appropriate individuals to be at the table and making decisions.

Responding to Mr. Delcollo, Ms. Laird clarified that Mr. Hugg was an asset to the City of Dover.

Responding to Mr. Delcollo, Ms. Laird clarified that Mr. Hugg has done a good job representing the city in his role as the City Manager.

Mr. Delcollo read the conclusion of Ms. Laird's letter (**Exhibit #2**).

Responding to Mr. Delcollo, Ms. Laird clarified that she agreed with the sentiments that he outlined in her letter.

Responding to Mr. Delcollo, Ms. Laird stated that she did not have any other matters to address and that she laid it out clearly in her letter and her comments.
For his next witness, Mr. Delcollo called Representative Bill Bush to respond to some questions.

Responding to Mr. Delcollo, Representative Bush stated that he was the state representative for the 29th District.

Responding to Mr. Delcollo, Representative Bush stated that he has had interactions with Mr. Hugg over the years.

Responding to Mr. Delcollo, Representative Bush stated that he has had the opportunity to work with Mr. Hugg in many different areas. He noted that he had served in the Bond Committee, and a lot of the work they had been trying to do was for the revitalization of Downtown Dover. He explained that Mr. Hugg has guided him since he took office in 2018 with a lot of needs and issues in Dover, and Mr. Hugg has been professional, knowledgeable, and very responsive. When he introduces a piece of legislation or anyone else does that might impact the city, they know they would expect a phone call from Mr. Hugg, because he was always looking out for the best interest of the city.

Responding to Mr. Delcollo, Representative Bush stated that Mr. Hugg was truly one (1) of the best public servants that he knew, and he highly respected him for what he did.

For his next witness, Mr. Delcollo called Rick Ferrell to respond to some questions.

Responding to Mr. Delcollo, Mr. Ferrell stated that he was the President of Retail Market Answers, which was a business and economic development consulting firm.

Responding to Mr. Delcollo, Mr. Ferrell stated that he had met Mr. Hugg over 20 years ago, and in his capacity as an economic and business development consultant, he has worked with hundreds of municipalities around the country, but was based in Delaware. He noted that he was introduced to Mr. Hugg by Ms. Laird, who was at the time the director of the Main Street Program, and the Town of Smyrna was an affiliate of the Main Street Community, and that was where he first met Mr. Hugg.

Responding to Mr. Delcollo, Mr. Ferrell stated that his relationship was to serve as an economic and business development advisor to the Town of Smyrna for more than a decade, so he had the

opportunity to interact with Smyrna's council, with Mr. Hugg directly, and with volunteers that were part of the affiliate organizations that did the heavy lifting for Smyrna's revitalization practices. He highlighted that with his work with Mr. Hugg, he found him to be a hands-on leader, engaged in all aspects of the community development, and an advocate for all things, quality of life, and for the community that he served. He described Mr. Hugg as innovative, open-minded, results-oriented, fair, and a developer of consensus. He further added that he would mirror everything that has been mentioned from the previous witnesses who have described their relationships with Mr. Hugg, and that Mr. Hugg is a terrific, good individual.

Responding to Mr. Delcollo, Mr. Ferrell stated that it would be out of Mr. Hugg's character to ignore a constituent's concern, and unlike anything he had ever experienced. He noted that he has made presentations to several councils and city managers or individuals in similar roles around the country, and Mr. Hugg was a standout among that group of individuals, conscientious and fair across the board.

Responding to Mr. Delcollo, Mr. Ferrell clarified that Mr. Hugg would not reveal confidential or sensitive information appropriately. He noted that it was shocking to him to learn that he had been terminated from his employment.

Responding to Mr. Delcollo, Mr. Ferrell clarified that Mr. Hugg would not ignore discord amongst management within an organization. As he mentioned earlier, he found Mr. Hugg to be a consensus builder. He noted that before he was a consultant, he worked as a developer, developing shopping malls around the country, and they used to be able to dictate the terms of individual occupancies when they came to them for leases in their various shopping malls. He explained that when he found the crossover to working in public venues and in municipalities, he found that property owners who own their various properties, that can only be reached by building consensus and talking with individuals. He emphasized that was something Mr. Hugg stood for, and noted he would bring parties together and have discussions because that was how the heavy lifting was done.

Responding to Mr. Delcollo, Mr. Ferrell stated that he was unaware of the specific facts of the terms of removing Mr. Hugg from his position, but he relied on over 20 years of personal experience working with Mr. Hugg, whom he regarded as an extraordinary individual. He noted that Mr. Hugg made his time and work personally better and more fulfilling because he was like-minded and a joy to be around. He emphasized that he was shocked that the kind of finding was in the works and noted that it had to be a misunderstanding. He added that there had to be some facts or circumstances that, if they were more fully fleshed out and revealed, would shed light on the situation in a way that he could not understand it.

For his next witness, Mr. Delcollo called Charles Salkin to respond to some questions.
Responding to Mr. Delcollo, Mr. Salkin, 15 Maple Lane, stated that he had been a resident of Dover since 1979, and within that time, he had met Mr. Hugg, and since that time, he had known Mr. Hugg as a colleague, an advisor, a mentor, a partner, a collaborator, and a civic leader. He noted that he had observed Mr. Hugg's professionalism and good-natured interactions with numerous individuals, including colleagues, public officials, the media, and the general public. He further stated that, based on those observations, Mr. Hugg successfully handled the most

challenging and complex responsibilities in a range of roles, including planner, administrator, coordinator, manager, executive, and, most importantly, as an effective team leader. He emphasized that the community would be wise to continue taking advantage of Mr. Hugg's incredible skills and assets.

For his next witness, Mr. Delcollo called Mayor Robin Christiansen to respond to some questions.

Responding to Mr. Delcollo, Mayor Christiansen stated he rarely disagrees with council, but this was one (1) of those times. He described Mr. Hugg as an exemplary city employee, but noted concerns about a gradual shift over time in how responsibilities have been carried out since he was first elected to City Council in 1983, including what he viewed as an erosion of council's charter roles in legislation and finance. He explained that council's role was to legislate and manage finances, while the city manager was responsible for running the city day to day without interference. He further added that the city has tried to maintain that structure, and in his view, Mr. Hugg has done so effectively. He noted that they had worked together, but he never directed Mr. Hugg to do anything outside his realm of responsibilities. He highlighted that during the pandemic, Mr. Hugg brought a major employer to the City of Dover, marketed Garrison Oak Technology Park, and created more potential for businesses and jobs in that area. He emphasized that Mr. Hugg was a believer in succession to positions.

Responding to Mr. Delcollo, Mayor Christiansen clarified that he assessed Mr. Hugg's performance positively. He stated that does not mean anyone was perfect or without faults, but everyone has their own quirks. In his opinion, Mr. Hugg did the job he was assigned to do.

Responding to Mr. Delcollo, Mayor Christiansen stated that he worked with Mr. Hugg every day.

Responding to Mr. Delcollo, Mayor Christiansen stated that Mr. Hugg would not be the type of individual who would ignore a constituent's concern.

Responding to Mr. Delcollo, Mayor Christiansen stated that Mr. Hugg was not the type of individual who would provide confidential information that would breach confidentiality.

Responding to Mr. Delcollo, Mayor Christiansen stated Mr. Hugg did not let disagreements within departments linger or go unresolved. He described him as a mediator, collaborator, and team builder.

Responding to Mr. Delcollo, Mayor Christiansen stated that, to the best of his knowledge, any complaints received by the City Manager were forwarded to the city staff for handling, when referencing the documents in the binder (**Exhibit #3**).
Responding to Mr. Delcollo, Mayor Christiansen believed that no complaints were ignored, but was unable to answer the question.

Responding to Mr. Delcollo, Mayor Christiansen stated that he would address constituents' questions or concerns with Mr. Hugg that may come up.

Responding to Mr. Delcollo, Mayor Christiansen stated that Mr. Hugg likely received several of the same phone calls as council members have gotten.

For his next witness, Mr. Delcollo called David Hugg, III, to respond to some questions.

Responding to Mr. Delcollo, Mr. Hugg clarified that he was familiar with the letter referring to the reasons for termination.

Responding to Mr. Delcollo, Mr. Hugg clarified that he had the chance to review the letter and draft a response.

Responding to Mr. Delcollo, Mr. Hugg stated that, to his knowledge, he had never seen the 17 complaints he was accused of ignoring and had no direct knowledge of them. He believed the 17 complaints were received by the City Clerk's Office and then forwarded to the Assistant City Manager, since they involved Planning, Zoning, Code Enforcement, and Fire Safety issues. He further stated that after being accused of not bringing the complaints forward, he met with staff and the City Solicitor to address the situation and understand what happened. He added that the broader issue appeared to stem from a disagreement over a grant request from the People's Church for a workforce development program. He explained that the grant went through review, concerns were addressed, and the matter was brought back to council but delayed for a later meeting.

Responding to Mr. Delcollo, Mr. Hugg believed that it was around February when the 17 complaints were discussed; he does not recall the exact date. At the meeting, he recommended that council defer the item due to concerns with the application, and council agreed. He noted that at that point, the Council President raised the issue of the 17 complaints, stating that he had not been informed about the complaints.

Responding to Mr. Delcollo, Mr. Hugg stated that he had not been aware of those specific complaints prior to the council meeting. He explained that he had dealt with a complaint issued by a property owner back in December, which was essentially to have Code Enforcement and the Fire Marshal conduct their inspections and do their reviews. He answered one (1) complaint that came from a local attorney, which must have been from early February, and the same thing was addressed by the Inspections Department.

Responding to Mr. Delcollo, Mr. Hugg stated that by reflecting on the document, he did not see where the 17 documented resident complaints were submitted.
Responding to Mr. Delcollo, Mr. Hugg stated the document did not include any details, such as when it was submitted, and only noted that there were 17 complaints.

Responding to Mr. Delcollo, Mr. Hugg stated that there was no information about who or what the contents were submitted by.

Responding to Mr. Delcollo, Mr. Hugg stated that he has been involved with matters relating to accountability for employees.

Responding to Mr. Delcollo, Mr. Hugg stated it would be unusual for an accountability document to be overlooked when the individual involved received or learned about the issue. He further noted that it would be difficult to comment on something that they would not have seen, have no knowledge of, and have not yet been presented for action.

Responding to Mr. Delcollo, Mr. Hugg stated that once he became aware of those items, he acted two (2) days later. He contacted the Assistant City Manager, the Managers of Inspections, Fire Marshals, and the Public Information Officer. He noted that he was unsure who else was involved in that meeting, but he reached out to the City Solicitor's office to begin the next steps.

Responding to Mr. Delcollo, Mr. Hugg stated that the City of Dover serves close to 41,000 residents.

Responding to Mr. Delcollo, Mr. Hugg stated that the City of Dover staffs all the agencies, including the Police Department, with a little over 400 employees. He noted that about half those employees were Public Safety civilians and uniformed officers, and the rest were all other functional departments.

Responding to Mr. Delcollo, Mr. Hugg stated that his philosophy was that an employer hired the best employees they could, and the employer gave the employee the responsibility and authority to work as a team. He noted that staff knew that they could come to him with any issues, and not be afraid to admit when they have failed, when something was going on, and when needed, they come together as a team to find the appropriate solution.

Responding to Mr. Delcollo, Mr. Hugg stated that the concern about accountability, communication gaps, and conflicts among senior staff related to the City's Human Resources and financial system was unclear. He explained that the City has spent about 10 years implementing a complex accounting system with multiple modules, including one (1) for Human Resources that handled hiring, payroll, and benefits. While Human Resources handled personnel functions, responsibilities like payroll and benefits were managed by the Controller/Treasurer. A small team, the Controller/Treasurer, Human Resources Director, Information Technology Director, and a consultant, was responsible for setting up the system. He further added that those who were experienced professionals understood their roles, and the work was handled within that group. He mentioned that the main issue arose when the Human Resources Director wanted full administrative access to the system. After the issue escalated, he consulted with the Information Technology Director and the project manager, and both agreed that only the Information Technology Director should have full access due to the sensitive nature of the data. He stated that the Human Resources and Finance staff should only have access related to their specific duties. He reviewed the system to ensure Human Resources had all the access it needed and confirmed that it did. However, he further stated the Human Resources Director disagreed and brought the issue to a council member, which led to further discussion at a council workshop. He stated that the Council Workshop was on January 30th. He noted that each department was asked to present to council its future challenges as part of the budget planning. He mentioned that most departments reported issues such as outdated equipment or staffing shortages. He explained that when the Human Resources Director chose to involve a council member and make a statement about being denied full access to the system. He reminded her that the final decision was made by him and that

she would not have full administrative access. He stated that it was partly because the existing Human Resources system allowed broad access, which could be misused, and he believed there had been inappropriate changes made in the past.

Responding to Mr. Delcollo, Mr. Hugg stated that early on, he may not have given the issue as much attention as it needed. He explained that the staff were skilled professionals hired for Human Resources and finance roles, and it was their responsibility to resolve their own issues without him closely managing every detail. He initially told them to work it out themselves, while giving them space to solve the problems. He also reached out to the Human Resources Director to ask which access she was missing, but did not receive a response, prompting him to review the issue himself.

Responding to Mr. Delcollo, Mr. Hugg stated in the first bullet under Section II, "*HR and Finance System Issues*" (**Exhibit #3**), that it only referenced Human Resource Senior Administrators, without naming individuals or providing any timeline of the issues or concerns. For the record, he noted that the original intent was to implement the module on February 1st, but certain financial benefit functions were not fully developed, so the module was delayed for a short period.

Responding to Mr. Delcollo, Mr. Griffith stated that he had been careful not to mention other staff members' names, which was appreciated. He noted that Mr. Hugg had waived his privacy rights, but other employees had not, so please continue to avoid naming those employees.

Responding to Mr. Delcollo, Mr. Hugg stated that no dates or timeframes were provided for the second point under Section II, "*Leadership and Department Oversight Failures*" (**Exhibit 1**), which described delays in addressing unclear departmental roles that led to nearly $100,000 in improper payments and potential financial and legal risks to the City.

Responding to Mr. Delcollo, Mr. Hugg clarified that no details were provided about the type of payments or what the amounts were for, such as payroll, pension, shift differentials, or overtime.

Responding to Mr. Delcollo, Mr. Hugg stated that he was unsure where the particular consequence item came from. He explained that an employee contacted the Finance Department about a possible error in their paycheck, specifically that the city's contribution to their pension fund appeared too high. He clarified that it was not a payment or disbursement issue, but a pension match made by the city. The employee who was in the civilian police department raised the concern appropriately, and it was reviewed with the Controller/Treasurer, who was responsible for managing pensions and benefits, not him.

Responding to Mr. Delcollo, Mr. Hugg clarified that the individual was hired under the direction and management of the Chief of Police.

Responding to Mr. Delcollo, Mr. Hugg clarified that the individual who is in charge of Finance reports to the City Council, and that he has no direct oversight over their operations or their decisions.

Responding to Mr. Delcollo, Mr. Hugg stated that the Controller/Treasurer worked closely and understood their roles, so he was uncertain who raised the issue first, but it appeared there was an

error. He explained that the Controller/Treasurer reviewed the issue and found it may have affected three (3) individuals. It was determined to be a clerical error in the pension system, where a setting that should have been turned off for certain benefits was not, resulting in excess contributions. He was unsure where the $100,000 figure came from, and the suggestion to hire an outside firm did not make no sense to me.

Responding to Mr. Delcollo, regarding the first bullet under Section III, "*Legal Ramifications of Breach of Executive Session Regulations and Violation of Health Insurance Portability and Accountability Act (HIPAA) Issues*" (**Exhibit 1**), Mr. Hugg stated that, although the paragraph used the word "repeated," it only referenced one alleged past incident involving a former grant writer. He confirmed there were no other separate incidents described.

Responding to Mr. Delcollo, Mr. Hugg stated that he was unaware when that incident occurred, and he could not say yes or no because he could not remember anything about the incident. He also pointed out that there was nothing in his personnel file that would support that allegation.

Responding to Mr. Delcollo, Mr. Hugg clarified that nothing was provided that would help recall the incident, such as a timeline or names, and noted that he did not have any knowledge of the incident occurring.

Responding to Mr. Delcollo, regarding the second bullet under Section III, "*Legal Ramifications of Breach of Executive Session Regulations and Violation of Health Insurance Portability and Accountability Act (HIPAA) Issues*" (**Exhibit #3**), Mr. Hugg explained that under the city code, the hiring of the City Planner was the only position in his area of responsibility that required a second approval from City Council. All other approvals go through a process of review, but in that particular case and title, the City Council must make a decision whether or not it could make an employment offer to a particular candidate. He noted that they have been trying to recruit a Planning Director for a year and a half and that he was aware of a candidate with whom he had worked regularly. He expressed some concerns about the candidate meeting all the requirements, but he was willing to take the risk and recommend hiring that candidate. He interviewed the candidate to make the recommendation and reviewed their resume. He stated that he had spoken with several individuals who knew of the candidate in an outside city government, including other planners who had worked with the candidate, and he had made a recommendation to the City Council in executive session. He mentioned that some of his staff who were part of the review process were not comfortable with the candidate for various reasons. He respected their recommendation, but he believed that the candidate would be a good fit and recommended hiring them. He further added that the City Council reviewed the application without disclosing things that were noted during the executive session and determined that they were not going to extend an employment offer.

Responding to Mr. Delcollo, Mr. Hugg stated that he believed the matter was discussed in executive session, and afterward, they likely voted based on that discussion. He informed the candidate who was waiting in the lobby that they were not able to make him an offer.

Responding to Mr. Delcollo, Mr. Hugg stated that he had drafted a letter addressed to the candidate thanking them for applying and explaining that the position required council approval, and that

council declined to make an offer. He expressed disappointment and wished the candidate well. He noted that he did not include any details or explanations, just the outcome.

Responding to Mr. Delcollo, Mr. Hugg stated that he did not understand why the city would state that more details would be provided in connection with the public hearing, and then the listed reasons were non-exhaustive. He emphasized that it was unfair.

Responding to Mr. Delcollo, Mr. Hugg stated that "all applicants who are interviewed for a position with the city and not selected shall be told why they were not selected for the position" was in the employee handbook (**Exhibit #3**).

Responding to Mr. Delcollo, Mr. Hugg stated that the handbook applied to everyone.

Responding to Mr. Delcollo, Mr. Griffith clarified that Mr. Hugg was not brought there; he requested the hearing himself.

Responding to Mr. Delcollo, Mr. Hugg stated that on page 34 of the employee handbook, Section Nine (9), within a subsection called Severability, Disclosure of Confidential Information, that section did not mention the Health Insurance Portability and Accountability Act (HIPAA) (**Exhibit #1**).

Responding to Mr. Delcollo, Mr. Hugg stated that he had reviewed the whole handbook prior to the hearing.

Responding to Mr. Delcollo, Mr. Hugg stated that the entirety of the handbook, which included him and other offices of the city, was not subject to the Health Insurance Portability and Accountability Act (HIPAA).

Responding to Mr. Delcollo, Mr. Hugg stated that under the section of Disclosure of Confidential Information, that would be where he would look if he had questions regarding the protections of the Health Insurance Portability and Accountability Act (HIPAA).

Responding to Mr. Delcollo, Mr. Hugg stated that under Part E, rights under the Health Insurance Portability and Accountability Act (HIPAA), titled "*Who Must Follow These Laws?"* (**Exhibit #1**), the City of Dover was not a healthcare plan, a healthcare provider, or a healthcare clearing house.

Responding to Mr. Delcollo, Mr. Hugg stated that the City of Dover was not providing accounting, legal, or Information Technology services to a healthcare clearing house or health plan.

Responding to Mr. Delcollo, Mr. Hugg stated that the City of Dover was not a business associate. Responding to Mr. Delcollo, Mr. Hugg clarified that under the heading on page four (4), "*Who is not required to follow these laws?"* (**Exhibit #1**), many municipal officers were not required to follow the Freedom of Information Act (FOIA).

Responding to Mr. Delcollo, Mr. Hugg clarified that he was there because he had violated the Freedom of Information Act (FOIA) as a municipal employee and that he ought to lose his job for that. He noted the Health Insurance Portability and Accountability Act (HIPAA) as a result.

Responding to Mr. Delcollo, Mr. Hugg stated that although a HIPAA violation was alleged, it does not apply based on government guidance.

Responding to Mr. Delcollo, Mr. Hugg stated that he agreed that on page 55 of the employee handbook (**Exhibit #3**), the reasons letter was essentially a summary of alleged failures in his job duties.

Responding to Mr. Delcollo, Mr. Hugg stated that he was familiar with that part of the employee handbook.

Responding to Mr. Delcollo, Mr. Hugg stated that the City Council was his supervisor.

Responding to Mr. Delcollo, Mr. Hugg stated that he has reviewed his personnel file in detail.

Responding to Mr. Delcollo, Mr. Hugg stated that he made the request to see his personnel file in the initial demand letter in early March.

Responding to Mr. Delcollo, Mr. Hugg stated that he was granted access to his personnel file around last week or the end of the week before last.

Responding to Mr. Delcollo, Mr. Hugg stated that he was unsure why there was a significant delay between the initial request and the ability to review the personnel file.

Responding to Mr. Delcollo, Mr. Hugg clarified that the file did not contain any reference to anything that resembled the reasons in his termination letter within his personnel file.

Responding to Mr. Delcollo, Mr. Hugg clarified that his file was bereft of any sort of failure to report constituent concerns and bereft of any disciplinary action at all.

Responding to Mr. Delcollo, Mr. Hugg clarified that his file was bereft of alleged failures to coordinate disagreements amongst department heads.

Responding to Mr. Delcollo, Mr. Hugg clarified that his file was bereft of any items related to the Health Insurance Portability and Accountability Act (HIPAA) violations.

Responding to Mr. Delcollo, Mr. Hugg clarified that his file was bereft of any items related to the violation of regulations for executive session.

Responding to Mr. Delcollo, Mr. Hugg stated that he was very concerned that his file contained no documentation of those problems, yet he was still considered for termination. He also noted that there was no documentation of a Health Insurance Portability and Accountability Act (HIPAA) violation or any related issues, either from the initial request or in the personnel file. PAGE 50

Responding to Mr. Delcollo, Mr. Hugg stated that if he kept a note at his desk about a certain individual who was difficult to get along with and that note stayed at his desk and was not placed in his Human Resources file, then they could not use that for any disciplinary purpose.

Responding to Mr. Delcollo, Mr. Hugg stated that the termination was based on issues not documented in his personnel file, despite employee handbook requirements.
Responding to Mr. Delcollo, Mr. Hugg stated that his entire personnel file, every page copy was made available.

Responding to Mr. Delcollo, Mr. Hugg stated that serving as City Manager has been an opportunity to look at the community and help identify challenges, issues, and opportunities to be involved in bringing the employer, helping get rid of dilapidated houses, writing contemporary zoning ones, all those things to make those better places, which he viewed as part of his job responsibility. He noted that his goal was to make a positive impact, whether through small improvements or major projects, and to leave the community better than he found it. He described his management style as hiring good employees, paying them well, giving them responsibility, regularly providing feedback, and then trusting them to do their jobs without interference. He supported his staff and showed appreciation, but did not micromanage, respecting their expertise.

Responding to Mr. Delcollo, Mr. Hugg confirmed that he had received three (3) letters of support from David Edgel, Joanne Masten, and Senator Trey Paradee (**Exhibit #3**).

Responding to Mr. Delcollo, Mr. Hugg confirmed that he had received three (3) more letters of support that were not in the Exhibit Binder, and they were from Diane Laird (**Exhibit #2**), Ken Anderson (**Exhibit #4**), and Chuck Stiegelman (**Exhibit #5**).

Mr. Hugg stated that he was very disappointed that the performance allegations were made without being discussed with him or giving him a chance to respond, which led to council being convinced to make the decision to end his employment. He described a situation in which he was called to a meeting on February 9th with no agenda, with Mr. Neil, Mr. Boggerty, and Mr. Rocha, who had given him the option to retire, resign, or be fired, all of which would lead to the same result. He felt it was an attempt to pressure him to leave voluntarily and found the process insulting, demeaning, and unfair, given his long career in public service and nearly a decade with the City of Dover.

Responding to Mr. Delcotto, Mr. Hugg stated that he asked multiple times what the reasons were and why they wanted him to leave, but they could give him nothing in writing. He emphasized they had no firm reasons, but it was clear that they wanted him out. He could only think of, “Dave, you are old. Dave, it was time for you to go.”

Responding to Mr. Delcotto, Mr. Hugg clarified that there was a short discussion about the discord amongst the department heads, but not from a standpoint that they wanted him to leave because he could not solve the problem.

Responding to Mr. Delcotto, Mr. Hugg stated that there was no reference to the Health Insurance Portability and Accountability Act (HIPAA) violations in that conversation.

Responding to Mr. Delcotto, Mr. Hugg stated that there was no reference to a violation of executive session regulations or protocols, but when he had reached out to Ms. Arndt, she stated that he had violated executive privilege.

Responding to Mr. Delcotto, Mr. Hugg stated that he had reached out to Mr. Anderson, but he did not disclose significant reasons, just expressed concern. He further stated that he reached out to Dr. Pillsbury, and she noted that council was concerned that his being there blocked the succession promotion of someone else. He translated that to mean it was time for him to leave.

Responding to Mr. Delcotto, Mr. Hugg stated that the Acting City Manager was maybe 20 years younger than he was.

Responding to Mr. Delcotto, Mr. Hugg stated that he was 83 years old.

Responding to Mr. Delcotto, Mr. Hugg stated that he had to have Mr. Delcotto ask multiple times to get the reasons for his termination.

Mr. Delcotto stated that the last items he had for council to consider were the letters of recommendation. In the interest of transparency, he emphasized that it was important for council to hear the words for their deliberations.

Mr. Delcotto read a Letter of Support from Senator Trey Paradee for Mr. Hugg (**Exhibit #3**).

Mr. Delcotto read a Letter of Support from Joanne Masten for Mr. Hugg (**Exhibit #3**).

Mr. Delcotto read a Letter of Support from David Edgel for Mr. Hugg (**Exhibit #3**).

Mr. Delcotto read a Letter of Support from Jeffrey Spiegelman for Mr. Hugg (**Exhibit #6**).

Mr. Delcotto read a Letter of Support from Chuck Spiegelman for Mr. Hugg (**Exhibit #5**)

Mr. Delcotto read a Letter of Support from Ken Anderson for Mr. Hugg (**Exhibit #4**).

In the concluding remarks, Mr. Delcotto stated that one (1) of the issues that they went to great lengths to discuss was the issue of the Health Insurance Portability and Accountability Act (HIPAA), which he believed did not apply to the situation. He noted that despite repeated requests, no additional explanation or details were provided. He argued that citing the Health Insurance Portability and Accountability Act (HIPAA) as a basis for termination is not appropriate or fair. He questioned the claim that residents could bring substantial threats of litigation in connection with the People's Church and the concept of nuisance issues or problems involving the city code. He noted that, under the Municipal Tort Claims Act and sovereign immunity, it was unclear how a private citizen could pursue legal action for something such as a failure to promptly and aggressively address code violations. He further argued that there was no credible legal exposure on the issue and that any concern was not supported. Regarding Human Resources and Finance issues, he stated that the matter appeared to involve accounting errors or excess contributions that

were identified and corrected, not misconduct or fiduciary breaches. He stated that Mr. Hugg's conduct, which he described as compliant with city policy, and noted that there was no documentation basis for their conclusions. He further stated that the Health Insurance Portability and Accountability Act (HIPAA) and executive session claims were unsupported and not reflected in the personnel file, and that Mr. Hugg followed required procedures and should not be penalized for doing so. He also highlighted strong support from public officials and community members, describing him as an effective public servant. He questioned the fairness, timing, and consistency of the process, noting that key reasons for termination were not previously documented and appeared late, and he asked council not to terminate Mr. Hugg's employment.

Mr. Griffith stated that with the conclusion of the presentation, that would also be the conclusion of the hearing pursuant to Article three, Section 33, and council may deliberate. He noted that Mr. Hugg had waived his rights to have the executive session, so council may proceed with any discussion or comments and then move to a vote.

Mr. Neil moved that Mr. Hugg be removed from the position of City Manager, effective immediately, and that his administrative leave be terminated. The motion was seconded by Ms. Hall.

Mr. Anderson made a point of order and stated that the Council President was not allowed to make a motion. Mr. Neil rescinded his motion.

Ms. Arndt moved that Mr. Hugg be removed from the position of City Manager, pursuant to Article Two, Section 33 of the City Charter, effective immediately, and that his administrative leave be terminated. The motion was seconded by Mr. Rocha.

Ms. Hall stated that she would respectfully abstain from voting on the issue due to being new to council and not having in-depth knowledge of the information presented.

Mr. Anderson stated he would vote yes, citing the concerns in Item Three (3) related to executive session materials and issues he identified under leadership items, including not following council directives related to the Delaware Fund and the State Pension Plan.

Dr. Pillsbury stated that several issues were very concerning to her, and she felt obligated to vote yes.

Ms. Arndt stated she would vote yes, due to the reasons articulated in the statement of reasons, and primarily for the violation of the executive session.

Mr. Rocha stated that he would vote yes, due to reasons articulated in the statement of reasons.
Mr. Lewis stated he voted yes for the reasons articulated in the statement of reasons provided to Mr. Hugg through his attorney.

Mr. Neil stated that when he was elected at age 91, he was recognized as the oldest elected official in the nation, and later chosen as Council President based on his experience and capability, not his age. He further stated the same confidence once applied to Mr. Hugg, who was seen as qualified

to lead the City. He noted that while he remained very fond of Mr. Hugg and was unaware of any misconduct that would harm his reputation, the issue before Council was a failure to carry out responsibilities in a timely manner. With genuine sadness, he stated he would vote to confirm Mr. Hugg's removal as Dover's City Manager and believed the vote was unanimous, including absent council members.

Ms. Arndt moved that Mr. Hugg be removed from the position of City Manager, pursuant to Article Two, Section 33 of the City Charter, effective immediately, and that his administrative leave be terminated. The motion was seconded by Mr. Rocha, and by a roll call vote of six (6) yes (Anderson, Pillsbury, Rocha, Lewis, Neil), one (1) abstain (Hall), and two (2) absent (Boggerty and Sudler).

CITY MANAGER'S ANNOUNCEMENTS

Ms. Duca was absent.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen had no announcements.

COUNCIL MEMBERS' ANNOUNCEMENTS

Ms. Hall invited members of the community to attend a meeting at the Pitts Community Center at Schutte Park on April 16th from 6:00 p.m. to 8:00 p.m.

Mr. Lewis stated, for the record, that he wanted to piggyback on Ms. Hall's remarks and noted that he and Dr. Sudler were involved in coordinating and assisting Ms. Hall for that meeting at Schutte Park.

The meeting adjourned at 10:33 p.m.

ANDRIA L. BENNETT
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by the City Council during their Regular Meeting of April 13, 2026, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

RC/AB

Exhibits

Exhibit #1 – Attorney Delcotto's Recusal and Abstention of Councilmember Roy Sudler Jr.
Exhibit #2 – Letter of Support from Diane Laird for Mr. Hugg
Exhibit #3 – Attorney Delcotto's Exhibit Binder for Mr. Hugg's Hearing
Exhibit #4 – Letter of Support from Ken Anderson for Mr. Hugg
Exhibit #5 – Letter of Support from Chuck Spiegelman for Mr. Hugg
Exhibit #6 – Letter of Support from Mr. Jeffrey Spiegelman for Mr. Hugg

Offit | Kurman

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April 10, 2026

VIA EMAIL
City of Dover Council
c/o Dan Griffith, Esquire
dgriffith@whitefordlaw.com

RE: Threshold Issues Requiring Council's Consideration Prior to Monday's Hearing

Dear Members of Council:

As you know, I represent David Hugg, the City Manager for the City of Dover (the "City"), in connection with the City Council's (the "Council") decision to seek his termination, which is scheduled to be heard and voted upon at a special meeting on April 13, 2026. I write in advance of that meeting to raise certain threshold issues so that the members of Council have ample opportunity to fully consider them before the hearing proceeds. These issues directly affect Mr. Hugg's right to a fair and meaningful opportunity to be heard—as expressly guaranteed by the City Charter and fundamental principles of due process—and his ability to meaningfully respond to the Council's asserted grounds for termination.

I. Recusal and Abstention of Councilmember Roy Sudler Jr.

It is axiomatic that when a public body affords an individual the right to be heard—as the City Charter guarantees to Mr. Hugg—that opportunity must occur before a tribunal that is fair, impartial, and free from personal or financial bias. As the Delaware Supreme Court has made unmistakably clear, the integrity of such a proceeding depends upon the impartiality of all participating members. *See Sullivan v. Mayor & Council of the Town of Elsmere*, 23 A.3d 128, 135 (Del. 2011) ("A fair trial in a fair tribunal is a basic requirement of due process that applies to administrative agencies as well as to courts."). "The bias of one member of a multi-member tribunal taints the entire tribunal's decision and deprives the party subject to the tribunal's judgment of due process." *Id.*

Here, Councilmember Roy Sudler Jr.'s continued participation in the decision to terminate Mr. Hugg—despite his admitted animus and conflicting financial interests—would no doubt undermine Mr. Hugg's right to a fair process and render it illusory. Councilmember Sudler is actively suing the City on his family's behalf over land-use and annexation decisions that he states diminished the value of family-owned property managed by his mother's company, which he leads as CEO. Councilmember Sudler has a direct financial stake in the outcome of that litigation and

has publicly acknowledged that his dual roles as politician (i.e., as a Council member) and as CEO of his family's real-estate interests place him in a precarious position. What is more, Councilmember Sudler has publicly accused City officials—including the City Manager—of conspiring to "take our property." His resentment toward Mr. Hugg is therefore neither speculative nor attenuated. As the City's chief administrative officer, Mr. Hugg is of course extensively involved in the very land-use and City decisions that Councilmember Sudler challenges in litigation and publicly condemns. Councilmember Sudler has thus cast Mr. Hugg, as the City Manager, as a direct adversary in an ongoing legal dispute with significant financial consequences for himself and his family.

At a minimum, this creates an unmistakable appearance of bias, which alone warrants recusal. *See Home Paramount Pest Control Cos. v. Gibbs*, 953 A.2d 219, 222 (Del. 2008). Here, however, Councilmember Sudler's conduct goes well beyond appearance. His public statements and financial motives demonstrate actual bias that would deprive Mr. Hugg of any fair opportunity to be heard if before members of Council that include him.

For these reasons, Councilmember Sudler must be recused from further participation in the deliberation and decision regarding Mr. Hugg's termination. At an absolute minimum, the City Charter requires him to abstain from voting on Mr. Hugg's termination.

The City Charter expressly provides that: "[a] councilmember shall abstain from voting on a matter … in which they have a financial interest [or] in a matter in which they have a conflict of interest … ." Councilmember Sudler's situation, as detailed above, falls squarely within this mandate. Accordingly, Councilmember Sudler has an independent duty under the Charter to abstain from voting on Mr. Hugg's termination, irrespective of whether the Council elects to require full recusal.

II. Council's Refusal to Adequately Disclosure its Reasons to Terminate Precludes Mr. Hugg from Meaningful Opportunity to be Heard

Separately, and equally concerning, is the City's refusal to fully disclose its reasons for termination, thereby depriving Mr. Hugg of his right to be heard on those charges, as expressly required by the City Charter. Mr. Hugg has repeatedly requested clarification and basic information regarding the reasons provided by Council for his termination. Council, through its attorney, has ignored those requests and refused to disclose key information for Mr. Hugg to defend against these allegations. Instead, the letter from Council's attorney stating its purported reasons for termination offers a non-exhaustive list of broadly framed allegations, while expressly reserving the right to identify additional reasons and provide additional detail only at the public hearing itself. That approach is fundamentally inconsistent with the Charter[1].

[1] The noted letter may actually imply clarification of the reasons in advance of the hearing. To quote, the letter notes that "[…] additional detail can be provided in connection with the hearing […]." To date, despite this representation, no such "additional detail" has been provided. To the contrary, upon request for documents or other materials relied upon in connection with preparation of the "reasons for termination" letter, the City has flatly refused to provide such documentation, or even a summary of such items.

The Charter guarantees more than a right to speak; it guarantees the right to be heard "thereon"—that is, on the actual reasons asserted by Council for his removal. A hearing in which Mr. Hugg is first confronted with new or clarified accusations is not a meaningful opportunity to be heard; it is a procedural ambush. Yet that is exactly what Council, through correspondence from its attorney, indicates may occur at the hearing. This structure makes it impossible for Mr. Hugg to reasonably prepare and defend himself. It further deprives him of the ability to gather responsive documents, identify and prepare witnesses, consult meaningfully with counsel, and address the Council in an informed and substantive manner.

Council's attempt to justify refusal to disclose the requested information based on supposed HIPAA or confidentiality concerns are wholly unfounded. As City Manager, Mr. Hugg is routinely entrusted with confidential and sensitive information and is fully capable of handling such matters appropriately. Additionally, and contrary to the Council's assertions, HIPAA is not implicated here, as the City is not a covered entity or business associate subject to HIPAA and does not provide healthcare services. In short, without complete disclosure of the specific reasons and factual bases for the Council's decision to seek his termination in advance of Monday's hearing, Mr. Hugg will not be able to address these reasons and his right to be heard on these issues.

Accordingly, I respectfully request that the Council consider the issues raised in this letter and ensure that Mr. Hugg is afforded a fair and meaningful hearing before any decision is made regarding his termination.

Very truly yours,

OFFIT KURMAN, P.A.

By _____
Anthony Delcollo

Diane Laird
11 Kingfisher Ct.
Middletown, DE 19709

April 13, 2026

To City Of Dover, Mayor, and Council Members,

I would have preferred to be on site at tonight's Dover city Council meeting, but I am unfortunately out of town at a conference in Oklahoma.

I write to you today, personally, on behalf of Dover City Manager and former Dover City Planner, Dave Hugg, professional advisor, mentor, and confidante.

Dave and I first met at the University of Delaware in 1999 when I was a graduate student in the School of Urban Affairs and Public Policy. While serving as Director of State Planning, Dave was simultaneously an adjunct professor at UD. At that time, he became my third thesis advisor. He poked a few holes in my thesis, which added a little more reality. It hurt for a minute, but Dave provided a necessary alternative perspective. This began a 25-year professional and highly valued relationship.

After graduating from UD, I began to work at the Delaware Economic Development Office. During my 20-year tenure there, Dave's and my paths crossed regularly as I provided Smyrna with revitalization advisement and branding services, as he served as Town Manager for the Smyrna. Not only did he provide the same kind of professional critique and thoughtful perspective to Smyrna as he had provided to me previously, but I watched him work with great focus and creativity, while actually taking action to implement ideas. It was never more clear to me that he was a man of action than when I saw the new brand "driving around Smyrna" on city trucks, proudly printed on city staff jackets, and hoisted high in the air on banners displaying the city he faithfully served.

About eight years ago, Dave made a comment to me about coming to Dover. I am confident that I would not be working with City Of Dover today had he not invited me to consider actually working in Dover. And while I had made a decision long before that I would not become a director in a local Main Street program, the true opportunity became available about six months later, when I was hired as Executive Director for the Downtown Dover Partnership. With Dave as the Director of Planning, I knew we would be able to collaborate daily on the revitalization of downtown Dover – and we did.

In my role here in Dover, Dave has continued to be a constant in my professional work – as a trusted mentor to resolve complex issues, sometimes as a psychologist "to talk me off the ledge" of some very challenging issues, and always as a confidante, helping me understand the value and need for process, for patience, and for persistence - always with optimism, professional appropriateness, and a little humor to lighten the day-to-day pressure and keep things in perspective.

I was deeply disappointed and saddened to learn of Dave's administrative leave. I can attest to the value of his participation in the development of the master plan and revitalization of our downtown district to date, as well as his overwhelming support of me in my professional roles in Delaware.

I am a better get professional having worked with Dave over the years and I believe the City Of Dover will continue to see the value of his involvement and leadership for years to come.

Sincerely,

Diane Laird

CC: Dave Hugg

EXHIBIT LIST

A. City of Dover Documents

1. David Hugg's Personnel File
2. City of Dover Personnel Policy (Employee Handbook) – July 2004
3. Statement of Reasons for Removal of David Hugg

B. Favorable Comments from City Council Meeting Minutes

1. Special City Council Meeting (2.10.2022) – Appointment of City Manager
2. City Council Meeting (2.14.2022)
3. City Council Meeting (4.11.2022) – Congressional funding over $10 Million projects
4. Special Council Meeting (5.9.2022) – President Neil references City Manager as extraordinarily experienced
5. City Council Meeting (8.8.2022 & 9.12.2022) – Employee Cookout
6. City Council Meeting (6.26.2023) – Sudler's Appreciation for the Work done
7. City Council Meeting (1.27.2025) – Selection Process of New City Solicitor
8. City Council Meeting (6.9.2025) – Electric Utility Budget
9. City Council Meeting (6.23.2025) – Budget Ordinance

C. News Articles

1. *We're on a good path forward: Sudler releases statement on staffing changes at Dover city hall*, 10.28.2021
2. *Changing Roles: Former planner Hugg named Dover city manager,* 2.11.2022
3. *City of Dover hires new city manager,* Delaware Public Media, 2.14.2022
4. *Pulled in opposite directions, Dover Councilman claims city took his family land*, Spotlight Delaware, 12.19.2024
5. *Dover moves to oust city manager, tensions revealed,* Spotlight Delaware, 3.19.2026
6. *Dover City Manager on the Way Out,* Delmarva Public Media, 3.25.2026

D. Support Letters

1. Letter from David Edgell, Director Delaware Office of State Planning Coordination
2. Letter from Joanne Masten, President of Kent County Levy Court
3. Letter from Senator Trey Paradee

E. HIPAA Requirement Summary

1. HIPAA Authority

PERSONNEL ACTION FORM

Action Type: Council Approved Increase

Reason for Action:

Employee Information

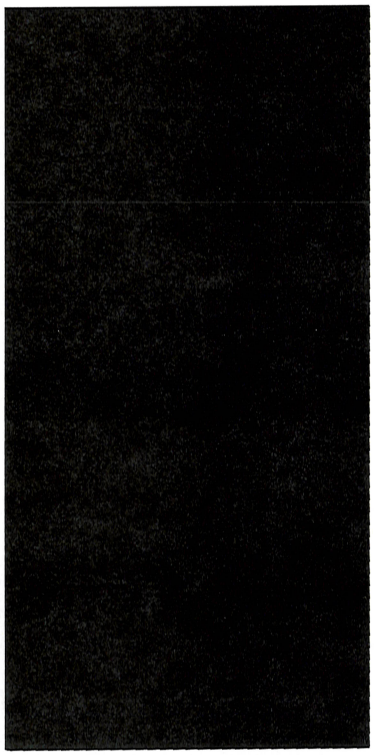
Employee No	37961	Date of Hire:	07/24/2017
First Name	David	Last Name	Hugg
Home Address			
Address (Line 2)			
City		State	
ZIP Code			
Date of Birth	12/12/1942	Gender	Male
Ethnicity	Not Hispanic or Latino	Race	White

Current Position Information

Effective Date	07/01/2018	Status	Regular Full-Time
Current Position	Planning & Comm. Dev. Director	Bargaining Unit	NON-BARGAINING
Department	Planning	Select One:	(•) Exempt ( ) Non- Exempt
Hourly Rate	$61.80	Yearly Salary	$128,544.00
Grade/Step:	134		
Account #:	110-1600-533.10-11	EEO Category	Officials/Administration
COLA/Longevity			

Proposed Position Information

Effective Date	10/27/2020	Status	Regular Full-Time
Proposed Position	Planning & Comm. Dev. Director	Bargaining Unit	NON-BARGINING
Department	Planning	Select One:	(•) Exempt ( ) Non-Exempt
Hourly Rate	$63.04	Yearly Salary:	$131,114.88
Grade/Step:	134		
Account #:	110-1600-533.10-11	EEO Category	Officials/Administration
COLA/Longevity			



Interim City Manager
10/29/2021

3rd 11/29/2021 = 5%

5% = 3.25
+64.93
new 1- 68.18 = 5% increa

PERSONNEL ACTION FORM

Action Type: Temp to Full-Time

Reason for Action: Temp to Full-Time

Employee Information

Employee No	37961	Date of Hire:	07/25/2017
First Name	DAVID	Last Name	HUGG
Home Address	14 E. COMMERCE STREET		
Address (Line 2:			
City	SMYRNA	State	DE
ZIP Code	19977		
Date of Birth		Gender	Male
Ethnicity	Not Hispanic or Latino	Race	White

Current Position Information

Effective Date	07/25/2017	Status	Regular Full-Time
Current Position	Planning/Com. Develop. Direct	Bargaining Unit	NON-BARGAINING
Department	Planning	Select One:	○ Exempt ◉ Non- Exempt
Hourly Rate	$60.00	Yearly Salary	$124,800.00
Grade:	134	Step:	
Account #:	110-1600-533.10-11	Account #:	
COLA/Longevity			

Proposed Position Information

Effective Date		Status	
Proposed Position		Bargaining Unit	
Department		Select One:	○ Exempt ○ Non-Exempt
Hourly Rate		Yearly Salary:	
Grade		Step:	
Account #:		Account #:	
COLA/Longevity			

COMMENTS:	Completion of Performance Evaluations
DEPT HEAD	
HR DIRECTOR	Kim Hawkins
CITY MANAGER	
Approval Date:	5 November 2020

Please complete and return to the Human Resources Department

COMMENTS:	Per Mr. Hugg's employment agreement he has waived rights to enroll in health, dental, vision, LID , supplemental life and deferred comp plans. Mr. Hugg is entitled to holiday pay. No sick or vacation accruals.
DEPT HEAD:	
HR DIRECTOR:	Kim Hawkins
OTHER APPROVAL:	
Approval Date:	7/26/17

Please complete and return to the Human Resources Department

DELAWARE TECHNICAL COMMUNITY CO

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATIO

hereby awards this certificate of completion of

Leadership Training

to

Dave Hugg

Consisting of 24 hours of instruction

9/10/19 - 10/31/19

DELAWARE TECH

Kristen

Director, Workforce Development

Vice Presi

City of Dover

2018 MANDATORY ETHICS TRAINING

ACKNOWLEDGMENT OF RECEIPT & ATTENDANCE

By signing this form, I hereby acknowledge that I have received the City of Dover's Code of Ordinances, Chapter 30 - Standards of Ethical Conduct; Article II. – Standards of Ethical Conduct; and that I have attended mandatory Ethics Training.

DAVID S. HUGG III
Name (please print)

Signature

Planning, Inspections and Community Development
Department/Division/Board/Committee

5/24/18
Date

2019. LID Open Enrollment

UnumProvident

GROUP INSURANCE ENROLLMENT FORM

Unum Life Insurance Company of America
2211 Congress Street, Portland, ME 04122

Policy # _____ **Division #** _____

Employee Name (last name, first, middle initial)		Policyholder Name	
HUGG DAVID S. III			
Employee Address (street, city, state, zip code) [redacted]		Social Security Number [redacted]	Date of Birth 12/12/42
Sex ☒ Male ☐ Female	Salary $ 128,544 ☐ Weekly ☐ Monthly ☒ Annually	Hours Worked per Week 40	Occupation/Title CITY PLANNER
Full Time Date of Hire or Date you enter an eligible class AUGUST 1, 2017			

Coverage Elections: Your employer will inform you of available coverage. Check yes to enroll; check no if you decline or coverage is not available.

Life ☒ Yes ☐ No — Life Amount $240,000
AD&D ☒ Yes ☐ No — AD&D Amount $350,000
[redacted] ☐ Yes ☐ No
STD ☒ Yes ☐ No

Note: If you have chosen Life coverage over the Guarantee Issue amount for you or your spouse, you will also need to complete an Evidence of Insurability form. The amount of coverage over your Guarantee Issue amount will be subject to medical underwriting approval and will become effective on the first of the month coincident with or next following the date UnumProvident approves your Evidence of Insurability form. If you **do not apply for** any of the above coverage during your initial enrollment period and choose to enroll at a later date, you will need to complete an Evidence of Insurability form for all amounts of coverage.

Beneficiary Information*

[redacted]

*Note: Benefits cannot be sent directly to a minor. Please consult your policy for additional information.

Request for Signature and Certification:

I understand that my insurance coverage may be subject to exclusions, limitations, delayed effective dates and benefit offsets, as described in the enrollment materials or employee booklet(s) that have been provided to me by my employer. I certify that all statements are true to the best of my knowledge and belief and I understand that a copy of this form will be made available to me at my request. I authorize my employer to make the necessary deductions from my salary or wages to pay the premium when my insurance becomes effective. I understand that my payroll deduction amount will change if my coverage or costs change.

[signature] 10/10/18 (302) 736-7196 [redacted]
Employee Signature Date Work Phone Home Phone

1268-03

☐ I wish to decline LID insurance. This is a binding election which means you will not be permitted to enroll until October 2019.

Life, Accident Death and Short Term Disability Insurance Rates

Employee Portion of the Monthly Rate

Annual Salary	Life Insurance	In Case of Accidental Death	Weekly Disability	Life Premium	AD&D Premium	Disability	Employee's Monthly Premium
$ 27,000.00	$ 54,000.00	$ 108,000.00	$ 363.46	$ 4.59	$ 0.81	$ 7.92	$ 13.32
$ 28,000.00	$ 56,000.00	$ 112,000.00	$ 376.92	$ 4.76	$ 0.84	$ 8.14	$ 13.74
$ 29,000.00	$ 58,000.00	$ 116,000.00	$ 390.38	$ 4.93	$ 0.87	$ 8.58	$ 14.38
$ 30,000.00	$ 60,000.00	$ 120,000.00	$ 400.00	$ 5.10	$ 0.90	$ 8.80	$ 14.80
$ 31,000.00	$ 62,000.00	$ 124,000.00	$ 400.00	$ 5.27	$ 0.93	$ 8.80	$ 15.00
$ 32,000.00	$ 64,000.00	$ 128,000.00	$ 400.00	$ 5.44	$ 0.93	$ 8.80	$ 15.17
$ 33,000.00	$ 66,000.00	$ 132,000.00	$ 400.00	$ 5.61	$ 0.99	$ 8.80	$ 15.40
$ 34,000.00	$ 68,000.00	$ 136,000.00	$ 400.00	$ 5.78	$ 1.02	$ 8.80	$ 15.60
$ 35,000.00	$ 70,000.00	$ 140,000.00	$ 400.00	$ 5.95	$ 1.05	$ 8.80	$ 15.80
$ 36,000.00	$ 72,000.00	$ 144,000.00	$ 400.00	$ 6.12	$ 1.08	$ 8.80	$ 16.00
$ 37,000.00	$ 74,000.00	$ 148,000.00	$ 400.00	$ 6.29	$ 1.11	$ 8.80	$ 16.20
$ 38,000.00	$ 76,000.00	$ 152,000.00	$ 400.00	$ 6.46	$ 1.14	$ 8.80	$ 16.40
$ 39,000.00	$ 78,000.00	$ 156,000.00	$ 400.00	$ 6.63	$ 1.17	$ 8.80	$ 16.60
$ 40,000.00	$ 80,000.00	$ 160,000.00	$ 400.00	$ 6.80	$ 1.20	$ 8.80	$ 16.80
$ 41,000.00	$ 82,000.00	$ 164,000.00	$ 400.00	$ 6.97	$ 1.23	$ 8.80	$ 17.00
$ 42,000.00	$ 84,000.00	$ 168,000.00	$ 400.00	$ 7.14	$ 1.26	$ 8.80	$ 17.20
$ 43,000.00	$ 86,000.00	$ 172,000.00	$ 400.00	$ 7.31	$ 1.29	$ 8.80	$ 17.40
$ 44,000.00	$ 88,000.00	$ 176,000.00	$ 400.00	$ 7.48	$ 1.32	$ 8.80	$ 17.60
$ 45,000.00	$ 90,000.00	$ 180,000.00	$ 400.00	$ 7.65	$ 1.35	$ 8.80	$ 17.80
$ 46,000.00	$ 92,000.00	$ 184,000.00	$ 400.00	$ 7.82	$ 1.38	$ 8.80	$ 18.00
$ 47,000.00	$ 94,000.00	$ 188,000.00	$ 400.00	$ 7.99	$ 1.41	$ 8.80	$ 18.20
$ 48,000.00	$ 96,000.00	$ 192,000.00	$ 400.00	$ 8.16	$ 1.44	$ 8.80	$ 18.40
$ 49,000.00	$ 98,000.00	$ 196,000.00	$ 400.00	$ 8.33	$ 1.47	$ 8.80	$ 18.60
$ 50,000.00	$ 100,000.00	$ 200,000.00	$ 400.00	$ 8.50	$ 1.50	$ 8.80	$ 18.80
$ 51,000.00	$ 102,000.00	$ 204,000.00	$ 400.00	$ 8.67	$ 1.53	$ 8.80	$ 19.00
$ 52,000.00	$ 104,000.00	$ 208,000.00	$ 400.00	$ 8.84	$ 1.56	$ 8.80	$ 19.20
$ 53,000.00	$ 106,000.00	$ 212,000.00	$ 400.00	$ 9.01	$ 1.59	$ 8.80	$ 19.40
$ 54,000.00	$ 108,000.00	$ 216,000.00	$ 400.00	$ 9.18	$ 1.62	$ 8.80	$ 19.60
$ 55,000.00	$ 110,000.00	$ 220,000.00	$ 400.00	$ 9.35	$ 1.65	$ 8.80	$ 19.80
$ 56,000.00	$ 112,000.00	$ 224,000.00	$ 400.00	$ 9.52	$ 1.68	$ 8.80	$ 20.00
$ 57,000.00	$ 114,000.00	$ 228,000.00	$ 400.00	$ 9.69	$ 1.71	$ 8.80	$ 20.20
$ 58,000.00	$ 116,000.00	$ 232,000.00	$ 400.00	$ 9.86	$ 1.74	$ 8.80	$ 20.40
$ 59,000.00	$ 118,000.00	$ 236,000.00	$ 400.00	$ 10.03	$ 1.77	$ 8.80	$ 20.60
$ 60,000.00	$ 120,000.00	$ 240,000.00	$ 400.00	$ 10.20	$ 1.80	$ 8.80	$ 20.80
$ 65,000.00	$ 130,000.00	$ 260,000.00	$ 400.00	$ 11.05	$ 1.95	$ 8.80	$ 21.80
$ 70,000.00	$ 140,000.00	$ 280,000.00	$ 400.00	$ 11.90	$ 2.10	$ 8.80	$ 22.80
$ 75,000.00	$ 150,000.00	$ 300,000.00	$ 400.00	$ 12.75	$ 2.25	$ 8.80	$ 23.80
$ 80,000.00	$ 160,000.00	$ 320,000.00	$ 400.00	$ 13.60	$ 2.40	$ 8.80	$ 24.80
$ 85,000.00	$ 170,000.00	$ 340,000.00	$ 400.00	$ 14.45	$ 2.55	$ 8.80	$ 25.80
$ 90,000.00	$ 180,000.00	$ 350,000.00	$ 400.00	$ 15.30	$ 2.70	$ 8.80	$ 26.80
$ 95,000.00	$ 190,000.00	$ 350,000.00	$ 400.00	$ 16.15	$ 2.88	$ 8.80	$ 27.83
$ 100,000.00	$ 200,000.00	$ 350,000.00	$ 400.00	$ 17.00	$ 3.00	$ 8.80	$ 28.80
$ 110,000.00	$ 220,000.00	$ 350,000.00	$ 400.00	$ 18.70	$ 3.30	$ 8.80	$ 30.80
$ 120,000.00	$ 240,000.00	$ 350,000.00	$ 400.00	$ 20.40	$ 3.60	$ 8.80	$ 32.80

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*
HUGG	DAVID	S	

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code
[redacted]		[redacted]		[redacted]

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
12/12/1942	[redacted]	dshugg3@gmail.com	[redacted]

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- [X] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States *(See instructions)*
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- [ ] 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
  Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
   OR
2. Form I-94 Admission Number: _____
   OR
3. Foreign Passport Number: _____
   Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*
[signature]	7/25/2017

Preparer and/or Translator Certification (check one):

[X] I did not use a preparer or translator. [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date *(mm/dd/yyyy)*	
Last Name *(Family Name)*	First Name *(Given Name)*		
Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	HUGG	David	S	

List A		List B		List C
Identity and Employment Authorization	OR	Identity	AND	Employment Authorization

List A	List B	List C
Document Title: Passport	Document Title:	Document Title:
Issuing Authority: USA	Issuing Authority:	Issuing Authority:
Document Number: [redacted]	Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy): 01/28/2019	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: 7/25/17 ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative
Hollie Ford	7/25/17	Admin. Assistant

Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Ford	Hollie	City of Dover DE

Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code
15 Loockerman Plaza	Dover	DE	19901

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative

We the People
SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

[redacted]

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at ***www.irs.gov/W4App*** to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at *www.irs.gov/W4App* to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at *www.irs.gov/W4App* to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. ***Head of household please note:*** Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

FEDERAL

---------- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. ----------

Form **W-4** Department of the Treasury Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

OMB No. 1545-0074

2019

1 Your first name and middle initial: DAVID S.	Last name: HUGG	2 Your social security number: [redacted]
Home address (number and street or rural route): [redacted]	3 ☐ Single ☒ Married ☐ Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code: [redacted]	4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ ☐	

5	Total number of allowances you're claiming (from the applicable worksheet on the following pages)	5
6	Additional amount, if any, you want withheld from each paycheck	6 $ [redacted]
7	I claim exemption from withholding for 2019, and I certify that I meet **both** of the following conditions for exemption. • Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and** • This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability. If you meet both conditions, write "Exempt" here ▶	7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) [signature] Date ▶ 6/3/19

8 Employer's name and address (**Employer:** Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)	9 First date of employment	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2019)

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to *www.irs.gov/FormW4*.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at ***www.irs.gov/W4App*** to determine your tax withholding more accurately. Consider using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at *www.irs.gov/W4App* to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at *www.irs.gov/W4App* to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. ***Head of household please note:*** Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

STATE

Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records.

Form **W-4** — Department of the Treasury, Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

OMB No. 1545-0074

2019

1 Your first name and middle initial	Last name	2 Your social security number
DAVID S.	HUGG	[redacted]
Home address (number and street or rural route) [redacted]	3 ☐ Single ☐ Married ☐ Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."	
City or town, state, and ZIP code [redacted]	4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. ▶ ☐	

5 Total number of allowances you're claiming (from the applicable worksheet on the following pages) 5

6 Additional amount, if any, you want withheld from each paycheck . . . . . 6 $ [redacted]

7 I claim exemption from withholding for 2019, and I certify that I meet **both** of the following conditions for exemption.
- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and**
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

If you meet both conditions, write "Exempt" here . . . . . ▶ 7

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) ▶ [signature] Date ▶ 6/3/19

8 Employer's name and address (**Employer:** Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)	9 First date of employment	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 4. Cat. No. 10220Q Form **W-4** (2019)

The City of Dover

Finance Department-Payroll Office

EMPLOYEE AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS

I hereby authorize and request the City of Dover, hereinafter called CITY, to make payment of any amounts owing to me for my wages by initiating credit entries to my account indicated below in the financial institution named below, hereinafter called BANK, and I authorize and request BANK to accept any credit entries initiated by CITY to such account and to credit the same to such account without responsibility for the correctness thereof.

Please print clearly! Employee ID# _____

DAVID S HUGG III (302) 736-7196 W [redacted]

Name Telephone Number

(1) PNC BANK 3 THE PLAZA, DOVER (302) 735-3117

Bank Name Bank Address Bank Telephone

[redacted]

I understand by voluntarily completing this form, I am responsible for:

- Ensuring that the information is correct.
- Collecting overpayments from the receiver, if I do not change or stop the direct deposit.
- Reviewing my payroll statement to ensure the direct deposit stops, starts or changes.

I also understand that any problems once the allotment is delivered to the receiver are beyond the control of the City of Dover and that the City of Dover Payroll office is only responsible for ensuring proper delivery to the Bank and account number I have listed above.

Employee Signature 11/30/17

Date

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds $1,050 and includes more than $350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than $1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed $130,000 (Single) or $180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at *www.irs.gov/w4*.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for **yourself** if no one else can claim you as a dependent	A	1
B	Enter "1" if: • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.	B	
C	Enter "1" for your **spouse.** But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	0
D	Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above)	E	
F	Enter "1" if you have at least $2,000 of **child or dependent care expenses** for which you plan to claim a credit (**Note:** Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	
G	**Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than $70,000 ($100,000 if married), enter "2" for each eligible child; then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children. • If your total income will be between $70,000 and $84,000 ($100,000 and $119,000 if married), enter "1" for each eligible child.	G	
H	Add lines A through G and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return.) ▶	H	

For accuracy, complete all worksheets that apply.

- If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed $50,000 ($20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form **W-4** Department of the Treasury Internal Revenue Service

Employee's Withholding Allowance Certificate

▶ **Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.**

OMB No. 1545-0074

2017

1 Your first name and middle initial: DAVID S. | Last name: HUGG | 2 Your social security number: [redacted]

Home address (number and street or rural route): [redacted]

City or town, state, and ZIP code: [redacted]

3 ☐ Single ☒ Married ☐ Married, but withhold at higher Single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ ☐

5	Total number of allowances you are claiming (from line H above **or** from the applicable worksheet on page 2)	5	1
6	Additional amount, if any, you want withheld from each paycheck	6	$
7	I claim exemption from withholding for 2017, and I certify that I meet **both** of the following conditions for exemption. • Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability, **and** • This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability. If you meet both conditions, write "Exempt" here ▶	7	

Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) ▶ [signature] Date ▶ 7/25/17

8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

The City of Dover

Finance Department-Payroll Office

EMPLOYEE AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS

I hereby authorize and request the City of Dover, hereinafter called CITY, to make payment of any amounts owing to me for my wages by initiating credit entries to my account indicated below in the financial institution named below, hereinafter called BANK, and I authorize and request BANK to accept any credit entries initiated by CITY to such account and to credit the same to such account without responsibility for the correctness thereof

Please print clearly! Employee ID# _____

DAVID S. HUGG III [redacted]

Name Telephone Number

(1) DEL-ONE FEDERAL CU, DOVER, DE

Bank Name Bank Address Bank Telephone

[redacted]

- Ensuring that the information is correct.
- Collecting overpayments from the receiver, if I do not change or stop the direct deposit.
- Reviewing my payroll statement to ensure the direct deposit stops, starts or changes.

I also understand that any problems once the allotment is delivered to the receiver are beyond the control of the City of Dover and that the City of Dover Payroll office is only responsible for ensuring proper delivery to the Bank and account number I have listed above.

[redacted] 7/25/17

Employee Signature Date

City of Dover

EEOC INFORMATION FORM

NAME: DAVID S. HUGG III

SOCIAL SECURITY # [redacted]

☒ MALE ☐ FEMALE

DEPARTMENT: PLANNING & INSPECTION

POSITION: CITY PLANNER / DIRECTOR

HOW WOULD YOU DESCRIBE YOURSELF?

(Choose one or more from the following)

☐ **AMERICAN INDIAN OR ALASKAN NATIVE**
All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **ASIAN or PACIFIC ISLANDER**
All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

☐ **BLACK OR AFRICAN AMERICAN** (not of Hispanic Origin)
A person having origins in any of the Black racial groups of Africa includes Caribbean Islanders and other of African origin.

☐ **HISPANIC**
All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☒ **WHITE** (not of Hispanic Origin)
All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

City of Dover

Human Resources Department

Veteran Status Form

Have you served in the US Armed Forces ☐ YES ☒ NO

If yes, are you currently ☐ Active ☐ Retired

Please list Branch, Service Years, Final Rank & Reserve Status below:

Branch:	
Service Years:	From To
Final Rank:	
Reserve Status:	

List deployments:

Signature _____ Date 7/25/17

For Human Resources Use Only:

Received by: _____ Date: _____

City of Dover

STATE ISSUED Sexual Harassment Notice
Acknowledgment Form

By signing this form, I acknowledge that I have received and read the State of Delaware's Sexual Harassment Notice from the Human Resources Department.

DAVID S. [illegible] IV
Employee Name

[signature]
Employee Signature

P&I
Department

12/17/18
Date

Please return the signed form to the Human Resources Department.

City of Dover

PERSONNEL POLICY (EMPLOYEE HANDBOOK) UPDATES

ACKNOWLEDGMENT FORM

By signing this form, I acknowledge that I have received the following City of Dover, Personnel Policy (Employee Handbook) Updates from the Human Resources Department.

Article VII. Ethical Conduct
REVISED: Section 8. Social Networking: Personal Online/Internet Content Policy

DAVID S. HUGGINS
Employee Name

Employee Signature

PLANNING, INSPECTIONS & COMMUNITY DEVELOPMENT
Department

9/21/18
Date

Please return the signed form to the Human Resources Department.

IN WITNESS, WHEREOF, the parties hereto have executed this Agreeme
each signature.

PROFESSIONAL
Hugg Consulting LLC

By: [signature]

Title: Principal

Date: 3/31/17

City of Dover

By: [signature]

Title: Acting City M

Attest: Yvonne M

Date: March 31, 2

The PROFESSIONAL is an independent contractor and as such will be responsible for paying its own Federal income tax and self-employment tax and any other taxes applicable to the compensation paid under this Agreement. The PROFESSIONAL is not a covered employee of the CITY and not entitled to any compensation for over-time or and other benefits provided to a covered employee.

Section 9. Assignment

Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the written consent of the other party.

Section 10. No Third-Party Beneficiaries

This Agreement gives no rights or benefits to anyone other than the PROFESSIONAL and the CITY.

Section 11. Jurisdiction

The laws of the State of Delaware shall govern the validity of this agreement, its interpretation and performance, and any claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Kent County, Delaware.

Section 12. Term and Termination

All services to be rendered by the PROFESSIONAL shall be completed on or before September 30, 2017. The term of this Agreement shall be for an initial term of six months (26 weeks) with the option to be extended for up to an additional six months, at the mutual consent of the parties. All or part of this Agreement may be terminated by the CITY for its convenience on fifteen days (15) written notice to the PROFESSIONAL. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.

Section 13. Notice

Any notices to either party shall be in writing and delivered by first class mail to the designated recipient below:

Donna S. Mitchell
Acting City Manager
15 East Loockerman Street
P.O. Box 475
Dover, DE 19903-0475

David S. Hugg III
Hugg Consulting LLC
125 W. South Street
Smyrna, DE 19977

Section 14. Miscellaneous terms

- This agreement shall only be amended in writing and signed by both parties
- If any provision shall be deemed to conflict with any rule, regulation or law, then that part shall be severable and the remainder shall remain in full force and effect. The conflicting provision shall be modified to conform as necessary.
- Both parties agree to assist one another in the furtherance of this agreement.

ensure that resources to meet such requirements will be made available monthly, unless both parties agree otherwise. This agreement recognizes that the PROFESSIONAL will have limited availability during the month of April, 2017, due to prior commitments.

Section 2. Indemnification

The PROFESSIONAL agrees to indemnify the CITY from any claims, damages and costs arising out of claims by third parties for property and bodily injury, including but not limited to, death, caused solely by the negligence or willful misconduct of the PROFESSIONAL.

Section 3. Codes, Laws and Regulations

The PROFESSIONAL will comply with all applicable codes, laws, regulations, standards and ordinances in force during the term of this Agreement.

Section 4. Permits, Licenses and Fees.

The PROFESSIONAL will obtain and pay for all permits and licenses required by law that are associated with PROFESSIONAL's performance under this Agreement.

Section 5. Payment

The CITY will compensate the PROFESSIONAL at the rate of seventy-five dollars ($75.00) per hour for the services provided, for mileage at the CITY's current rate for travel on behalf of the CITY, and for other reasonable expenses as approved by the Acting City Manager. The PROFESSIONAL will submit monthly billings on or about the last business day of each month to the Controller/Treasurer. The CITY shall pay the PROFESSIONAL in a timely manner, but not more than 5 working days of receipt of the monthly billing.

Section 6. Ownership of materials and documents

All data, specifications, calculations, estimates, plans, drawings, construction documents, photographs, summaries, reports, memoranda, and other documents, instruments, information and material prepared or accumulated by the PROFESSIONAL in rendering services hereunder shall be the sole property of the CITY. All original documents shall be permanently kept on file at the office of the CITY.

Section 7. Confidentiality

The PROFESSIONAL understands that it may be privy to private information as a condition of this Agreement. As a contractor of the CITY, it is required to protect against unauthorized access to such information, ensure the security and privacy such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. The PROFESSIONAL shall not release this information to the public, including but not limited to those who have not been authorized or who do not have a legitimate business or need to know.

Section 8. Independent Contractor

AN AGREEMENT
FOR PROVISION OF PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 31st day of March in the year 2017, between the City of Dover, a Delaware Municipal Corporation, whose address is 15 East Loockerman Street. P.O. Box 475, Dover, Delaware 19903-0475 (hereinafter referred to as the CITY) and David S. Hugg III, dba as Hugg Consulting LLC, whose address is 125 W. South Street, Smyrna, Delaware 19977 (hereinafter referred to as the PROFESSIONAL).

NOW, THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement, and for other good and valuable considerations, the parties agree as follows:

Section 1. Services

The PROFESSIONAL will provide up to 780 hours of consulting services over a period of 26 weeks, beginning on April 1, 2017 and ending on or before September 30, 2017. The number of hours or ending date may be modified on the agreement of both parties, increasing the number of hours or extending the ending date. During term of this agreement, the PROFESSIONAL shall perform the following services: consulting services for the Department of Planning & Community Development, to include but not limited to the following:

- Local comprehensive planning and development management
- Coordination and consensus building
- Economic development planning and implementation
- Recruitment, retention, promotion and marketing
- Main street and downtown business assistance
- Policy analysis, assessment and development
- Legislation development, assessment, coordination and representation
- Enterprise program planning and management
- General government operations
- Grants analysis, development, application and management

It is understood that the PROFESSIONAL will be expected to attend regular and special meetings with the City of Dover Council, Planning Commission, Board of Adjustment, Historic District Commission, Economic Development Committee, Downtown Development District, and others as necessary; attendance at such meetings is billable time and will be submitted pursuant to Section 5 below. It is also understood that the PROFESSIONAL will carry out those functions and duties assigned to the Department by City Code or organizational structure, including planning, building and inspections, parks and recreation, and fire prevention.

The PROFESSIONAL may decline to offer services in any of these areas if, after consultation with the Acting City Manager, in its judgment, it does not have the resources or capacity to deliver a timely or appropriate product or the request is outside the expectations of the City as related to the interim appointment.

This agreement provides for a minimum level of services provided monthly which the City may reasonably expect and which it may, in its sole discretion, request. The PROFESSIONAL obligates to

PERSONNEL ACTION FORM

Action Type: Promotion

Reason for Action:

Employee Information

Employee No.: 37961

Date of Hire: 07/24/2017

First Name: David

Last Name: Hugg

Home Address:

Address (Line 2):

City:

State:

ZIP Code:

Date of Birth: 12/12/1942

Gender: Male

Ethnicity: Not Hispanic or Latino

Race: White

Current Position Information

Effective Date: 11/29/2021

Status: Regular Full-Time

Current Position: Interim City Manager

Bargaining Unit: NON-BARGAINING

Department: City Manager's Office

Select One: ○ Exempt ◉ Non- Exempt

Hourly Rate: $68.18

Yearly Salary: $141,814.40

Grade/Step: 136

Account #:

EEO Category: Officials/Administration

COLA/Longevity:

Proposed Position Information

Effective Date: 02/11/2022

Status: Regular Full-Time

Proposed Position: City Manager

Bargaining Unit: NON-BARGINING

Department: City Manager's Office

Select One: ○ Exempt ◉ Non-Exempt

Hourly Rate: $72.12

Yearly Salary: $150,009.00

Grade/Step: 136

Account #:

EEO Category: Officials/Administration

COLA/Longevity:

02/17/2022

Date Prepared by HR

COMMENTS: As approved by City Council on February 10, 2022. See Attached

DEPT HEAD:

HUMAN RESOURCES REP:

CITY MANAGER :

Approval Date:

Please complete and return to the Human Resources Department

effective 2/11/2022

$72.12/hr
$150,009.60/
annual

SPECIAL CITY COUNCIL MEETING

A Special City Council Meeting was held on February 10, 2022 at 5:28 p.m. with Council President Sudler presiding. Members present were Mr. Anderson, Mr. Boggerty, Mr. Neil, Mrs. Arndt, Mr. Rocha, and Mr. Taylor. Mayor Christiansen was also present. Mr. Hare and Dr. Pillsbury were absent.

Council staff members present were Mrs. Melson-Williams, Mr. Hugg and Ms. Bennett

ADOPTION OF AGENDA

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

Mrs. Arndt moved to recess into Executive Session pursuant to 29 Del. C. § 10004(b)(6) - Discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion may disclose the contents of such documents (§10002(1)(1) - any personnel, medical or pupil file, the disclosure of which would constitute an invasion of personal privacy, under this legislation or under any State or federal law as it relates to personal privacy) and pursuant to 29 Del. C. § 10004 (b)(9) - Personnel matters in which the names, competency and abilities of individual employees are discussed, unless the employee requests that such a meeting be open. The motion was seconded by Mr. Taylor and unanimously carried.

The Special Council Meeting recessed into Executive Session at 5:29 p.m.

The Executive Session adjourned at 6:54 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

During the Executive Session, members of Council discussed personnel matters related to the Interim City Manager and Interim City Planner positions.

Appointment of City Manager

During the Executive Session, members of Council discussed hiring Mr. Dave S. Hugg III as permanent City Manager starting at $150,000 per year.

Mr. Neil moved to appoint Mr. Hugg as the City Manager effective immediately with a salary of $150,000. The motion was seconded by Mr. Boggerty and unanimously carried.

Mr. Rocha made a motion to dissolve the City Manager Search Committee. The motion was seconded by Mr. Boggerty and unanimously carried.

Appointment of Planning and Community Development Director

During the Executive Session, members of Council discussed the position of Planning and Community Development Director with the Interim Director Dawn Melson-Williams.

Mr. Neil moved to keep Mrs. Dawn Melson-Williams as Interim Director of Planning and Community Development until the position has been filled. The motion was seconded by Mrs. Arndt and carried unanimously.

Mr. Anderson moved to temporarily upgrade Mrs. Dawn Melson-Williams salary by ten percent until the position has been filled. The motion was seconded by Mr. Rocha and carried unanimously.

Mr. Neil moved for adjournment, seconded by Mrs. Arndt and unanimously carried.

The Special Council Meeting adjourned at 7:03 p.m.

ANDRIA L. BENNETT
CITY CLERK-SELECT

All ordinances, resolutions, motions, and orders adopted by City Council during their Special Meeting of February 10, 2022 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/AB
S:\AGENDAS\MINUTES\PACKETS\Council-Minutes\2022\02-10-2022 SPECIAL COUNCIL MEETING - ES ACTION (PUBLIC) - Personnel Matters - RE.wpd

PERSONNEL ACTION FORM

Action Type: Temporary Upgrade

Reason for Action:

Employee Information

Employee No.: 37961

Date of Hire: 07/24/2017

First Name: David

Last Name: Hugg

Home Address:

Address (Line 2):

City:

State:

ZIP Code:

Date of Birth: 12/12/1942

Gender: Male

Ethnicity: Not Hispanic or Latino

Race: White

Current Position Information

Effective Date: 07/01/2021

Status: Regular Full-Time

Current Position: Planning Director

Bargaining Unit: NON-BARGAINING

Department: Planning

Select One: ○ Exempt ◉ Non- Exempt

Hourly Rate: $64.93

Yearly Salary: $135,054.40

Grade/Step: 125

Account #:

EEO Category: Administrative Support

COLA/Longevity:

Proposed Position Information

Effective Date: 11/29/2021

Status: Regular Full-Time

Proposed Position: Interim City Manager

Bargaining Unit: NON-BARGINING

Department: City Manager's Office

Select One: ○ Exempt ◉ Non-Exempt

Hourly Rate: $68.18

Yearly Salary: $141,814.40

Grade/Step: 136

Account #:

EEO Category:

COLA/Longevity:

12/03/2021

Date Prepared by HR

COMMENTS: Temporary Upgrade due to acting as Interim City Manager for the last 30 days

DEPT HEAD:

HUMAN RESOURCES REP: Hollie Faul

CITY MANAGER :

Approval Date:

Please complete and return to the Human Resources Department

Ford, Hollie

From: Hawkins, Kim
Sent: Thursday, November 30, 2017 9:05 AM
To: Ford, Hollie
Subject: FW: Address Change

Can you please process.

Thanks

From: Hugg, Dave
Sent: Thursday, November 30, 2017 8:58 AM
To: Hawkins, Kim <KHawkins@dover.de.us>
Subject: Address Change

Please change my permanent mailing address as indicated below:

FROM: [redacted]

TO: [redacted]

Thank

CITY OF DOVER
P.O. BOX 475
DOVER, DE 19903-0475

CHECK # 0255939

VENDOR# 9999999 JAMES R FRENCH

DATE	P O	DESCRIPTION	INVOICE	AMOUNT
11/27/2017		TRAVEL EXPENSE-INTERVIEW	REIMBURSEMENT	288.64

TOTAL $********288.64

DETACH AND KEEP THIS STATEMENT

E.I. NO. 51-6000092
DISBURSEMENT ACCOUNT

11/29/2017

CHECK NUMBER
0255939

62-10/311

WSFS Bank
Wilmington, Delaware

City of Dover

P.O. BOX 475 DOVER, DELAWARE 19903-0475

VOID AFTER 90 DAYS

AMOUNT
$********288.64

TWO HUNDRED EIGHTY EIGHT AND 64/100 DOLLARS **********

PAY TO 9999999
JAMES R FRENCH
3472 BOSTON TOWNSHIP LINE ROAD
RICHMOND IN 47374

CITY TREASURER

MEMORANDUM

RTO: Sharon Daniel, Accounts Payable

FROM: Hollie Ford, Human Resources Department

DATE: November 27, 2017

RE: **Reimbursement of Travel Expenses – Electric Director Candidate**

Attached please find receipts of travel expenses incurred by Electric Director candidate, James R. French.

Hotel ($125.95); rental car ($43.09) and flight ($119.60) expenses equal **$288.64**. Please charge this expense to Human Resources account number 110-3100-518.30-25.

The check is payable to:
James R. French
3472 Boston Township Line Road
Richmond IN 47374

May I request that the check be returned to my attention. Kim has spoken to and received approval from Donna to issue a reimbursement check , so that we can have the check in hand before Mr. French arrives for his interview this coming Friday.

Please let me know if you have any questions or if you need any additional information .

Thank you.
Hollie

CITY OF DOVER
APPROVED
Kim Hawkins 11/27/17
Signature Date
Human Resources Department

Hawkins, Kim

From: James French <james.french8275@gmail.com>
Sent: Monday, November 27, 2017 9:13 AM
To: Hawkins, Kim
Subject: Fwd: Travelocity travel confirmation - Nov 30 - (Itinerary # 7310047531376)

---------- Forwarded message ----------
From: **Travelocity.com** <email@e.travelocity.com>
Date: Thu, Nov 16, 2017 at 5:11 PM
Subject: Travelocity travel confirmation - Nov 30 - (Itinerary # 7310047531376)
To: james.french8275@gmail.com

travelocity

Thanks!

Your reservation is booked and confirmed. There is no need to call us to reconfirm this reservation.

Flight to Philadelphia

Nov 30, 2017 - Dec 1, 2017

Because you booked a flight, you qualify for up to 54% off Philadelphia hotels.
Expires Sun, November 26

See hotels

See live updates to your itinerary, anywhere and anytime.

1

See your itinerary

Or get the free app:

Download on the App Store

GET IT ON Google Play

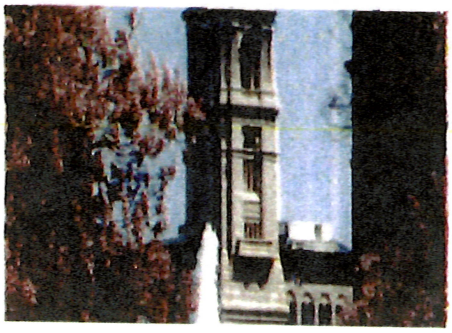
Before you go

- **E-ticket:** This email can be used as an E-ticket.
- Remember to bring your itinerary and government-issued pho and security.
- **Fare restrictions apply to this trip.**

Please review the rules and restrictions for each fare in the A section below.

- United Basic Economy

Flight overview



Departure Thu, Nov 30

United 3621 operated by /REPUBLIC AIRLINES DBA UNITED EXPRESS

Indianapolis (IND)
9:36am

→ **Chicago (ORD)**
9:48am
Terminal: 2

Fare type: Basic Economy
Cabin: Economy / Coach (N)
Included

- Bonus Miles

Fee applies

- Checked Bags

Not included

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag
- Premium Seat

1h 12m duration

1h 6m stop Chicago (ORD)

United 248

Chicago (ORD)
10:54am
Terminal: 1

→ **Philadelphia (PHL)**
1:54pm
Terminal: D

Fare type: Basic Economy
Cabin: Economy / Coach (N)
Included

- Bonus Miles

Fee applies

- Checked Bags

Not included

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag
- Premium Seat

2h duration

Total Duration

4h 18m

Return Fri, Dec 1

United 6319 operated by /MESA AIRLINES DBA UNITED EXPF

Philadelphia (PHL)
8:00pm
Terminal: D

→ **Washingt**
9:02pm

Fare type: Basic Economy
Cabin: Economy / Coach (N)
Included

1h 3m stop Washington (IAD)

United 3855 operated by /AIR WISCONSIN DBA UNITED EXPRESS

Washington (IAD)
10:05pm

→ **Indianapolis (IND)**
11:56pm

Fare type: Basic Economy
Cabin: Economy / Coach (N)
Included

- Bonus Miles

Fee applies

- Checked Bags

Not included

- Cancellation
- Seat Choice
- Changes
- Priority Boarding
- Carry On Bag
- Premium Seat

1h 51m duration

Total Duration

3h 56m

Traveler(s)

James R French
No frequent flyer details provided

Frequent flyer and special assistance requests should be confirmed directly with the airline.

Price summary

Traveler 1 Adult $119.60 Flight $68.84 Taxes & Fees $50.76

Total $119.60

All prices are quoted in USD

Additional information

United Basic Economy Fare Rules
Restrictions include:

- No seat selection — seat is assigned prior to boarding [1]
- Carry-on bags are limited to one personal item that fits under the seat in front of you. Full size carry-on bags are not permitted [2]
- The applicable checked bag fee plus a gate handling service charge will apply to any carry-on bags that must be checked at the gate
- Voluntary ticket changes or refunds are not permitted except as stated in the United 24-hour flexible booking policy [3]
- MileagePlus program members will earn redeemable award miles; however they will not earn Premier qualifying credit (miles, segments, or dollars), lifetime miles, or contribution to four segment minimum
- Customers will not be eligible for Economy Plus® seating, paid upgrades or complimentary upgrades [4]
- Customers will board in the last boarding group [2]

1 Passengers acknowledge at the point of a multi-seat purchase that seating together is not guaranteed. Customers with disabilities, unaccompanied minors, customers with cabin-seat baggage and customers with other special service requests should call United Reservations for seat assignment.
2 Does not apply if the customer is a MileagePlus® Premier® member, primary cardmember of a qualifying MileagePlus credit card, or Star Alliance™ Gold member
3 Restriction applies to all customers, including Premier members
4 Restriction applies to all customers, including Premier members and those with Economy Plus subscriptions

Hawkins, Kim

From: James French <james.french8275@gmail.com>
Sent: Monday, November 27, 2017 9:12 AM
To: Hawkins, Kim
Subject: Fwd: Travelocity travel confirmation - Nov 30 -

---------- Forwarded message ----------
From: **Travelocity.com** <email@e.travelocity.com>
Date: Thu, Nov 16, 2017 at 5:30 PM
Subject: Travelocity travel confirmation - Nov 30 - (Itinerary # 73100507
To: james.french8275@gmail.com

travelocity

Thanks!

Your reservation is booked and confirmed. No neec
this reservation.

Car rental in Philadelphia

Nov 30, 2017 - Dec 1, 2017

dollar.
Fullsize - 2 or 4-Door Car
Philadelphia (Philadelphia Intl.)
Map and directions

Reservation dates
Nov 30, 2017 - Dec 1, 2017

Itinerary #	Confirmation
7310050745243	H48730455A5

Pick-up and Drop-off

Pick-up
Nov 30, 2:00pm
Philadelphia (Philadelphia Intl.)

When you arrive
After hours arrivals/returns: airports open 24 hrs except for inclement weather. reservations are accepted any time and vehicles may be returned at any time 24hrs a day. Vehicle hold policy: reservations will be honored for 2 hours after the original scheduled pick up time (6 hrs for corporate locations)
Pick-up information: rental car shuttle pick up is at zone 2 outside the double doors in the baggage claim area.

Drop-off
Dec 1, 6:00pm
Philadelphia (Philadelphia Intl.)

Your rental car

Car type
Fullsize 2 or 4-Door Car
Nissan Altima or similar

Read our Fuel Policy.

Car amenities
Air conditioning

Automatic transmission

Reserved for
JAMES FRENCH

Price Summary

Paid: $43.09

Unless otherwise specified, rates are quoted in USD. The total price includes all mandatory taxes and fees.

Mileage: Unlimited mileage

Late fees

The following fees may be charged at the time of rental for additional services.

Extra day: $28.99
Extra hour: $3.23

Damage protection

You have not purchased any insurance or damage protection plan.

Rules and restrictions

The following rules and restrictions are provided by the car rental company.

The driver must present a valid driver's license and credit card in their name upon pick-up. The credit card is required as a deposit when renting any vehicle. The deposit amount is held by the car rental company. Please ensure sufficient funds are available on the card

International rentals may have different driver license requirements. An international driving license is required if the drivers' license is non-roman alphabet.

Additional charges or restrictions may apply for drivers under 25 or over 70

Hawkins, Kim

From: James French <james.french8275@gmail.com>
Sent: Monday, November 27, 2017 9:10 AM
To: Hawkins, Kim
Subject: Fwd: Your Nov 30, 2017 Confirmation #54896785

I will be forwarding all the confirmation I have this morning. See you soon.

Jim

---------- Forwarded message ----------
From: **Home2 Suites by Hilton Confirmed** <home2suitesbyhilton@res.hilton.com>
Date: Mon, Nov 20, 2017 at 8:22 PM
Subject: Your Nov 30, 2017 Confirmation #54896785
To: "james.french8275@gmail.com" <james.french8275@gmail.com>

HI JAMES R. FRENCH | POINTS : 195,678 | TIER : GOLD

HOME2

Home2 Suites by Hilton Dover, DE
222 S. Dupont Highway, Dover, [illegible]
T: [illegible]

Nov. 30, 2017 - Dec. 01, 2017
Confirmation Number: 54896785

UPDATE

James R. French,
see you on Nov 30, 2017

EXPLORE
Neighborhood

FIND US
Maps & Directions

FOR YOUR
Convenience

James R. French,

we'll see you on Nov 30, 2017

EXPLORE
Neighborhood

Your Room Information:

1 KING STUDIO SUITE NOSMOK

Rooms:	1
Guests:	1 Adult
Check In:	Nov 30 3:00 PM
Check Out:	Dec 01 12:00 PM

Free Cancellation: If your plans change, let us know by Nov 28 to avoid being charged for the first night.*

Your Plan Information:

HONORS DISCOUNT

Rate per night :	116.62	USD
Total for Stay per Room		
Rate:	116.62	USD
Taxes:	9.33	USD
Total:	125.95	USD
Total for Stay :	125.95	USD

As a Hilton Honors member you'll enjoy:

Complimentary
INTERNET
ACCESS

Complimentary
INTERNET
ACCESS

Rate Rules and Cancellation Policy:

- Your reservation is guaranteed for late arrival.
- If your plans change please let us know – it's free to cancel or update your reservation by 11:59 PM local hotel time on Nov 28, 2017.

Comments & Requests:

GPM U:391660746

Additional Information:

Tax:
- 8.00% per room per night

Self parking: 0.00/night

Please do not reply to this email, as mail sent to this address cannot be answered.
You received this email because you indicated interest in receiving information from Hilton Honors

*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.
** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival™ items are subject to availability.
† Visit Hilton.com/guarantee to learn more about our Best Price Guarantee

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. Click here if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date. Please click here to see all rules and restrictions.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-4HONORS (446-6677), or click here.

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Hilton Reservations and Customer Care | 2050 Chenault Drive | Carrollton, Texas 75006, USA

Email not looking great? View online

--
James French
3472 Boston Township Line Rd
Richmond, IN 47374

765-967-0169

AN AGREEMENT
FOR PROVISION OF PROFESSIONAL SERVICES

THIS AGREEMENT is made as of the 31st day of March in the year 2017, between the City of Dover, a Delaware Municipal Corporation, whose address is 15 East Loockerman Street. P.O. Box 475, Dover, Delaware 19903-0475 (hereinafter referred to as the CITY) and David S. Hugg III, dba as Hugg Consulting LLC, whose address is 125 W. South Street, Smyrna, Delaware 19977 (hereinafter referred to as the PROFESSIONAL).

NOW, THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement, and for other good and valuable considerations, the parties agree as follows:

Section 1. Services

The PROFESSIONAL will provide up to 780 hours of consulting services over a period of 26 weeks, beginning on April 1, 2017 and ending on or before September 30, 2017. The number of hours or ending date may be modified on the agreement of both parties, increasing the number of hours or extending the ending date. During term of this agreement, the PROFESSIONAL shall perform the following services: consulting services for the Department of Planning & Community Development, to include but not limited to the following:

- Local comprehensive planning and development management
- Coordination and consensus building
- Economic development planning and implementation
- Recruitment, retention, promotion and marketing
- Main street and downtown business assistance
- Policy analysis, assessment and development
- Legislation development, assessment, coordination and representation
- Enterprise program planning and management
- General government operations
- Grants analysis, development, application and management

It is understood that the PROFESSIONAL will be expected to attend regular and special meetings with the City of Dover Council, Planning Commission, Board of Adjustment, Historic District Commission, Economic Development Committee, Downtown Development District, and others as necessary; attendance at such meetings is billable time and will be submitted pursuant to Section 5 below. It is also understood that the PROFESSIONAL will carry out those functions and duties assigned to the Department by City Code or organizational structure, including planning, building and inspections, parks and recreation, and fire prevention.

The PROFESSIONAL may decline to offer services in any of these areas if, after consultation with the Acting City Manager, in its judgment, it does not have the resources or capacity to deliver a timely or appropriate product or the request is outside the expectations of the City as related to the Interim appointment.

This agreement provides for a minimum level of services provided monthly which the City may reasonably expect and which it may, in its sole discretion, request. The PROFESSIONAL obligates to

ensure that resources to meet such requirements will be made available monthly, unless both parties agree otherwise. This agreement recognizes that the PROFESSIONAL will have limited availability during the month of April, 2017, due to prior commitments.

Section 2. Indemnification

The PROFESSIONAL agrees to indemnify the CITY from any claims, damages and costs arising out of claims by third parties for property and bodily injury, including but not limited to, death, caused solely by the negligence or willful misconduct of the PROFESSIONAL.

Section 3. Codes, Laws and Regulations

The PROFESSIONAL will comply with all applicable codes, laws, regulations, standards and ordinances in force during the term of this Agreement.

Section 4. Permits, Licenses and Fees.

The PROFESSIONAL will obtain and pay for all permits and licenses required by law that are associated with PROFESSIONAL's performance under this Agreement.

Section 5. Payment

The CITY will compensate the PROFESSIONAL at the rate of seventy-five dollars ($75.00) per hour for the services provided, for mileage at the CITY's current rate for travel on behalf of the CITY, and for other reasonable expenses as approved by the Acting City Manager. The PROFESSIONAL will submit monthly billings on or about the last business day of each month to the Controller/Treasurer. The CITY shall pay the PROFESSIONAL in a timely manner, but not more than 5 working days of receipt of the monthly billing.

Section 6. Ownership of materials and documents

All data, specifications, calculations, estimates, plans, drawings, construction documents, photographs, summaries, reports, memoranda, and other documents, instruments, information and material prepared or accumulated by the PROFESSIONAL in rendering services hereunder shall be the sole property of the CITY. All original documents shall be permanently kept on file at the office of the CITY.

Section 7. Confidentiality

The PROFESSIONAL understands that it may be privy to private information as a condition of this Agreement. As a contractor of the CITY, it is required to protect against unauthorized access to such information, ensure the security and privacy such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information. The PROFESSIONAL shall not release this information to the public, including but not limited to those who have not been authorized or who do not have a legitimate business or need to know.

Section 8. Independent Contractor

The PROFESSIONAL is an independent contractor and as such will be responsible for paying its own Federal income tax and self-employment tax and any other taxes applicable to the compensation paid under this Agreement. The PROFESSIONAL is not a covered employee of the CITY and not entitled to any compensation for over-time or and other benefits provided to a covered employee.

Section 9. Assignment

Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract or otherwise, without the written consent of the other party.

Section 10. No Third-Party Beneficiaries

This Agreement gives no rights or benefits to anyone other than the PROFESSIONAL and the CITY.

Section 11. Jurisdiction

The laws of the State of Delaware shall govern the validity of this agreement, its interpretation and performance, and any claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Kent County, Delaware.

Section 12. Term and Termination

All services to be rendered by the PROFESSIONAL shall be completed on or before September 30, 2017. The term of this Agreement shall be for an initial term of six months (26 weeks) with the option to be extended for up to an additional six months, at the mutual consent of the parties. All or part of this Agreement may be terminated by the CITY for its convenience on fifteen days (15) written notice to the PROFESSIONAL. In such event, the PROFESSIONAL will be entitled to compensation for services competently performed up to the date of termination.

Section 13. Notice

Any notices to either party shall be in writing and delivered by first class mail to the designated recipient below:

Donna S. Mitchell
Acting City Manager
15 East Loockerman Street
P.O. Box 475
Dover, DE 19903-0475

David S. Hugg III
Hugg Consulting LLC
125 W. South Street
Smyrna, DE 19977

Section 14. Miscellaneous terms

- This agreement shall only be amended in writing and signed by both parties
- If any provision shall be deemed to conflict with any rule, regulation or law, then that part shall be severable and the remainder shall remain in full force and effect. The conflicting provision shall be modified to conform as necessary.
- Both parties agree to assist one another in the furtherance of this agreement.

IN WITNESS, WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature.

PROFESSIONAL
Hugg Consulting LLC

By: [signature]
Title: Principal
Date: 3/31/17

City of Dover

By: [signature]
Title: Acting City Manager
Attest: Yvonne Martine
Date: March 31, 2017

City of Dover, PO Box 475, Dover DE 19903-0475

Advice Amount	$4,491.30

Emp No	Employee Name	SSN	Dept.	Advice Date	Period Ending	Type	Advice No.
37961	DAVID HUGG		10000060	12/27/2024	12/21/2024	BIWEEKLY	21354

Earnings	Rate	Days/Hrs	Current	YTD
REG EX	79 5704	40 00	3182 82	127565 16
REG EX	79 5704	22 00	1750 55	
VACATI	79 5704	16 00	1273 13	15881.50
SICK	79 5704	2.00	159 14	10238 57
HOL				7467 37
BEWELL				1248 64

Deductions	Current	YTD	Empl'r	Empr YTD
SOC SEC	394.67	10056 49	394 67	10056 49
MEDICARE	92 30	2351 88	92 30	2351 88
FEDERAL TAX	972 83	24566 29		
STATE TAX	414 54	10559 86		
GF OPEB			63 66	1622 08
AD&D		57 24		57 24
UNUM LID		343 80		343 80
LTD				517 20
STD DIS MAX		120 00		120 00
WC 9530			20 62	525 46

DEPOSITS:
DIR DEP NET 4491 30 114145 68
DEL-ONE FEDERAL CREDIT UNION

Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used
VACATION	77 5000	14 0000	16.000	75.500	144 00	174 00
SICK	139.0000	8.0000	2 000	145 000	96.00	122 00
COMP TIME						

Withholding Allowances

	Filing Status	Exemptions	Extra Amount
Federal	M	0	200.00
State	M	0	50.00

Advice Totals

Type	Current	YTD
Taxable Pay	6,365 64	162,201 24
Gross Pay	6,365.64	162,201 24
Deductions	1,874 34	48,055 56
Net Pay	4,491 30	114,145 68

City of Dover
PO Box 475
Dover DE 19903-0475

Advice Date	Advice Number
12/27/2024	21354

DAVID S HUGG
[redacted]

DIRECT DEPOSIT
NON-NEGOTIABLE

ACKNOWLEDGMENT STATEMENT

City of Dover - Acceptable Use Policy

City Employee

This is to certify that I have read and agree to abide by the guidelines set forth within the City of Dover Acceptable Use Policy. As an employee of the City of Dover, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the City's communications and computer systems. If I have any questions about the policy, I understand that I need to ask my supervisor or IT for clarification.

If I refuse to sign this acknowledgement form, my supervisor will be asked to sign this form indicating that I have been given time to read and have questions answered about this policy. The supervisor will read this statement to me prior to signing the document and advise me that by not signing this document my rights to use the City's Communications and Computer Systems may be denied and may affect my ability to meet my job requirements.

Printed Name: DAVID S. HUGG III

Signature: [signature]

Department: PLANNING & INSPECTIONS

Date: 6/16/2021

Supervisor Signature (*as required)

Comments:

Your Elections Have Been Recorded

Confirmation #A-2088319-26-1103101714

Flexible Spending Accounts

Category	Participate	Per Pay Period Contribution	Annual Contribution
Health Care Reimbursement Account	Yes	[redacted]	
Dependent Care Assistance Account	No	-	-

Reimbursements for Claims

You have elected to receive reimbursements by Direct Deposit
Bank: [redacted]
Acct: [redacted] (Checking)
You have elected to receive a debit card.

You have selected texting for notification.

Cell Phone Number: [redacted]

You have selected email for notification.

Email Address: dshugg3@gmail.com

That's it! Your elections have been recorded. The confirmation number at the top is your indication that your enrollment elections have been received by ASIFlex. It is unnecessary to call to ask if we received it. We only issue confirmation numbers like the one at the top of your screen for the enrollment elections that we successfully receive.

PLEASE PRINT THIS PAGE FOR YOUR RECORDS!

For the protection of your privacy, we've made it impossible to retrieve your enrollment elections once you leave this screen. Print this screen so that you have a record of your enrollment elections!

PRINT this page

2025 Application Software by [illegible] 650 2035 [illegible] 7:[illegible]7pm (CT) Sat 8am-1pm (CT)

Dave Hugg

Historical Adjustment Form

PAYROLL PERIOD ENDING _____

NAME	EMPLOYEE #	DEPARTMENT
David Hugg	37961	City Manager

ADJUSTMENTGROSS/PAYACCURAL

DATE	TRANSFER CODE	START TIME	STOP TIME	PAY CODE

Explanation: 1/24/25 underpaid $44.77/see attached Form

ADJUSTMENT TO DEDUCTIONS/BENEFITS (FOR Payroll Office USE ONLY)

DATE	DED. CODE	HOURS	AMOUNT	BEN CODE

Explanation:

Employee — Date 2/21/25

Department Supervisor — Date 21 February 2025

Human Resources — Date 2/21/2025

Payroll Specialist — Date

City of Dover, PO Box 475, Dover DE 19903-0475

Advice Amount	$4,441.69

Emp No	Employee Name	SSN	Dept.	Advice Date	Period Ending	Type	Advice No.
37961	DAVID HUGG	[redacted]	10000060	01/10/2025	01/04/2025	BIWEEKLY	21770

Earnings	Rate	Days/Hrs.	Current	YTD
REG EX	79.5704	28.00	2227.97	4137.66
REG EX	79.5704	24.00	1909.69	
VACATN	79.5704	4.00	318.28	318.28
HOL	79.5704	16.00	1273.12	1273.12
BEWELL	79.5704	8.00	636.56	636.56

Deductions	Current	YTD	Empl r	Empr YTD
SOC SEC	392.50	392.50	392.50	392.50
MEDICARE	91.79	91.79	91.79	91.79
MED SPEND	35.00	35.00		
FEDERAL TAX	947.66	947.66		
STATE TAX	412.22	412.22		
GF OPEB			63.86	63.86
AD&D	4.97	4.97	4.97	4.97
UNUM LID	29.79	29.79	29.79	29.79
LTD			44.82	44.82
STD DIS MAX	10.00	10.00	10.00	10.00
WC 9630			20.62	20.62
DEPOSITS				
DIR DEP NET	4441.69	4441.69		
DEL-ONE FEDERAL CREDIT UNION				

Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used
VACATION	75.5000		4.000	71.500	144.00	178.00
SICK	145.0000			145.000	96.00	122.00
COMP TIME						

Withholding Allowances	Filing Status	Exemptions	Extra Amount
Federal	M	0	200.00
State	M	0	50.00

Advice Totals	Current	YTD
Taxable Pay	6,330.62	6,330.62
Gross Pay	6,365.62	6,365.62
Deductions	1,923.93	1,923.93
Net Pay	4,441.69	4,441.69

City of Dover
PO Box 475
Dover, DE 19903-0475

Advice Date	Advice Number
01/10/2025	21770

DAVID S HUGG
[redacted]

DIRECT DEPOSIT
NON-NEGOTIABLE

City of Dover, PO Box 475, Dover DE 19903-0475

Emp No	Employee Name	SSN	Dept	Advice Date	Period Ending	Type	Advice No.	Advice Amount
37961	DAVID HUGG	[redacted]	10000060	01/24/2025	01/18/2025	BIWEEKLY	22178	$4,486.46

Earnings	Rate	Days/Hrs.	Current	YTD
REG EX	79.5704	16.00	1273.13	7002.20
REG EX	79.5704	20.00	1591.41	
VACATI				318.28
SICK	79.5704	28.00	2227.97	2227.97
HOL				1273.12
BEWELL	79.5704	16.00	1273.13	1909.69

Deductions	Current	YTD	Emplr	Empr YTD
SOC SEC	392.50	785.00	392.50	785.00
MEDICARE	91.79	183.58	91.79	183.58
MED SPEND	35.00	70.00		
FEDERAL TAX	947.66	1895.32		
STATE TAX	412.23	824.45		
GF OPEB			63.66	127.32
AD&D		4.97		4.97
UNUM LID		29.79		29.79
LTD				44.82
STD DIS MAX		10.00		10.00
WC 9530			20.62	41.24
DEPOSITS.				
DIR DEP NET	4486.46	8928.15		
DEL-ONE FEDERAL CREDIT UNION				

Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used
VACATION	71.5000	14.0000		85.500	14.00	
SICK	145.0000	8.0000	28.000	125.000	8.00	28.00
COMP TIME						

Withholding Allowances	Filing Status	Exemptions	Extra Amount
Federal	M	0	200.00
State	M	0	50.00

Advice Totals	Current	YTD
Taxable Pay	6,330.64	12,661.26
Gross Pay	6,365.64	12,731.26
Deductions	1,879.18	3,803.11
Net Pay	4,486.46	8,928.15

City of Dover
PO Box 475
Dover, DE 19903-0475

Advice Date	Advice Number
01/24/2025	22178

DAVID S HUGG
[redacted]

DIRECT DEPOSIT
NON-NEGOTIABLE

Historical Adjustment Form

PAYROLL PERIOD ENDING _____

NAME	EMPLOYEE #	DEPARTMENT
David Hugg	37961	City Manager

ADJUSTMENTGROSS/PAYACCURAL

DATE	TRANSFER CODE	START TIME	STOP TIME	PAY CODE

Explanation: 1/24/25 Underpaid $44.77/see attached Form

ADJUSTMENT TO DEDUCTIONS/BENEFITS (FOR Payroll Office USE ONLY)

DATE	DED. CODE	HOURS	AMOUNT	BEN CODE

Explanation:

Employee _____ Date 2/21/25

Department Supervisor _____ Date 21 February 2025

Human Resources _____ Date 2/21/2025

Payroll Specialist _____ Date _____

City of Dover Payroll Office: payroll@dover.de.us (302) 736-7019

City of Dover, PO Box 475, Dover DE 19903-0475

Emp No	Employee Name	SSN	Dept	Advice Date	Period Ending	Type	Advice No.
37961	DAVID HUGG		10000060	12/27/2024	12/21/2024	BIWEEKLY	21354

Advice Amount $4,491.30

Earnings	Rate	Days/Hrs	Current	YTD
REG EX	79.5704	40.00	3182.82	127565.16
REG EX	79.5704	22.00	1750.55	
VACATI	79.5704	16.00	1273.13	15681.50
SICK	79.5704	2.00	159.14	10238.57
HOL				7467.37
BEWELL				1248.64

Deductions	Current	YTD	Emplr	Empr YTD
SOC SEC	394.67	10056.49	394.67	10056.49
MEDICARE	92.30	2351.88	92.30	2351.88
FEDERAL TAX	972.83	24566.29		
STATE TAX	414.54	10559.86		
GF OPEB			63.66	1622.08
AD&D		57.24		57.24
UNUM LID		343.80		343.80
LTD				517.20
STD DIS MAX		120.00		120.00
WC 9530			20.62	525.46
DEPOSITS				
DIR DEP NET	4491.30	114145.68		
DEL-ONE FEDERAL CREDIT UNION				

Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used
VACATION	77.5000	14.0000	16.000	75.500	144.00	174.00
SICK	139.0000	8.0000	2.000	145.000	96.00	122.00
COMP TIME						

Withholding Allowances

	Filing Status	Exemptions	Extra Amount
Federal	M	0	200.00
State	M	0	50.00

Advice Totals

Type	Current	YTD
Taxable Pay	6,365.64	162,201.24
Gross Pay	6,365.64	162,201.24
Deductions	1,874.34	48,055.56
Net Pay	4,491.30	114,145.68

City of Dover
PO Box 475
Dover, DE 19903-0475

Advice Date: 12/27/2024
Advice Number: 21354

DAVID S HUGG
[redacted]

DIRECT DEPOSIT
NON-NEGOTIABLE

City of Dover, PO Box 475, Dover DE 19903-0475

Advice Amount	$4,441.69

Emp No	Employee Name	SSN	Dept	Advice Date	Period Ending	Type	Advice No.
37961	DAVID HUGG	[redacted]	10000060	01/10/2025	01/04/2025	BIWEEKLY	21770

Earnings	Rate	Days/Hrs.	Current	YTD
REG EX	79.5704	28.00	2227.97	4137.66
REG EX	79.5704	24.00	1909.69	
VACATI	79.5704	4.00	318.28	318.28
HOL	79.5704	16.00	1273.12	1273.12
BEWELL	79.5704	8.00	636.56	636.56

Deductions	Current	YTD	Empl r	Empr YTD
SOC SEC	392.50	392.50	392.50	392.50
MEDICARE	91.79	91.79	91.79	91.79
MED SPEND	35.00	35.00		
FEDERAL TAX	947.66	947.66		
STATE TAX	412.22	412.22		
GF OPEB			63.66	63.66
AD&D	4.97	4.97	4.97	4.97
UNUM LID	29.79	29.79	29.79	29.79
LTD			44.82	44.82
STD DIS MAX	10.00	10.00	10.00	10.00
WC 9530			20.62	20.62
DEPOSITS				
DIR DEP NET	4441.69	4441.69		
DEL-ONE FEDERAL CREDIT UNION				

Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used
VACATION	75.5000		4.000	71.500	144.00	178.00
SICK	145.0000			145.000	96.00	122.00
COMP TIME						

Withholding Allowances	Filing Status	Exemptions	Extra Amount
Federal	M	0	200.00
State	M	0	50.00

Advice Totals	Current	YTD
Taxable Pay	6,330.62	6,330.62
Gross Pay	6,365.62	6,365.62
Deductions	1,923.93	1,923.93
Net Pay	4,441.69	4,441.69

City of Dover
PO Box 475
Dover, DE 19903-0475

Advice Date	Advice Number
01/10/2025	21770

DAVID S HUGG
[redacted]

DIRECT DEPOSIT
NON-NEGOTIABLE

City of Dover, PO Box 475, Dover DE 19903-0475

Advice Amount	$4,486.46

Emp No	Employee Name	SSN	Dept.	Advice Date	Period Ending	Type	Advice No.
37961	DAVID HUGG	[redacted]	10000060	01/24/2025	01/18/2025	BIWEEKLY	22178

Earnings	Rate	Days/Hrs.	Current	YTD
REG EX	79.5704	16.00	1273.13	7002.20
REG EX	79.5704	20.00	1591.41	
VACATI				318.28
SICK	79.5704	28.00	2227.97	2227.97
HOL				1273.12
BEWELL	79.5704	16.00	1273.13	1909.69

Deductions	Current	YTD	Emplr	Empr YTD
SOC SEC	392.50	785.00	392.50	785.00
MEDICARE	91.79	183.58	91.79	183.58
MED SPEND	35.00	70.00		
FEDERAL TAX	947.66	1895.32		
STATE TAX	412.23	824.45		
GF OPEB			63.66	127.32
AD&D		4.97		4.97
UNUM LID		29.79		29.79
LTD				44.82
STD DIS MAX		10.00		10.00
WC 9530			20.62	41.24
DEPOSITS				
DIR DEP NET	4486.46	8928.15		
DEL-ONE FEDERAL CREDIT UNION				

Leave	Beginning	Earned	Used	Balance	YTD Earned	YTD Used
VACATION	71.5000	14.0000		85.500	14.00	
SICK	145.0000	8.0000	28.000	125.000	8.00	28.00
COMP TIME						

Withholding Allowances	Filing Status	Exemptions	Extra Amount
Federal	M	0	200.00
State	M	0	50.00

Advice Totals	Current	YTD
Taxable Pay	6,330.64	12,661.26
Gross Pay	6,365.64	12,731.26
Deductions	1,879.18	3,803.11
Net Pay	4,486.46	8,928.15

City of Dover
PO Box 475
Dover, DE 19903-0475

Advice Date	Advice Number
01/24/2025	22178

DAVID S HUGG
[redacted]

DIRECT DEPOSIT
NON-NEGOTIABLE

Flexible Spending Account Agreement Form

Print clearly and return this completed Agreement to Human Resources/Benefits Dept.

Employer Name

CITY OF DOVER, DE

Name (Last, First, MI)	Social Security Number or ID Number
HUEG DAVID S. III	[redacted]

Street Address	City	State	ZIP Code
[redacted]			

Effective Date of Election	Type of Election	Date of Birth-MM/DD/YY
1/1/2025	☒ Open Enrollment Election ☐ New Hire Election ☐ Decline	12/12/42

Health Care Flexible Spending Account (FSA) Election – Medical, dental, vision, hearing care expenses

Qualified expenses include medical, dental, vision, and hearing expenses for you & your tax dependents that are not reimbursed under any other source.

Plan Year Salary Reduction Amount	Per Pay Period	Plan Year Election
Check your plan for the maximum [redacted]	$ [redacted]	$

Dependent Care Flexible Spending Account (DCFSA) Election - Child/elder daycare expenses

Qualified expenses are those incurred primarily for the protection and well-being of a child or elder dependent while you work. **DO NOT include medical expenses for your dependents in the DCFSA election. Include these expenses in your election for the Health Care FSA program below.**

Plan Year Salary Reduction Amount	Per Pay Period	Plan Year Election
Maximum $5,000, or $2,500 if married and filing separate income tax returns N/A	$ N/A	$

Claim reimbursement is sent directly to a bank account of your choice, and you will be notified by email/text alert each time reimbursement is issued.

Note: If you have previously signed up for this option and do not wish to change the information ASIFlex has on file from a previous year, there is no need to complete the following section.

☒ Please use account information below to set up direct deposit to my bank account and send email/text alerts of my account activity. Attach a voided check or copy of a check to this form. Note: Standard text message charges may apply from your wireless provider.

Name of Financial Institution/Bank D[redacted]OWE FCU Bank Routing Number (9-digit) [redacted]

Account number [redacted] Type of Account: ☒ Checking ☐ Savings

Email: dshug93@gmail.com Cell Phone: [redacted] Ile Carrier: _____

☐ Mail a check to my home address. ASIFlex and your employer are not responsible for lost or delayed mail.

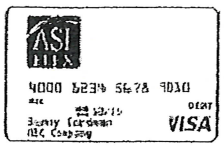
I understand:

- I have elected to have pretax deductions from my pay based on the number of pay periods as set up by my employer during the plan year, and that this election will continue until this Agreement is amended or terminated as allowed under the Plan.
- Pretax deductions reduce my compensation for tax purposes which reduces my Social Security benefits.
- I cannot change or terminate my election unless I experience a qualified change in status as allowed under the Plan.
- My employer may change my election if necessary in order to satisfy certain provisions of the Internal Revenue Code.
- My election and this Agreement will cease upon termination of employment.
- Complete claims with correct supporting documentation must be submitted timely as described in the Plan in order to be considered for reimbursement.
- Expenses for which I claim a tax deduction under my income tax return cannot also be reimbursed under this Plan.
- Unused funds are forfeited at the end of the Plan Year as defined in the Plan.
- The Dependent Care FSA and Health Care FSA benefits, and my rights and obligations under this plan, as specified in my employer's Plan materials.
- This Agreement cancels any prior election agreement I have made under the Plan and cannot be changed except as stated in my employer's Plan.

Employee Signature [signature] Date 11/18/24

Questions? Visit ASIFlex at www.asiflex.com, Email asi@asiflex.com, Call 1-800-659-3035

Rev. 082017



ASIFlex Card Order Form

Complete all fields and print clearly.

Indicate the Type of Card Order*	☒ First-time new card order (1 set - 2 cards) ☐ Additional card set(s) for dependents (2 cards per set)–number of additional sets needed___ ☐ Replacement of lost/stolen card(s) ☐ Card is worn out; need a new card *Note: New cards are issued with a 5-year expiration date. If you exhaust all funds in one year, do not destroy your card. Keep the card for use in future years as new plan year elections will be automatically loaded to the card. The fee for replacement or additional card sets is $5 and will be deducted from your account balance.*
My Employer*	CITY OF DOVER, DE
My Name*	DAVID S. HUGG III
Social Security Number*	[redacted] **Date of Birth* MM/DD/YEAR** 12/12/62
Mailing Address*	[redacted]
City*	[redacted] **State*** [redacted] **Zip Code*** [redacted]
Email Address*	dshugg@gmail.com
Cellular Telephone Number	[redacted] *Note: Standard text/message charges may apply from your wireless provider.* **Cell Carrier** VERIZON

Required Fields. Form will not be processed without this information.

I understand:

- The card is optional and I can choose at each point-of-sale if I want to use the card, or file a traditional claim.
- I may be required to provide supporting documentation to substantiate certain card transactions. ASIFlex will notify me if documentation is required.
- I must read my messages posted to my secure message center at www.asiflex.com to understand the documentation that may be required.
- I must submit correct and appropriate documentation upon request.
- It is my responsibility to request appropriate documentation from health care providers in order to substantiate card transactions.
- If I do not supply the requested documentation in the timeframe requested, my card will be temporarily deactivated as required by IRS regulations.
- I will receive two debit cards, both in my name. The cards will be mailed to my home address approximately two to three weeks from the date my application is processed.
- I must activate my card(s) by calling the toll-free number as provided, and I can select a PIN if I wish.
- I can sign for credit transactions or I can supply my PIN for debit transactions.
- Each employer plan is different. There may be an annual fee for the card so I must review my employer plan materials. Fees for additional or replacement card sets are $5 and will be deducted from my flexible spending account balance.
- Additional information regarding card usage can be found online at www.asiflex.com/debitcards.

I hereby state that the above information is accurate, to the best of my knowledge. Additionally, I certify that the card will only be used to pay for eligible health care expenses as defined in the plan and IRC §213(d). I will not seek reimbursement from any other source for the expenses paid for with the card. I also acknowledge that if I do not provide requested documentation in a timely fashion, my card will be deactivated, in accordance with IRS regulations.

Participant Signature: _____ Date: 11/19/24

FAX OR MAIL TO:
ASIFlex
1-877-879-9038
PO Box 6044 | Columbia | MO 65205-6044

Rev. 20150119

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2022

Step 1: Enter Personal Information

(a) First name and middle initial: DAVID S.
Last name: HUGG
(b) Social security number: [redacted]

Address: [redacted]
City or town, state, and ZIP code: [redacted]

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c) ☐ Single or Married filing separately
☒ Married filing jointly or Qualifying widow(er)
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at *www.irs.gov/W4App*, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . ▶ ☐

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ 0

Multiply the number of other dependents by $500 . . . . ▶ $ 0

Add the amounts above and enter the total here . . . . . 3 $ 0

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $ 0

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) $ 0

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . 4(c) $ 200.00

(TWO HUNDRED)

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

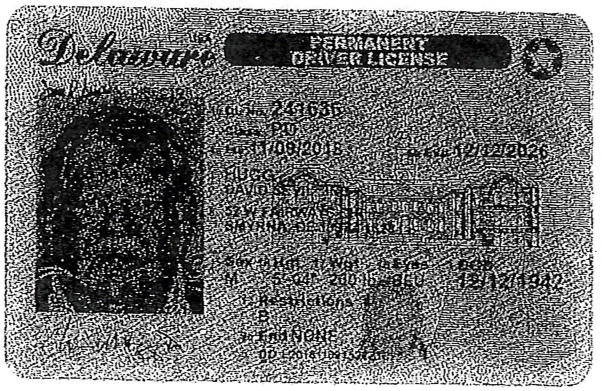
▶ [signature] **Employee's signature** (This form is not valid unless you sign it.) ▶ 8/12/22 **Date**

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2022)

Scanned


Delaware
PERMANENT
DRIVER LICENSE

ACKNOWLEDGMENT STATEMENT

City of Dover - Acceptable Use Policy

City Employee

This is to certify that I have read and agree to abide by the guidelines set forth within the City of Dover Acceptable Use Policy. As an employee of the City of Dover, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the City's communications and computer systems. If I have any questions about the policy, I understand that I need to ask my supervisor or IT for clarification.

If I refuse to sign this acknowledgement form, my supervisor will be asked to sign this form indicating that I have been given time to read and have questions answered about this policy. The supervisor will read this statement to me prior to signing the document and advise me that by not signing this document my rights to use the City's Communications and Computer Systems may be denied and may affect my ability to meet my job requirements.

Printed Name: DAVID S. HUGG III

Signature: [signature]

Department: PLANNING & INSPECTIONS

Date: 8/11/2020

Supervisor Signature (*as required)

N/A

Comments:

vndr V Tyler - L

Flexible Spending Account Agreement Form

Print clearly and return this completed Agreement to Human Resources/Benefits Dept.

Employer Name

CITY OF DOVER DELAWARE

Name (Last, First, MI)	Social Security Number or ID Number
HUGG DAVID S. III	[redacted]

Street Address	City	State	ZIP Code
[redacted]			

Effective Date of Election	Type of Election	Date of Birth-MM/DD/YY
5/17/2023	☒ Open Enrollment Election ☐ New Hire Election ☐ Decline	12/2/1942

Health Care Flexible Spending Account (FSA) Election -- Medical, dental, vision, hearing care expenses

Qualified expenses include medical, dental, vision, and hearing expenses for you & your tax dependents that are not reimbursed under any other source.

Plan Year Salary Reduction Amount	Per Pay Period	Plan Year Election
Check your planned annual maximum limit	[redacted]	$

Dependent Care Flexible Spending Account (DCFSA) Election - Child/elder daycare expenses

Qualified expenses include payments for the care of your child or elder dependent while you work. Do not include expenses for your self-funding in the DCFSA election. Include those expenses by your election for the Health Care FSA amount below.

Plan Year Salary Reduction Amount	Per Pay Period	Plan Year Election
Maximum $5,000, or $2,500 if married and filing separate income tax returns	$	$

Claim reimbursement is paid directly to a bank account of your choice, and you will be notified by email/text alert each time reimbursement is issued.

Note: If you have previously signed up for this option and do not wish to change the information ASIFlex has on file from a previous year, there is no need to complete the following section.

☒ Please use account information below to set up direct deposit to my bank account and send email/text alerts of my account activity. Attach a voided check or copy of a check to this form. Note: Standard text message charges may apply from your wireless provider.

Name of Financial Institution/Bank: DEL. FEDERAL CREDIT UNION Bank Routing Number (9 digits): [redacted]

Account number: [redacted] Type of Account: ☒ Checking ☐ Savings

Email: dshugg3@gmail.com Cell Phone: [redacted] Mobile Carrier: AT&T

☐ Mail a check to my home address. ASIFlex and your employer are not responsible for lost or delayed mail.

I understand:

- I have elected to have pretax deductions from my pay based on the number of pay periods as set up by my employer during the plan year, and that this election will continue until this Agreement is amended or terminated as allowed under the Plan.
- Pretax deductions reduce my compensation for tax purposes which reduces my Social Security benefits.
- I cannot change or terminate my election unless I experience a qualified change in status as allowed under this Plan.
- My employer may change my election if necessary in order to satisfy certain provisions of the Internal Revenue Code.
- My election and this Agreement will cease upon termination of employment.
- Complete claims with correct supporting documentation must be submitted timely as described in the Plan in order to be considered for reimbursement.
- Expenses for which I claim a tax deduction under my income tax return cannot also be reimbursed under this Plan.
- Unused funds are forfeited at the end of the Plan Year as defined in the Plan.
- The Dependent Care FSA and Health Care FSA benefits, and my rights and obligations under this plan, as specified in my employer's Plan materials.
- This Agreement cancels any prior election agreement I have made under the Plan and cannot be changed except as stated in my employer's plan.

Employee Signature [signature] Date 5/17/23

Questions? Visit ASIFlex at www.asiflex.com, Email [redacted], Call 1-800-955-3068

Rev. 08201

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

OMB No. 1545-0074

2022

Step 1: Enter Personal Information

(a) First name and middle initial: DAVID S.
Last name: HUGG
(b) Social security number: [redacted]

Address: [redacted]
City or town, state, and ZIP code: [redacted]

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

(c)
- ☐ Single or Married filing separately
- ☒ Married filing jointly or Qualifying widow(er)
- ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at *www.irs.gov/W4App*, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at *www.irs.gov/W4App* for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . ▶ ☐

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000 ▶ $ 0

Multiply the number of other dependents by $500 . . . . ▶ $ 0

Add the amounts above and enter the total here . . . . . 3 $ 0

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . 4(a) $ 0

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . 4(b) $ 0

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . 4(c) $ 200.00 (TWO HUNDRED)

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

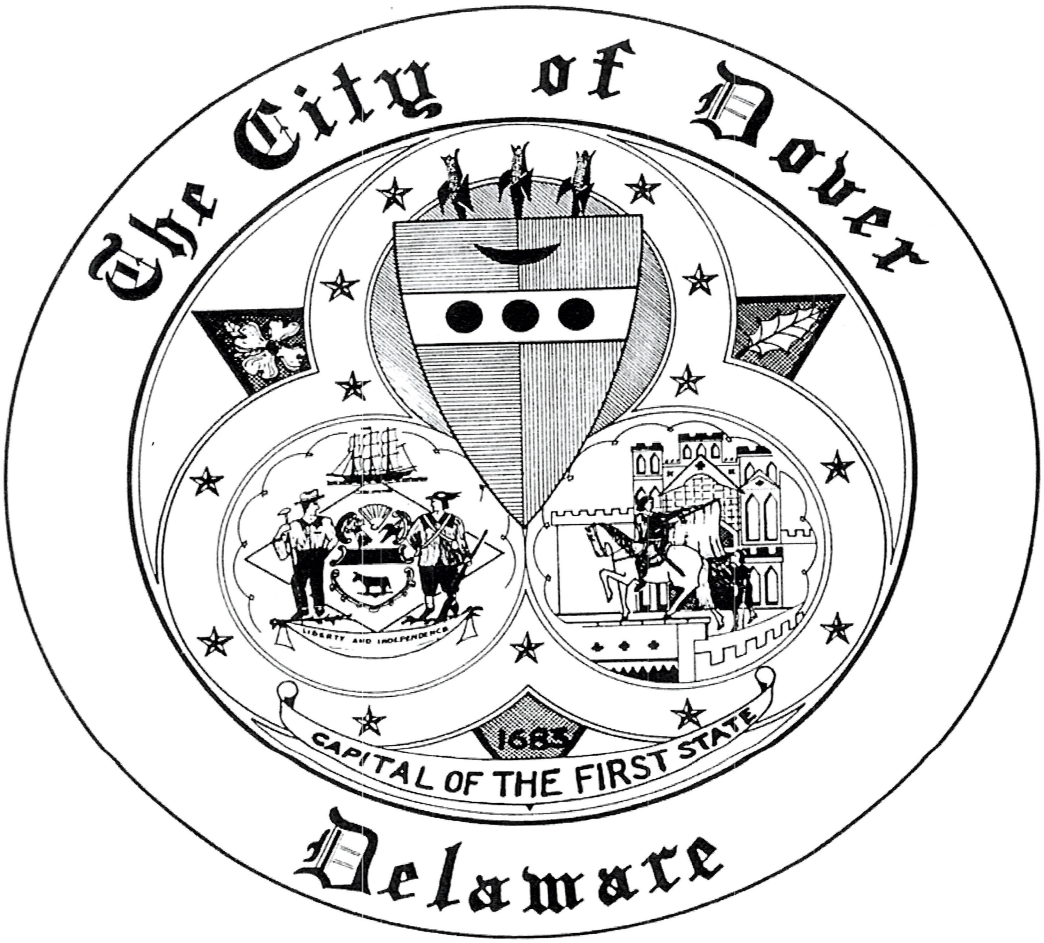
[signature] ▶ **Employee's signature** (This form is not valid unless you sign it.) ▶ Date 8/12/22

Employers Only

Employer's name and address	First date of employment	Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat. No. 10220Q Form **W-4** (2022)

Scanned



City of Dover Personnel Policy

(Employee Handbook)

July 2004

The City of Dover Personnel Policy is *not* a contract of employment. The Personnel Policy is intended to provide guidance and direction in regards to the employee/employer relationship within the City of Dover.

My signature below indicates that a representative of the City of Dover has explained that the City of Dover Personnel Policy is not a contract of employment. The Personnel Policy is intended only to provide guidance and direction in regards to the employee/employer relationship within the City of Dover. A copy of this signed notice will be placed in the employee's personnel file indicating that I agree that this Personnel Policy in no way indicates a contract of employment.

Employee's Signature: _____

Date: _____

City Representative Signature: _____

Date: _____

City Representative Title: _____

Original signed copy is located in employee's personnel file.

TABLE OF CONTENTS

Article — Page

I. **IMPLEMENTATION OF POLICY**

Section 1 Conflicting Policies Repealed ---------- 2

Section 2 Separability ---------- 2
Section 3 Violations of Policy Provisions ---------- 2
Section 4 Effective Date ---------- 2

II. **ORGANIZATION OF PERSONNEL SYSTEM**

Section 1 Purpose ---------- 2
Section 2 Coverage ---------- 3
Section 3 Definition of Terms ---------- 3
Section 4 Merit Principle ---------- 4

III. **THE PAY PLAN**

Section 1 Adoption ---------- 4
Section 2 Maintenance of the Pay Plan ---------- 4
Section 3 Use of Salary Ranges ---------- 4
Section 4 Payment at a Listed Rate ---------- 5
Section 5 Salary of a Trainee ---------- 6
Section 6 Pay Rates in Promotion, Demotion, Transfer, Reclassification and Upgrading ---------- 6
Section 7 Pay Rates in Salary Range Revisions ------ 7
Section 8 Pay For Part-time Work ---------- 7
Section 9 Overtime ---------- 8
Section 10 Shift Differential Pay ---------- 10
Section 11 On Call Pay ---------- 10
Section 12 Call Back Pay ---------- 11
Section 13 Longevity Pay ---------- 11
Section 14 Vacation Sell Back ---------- 12
Section 15 Payroll Deductions ---------- 13
Section 16 Pay Day ---------- 13
Section 17 Pay Period ---------- 13
Section 18 Trading of Regularly Scheduled Hours ----- 13

IV. **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

Section 1 Equal Employment Opportunity And Affirmative Action Policy ---------- 14
Section 2 General Implementation ---------- 14
Section 3 Communication ---------- 14
Section 4 Responsibilities for Implementation ------ 15
Section 5 Indentification of Problem Areas --------- 16
Section 6 Recruitment ---------- 16
Section 7 Advancement ---------- 17

Article Page

IV. **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

Section 8 Involvement in Community Activities ------ 17

V. **RECRUITMENT AND SELECTION**

Section 1 Recruitment Sources ---------- 17

Section 2 Job Advertisements ---------- 18
Section 3 Application for Employment ---------- 18
Section 4 Application Reserve File ---------- 18
Section 5 Qualification Standards ---------- 19
Section 6 Testing ---------- 19
Section 7 Appointments ---------- 19
Section 8 Probationary Period of Employment -------- 20

VI. **TYPES OF APPOINTMENTS**

Section 1 Promotion ---------- 21
Section 2 Demotion ---------- 22
Section 3 Transfer ---------- 22
Section 4 Temporary Upgrading ---------- 22
Section 5 Employee Evaluation ---------- 23

VII. **ETHICAL CONDUCT**

Section 1 Gifts and Favors ---------- 24
Section 2 Political Activities of Employees -------- 24
Section 3 Outside Employment ---------- 25
Section 4 Incompatible Activities ---------- 26
Section 5 Limitation of Employment of Relatives ---- 26
Section 6 Discrimination and Harassment---------- 26

VIII. **CONDITIONS OF EMPLOYMENT**

Section 1 Unexplained Absence ---------- 26
Section 2 Use of City Supplies, Equipment and Vehicles 27
Section 3 Representation and Indemnification ------- 27
Section 4 Surrender of Property ---------- 28
Section 5 Travel Expenses ---------- 28
Section 6 Vehicle Accident ---------- 28
Section 7 Pre-Employment Requirements---------- ---- 28
Section 8 Substance Abuse Policy---------- 29
Section 9 Disclosure of Confidential Information --- 35
Section 10 Safety Shoes ---------- 36
Section 11 Rest Periods ---------- 36
Section 12 Meal Periods ---------- 37

Article Page

IX. **HOLIDAY LEAVE**

Section 1 Holidays ---------- 37
Section 2 Effect of Work on Holidays or Unscheduled Workdays on Other Types of Leave 38
Section 3 Holidays - When Work is Required --------- 38

X. **VACATION LEAVE**

Section 1 Vacation Leave ---------- 38
Section 2 Vacation Leave - The Manner of ---------- 38
Accumulation

Section 3 Vacation Leave - The Maximum Accumulation- 39
Section 4 Vacation Leave - Final Pay and Repayment - 41
of Vacation Leave
Section 5 Vacation Leave - Payment for Accumulated - 41
Vacation Leave Upon Death

XI. **SICK LEAVE**

Section 1 Sick Leave ---------- 41
Section 2 Sick Leave - The Manner of Accumulation -- 42
Section 3 Sick Leave - The Maximum Accumulation ---- 43
Section 4 Sick Leave - Physician's Certificate ----- 43
Section 5 Sick Leave - Retirement Credit for ------- 43
Accumulated Sick Leave
Section 6 Sick Leave - Termination ---------- 43

XII. **LEAVE WITHOUT PAY**

Section 1 Limited Leave Without Pay ---------- 44
Section 2 Extended Leave Without Pay Policy -------- 44
Section 3 Extended Leave Without Pay - Retention --- 45
and Continuation of Benefits

XIII. **OTHER TYPES OF LEAVE**

Section 1 Terminal Leave ---------- 45
Section 2 Military Leave ---------- 46
Section 3 Maternity Leave ---------- 48
Section 4 Jury Duty/Civil Leave ---------- 48
Section 5 Bereavement Leave ---------- 49
Section 6 Family and Medical Leave ---------- 49

Article Page

XIII. **OTHER TYPES OF LEAVE**

Section 7 Inclement Weather ---------- 52

XIV. **WORKER'S COMPENSATION**

Section 1 Worker's Compensation Leave ---------- 55
Section 2 On-The-Job Injuries ---------- 56
Section 3 Worker's Compensation Benefits ---------- 56

XV. **SEPARATION, DISCIPLINARY ACTION AND REINSTATEMENT**

Section 1 Types of Separation ---------- 57

Section 2 Resignation ---------- 57
Section 3 Reduction in Force ---------- 57
Section 4 Disability ---------- 57
Section 5 Retirement Age ---------- 58
Section 6 Death ---------- 58
Section 7 Disciplinary Actions ---------- 58
Section 8 Failure in Performance of Duties ---------- 58
Section 9 Failure in Personal Conduct ---------- 59
Section 10 Disciplinary Suspension ---------- 60
Section 11 Immediate Disciplinary Suspension -------- 61
Section 12 Non-Disciplinary Suspension ---------- 61
Section 13 Reinstatement ---------- 61

XVI. **GRIEVANCE PROCEDURE**

Section 1 Policy ---------- 61
Section 2 Grievance-Defined ---------- 62
Section 3 Purpose of the Grievance Procedure-------- 62
Section 4 Procedure ---------- 62

XVII. **EMPLOYEE BENEFITS**

Section 1 Insurance Benefits ---------- 64
Section 2 Retirement Benefits ---------- 66
Section 3 Deferred Income ---------- 66
Section 4 Uniforms ---------- 66
Section 5 Blood Bank ---------- 67
Section 6 Credit Union ---------- 67
Section 7 Service Awards ---------- 67

XVIII. **EDUCATIONAL ASSISTANCE**

Section 1 Limited Education Leave With Pay --------- 68
Section 2 Extended Education Leave With Pay -------- 68
Section 3 Educational Assistance ---------- 68

Article Page

XIX. **PERSONNEL RECORDS AND REPORTS**

Section 1 Personnel Records Maintenance ---------- 70
Section 2 Access to Personnel Records ---------- 70
Section 3 Confidential Information ---------- 71
Section 4 Exceptions ---------- 72
Section 5 Records of Former Employees ---------- 72
Section 6 Remedies of Employees Objecting to ------- 72
Material in File

The City of Dover Personnel Policy is *not* a contract of employment. The Personnel Policy is intended to provide guidance and direction in regards to the employee/employer relationship within the City of Dover.

ARTICLE I

IMPLEMENTATION OF THIS POLICY

SECTION 1. CONFLICTING POLICIES REPEALED

All policies, ordinances or resolutions that conflict with the provisions of this policy are hereby repealed.

SECTION 2. SEPARABILITY

If any provision of this policy or any rule, regulation or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of this policy and the application of such remaining provisions of this policy of such rules, regulations or order to persons or circumstances other than those held invalid will not be affected thereby.

SECTION 3. VIOLATIONS OF POLICY PROVISIONS

An employee violating any of the provisions of this policy shall be subject to suspension and/or dismissal, in addition to any civil of criminal penalty, which may be imposed for the violation of the same.

SECTION 4. EFFECTIVE DATE

This policy shall become effective **July 12, 2004** upon the approval of City Council.

ARTICLE II

ORGANIZATION OF PERSONNEL SYSTEM

SECTION 1. PURPOSE

Policies are defined as the basic rules which guide administrative action to accomplish the organization's objective. Well conceived policies, consistently and fairly administered, have greatly contributed to the success of many organizations.

This Personnel Policies Employee Handbook contains those policies adopted by and for the City of Dover. Its intended use is to inform all covered employees of their rights, benefits and responsibilities and to assist the City administrative group, department heads and supervisory personnel in seeing that the goals and objectives of the City are met.

Changes with this handbook (i.e. additions, deletions or revisions) will be dated and communicated to all affected employees.

SECTION 2. COVERAGE

This handbook shall apply to all employees of the City of Dover. When an aspect of either this policy or a manual of Department Rules conflicts with the terms and conditions of an employee labor agreement approved by City Council then the employee labor agreement takes precedence.

SECTION 3. DEFINITION OF TERMS

Part-time Employee: An employee, either regular or temporary, who is appointed to a position and is regularly scheduled to work fewer than 37.5 hours weekly.

Full-time Employee: An employee, either regular or temporary, who is regularly scheduled to work 75 or 80 hours biweekly for employees regularly scheduled to shift work or 37.5/7.5 hours or more per workweek/workday for non-shift workers.

Regular Employee: A person appointed/selected to serve in a position for an undetermined duration subject to probationary requirements.

Temporary Employee: A person appointed/selected to serve in a position for 180 calendar days or less.

On-Call Employee: A person who is to be available to work when a full-time regular employee is unavailable (for example, Relief Fire Dispatchers).

Completed Year: A period of twelve calendar months in which the employee is on active pay status or is on Worker's Compensation leave.

Completed Month: Any month in which an employee for one half (1/2) of the workdays either works, is on approved leave with pay, is on Worker's Compensation leave or any combination of these.

Active Pay Status: Any employee who is eligible to receive a biweekly paycheck, except those on terminal leave.

SECTION 4. MERIT PRINCIPLE

All appointments, promotions and other personnel transactions shall be made on the basis of knowledge, skills and abilities, as stated in the job description for the position.

The above section is subject to employee labor agreements, if applicable.

ARTICLE III

The Pay Plan

Section 1. ADOPTION

The position classification plan and salary ranges that were developed by the Public Administrative Service (PAS) is hereby adopted as the position classification plan for the City and can be obtained from the Human Resources Department. Bargaining positions are indicated in employee labor agreements.

SECTION 2. MAINTENANCE OF THE PAY PLAN

The pay plan is intended to provide equitable compensation for all positions when considered in relation to each other; to general rates of pay for similar employment in the private sector and in the other public jurisdictions in the area; to changes in the cost

of living; to financial conditions of the City and other factors. To this end the City Council shall from time to time consider studies of all factors affecting the level of salary ranges and consider such changes in salary ranges as warranted.

The above section is subject to employee labor agreements, when applicable.

SECTION 3. USE OF SALARY RANGES

For non-bargaining positions, salary ranges are intended to furnish administrative flexibility in recognizing individual performance among employees holding positions in the same class by rewarding employees for meritorious service. The following general provisions will govern the granting of the pay increments:

(a) The minimum rate established for the class is the normal hiring rate, except in those cases where unusual circumstances appear to warrant appointment at a higher rate. Appointments above the minimum rate may be made with the approval of the City Manager when deemed necessary in the best interest of the City. Above the minimum appointments will be based on such factors as the qualifications of the applicant being higher than the desirable education and training for the class, a shortage of qualified applicants available at the minimum step and the need to offer qualified applicants above the minimum steps to secure his/her employment.

(b) All factors affecting an employee's performance shall be considered in determining whether or not the employee shall receive an increase or be retained at the current rate. The performance evaluation shall cover a full year of active service. This provision is for bargaining and non-bargaining positions.

(c) The date for the performance evaluation described in subparagraph (b) above shall be the annual anniversary of an employee's employment date or date of change of position. This procedure applies to all bargaining employees. Another date for a new employee may be designated when deemed necessary in the best interest of the City, and shall be based on such factors as the qualifications of the new employee being higher or lower than the desirable education and training for the class, a shortage of qualified applicants for the job and the need to offer qualified applicants another review date other than their employment date to secure their employment.

SECTION 4. PAYMENT AT A LISTED RATE

All non-bargaining employees covered by the PAS salary plan shall be paid at a listed rate within the salary ranges established for their respective job classes except for employees in a trainee status or whose present salaries are above the established maximum rate following transition to a new pay plan or a reclassification.

Non-exempt hourly employees who work a forty (40) hour week and an eight (8) hour day or a thirty seven and a half (37.5) hour work week and a seven and a half (7.5) hour day shall be paid at a hourly rate within the salary ranges established for their respective job classes.

Non exempt salaried employees who work a forty (40) hour week and an eight (8) hour day or a thirty seven and a half (37.5) hour work week and a seven and a half (7.5) hour day shall be paid at the listed weekly rate within the salary ranges established for their respective job classes.

Exempt salaried employees who work a forty (40) hour week or a thirty seven and a half (37.5) hour work shall be paid at the listed weekly rate in the salary ranges established for their respective job classes.

The above section is subject to employee labor agreements, when applicable.

SECTION 5. SALARY OF A TRAINEE

An applicant hired or an employee promoted to a position in a higher class, who does not meet all the established requirements of the position, may be appointed at a rate in the pay plan below the minimum established for the position. An employee will remain on the trainee step until the department supervisor certifies that the trainee is qualified to assume the full responsibilities of the position, subject to employee labor agreement.

SECTION 6. PAY RATES IN PROMOTION, DEMOTION, TRANSFER, RECLASSIFICATION AND UPGRADING

When an employee is promoted, demoted, upgraded, transferred or reclassified, the rate of pay for the new position will be established in accordance with the following rules:

(a) An employee who is promoted shall receive a minimum 5% increase or an increase to the minimum step of the new pay range, whichever is higher.

(b) An employee who is demoted to a position for which he/she is qualified shall receive a salary or hourly rate in the lower pay range.

(c) An employee transferring from a position in one class to a position in another class assigned the same pay range shall continue to be paid at the same rate.

(d) An employee whose position is reclassified to a class having a higher salary range shall receive a minimum 5% increase or an increase to the minimum step of the new pay range, whichever is higher. If the employee's position is reclassified to a lower pay range and the result is that the employee will receive a rate of pay above the maximum established for the new class, that employee will be ineligible for merit pay adjustments until such time that the employee either receives a promotion or benefits from a general class-wide pay increase thereby bringing the employee's rate of pay to or below the maximum rate established for the class.

(e) An employee who is temporarily upgraded and becomes eligible for a pay increase must wait thirty (30) calendar days from the time of his/her upgrade before the increase goes into effect. The increase will take effect on the 31st calendar day. The employee shall receive a minimum one step pay increase or an increase to the minimum step of the range of the position that he/she is filling, whichever is higher, until the employee is downgraded. The City Manager reserves the discretion to give pay increases without the above guidelines being satisfied.

SECTION 7. PAY RATES IN SALARY RANGE REVISIONS

When a change in pay range is approved for a class of positions, employees whose positions are allocated to that class may have their salary or hourly rate raised or left unchanged.

(a) Depending upon the financial condition of the City, when a class of positions is assigned to a higher pay range, each employee in that class shall receive at least a pay increase to the minimum starting of the new pay range. If the employee's current rate of pay is within the new range, the employee will retain his or her current salary.

(b) When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower class results in an employee being paid at a rate above the

maximum step established for the new class, that employee will be ineligible for merit pay adjustments until such time that the employee either receives a promotion or benefits from a general class-wide pay increase thereby bringing the employee's rate of pay to or below the maximum rate established for the class.

SECTION 8. PAY FOR PART-TIME WORK

The Pay Plan established by this policy is for full-time service. An employee appointed for less than full-time service shall be paid a prorated amount determined by converting the established salary to an hourly rate.

The above section is subject to employee labor agreements, when applicable.

SECTION 9. OVERTIME

Overtime work shall be that work performed by a non-exempt hourly or salaried full-time employee who either exceeds eight (8) hours per workday or forty (40) hours per workweek or which is accomplished on an unscheduled workday provided however that no fulltime employee shall be paid twice at an overtime rate for the same hours (pyramiding). Non-exempt hourly or salaried employees who work a seven and a half (7.5) hour workday or thirty-seven and a half (37.5) hour workweek will not receive overtime compensation until hours exceed eight (8) hours per day or forty (40) hours per week.

Overtime work shall be the work performed by a part-time employee which exceeds an eight (8) hour workday or forty (40) hour workweek provided that no part-time employee shall be paid twice at an overtime rate for the same hours (pyramiding).

For the purpose of computing overtime pay, time spent on vacation, holidays, earned sick leave, military leave, jury duty and bereavement leave shall be considered hours worked. Terms subject to employee labor agreements. Lost time due to other types of leave such as personal business, unexpected absence and lateness shall not be considered as hours worked. No employee shall be authorized to work overtime (except when necessary in the interest of the City) on the same day that an employee has spent time on leave, with or without pay.

In order for an employee to be eligible for overtime the following provisions apply:

(a) the work is of a regularly scheduled nature and is approved by the Department Head or the authorized representative of the Department Head,

(b) the work is of a unusual, unscheduled or emergency nature and is directed by the Department Head or the authorized representative of the Department Head,

(c) Compensatory time off shall be taken within ninety (90) days from the time it is earned.

In determining whether an employee will receive compensatory time or monetary payment for overtime it is the discretion of the Department Head unless the employee labor agreement for the position the employee occupies indicates otherwise. The employee and Department Head must reach a mutual agreement prior to the overtime occurring.

For non-bargaining employees the following guidelines apply:

When a non-bargaining, nonexempt employee is required to work overtime he or she will be compensated with time off at the rate of one and one half times the overtime hours worked or paid for such time on the basis of one and one half times their regular hourly rate for the overtime hours worked provided that:

(a) the employee and Department Head or authorized representative of the Department Head must reach a mutual agreement concerning receiving pay or Comp-time prior to the performance of overtime work.

(b) the work is of a regularly scheduled nature and is approved by the Department Head or authorized representative of the Department Head prior to the work being performed.

(c) the work is of an unusual, unscheduled or emergency nature and is directed by the Department or an authorized representative of the Department Head.

(d) compensatory time off should be scheduled and taken within ninety (90) days from the time it is earned. The Department Head must approve the compensatory time schedule. If earned compensatory time is not taken within ninety (90) days, the City will have the option of paying overtime to the affected employees.

(e) the Department Head or person designated by the Department Head will keep records of compensatory time earned for all non-bargaining, nonexempt employees in his or her Department.

When a non-bargaining, exempt employee is required to work overtime he or she will be compensated with time off at the rate of one times (1 overtime hour = 1 comp-time hour) the overtime hours

worked provided that:

(a) the work is of an unusual, unscheduled or emergency nature and must be completed at a specific time in order to meet a deadline or specific request from an outside agency or authority.

(b) compensatory time off should be taken within ninety (90) days from the time it is earned. Council Appointees and City Manager Department heads may work a flexible work schedule to accomplish receiving the earned comp-time. If the compensatory time is not taken in ninety (90) days, non-bargaining exempt employees will forfeit the time.

(c) the Department Head or person designated by the Department Head will keep records of compensatory time earned for all non-bargaining, exempt employees in their Department.

SECTION 10. SHIFT DIFFERENTIAL PAY

The above section is subject to employee labor agreement.

SECTION 11. ON CALL PAY

The City shall provide compensation to non-exempt hourly and salaried employees scheduled for "on-call" service after hours, weekends and holidays on a full seven (7) day cycle.

The method of reimbursement for the service shall be:

(a) The City shall pay an additional seven (7) hours straight time over and above the normal forty (40) hours worked for an employee assigned "on call" for the week, even if he/she is not called to work. This "on call" pay is computed and should be shown on the biweekly time sheet as one (1) straight time hour per day.

(b) The paid "call-out" time shall be no less than two hours for each separate "call-out." If an employee is on a "call-out" and another trouble call is reported to him/her, this shall be treated as the same "call-out." Only when the employee has returned home and is again "called-out" shall a new "call-out" be reported. The time spent on a "call-out" begins when the employee reports to the work place or gets to the City vehicle, if it was not taken home. The "call-out" time must be recorded on the biweekly time sheet in the on-call overtime column.

(c) Any trading of "on call" duty between employees must be approved in writing by the Supervisor of the employee

who was originally assigned for duty. The assigned "on call" employee shall be the only employee that reports "call-out" time under this policy. Obviously, other personnel may be "called-out" during times of emergencies and their overtime pay shall be determined under Sections 9 and 12 of this Article. Trading of on-call duty is permitted, however subject to department policies.

(d) The employee subject to "on-call" shall be responsible to assure that the phone number listed under their name, with the Dispatch Center, is correct and current. Any employee scheduled and assigned to "on-call" duty who is found to be unavailable when called at the phone number listed with the Dispatch Center of their department will be subject to disciplinary action by the Department Head; including loss of one week "on-call" pay.

(e) Written approval must be obtained in order to trade on-call shifts. Approval must be received prior to the trade. The person who is actually on-call is the employee who is to be reported to payroll.

The above section is subject to employee labor agreements, when applicable.

SECTION 12. CALL BACK PAY

Any City employee eligible to receive overtime compensation under this policy who is not "on-call" will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours; provided that the employee who is called back goes home again before the next regular work time.

The above section is subject to employee labor agreement, when applicable.

SECTION 13. LONGEVITY PAY

Longevity pay shall apply to all regular employees working twenty or more hours per week hired prior to July 1, 1980. Such pay shall be based on the following schedule:

Number of Years Continuous Service	Amount of Weekly Increase
9	+.10/hr or $4.00/wk
12	+.10/hr or $4.00/wk
15	+.10/hr or $4.00/wk
20	+.10/hr or $4.00/wk
25	+.10/hr or $4.00/wk

Upon completion of 9, 12, 15, 20 and 25 continuous years of service, an employee shall receive the appropriate adjustment in base pay.

SECTION 14. VACATION SELL BACK

A regular employee may, during the month of December, sell back to the City unused vacation in accordance with the following schedules:

REGULAR FULL-TIME EMPLOYEES

Number of Vacation Days Earned Per Year	Number of Days Eligible to Sell Back
12	5
18	5
21	10
24	10

REGULAR PART-TIME EMPLOYEES

Number of Vacation Days Earned Per Year	Number of Days Eligible to Sell Back
6	2.5
9	2.5
10.5	5
12	5

The payment in lieu of vacation shall be made only in December each year and shall be deducted from the current calendar year's unused vacation leave. The employee will be paid based on his/her base salary plus cost-of-living increases and longevity increases at the date of the issuance of the sell back check.

This pay shall be at the City's option. The employee must request in writing to the employee's Department Head, prior to the submission of his/her Department's annual preliminary operating budget to the appropriate City official to reserve the option of pay in lieu of vacation in the budget. The normal City "application for leave" form (COD004) must be completed at least two weeks in advance of receiving pay in December.

Pay in lieu of vacation shall not be considered pay for pension purposes. No employee pension contributions will be deducted, the City will not make pension contributions based on the pay and the pay shall not be used to compute pension benefits.

The above section is subject to employee labor agreements, when applicable.

SECTION 15. PAYROLL DEDUCTIONS

Federal and State Income Taxes, Social Security Tax, Medicare Tax, Dental, Life and Health Insurance Premiums, Credit Union Contributions, United Way contributions, Public Employees Benefit Services Corporation Contributions (PEBSCO), International City Management Association Contributions (ICMA), U.S. Savings Bonds, pension contributions, Flexible Spending, Union Dues and any other deduction that is court ordered will be deducted at each pay period as authorized by law or by the employee.

SECTION 16. PAY DAY

Payday falls on Friday for all employees. Should a regular payday fall on a holiday, paychecks shall be issued on the work day that precedes the holiday. Direct Deposit of paychecks is a condition of employment effective July 12, 2004.

SECTION 17. PAY PERIOD

All employees shall be paid biweekly. The pay period shall be from 12:01 a.m. Sunday to 12:00 p.m. Saturday.

SECTION 18. TRADING OF REGULARLY SCHEDULED HOURS

Effective April 9, 2003 employees will not be permitted to trade regularly scheduled hours unless stated otherwise in the labor agreement that represents the employee.

ARTICLE IV

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The City of Dover is committed to providing equal employment opportunities to all citizens and maintaining a high quality workforce that draws upon the talents of our diverse citizenry to effectively operate our City government. Through sound recruitment, promotion, and retention practices Dover will continue to strive for a workforce that reflects the diversity of the City's population.

SECTION 1. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

It is the policy of the City to promote and foster equal employment opportunities, nondiscrimination, and a work atmosphere that fosters mutual respect and understanding among persons of different races, sexes, and faiths. The City of Dover shall provide equal opportunity to all qualified individuals in recruitment, hiring and promotion practices and shall assure that

no one shall suffer discrimination or harassment by a City employee on the grounds of race, color, religion, sex, sexual orientation, physical handicap, age or national origin. Applicants with physical handicaps shall be given equal consideration with other applicants for positions when the City is able to make reasonable accommodations to help them perform the essential functions of their duties.

SECTION 2. GENERAL IMPLEMENTATION

All personnel responsible for recruitment and employment shall periodically review the implementation of this policy and relevant practices to assure that equal employment opportunity based on reasonable performance related job requirements are being actively observed. This will ensure that no employee or applicant for employment shall suffer discrimination based on age, sex, race, color, religion, national origin, sexual orientation or physical handicap. Notices with regard to equal employment matters shall be posted in conspicuous places on City Government premises where notices are ordinarily posted.

SECTION 3. COMMUNICATION

A. Internal

This policy shall be thoroughly disseminated and discussed at new employee orientation and management training programs.

This shall be the City's policy, and efforts to achieve the City's objectives in this area shall be published in an informational brochure and given to employees annually.

The intent of this policy and program and the individual responsibility for effective implementation of same shall be explained to staff, management and supervisory personnel.

Equal employment opportunity and affirmative action posters shall be prominently displayed in places readily accessible to both employees and applicants.

All employment advertising shall display the tag lines: "An Equal Opportunity Employer" or its equivalent.

B. External

All sources of applicants for employment shall be notified annually in writing of the City's policy. These sources shall be requested to actively recruit and refer

minority, female and handicapped applicants for positions listed.

The City of Dover shall notify minority, female and handicapped organizations, community agencies, community leaders, secondary schools and colleges of the City's policies of non-discrimination and equal employment opportunity, and the Affirmative Action policy.

Section 4. RESPONSIBILITIES FOR IMPLEMENTATION

A. Human Resources Director

1) The Human Resources Director of the City of Dover shall serve as the Equal Employment Opportunity Officer and be responsible for implementation of this plan. The department head of each City department shall be responsible for their department and shall be accountable for implementing the City's policy.

2) The Human Resources Director shall be responsible for auditing and continually reviewing the City's hiring practices and employee behavior with respect to the Policy. The City Manager shall be notified of any complaints initiated against the City and any requests from private organizations and people wishing to discuss our employment practices.

3) The Human Resources Director shall have a complaint procedure to permit and encourage employees to discuss with the Human Resources Director any problem resulting from alleged bias, discrimination, lack of employment opportunity or any similar matter.

B. Human Relations Commission

The City of Dover has a Human Relations Commission whose purpose is to make recommendations to the City Council on ordinances which would support inclusiveness and civility, and to engage in education and advocacy for bettering human relations. The Human Relations Commission should be consulted from time to time on progress of this policy, and shall be given opportunities to educate the work force on bettering human relations.

SECTION 5. INDENTIFICATION OF PROBLEM AREAS

A continuing analysis will be made by City Council and the City Manager to determine the composition of the work force, the applicants for employment, and the results of employment activities. The selection process including position descriptions, application forms, interviews, test procedures (if applicable), test validity, referral procedures, final selection process, as well as transfer and promotion practices shall be constantly monitored to assure equal opportunity.

SECTION 6. RECRUITMENT

The City of Dover will continue to make special efforts to convince minority, female and handicapped individuals in the community that the City offers equal opportunity and a congenial employment environment. In this connection, effective communication will be maintained with the State Human Relations Commission and the State Employment Office to encourage minority individuals to seek employment with the City of Dover.

The City maintains continual personal contact with those having the most access to minority groups and handicapped individuals. These sources include school principals, community leaders, college career advancement offices, religious leaders and heads of minority groups. Referral to the City of Dover for employment is encouraged.

Moreover, to broaden the recruitment base with respect to placing minority, female and handicapped employees in professional categories, the City of Dover will communicate its needs to public and private employment offices emphasizing opportunities that are available. The City will continue to maintain relationships with all organizations which have as an objective the improvement of the employment opportunities for minority, female and handicapped persons.

In all employment advertising, the City of Dover will identify itself as an Equal Opportunity Employer, abiding by all the provisions of Title VII, Civil Rights Act.

A system of quotas shall not be utilized in the recruitment and selection of employees.

Minority, female and handicapped applicants for management and supervisory positions shall be energetically recruited in keeping with all the provisions and intent of this policy.

SECTION 7. ADVANCEMENT

Minority, female or handicapped employees who have previous experience or who have demonstrated abilities and qualifications comparable to other applicants shall be considered for promotional opportunities--particularly where training or educational refund is to be afforded. They shall be encouraged to undertake training opportunities. The City has no formal training programs other than "on the job" training.

SECTION 8. INVOLOVEMENT IN COMMUNITY ACTIVITIES

The City shall be actively involved in community activities that are minority, female and handicapped oriented. Both elected and non-elected City Officials will donate their free time to minority organizations by giving talks/greetings or attending affairs sponsored by such groups.

ARTICLE V

RECRUITMENT AND SELECTION

SECTION 1. RECRUITMENT SOURCES

Recruitment sources including but not limited to newspapers, on-line recruiting services, employment agencies, job training and referral agencies and schools shall be advised periodically of the City's EEO policy. The City shall include among its recruitment sources the organizations and news media which are used by and are available to minority group applicants. Opportunities for employment with the City, including salary ranges, when appropriate, and employment qualifications for positions to be filled shall be publicized. Information on job openings and hiring practices shall be provided to recruitment sources. Individuals shall be recruited from a geographic area as wide as is necessary to ensure that well-qualified applicants are obtained for City service.

SECTION 2. JOB ADVERTISEMENTS

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding discrimination in employment matters based on race, age, sex, color, sexual orientation, religion, national origin, and physical handicap.

SECTION 3. APPLICATION FOR EMPLOYMENT

With the exception of uniformed police officers, employment applications will only be accepted to fill positions which the City is actively seeking to fill, unless it is determined by the Human Resources Director that it is necessary to broaden representation of minority, female, or handicap employees in which case

applications shall be accepted at any time. Applicants are told upon inquiry that applications will be kept under active consideration for six (6) months after the date of application, after which they will be placed in a reserve file (see Section 4 below).

Applications for uniformed police officers are accepted continuously and can be obtained at the Police Department.

Employment practices shall be applied consistently for all applicants and shall be put in writing in sufficient detail to facilitate administration by all employees assigned to work in that area. All citizens must be permitted to file. If qualified applicants are being referred to department supervisors, then all those persons with comparable qualifications shall be referred.

All applicants who are interviewed for a position with the City and not selected shall be told why they were not selected for the position.

The City of Dover will not use any testing procedures to screen applicants other than recognized validated tests.

SECTION 4. APPLICATION RESERVE FILE

Applications shall be kept in an active file for a period of not less than six (6) months. After six months, applications shall be kept in a reserve file for a period of thirty-six (36) months.

To the extent that it is practical, reference to these files shall be made periodically in connection with the City's employment requirements to ensure that equal consideration is given to all applicants.

SECTION 5. QUALIFICATION STANDARDS

A. Employees shall meet the employment standards established by the position classification plan and such other reasonable minimum standards of character, aptitude and ability to meet the public need and physical condition as may be established by the City.

B. The City's policy includes the responsibility for insuring that the hiring qualifications for both entry level and promotional level jobs are fair and will continue to be fairly administered. Qualifications shall be reviewed periodically to assure that requirements conform to the actual job performance requirements. Qualifications and standards shall not be compromised. However, requirements particularly with regard to education, knowledge and experience, for each job shall be reasonable rather than excessive so as not to

unwittingly discourage or eliminate minority, female or handicapped individuals whose backgrounds may be minimal in these areas from applying.

C. In keeping with both these responsibilities, the City may hire applicants who do not meet all minimum qualifications for particular jobs, provided that the deficiencies are such that they can be eliminated through orientation and on-the-job training.

SECTION 6. TESTING

Tests administered by the City or by the Delaware Department of Labor for the City will conform to applicable legal regulations.

SECTION 7. APPOINTMENTS

It is the policy of the City to employ according to knowledge, skills and abilities as stated in the job description for the position subject to employee labor agreements, if applicable. To that end, the City shall use all available means to attract qualified candidates for employment and to make such investigations and examinations as are deemed appropriate to assess fairly the aptitude, education, experience, knowledge, skills, character, and other qualities required for positions in the service of the City. Uniformed police officers will be required to meet the standards set by the Counsel on Police Training (C.O.P.T).

It is the City's policy to promote career opportunities for its employees when possible. Therefore, when a current employee applying for a vacant position is the best qualified candidate of all the applicants, that applicant shall be appointed to that position. All internal candidates shall be interviewed for positions for which they apply if they have the outlined qualifications.

When positions are to be filled, the City shall publicize opportunities for employment including the salary ranges, when appropriate, and employment qualifications for positions to be filled. At a minimum, job opportunities shall be publicized in a local newspaper and notice of vacancies shall be posted at designated conspicuous sites within City departments. The Human Resources Director shall also make available to the department heads for consideration current applications on file in the Human Resources Department.

The above section is subject to employee labor agreement, when applicable.

SECTION 8. PROBATIONARY PERIOD OF EMPLOYMENT

An employee appointed to a regular position other than a sworn police officer shall serve a probationary period of six (6) months. An employee appointed to a regular sworn police officer position shall serve a probationary period of twenty-four (24) months. An employee may be dismissed during the probationary period at any time the department head determines that the employee is not satisfactorily performing the assigned duties. A probationary employee that is terminated or voluntarily leaves during the probationary period will be credited with vacation days earned.

An employee serving a probationary period following initial employment in a full-time or part-time position shall receive all benefits provided in accordance with this policy with the following exceptions or as otherwise provided:

A. Employees may accumulate vacation and sick leave but shall not be permitted to take his or her leave during the first six (6) months of the probationary period unless the denial of such leave would create an unusual hardship.

B. Employees serving a probationary period following a promotion shall continue to receive all benefits provided in accordance with this policy and under other supplementary rules and regulations and will be permitted to take vacation and/or sick leave prior to the end of the probationary period.

Before completion of the probationary period, the department head or department head representative shall indicate in writing to the Human Resources Director:

A. that the employee's supervisor has discussed the new employee's progress (accomplishments, strengths and areas of improvements) with the new employee,

B. whether the new employee is performing satisfactory work,

C. whether the probationary period should be extended provided that no employee shall remain on probation for more than one (1) year, other than a sworn police officer and

D. whether the employee should be retained in the present position or should be released, transferred or demoted.

A proper City of Dover performance evaluation form must be used.

The above section is subject to employee labor agreement, when applicable.

ARTICLE VI

TYPES OF APPOINTMENTS

SECTION 1. PROMOTION

(a) Candidates for promotion shall be chosen on the basis of existing or anticipated job openings, their qualifications and their work records without regard to age, sex, race, color, creed, religion, national origin, sexual orientation or physical handicap. Performance appraisals and work records for all personnel shall be carefully examined when there are position opening. Employees who are currently serving a probationary period of employment shall be eligible for promotions or lateral transfers.

(b) When a vacancy occurs, the Department Head or designated supervisor in whose department the vacancy occurs shall review all applications, including those from current city employees.

The above section is subject to employee labor agreements, when applicable.

SECTION 2. DEMOTION

Any employee whose work in his/her present position is unsatisfactory or whose personal conduct is unsatisfactory may be demoted, provided the employee shows promise of becoming a satisfactory employee in another position. Such a demotion shall be preceded by warning procedures outlined in Article XV, Section 8. Any employee who wishes to accept a position with less complex duties and responsibilities may be demoted for reasons other than unsatisfactory performance of duties or failure in personal conduct.

If the demotion is for failure in performance of duties or failure in personal conduct, the employee shall be provided with a written notice citing the recommended effective date and reasons for demotion.

Representative causes for demotion because of failure in work performance and failure in personal conduct are listed in Article XV, Sections 8 and 9.

SECTION 3. TRANSFER

Any employee who has successfully completed a probationary period may be transferred to the same or similar class in a different department. In which case, the employee would be required to complete another probationary period. Any employee desiring to be transferred should make the request to the receiving department and inform the Human Resources Director.

As vacancies occur in other departments and if an employee wishes to be considered for transfer, the employee must complete the same paperwork as required by all interested applicants.

SECTION 4. TEMPORARY UPGRADING

To assure the orderly performance and continuity of municipal service, the City may find it necessary to temporarily upgrade employees on an acting basis to position of a higher rank. Temporary upgrading may be required in order to fill or compensate for temporary vacancies which may exist for any of the following reasons:

(a) A position is vacant and is scheduled to be filled by a regular full-time employee and a period of time is required so as to proceed with and complete the normal appointment procedure.

(b) A position is temporarily vacant, although regularly filled, because the regular employee is on vacation, sick leave, light duty, Worker's Compensation or some other approved leave of absence.

After having been upgraded under this policy for thirty (30) consecutive or more calendar days, an employee shall become eligible for a temporary upgrade pay increase on the thirty-first (31) calendar day. Pay increase shall be a minimum of 5% or the minimum starting salary of the position, which ever is greater.

The above section is subject to employee labor agreements, when applicable.

SECTION 5. EMPLOYEE EVALUATION

It shall be the policy of the City of Dover to evaluate all employees prior to their review dates and to recommend increases based on a satisfactory evaluation to be effective on the review date. An employee shall not receive an increase if this evaluation proves to be unsatisfactory.

The following guidelines shall be followed in this review:

1. Every regular employee shall be reviewed for a full year of service.

2. The Supervisor shall arrange to meet with the employee to discuss the employee's evaluation no later than two weeks prior to the employee's scheduled review date. For non-bargaining employees, a supervisor shall arrange to meet with the employee no earlier then May 1 and no later

than May 25 of each year.

3. The supervisor shall review the employees overall status, areas needing improvements as well as major strong points to the employee. The appropriate City of Dover Employee Evaluation form must be used.

4. It is recommended that the employee should be given a copy of the performance evaluation at least two (2) days prior to discussing the evaluation with the supervisor.

5. The supervisor shall request the employee's signature on the overall evaluation and, if, the employee meets the criteria of the Pay for Performance plan, a merit pay increase should be recommended to the appropriate Department Head. If such merit increase is granted, the increase shall be submitted on Pay for Performance Salary Calculation Worksheet, prior to the due date, to the Human Resources Department.

The above section is subject to employee labor agreement, when applicable.

ARTICLE VII

ETHICAL CONDUCT

SECTION 1. GIFTS AND FAVORS

(a) No employee of the City shall accept any gift, whether in the form of service, loan, thing or promise from any person who, to the employee's knowledge, is interested directly or indirectly in any manner in business dealings with the City.

(b) No employee shall grant, in the discharge of duties, any improper favor, service or thing of value.

SECTION 2. POLITICAL ACTIVITIES OF EMPLOYEES

(a) No employee of the City shall, directly or indirectly, contribute any money or anything of value to any candidate for nomination or election to any City office, to any City office candidate campaign or take active part in any City political campaign. The only exception to this prohibition is voting.

(b) A person holding a City position shall not, while performing official duties or using City equipment at the person's disposal by reason of his/her position, solicit in any manner contributions for any purpose. Also a person can

not engage in any activity during working hours that impairs the efficiency of the position or presence during the working hours.

(c) A person holding a City position shall not, by the authority of the position, secure or attempt to secure in any manner for any other person an appointment, or advantage in appointment, to a City position or an increase in pay, or other advantage of employment, in any such position for the purpose of influencing the vote of that person, or for any other consideration.

(d) A person who supervises a City employee shall not directly or indirectly solicit the person supervised to contribute money, any thing of value or service, for any purpose not connected to said person's employment.

(e) Any person holding a City position who shall become a candidate for any elective office of the City of Dover, shall within sixty (60) days prior to the primary or general election voluntarily or automatically receive a leave of absence. This leave will be without pay and continue until the person is eliminated as a candidate. During this time the person shall perform no duties connected with the office or position so held.

(f) An employee shall terminate his/her employment with the City if appointed or elected to an elective office of the City prior to installation in the position or office.

Any violation of this section shall subject such employee to dismissal or other disciplinary action.

SECTION 3. OUTSIDE EMPLOYMENT

The work of the City will take precedence over other occupational interests of employees. All outside employment for salaries, wages, commission and self employment must be reported in writing to the employee's supervisor, who in turn will report to the City Manager or an appropriate City Official for review. The City Manager or the appropriate City Official will review such employment for possible conflicts of interest and/or impact upon the efficiency of the employee. Such request will be placed in the employee's personnel file located in the Human Resources Department. Conflicting outside employment or outside employment which inhibits an employee's efficiency will be grounds for disciplinary action, up to and including dismissal.

SECTION 4. INCOMPATIBLE ACTIVITIES

An employee shall not engage in any activity or enterprise

which is incompatible with his/her duties as a City employee. The following activities shall be considered incompatible with City employment:

(a) Any activity or enterprise which involves the use, for private gain, of the City's time, facilities, equipment, supplies, badge, uniform, prestige or influence of a City office or equipment.

(b) Any activity or enterprise which involves the receipt or acceptance by the employee of any money or other consideration from anyone other than the City for performance of an act which the employee would be required to render in the regular course of City employment or as part of his/her duties as a City employee.

(c) Any activity or enterprise which involves the performance of an act in other than his/her capacity as a City employee which may be later subject, directly or indirectly, to the control, inspection, review, audit or enforcement by such employee or the employing agency.

(d) Any activity or enterprise which involves the employee's time such that it impairs attendance or efficiency in the performance of duties as a City employee.

SECTION 5. LIMITATION OF EMPLOYMENT OF RELATIVES

(a) Members of an immediate family shall not be employed at the same time if such employment would result in an employee directly or indirectly supervising a member of his/her immediate family.

(b) This policy shall not be retroactive as of April 5, 1984 and no action will be taken concerning those members of the same family employed in conflict with (a) above prior to April 5, 1984.

(c) Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named.

SECTION 6. DISCIRMINATION AND HARASSMENT

No employee shall discriminate, harass, or use derogatory language toward any person on the grounds of race, color, religion, sex, sexual orientation, physical handicap, age or national origin.

ARTICLE VIII

CONDITIONS OF EMPLOYMENT

SECTION 1. UNEXPLAINED ABSENCE

Any absence of three (3) or more consecutive days without a call-in by any City employee may be deemed and held to be, a resignation by such member and accepted by such as the City.

SECTION 2. USE OF CITY SUPPLIES, EQUIPMENT AND VEHICLES

City equipment, materials, tools and supplies shall not be available for personal use nor be removed from City property except in the conduct of official City business.

An employee shall care for vehicles owned by the City in the same responsible way that an employee would care for his or her personal vehicle. Lack of care can result in disciplinary procedures. Such vehicles are to be used exclusively for official City business, except when by special approval. Use of vehicles for commuting to and from work shall usually be limited to an employee who is subject to an emergency call back to work.

No individual shall operate or ride in a City vehicle except as is required for the conduct of City business.

SECTION 3. REPRESENTATION AND INDEMNIFICATION

REPRESENTATION: City employees, in any criminal or civil action against them arising from their official duties or from acts which were within the scope of employment and were not performed with wanton negligence or willful and malicious intent and do not arise out of official misconduct, bribery, robbery, receiving unlawful gratuities or other abuse of office or employment shall be entitled to have the City Solicitor appointed to represent their interest in the matter. The City Solicitor shall represent the person charged at all stages, trial and appellate, until final determination of the matter.

INDEMNIFICATION: In addition to the right of representation provided in the preceding paragraph of this Section, City employees who, but for the application of any provisions of the Constitutions or Laws of the United States or the State of Delaware to the contrary, would be entitled to immunity in accordance with 10 Del. C. S4010 et seq. shall be indemnified by the City of Dover against any expenses including attorneys fees and disbursements, judgements, fines and costs, actually and reasonably incurred by said person in defending against the action, suit or proceeding giving rise thereto provided, however, if the person seeking indemnification chooses to retain his/her own attorney rather than using the City Solicitor, he/she shall be responsible to bear all

costs incurred thereby.

The right to indemnification shall automatically apply upon the final determination of any court or administrative tribunal of competent jurisdiction that no claim or cause of action existed, or, but for the application of the Constitutions or Laws of either the United States or the State of Delaware, that no such claim or cause of action would have existed, or upon a verdict or ruling in favor of the person. If a court or administrative tribunal shall determine that no right to indemnification exists because the absence of any of the elements of immunity said determination shall be final and binding at such time as any and all rights or appeals from the decision giving rise to such determination shall have been exhausted. If for whatever reason, including a settlement agreed upon by the parties, the court or administrative tribunal having jurisdiction shall fail or refuse to make the determination required by this Subsection, then the indemnification shall only be granted as to the person upon the affirmative recommendation of a majority of members elected by Council.

SECTION 4. SURRENDER OF PROPERTY

An employee who is suspended, discharged, retiring or resigning shall be required to return to the City all items of equipment or uniforms owned by the City. Such items must be returned before issuance of the employee's final paycheck.

SECTION 5. TRAVEL EXPENSES

While traveling to an approved conference, training and business related travel of an employee shall be reimbursed for expenses based on the City of Dover's travel policy. Such policy can be obtained from the Finance Director.

SECTION 6. VEHICLE ACCIDENT

If any employee is involved in an accident involving a City vehicle or property which results in negligent damage, the employee may be required to reimburse the cost of repair or replacement of the City in full or part. All accidents shall be reported immediately to an employee's supervisor, the Police department for investigation as well as the Human Resources Department. The employee will be required to submit to a drug screening. The City of Dover will bear the cost of the screening. The Human Resources Department shall maintain an accident log by driver.

SECTION 7. PRE-EMPLOYMENT REQUIREMENTS

Each person to whom employment with the City is offered may be required to successfully pass a pre-employment physical, complete a background check and drug test at a City designated medical

facility at the City cost before an appointment to such employment becomes effective. For person offered employment with the City of Dover as a uniformed Police Officer, he or she will be required to pass a pre-employment physical.

SECTION 8. SUBSTANCE ABUSE POLICY

PURPOSE

It is expected that all employees will maintain an appropriate level of fitness for duty. All persons covered by this policy should be aware that violations of the policy my result in discipline, up to and including termination, or not being hired. The guidelines and procedures for this policy are defined in the following programs. All employees are covered under this policy except for police officers, which are covered by a separate agreement contained in the Police Code of Conduct.

POLICY

A. PRE-EMPLOYMENT SUBSTANCE SCREENING:

1. A substance screening for excessive alcohol use, misuse of prescription drugs or illicit drugs will be required as a condition of employment for all new hires.

2. A positive confirming second test, on the original screening sample, will be the basis for disqualification of the applicant.

3. If either of the tests are negative, the applicant satisfies the substance level requirements.

4. An applicant whose test shows a positive result will have 24 hours after receiving notification of the positive result to provide a bona fide verification of a current valid prescription which may have caused the positive result. The prescription must be in the applicant's name.

B. EMPLOYEES ARE PROHIBITED FROM THE FOLLOWING:

1. Reporting to work under the influence of alcohol or drugs.

2. Have the odor of alcohol or drugs on their breath or have drugs or alcohol in their possession, while on duty.

3. Sell or provide drugs or alcohol to any other employee or to any other person while such employee is on duty.

4. Have their ability to work impaired as a result of alcohol or drugs.

Such actions will constitute violation of the established personnel policy and are causes for disciplinary action.

C. The appropriate law enforcement agency will be notified of any sale, and/or distribution, possession of any illegal substance by an employee while on duty or during lunch and other breaks or at any time while the employee is on a City work site or City working time.

D. Confirmation of drug or alcohol use or abuse will result in disciplinary action in accordance with the failure in the Personal Conduct Section of this manual.

E. Two disciplinary actions relating to drug or alcohol use may be cause for termination.

F. While use of medically prescribed or some other legal medications and drugs is not a violation of this policy, when such drug use adversely affects job performance, the employee will be required to use sick leave or take leave of absence.

G. Failing to notify an employee's supervisor before beginning work, when taking medications or drugs which may interfere with the safe and effective performance of duties by a City employee, may result in disciplinary action up to and including termination. Such actions will constitute violation of the City of Dover personnel policy Article XV, Section 8, of Failure in Performance of Duties.

H. Discipline for being under the influence of alcohol or non-prescribed controlled substances during non-job related activities would be based on the employee's work history, previous disciplinary actions and previous identification of substance use problems.

I. When an employee's driver's license is suspended due to alcohol or drug use and driving is required by the employee's job description, the said employee is subject to disciplinary action based on the Article XV, Section 9 regarding Failure in Personal Conduct.

J. SUBSTANCE SCREENING FOR CURRENT EMPLOYEES

1. Alcohol and/ or drug tests of existing employees will be conducted randomly and when there is reasonable suspicion that alcohol or substance abuse is involved in the work place.

2. "Reasonable Suspicion" shall be based on objective and definitive facts sufficient to lead a reasonable prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee's ability to safely perform his/her job is reduced.

3. Another supervisor or higher ranking supervisor must confirm all charges of reasonable suspicion.

4. The circumstances in which drug and/or alcohol testing may be required due to a reasonable suspicion of alcohol or drug use or abuse may include, but not limited to, the following:

a. Observed alcohol or drug possession or use during work hours (ie. drug paraphernalia, remains of marijuana cigarettes, plastic sandwich bags with non-food residue inside).

b. Apparent physical state of intoxication or drug induced impairment of motor functions (ie. red and watery eyes, dilated pupils, drowsiness or sleeping, slurred speech, hand tremors, inability to walk a straight line and alcohol on breath).

c. Incoherent or irrational mental state (i.e. irrational physical altercation, irrational verbal altercation, memory gaps).

d. Marked changes in personal behavior or attitude not attributable to other factors (i.e. sudden unexplained changes in mood and personality, changes in disposition, changes in appearance, including inattention to personal hygiene, frequently borrowing money).

e. Deteriorating work performance or attendance problems not attributable to other factors (i.e. excessive tardiness, an above average injury rate, regularly claiming sick benefits or worker's compensation).

f. Employee involvement in an accident during work hours in which a review of the circumstances of the accident or other relevant facts lead to a reasonable suspicion to believe that employee may be under the influence of alcohol or drugs.

g. Incriminating information from a reliable

source or other employee actions or conduct that leads to a suspicion that the employee is under the influence of alcohol or drugs, suffers from substance abuse or is in violation of existing City rules concerning the use of such substances (i.e. reports by family members of friends about employees alcohol or drug abuse, unexplained secret meetings with other employees or others).

5. An employee whose test shows a positive result will have 24 hours after receiving notification of the positive result to provide a bona fide verification of a current valid prescription which may have caused the positive result. The prescription must be in the employee's name.

K. Drug and alcohol use during off-hours will also violate this policy when such use impairs job performance, at which time, an employee is subject to disciplinary action and the rules regarding reasonable suspicion.

L. When there is reasonable suspicion of alcohol and/or drug use by an employee involved in serious or repetitive accidents causing death, personal injury to self or others, and/or property damage, alcohol and drug tests shall be administrated to employees immediately following such work related accidents. Confirmation of such drug or alcohol use through documented reasonable suspicion and a positive drug/alcohol screen test shall be cause for termination.

M. When reasonable suspicion has been adequately established, an immediate disciplinary suspension may be issued.

N. When reasonable suspicion has been adequately established, refusal to submit immediately to an alcohol and/or drug analysis when requested by management will constitute insubordination which is in violation of Article XV, Section 9, pertaining to failure in personal conduct and is cause for disciplinary action.

O. It is the policy of the City to provide a just procedure for the presentation, consideration and disposition of employee grievances. Such will be done in accordance with the established personnel policy (Article XVI).

TESTING PROCEDURES

A. To insure accuracy, employee's specimens must be given as soon as possible after charges of drugs or alcohol use or abuse has been made. These charges must follow the guidelines for establishing reasonable suspicion.

B. In establishing reasonable suspicion, the supervisor of an employee suspected of being impaired by alcohol or drugs shall document his/her observations and confirm those observations with another supervisor or higher ranking supervisor. Following such time, the supervisor may require the suspected, impaired employee to report to a designated physician, clinic or hospital on the City's time and at the City's expense for a fitness for duty examination, which will include, but not be limited to, urine analysis testing.

C. Any employee who refuses to submit to said testing would be found in violation of this policy. In such a case the two Supervisor's determination of impairment will be binding and the employee will be removed from the work site and subject to disciplinary action.

D. Alcohol and drug tests on employees shall be administrated immediately following work related accidents that involve personal injury to self or others, property damage or when there is reasonable suspicion that alcohol and/or drug abuse by the employee is involved.

E. Testing will be done for at least and possibly more of the following substances:

Amphetamines(Uppers)
Barbiturates(Downers)
Benzodiazepines(Valium)
Cocaine
Marijuana
Opiates(Opium)
Phencyclidine(PCP)
Methaqualone(Quaaludes)
Alcohol

F. The analysis shall be conducted in accordance with legally established clinical procedures of privacy which include a defined chain of custody and mandatory consent.

G. The urinalysis or screening method used is the EMIT method. Gas chromatography is used as a confirming second test if the screening is positive. If either of the tests is negative the employee is passed. The City reserves the right to use alternate testing methods.

EMPLOYEE ASSISTANCE

A. The City of Dover recognizes alcohol and/or drug dependency as a treatable condition. Any employee whose job performance, health or behavior, has deteriorated as a result of alcohol or drug use may use the employee referral program and health insurance coverage as appropriate. Employees should contact designated department personnel or the Human Resources Department for additional information.

B. Volunteer efforts to seek and use such help will not

jeopardize an employee's employment status. Such efforts will not appear on his/her personnel records if the employee volunteers prior to documented reasonable suspicion. However, said employees must follow suspension guidelines before returning to work.

C. Employees receiving treatment for drug or alcohol abuse may use sick leave, vacation leave or may be granted a limited leave without pay, or an extended leave without pay in accordance with established personnel policies.

D. Involvement of an employee in an alcohol and drug program does not suspend disciplinary measures to which an employee may be subject to as a result of conduct or behavior which violates work rules or regulations or is contrary to City policy.

SUSPENSION GUIDELINES

A. Employees placed on suspension from employment due to confirmed abuse of alcohol or drugs shall be required to complete the following documentation before reinstatement to any position with the City of Dover:

1. Submit at least fifteen (15) attendance slips showing proof of daily participation in Alcoholics Anonymous, Narcotics Anonymous or another approved rehabilitation organization.

2. Submit the name and telephone number of your organization sponsor to the City's Human Resources Department.

3. Submit the results of at least three (3) drug screening tests beginning on the first day of affiliation with a rehabilitation organization.

B. Upon submission of the three (3) items listed above an appointment will be required at a designated counseling center to determine the condition of applicable disease. Attendance may also be required at meetings with City personnel to explain the diagnosis. The City Manager or appropriate City official will then consider the safety and security of your employment and a decision will be made as to whether a suspension shall be lifted and reinstatement made in some capacity.

C. Any employee who has a positive substance screening must be given a return-to-duty substance screening before resuming duties. The City may require additional unannounced screening up to sixty (60) months after duties have been resumed. All costs of such return-to-duty screening and treatment shall be the responsibility of the employee.

CONFIDENTIALITY

A. The City shall require unannounced retesting of employees who have agreed to such testing as part of a disciplinary action or rehabilitation program.

B. Laboratory reports or test results shall appear in an employee's confidential medical file. The reports or test results may be disclosed to a designated person in City management on a strictly need to know basis and to the tested employee upon request.

SEVERABILITY

The provisions of this policy are severable and if any court of competent jurisdiction shall hold any of its provisions unconstitutional or otherwise invalid; the decision of such court shall not affect or impair any remaining provisions.

A separate policy exists for Uniformed Police Officers. The Police Code of Conduct is located with the Police Chief.

SECTION 9. DISCLOSURE OF CONFIDENTIAL INFORMATION

No employee shall disclose confidential information concerning the property, government or affairs of the City. Nor shall the employee use such information to advance the financial or other private interest of himself/herself or others.

SECTION 10. SAFETY SHOES

All employees shall wear safety shoes when it is determined that the employee may be exposed to the hazards of processes or environment that are capable of causing injury or impairment to the feet. The failure to wear safety shoes when exposed to such conditions will be cause for disciplinary action. Each Department Head shall designate which employees in his/her department shall be required to wear safety shoes and those employees to which safety shoes are recommended but not required. For both groups of employees the City has agreed to pay the amount agreed upon in the employee labor agreements.

The City shall provide a yearly allowance to each employee required or recommended to wear safety shoes. An employee may receive an additional allowance if his or her safety shoes have been damaged or destroyed or are not fit to wear due to work directly related to City employment.

The above section is subject to employee labor agreement, when applicable.

SECTION 11. REST PERIODS

The City makes no attempt to define or regulate a policy for rest periods that can be uniformly applied for employees in all departments or divisions. Because there are numerous variations, work schedules and conditions, a department head and/or supervisor may establish an appropriate rest period policy that will best serve the City's interest. It must be recognized that there may be circumstances which make designated rest periods impossible and therefore the department head will address the question accordingly.

If it is feasible a department head will provide two fifteen minute rest periods per day within the building or at the job site. Rest periods are not cumulative or mandatory. Urgent City business always takes precedence over a rest period.

The above section is subject to employee labor agreements, when applicable.

SECTION 12. MEAL PERIODS

The meal period for each employee is determined by individual departmental policy. It is the responsibility of each department head to inform employees of the time and length of meal periods.

ARTICLE IX

HOLIDAY LEAVE

SECTION 1. HOLIDAYS

The following days and such other days as City Council may designate are holidays with pay for full-time regular employees.

New Years Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

When a holiday falls on a Saturday, a paid holiday is granted on Friday. When a paid holiday falls on a Sunday, a paid holiday is granted on Monday.

Recognized City Holidays are subject to employee labor

agreements.

Part-time regular employees working twenty (20) hours or more per week shall receive a half-day, four (4) hours, with pay for each holiday designated above. If an employee in this classification works less than twenty (20) hours they are not eligible.

To receive holiday pay an employee must have received pay for his or her entire regularly scheduled work day before and after the holiday. Employees who are receiving worker's compensation from the City's workers compensation carrier are not entitled to holiday pay. Employees shall receive holiday leave credits at a rate of seven and a one-half (7.5) per leave day or eight (8) per leave day earned.

Temporary employees are not eligible for any type of holiday pay. If they are required to work on a holiday they will be paid at their regular hourly rate.

SECTION 2. EFFECT OF WORK ON HOLIDAYS OR UNSCHEDULED WORKDAYS OR OTHER TYPES OF LEAVES

Regular holidays or special holidays declared by City Council, which occur during any leave period, except extended leave without pay or unpaid military leave, shall not be considered as leave. Unscheduled work days, which occur during any leave period, shall not be considered as leave. While on vacation leave, employees on regular rotating shifts may be required to take pay for any vacation day that is replaced by a holiday at their regular pay rate. The affected Department Head may require these employees to take pay since continuous shifts must be maintained.

SECTION 3. HOLIDAYS - WHEN WORK IS REQUIRED

Non-exempt employees required to perform work on regularly scheduled holidays or special holidays declared by City Council may be granted compensatory time off at time and one-half or be paid at time and one-half (1.5) times their hourly rate for the hours actually worked in addition to any holiday pay to which they may be entitled. Policy is subject to the Fair Labor Standards Act and Article III Section 9, Overtime Pay.

The above section is subject to employee labor agreement, when applicable.

ARTICLE X

VACATION LEAVE

SECTION 1. VACATION LEAVE

Vacation leave shall be used for rest and relaxation, for medical appointments of illness when sick leave is exhausted and for absences due to adverse weather conditions.

While on vacation leave or sick leave an employee shall continue to earn vacation time and sick leave credit. An employee who converts vacation and sick leave to terminal leave shall not continue to earn vacation and/or sick leave while on terminal leave.

SECTION 2. VACATION LEAVE - THE MANNER OF ACCUMULATION

Full-time regular employees shall accumulate vacation leave on the following schedule:

(a) Each full-time regular employee with fewer than eight (8) complete years of continuous service shall earn vacation leave at the rate of one (1) day per completed month or twelve (12) days per completed year of service.

(b) Each full-time regular employee with eight (8) completed years of continuous service but less than fifteen (15) complete years of continuous service shall earn vacation leave at the rate of one and one-half (1.5) days per completed month or eighteen (18) days per completed year of service.

(c) Each full-time regular employee with fifteen (15) complete years of continuous service but less than twenty (20) complete years of continuous service shall earn vacation leave at the rate of one and three-fourths (1.75) days per month or twenty one (21) days per completed year of service.

(d) Each full-time regular employee with twenty (20) or more complete years of continuous service shall earn vacation leave at the rate of two (2) days per month or twenty four (24) days per completed year of service.

Part-time regular employees working twenty (20) hours or more per week shall accumulate vacation leave at one-half (1/2) the rate of full-time employees.

Part-time regular employees working less than twenty (20) hours per week are not eligible for vacation leave.

Temporary employees are not eligible for vacation leave.

Vacation leave accumulated by eligible employees shall be

recorded and taken in half-hour increments.

The above section is subject to employee labor agreement, when applicable.

SECTION 3. VACATION LEAVE - THE MAXIMUM ACCUMULATION

Vacation leave is accumulated from year to year; however total accumulated vacation leave on January first of each year is limited to an amount equal to one year's vacation time. One year of vacation is calculated by multiplying 12 (months) by the employee's accrual rate in December of the prior year. An employee must earn pay for one-half of his or her workdays for that month to be credited with vacation leave. The employee cannot use a month's credit until he or she has earned pay for one-half of his or her workdays for that month.

(a) Each full-time regular employee with fewer than eight (8) complete years of continuous service can not have accumulated more than twelve (12) days of unused vacation leave as of January 1 of each year.

(b) Each full-time regular employee with eight (8) complete years of continuous service but less than fifteen (15) complete years of continuous service can not have accumulated more than eighteen (18) days of unused vacation leave as of January 1 of each year.

(c) Each full-time regular employee with fifteen (15) complete years of continuous service but less than twenty (20) complete years of continuous service can not have accumulated more than twenty one (21) days of unused vacation leave as of January 1 of each year.

(d) Each full-time regular employee with twenty (20) or more complete years of continuous service can not have accumulated more than twenty-four (24) days of unused vacation leave as of January 1 of each year.

Part-time regular employees working twenty (20) or more hours per week with the appropriate complete years of continuous service may accumulate vacation leave at one-half the rate that employees are allowed in a,b,c and d above.

If an employee has accumulated more than the maximum allowable amount of unused vacation leave on January 1, then his/her leave shall be reduced to the proper maximum.

If the City Manager determines that unusual and extenuating circumstances exist which justify allowing an employee to be excused from the requirements of this section for a particular

year, he/she may do so. An employee must make the written request to the City Manager in writing prior to December 1 of the year in question.

The above section is subject to employee labor agreements, when applicable.

SECTION 4. VACATION LEAVE - FINAL PAY AND REPAYMENT OF VACATION LEAVE

Upon submission of a resignation, an employee shall be paid for vacation leave accumulated to the date of separation. At the time of the employee's separation the following shall be deducted from the employee's final compensation: any vacation leave owed the City, qualified educational assistance and any funds owed to the City by the employee as a result of criminal activity or negligence.

SECTION 5. VACATION LEAVE - PAYMENT FOR ACCUMULATED VACATION LEAVE UPON DEATH

The estate of an employee who dies while employed by the City shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account. From this payment the following shall be deducted from the employee's final compensation: any vacation leave owed the City, the value of any City issued uniform and/or equipment not returned by the employee, qualified educational assistance and any funds owed to the City by the employee as a result of criminal activity or negligence.

ARTICLE XI

SICK LEAVE

SECTION 1. SICK LEAVE

Sick leave with pay is not a right which an employee may demand but a privilege granted by the City for the benefit of an employee when sick.

Sick leave shall be granted to an employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations/treatment or exposure to a contagious disease when continuing to work might jeopardize the health of others and for the well care of the immediate family residing in the employee's principle place of residence. Additional situations will be considered for the use of sick time.

While on paid sick leave an employee shall continue to earn sick and vacation leave credits.

The City understands the difficulty of defining or regulating a policy for notification of the desire to take sick leave that can be uniformly applied for employees in all departments or divisions.

Because there are numerous variations and work schedules and conditions, a Department Head may establish an appropriate notification policy for his/her department that will best serve the City's interest. If a Department Head does not elect to establish a separate notification policy for his/her department then the following shall apply:

> Notification of the desire to take sick leave shall be submitted to the employee's supervisor prior to the leave or not later than one-half hour after the beginning of a scheduled workday. Failure to do so may result in the employee being considered absent without leave. Due to the critical nature of shift work, shift workers must notify the on-duty shift supervisor of a desire to take sick leave no later than one-half hour prior to the beginning of their shift or the employee may be considered absent without leave.

The above of section is subject to employee labor agreements, if applicable.

SECTION 2. SICK LEAVE - MANNER OF ACCUMULATION

Full-time regular employees shall accumulate sick leave at the rate of one (1) day per completed month or twelve (12) days for each completed year of service. An employee must have earned pay for one-half of his or her workdays for that month to be credited with sick leave. The employee cannot use a month's credit until he or she has earned pay for one-half of his or her workdays for that month.

Part-time regular employees working twenty (20) hours of more per week shall accumulate sick leave at one-half the rate for full-time employees. An employee must have earned pay for one-half of his or her workdays for that month to be credited with sick leave. The employee cannot use a month's credit until he or she has earned pay for one-half of his or her workdays for that month.

Part-time regular employees working less than twenty (20) hours per week are not eligible for sick leave.

Temporary employees shall not be eligible for sick leave.

Sick leave accumulated by eligible employees shall be recorded and taken in half-hour increments.

The above section is subject to employee labor agreements, when applicable.

SECTION 3. SICK LEAVE - MAXIMUM ACCUMULATION

The maximum number of sick days an employee may accrue is one hundred eighty (180) days. After the maximum numbers of days are accrued, no additional sick leave shall be earned until some of the accrued leave is taken.

Non-bargaining employees are permitted an unlimited accumulation of sick-leave.

The above section is subject to employee labor agreements, when applicable.

SECTION 4. SICK LEAVE - PHYSICIAN CERTIFICATE

A physician certificate is required for an employee to return to work who has been out over three (3) consecutive working days unless waived by a Department Head. A physician certificate requirement can be instituted on a one (1) day basis for habitual lost time at the discretion of the employee's supervisor. In all cases a sick leave form must be completed and signed by the returning employee.

SECTION 5. SICK LEAVE - RETIREMENT CREDIT FOR ACCUMULATED SICK LEAVE

Employees hired on or before July 1, 2004 and retire under an approved City Retirement Plan shall be paid in full for a maximum of one hundred fifty (150) days of accrued sick leave if the employee is retiring with 25 or more years of service with the City of Dover. The employee retiring with less than 25 years of service with the City of Dover shall be paid in full for a maximum of one hundred thirty (130) days of accrued sick leave. Employees hired after July 1, 2004 will be permitted to be paid in full for a maximum of one hundred (100) days of accrued sick leave. This payment shall be in a lump sum payable upon retirement or the employee may convert his/her accumulated sick leave, not to exceed the maximum indicated, to terminal leave.

The above section is subject to employee labor agreement, when applicable.

SECTION 6. SICK LEAVE - TERMINATION

Any employee who is terminated shall lose all accumulated sick leave. The only exception to this policy is Section 5 of this

Article.

ARTICLE XII

LEAVES WITHOUT PAY

SECTION 1. LIMITED LEAVE WITHOUT PAY

The employee's Department Head may grant employees a leave of absence without pay, not to exceed two (2) weeks, provided the employee has exhausted all accumulated vacation leave. The Human Resources Director must be notified before a decision can be rendered.

The above section is subject to employee labor agreement, when applicable.

SECTION 2. EXTENDED LEAVE WITHOUT PAY

A regular employee may be granted a leave of absence without pay for up to six (6) months by the City Manager provided it has been requested in writing and the employee has exhausted all accumulated vacation leave. If an employee is applying for disability insurance under the City of Dover employee's policy, then the employee does not have to exhaust his or her accumulated vacation leave. Generally the leave shall be used for reasons of personal or family disability, continuation of education or special work that will permit the City to benefit by the experience gained or the work performed. An extension of leave for six (6) months may be granted by the City Manager. However no leave of absence may exceed a total of one (1) year. The Human Resources Director must be notified before a decision can be rendered.

The employee shall apply in writing for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the City Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority or pay including salary range adjustments that may have occurred during the said leave. If the employee decides not to return to work, the supervisor should be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested and approved in writing, shall be considered a resignation.

If the City learns that an employee on a leave of absence is no longer using the leave for reasons originally stated in the leave request, then the employee may be terminated.

The above section is subject to employee labor agreement, when applicable.

SECTION 3. EXTENDED LEAVE WITHOUT PAY - RETENTION AND CONTINUATION OF BENEFITS

An employee shall retain all unused sick leave while on leave without pay. An employee ceases to earn all leave credits on the date leave without pay begins. Completed service credits for the purpose of computing longevity pay, sick and vacation leave shall accrue for a period of forty-five (45) days following the start of leave of absence without pay. The employee may continue to be eligible for benefits under the City's group insurance plans provided the employee shall be responsible for the payment of the total insurance premium to the City prior to the first day of each month while on leave; unless the leave is for an employee illness, disability or maternity case in which the employee is only required to pay the premium amount normally deducted from the employee's pay check.

ARTICLE XIII

OTHER TYPES OF LEAVE

SECTION 1. TERMINAL LEAVE

Upon retiring directly from City service under an approved City Retirement Plan a regular employee is eligible to take terminal leave prior to his/her retirement date under the following conditions:

(a) For employees hired on or before July 1, 2004, terminal leave shall consist of a total of both an employee's unused sick and vacation leave. A maximum amount sick leave an employee may convert is one hundred fifty (150) days if the employee is retiring with 25 or more years of service with the City of Dover. The employee retiring with less than 25 years of service with the City of Dover shall be permitted to convert a maximum of one hundred thirty (130) days of accrued sick leave to terminal leave.

Employees hired after July 1, 2004, will be permitted to convert a maximum of one hundred (100) days of accrued sick leave to terminal leave.

(b) Once terminal leave begins the employee ceases to earn vacation or sick leave credits and is no longer eligible for annual salary increases.

(c) Once terminal leave begins, the employee can not return to active service unless approved by the City

Manager. If a return to active service is approved, then the employee will be required to pay back all expended sick leave credits if the request to return to work was initiated by the employee.

(d) In order to qualify for terminal leave, an employee must request leave in writing a minimum of forty-five (45) days notice prior to the employee's retirement date unless waived by either the Civilian or Police Pension Committee.

(e) Any leave taken within 30 calendar days prior to terminal leave beginning will be considered terminal leave.

SECTION 2. MILITARY LEAVE

Military Training Leave

Full-time, regular employees who are members of the National Guard or Armed Forces Reserve will be allowed ten (10) work days military training leave per calendar year. If the compensation received while on military leave is less than the base salary that would have been earned during this same time period as a City employee, the employee shall receive partial compensation equal to the difference in the compensation earned as a reservist or guardsman and the base salary that would have been earned during this same period as a City employee. The effect will be to maintain the employee's salary at a normal level during this period. If such military duty is requested beyond this ten (10) work day period, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status. While taking military leave with partial pay or without pay, the employee's leave credit and other benefits shall continue to accrue as if the employee physically remained with the City during this period. An employee may use vacation time for the ten (10) days military duty and receive both vacation pay and pay from the military without reimbursement to the City. An employee must notify his/her supervisor a minimum of ten (10) days prior to taking military leave.

The pay received from the military while on military leave shall not be considered as pay for pension purposes. No employee pension contributions will be deducted, the City will not make pension contributions based on the pay and the pay shall not be used to compute pension benefits.

Active Duty

Full-time, regular employees who are guardsmen and reservists have all the job rights specified in the Veterans Readjustment Assistance Act. All employees who enlist or are reactivated in one of the military services will be granted on application a military

leave of absence for a maximum period of five (5) years.

Military Mobilization Pay

If the compensation received by a full-time regular employee while on military leave as a result of individual or military unit mobilization is less than the base salary that would have been earned during this same time period as a City employee, the employee shall receive partial compensation equal to the difference in the military compensation earned as a reservist or guardsman and the base salary that would have been earned during the same time period as a City employee. This differential shall be paid for a time period of up to one year from the date the employee reports to active military service duty and shall cease upon termination of the active duty assignment. Military compensation shall include base pay, all special pay, bonuses and allotments, and any other direct compensation received as a result of mobilized military service from the government of the United States or any State government.

Reemployment After Military Service

Upon release from military service with an honorary discharge, a retiring veteran must apply for reinstatement as follows:

Service Time	Return
30 days or less	Beginning of the next regularly scheduled work period on the first full day following completion of service and expiration of an 8 hour rest period following safe transportation home.
31 to 180 days	Application of reinstatement must be submitted not later than 14 days after completion of military duty.
180 or more days	Application for reinstatement must be submitted not later than 90 days after completion of military duty.

Benefits

When the veteran is returned to active employment all benefits previously earned such as sick leave, longevity pay, unused vacation time and cost of living increases shall be credited to his record. Time spent while on active duty shall be credited towards completed year's service with the City for the purpose of computing retirement time, vacation time, and longevity increases. In regards to pension benefits, sworn police officers are subject to the Delaware County and Municipal Police/Firefighter Pension with the State of Delaware. Please contact the State of Delaware Pension Office for complete details.

An eligible City employee shall receive uninterrupted health

insurance benefits at the same level as before he or she was called to active duty for a period of up to one year from the date the employee actually reports to active military service. The employee shall also be allowed to continue pension contributions based on his or her normal base pay.

Part-time Employment

Part-time regular employees working less than twenty (20) hours per week and temporary employees are eligible for military leave but not partial compensation.

USERRA (Uniformed Services Employment and Reemployment Rights) guidelines apply to all military leave.

SECTION 3. MATERNITY LEAVE

Leaves of absence shall be granted to employees affected by pregnancy, childbirth or related conditions; provided such leave shall not exceed six (6) months. At the commencement of a maternity leave of absence, employees have the option of using accrued sick or vacation leave time in order to continue to receive pay. Sick leave is permitted according to Article XI Section 1. Pay will cease when all accrued allowances have been used. The use of accrued time-off shall not extend the length of the leave.

SECTION 4. JURY DUTY/CIVIL LEAVE

A City employee called for jury duty or as a witness in any civil or criminal legal proceeding shall receive leave with pay for such duty during the required absence without charge to accumulated vacation or sick leave. This does not apply to an employee if he/she is a defendant or plaintiff in a legal proceeding. While on jury/civil duty, benefits and leaves shall accrue as though on regular duty.

SECTION 5. BEREAVEMENT LEAVE

Bereavement leave shall be granted to all regular employees and probationary employees who are regularly scheduled to work 20 hours or more per week and who experience a death of a member of the employee's immediate family. Upon request, the employee maybe granted up to three (3) working days leave with pay. If the funeral is more than four hundred (400) miles from the City of Dover, the employee shall be granted up to five (5) working days, with pay, not charged to any leave balance, to arrange for and/or attend the funeral service or related matters. An employee may request additional time beyond the time provided. The City Manager or appropriate city official may grant such additional time to be charged against the employee's sick leave.

Immediate family is defined for the purpose of this section as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law and adopted relationships that can be derived from those named, in addition to significant other if not married or separated from spouse, and any relative living with the employee.

The City reserves the right to request verification of the relationship and funeral location.

Hours granted as bereavement time shall be counted as hours worked for purposes of computing overtime and shall not be charged as vacation leave if such occurs while the employee is on vacation.

The above section is subject to employee labor agreement, when applicable.

SECTION 6. FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

(a) Reasons for taking leave:

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility
- A condition requiring absence of more than three consecutive calendar days from work, or other regular daily activities that also involves continuing treatment by a health care provider
- Pregnancy or prenatal care
- A chronic condition (ie. Asthma, diabetes, epilepsy, etc.)
- A permanent or long-term condition requiring medical

supervision (Alzheimer's, stroke, terminal diseases, etc.)

- Absences to receive and recover from multiple treatments by or on referral by a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (ie. Chemotherapy, physical therapy, dialysis, etc.)

Leave, as the result of a workers compensation injury, may be counted as FMLA leave.

While the Family Medical Leave Act provides for 12 weeks of unpaid, job protection, the City permits the employee to use his or her accrued leave time in conjunction with FMLA leave in order to avoid a loss in wages. The use of accrued leave does not extend one's FMLA leave. Accrued leave use must adhere to City policy regarding use.

Spouses who works for the City and are both eligible for FMLA, are entitled to a combination of 12 weeks of leave during any 12 month period if the leave is taken for the birth or adoption of the employee's newborn child or to care for a parent with a serious health condition.

(b) Advanced Notice and Medical Certification:

The employee may be required to provide advanced leave notice and medical certification. Taking of leave may be denied if requirements are not met.

The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable." If 30 day notice is not possible due to a medical emergency or the employees' uncertainty as to when the leave will be required to begin, notice must be given as soon as it is practical to do so. The City may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

(c) Job Benefits and Protection:

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group health plan. Upon returning from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. In addition, the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

(d) Unlawful Acts by Employers

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Once the Human Resources Department is made aware that an employee is on FMLA leave, the City must notify the employee in writing within 2 business days (unless there are extenuating circumstances) that the leave is designated as FMLA leave.

If the City learns that an employee's leave qualifies as FMLA leave after the employee returns to work, the City can retroactively designate the leave within two business days of the employee's return to work.

If an employee did not realize that the leave he or she took qualified as FMLA leave until after his or her return to work, he can notify the employer and request that the leave be designated as FMLA leave within two business days of the employee's return to work.

Absence from work due to FMLA leave may not be considered in promotion decision, performance appraisals, or disciplinary actions.

The information contained in this section is to provide general information about the FMLA. Specific questions or concerns should be directed to the Human Resources Department or to the Department of Labor.

SECTION 7. INCLEMENT WEATHER

The City of Dover will keep its offices open during regularly scheduled hours unless extreme inclement weather necessitates the curtailment of all but essential services. When City Offices are open, each employee shall report to work and remain at work until officially released.

PROCEDURE

A. Responsibilities:

1. The City Manager will make all decisions concerning the closing of City Offices.

2. Department Heads will determine which positions, by job title, are assigned to maintain essential services when offices are closed. Such positions will be designated as "emergency" positions and employees occupying those positions shall be notified of their "emergency" status.

B. Guidelines:

1. Opening of Offices:

a. In most cases of inclement weather, all City Offices will open and remain open for business during regularly scheduled hours.

b. When inclement weather is severe enough to create a safety hazard for employees or to cause extremely poor road conditions, each department head shall exercise his/her judgement in assessing employee tardiness.

c. Employees who call in and are unable to come to work may, have the option of using vacation, comp time or leave without pay to cover the normal working hours missed as a result of the weather emergency. If an employee chooses comp time, and does not have comp time accrued, that employee will be advanced comp time with the understanding that those hours missed due to the weather emergency will be made up within two (2) weeks of the weather emergency.

d. An employee who calls in sick during inclement weather, may be required at the discretion of the supervisor to provide a doctor's certificate to substantiate charging the absence to sick leave. An employee who fails to provide the required certificate when requested to do so, shall have the time reported as leave without pay.

The above section is subject to employee labor agreement, when applicable.

2. Closing of Offices During the Day:

When extreme inclement weather necessitates the closing of offices after the work day has begun, the following will apply:

a. All employees not designated as emergency employees will be excused from work. For the remainder of the work day these employees will be placed on excused leave of absence with pay.

b. Each employee designated as an emergency

employee shall remain on duty for the duration of his/her regular shift or revert to his/her assigned emergency shift, if appropriate.

c. Individuals who called in and were placed on vacation leave status will be charged such leave for the entire day. The option of requiring a doctor's certificate for a reported sick leave shall continue to be available to a Supervisor. Individuals who depart on vacation leave prior to official announcement will be charged such leave for the entire remainder of the day.

3. Closing the Office before the Start of the Work Day:

When inclement weather prevents the opening of offices for the day, the following will apply:

a. Employees will be notified of the closing of offices by the procedures outlined in paragraph D, Public Announcements.

b. Each emergency employee shall report to his/her normal shift or emergency shift as appropriate.

c. All non-emergency employees are excluded from reporting to work. These employees will be placed on excused leave of absence with pay for their entire workday.

d. Employees on previously approved leave status ((vacation, etc., (excluding sick)) will remain on such leave status.

C. Exceptions:

In the event a Department Head determines that it is necessary for non-emergency employees to remain at or report to work after offices are closed as the result of inclement weather, then he/she may direct such employees to do so. Such employees will be paid in accordance with the same policies governing emergency employees.

D. Compensation:

Emergency employees who work during their normal or emergency shifts will receive hour-for-hour vacation time in addition to their normal straight time pay for hours worked during the normal shift when City offices are closed by the City Manager due to inclement weather.

The above section is subject to employee labor agreements, when applicable.

E. Public Announcements:

FM Radio stations, WDSD 92.9 and Eagle 97.7 and television station WBOC will be asked to carry announcements of the City's order to close offices due to inclement weather.

F. Employee Message Center

Employees may call the City's Employee Message Center in order to determine the City's operating schedule. The phone number is 736-4240. The message will be updated as information is provided by the City Manager.

ARTICLE XIV

WORKER'S COMPENSATION

SECTION 1. WORKER'S COMPENSATION LEAVE

An employee absent from duty as a result of sickness or disability covered by Delaware Worker's Compensation Act may receive Worker's Compensation benefits up to 66 2/3% of the employee's average weekly pay provided the weekly benefit cannot exceed the maximum limit set by State Law. For the first sixty (60) calendar days that an employee is out under a licensed physician's care as a result of an on the job accidental injury, the City will guarantee 100% of an employee's base weekly pay. The sixty (60) calendar days of full pay is per injury and is cumulative. Partial days will be counted towards the 60 calendar days. In each case where the employee must be absent from duty more than sixty (60) calendar days because of an on the job accident, the City will cease its payments but will allow the employee to elect to use accumulated vacation and sick leave as a supplemental payment for the difference between his/her regular salary and the payments received under the Worker's Compensation Act. Such an employee may have deducted from his accumulated vacation or sick leave that fraction of a day which is the same as the fraction that the supplemental payment for one day is of a regular day's pay. Supplemental pay and workers compensation pay shall not exceed the employee's average weekly wage. The City shall continue to pay for his/her individual group health insurance, the City's share of dependent health coverage and the City's share of life, accidental death and dismemberment and accident and sickness insurance coverages. Upon returning to work an employee's salary will be computed on the basis of the last salary earned plus any across the board or reclassification salary increase to which the employee

would have been entitled during the disability covered by Worker's Compensation.

Temporary employees and part-time employees working less than twenty (20) hours per week will be placed on leave without pay status and will receive all benefits for which they may be eligible for under the Worker's Compensation Act; but are not eligible for the 100% guarantee of base salary for the first sixty (60) days on Worker's Compensation leave.

The above section is subject to employee labor agreements, when applicable.

SECTION 2. ON-THE-JOB INJURIES

The City of Dover and the Workmen's Compensation Law of Delaware require that the standard "Employer's Report of Occupational Injury or Disease" form be completed and filed with the Human Resources Department within two (2) working days after the injury occurs. The employee's immediate Supervisor must answer questions on the form as completely as possible.

The guidelines listed below will be followed in the event of an on the job injury:

1. Emergency first-aid treatment should be administered, whenever practical, and the injured employee should be transported to Kent Medical Center or Kent General Hospital Emergency Room. The method of transportation whether by the nearest available vehicle or by ambulance shall be determined by the extent of injury and by the person handling the situation.

2. The injured employee, or any other designated person, should notify the injured employee's supervisor as soon as practical after the injury occurs.

3. After the injured employee has received medical treatment he or she shall complete the "Employee's Report" form. The supervisor then shall complete the "Supervisor's Report" form. The injured employee will then complete the "Authorization for Medical and Records" form.

4. After the above three (3) forms have been filled out, the Supervisor and the Human Resources Department will complete the "Employer's Report of Occupational Injury or Disease" form.

5. The completed forms will be delivered to the Human

Resources Department for processing.

6. Prior to returning to work from a "lost time injury" the employee must submit, to his/her supervisor, a signed physician's statement authorizing that employee's fitness to return to work status.

SECTION 3. WORKER'S COMPENSATION BENEFITS

City employees are covered by the Delaware Worker's Compensation Act and are required to report all injuries or possible injuries arising out of and in the course of employment to their supervisor by the end of their normal daily work schedule.

ARTICLE XV

SEPARATION, DISCIPLINARY ACTION AND REINSTATEMENT

SECTION 1. TYPES OF SEPARATION

All separations of employees from positions in the service of the City shall be designated as one of the following types and shall be accomplished in the manner indicated: resignation, reduction in force, disability, retirement, dismissal or death.

SECTION 2. RESIGNATION

A minimum of two (2) weeks notice is required of all resigning non-exempt personnel and four (4) weeks notice for exempt personnel. The resigning employee shall give such notice in writing to his/her supervisor. An employee can not use vacation time as notice for his/her resignation.

The City reserves the right to terminate an employee's employment immediately, after receiving an employee's resignation.

SECTION 3. REDUCTION IN FORCE

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's past performance, the need for the employee's service and seniority in determining those employees to be retained. Employees who are laid off as a result of a reduction in force shall be given at least two (2) weeks notice of the anticipated lay-off. No regular employee shall be separated while temporary employees continue serving in the same class in the department, unless the regular employee refuses to transfer to the position held by the temporary employee.

The above section is subject to employee labor agreements, when applicable.

SECTION 4. DISABILITY

An employee may be separated for disability when the employee can not perform the required duties as a result of a physical or mental impairment. The employee or the City may initiate action, but in all cases it shall be supported by medical evidence as certified by a competent physician. The City may require an examination at its expense and performed by a physician of its choice. Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions within the City's service for which the employee may be suited.

SECTION 5. RETIREMENT AGE

Sworn Police Officers hired prior to September 1, 1982 shall retire in accordance with the policies governing this, set forth in Section 18-25 of the Police Pension Plan. All sworn Police Officers hired on or after September 1, 1982 shall adhere to the policies set forth in the Delaware County and Municipal Police/Firefighter Pension with the State of Delaware.

All civilian employees shall refer to the City of Dover General Employee Pension Ordinance, Section 2-181 through 2-184.

SECTION 6. DEATH

All compensation due in accordance with Article X, Section 5 of this policy, will be paid to the estate of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.

SECTION 7. DISCIPLINARY ACTION

An employee may be suspended, demoted or dismissed as a result of failure in performance of duties or failure in personal conduct. The employee shall be provided with a written notice including the recommended effective date and reasons for the action.

The above section is subject to employee labor agreements or Police Department rules, when applicable.

SECTION 8. FAILURE IN PERFORMANCE OF DUTIES

An employee whose work is unsatisfactory over a period of time shall be notified by the supervisor in what way the employee's work is deficient and what must be done if the work is to be satisfactory.

An employee who is suspended, demoted or dismissed for unsatisfactory performance of duties shall normally receive at least two warnings before disciplinary action is taken. First, one

or more oral warnings must be issued by the employee's supervisor, and second, a written warning must be issued by the department head serving notice upon the employee that corrected performance must take place immediately in order to avoid disciplinary action. The supervisor and department head must record the dates of their discussions with the employee, the performance deficiencies discussed and the corrective actions recommended and must file the information in the employee's personnel folder in the Human Resources Department.

Failures in the performance of duties considered to be adequate grounds for suspension, demotion or dismissal include, but are not limited to the following representative examples:

(a) inefficiency, ineffectiveness, negligence or incompetence in the performance of duties,

(b) careless, negligent or improper use of City property or equipment,

(c) physical or mental incapacity to perform duties,

(d) discourteous treatment of the public or other employees,

(e) leaving work assignments during working hours without prior supervisory permission,

(f) habitual improper use of leave privileges,

(g) habitual pattern of failure to report for duty to the assigned time and place and

(h) failure to observe safety rules and regulations.

SECTION 9. FAILURE IN PERSONAL CONDUCT

An employee may be suspended, demoted or dismissed for causes relating to personal conduct detrimental to City service or for other serious reasons. Such action may be necessary to avoid undue disruption of work or to protect the safety of persons or property.

An employee suspended, demoted or dismissed for causes relating to personal conduct shall be: (1) given a statement of the charges before the disciplinary action, (2) allowed to respond, and (3) given a prompt written statement of the decision of the department head. If circumstances are such that the department head must take immediate action without notice, then Section 11 of this Article shall apply.

The following causes relating to failure in personal conduct

are representative of those considered as being adequate grounds for suspension, demotion or dismissal:

(a) fraud in securing appointment,

(b) conviction of a felony or a misdemeanor which would adversely affect performance of duties, or the entry of a plea of "no contest" to either,

(c) misappropriation of City funds or property,

(d) falsification of City records for personal profit or to grant special privileges,

(e) reporting to work under the influence of alcohol or other narcotic drugs or partaking of such things while on duty or while on public property, except that prescribed medication may be taken within the limits set by a physician so long as medically necessary,

(f) any action with the intent to deceive,

(g) theft, unauthorized use or unauthorized removal of City property,

(h) insubordination which shall mean the failure or deliberate refusal by an employee to obey a proper order given by a supervisor or the use of disrespectful language towards his/her supervisor,

(i) disorderly conduct including fighting, practical jokes and horseplay,

(j) abuse of employee benefits,

(k) unapproved outside employment,

(l) gross negligence in performance of duties,

(m) any other actions which reflect adversely upon the City, and

(n) discrimination or harassment of any person on the grounds of race, color, religion, sex, handicap, sexual orientation, physical handicap, age or national origin.

SECTION 10. DISCIPLINARY SUSPENSION

An employee who is suspended for disciplinary reasons shall be relieved temporarily of all duties and responsibilities and shall receive no compensation for the period of the suspension.

SECTION 11. IMMEDIATE DISCIPLINARY SUSPENSION

An employee may be suspended without notice by the Department Head for causes related to personal conduct in order to avoid undue disruption of work, to protect the safety of persons or property or for other serious reasons. When a Department Head suspends an employee he/she shall tell the employee to leave City property at once and remain away until further notice. A written summary detailing the circumstances and facts leading to the suspension shall be prepared, one copy delivered to the employee by certified mail and one copy filed in the employee's personnel folder in the Human Resources Department and one copy delivered to the Bargaining Union President (when applicable).

SECTION 12. NON-DISCIPLINARY SUSPENSION

During the investigation, hearing or trial of an employee on any criminal charge or during the course of any civil action involving the employee, the Department Head may suspend the employee without pay for the duration of the proceeding as a non-disciplinary action if such action is deemed necessary in the best interest of the City.

Sworn Police Officers will conform to policies outlined in the Police Bill of Rights.

Full recovery of pay and benefits for the period of non-disciplinary suspension may be authorized by the City if the suspension is terminated with full reinstatement of the employee.

SECTION 13. REINSTATEMENT

An employee who resigns while in good standing or who is dismissed as a result of reduction in force may be reinstated, with the approval of the Department Head and the City Manager or an appropriate City Official. An employee who enters active service with the Armed Forces of the United States, the Public Health Service or with a Reserve component of the Armed Forces will be granted reinstatement rights commensurate with the Veterans Readjustment Assistance Act.

ARTICLE XVI

GRIEVANCE PROCEDURE

SECTION 1. POLICY

It is the policy of the City to provide a just procedure for the presentation, consideration and disposition of employee grievances. The purpose of this Article is to outline the procedure and to insure all employees that a response to their grievance will be prompt and fair.

SECTION 2. GRIEVANCE - DEFINED

A grievance shall be any disagreement or dispute arising from the application, meaning or interpretation of the conditions, policies and procedures set forth in these personnel rules.

SECTION 3. PURPOSES OF THE GRIEVANCE PROCEDURE

The purposes of the grievance procedure include but are not limited to the following:

(a) providing employees with a procedure by which their grievances can be considered promptly and fairly,

(b) encouraging employees to express themselves about the conditions of work which affect them as employees,

(c) promoting better understanding of the policies, practices and procedures which affect employees,

(d) increase the confidence that employees have that personnel actions are taken in accordance with established fair and uniformed policies and procedures and

(e) increases the sense of responsibility which supervisors exercise in dealing with their employees.

SECTION 4. PROCEDURE

When an employee has a grievance, the following successive steps are to be taken. The number of days for each step should be considered the maximum number of working days unless otherwise provided and every effort should be made to expedite the process. Time limits at any step however may be extended by mutual consent.

All documents used in this procedure must be dated and signed by the respondent and recipient.

The procedure for presentation, consideration and disposition of employee grievances is as follows:

(a) An employee with a grievance concerning rules defined by this personnel policy shall present the matter to his/her immediate supervisor within ten (10) days of its occurrence with the objective of resolving the matter informally. The employee may present his/her grievance either orally or in writing. The supervisor shall then attempt to adjust the matter and give the employee an answer, either orally or in writing no later than three

(3) working days after the grievance is presented. The grievance and answer shall be reported to the supervisor's immediate superior.

(b) If the grievance is not resolved at Step 1 above, the employee may present the grievance to the head of his/her department within five (5) working days after the supervisor's answer is given or due. The Department Head shall confer with the employee regarding the grievance within three (3) working days after the grievance is presented and shall render a written decision within three (3) working days after the conference is held.

(c) If the grievance is not resolved in Step 2 above, the employee may present the written grievance to the City Manager within five (5) working days after the Department Head's decision is rendered or due. The City Manager shall confer with the employee and Department Head regarding the grievance within five (5) working days after the grievance is presented and shall submit his/her written decision to the employee within ten (10) working days after the conference is held. The City Manager's or appropriate City Official's decision shall be final.

If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not provide a written response to the grievance or appeal thereof within the specified time limits, the grievant may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step in accordance with the procedure set forth.

The entire grievance procedure is subject to employee labor agreement, when applicable.

ARTICLE XVII

EMPLOYEE BENEFITS

SECTION 1. INSURANCE BENEFITS

The City shall make group life insurance, group hospital, surgical and health insurance, accidental death and dismemberment insurance and off-the-job group accident and sickness available for full-time regular employees. Refer to the applicable employee

labor agreements for specific details.

(a) Group Hospital, Surgical and Health: The City shall pay a portion of an employee's health care up to a specific amount. The City shall provide group hospital, surgical and health insurance coverage for employees and their families. The City pays 100% of each full-time regular employee's individual coverage and 75% of the cost of dependent coverage.

The above section is subject to employee labor agreement, when applicable.

(b) Group Life: The City shall pay 50% of the cost of individual employee coverage for full-time regular employees. The employee must pay the other 50%. The insurance shall provide coverage equal to twice an employee's annual salary rounded to the next $1000. Maximum coverage will be determined by insurance policy.

(c) Accidental Death and Dismemberment: The City shall pay 50% of the cost of individual employee coverage for full-time regular employees. The employee must pay the other 50%. The insurance shall provide accidental death insurance coverage equal to twice the employee's annual salary and accidental dismemberment coverage based on a schedule rounded to the next $1000. Maximum coverage will be determined by insurance policy.

(d) Off-the-Job Accident and Sickness: The City shall pay 50% of the cost of the individual employee coverage for full-time regular employees. The employee must pay the other 50%. The insurance shall provide a weekly check for covered benefits for up to 52 weeks for an off-the-job disability accident or sickness.

For employees who are represented by the Fraternal Order of Police (FOP) please see your employee labor agreements for benefit begin date and waiting periods.

For all employees, with the exception of employees represented by the Fraternal Order of Police (FOP)the following waiting periods and conditions apply:

Sickness: The employee is entitled to up to fifty-two (52) weeks of short-term disability coverage. There is an initial waiting period of 7 calendar days following the onset of an illness. During this 7 day period no benefits are paid. The 7 day waiting period counts towards the 52 weeks.

Off Duty Accident: There is no waiting period following an off duty accident. The employee is entitled to up to fifty-two (52) weeks of short-term disability payments.

(e) Vision Insurance: The City shall pay 100% of the cost of vision insurance for the employee. Dependent coverage is not available. The plan shall provide for one eye exam every 24 months in addition to benefits for glasses or contact lenses.

In the case of each insurance benefit listed above, it shall be the employee's responsibility to activate the coverage applicable.

If an employee is enrolled between or on the first and fifteenth of the month for any of the insurance coverages, then his/her individual coverage shall be effective the first day of the following calendar month. If an employee is enrolled between or on the sixteenth and the last day of the month, then his/her coverage shall be effective on the first day of the calendar month following one (1) calendar month of employment. Dependent coverage must be taken when the employee enrolls for individual coverage or it may be delayed by the Insurance Carrier.

Part-time regular employees working twenty (20)or more hours per week shall be eligible for the same coverages listed above. However, the City's share and the cost of the coverage shall be one-half (1/2) that for full-time regular employees. For each coverage where the City pays the full cost or a portion of the cost for full-time employees, the City will pay only one-half (1/2) of the same costs for eligible part-time employees.

Part-time regular employees working less than twenty (20) hours per week shall not be eligible for the coverages listed in this section.

Temporary employees shall not be eligible for the coverages listed in this section.

SECTION 2. RETIREMENT BENEFITS

The City shall make available to full-time regular employees working at least thirty-seven and a half (37.5) hours per week a City Retirement Plan. All employees hired after July 1, 1991 shall be required as a condition of employment to join a plan. Employees shall remain members until their employment with the City ceases, retires or pass away. Pension benefits shall be provided through one of the following:

(a) Police Pension Plan (Sponsored either by the City of Dover or State of Delaware)

(b) General Employee Pension Plan

(c) Defined Contribution Plan

The City shall provide group hospital, surgical and health insurance coverage for retired employees and their families. The City pays 100% of each retiree's individual coverage and 75% of the cost of dependent coverage. This applies to all retirees, unless otherwise specified in employee labor agreements.

SECTION 3. DEFERRED INCOME

The City shall make available through its membership in the International City Management Association Retirement Corporation (ICMA) and Public Employees Benefit Services Corporation (PEBSCO) deferred compensation plans for regular employees whereby an individual can defer a portion of his/her current salary for use at a predetermined retirement date. The City shall make contributions based upon Employee Labor Agreements when applicable. For regular non-bargaining employees the employee benefit shall be no less than the highest contribution required by an employee labor agreement.

SECTION 4. UNIFORMS

The City shall provide uniforms for certain personnel. These employees shall be required to wear uniforms so they will be easily identified as City employees while working on or near private property.

The employee is responsible for the uniforms. Therefore, the cost of avoidable damage or loss of uniforms shall be paid by the employee. An employee will wear his/her uniform properly, will not allow them to be worn by other individuals and will wear them only during working hours or to and from work. Upon separation from employment, the employee shall return the uniforms to the City.

The above section is subject to employee labor agreement, when applicable.

SECTION 5. BLOOD BANK

The City shall make available to full-time regular employees and retirees the option of joining the Blood Bank of Delaware group plan. This program provides protection for the employee/retiree and his/her dependents if the need for blood arises. Under the group plan the employee/retire and his/her dependents are protected in all 50 states and Canada for an unlimited amount of blood.

The City shall pay annual dues, however, when contacted by the Blood Bank, an employee/retiree must agree to one of the following:

(a) donate a pint of blood,

(b) have someone else donate a pint of blood in his/her name,

(c) pay a fee to the City's Blood Bank of Delaware Group Plan.

Part-time regular employees working less than twenty (20) hours per week and temporary employees are not eligible for the Blood Bank.

SECTION 6. CREDIT UNION

The State of Delaware employs a Credit Union which is a federally insured savings and loan organization. All City employees shall be eligible to become a member subject to the requirements of the Credit Union.

SECTION 7. SERVICE AWARDS

The City shall provide a Service Award program to recognize employees for continuous and loyal service. Employees who work thirty-seven and a half (37.5) or more hours per week are eligible for the award.

Awards shall be presented to employees who have completed five, ten, fifteen, twenty, twenty-five and thirty years of service.

ARTICLE XVIII

EDUCATIONAL ASSISTANCE

SECTION 1. LIMITED EDUCATION LEAVE WITH PAY

A limited education leave of absence with full or part pay or unpaid leave during regular working hours may be granted to a regular full-time employee upon the recommendation of the department head and with the approval of the City Manager or appropriate City official to permit an employee to take courses of study which will better prepare the employee to perform his/her assigned duties.

SECTION 2. EXTENDED EDUCATION LEAVE WITH PAY

Full time educational leave of absence at full or part pay or unpaid leave for a period not to exceed twelve (12) calendar months may be granted to regular employees upon recommendation of the City Manager and Department Head with the approval of the City Council.

An employee granted such extended educational leave with pay shall agree to return to the service of the City upon completion and training and remain an employee of the City for a period equal to two years or the employee shall reimburse the City for all compensation received while on educational leave in addition to all education reimbursements. This agreement shall not constitute an employment contract.

Article XIII, Section 3 shall apply to an employee on full-time education leave.

SECTION 3. EDUCATIONAL ASSISTANCE

The City promotes continuing education if this education will better prepare the employee to do his/her job. An employee is allowed to receive reimbursement for a maximum of three (3) courses per semester/quarter/block. This benefit is available to an employee who has successful completed his or her initial probationary period of employment, with the exception of sworn police officers. Sworn police officers are eligible upon completion of six months of employment.

To be eligible for this benefit an employee must have demonstrated during his/her full-time regular employment with the City, prior to application, that his/her elementary and secondary public school training is sufficient and adequate for extended study and training and that such informal education and training is compatible and commensurate with the employee's chosen extended study and training.

The employee's selected major must be approved in writing and in advance by his/her Department Head and the Human Resources Department. The selected courses of study must be helpful to the employee in his or her present work and basic advancement.

The City shall reimburse the employee for tuition, laboratory fees and books. Reimbursement will be the lower of University of Delaware in-state rates for the level and type of course taken or the actual amounts paid for tuition. Employees shall receive reimbursement based upon the follow schedule:

Letter Grade	Grade	Reimbursement Percentage
A	90 to 100	100%
B	80 to 89	90%
C	70 to 79	80%
D or F	69 and under	0

Receipts and official grade verification must be provided for

reimbursement.

The City shall reimburse the employee for books provided the City has the option of retaining the books if it so desires.

An employee who takes advantage of this policy shall be required to complete at least two (2) continuous years of employment with the City upon receiving reimbursement or shall have the amount of the reimbursement deducted from his/her final pay check. This agreement shall not constitute an employment contract.

No employee shall be eligible for benefits under this policy if they are enrolled and receiving benefits under any other Education Association Plan, such as the "G.I. Bill", financial aid or etc.

For complete details on the reimbursement process please contact the Human Resources Department.

ARTICLE XIX

PERSONNEL RECORDS AND REPORTS

SECTION 1. PERSONNEL RECORDS MAINTENANCE

Personnel records are necessary for proper administration of the personnel system and will be maintained by the Human Resources Department with the exception that the Police Chief will maintain files for sworn police officers. The City shall maintain in personnel records only information that is relevant to accomplishing personnel administrative purposes. Supervisors may keep working personnel files but material not maintained in the Human Resources files or the files maintained by the Internal Affairs division of the Police Department may not provide the basis for discipline against an employee.

The following minimum information on each City employee must be maintained:

(a) name,

(b) age,

(c) date of original employment or appointment to City service,

(d) current position title,

(e) current salary,

(f) date and amount of most recent change in salary,

(g) date of most recent promotion, demotion, transfer, suspension, separation or other change in position classification and

(h) office to which the employee is currently assigned.

SECTION 2. ACCESS TO PERSONNEL RECORDS

Any person may have access to the information listed in Section 1 except for items e,f and g for the purpose of inspection, examination and copy during regular business hours of the City. Access to such information shall be governed by the following:

(a) All disclosure of records shall be accounted for by keeping a written record (except for authorized persons processing personnel actions) of the following information: Name of the employee; information disclosed; date information was requested; name and address of person to whom the disclosure is made; purpose for which the information is requested. This information must be retained for two years.

(b) Upon request, records of disclosure shall be made available within a reasonable time to the employee to whom it pertains.

(c) An individual examining a personnel record may copy the information. Any available photocopying facilities may be provided and the cost may be assessed to the individual.

SECTION 3. CONFIDENTIAL INFORMATION

All information contained in a City employee's personnel file, other than the information listed in Section 1, subparagraphs a, b, c, d and h of this Article shall be maintained as confidential and shall be open to public inspection only in the following instances:

(a) The employee or his/her duly authorized agent may examine all portions of his or her personnel file, except for letters of reference solicited prior to employment.

(b) A licensed physician designated in writing by the employee may examine the employee's medical record.

(c) A City employee having supervisory authority over

the employee may examine all material in the employee's personnel file.

(d) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.

(e) Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.

(f) A record shall be made of each disclosure and placed in the employee's file (except of disclosure to the employee and supervisor).

SECTION 4. EXCEPTIONS

Exceptions may be granted to Section 2 and 3 of this article upon determination by the City Solicitor that such exceptions are allowable under Chapter 100, Title 29 of the Delaware Code (Freedom of Information Act).

SECTION 5. RECORDS OF FORMER EMPLOYEES

Former employees are not permitted to review their personnel file. Employees who are laid off with a right of reemployment or are on a leave of absence are permitted to review the file.

SECTION 6. REMEDIES OF EMPLOYEE OBJECTING TO MATERIAL IN FILE

An employee who objects to material in his/her file may place in his file a statement relating to the material he/she considers being inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.

LXIX

WHITEFORD

600 North King Street, Suite 300
Wilmington, DE 19801-3776
302.353.4144

Daniel A. Griffith
Partner
302.357.3254
DGriffith@whitefordlaw.com

March 7, 2026

Via Email: adelcollo@offitkurman.com

Anthony Delcollo, Esquire
222 Delaware Avenue, Suite 1105
Wilmington, DE 19801

Re: Statement of Reasons for Removal of David Hugg as City Manager

Dear Mr. Delcollo:

As you requested, in accordance with Section 33 of the Charter of the City of Dover, I write to provide a Statement of Reasons supporting the City's decision to seek Mr. Hugg's removal as City Manager.

As an initial matter, the scope of Mr. Hugg's duties as City Manager is described in Section 37 of the City's Charter:

> **PART I - CHARTER AND RELATED LAWS**
>
> **Subpart A - CHARTER [2]**
>
> **Sec. 37. - *Duties* of the *manager*.**
>
> It shall be the *duty* of the *city manager* to supervise the administration of the affairs of the *city* under their charge; to make such recommendations to the council concerning the affairs of the *city* as may seem desirable to the *city manager*; to keep the council advised of the financial conditions and future needs of the *city*; to prepare and submit to the council the annual budget estimate; to prepare and submit to the council such reports as may be required by that body; and to perform such other *duties* as may be prescribed by this Charter or required of them by ordinance or resolution of the council.

(Amd. of 7-12-2005 (S.B. 126); Amd. of 9-9-2022 (H.B. 456) [library.municode.com], § 24). (Emphasis added).

Following is non-exhaustive list of Mr. Hugg's failure to perform his duties as described above. The City reserves the right to identify additional reasons beyond those enumerated here at the upcoming public hearing Mr. Hugg requested and the following reasons are not intended to be in any specific order:

I. Failure to Keep Council Reasonably Informed

- Mr. Hugg has demonstrated a clear failure to comply with statutory obligations by failing to inform the City Council President of 17 documented resident complaints. These complaints articulate serious concerns regarding the People's Church of Dover UCC Foundation Shelter Services, which are allegedly undermining the quality of life in the area and devaluing local property. The residents have raised substantial threats of litigation, citing that the People's Church is operating as a detrimental neighbor, allowing individuals to sleep on-site in explicit violation of local regulations governing homeless shelters.

  This situation has allegedly fostered an environment that is perceived as a hotspot for drug use and prostitution. Mr. Hugg's failure to provide a timely notice effectively precluded the Council President from convening an executive session to address these complaints on December 2, 2025. This omission is unacceptable and prevents the Council from responding proactively to legitimate community concerns. It was only after legal counsel submitted a similar complaint on February 4, 2026, that city staff began drafting a response, with the City Solicitor finally providing a draft on February 18, 2026.

  This delay in action is not only concerning but raises questions about the city's commitment to addressing resident grievances and ensuring compliance with local regulations. Immediate remediation and strategic legal consultation are imperative to mitigate potential litigation risks.

II. Accountability, Communication Gaps, and Interpersonal Conflicts Among Senior Administrators in the Workplace

- HR and Finance System Issues. The City of Dover made a significant investment in a sophisticated financial system, but its implementation has proven excessively complex. This complexity has created confusion among department heads regarding their access and authority within the system. Mr. Hugg has failed to clarify the boundaries of decision-making authority, leading to policy disagreements between the Controller/Treasurer and the Human Resource Senior Administrators. His failure to define the limits of each department's power has fostered a hostile work environment. Furthermore, Mr. Hugg's inability to establish regular "knowledge sharing" sessions has eroded the City Council's confidence in his leadership. As City Manager, Mr. Hugg should have taken decisive action to clarify roles and promote collaboration, ensuring the effective administration of the city's affairs.

- Leadership and Departmental Oversight Failures. Mr. Hugg has failed to urgently address the implications of poorly defined departmental roles, particularly regarding approval workflows within Human Resources. Recent audits indicate nearly $100,000 was erroneously disbursed to individuals who are no longer qualified for payments, constituting a potential breach of fiduciary duty and exacerbating compliance risks. This mismanagement jeopardizes the City of Dover's financial integrity and exposes it to potential legal repercussions.

  The Finance Department now needs to implement immediate measures to mitigate these risks, including obtaining cost estimates for outsourcing payroll and financial operations to enhance oversight and ensure regulatory compliance. Additionally, the city faces the pressing challenge of securing supplemental funding to cover these operational costs. Failing to address this issue could lead to further financial strain and losses, with significant long-term consequences for our constituents.

III. Legal Ramifications of Breach of Executive Session Regulations and Violation of Health Insurance Portability and Accountability Act (HIPAA) Issues

- The unauthorized disclosure of private health information (PHI) by a City Manager constitutes a significant infringement of both legal and ethical standards. Specifically, Mr. Hugg's repeated breaches of confidentiality raise serious concerns regarding compliance with privacy laws and executive regulations.

  In the first instance involving a former grant writer, Mr. Hugg allegedly shared sensitive health information with specific individuals without proper authority or the employee's consent. Such actions not only jeopardize individual privacy rights but also expose the City to potential legal liabilities, including claims of invasion of privacy and violations of the Health Insurance Portability and Accountability Act (HIPAA).

- The second incident related to the hiring process for a potential City Planner further underscores the gravity of these breaches. By failing to maintain confidentiality, particularly in an area where the City Council was prepared to perform a formal investigation and risk assessment, Mr. Hugg not only undermined the integrity of the hiring process but also failed to respect the established protocols intended to protect both candidates and the City of Dover.

  It is imperative for all individuals in leadership positions, particularly those handling sensitive information, to adhere strictly to executive session regulations. Mr. Hugg's failure to do so supports disciplinary action, including termination, and exposes the City to legal repercussions that may result in financial liability or reputational harm. The necessity for a robust commitment to confidentiality and compliance with regulatory statutes cannot be overstated.

Cumulatively, these failures in Mr. Hugg's performance of his statutory duties as City Manager have caused Council to lose confidence in Mr. Hugg's ability to remain in that position. To the extent Mr. Hugg seeks additional details concerning each or any of these enumerated reasons, additional detail can be provided in connection with the public hearing he has requested. As set forth above, the issues described above are non-exhaustive and may be supplemented in connection with the public hearing.

I am, of course, available to discuss this Statement of Reasons at your convenience. The City will add the public hearing for Mr. Hugg's removal to its next agenda. In the interim, please feel free to contact me.

Very truly yours,

/s/ Daniel A. Griffith

Daniel A. Griffith

DG:dag
Enclosure

SPECIAL CITY COUNCIL MEETING

A Special City Council Meeting was held on February 10, 2022 at 5:28 p.m. with Council President Sudler presiding. Members present were Mr. Anderson, Mr. Boggerty, Mr. Neil, Mrs. Arndt, Mr. Rocha, and Mr. Taylor. Mayor Christiansen was also present. Mr. Hare and Dr. Pillsbury were absent.

Council staff members present were Mrs. Melson-Williams, Mr. Hugg and Ms. Bennett

ADOPTION OF AGENDA

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

Mrs. Arndt moved to recess into Executive Session pursuant to 29 Del. C. § 10004(b)(6) - Discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion may disclose the contents of such documents (§10002(1)(1) - any personnel, medical or pupil file, the disclosure of which would constitute an invasion of personal privacy, under this legislation or under any State or federal law as it relates to personal privacy) and pursuant to 29 Del. C. § 10004 (b)(9) - Personnel matters in which the names, competency and abilities of individual employees are discussed, unless the employee requests that such a meeting be open. The motion was seconded by Mr. Taylor and unanimously carried.

The Special Council Meeting recessed into Executive Session at 5:29 p.m.

The Executive Session adjourned at 6:54 p.m.

ACTION RESULTING FROM THE EXECUTIVE SESSION

During the Executive Session, members of Council discussed personnel matters related to the Interim City Manager and Interim City Planner positions.

Appointment of City Manager

During the Executive Session, members of Council discussed hiring Mr. Dave S. Hugg III as permanent City Manager starting at $150,000 per year.

Mr. Neil moved to appoint Mr. Hugg as the City Manager effective immediately with a salary of $150,000. The motion was seconded by Mr. Boggerty and unanimously carried.

Mr. Rocha made a motion to dissolve the City Manager Search Commitee. The motion was seconded by Mr. Boggerty and unanimously carried.

Appointment of Planning and Community Development Director

During the Executive Session, members of Council discussed the position of Planning and Community Development Director with the Interim Director Dawn Melson-Williams.

Mr. Neil moved to keep Mrs. Dawn Melson-Williams as Interim Director of Planning and Community Development until the position has been filled. The motion was seconded by Mrs. Arndt and carried unanimously.

Mr. David S. Hugg, III, City Manager, stated that a new Human Resources Director has been hired and will be starting in May. He also explained that they are in the process of interviewing applicants for the Planning and Community Development Director. Mr. Hugg explained that the City of Dover submitted to the Congressional funding process, a little over $10 million worth of projects that include new road work, additional water main and other water projects, as well as for continuation of the accessible playground at Dover Park and for funding for the Dover Police Department's outdoor wireless camera program to the congressional funding process.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Taylor extended Happy Easter to those who celebrate the death and resurrection of Jesus Christ.

Mr. Anderson wished everyone a blessed Holy Week. He wished Happy Passover to those who observe. Mr. Anderson reminded everyone that April 30, 2022 is National Prescription Drug Take Back Day. He explained that this event is meant to provide a safe, convenient, and responsible means of disposing of prescription drugs.

.Mr. Sudler moved for adjournment of the Regular Council meeting, hearing no objection the meeting adjourned at 9:35 p.m.

ANDRIA L. BENNETT
CITY CLERK-SELECT

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of April 11, 2022 are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

/AB
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Exhibits
Exhibit #1 - Dover Police 2021Annual Report

life expectancy or they are interested in selling the property. Mrs. Melson-Williams advised, due to their proximity to municipal resources, the Delaware Department of Natural Resources and Environmental Control (DNREC) is less likely to allow for a new septic system to be installed.

Responding to Mr. Sudler, Mr. Jason Lyon, Director of Water Wastewater, stated there is a $7,000 impact fee, which is the cost to connect the service to that property. He noted the cost is different for commercial and residential. The commercial cost is based on the number of fixed years and demand characteristics of the property. Mr. Lyon advised the cost of hiring a contractor to hook up water only can range between $1,000 and $5,000, depending on how far the contractor will have to go in the right-of-way to connect to the water line. In addition to the impact and contractor fees, if the property is on a state road, like Mifflin Road is, there may be additional costs related to traffic control that the Delaware Department of Transportation (DelDOT) may require.

Mr. Lyon stated the sanitary sewer is more complicated due to its depth in some portions of the city, noting that the sanitary sewer can be upwards of 15 feet deep. He advised that it becomes a large excavation project for a contractor at that depth and those costs can be up to approximately $20,000 for just a sewer connection.

Responding to Mr. Neil, Mr. Lyon stated the city provides payment plans for the impact fees; however, it does not provide payment plans for contractors because that is a third party and the city is not involved.

Mr. Sudler stated he would like to look into ways to reduce the financial costs for their constituents, as well as look into constituents being double taxed by the county and city.

Mr. Neil moved to recommend moving forward with the annexation of 166 Mifflin Road, as recommended by staff. The motion was seconded by Mr. Boggerty and unanimously carried.

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

Public Works Director and Director of Wastewater Reclassification

Mr. David Hugg III, Interim City Manager, reviewed the background and analysis regarding the reclassification of Public Works Director and Director of Water Wastewater.

Responding to Mr. Neil, Mr. Hugg stated that Public Works and Water Wastewater will remain two departments. Public Works will be responsible for sanitation, streets, and storm water and some of the engineering that falls under Public Works will now report to Water Wastewater.

Mr. Neil moved to recommend reclassification of the Public Works Director and Director of Wastewater, as recommended by staff. The motion was seconded by Mr. Anderson and unanimously carried.

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

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

Meeting adjourned at 6:20 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

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

Evaluation of Bids - Diesel Powered Street Sweeper - Bid Number 22-0020PW

Mr. Mark Nowak, Interim Public Works Director, reviewed the background and analysis regarding the evaluation of bid for the diesel powered street sweeper.

Staff recommended awarding the contract to THC Enterprises, Inc. t/a Mid-Atlantic Waste Systems for the City of Dover 7.3 Cubic Yard Volumetric Capacity Street Sweeper #22-0020PW, for the amount of $268,452.

Responding to Mrs. Arndt, Mr. Nowak stated water cannot be used if the temperature is below freezing because the water will freeze and damage the components of the sweeper. This model of street sweeper will allow the city to use the machine without water when the temperatures are below freezing.

Mr. Hare moved to recommend approval of staff's recommendation, seconded by Mr. Boggerty and unanimously carried.

By consent agenda, Mr. Neil moved for approval of the Committee's recommendation to award the contract to THC Enterprises, Inc. t/a Mid-Atlantic Waste Systems for the City of Dover 7.3 Cubic Yard Volumetric Capacity Street Sweeper #22-0020PW, for the amount of $268,452. The motion was seconded by Mr. Boggerty and carried by a unanimous roll call vote (Anderson absent).

Booster Vaccine Incentive

Mr. David Hugg III, Interim City Manager, reviewed the staff recommendation of a booster vaccine incentive brought forth by the COVID -19 Working Group. Staff recommended awarding four hours of administrative leave to staff who receive or have received the COVID-19 booster vaccine. Time must be approved for use by a Supervisor and used before June 30, 2022.

Responding to Mr. Boggerty, Mr. Hugg confirmed this incentive is different from the COVID leave that is already in place. Currently staff who receives the vaccine and has side effects or tests positive for COVID-19 receive 40 hours of COVID leave. This incentive would be four hours of administrative leave for any staff that receive or have received the COVID-19 booster.

Responding to Mr. Jonathan Contant, Civilian Committee Member, Mr. Hugg stated the effectiveness of the last campaign to receive the COVID-19 vaccine was not relevant. Many of the staff already received their vaccination prior to the start of the campaign.

Responding to Mr. Sudler, Mr. Hugg stated there had been a significant number of positives and exposures across the city workforce. The number seemed to be trending down in the last week, but it has been in the triple digit range. Mr. Hugg advised that it had impacted their ability to carry out some functions, but he commended staff for jumping in and getting things done. He noted that staff had been very responsive to the guidelines and policies that have been put in place and that people are wearing masks, maintaining social distance and, in some cases, going back to virtual meetings to minimize the number of face to face contacts. Mr. Hugg went on to say people are still concerned about the pandemic, but feeling better.

Mr. Hare moved to recommend approval of staff's recommendation of awarding four hours of administrative leave to staff who receive or have received the COVID-19 booster vaccine. Time must be approved for use by a Supervisor and used before June 30, 2022. Additionally, Mr. Hare moved to recommend that any future staff recommendations regarding booster vaccination incentives be approved. The motion was seconded by Mr. Rocha and unanimously carried.

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

Proposed Amendments to the City of Dover Charter

Mr. Dave Hugg, Interim City Manager, reviewed the proposed amendments to the City of Dover Charter.

Referring to line 386, Mr. Neil stated that he would like to leave in the line that states "but no ordinance increasing the salary of the mayor or city council members shall become effective until the date of commencement of the terms of the mayor or council members elected at the next regular election." He thought that line 386 becomes a check and a balance for the public.

Mr. Neil stated the changes made to line 455 were very broad and he would like to have a legal opinion before moving forward. He agreed with striking the sidewalks section of the document, but questioned if Council should include the city being responsible for the Americans with Disabilities Act to reinforce the fact the city is following that.

Mr. Contant agreed with Councilman Neil's opposition to line 386, noting that it did serve as a check and balance. He stated he is not opposed to changing Council's pay rate because it is low and has not been adjusted over time. Mr. Contant suggested if the Charter were to be changed, then determine a new base level of pay and tie it to an index that would automatically increase every year.

Mr. Taylor agreed with Mr. Contant that Council's salary should be tied to an index that is structured around attendance, increasing salaries to where they need to be in the beginning and then the index would apply for future pay increases.

Mrs. Arndt reminded members that the background materials that Mr. Hugg had provided weeks and weeks ago mentioned that the provision at lines 388 and 389 was included in almost all of the municipal charters for the state. She suggested that it was pretty standard language for municipal charters in terms of the compensation not going into effect until after the next election. Mrs. Arndt advised that she would be in support of leaving that language in the charter.

Mr. Anderson respectfully disagreed with the idea of not changing the charter regarding compensation. He noted that the documents provided by Mr. Hugg indicated that counties and some of the municipalities, including Georgetown and Wilmington, have this type of language in it. Mr. Anderson believed it had created a problem where the City has to play catch up every 20 years. He thought Council should set the authority for pay increases in the Charter and then set up a separate ordinance which establishes the different procedures. Mr. Anderson stated that he supports the amended charter as written. Mr. Sudler agreed with Mr. Anderson's position on compensation.

Referring to Section 44, Mr. Anderson stated he would like it to read that the budget must be presented by the last business day of May or on or before the fourth Monday in June. Noting the limit of 1/4 of one percent of taxable assessed value in Section 50, line 929, Mr. Anderson stated that the limit had been a stumbling block and requested Ms. Lori Peddicord, Controller/Treasurer, to look into the effect a change from 1/4 of one percent to one percent would have on the City's bond rating.

CITY MANAGER'S ANNOUNCEMENTS

Mr. David Hugg, III, City Manager, thanked Council members for the opportunity to serve as the City Manager. He stated that he looked forward to working closely with all of City Council as they work through the upcoming budget process and in putting together a diversity and inclusion plan going through the transformational leadership training process.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Taylor brought up the topic of Dover Interfaith Mission for Housing. He explained that at some point soon he would like to call a special meeting just to discuss Dover Interfaith. He stated that he has spoken to Ms. Jeanine Kleimo on several occasions, and he has asked Assistant City Manager Sharon Duca about how to get this process started. Mr. Taylor also stated that he would like to have a discussion on the police substation being placed downtown. He went on to explain that, in his opinion, one of the main reasons why there is not a lot of foot traffic is because people do not think it is safe downtown. He believes that perception should be dealt with head-on.

Mr. Neil mentioned the passing of former City Councilman Irving Levitt. He explained that he did not know Mr. Levitt personally, however, he is occupying the same seat. He stated that Mr. Levitt had a lasting impact and, although he did not know him, that he has spoken to those who did know Mr. Levitt and they had very high praise.

Mr. Sudler asked members of Council to observe a moment of silence for former Councilman Levitt.

Mr. Boggerty congratulated City Manager Hugg on his appointment and acceptance of the position. He also recognized and thanked Councilman Rocha for doing a yeoman's job during the interview process and leading the search committee and thanked him for allowing him to serve on the search committee. Mr. Boggerty further stated that he remains a resource for the City Manager on topics such as Human Resources and Diversity, Equity, and Inclusion. He would be happy to lend his expertise in these areas.

Mr. Neil moved for adjournment, seconded by Mr. Hare and unanimously carried.

Meeting adjourned at 7:21 p.m.

ANDRIA L. BENNETT
CITY CLERK-SELECT

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on May 9, 2022, at 5:18 p.m. with Council President Sudler presiding. Council members present were Mr. Anderson, Mr. Boggerty, Mr. Neil, Dr. Pillsbury, Mrs. Arndt, Mr. Rocha, Mr. Taylor, and Mr. Hare. Mayor Christiansen was present (arrived at 5:56 p.m.)

Council staff member present was Mrs. Bennett.

ADOPTION OF AGENDA

The Agenda was adopted by unanimous consent.

COUNCIL PRESIDENT CANDIDATES - OPENING STATEMENTS

Mr. Neil stated he would like to be considered as Council President and offered the following statement:

> I gave everybody an opportunity to look at my history, to get a better understanding of who I am. Anybody who wishes to see the full document, it can be obtained from the City Clerk's Office and the City of Dover website www.cityofdover.com. I seek to serve as President of this City Council to maximize our efforts in creating the philosophy of the government of Dover, for the professional staff to carry out. There is no grandiose statement to try to unfairly transform this city via pronouncements, but to get back to basics, to do what we have been elected to do. Make sure this city is functioning smoothly, while improving the quality of life of our residents, cost effectively. Holding a workshop at a country club is not the image I want to convey as being cost effective. We received a memo we face a $2 million shortfall in the 2023 city budget. On June the 2nd, although the room cost at the Maple Dale Country Club was waived, the estimated cost for food is $1,738.55 cents. This is taxpayers' money.
>
> Holding a workshop at a country club, even with free room is not the mind set I bring to the table. It is a judgment call, with a $170 million or more city budget, a thousand dollars is not much, but it is the mind set, because it is still the taxpayer's money. These are times when not going with the lowest bid, can actually save money in the long run, but this is not the time. I value the time of the members of this body who were elected by their constituents to represent them regarding the city business. The business occurs on the second and fourth Monday and Tuesday of the month. Any other business, should be set up as an extra activity, be open to staff, and the public on a different day. Marathon meetings are not the most effective means of conducting the city's business, and often unfair to the staff and to the people who come here to testify.
>
> Even though we are elected for a short period of time, and can be fired or reelected, I look at what each of you brings to the table. And I plan to utilize those talents as your time permits. Mr. Sudler and I have different styles of leadership. He has been a force in the city civil rights movement in Delaware, he has been searching for means to lead city staff, the Mayor and the City Council to triumphantly govern our workforce, and facilitate superior service to our constituents. This is an abbreviation, a paraphrase of a quote on Mr. Sudler's plans for his first year. I am not grandiose, I

am just plain Fred, that is what I put on the front of the document I have given you to study and look at. I want to blend the skills you bring, recognizing your time is valuable as we guide and oversee the work of our professionals. You do not need me to inspire you. You are here because you are inspired enough to run for office.

As President, my first task will be meeting with our extraordinarily experienced City Manager, and our department heads to bring us the subjects that need to be discussed at our workshop in June. We should be talking about what Mr. Hugg has been asking us to do. What do you want moving forward? We need to see the Dover story told better. I am a huge fan of the Dover Dispatch. We need to expand on how we communicate with the public and ourselves. The information flow must go up, sideways and down, and so when a resident requests a burnt out street light to be replaced and it is not, we will know that it is a supply side issue, not neglect. It was I who brought up that fact at a meeting, that being said, the bulbs are now back in inventory.

President Sudler has every reason to be proud of his election because it made history. That page of history cannot be removed, but I am very disappointed he has no confidence he will be reelected in a democratic, secret ballot. He wants transparency, just like a political boss. All of us support diversity and inclusion, but an open ballot promotes another D word, divisive. After this election, we should be able to come together in a common cause without worrying if our vote for the President will affect our relationship with the winner if we did not vote for him. Ironically, in Mike Finney's article in the Delaware State News this past week, Mr. Sudler was quoted as preferring registered voters to elect the City Council President, which would mean a citywide secret ballot.

Mr. Sudler indicated his interest in being Council President and offered the following statement:

First and foremost, I would like to thank my Lord and savior Jesus Christ for using me as a vessel to fulfill psychological contracts within the workplace, while simultaneously boosting trust and morale between the City Council members, the community and our organizational citizens. With the support of the majority of City Council members, under my presidency, I have successfully implemented vision A, B, and C located on slides four through seven.

Slide number four, The Visions, Under vision A, to further advance the consensus building among the City of Dover and Kent County, consequently executing a more team strategy to procuring fiscal aid for alleviating inequities that affect the private, public, faith-based and higher learning institutions in Dover. Through my 2021 network vision section one, titled Council Liaison to the Kent County Commissioners and State Representatives, District Three Councilwoman Tricia Arndt and District Four Councilman David Anderson, co-liaison, secured a $10 million budget from the State of Delaware's Budget for the Bond Bill, which will benefit the city's fiscal budget for addressing infrastructure essentials. For example, the Meeting House

REAPPOINTMENT RECOMMENDED BY MAYOR CHRISTIANSEN - SILVER LAKE COMMISSION- TWO-YEAR TERM TO EXPIRE JULY 2025

Mayor Christiansen recommended the following reappointment to the Silver Lake Commission for a two (2) year term to expire in July 2024.

John DeMarie

By consent agenda, Mr. Hare moved for approval of the reappointments to the Silver Lake Commission, as recommended by Mayor Christiansen, seconded by Mr. Rocha, and carried by a unanimous roll call vote.

CITY MANAGER'S ANNOUNCEMENTS

Mr. David Hugg, III, City Manager, reminded everyone of the City of Dover employee cookout on Thursday, August 18, 2022, and urged members of Council to attend, if possible. Mr. Hugg explained that what makes this event particularly relevant and important are two things. The first is the title, Together We Succeed, which is the title that was picked by the DE&I committee, the sponsors of the event. Mr. Hugg further explained that the idea is to bring as many employees as possible together to get to know each other and exchange thoughts, ideas, and goals, and interact with the members of the Council.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Taylor announced that on Wednesday, August 10, 2022, at 6:30 p.m. at Dover Police Department they will be reviewing the proposed loitering ordinance. He encouraged everyone to come out and hear the way it is constructed and the way it is presented. He explained that at some point real soon, hopefully on the September agenda, there will be enough feedback from the constituents to move forward with this ordinance. Mr. Taylor asked for everyone to come out and attend on Wednesday at 6:30 p.m. at the Dover Police Station.

Councilman Rocha announced that on Saturday, September 10th, 2022, Dover Christian Church, which is located at 1738 Forest Avenue, is holding the inaugural Providing Dream Achievement Community Resource Expo. This will be done in partnership with the United Way of Delaware, Comcast, Tracy Palmer Ministries, the Interdenominational Ministerial Alliance (IMA), and the Capital School District. They are going to take over the parking lot, have a bunch of activities for children and they are going to have resources for adults. They are going to set up tables for job placement and they are going to be inviting certain companies here that are looking for workers. They will be doing COVID testing and vaccines at the same time. They are going to have information for behavioral health and health and human services. There will be a plethora of resources where residents can come out and gain knowledge including energy tips. They are going to be using the parking lot at Dover High School to park the cars, and then everyone can come over. They will have food, activities and at the end of the expo, there will be a concert. Interested participants in the concert that evening, it's $35 per car and all monies that are generated will go towards activities like this. The expo will be from 12 p.m. to 4 p.m. on Saturday, September 10th. The concert will start that evening at 7 p.m.

FINAL READING - PROPOSED ORDINANCE #2023-05

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting on June 12, 2023. Council President Sudler reminded members of the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.com under "Government."

Mr. Anderson moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Mr. Sudler, and unanimously carried. (The First Reading of the proposed ordinance was accomplished during the Council Meeting of June 12, 2023.)

By motion of Mr. Anderson, seconded by Mr. Lewis, Council, by a unanimous roll call vote, adopted Ordinance #2023-05 (Exhibit #1).

CITY MANAGER'S ANNOUNCEMENT

City Manager Hugg thanked the members of council for passing the budget this evening.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen reminded everyone about the City of Dover's Family Fourth of July celebration, which will start with a VFW parade at 6:00 p.m., followed by a celebrity pie eating contest featuring Delaware's official State dessert, peach pie, sponsored by Fifer's Orchards. Mayor Christiansen further stated that immediately following, in front of Legislative Hall, will be a hot dog eating contest sponsored by Coney Island Grill, followed by 30 minutes of the most spectacular fireworks display on the Eastern shore.

COUNCIL MEMBER'S ANNOUNCEMENTS

Mr. Rocha wished Council President Hare a Happy Birthday.

Mr. Sudler thanked City Manager Hugg, Assistant City Manager Duca, Ms. Peddicord, and Jeff Dill for a great job. Mr. Sudler further stated that he knows it was a tough year, the staff handled some tough questions, and everyone was able to come through and help convey to the constituents that they were in good hands. Mr. Sudler thanked everyone for their due diligence and stated great job, Team Dover.

Mr. Boggerty stated that last week's ice cream day was canceled due to inclement weather, however, due to the great response, it has been rescheduled for Friday, June 30, 2023. Mr. Boggerty thanked Mayor Christiansen and Council President Hare for their donations and for Mr. Rocha being willing to be the DJ for the event.

Mr. Neil reminded everyone that Bally's is having fireworks on the evening of July 2, 2023. Mr. Neil explained that it is going to be bigger than last year, and it is free to the community.

Mrs. Arndt reminded members that in lieu of the Council Committee of the Whole meeting, there is Land Use, FOIA, and Ethics training scheduled and will be held in Council Chambers. Members of the Planning Commission and Board of Adjustment have been invited. Mrs. Arndt stated that the attorney that will be presenting will be Max Walton, that he is highly regarded in the State of Delaware and will be sharing case law and changes to case law that they should all be aware of.

but even more so with the merchants on Loockerman. She explained that there is a lot of energy and excitement about what is to come, and she is looking forward to supporting them as a council member.

Fourth District

Dr. Sudler reported that he attended the celebration and final walk for Deputy Chief Spicer as well as the tree lighting ceremony. He received complaints about overgrown tree limbs on Forest Avenue as well as Conwell Street. He stated he would turn the pictures over to the City Manager and Assistant City Manager to aid in getting those complaints addressed. He reported receiving a call from a constituent asking the city to create a Homeowner Association Task Force. The constituent stated that those who are part of a homeowners association do not feel they are being treated fairly.

At-Large

Mr. Boggerty reported that he attended the swearing-in ceremony of Bethany Hall-Long as well as the inauguration of the 153rd General Assembly of Delaware. Mr. Boggerty also paid his respects to Richard "Mouse" Smith, Delaware NAACP President, who tragically passed away unexpectedly. Lastly, Mr. Boggerty reported that on February 8, 2025, he will be hosting a faith-based workshop sponsored by the Gospel Music Workshop of America. They will be showcasing the local youth, artists, and music. Youths aged 10 to high school are welcome to register with talents ranging from singing, writing, musical instruments, dance, and art. Registration will be free and the event is scheduled to be held at The WELL Church. On January 31, 2025, a round table discussion will be held regarding the movie The Forge at The WELL Church. The discussion will be geared towards young men, fathers, and uncles.

Council President Anderson

Council President Anderson reported that he was unable to attend the tree-lighting ceremony due to being ill. He commended Sankofa on raising the bar on events surrounding the December holidays. He stated they always bring an international flavor to Christmas from different places around the world and he is looking forward to their Martin Luther King events on January 20, 2025. Mr. Anderson reported that on January 18, 2025, he will be attending a preinaugural reception to provide a positive opportunity for the city. He stated there have been positive interactions and meetings with legislators, creating a partnership to represent the mutual constituents. He reported that the constituents from Kirkwood Street had some complaints regarding snow removal, but Queen Street noted that everything was handled perfectly. He praised the sanitation crews for picking up five days' worth of trash in three days after working 12-hour shifts during the snowstorm. Mr. Anderson also reported attending the 10th anniversary event of the Downtown Development District held at Rail Haus.

Selection Process of New City Solicitor (David S. Hugg, III, City Manager)

Mr. David S. Hugg, III, City Manager, reviewed the background information regarding the selection process of a new city solicitor.

Responding to Mr. Hugg, Dr. Sudler thanked him for compiling the data. Dr. Sudler requested a list be compiled of the services that the city is currently paying for. He would like to see the top three areas for which they provide services. He recommended that the conceptual models be provided to the Legislative, Finance, and Administration Committee so that they can absorb which model might be the best fit for the city. Whether they would like to hire an attorney who would work directly and solely for the City of Dover or what they have been traditionally doing. Dr. Sudler requested that the city publicly post the position and refrain from contacting any individuals directly, to ensure an unbiased hiring process. Dr. Sudler also recommended going outside of Delaware to see what small municipalities in Maryland are doing and bring that to the committee. Dr. Sudler would like to use that information to compile criteria. He would like to see the top five issues that the new solicitor will be dealing with.

Responding to Dr. Sudler, Mr. Hugg stated that he could certainly do that. He also stated that any individual chosen must be a member of the Delaware Bar and have been practicing law in Delaware. Mr. Hugg stated that they will also need to include attorneys who specialize in other areas such as unions and police matters.

Dr. Sudler requested the breakdown of funds that the City is paying by specialty or expertise (unions/police matters) versus how much the city pays the City Solicitor. Dr. Sudler hopes to find an attorney who specializes in many different areas to save the city money. Dr. Sudler noted that currently in the code it does not state that the city has authority to hire outside attorneys, so that may need to be changed.

Responding to Mr. Rocha, Mr. Hugg stated that some of the attorneys on the list only represent one municipality and a lot of that sometimes depends on where their offices are located. There are a few others who have made representing municipalities a specialty. Mr. Hugg noted that they could specify that the attorney would only represent the City of Dover. Mr. Hugg did reference the City of Rehoboth's Request for Qualifications (RFQ) and how they did discuss in-house counsel as a full-time employee.

Responding to Mr. Rocha, Mr. Hugg stated that he believes there is enough work for an in-house attorney and that an in-house attorney would make sense.

Responding to Mr. Rocha, Mr. Hugg stated that having an in-house attorney could save the city money and give them more access to an attorney who does not charge $400 an hour every 15 minutes. The attorney would be available for Council meetings, Committee meetings, and other meetings as requested. Mr. Hugg noted that there are some advantages to having an in-house attorney.

Responding to Mr. Rocha, Mr. Hugg stated that he does not believe that they could find an attorney who fits all their needs and that he would not recommend that either. He explained that having worked with bond counsel, labor union, and

in theory. He noted that there was a chance that they might not hit that number at a loss.

Responding to Mr. Anderson, Mr. Hugg reminded everyone that the electric utility operates as an enterprise fund and must cover all expected costs, including reserves and replacements. He highlighted that rising market costs, such as transformers tripling in price, are factored into the energy cost speculation. Approximately 75% to 80% of the utility's total energy purchases are hedged to protect against future price increases. He emphasized that The Energy Authority (TEA) was highly skilled at hedging, making regular hedge purchases monthly. The utility hedges about 75-80% of its energy purchases to protect against price spikes, with 55% already hedged for the upcoming energy year starting in June. He noted that the hedging reduces market exposure compared to other utilities. Additionally, the utility can adjust rates up or down through a purchase power adjustment provision to reflect actual costs. He stated that they already have about 55% hedged for the upcoming energy year, which starts in June, which would help to stabilize and keep energy costs as low as possible. He explained that their market exposure was significantly lower compared to most Delaware Municipal Electric Corporation (DEMEC) or public electric utilities. They also have a purchase power adjustment provision, which allows them to adjust rates up or down based on actual costs.

Mr. Hugg explained that when actual costs are lower than estimated, adjustments are made to return savings to customers. However, predicting wholesale energy prices was highly unpredictable due to various factors such as the war in Europe, weather conditions, and malfunctions at the Liquefied Natural Gas (LNG) facility in the Gulf, which diverts natural gas either to the market or from the market. He noted that they do their best to estimate both the expected costs and what their demand would be. He emphasized the fluid nature of energy prices, noting warm weather patterns this year, and that demand was down substantially. There was also a cold snap that caught residents by surprise, highlighting how volatile energy prices can be. He noted that energy prices can fluctuate daily, and even multiple times within a single day. He explained that by code and by operation as an enterprise fund, they have to deal with and recognize what those costs are and plan accordingly. They have to maintain a certain level of reserves and have a contingency fund. He noted that there was not a lot of flexibility to deviate from, and that sometimes results in a cost increase.

Responding to Mr. Anderson, Mr. Hugg stated that the activities were to regulate the available energy, which included determining when plants are taken out of service and what not. The Indian River Power Plant was initially slated for closure, a factor that had been incorporated into their plans. However, due to a capacity shortage on the peninsula, the plant will now remain operational. There were charges involved with bringing it back online, and because it was an inefficient old plant, it cost more to generate. He referenced that recently, President Trump issued an order to keep a Pennsylvania plant open that was scheduled to close, noting that the resulting costs were passed on to public utilities. He explained that situations like this, or unexpected failures, such as those that have occurred at Van Sant Station in the past, are examples of unforeseen events where the contingency fund would be necessary.

Responding to Mr. Anderson, Mr. Burgett clarified that it would be an appropriate time to use the contingency fund if Van Sant Station was considered down due to an unforeseen outage, and there would be daily charges incurred.

Responding to Mr. Anderson, Mr. Hugg clarified that the city faced a $5 million charge due to its inability to meet performance requirements during a past winter peak when the McKee Run Plant was unable to operate. He explained that under the Pennsylvania-New Jersey-Maryland Interconnection (PJM) rules, the city's power plants, such as Van Sant Station, are sometimes required to run when called upon. If they are called upon and cannot run, penalties may apply, which would be covered by the contingency fund. While running the Van Sant Station can occasionally generate revenue for the city, it does not happen often. He also mentioned that The Energy Authority (TEA), a third-party organization, prepared the city's electric budget, not the city employees themselves. He noted that he would get back with council to provide information regarding the plant contingencies.

Responding to Mr. Anderson, Mr. Burgett stated that when they are called upon to run Van Sant Station, there is a potential opportunity for the city to make money. Unfortunately, it is not very often. He also mentioned that the Energy Authority, a third-party organization, prepared the city's electric budget, not the city employees themselves. The city is relying on The Energy Authority (TEA) to create its budget. He noted that he would get back with council to provide information about the plant contingencies.

Responding to Mr. Hugg, Mr. Anderson expressed concern that, unlike in past years when hedging levels reached 70–80% by July during periods of low rates, the current hedging level is below 60%. He questioned the reasons for projecting such uncertain costs and requested more detailed technical justification from The Energy Authority (TEA). He emphasized that these decisions would significantly impact their constituents.

Responding to Mr. Rocha, Ms. Marney stated that the revenue was considered part of their electric fund revenue resources. It would be applied toward the overall revenue for the electric fund.

Responding to Mr. Rocha, Mr. Hugg stated that they budget a certain amount of revenue sales as part of the budget process. He noted that they count on a certain level of revenue they would receive from being called upon to run. He also mentioned that there are times when they are called upon a lot, and sometimes they are not. He emphasized that this was a revenue item.

Responding to Mr. Rocha, Mr. Hugg stated that the amount of money was not significant enough to warrant a full adjustment to the rates on a real-time basis. He explained that the occurrences were very unpredictable. There are times when they could go months without being called. Each day, they would receive a report from The Energy Authority (TEA) estimating whether or not they were likely to run. He noted that trying to adjust the rates based on that variable would be pretty risky.

Responding to Mr. Rocha, Mr. Hugg stated that the payments come from the Pennsylvania-New Jersey-Maryland Interconnection (PJM).

Responding to Mr. Rocha, Mr. Hugg stated that, depending on the form of payment, it can be a check or a transfer from the Pennsylvania-New Jersey-Maryland Interconnection (PJM).

Mr. Neil stated that if anyone has read any of the newspapers, particularly in this area, the cost of

WHEREAS, the City of Dover is in favor of utilizing the Community Development Block Grant funds for the community development purposes in accordance with the National Community Development objectives of benefiting low and moderate income families, eliminating slums and blight, and meeting other community development objectives; and

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $321,933 entitlement; for eligible activities; and $18,000 in Program Income.

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council approve the 2025-2029 Community Development Block Grant Consolidated Plan and application for Federal Assistance included in the Consolidated Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: June 9, 2025

By consent agenda, Mr. Rocha moved for approval of the following appointments, seconded by Ms. Arndt and carried by a unanimous roll call vote and carried by a roll call vote, six (6) yes (Hall, Anderson, Arndt, Rocha, Sudler, Neil), one (1) no (Lewis), two (2) absent (Pillsbury and Boggerty).

SETTING OF ELECTRIC, WATER, AND WASTEWATER RATES AND TARIFFS

Mr. David Hugg, III, City Manager, reviewed the Electric, Water, and Wastewater Rates and Tariffs.

Ms. Arndt moved for adoption of the Electric, Water, and Wastewater Rates and Tariffs, seconded by Ms. Hall.

Ms. Arndt stated that they hire independent firms with expertise in setting, modeling, and projecting rates to ensure that they can continue to provide those essential services to their constituents. She pointed out that none of them want to raise rates, but unfortunately, these are the times they are living in, and everything is going up. The city cannot maintain the previous rates and still make necessary repairs, complete upgrades, and provide the level of service the constituents have come to expect. She emphasized that it was not her desire to raise rates, but at this point, there was no alternative. She noted that it was a very trim budget and felt that they had done their best, and that she stood by the rate as presented.

Ms. Arndt moved for adoption of the Electric, Water, and Wastewater Rates and Tariffs, seconded by Ms. Hall, and carried by a roll call vote, five (5) yes (Hall, Neil, Arndt, Rocha, Anderson), two (2) no (Sudler and Lewis), and two (2) absent (Pillsbury and Boggerty).

IMMIGRATION POLICY CLARIFICATION (MAYOR ROBIN R. CHRISTIANSEN)

Mayor Christiansen reiterated a statement he originally made on January 27, 2025, and reissued the statement, addressing the relationship between the City of Dover and Federal Immigration

FINAL READING PROPOSED ORDINANCE #2025-11 – FISCAL YEAR 2025/2026 CITY OF DOVER BUDGET ORDINANCE (DAVID HUGG, III, CITY MANAGER)

The First Reading of the Proposed Ordinance #2025-11 was accomplished during the Council Meeting of June 09, 2025. The Ordinance is available at the entrance of the Council Chambers and on the City's website at www.cityofdover.com under "Government".

Mr. Anderson moved that the Final Reading of the proposed ordinance be acknowledged by title only, seconded by Ms. Arndt, and unanimously carried.

Mr. David Hugg, III, City Manager, reviewed Proposed Ordinance #2025-11 – Fiscal Year 2025/2026 City of Dover Budget Ordinance.

Responding to Dr. Sudler, Mr. Hugg noted that each new business brought into areas such as Garrison Oak contributes to the city's assessed property value and generates new tax revenue, as the land was previously not on the tax rolls. Additionally, the city now sells water, sewer, and electric services to those businesses, which also brings in revenue. He had provided Mr. Lewis a rough estimate that indicated that those economic development efforts had generated approximately $2.9 million in new revenue.

Responding to Mr. Hugg, Dr. Sudler stated that this was the reason he asked so that the audience and the constituents could hear about some of the initiatives that the city has taken as part of their due diligence to raise revenue.

Mr. Rocha stated that he was aware of the challenges when it came to maintaining the budget and bond rating. He noted that what was counted was the electric utility increase. He mentioned that he was amenable to moving the budget forward. He also mentioned that they needed to have something that they could look at in addition to the increases that were proposed in the budget. He noted that the state has partnered with Delmarva Power with a $6 million deal to assist with utility bills. He believed that the city had set a fund aside, but wanted to be put on record, as they moved the budget forward.

Responding to Mr. Rocha, Ms. Marney stated that the city does not currently have a fund to assist individuals who cannot pay their utility bills. She explained that what council elected to do this year was to cooperatively work with Delaware Municipal Electric Corporation (DMAC) to employ the Efficiency Smart Program that would go into effect at the beginning of July 2025. The Efficiency Smart Program offers constituents additional resources to aid them in lowering their bills by becoming more efficient. In addition, she stated that they have access to several community partners to help pay utility bills, such as the Catholic Charities, Low Income Home Energy Assistance Program (LIHEAP), State Community Action, and several other partners. She noted that they have resources with the Salvation Army, Catholic Charities, and Holy Cross. She also mentioned that they have been working closely with Modern Maturity. She explained that the program on the state level assistance program with Delmarva Power has been discussed with Delaware Municipal Electric Corporation (DMAC), but it has not yet been implemented at the municipal level. However, it may be mandated in the future. She added that they were working with Delmarva Power and Delaware Electric Co-op to determine if the program would be successful enough to expand to municipalities.

Mr. Rocha stated that it seemed like Delmarva Power was funding the program and that it was coming out of the state's budget. He noted that it seemed like Delmarva Power was kicking in the money in partnership and would not affect the city. He proposed that the city establish its own fund to assist the citizens who utilize the city's utilities. He stated that they were going to have an increase that would affect the constituents who are on fixed incomes and who are struggling. He noted that if the city maintains its bond rating and sets aside funds for assistance, it will help support the budget if it is approved.

Responding to Mr. Rocha, Ms. Marney stated that the proposed fund is not currently in the budget. She explained that they would need to return with a plan and work through the specific details of how it could potentially be implemented. They would also need to establish financial policies and an application policy behind it as well. She noted that it was similar to what they have done with American Rescue Plan Act (ARPA) funds and that they could run that through the Delaware Health and Social Services (DHSS) because they have the resources to determine the need. She also mentioned that the Customer Service Department, as an example, necessarily would not. She recommended not to put that on their shoulders.

Responding to Mr. Rocha, Ms. Marney stated that they had a pot of money that was just for Dover electric customers. She noted that those funds were determined to be distributed through Delaware Health and Social Services (DHSS). She explained that if a customer was at risk for disconnection or struggling to pay their bill, they could take their utility bill to Delaware Health and Social Services (DHSS). Those individuals would see that they are Dover residents and know that they have an additional pot of money to pull from. She pointed out that if they look back at their receivables over that time, it was the reason why they were able to keep it so low. Customer Service was able to see that a customer may be at risk and could give a referral to Delaware Health or social service agencies for assistance using that fund. She noted that what he was recommending sounded familiar to what they had done in the past. She stated that they would need to vet out the specific details. She believes that is something they cannot put into the budget currently, but it was something that would be beneficial to come back to council in the future.

Mr. Lewis expressed appreciation to Mr. Hugg and his staff for preparing the budget, but noted that there are still opportunities to trim expenses. He had concerns over affordability issues in the Second District, emphasizing that even a small utility increase could have a significant impact, such as residents having to choose between paying for medication, food, or other essentials. He shared that after speaking with constituents, it was clear that they did not want him to support the utility rate increase. He noted that since the constituents had voted for him, he must abide by their wishes. He yielded to Ms. Smack to ask a question.

Mr. Anderson stated a point of order, explaining that if Mr. Lewis wished to yield his time to Ms. Smack, he would need to make a motion to suspend the rules.

Mr. Lewis made a motion to suspend the rules so members of the public could speak. The motion was seconded by Dr. Sudler and unanimously carried.

Ms. Smack raised concern that several organizations being referenced as resources for constituents may no longer have the funding they once did. She pointed out that federal funding

residential bills because commercial bills include demand rates, which vary depending on the business's rating. She suggested that if a business finds that they are in any situation where they need to request assistance, always reach out to the Customer Service Department. The Customer Service Department has different payment arrangement programs that they can assist with, but it would depend on what their specific rate is. She noted that if they are a smaller commercial business, they would not have a demand fee, but their rates may be slightly different than if they were a transmission customer, such as the Dover Air Force Base or a primary customer.

Ms. Marney explained that the amount of increase for a particular customer had an energy consumption of 1,169 kilowatt-hours for their bill. The increase for the customer charge increased by $0.78. She noted that the increase in electric consumption was essentially $0.0143, or just over a penny. She stated that the electric consumption went from $166.38 to $183.30. The particular customer used 3,000 gallons of water, and so their water usage increased. The prior charge was $8.64, and the new total increased to $9.61, so there was a $0.60 increase for the customer charge and a little over a dollar for the actual consumption charge. She noted that the net increase was $21.46. The new amount due would have been $277.35. She pointed out that this was a representative of a residential bill with a customer who used 3,000 gallons of water and an electric consumption of 1,169 kilowatt-hours.

Responding to Mr. Boggerty, Ms. Haines stated that she has reached out to Ms. Sass to share on social media that the rates were approved and to get a sample bill out internally. She noted that she had reached out to key business accounts to let them know that the rates were coming. She also mentioned that they have sent them emails with the tariffs and rates.

Responding to Ms. Haines, Mr. Boggerty acknowledged that she mentioned reaching out to key business accounts but emphasized that every business matters. He encouraged a more aggressive approach this year and thanked the staff for their hard work.

Mr. Anderson thanked the staff for the work that had been done with the budget. He recognized that it was a complicated budget, but it was done that way in order to maximize efficiency and savings. He pointed out that he intended to vote for the budget. He expressed concern regarding the clarity of information and highlighted that the $50.00 increase in electric bills can be especially impactful during the winter months. In some older homes, electric bills can already average between $500.00 to $600.00 during those winter months. He noted that it raised serious concerns, particularly for neighbors nearby who are already struggling to figure out how to afford those costs. Mr. Anderson further expressed concern for residents struggling with high electric bills, particularly in winter, noting that some neighbors do not know how they would afford it. He referenced ongoing discussions about creating a local fund to help with supplemental costs, while encouraging residents to first seek assistance through programs. He also mentioned that federal funding through the reconciliation bill, those funds remain in place, though the final details are uncertain. He emphasized the importance of Dover supporting its own citizens and suggested revisiting the local assistance fund between September and October. He proposed that they use a small portion of the unbudgeted credit card fee savings as possible funding.

Mr. Anderson cautioned against relying on the estimated $650,000 in revenue from the credit card fee savings. He noted that they may not receive or only receive half of the $650,000 in

have contractual obligations with the bargaining employees and obligations with other necessary commitments that are not included. She mentioned that she has been in communication with Fitch Ratings over the last few weeks to review the city's bond rating. There is a meeting scheduled for Thursday, June 26, 2025. She noted that a key part of that review includes the electric rate study previously approved by council in 2023. She cautioned that if the proposed rates were not implemented, there would be a good likelihood that the city could receive a negative impact on its bond rating with Fitch Ratings. She asked that council keep that in mind as they are working through those processes. She stated that she believes that they can develop a way to implement a fund to assist the constituents, similar to what was done during COVID-19. She emphasized that implementing a fund would take time to put together. She recommended bringing the matter back to council in one (1) month or two (2) months for review. She suggested forming an Ad Hoc Committee to explore potential sources of funding.

Responding to Dr. Sudler, Ms. Marney clarified that a lower bond rating does not result in an immediate loss of funds but impacts the city's future borrowing capabilities and interest rates. In turn, it affects the city's ability to fund capital projects and other initiatives that benefit the community overall.

Responding to Mr. Hugg, Dr. Sudler acknowledged an understanding of the city's budgeting process and stated that, such as businesses, they take risks and roll the dice. He stated that accepting a lower bond rating for one (1) fiscal year would likely not have a major impact and could benefit constituents. He emphasized that the city has maintained a good bond rating and is currently facing hardship. He argued that the constituents need the city to put their needs over maintaining the bond rating.

Responding to Ms. Hall, Ms. Marney explained that under the Low-Income Housing Energy Assistance Program (LIHEAP), there is a reconciliation process. If a customer is awarded $1,000, that amount can only be applied against electric consumption. She stated that the city's bill format included other charges. She noted that when the accounts are totaled up at the end of the season, if any money is applied to non-electric charges, the city would be required to refund the difference back to the state. She pointed out that the city no longer participates in that program, and in doing that, customers are able to keep that full $1,000, and there would be no refund back to the state. Instead, the customers receive a two-party check from the Low-Income Housing Energy Assistance Program (LIHEAP) made out to both the city and the customer. She stated that it allows the full $1,000 to remain on the customer's account for future debt that is incurred.

The City Clerk read the motion to refer staff for budgetary review to develop a fund for the Citizens of Dover to assist with utility bills.

Mr. Rocha made a motion to refer staff for a budgetary review to develop a fund for the Citizens of Dover to assist with utility bills. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Anderson made a motion that the proposed budget be approved as amended. The motion was seconded by Ms. Arndt.

Mr. Anderson acknowledged the idea of allowing more time but emphasized that one (1) of the reasons that the City of Dover maintains strong bond ratings and fiscal reviews is because it consistently passes budgets on time. He pointed out that the city meets its financial obligations and contractual commitments. He explained that failing to pass the budget would mean no additional public safety positions that they have asked for to help monitor cameras in real time, as well as denying cost-of-living raises for employees. It could hinder the city's ability to fill positions and adequately serve the constituents. He also mentioned that they would be saying no to other various projects, such as union obligations, road projects, and upgrading the utilities. He described the budget as a well-planned, intricate document designed to better serve citizens and improve government efficiency. He noted that the city consolidated departments from 35 to 14, which has resulted in millions of dollars being saved on the continuing line. He emphasized that the reason there was little excess in the budget was that city management has controlled the growth of government costs over the past decade. He noted that the city's cost growth has been minimal, except for necessary council initiatives, such as the pay equity study, which was crucial to staying competitive in the job market. He stated that the city had difficulty filling positions and pointed out that it was not feasible to pay someone with a CDL license just $14 an hour.

Mr. Anderson emphasized the need to make adjustments but pointed out that various initiatives, such as supporting the General Pension equity with a 2% increase, which cost the city about $1.5 million for the year. He argued that if someone voted in favor of such initiatives, they should also support the budget that included those costs. Otherwise, he suggested that the person should not have voted for the initiative in the first place. He stated that if someone did not believe employees should receive a market-based raise and did not vote for it, that was acceptable. However, if they did vote for it, then they should support the budget because they were the ones who directed it to be included. He emphasized the importance of staying true to established policies and being cautious when establishing new policies. He noted that recent actions were necessary to address staffing issues, which have since improved, allowing services to continue. He pointed out that the City of Dover is a service-based organization. He urged responsibility in supporting the budget tied to those policies, suggesting that those who oppose those policies should seek to repeal the policies rather than vote against the budget.

Responding to Dr. Sudler, Ms. Marney stated that the current bond rating was AA, high quality.

Responding to Dr. Sudler, Mr. Hugg stated that removing the electric rate hike for residential customers alone would reduce revenue by under $4 million annually.

Responding to Dr. Sudler, Ms. Marney stated that calculating the impact for commercial numbers would be more complex and depend on the specific rate class. She noted that for the commercial numbers, it would take time to pull those numbers together. She also mentioned that the $4 million for residential was based on the 2024 consumption.

Dr. Sudler expressed concern regarding the impact of the electric rate hike, particularly on residential customers, including seniors, veterans, individuals with disabilities, and others who fund the municipality. He stated that he would not support the budget for that reason. For the record, he stated that he does support fair wages for employees. He emphasized the need to prioritize and divert resources to help constituents who are not experiencing relief. He criticized the hardships being placed on residents without sufficient due diligence by the city. He argued

dollars and stated that investing in the utility infrastructure was not misplaced. She urged council to consider the greatly dilapidated state of the infrastructure and to act now. She noted that since costs were still manageable, rather than waiting and facing greater financial challenges down the road.

Dr. Sudler agreed with Ms. Hall's comments and shared that a transformer had exploded beside his house less than a year ago. He noted that those types of issues could be handled outside of the annual budget process. He emphasized that Regular City Council meetings could be used to address and approve such needs separately, as they arise. He stated that even if the overall budget was not approved or was delayed, the necessary funding for specific items was still available and could still be approved to move forward with that specific line item.

Mr. Anderson moved to approve Ordinance #2025-11 – Fiscal Year 2025/2026 City of Dover Budget Ordinance as amended. The motion was seconded by Ms. Arndt, and carried by a roll call vote, seven (7) yes (Hall, Boggerty, Anderson, Pillsbury, Arndt, Rocha, Neil) and two (2) no (Sudler, Lewis). (Exhibit #4)

CITY MANAGER'S ANNOUNCEMENTS

Mr. Hugg acknowledged council for engaging in an important and critical debate, noting that he does not necessarily disagree with all the things that were said. He stated that he had no specific announcements. He noted that staff routinely does return to council throughout the year with budget amendments and offered to make those updates more informative. He expressed his willingness to assist in that effort.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen was absent.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Anderson reminded everyone that the Dover African American Festival would be at Legislative Mall on Saturday, June 28, 2025. He noted that it would start at 11:00 a.m. He also mentioned that the Fourth of July Independence Day celebration is on July 4, 2025. The event itself will start at 6:00 p.m. at Legislative Mall. He encouraged everyone to stay involved with the community and to check out the Downtown Dover Partnership (DDP) on Facebook. He highlighted that there would be events on The Green with music and concerts.

Mr. Neil announced that an update on the ongoing developments from the Downtown Dover Partnership (DDP) would take place on June 26, 2025, at The Hive, starting at 4:30 p.m. He encouraged everyone to attend. He emphasized the importance of understanding where money was coming into the city. He noted that as development continues, it would drive growth through increased property values and tax revenue.

The meeting adjourned at 10:04 p.m.

ANDRIA L. BENNETT
CITY CLERK

'We're on a good path forward': Sudler releases statement on staffing changes at Dover city hall

Posted Thursday, October 28, 2021 7:49 pm
By Leann Schenke

DOVER — Following a roughly 50-minute executive session Thursday, Dave Hugg has been named interim city manager for Dover, replacing former interim city manager Matt Harline.

Mayor Robin Christiansen said in a telephone interview Thursday that Mr. Harline "chose to retire and look for other employment."

Kim Hawkins, the city's human resources director, also has chosen to retire, Mayor Christiansen said.

On Friday, Kay Sass, public affairs and emergency management coordinator, said in a news release that Ms. Hawkins retirement comes after 26 years of service to the city.

Mayor Christiansen said both Mr. Harline's and Ms. Hawkins' last days of employment with the city were on Tuesday.

"While we are thankful for the time the individuals have served, we are sure things will run relatively smoothly during this transition," Ms. Sass said.

In the release, Council President Roy Sudler Jr. said, "while the changes were abrupt in the organization, we are on a good path forward. We requested to withhold any comments to the media until we could meet with staff first. As a family, our staff deserved to know what the path looked like on this journey before everyone else.

"When you have a large shift in any organization there will be speculation, but we have an incredibly talented, dedicated workforce that will sail through this period just fine," he said.

Mayor Christiansen said Mr. Hugg was chosen as interim city manager during the executive session, which was attended by the full city council. The meeting was presided over by Councilman Sudler.

Mayor Christiansen said Mr. Hugg will continue to serve as director of planning and inspections and economic development — roles he held prior to being named interim city manager. However, Mayor Christiansen said he expects Mr. Hugg will delegate some of his responsibilities from those positions.

Mr. Hugg previously served as the town manager for Smyrna for 16 years prior to his retirement in 2016. Ms. Sass said he brings with him the "knowledge to carry things forward in this interim."

Ms. Sass said there will likely be an announcement in the next week or so with additional details on who will be filling the vacant positions.

Mayor Christiansen said he received a request to attend Thursday's executive session on Tuesday. The session's agenda, which was posted to the city's website, includes a notice at the top that reads "this agenda was posted with less than seven days notice due to the urgency of the situation requiring consideration."

Mayor Christiansen said Mr. Hugg will serve as interim city manager "until the search process is complete."

Mr. Harline was hired as Dover's assistant city manager in May of 2019.

The city has been conducting a search for a new city manager after its most recent city manager, Randy Roberston, resigned in late May. Mr. Robertson had

been on the job for a little more than six months before tendering his resignation and moving away from the area to care for his mother.

The application process is still open for the city manager position and can be found on the city website at cityofdover.com/jobs. The job opening for the human resources director will be posted soon, Ms. Sass said in the release.

Changing roles: Former planner Hugg named Dover city manager

Posted Friday, February 11, 2022 7:03 pm
By Mike Finney

DOVER — Talk about making yourself feel right at home.

Dave Hugg, who has served as the director of planning and community development for the city of Dover since March 31, 2017, was chosen by the City Council to become the new city manager during a special meeting Thursday night.

Mr. Hugg had been serving as interim city manager for Dover since last October, replacing former interim city manager Matt Harline, who chose to retire.

Mr. Hugg originally came to Dover on a six-month contract after he was hired as a consultant to Dover's city government in 2017. At the time, city officials stressed that "he would not be a candidate for the position of city planner."

He was then asked to temporarily replace former City Planner Ann Marie Townshend, who accepted a job as city manager in Lewes.

However, Mr. Hugg's vision for the city, penchant for getting results and innovative management style quickly made him a welcome addition to city staff, as he was hired as full-time director of planning and community development in December 2017, contrary to prior plans.

Dover City Council President Roy Sudler said that Mr. Hugg was the obvious candidate to fill the city manager vacancy permanently, after filling the role of interim city manager the past couple of months. His starting salary will be $150,000 per year.

"It is my honor to convey to our constituents that City Council members not only acknowledge, but also appreciate and value the hybrid employee skills that Mr. Dave Hugg has exemplified during our organizational challenges as interim city manager," Councilman Sudler said. "Therefore, council has deemed it vital to promote Mr. Hugg to city manager of Dover, Delaware."

Dawn Melson-Williams, principal planner for the city, will take over as the planning director until the position is filled.
Councilman Fred Neil (3rd District) said moving Mr. Hugg to his new role as city manager made perfect sense.

"Concerning Dave's appointment, I feel elated," said Councilman Neil. "The only question was if he wanted the position when the city manager's job came open. As planning director, he created stability and cut red tape. His vast experience before coming to Dover was evident in everything he has done."

Among Mr. Hugg's greatest contributions during his stint in Dover has been overseeing members of the planning office in developing the city's 2019 Comprehensive Plan. It was during that extensive process that he offered some insight into his leadership style, according to city officials.

He was also tasked with assessing operations of the planning office and initiating a "pro-business" approach to Dover's permitting processes.

Mr. Hugg said sometimes people need to take chances if they want to get a big return, as happened with the city of Wilmington's Riverfront, which is now bustling with economic and entertainment activity.

"A former governor and a former president of the University of Delaware got together and stood up on the waterfront in Wilmington and said, 'By God, we can do this.' And they did it," Mr. Hugg said. "We need to figure out how they got it done.

"The most important thing that they got done was the government entities stood up, put aside the politics, put aside the 'we can't pay for it' and said, 'If it's worth doing, we're going to find a way to make it happen.'"

Mr. Hugg added, "That's not happened in Dover. I hate to say it, but that's not happened. Everybody's kind of, 'Oh well, it's not in our budget,' or 'Well, it's not government's responsibility,' or 'Well, it's somebody else.'

"There needs to be some leader that stands up and says, 'By God, we're going to do it,' and isn't afraid to take the crap that will come."

Officials said it is that kind of can-do attitude that makes Mr. Hugg such a cutting-edge leader who has been a vital cog in helping to bring multiple large companies to Dover, such as the Delmarva Corrugated Packaging company on the POW/MIA Parkway.

Councilman Sudler said that several factors combined to make Mr. Hugg the obvious candidate to become Dover's city manager.

Mr. Hugg retired as Smyrna's town manager in December 2016 after 14 years leading different departments in the town.

"Mr. Hugg's leadership style is aligned with leadership tenets regarded as a critical job resource to promote work engagement and employee retention initiatives stemming from four behavioral dimensions: individualized consideration, intellectual stimulation, inspirational motivation and idealized influence," said Councilman Sudler.

"The transformational leadership style not only motivates employees to reach beyond the status quo but acknowledges the need for a new direction and plays an integral role in inspiring and guiding employees through a transitional organizational era."

He added, "The above mentioned often relies on valuing the employee input as the organization introduces new visions and goals for answering the directive for administrative reform, which encourages employees to achieve past and present expectations collectively with respect for all organizational citizens, subsequently coinciding with Dover's mission statement."

It was while putting the 2019 Comprehensive Plan together that Mr. Hugg offered some insight into what he thinks needs to be done to improve Delaware's capital city.

He said he had pored over Dover's last comprehensive plan in 2008 and many initiatives, which had been backed by paid studies, but they just remained in files in City Hall.

"They need to get done," Mr. Hugg said, while putting the new plan together. "We've talked about some of these major projects, not necessarily me because I haven't been here that long, but some of these projects have been talked about for years and it's time.

"It's time to get them done and it's time for the city to step up and make some of those investments."

He added, "We've got all these plans. We've got corridor plans and the transit center plan and plans for downtown and all these studies that had been done. Some of them have been sitting on the shelf for a decade. Either dust them off and implement them or throw them out, either one or the other. It's time to take that action."

City of Dover hires new city manager

Delaware Public Media | By Kelli Steele
Published February 14, 2022 at 8:57 AM EST

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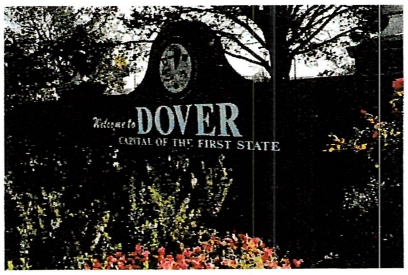

Brad Glazier/Glazier Photography / Delaware Public Media

The City of Dover has a new city manager.

The Dover City Council appointed Dave Hugg to the position during a special meeting last week.

Hugg has served as the director of planning and community development for the City since March 2017. He's been interim city manager since last October, replacing former interim city manager Matt Harline, who retired.

Before coming to Dover, Hugg served as the town manager in Smyrna for 14 years - before retiring in December 2016.

Dover's principal planner Dawn Melson-Williams takes over as the planning director until that position is filled.

Dover sees another change in city manger's office

Delaware Public Media | By Joe Irizarry
Published October 29, 2021 at 4:37 PM EDT

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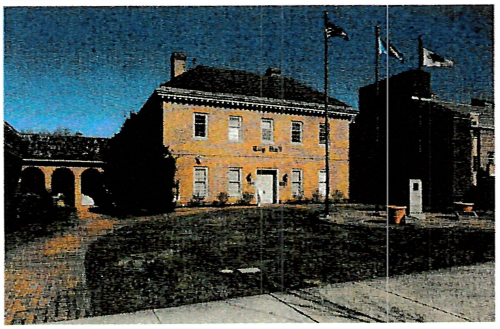

Milton Pratt / Delaware Public Media

Dover has a new interim city manager, replacing another interim city manager who retired.

Dover City Council selected Dave Hugg - the city's director of planning and inspections– to take over as interim city manager.

Hugg replaces former interim city manager Matt Harline who retired.

Harline had replaced Randy Robertson who resigned for family reasons after being in office for six months.

The city was already in the process of finding a full-time city manager, and this hasn't changed that. Mayor Robin Christiansen says they have gotten a good response in applicants for the position.

Christiansen adds in the meantime Hugg's experience will be helpful.

"He brings quite a bit of experience having been the director of the state planning office, town manager in Smyrna, and also currently our planning and inspections director," said Christiansen. "So, he is very familiar with the job that he's been given and we have the utmost confidence that he will keep the ship of state moving forward."

He notes that city council will appoint someone from Hugg's office to assume his duties until he returns to the office of planning and inspections.

The city's human resources director Kim Hawkins also chose to retire.

Christiansen says the city will be aggressive in finding her replacement.

"We'll post that job I believe Monday and the interim city manager will interview folks for that position and we'll fill that spot rather rapidly because like the city manager's position it is very crucial to the day-to-day operation of the city," said Chrstiansen.

Dover is also looking for a new city clerk according to the mayor.

Tags

Politics & Government | Dover

MUNICIPAL GOVERNMENT

Pulled in opposite directions, Dover Councilman claims city took his family land

by Karl Baker
December 19, 2024

A dispute over the annexation of Raymond Street, and whether it should support the development of a new major apartment complex, has raised questions of transparency from a city councilman. | SPOTLIGHT DELAWARE PHOTO BY KARL BAKER

Why Should Delaware Care?

A curious legal fight over an apartment proposal in Dover raises questions about conflicts of interest amid a backlash against increased development in the capital city. It also raises questions about [illegible] in annexation decisions by municipalities.

EN

As CEO of his mother's real estate company, Roy Sudler Jr. is suing Dover for what he said is its unjustified taking of his family's land to make way for a controversial plan to build a mid-rise apartment complex near Delaware State University.

In his role as a Dover City Councilman, Sudler is also a named defendant in the same case.

Sudler acknowledged that his dual roles as politician and local real estate executive place him into a precarious position. But he said his family's dispute must be fought, claiming it's the latest example of what he describes as Delaware's capital city deferring to interests of developers.

"It's a conspiracy of a big developer conspiring, in my view, with (city) planners and managers to take our property," he said in an interview with Spotlight Delaware.

Dover's mayor, city manager and solicitor declined to comment for this story, citing the pending litigation.

An attorney for the developer – Newtown Pennsylvania-based Patel College Properties – did not respond to a request to comment.

At its core, the legal fight is over ownership of portions of land that sit along the path of a planned – but unbuilt – city road.

Roy Sudler Jr. | PHOTO COURTESY OF CITY OF DOVER

If ultimately constructed, the road would extend the existing Raymond Street to the site of a **proposed 385-unit apartment complex**, which sits behind Delaware State University, and is split from campus by a tributary of Silver Lake.

The six-story apartments – complete with tennis, pickleball and volleyball courts – would also wrap around the top side of property owned by Sudler's family.

On their land, the family operates their own apartment building, and one that largely rents to lower-income individuals. It is nominally owned by a company called the Apartments at Mishoe Cove, LLC, which in turn is owned by Wilma Mishoe – a former president of Delaware State University and Sudler's mother.

EN

:ves as CEO of the limited liability company.

For more than a year, the influential Mishoe/Sudler family has argued that parts of their property crosses over the route of the planned road. They also have claimed that an annexation three years ago of property into the city – intended for Raymond Street's new right-of-way – was done improperly.

Asked why he voted in favor of the annexation as a city councilman, Sudler said he didn't realize then that it would allow for construction of the new road across disputed property.

Instead, he believed the annexation would lead to better maintenance of the existing Raymond Street that runs in front of his apartment building, he said.

"My family had been asking the city to do improvements to our streets," he said.

'Both sides making arguments about ownership'

For their part, city officials have asserted that their annexation was done properly, even while some have noted in public meetings that ownership of certain parcels of property have been disputed.

During a meeting of the Dover Planning Commission last year, a private attorney retained by Dover, said the question of who owned parts of the planned street had "overwhelmed" all other discussions about the apartment proposal.

"The record is sort of replete with both sides making arguments about ownership," he said.

Still, the attorney, Glenn Mandalas, argued during the meeting that Dover's planning commission is not the proper body to decide the rightful owner – nor to decide whether the city erred in the annexation.

Mandalas suggested those decisions were better left to the courts.

Following his comments, Dover's planning commission approved the site development plan for the apartment proposal.

After that approval last year, Mishoe and her family company challenged the decision – first with the city's Board of Adjustment, then in state court asking a Delaware judge to review the decision through what is called a writ of certiorari.

EN

Later that year, the family also directly sued the City of Dover.

In the lawsuit, they named as individual defendants several city officials, including each city councilmember, and Sudler himself.

A court hearing on the city's motion to dismiss the writ of certiorari will occur Thursday.

A Pennsylvania-based developer aims to build hundreds of new off-campus apartments targeting Delaware State University students, drawing concerns about traffic from locals. | PHOTO COURTESY OF CITY OF DOVER

A broader backlash?

Last year's approval of the Patel College Properties project came amid a building boom for apartments across Delaware, following an upward surge for rents in the state.

Among those new proposals is a 384-unit complex planned for land that sits across a set of railroad tracks from the Patel College Properties development.

If both ultimately are built, they would likely add more than 1,000 people to that northern Dover area.

ear that would change its modest suburban character into one highlighted by increased traffic

EN

Several open fields still surround the Mishoe Towers apartment, dotted by modular or modest single-family homes.

During another March 2023 Dover planning commission meeting, several city residents, including a handful of elected politicians, expressed those fears and their skepticism of the overall Patel College Properties development.

One woman said she is concerned that her disabled grandchild could be hit while walking along a new Raymond Street.

One man, who is disabled from a past stroke, also feared getting hit by a car while walking along the road.

And, the Rev. Raymond Fisher said he was concerned about college students drinking and driving through the nearby streets.

"When you get that fire water in you, you're not fully conscious of what you do," Fisher said.

Rep. Sean Lynn (D-Dover) said during the hearing that he had heard similar critiques, which he called "an outpouring of opposition to this project."

In response to many of the critiques, the developer's attorney Dominic Balascio, said during last year's meeting that his client has followed every city rule required to develop the property. He also noted the city's Comprehensive Plan identifies the property as appropriate for an apartment complex.

He also noted the city's annexation of the roadway's parcels was approved by city council, after the Dover solicitor certified that the parcels in question were marked as a potential roadway more than 100 years ago.

"They can't be denied access to the right of way at this point because it is a public right of way," he said.

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MUNICIPAL GOVERNMENT

Dover moves to oust city manager, tensions revealed

by Maggie Reynolds
March 19, 2026

Dover City Council unanimously voted to place City Manager Dave Hugg on a paid leave beginning March 2, the first step toward permanently removing him from the position. | SPOTLIGHT DELAWARE PHOTO BY MAGGIE REYNOLDS; GRAPHIC BY ELSA KEGELMAN

EN

Why Should Delaware Care?
From unrest over the leadership of its police chief to intense division over a proposed panhandling ordinance, the city of Dover has seen its fair share of controversy in recent months. Adding to this series of events is the city council's decision to discreetly place a top city employee on administrative leave.

The city of Dover quietly put its top administrative employee on leave earlier this month — the first step toward permanently removing him from the position.

Dover City Council unanimously voted to place City Manager Dave Hugg on a paid leave beginning March 2, Spotlight Delaware has learned through conversations with multiple city officials. According to the city's charter, that leave is a first move toward officially firing him.

City officials, who spoke on the condition of anonymity to discuss internal deliberations, said long-simmering tensions between Hugg and city council members recently boiled over. Elected leaders, they said, grew tired of Hugg not promptly informing them about relevant issues, often leaving council members "blindsided" when matters were brought to their attention months later.

Two officials pointed to a recent controversy surrounding city council members' decision not to allocate money to the People's Church homeless shelter as illustrative of the broader issue. The officials said Hugg failed to inform council members for months about a series of complaint letters the city had received about the shelter, as well as a threat of legal action from a neighboring resident.

When asked about Hugg's absence, a city spokesperson confirmed he was on leave but would not say why, citing the matter as a "personnel issue."

According to Dover's city charter, a city manager must be given a public hearing and a "written statement of the reasons alleged for their removal" before the city council can take a final vote on removing them.

And Anthony Delcollo, a lawyer representing Hugg, said a public hearing is exactly what the city manager wants. Hugg did not directly respond to Spotlight Delaware's multiple requests for comment.

"As Mr. Hugg was not provided any information regarding purported wrongdoing or performance issues prior [illegible] that the City felt it was time to move on from his employment, our client looks forward to the [illegible]esent his position in this hearing," Delcollo said.

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But it remains unclear when that required public hearing will take place.

As of Wednesday afternoon, no item referencing a hearing for Hugg was listed on the agenda for the city council's next meeting scheduled for Monday, March 23. There also is no timeline in the city charter for how long a city manager can be on administrative leave, or when their public hearing must take place.

Dover City Solicitor Dan Griffith declined to comment on the decision to place Hugg on administrative leave, and the status of scheduling a public hearing.

Hugg has served as Dover's city manager since early 2022. He first joined the city on a contracted basis in 2017, and ended up staying on with the city and rising to the role of city manager over the next five years.

Capital city tensions

The most recent example of Hugg's alleged tension with city council members played out at city council's Committee of the Whole meeting on Feb. 26. During that meeting, council members discussed whether to approve $47,000 in funds for workforce development programs at a homeless shelter in downtown Dover.

Dover City Council voted not to allocate money to the People's Church homeless shelter at a recent meeting. that debate was part on the ongoing tension between elected officials and City Manager Dave Hugg. | SPOTLIGHT DELAWARE PHOTO BY NICK STONESIFER

Council President Fred Neil asked if any of his colleagues had been told about the pile of complaint letters Hugg received about the shelter back in December – they said they had not.

Prior to the start of that same meeting, council members discussed Hugg's performance during an executive session, or a meeting of elected leaders not open to the public. When council returned to public session, they voted unanimously to "accept the recommendation of the city solicitor on the personnel matter."

Multiple city officials confirmed to Spotlight Delaware that the "recommendation" was to place Hugg on administrative leave.

At subsequent city council meetings, Assistant City Manager Sharon Duca has taken over Hugg's typical duties, including providing city manager's announcements and providing additional information on

r consideration.

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Council's decision to place Hugg on administrative leave comes after a tumultuous nine months for the capital city.

Council members, police officers and even the mayor have been entangled in a controversy over Police Chief Thomas Johnson's leadership since last summer, and a hotly contested panhandling ordinance first introduced last fall exposed divisions among the city's elected officials.

Now, the move to oust Hugg marks the latest disagreement involving one of Dover's highest paid employees and the city's elected officials.

Hugg previously served as Smyrna's town manager for 14 years and was said to be retiring from public service when he stepped down from that position in late 2016, according to reporting from the Daily State News.

Shortly after retiring from Smyrna, though, Hugg was hired as the acting director of planning and city development for Dover on a temporary, contract basis in early 2017.

At the time, city officials told the Daily State News he would only work for six months, and Hugg would not be a candidate for the position of city planner.

But Hugg ended up continuing in that position as the director of planning and community development for five years. He then was chosen by city council members to fill the permanent position of city manager in early 2022.

Read more from Spotlight Delaware

EN

Dover mayor's prolonged absence draws concern, questions

Both residents and city council members expressed concerns that Dover Mayor Robin Christiansen's prolonged absence from public meetings violated the city charter — justifying his removal from office.

April 3, 2026

Dover City Council to explore public comment changes

Dover officials will consider changing their city council meeting structure after drawing criticism for limiting and not recording public comments.

October 28, 2025

Debate continues over Dover panhandling ordinance ahead of January vote

As a proposal to reduce panhandling in Dover approaches a final vote in January, the question of whether it could survive a constitutional challenge remains.

December 14, 2025

EN

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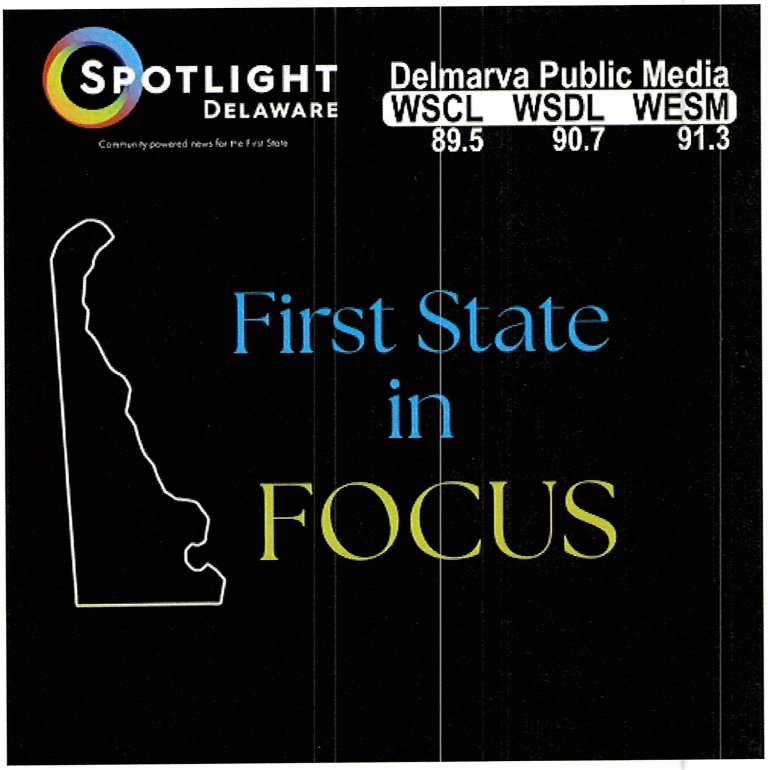
Dover City Manager on the Way Out

Delmarva Public Media | By Don Rush

Published March 25, 2026 at 9:27 AM EDT

LISTEN • 3:58



Dover is on its way to oust its City Manager Dave Hugg. In our partnership with Spotlight Delaware Delmarva Public Media's Don Rush talks with reporter Maggie Reynolds about the issues involved in his expected departure. The full interview can be heard on this Friday's Delmarva Today at noon on WSDL and WESM.

RUSH: The City of Dover is embroiled in another controversy this time over the fate of

Ruth Gipps
Oboe Concerto: 3rd movem...

issue has arisen over the People's Church homeless shelter. In our partnership with Spotlight Delaware, we talked with reporter Maggie Reynolds about the latest developments in this excerpt from this week's Delmarva Today.

REYNOLDS: I got a tip that Hugg had been placed on administrative leave and I had seen at a couple of city council meetings and council committee of the whole meetings that Hugg wasn't present and that the assistant city manager had taken his place as the acting city manager. And so that was kind of all that was public at the time that I knew about this. But I've spoken with a number of members of counsel who told me anonymously or on background that he was placed on administrative leave and that they're looking to get his employment terminated because of some disagreements between counsel and Hugg's approach.

RUSH: So what's been the issue then?

REYNOLDS: So the main thing that people pointed to was a really recent example, and that was over this homeless shelter in Dover called the People's Church. And so there's been some friction over the People's Church and the City Council voted not to fund the People's Church for about $50,000 because they feel like the church is attracting homelessness and other illicit activities to that area of downtown. And so the disagreement between council and Hugg over this came up because apparently Hugg got a number of letters complaining about the church and even a threat of a lawsuit a couple of months previously. And he did not tell members of council about these things that he had received. So they felt like they were in the dark about this situation and weren't properly being communicated with. And the people I talked to said that this was kind of an example of a broader pattern where they feel blindsided by things going on in the city that Hugg doesn't loop them in on.

RUSH: So when do we expect this issue to be resolved and are we expecting to hear some of the specifics as to what problem they had with Hugg that will then come out in the public?

REYNOLDS: So the city charter states that if the city manager is to be removed from their position, a public hearing needs to take place. And after that public hearing, counsel needs to vote whether or not to remove the person, and they need to state their reasons why they're voting to remove them. So all of those steps need to happen for

Ruth Gipps
Oboe Concerto: 3rd movem...

because that public hearing hasn't taken place. And so sources told me that it looks right now like they are going to have a public hearing because it doesn't seem like a settlement is going to be reached between Hugg's attorney and the city, but nobody's super sure what the logistics are of the public hearing or even if it would be scheduled during a regular counsel meeting or if it would be its own separate hearing. So I think that's something we can expect to see in the next couple of weeks.

RUSH: Some of the other councils that I've watched, these personnel issues have generally been not stated out because they are personnel issues.

REYNOLDS: I think that's what some people on council really would like to avoid because it would get quite messy airing out some of the different dynamics between people in the city government. But if it goes to a public hearing, that would be aired out. And I mean, that was a little bit of the debate as well over the executive session where council voted to put him on administrative leave after they came out of executive session. They were very vague in what they were voting on. They said, we're voting to move forward with the city solicitor's recommendation on personnel issues. So I didn't tell the public at all who they were voting on or what the subject was at all. I guess you can see there that the city doesn't want people to know that much about the personnel issue with Hugg... and it would become very public with a public hearing.

RUSH: Spotlight Delaware reporter Maggie Reynolds on the efforts to remove Dover City Manager Dave Hugg. The full interview can be heard on this Friday's Delmarva Today at noon on WSDL and WESM, this is Don Rush for Delmarva Public Media.

Local News

Ruth Gipps
Oboe Concerto: 3rd movem...

Don Rush

Don Rush is the News Director and Senior Producer of News and Public Affairs at Delmarva Public Media. An award-winning journalist, Don reports major local issues of the day, from sea level rise, to urban development, to the changing demographics of Delmarva.

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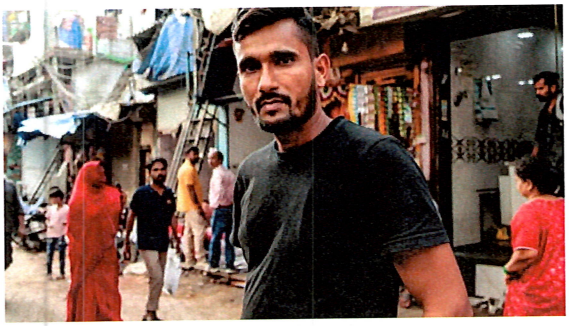

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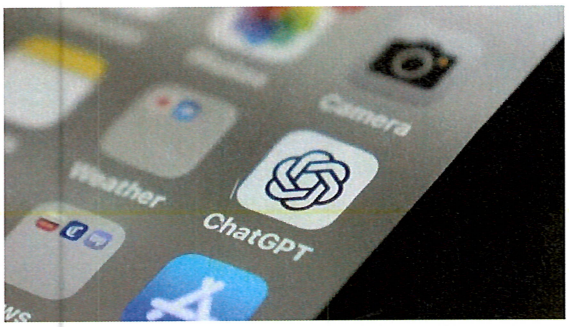

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From: "Edgell, David (OMB)" <David.Edgell@delaware.gov>
Date: March 12, 2026 at 1:33:06 PM EDT
To: David Hugg <dshugg3@gmail.com>
Subject: RE: Termination

Dave,

I am saddened to hear of your change in job status. I have valued working with you in your various roles throughout the years. As a Dover native and resident, I'd like to thank you for all you've done for the City. You stepped up at a difficult time, and did so much more than just keep the organization going. You contributed your time, knowledge and experience to move the Dover organization forward on many levels. I'll miss working with you in that capacity.

And yes, I'm looking forward to staying in touch. Good luck with your next steps, even if it is relaxing a bit and staying home in the evenings instead of going to public meetings!

You know where to find me. If I'm not at work, I can be reached at (302) 242-6181 and dledgell@icloud.com.

David L. Edgell, AICP
Director
Delaware Office of State Planning Coordination
(302) 739-3090
http://www.stateplanning.delaware.gov/

From: H. Joanne Masten <joannemasten@aol.com>
Sent: Tuesday, April 7, 2026 3:13 PM
To: Delcollo, Anthony <adelcollo@offitkurman.com>
Subject: David Hugg---City Manager--Dover

I am a 77 year resident of the town of Smyrna. Have had the privilege of knowing Mr. Hugg for approx. 20 years.

A portion of that time I was honored to be a member of Smyrna town council for 2 years but also served 4 years as Mayor of the town of Smyrna. Years served 2011 thru May 1st, 2017.

When I think about the attributes of a highly effective City Manager, I consider the following to be imperative:

Management
Leadership
Operations
Customer Service
Planning

During my time on Smyrna town council, rarely there was a day when I did not have a conversation with Mr. Hugg. His communication was always very clear and timely. He was respected by the members of town council for the knowlege of the operations of the town as well as the day to day activities of the town.. Customer Service was paramount for a town our size. Residents expected action when there were issues. I can tell you anytime I phoned Mr. Hugg with an issue whether it be public works or administratively, a review was done and action taken. When it came to developing a strategic plan for the town which was a first, Mr Hugg was actively engaged and very visionary as to what Smyrna might look like in 5 years and 10 years. Since I lived in Smyrna al my life, I personally knew many of the town employees and Mr Hugg was well respected among them. If there was water line break during a freezing period, Mr Hugg was there with the employees and insured they were well fed. May seem unimportant but in 20 deg weather it meant alot. Being able to bring employees to work as a team is extremely important for a town/city to move forward.

Obviously I have no input into Dovers decision but feel they are really missing the mark. Mr. Hugg is well respected both at the state and federal level because of his expertise. Over the last few years, Mr. Hugg has been honored more than once for what he brings to the table for Dover. However, for any city manager to be successful everyone has to be on the same page with the same goals. Strong leadership must be in place to move forward. I have to state that I am saddened by Dover's plan to move forward with dismissing Mr. Hugg,,

If there is anything else you need to know please let me know.

Regards

Joanne Masten
President, Kent County Levy Court
302-270-1747

W. CHARLES PARADEE, III
STATE SENATOR
17th District

SENATE
STATE OF DELAWARE
411 LEGISLATIVE AVENUE
DOVER, DELAWARE 19901

COMMITTEES
Finance, Chair
Banking, Business & Insurance, Vice-Chair
Environment & Energy, Vice-Chair

April 7, 2026

To All Concerned,

I am writing to offer my strong and unequivocal support for Mr. David Hugg.

I have had the opportunity to work closely with David over the course of many years, both in my current role as State Senator, representing the Dover area, and previously during my time as a State Representative, when David served as the Town Manager for the Town of Smyrna.

Throughout that time, I have found David to be one of the most knowledgeable, trustworthy, and responsive public servants I have had the privilege to work with. His depth of understanding—particularly in land use and development—is exceptional. In my experience, there are few individuals in Kent County who possess the same level of insight, institutional knowledge, and practical expertise on these issues.

Equally important is his professionalism and work ethic. David was consistently proactive in communicating with me on matters affecting the City of Dover, particularly those involving state policy or funding. He did not wait for problems to arise—he anticipated them, addressed them early, and ensured that lines of communication between state and local government remained strong and productive.

In an environment where effective collaboration between levels of government is critical, David stood out as a steady, reliable partner who always approached his work with integrity and a focus on outcomes. **All Of Us** have benefited from David's experience, judgment, and commitment to public service.

Sincerely,

Senator Trey Paradee

411 Legislative Avenue, Legislative Hall, Dover, Delaware 19901
Senate Office: (302) 744-4162 Senate Fax: (302) 739-6890 Email: Trey.Paradee@delaware.gov

An official website of the United States government

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U.S. DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Your Rights Under HIPAA

This guidance remains in effect only to the extent that it is consistent with the court's order in Ciox Health, LLC v. Azar, No. 18-cv-0040 (D.D.C. January 23, 2020), which may be found at https://ecf.dcd.uscourts.gov/cgi-bin/show_public_doc?2018cv0040-51 . More information about the order is available at https://www.hhs.gov/hipaa/court-order-right-of-access/index.html </hipaa/court-order-right-of-access/index.html>. Any provision within this guidance that has been vacated by the Ciox Health decision is rescinded.

Most of us believe that our medical and other health information is private and should be protected, and we want to know who has this information. The Privacy Rule, a Federal law, gives you rights over your health information and sets rules and limits on who can look at and receive your health information. The Privacy Rule applies to all forms of individuals' protected health information, whether electronic, written, or oral. The Security Rule is a Federal law that requires security for health information in electronic form.

HIPAA Right of Access Videos

OCR has teamed up with the HHS Office of the National Coordinator for Health IT to create ***Your Health Information, Your Rights!***, a series of three short, educational videos (in English and option for Spanish captions) to help you understand your right under HIPAA to access and receive a copy of your health information.

- Individual's Right under HIPAA to Access their Health Information
- HIPAA Access Associated Fees and Timing
- HIPAA Access and Third Parties

HIPAA Right of Access Infographic

OCR has teamed up with the HHS Office of the National Coordinator for Health IT to create this one-page fact sheet, with illustrations, that provides an overall summary of your rights under HIPAA:

- Your Health Information, Your Rights! [PDF, 5.04 MB]
  <https://www.healthit.gov/sites/default/files/yourhealthinformationyourrights_infographic-web.pdf>

HIPAA General Fact Sheets

- Your Health Information Privacy Rights [PDF, 456 KB]
  </sites/default/files/ocr/privacy/hipaa/understanding/consumers/consumer_rights.pdf>
- Privacy, Security, and Electronic Health Records [PDF, 469 KB]
  </sites/default/files/ocr/privacy/hipaa/understanding/consumers/privacy-security-electronic-records.pdf>
- Sharing Health Information with Family Members and Friends [PDF, 537 KB]
  </sites/default/files/ocr/privacy/hipaa/understanding/consumers/sharing-family-friends.pdf>

Who Must Follow These Laws

We call the entities that must follow the HIPAA regulations "covered entities."

Covered entities include:

- **Health Plans**, including health insurance companies, HMOs, company health plans, and certain government programs that pay for health care, such as Medicare and Medicaid.
- **Most Health Care Providers**—those that conduct certain business electronically, such as electronically billing your health insurance—including most doctors, clinics, hospitals, psychologists, chiropractors, nursing homes, pharmacies, and dentists.
- **Health Care Clearinghouses**—entities that process nonstandard health information they receive from another entity into a standard (i.e., standard electronic format or data content), or vice versa.

In addition, business associates of covered entities must follow parts of the HIPAA regulations.

Often, contractors, subcontractors, and other outside persons and companies that are not employees of a covered entity will need to have access to your health information when providing services to the covered entity. We call these entities “business associates.” Examples of business associates include:

- Companies that help your doctors get paid for providing health care, including billing companies and companies that process your health care claims
- Companies that help administer health plans
- People like outside lawyers, accountants, and IT specialists
- Companies that store or destroy medical records

Covered entities must have contracts in place with their business associates, ensuring that they use and disclose your health information properly and safeguard it appropriately. Business associates must also have similar contracts with subcontractors. Business associates (including subcontractors) must follow the use and disclosure provisions of their contracts and the Privacy Rule, and the safeguard requirements of the Security Rule.

Who Is Not Required to Follow These Laws

Many organizations that have health information about you do not have to follow these laws.

Examples of organizations that do not have to follow the Privacy and Security Rules include:

- Life insurers
- Employers </hipaa/for-individuals/employers-health-information-workplace/index.html>
- Workers compensation carriers
- Most schools and school districts
- Many state agencies like child protective service agencies
- Most law enforcement agencies
- Many municipal offices

What Information Is Protected

- Information your doctors, nurses, and other health care providers put in your medical record

- Conversations your doctor has about your care or treatment with nurses and others
- Information about you in your health insurer's computer system
- Billing information about you at your clinic
- Most other health information about you held by those who must follow these laws

How This Information Is Protected

- Covered entities must put in place safeguards to protect your health information and ensure they do not use or disclose your health information improperly.
- Covered entities must reasonably limit uses and disclosures to the minimum necessary to accomplish their intended purpose.
- Covered entities must have procedures in place to limit who can view and access your health information as well as implement training programs for employees about how to protect your health information.
- Business associates also must put in place safeguards to protect your health information and ensure they do not use or disclose your health information improperly.

What Rights Does the Privacy Rule Give Me over My Health Information?

Health insurers and providers who are covered entities must comply with your right to:

- Ask to see and get a copy of your health records
- Have corrections added to your health information

- Receive a notice that tells you how your health information may be used and shared
- Decide if you want to give your permission before your health information can be used or shared for certain purposes, such as for marketing
- Request that a covered entity restrict how it uses or discloses your health information </hipaa/for-professionals/faq/3026/under-hipaa-may-an-individual-request-that-a-covered-entity-restrict-how-it-uses-or-discloses-that-individuals-protect-health-information/index.html>
- Get a report on when and why your health information was shared for certain purposes
- If you believe your rights are being denied or your health information isn't being protected, you can
  - File a complaint with your provider or health insurer
  - File a complaint with HHS </hipaa/filing-a-complaint/complaint-process/index.html>

You should get to know these important rights, which help you protect your health information.

You can ask your provider or health insurer questions about your rights.

Learn more about your health information privacy rights [PDF, 456 KB] </sites/default/files/ocr/privacy/hipaa/understanding/consumers/consumer_rights.pdf>.

Who Can Look at and Receive Your Health Information

The Privacy Rule sets rules and limits on who can look at and receive your health information

To make sure that your health information is protected in a way that does not interfere with your health care, your information can be used and shared:

- For your treatment and care coordination
- To pay doctors and hospitals for your health care and to help run their businesses
- With your family, relatives, friends, or others you identify who are involved with your health care or your health care bills, unless you object
- To make sure doctors give good care and nursing homes are clean and safe
- To protect the public's health, such as by reporting when the flu is in your area
- To make required reports to the police, such as reporting gunshot wounds

Your health information cannot be used or shared without your written permission unless this law allows it. For example, without your authorization, your provider generally cannot:

- Give your information to your employer
- Use or share your information for marketing or advertising purposes or sell your information

Sign Up for the OCR Privacy Listserv </hipaa/for-professionals/list-serve/index.html>
Keep up-to-date as OCR releases updated health information privacy FAQs, guidance, and technical assistance materials.

Content last reviewed May 30, 2025

April 13, 2026

To: City Clerk's Office, City of Dover Delaware

From: Ken Anderson, Redevelopment Implementation Director, Downtown Dover Partnership

RE: David Hugg

I remember meeting Dave Hugg around 2009, while serving in my role as the Director for Entrepreneurial and Small Business Development for the Delaware Economic Development Office (DEDO), which at the time, was an Executive Management Office of the Governor of Delaware.

In that role, I collaborated with Diane Laird, who was also at DEDO, serving in the role of the Statewide Main Street Coordinator. As a result of our combined work, I was introduced to Dave Hugg.

Additionally, around that same time I moved to Clayton, Delaware, right next to Smyrna, where Dave Hugg was also serving in a leadership role and had been for some time.

I have had the pleasure of seeing Dave Hugg in many of his various capacities. I saw him in the neighborhood Acme store dutifully shopping for groceries for his household. I observed him while facilitating various town meetings in the City of Smyrna, and most recently, in his role of City Manager for the City of Dover.

I believe that the true measure of a person can only be evaluated, in many different capacities over an extended period. Why, because all of us have bad days from time to time, but the true measure of a person, spiritually, socially, mentally, physically, financially, and professionally, can only be done with integrity, can only be done fairly, can only be done sans the biases that often manifest in our work, over a period of close observation over an extended period of time.

Only a few of us have that experience with Dave Hugg.

To that end, particularly in my current role as the Redevelopment Director for the Downtown Dover Partnership, we could not be where we currently are in the implementation of the Capital City 2030 Masterplan and the Downtown Dover Mobility Center without Dave's direct and indirect personal involvement.

At the beginning of the implementation of the Masterplan, and in my role of initiating the assessment and ultimate demolition of five (5) structures specific to the implementation of that plan, under extremely tight schedules, it would not have occurred in 15 months without Dave's Hugg's direct involvement.

Dave's involvement and sage influence on our Critical Improvement's Panel was critical in the making of crucial decisions supporting our small business infrastructure in Downtown Dover.

As you know, the resources we received from the State of Delaware for the construction of the Downtown Dover Mobility Center requires the expeditious processing of various designs and permits at various stages in the process. When it appears that these items were inordinately delayed somewhere in the system, Dave Hugg was always the one to whom we were able to call directly, and either he gave us immediate access to his staff, or he himself got engaged to determine if he could move things along.

He always did; despite all the "other stressors" he may have already had on his desk.

I have personally called upon Dave Hugg numerous times in the almost three years serving in my current role to support the myriad of issues surrounding the Downtown Dover Mobility Center, and Dave always was responsive, and facilitated the critical support that has resulted in the Downtown Dover Mobility Center being on plan and on schedule.

This kind of responsiveness and leadership has been the central thread in the fabric of my experiences with Dave Hugg, in the various capacities in which I have had the pleasure of collaborating with him, since 2009.

I do not know the reasons for Dave Hugg's current disposition with the City of Dover, but the little I have heard, absolutely does not comport with the Dave Hugg I have worked with directly and indirectly since 2009.

I highly recommend that Dave Hugg's situation be evaluated based upon the entirety of his incredible support to the State of Delaware, Town of Smyrna, and City of Dover.

He has earned a fair and partial hearing to restore his reputation, and his name, for all the well documented contributions he has made to the City of Dover and State of Delaware.

I highly recommend that Dave Hugg be restored to the position of City Manager for the City of Dover as expeditiously as possible. His experience and wisdom are critical to all our success.

Sincerely,

Ken Anderson

Redevelopment Implementation Director

Downtown Dover Partnership

COMMERCIAL
MOVING EXPERIENCE
REAL ESTATE

To Whom It May Concern:

I have had the pleasure of working with Dave Hugg over the past 20 years in Smyrna and Dover in the real estate industry. Dave has consistently demonstrated professionalism and a strong willingness to collaborate with developers, buyers, and sellers of commercial real estate. His knowledge of the local area and zoning regulations has been extremely beneficial in facilitating successful projects. Dave has also played an influential role in the economic growth of the city. His "let's get it done" attitude, combined with his understanding of smart growth principles, has contributed to numerous development projects, including the upcoming renovation of the old Dover Post Office, Garrison Oak Business Park, and many others.

Sincerely,

--
Chuck Spiegelman
Partner, Associate Broker
The Commercial Moving Experience
27 West Loockerman Street
Dover, Delaware 19904
Office: 302-241-0899 * Mobile: 302-632-0859

JEFFREY SPIEGELMAN
Minority Whip
STATE REPRESENTATIVE
11th District

HOUSE OF REPRESENTATIVES
STATE OF DELAWARE
411 LEGISLATIVE AVENUE
DOVER, DELAWARE 19901

COMMITTEES
Administration
Ethics
Housing
Rules
Veterans Affairs

April 13, 2026

City of Dover
City Council
15 Loockerman Plaza
Dover, DE 19901

Dear Councilmembers:

I am writing in support of David Hugg. As a State Representative serving Kent County, I have had the privilege of working with David both during his tenure as Town Manager of Smyrna and, more recently, as City Manager for the City of Dover. Having worked alongside him in both capacities, I can speak firsthand regarding his character, his professionalism, and his deep dedication to public service. Throughout our time working together, I have found him to be consistently respectful, hardworking, and fair in all that he does.

As City Manager, David has proven himself to be a tireless advocate for the city he serves and for the residents who call it home. He has played a vital role in advancing Dover's smart economic growth and in attracting quality jobs to the community. Under his leadership, strong collaborative relationships have been built among state government, local agencies, and private entities, assisting Dover to continue to grow and thrive.

David has demonstrated an unwavering commitment to the city and people of Dover. He is an asset to this community. Please contact me if you have any questions.

Sincerely,

Jeffrey N. Spiegelman
House Minority Whip
State Representative, 11th District

P.O. Box 869, Clayton, Delaware 19938
Office: (302) 744-4171 Fax: (302) 739-2773 Cell: (302) 399-7728
Email: Jeff.Spiegelman@delaware.gov Jeff@DERepresentative.com www.jeffspiegelman.com

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on April 14, 2026, at 6:00 p.m. with Council President Neil presiding. Members of Council present were Mr. Anderson, Ms. Arndt, Ms. Hall, Mr. Lewis (out at 10:04 p.m.), Dr. Pillsbury (arrived at 6:17 p.m.), Mr. Rocha (via WebEx), and Dr. Sudler (via WebEx). Mr. Boggerty was absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Cunningham and Mr. Lewis *(Parks, Recreation, and Community Enhancement),* Mr. Wilson *(Utility),* Mr. Garfinkel, and Mr. Shevock (via WebEx) *(Legislative, Finance, and Administration)*. Dr. Iriowen was absent. (*Utility*)

ADOPTION OF AGENDA

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

Council Reports – March 2026

First District

Mr. Rocha reported that he participated in the Delaware Scripps Regional Spelling Bee and attended a ribbon-cutting for IQ Fiber, a company that is bringing a new option of high-speed internet at a fair cost to Dover. He also emceed the St. Patrick's Day Parade and participated in the Delaware Laborers Local 199 workforce recruitment open house. Mr. Rocha further reported that he fielded a constituent complaint off Mifflin Road about trash on the city sidewalk that leads to the Village of Westover.

Dr. Pillsbury was absent; no report was given.

Second District

Ms. Hall reported that last month she participated in the Vietnam Board of Veterans Memorial Service for the memory of the men and women who made the ultimate sacrifice and served as a panelist with the local Eunity Day Program and was asked to speak on a panel at the Eunity Event this upcoming weekend. Ms. Hall also reported that she and Mr. Lewis fielded several constituent complaints regarding various issues in the second district.

Mr. Lewis reported that he attended the ribbon-cutting of the YMCA and attended the 50th anniversary of Dover Pools, supporting the Central Delaware Chamber of Commerce. Mr. Lewis held a meeting in coordination with Ms. Hall concerning crime in the Stoney Creek development with resident Larry Arellano. Mr. Lewis reported the meeting included Eddie Kopp, Chief Code Enforcement Officer, Ms. Duca, Acting City Manager, and Captain Roswell, Dover Police Department, to resolve some of the issues in Stoney Creek. He further explained they are trying to obtain a camera for placement in an alleyway due to the drug transactions and illicit activity going on in the area. He stated that Ms. Duca, Acting City Manager, is working on funding the camera. Mr. Lewis stated that he addressed issues with resident William Faust pertaining to the city not picking up shrubbery in his area. Mr. Lewis reported that he has been appointed as Honorary Commander at the Dover Air Force Base in the medical group and is excited to be a community liaison at the base.

Third District

Ms. Arndt reported that her interaction this month with the residents of the third district have been positive. She has had several conversations with neighbors and constituents who have stated that they are pleased with the look of the city, commenting that the tulips are blooming and the trees look great. She thanked the public works department for addressing concerns that were addressed swiftly and completely. She attended a DDP Board meeting, and she is meeting with a constituent tomorrow evening to discuss youth opportunities at city parks.

Fourth District

Dr. Sudler reported that he spoke to residents who reside on Bradford Street regarding the activity in the alleyway behind the People's Church. Dr. Sudler reported that he was able to observe the activity and witness some of the undesirable behavior, and has been working with the residents, church staff members, and pastor to come up with a solution. Dr. Sudler stated that he is working with Mr. Anderson to conduct an ADR/mediation process between the community, as well as the People's Church, to attempt to come up with a mutual agreement moving forward with benchmarks. Dr. Sudler and Mr. Anderson will be facilitating the meeting. Reverend Rita Mishoe Paige will be the mediator and will be working together to come up with a solution using a proactive collective approach. Dr. Sudler reported that he met with Dr. Allen, Delaware State University's president, who inquired about the process of having a utility easement being dedicated to the city of Dover. Dr. Sudler lastly reported that he is joining with Ms. Hall and Mr. Lewis to assist in facilitating the safety concerns meeting that has been scheduled.

Mr. Anderson confirmed that he and Dr. Sudler are working together on several issues and will be working on a couple of other forthcoming issues. He explained that he appreciates the partnership that they have had over many years. Mr. Anderson reported that there have been many events mentioned, but he added attending the prayer breakfast. Mr. Anderson thanked the city crews for some of the great work they have done repairing different items around the city, whether it is in the parks or over on the green, where they repaired sidewalks in preparation for Delaware's 250th. He reported that Silver Lake Boulevard and the barrier are getting very high marks. Mr. Anderson thanked Senator Paradee and Representative Lynn for the community transportation funding. He stated he is also thankful for their cooperation in dealing with the Lincoln Park speeding issues. Mr. Anderson reported that he will be submitting a list of potholes from around the fourth district.

At-Large

Mr. Boggerty was absent; no report was given.

Council President Neil

Mr. Neil reported that he attended the Construction and Property Maintenance Code Board of Appeals meeting on April 9, 2026, with Chairman Boggerty. Mr. Neil reported attending funeral services for former Council President Bill Hare on Friday, April 10, 2026, with council colleagues. Mr. Neil reported that he responded to numerous email inquiries regarding the People's Community Center, as well as media inquiries on the mayor's illness. Mr. Neil reported that he responded to a constituent complaint about painted markings for a 5K charity run in the Town Point community. A resident was concerned about the upcoming race and whether the painted markings would result in a form of street graffiti. Mr. Neil thanked Mark Nowak, Public Works Director, who swiftly resolved the issue. Mr. Neil explained that the sidewalk replacement that

has been reported was the result of a petition signed by citizens in the area. Mr. Neil gave kudos to Sharon Duca and Mark Nowak for making it happen swiftly. Mr. Neil reported receiving a third district complaint about pallet damage that was swiftly handled by Jeff Dill.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

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

Adoption of Agenda

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

Annual Report from the Silver Lake Commission (Kathy Doyle, Chair)

Ms. Kathy Doyle, Silver Lake Commission Chair, reviewed the annual report for the Silver Lake Commission

Staff recommended acceptance of the Silver Lake Commission annual report.

Mr. Michael Lewis stated that as a fellow Silver Lake Commission member, he commented that Kathy's knowledge and passion on these issues are unmatched, and the city is lucky to have her in this position, and thanked her.

Mrs. Arndt thanked Ms. Doyle for her interest in the master plan and for helping to push it forward. She stated that the Silver Lake Commission is going to be great in terms of public outreach with the master plan. Ms. Arndt asked that when DNREC presents water quality at the May meeting of the Silver Lake Commission, she would like to be invited and have the invite extended to all council members.

Dr. Sudler moved to recommend acceptance of the annual report. The motion was seconded by Mr. Anderson and unanimously carried.

Input Discussion on the Future Planning for Silver Lake Park (Councilwoman Arndt and Roger Ridgeway, Director of Parks and Recreation)

Mr. Roger Ridgeway, Director of Parks and Recreation, reviewed the proposed survey and master plan regarding Silver Lake Park.

This item was informational; committee action was not required.

Ms. Arndt stated that the surveys are located in the back of the chamber and included in the packet and requested that all council members fill one out and leave them on the table so they can be collected. She further stated that, as it pertains to mailing out the surveys to residents, after seeing how much the city spends on postage, and that mailing it out may not get as many returned as we would like, maybe having QR codes at different locations, including city hall, the park, and different locations where people can take the survey online. Ms. Arndt explained that Earth Week

is coming up, and there could be some opportunities to solicit feedback from people actively using the park for those events.

Responding to Ms. Arndt, Mr. Ridgeway, Parks Director, stated that in regard to a timeline for issuing the RFP and getting that process moving, he spoke to Barry Wolfgang, Procurement Manager, and was notified that it is roughly a 45 to 60-day window to get those returned and then have to review all submissions and decide which is going to be best for the city.

Responding to Mr. Anderson, Mr. Ridgeway stated that he would look into possibly having volunteers help deliver flyers to the houses around Silver Lake. Roger further explained that he will be working with Kay Sass about getting the survey onto the city's website, hopefully within 24 hours.

Responding to Mr. Anderson, Mr. Ridgeway explained that, regarding security measures at Silver Lake, they have installed cameras and are working with the police department to make sure that the gates are shut every night. He explained that gates were the biggest issue because there were cars entering the park after hours, so the gates being closed and locked every night have helped the situation, and further explained that the cameras are helping to monitor the area when staff cannot physically be present. Mr. Ridgeway stated that they have also developed a parks crew so that staff monitors the park at least twice a day.

Responding to Mr. Lewis, Mr. Ridgeway explained that there is $75,000 in the current budget for the Silver Lake Master Plan.

Responding to Dr. Sudler, Mr. Ridgeway explained that a main concern right now is at the entrance off of Kings Highway. He further explained that there is a large dip in the road where the stream used to run, and it is progressively getting worse over time.

Jen Rini, 44 Washington Street, spoke to share her support and excitement for the Silver Lake master plan. She explained that she has personally used the park throughout all phases of her life, and especially now, having a 2-year-old. Ms. Rini explained that she is very excited about the potential of the park and sees it as an untapped resource and gem for the city, and would love to help spread the word in her neighborhood and volunteered to help pass out the surveys.

Responding to Mr. Garfinkel, Mr. Ridgeway explained that migratory animals, specifically turtles, are an area that the city really would like to focus on and expand as much as possible. He further explained that the city is confined to where we are with Silver Lake. He stated that there is a large issue right now with geese further down the St. Jones on the Mirror Lake side. He stated that they would really like to make sure all these issues are encompassed in the scope of the work so that they can be addressed in the master plan.

Ms. Doyle stated that it is her understanding that the master plan from 2020 never went through the RFP process, and so that master plan got pushed aside, and all items that were supposed to be addressed are still being considered. She posed the question, " Is the master plan only for the park, or is it also focusing on the watershed?" She asked that it focus from Washington Street down to Loockerman Street and work in conjunction with the Downtown Dover Partnership's vision for

Mirror Lake because that is considered part of the Silver Lake area. She suggested taking advantage of input from DNREC and their finances, input from folks on the county and state levels of parks and rec, because they have a lot of expertise in doing the master plans and can save time and money, rather than using the $75,000 so consultants can interview them. She stated that $75,000 is a small amount of money for a lot of these items, especially with no stormwater utility at this time. She stated that hopefully matching generic funds can be sought and that the master plan has plans for more native trees and plants, repairing buffers, permeable parking, land preservation along the watershed, and continued assessment of water quality.

Responding to Mr. Lewis, Mr. Ridgeway explained that the full scope of the master plan will be gauged by the survey responses from the residents and what we can get included for the amount that is budgeted.

Revisit Request for Review of Cash-in-Lieu Payment for Active Recreation Area Requirement for Cecil Street Townhouses at 207 N. West Street (Dawn Melson-Williams, Principal Planner)

Ms. Dawn Melson-Williams reviewed the background and analysis of the revisited request for a cash-in-lieu payment for the active recreation area requirement for the Cecil Street Townhouses at 207 North West Street.

Staff recommended approval of the active recreation report.

Responding to Ms. Arndt, Ms. Melson-Williams stated that there are several exemptions under which this project could be considered. She explained that there are exemptions for what are called small developments, explaining that one of them is related to acreage and number of units, and there is also one that is because of location within the downtown redevelopment target area. Ms. Melson-Williams explained that if you do the straight calculations for what the cash-in-lieu would be based on, following it under the area and number of lots versus the development in the downtown redevelopment target area, the second exemption ends up with an even bigger number of what cash-in-lieu would be. She further explained that they defaulted to the exemption of small development, which is less than five (5) acres of land and less than ten (10) dwelling units.

Responding to Ms. Arndt, Ms. Melson-Williams explained that the exemption refers to a different method of calculating the cash-in-lieu. She stated that this exemption is the five (5) acres and less than ten (10) dwelling units goes to a cash-in-lieu of 10% of the gross land area value and the other exemption is a different calculation and is based on a land area, but the minimum, while the land area is 75 square feet per dwelling unit and there is a minimum amount of land area, and that amount ends up a bigger number. Ms. Melson-Williams further explained that the determination made originally in selecting the exemption was based on land area and the number of dwelling units.

Responding to Mr. Lewis, Ms. Melson-Williams stated that Mary Street Park is located a block to the north, and there are sidewalks from the park to where the units are proposed for development.

Responding to Mr. Lewis, Ms. Melson-Williams stated that, in the past, cash-in-lieu has been used most recently for much larger projects where not all the land area could be accommodated as part

of the development. She further stated there were at least two apartment projects that utilized cash-in-lieu for part of their active recreation requirement. Ms. Melson-Williams explained that The Edge at Dover, which is under construction now, while having amenities, including a dog park, clubhouse, pool, and other game court surfaces, did not include enough land areas, so they did a cash-in-lieu for part of the requirement. She confirmed those projects were much larger projects that included a cash-in-lieu payment.

Responding to Mr. Lewis, Ms. Marney stated that she would defer to the recommendation of Ms. Melson-Williams, as she is not familiar with the code in this case and will review it and respond to council via email.

Cameron Llewellyn, 117 West Reed Street, stated that they have almost put their porch back together. Mr. Llewellyn stated that this has been a process for him, and if his daughter and son-in-law were not moving into unit four (4), he would have given up the project altogether and placed them for sale. He further explained, for context, that the Raising Cane's restaurant was at the same application meeting as the first meeting for this project, and that the whole restaurant had been built and opened, and he is still trying to get this project going. Mr. Llewellyn commended Sharon Duca, Acting City Manager, for her efforts in three (3) weeks since taking the position. He now has a recorded site plan and is really close to being able to submit for a building permit. He further explained that right now, there is the SJR8 Housing Reform Program, an initiative to figure out how to make homes more affordable in Dover, Delaware; however, it seems there isn't the ability to make a two-by-four or two-by-six cost less money at Lowe's or any supply house. He stated that when looking at affordability and homes, the only thing that can be done to make it cost less is to get to the point where the shovel is placed in the ground and pour the concrete. Mr. Llewellyn proceeded to go over the site plan of the townhomes. He further explained that they have lost buyers due to the time it has taken to go through this process. He explained that the cost has been substantial, at over $50,000 worth of engineering costs to bring in the water, sewer, electric, and all utilities. Mr. Llewellyn explained that there is a need to figure out a way so that these homes do not take this much effort to get to the point where they can start building. Mr. Llewellyn explained that he met with Jason Lyon and Sharon Duca, and they went through the cost of what it was going to take, and they came up with alternative solutions to bring the sprinkler lines into the backyard and not have to dig up half of Cecil Street at a cost of approximately $30,000. Mr. Llewellyn stated that this process is failed and we need to reexamine it and need to make sure that it is looked into, if nothing else, the large amount of money and time that has been spent trying to get a project approved, and make sure that it is looked at when we look at housing reform and find another way so that it doesn't take two years to get to the point that you say okay you can build.

Responding to Ms. Arndt, Ms. Melson-Williams explained her interpretation of the code is that council, as the recommending body to the Planning Commission, could say full cash-in-lieu as it is calculated out to be $8000, or could be a lesser amount, including zero.

Responding to Mr. Neil, Ms. Melson-Williams stated that previously, there was a large single-family detached house, and it was divided into multiple units.

Mr. Neil stated that there was one building that was there, and now there will be four desperately needed homes. He further stated that each will be paying property taxes annually, so to bring this down to zero, the city loses nothing because the recreation is a block away. He explained it makes sense to put people in the center of the city, where there is trouble finding housing, and get four houses for the price of one in terms of property tax for the future yield.

Responding to Dr. Pillsbury, Mr. Ridgeway explained that currently, Mary Street Park is in very good condition and that there is nothing that needs to be replaced as of right now. He further explained that the park is being looked at by NeighborGood Partners to potentially donate funds to help expand the park to the property next to the park.

Responding to Dr. Sudler, Ms. Melson-Williams explained that the zoning ordinance does not lay out specific criteria. She further explained that in the statement of reference that construction of recreation is not practical due to and then gives the list of three things; proximity to existing available recreation facilities, not feasible due to the natural characteristics of the land, such as being totally wooded or very heavily sloped, or that it will not benefit the residents of the development. Ms. Melson-Williams explained that the three criteria are subjective, and the code is set up so that the matter comes before this body as a technical review on the recreation side, and then the Planning Commission has to look at all the information on a case-by-case basis and make a decision on the matter.

Dr. Sudler stated that he was concerned about the process, specifically how to be able to withstand scrutiny moving forward, and making sure that there is some uniform criteria that is being followed in the process.

Ms. Arndt suggested the possibility of putting the $1,000.00 towards street trees, as there is not a very strong tree canopy in that area, and that would be a benefit to the residents in the immediate area and to the purchasers of the townhomes.

Mr. Anderson moved to recommend a partial waiver of the fees down to $1,000.00 for the cash-in-lieu. The motion was seconded by Mr. Rocha and unanimously carried.

Review of Active Recreation Plan – Lands of Fuller at 7 Nixon Lane (Dawn Melson-Williams)

Ms. Dawn Melson-Williams reviewed the background and analysis of the active recreation plan for the Lands of Fuller at 7 Nixon Lane.

Staff recommended approval of the active recreation report.

Responding to Dr. Pillsbury, Ms. Melson-Williams showed the proximity of the park to the project and explained that the main entrance of the park is actually from White Oak Road, which you could access from two separate roads and that there is a shoulder and sidewalk that could be used if you wanted to reach the park from the proposed properties.

Mr. Anderson agreed that when doing the revisions that are being worked on in the code, council needs to revisit what is considered a small development.

Mr. Anderson moved to recommend a partial waiver of the fees down to $750.00. The motion was seconded by Dr. Pillsbury and unanimously carried.

Review of Active Recreation Plan – Bay Village Residential Planned Neighborhood Design on the south side of White Oak Road (Dawn Melson-Williams, Principal Planner)

Ms. Dawn Melson-Williams reviewed the background and analysis of the active recreation plan for the Bay Village residential planned neighborhood design.

Staff recommended approval of the Active Recreation Area Plan for the project, subject to the conditions outlined in the Active Recreation Review Report.

Responding to Ms. Arndt, Ms. Melson-Williams confirmed that the amenities proposed are just for what is on this site plan, and if the apartments are built in a separate phase, it would require additional recreational opportunities due to the calculation of the land area.

Responding to Mr. Rocha, Ms. Melson-Williams confirmed that the location of this development tract is on the south side of White Oak Road, directly opposite part of the Garrison Oak Business and Technology Center. Ms. Melson-Williams stated that the easter entrance of Garrison Oak Drive will align with the main entrance going into this neighborhood.

Dr. Pillsbury moved to recommend approval of the Active Recreation Area Plan subject to the conditions outlined in the report. The motion was seconded by Ms. Hall and unanimously carried.

Silver Lake Dam – Annual Inspection Review (Jason Lyon, Water & Wastewater Director)

Mr. Jason Lyon, Director of Water and Wastewater review the background and analysis of the Silver Lake Dam annual inspection.

Staff recommended acceptance of the Silver Lake Dam 2025 Dam Safety Inspection Report and the FY2026 Silver Lake Dam Inspection update memorandum.

Responding to Mr. Lewis, Mr. Lyon stated that $22,000 to $24,000 is the amount that is included in the annual budget for this inspection.

Responding to Mr. Lewis, Mr. Lyon explained that although he is a licensed professional engineer, he is a water/wastewater engineer, not a structural engineer. Mr. Lyon further explained that he does not have his scuba certification, which is also a part of the requirement.

Responding to Mr. Lewis, Mr. Lyon stated that they do not have estimates yet for the 22 recommendations in the report. He further stated that everything listed in the report is a non-immediate repair, so it will be part of the 2028 capital improvement program.

Responding to Mr. Lewis, Mr. Lyon stated that he appreciated Mr. Lewis providing the funding information from the federal government to potentially help cover the cost of the upcoming repairs. He explained that the deadline had passed for the FEMA grant that Mr. Lewis provided, and when they asked about future grant opportunities, they did not know at this point.

Mr. Anderson moved to recommend acceptance of the report as recommended by staff. The motion was seconded by Ms. Hall and unanimously carried.

Community Development Block Grant (CDBG) Proposed Grant Recommendations for 2026 (Debbie Obrien, CDBG Program Manager)

Ms. Debbie Obrien, CDBG Program Manager, reviewed the background and analysis of the proposed grant recommendation for 2026.

Staff recommended approval of the recommended funding amounts.

Responding to Ms. Arndt, Ms. Obrien explained that the information has been in the draft action plan, and she is before council to receive approval of this report to include the recommendations for the funding plans.

Responding to Mr. Anderson, Ms. Obrien explained that to remain code compliant, some items that are not a code violation, such as a window that doesn't lock from the inside, code enforcement may not enforce that unless it is a rental, but that is still a safety issue.

Mr. Anderson moved to recommend acceptance of the staff recommendation. The motion was seconded by Ms. Hall and unanimously carried.

Ms. Arndt moved for adjournment of the Parks, Recreation, and Community Enhancement 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 Proposals – Manganese Removal Systems for Drinking Water (Kate Mills, P.E., Assistant Director of the Department of Water & Wastewater)

Ms. Kate Mills, P.E., Assistant Director of the Department of Water & Wastewater, reviewed the evaluation of the proposal for the manganese removal systems for drinking water.

Staff recommended awarding the contract to Verdantas for the Manganese Removal Systems for Drinking Water, RFP #26-0012WW, for the amount of $449,500.)

Responding to Mr. Lewis, Ms. Mills explained that two proposals were received and, after grading each, Verdantas was chosen. Ms. Mills further explained that their proposal was also the lowest cost between the two proposals, so that was factored into the grading.

Responding to Mr. Lewis, Ms. Mills explained that one of the items submitted with proposals is references; these are required to see if they work with other municipalities. She further explained that prior to advertising this proposal, they reached out to other municipalities or water systems to see what they had done to treat manganese, so they used that information to guide what was placed in the proposal.

Ms. Hall moved to recommend acceptance of the staff recommendation to award the contract to Verdantas for the Manganese Removal Systems for Drinking Water, RFP #26-0012WW, for the amount of $449,500. The motion was seconded by Dr. Pillsbury and unanimously carried by a roll call vote (Boggerty and Iriowen absent).

Presentation – Safer Community Campaign HELP Initiative (Charles Kistler, HELP Initiative)

Mr. Harold Stafford and Ms. Rosalynd Rodriguez reviewed the Safer Community Campaign presentation.

Staff Recommended approval for the Acting City Manager to sign and submit a letter of authorization.

Responding to Mr. Anderson, Mr. Stafford explained that in order for residents to take advantage of the credit to reduce their utility bill, they would have to allow them to go inside their home to complete the home energy check-up and counseling, and they would have to have an all-encompassing assessment that includes the exterior and interior. Mr. Stafford explained that it is different than before due to a different funding source; it was 100% funded by specifically interior, now that the funding is different, the focus is different. It is necessary to have the entire project completed.

Responding to Mr. Anderson, Mr. Stafford explained it is not considered a summer jobs program, they are trying to prepare people to get careers into trades by hiring people at $18.00 an hour and have them work with the program for at least 20 hours a week and in order for them to be able to be hired as an intern, they have to commit to pursue a trade at one of the vocational schools. Mr. Stafford further explained they have just entered into an agreement with the Carpenters Union and plan to work with all of the unions because a lot of the interns, due to a lot of the interns, have had an interest in the trades. He stated the goal is for those who meet the requirements to be referred to the unions and hopefully stay on the pathway to certification, not just a summer job, and end up with high-paying jobs. Mr. Stafford further explained that they also have funding to pay for the interns taking classes and getting their certifications.

Responding to Mr. Lewis, Mr. Stafford explained that they have started to work with Neighborhood Crime Watch programs, stating that the City of Seaford has been their concept working with Chief Craft, and would like to expand and cover more areas.

Responding to Mr. Lewis, Mr. Stafford stated that they had funding for cameras, and they purchased the first LPR device in the City of Dover with that funding. However, they do not have that funding anymore, as the original funding was through ARPA funds.

Responding to Mr. Lewis, Mr. Stafford stated that they have installed a lot of lights in Barrister's Place, and he explained that when he was approached by Councilman Boggerty for additional lights, the funding had run out, and they were not able to provide any additional resources. Mr. Stafford further explained that they have grant applications pending and are hopeful that by July 1, 2026, they will have been approved for further funding.

Responding to Ms. Hall, Mr. Stafford stated that even if they have installed exterior lighting in the area, they would still be eligible to receive the homeowner's check-up and counseling, as well as become eligible for the $300.00 credit for their energy bill.

Responding to Mr. Neil, Mr. Stafford stated that they do not currently partner with the DEMEC Efficiency Smart Program but are open to partnering with that program or anyone else that might be able to help with better leveraging the limited resources so that the impact is greater for the residents.

Dr. Sudler moved to recommend acceptance of the staff recommendation to approve the Acting City Manager to sign and submit a letter of authorization to the HELP Initiative. The motion was seconded by Mr. Anderson and unanimously carried.

Mr. Rocha moved for adjournment of the Utility Committee meeting, hearing no objection the meeting adjourned at 8:05 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 Mr. Shevock and unanimously carried.

Review of Snowstorm Budget Costs (Sharon Duca, Acting City Manager)

Ms. Sharon Duca, Acting City Manager, reviewed the snowstorm budget costs presentation.

This item was informational; committee action was not required.

Responding to Mr. Lewis, Ms. Duca explained that they place snow response staff up in local hotels if there is going to be difficulty with them being able to come and go from their homes, further explaining that some staff live in more rural areas and it can be challenging to get to work. Ms. Duca stated that it is only used when there are larger storms that could potentially create an issue, but they are placed so that the city can ensure there are enough personnel on duty during the storm, confirming this has been a common practice throughout the years.

Responding to Mr. Lewis, Ms. Duca explained that Kay Sass, Emergency Management Director, keeps a very close eye on what qualifies for federal assistance. Ms. Duca explained that the two storms were not bad enough this year to qualify for federal funds.

Responding to Mr. Lewis, Ms. Duca stated that, as noted during the presentation, the personnel expenses were covered with what was budgeted. Ms. Duca further stated that it is the overtime costs that the budget analyst and the finance department are working to balance out those costs. Ms. Duca explained that the contractor's assistance came from the reserve fund and that the amount was for salt and snow melt in the grounds division and public works. Ms. Duca stated that it was due to the cost of contractors that it was necessary to find savings in other areas in the operational fund that had not been utilized in order to cover those costs. Ms. Duca further stated that there may be money left in the grounds budget to purchase more ice melt, but the funds are pretty much depleted.

Responding to Mr. Lewis, Ms. Duca explained that when the snow plan is updated in the fall, prior to the winter season, one of the tests in the plan is to call different contractors to check their availability. She further explained that they try to avoid actually having someone under contract that we have to pay regardless of what occurs; therefore, they have certain people available. Ms. Duca stated that some contractors cannot respond until 24 hours after the storm starts because they have contracts with other facilities or the state, so they make calls to follow up to see who is available.

Consideration of Restoring an Alderman's Court (Council President Neil)

Council President Neil reviewed the background and analysis regarding the restoration of an Aldermen's Court.

This item was informational; committee action was not required.

Mr. Lewis stated that he believes this matter is worth exploring; however, he has concerns about costs, as well as whether the city has sole jurisdiction over the court. Mr. Lewis also asked if the state would assist with funding to help establish the Alderman's Court. Mr. Lewis suggested conducting a feasibility study.

Dr. Sudler stated the reason he is not supportive at this time is not that he believes in the status quo; it is to be financially and fiscally responsible in making this decision. He further explained that he would like to see the financial picture before moving forward with this matter. He asked if all the Alderman's court decisions would be final, if there were an appeal process, and if appealed, would it go to the State of Delaware court system. He stated he is worried about whether this implementation will result in an increase in residents' property taxes. He stated he is ready to explore this matter; however, moving forward would be premature.

Responding to the concerns, Mr. Anderson explained that they are not looking to authorize the expenditure of any funding at this time. He further explained that it would not be a commitment of any funding; it is about getting the authorization of what other cities around the state are doing. He further explained that this doesn't have to be implemented in nine (9) to twelve (12) months; it would take two (2) to three (3) years to get set up and established.

Mr. Anderson further explained that tonight they would be authorizing the city solicitor to create a resolution and a charter amendment that would go to the state legislature and if it is not done now, there would be a waiting period of a year to have it be considered and that this is step one, with many other steps taking place in the overall discussion that will not be able to be rushed. He stated that there is no reason to rush this matter, as it is necessary to get it done correctly.

Mr. Garfinkel stated that he has a better understanding of why getting the authorization now is imperative to the process; however, he does agree that this is an incredibly complex matter, and we don't want to move along too quickly. He stated he believes that the authorization to start the process should be done immediately.

Dr. Sudler stated his concerns about staying aligned with constituents' needs due to it being they who will bear the financial brunt of the decision. He stated he is worried that he doesn't believe this is a constituent-driven matter. He explained that it is for innovative ways to deal with the problems that are plaguing the city, but believes that there needs to be data to support further discussions. He believes this matter should be community-driven.

Mr. Neil stated that this initiative is being driven by the constituents who are tired of seeing their homes and businesses destroyed due to the quality-of-life issues happening around the city. Further stating that residents are moving out of the city due to these issues. Mr. Neil further explained that there are hurdles to the process, and he has asked the acting city manager to review the budget and decide if it is possible this year, and if not, possibly next year. Mr. Neil explained that we need to raise the quality of life as the city is crumbling.

Ms. Arndt requested additional information from other municipalities that have an Alderman's Court to be able to support this matter.

Vonderlear Smack, Dover, DE, read a written statement of public comment on Alderman's Court and submitted it for the record **(Attachment #1)**.

Responding to Ms. Smack, Mr. Anderson asked that she recommend someone to sit on the ad-hoc committee.

Chelle Paul stated that she has been part of the conversations regarding Alderman's Court and believes it is wonderful in concept; however, the issue is the marginalized people and communities it affects. Ms. Paul stated that if it does move forward, code enforcement violations are not brought to Alderman's Court. Ms. Paul explained that the way the council is handling matters in this chamber is creating distrust among black and brown communities. Ms. Paul has concerns that the Alderman's Court be utilized as intended, not to make money for the city. Ms. Paul explained that she is on the fence with this initiative, as it could have unintended consequences on marginalized communities.

Mr. Neil stated that he cannot support the motion to create an ad-hoc committee until there is a resolution to begin the process with the state legislature. Mr. Neil stated that he believes everyone should show a sign of faith to the people who are paying property taxes who have approached council and then work on the details as funding decisions, etc., are made. Mr. Neil stated that he

has assured everyone that code enforcement items will not be considered at Alderman's Court; they will remain within the Construction and Property Maintenance Code Board of Appeals.

Responding to Ms. Hall, Mr. Anderson explained the timeline of when the resolution would need to go to the state legislature to begin the charter change to allow the discussion to begin.

Dr. Sudler stated he believes that council needs to take time and consideration of this matter prior to submitting a resolution to the state legislature.

Mr. Rocha stated that he agrees with the motion by Mr. Lewis and believes that rushing into sending a resolution to the state legislature seems premature. He stated that he believes that the concept is good and worth exploring, but there are too many details that need to be figured out. He further stated that he would not feel comfortable voting for a resolution that has not been reviewed by the council. He suggested taking the time necessary to include facts and figures needed to make an informed decision.

Mr. Shevock stated that he understood that there is a need to take the step of completing the resolution to the state legislature to then have the ability to move forward, but then it would take time to go through the process of setting up the entire process. He further explained that taking the time to go forward with the ad-hoc committee and get the ball rolling without having the resolution passed by the state legislature could end up being a waste of time if they don't approve

Mr. Lewis moved to recommend conducting a feasibility study of an Alderman's court and establishing an Ad Hoc committee to obtain input from the community. The motion was seconded by Mr. Garfinkel and passed by voice vote with one abstention (Neil).

Responding to Mr. Rocha, Mr. Anderson confirmed that if the charter is amended by the state legislature and it is decided that it cannot be done currently, the option will remain in the charter going forward and give the flexibility to bring the matter forward in the future.

Dr. Sudler stated that he will not be supporting the motion because he believes resolutions should come from constituents, and he does not see any constituents here in support.

Mr. Anderson stated that he has heard from approximately 200 people stating that the system is broken and the city needs to do something.

Bonnie Pennington, Dover, DE, stated that she rejects this initiative. She stated she believes it would be a waste of money on something that will not work.

Mr. Faust, Dover, DE, stated that if someone can appeal to a higher court, why is this necessary? He further stated that with the current budget concerns where the funding is going to come from. Mr. Faust explained that council needs to be realistic and practical about this matter.

Responding to Ms. Smack, Mr. Anderson explained that charter changes are normally easily passed through the state legislature, and there are elected officials willing to sponsor this initiative.

Mr. Neil moved to recommend creating a Resolution to change the charter, drafted by the City Solicitor, which would be brought back for review and discussion at the committee. The motion was seconded by Mr. Anderson and failed by a roll call vote of five yes (Anderson, Pillsbury, Neil, Shevock, Garfinkel), five no (Hall, Arndt, Rocha, Sudler, Lewis), and one absent (Boggerty).

Consideration of an Alderman's Court – Speed Control (Council President Neil)

Agenda Item #3, Consideration of an Alderman's Court – Speed Control, was not addressed due to the failure of Agenda Item #2, Consideration of Restoring an Alderman's Court.

The Mayor's Blue Ribbon Opioid Use Disorder (OUD) Taskforce Committee's Recommendations (Councilman Dr. Sudler)

Ms. Arielle Rivera, Assistant City Clerk, reviewed the committee's proposed recommendations.

This item was informational; committee action was not required.

Mr. Lewis moved to recommend acceptance of the report. The motion was seconded by Ms. Hall and unanimously carried.

City of Dover Municipal Police Academy Cost Review (Thomas Johnson, Chief of Police)

Mr. Thomas Johnson, Chief of Police, reviewed the background behind the City of Dover Municipal Police Academy.

This item was informational; committee action was not required.

Responding to Ms. Arndt, Chief Johnson explained that the City of Dover Municipal Police Academy is the only commuter academy below the canal. He explained that Delaware State Police Academy is five (5) days a week, including overnights, and that they do accept municipal police recruits and that they are brought back to their own organization. He explained that the costs are approximately the same for either academy. He stated that he has found that most of the time, agencies prefer the City of Dover model of academy.

Responding to Dr. Sudler, Chief Johnson referred to page three (3), Item nine (9) of the binder of information that explains the return on investment of the academy and officers produced.

Responding to Dr. Sudler, Chief Johnson explained that there are three (3) officers assigned to the academy as the core instructional team, and if the supervising officer was not over the academy, he would be reassigned to another supervisory role, and that would leave two (2) corporals.

Responding to Dr. Sudler, Chief Johnson explained that they are not getting additional pay to staff the academy; that is just their assignment for the week. He further explained that they flex officers from unit to unit to solve organizational problems all year long, from motorcycles to patrol to community policing, if there is a void in a particular area. He stated they will also fill in an SRO for a school day if the assigned officers cannot be there. Chief Johnson stated they are constantly shifting staff around to whatever role they need to perform to make sure that all mission objectives

are met. He further explained that it is a constant, flexible model to allow as much efficiency as possible.

Dr. Sudler stated he would like to resume the conversation about budgetary constraints of the Dover Municipal Police Academy as they work through the upcoming budget issues.

Responding to Mr. Garfinkel, Chief Johnson explained that poaching is a touchy subject in their industry. He further explained that he is militant about the idea that if another agency sends a recruit to them to be trained, that conversation does not take place. He stated that he had two officers that have been trained and then went elsewhere and then returned.

Responding to Mr. Garfinkel, Chief Johnson stated that the idea that they retain more people who are trained brings stability to the organization. He further stated that they have had turnover, as well as attrition, in the last few years. Chief Johnson explained that they are doing well at retaining officers, further explaining that trying to project as the harder to see number is economical for Dover when it comes to retention and reducing all the costs that we currently are struggling with through the hiring process and turnover. He stated that retention is paramount because recruitment is still a struggle; however, they are not going backward any longer, as they were in 2023 and 2024. He believes they are starting to see a little bit of the return and interest, not just in the profession but in Kent County as a destination.

James Overton, Delaware State University Police Superintendent, gave an overview of his experience with his recertification process, attending the City of Dover Municipal Police Academy, and gave his support.

Responding to Mr. Anderson, Chief Johnson explained that it is longer if they send recruits to another police academy and explained that a longer academy is less return on investment.

Responding to Mr. Neil, Chief Johnson explained that the State Police Academy is a live-in academy and they build troopers, not shovel-ready municipal officers.

Responding to Chelle Paul, Chief Johnson did not give the costs of the police academy. Chief Johnson stated that if the city wants enough officers on the street, training their own officers helps us achieve authorized strength and maintain it.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection, the meeting adjourned at 10:33 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 10:33 p.m.

Fred A. Neil
Council President

Attachments
Attachment #1 – Vonderlear Smack's Alderman's Court Statement

April 14, 2026

Public Comment On Alderman's Court:

Good evening Council President, members of Council, and my community.

My name is Vonda Smack, and for the past **five months**, I have been intentionally researching Alderman's Courts across Delaware. That research started when I saw Councilman Anderson's post about the possibility of bringing an Alderman's Court back to the City of Dover. Since then, I've taken the time to understand not just how these courts operate—but how they have impacted people, especially in communities that look like mine.

And I want to be clear tonight…. this is not just about policy.
This is about **history, trust, and impact**.

Because while this proposal is being presented as a solution to nuisance issues and speeding, what many of us hear is something different. We hear the expansion of local enforcement power. We hear faster processing of low-level offenses. And we hear the potential for more fines, more penalties, and more interaction with systems that have not always treated us fairly.

Let's be honest in this room……
Alderman's Courts, here in Delaware and across this country, have a history. And that history has not always been kind to Black and Brown communities or low-income residents. These systems have too often created pipelines, not to safety, but to **debt, warrants, and deeper system involvement for minor issues**.

And I need to say this clearly so there is no confusion and no backdoor surprises later:

Code enforcement tickets must NOT be included in any Alderman's Court in the City of Dover.

Because we've seen this before. Previous Alderman's Courts have **ruined Black and Brown property owners** through fines, violations, and systems that quickly escalated situations without support or fairness.

We do not need a system where someone is one ticket away from a cycle they can't get out of.

The people have made it clear>>> **we want code enforcement matters to remain in the State courts**, where there is more structure, more oversight, and more protection.

And let's be real, if that is not clearly defined now, it leaves room for expansion later. And that's how harm happens… quietly, over time.

Now I hear the intent. I hear the concerns about speeding. I hear the need for accountability. But the real question is not just *can we do this*.

The real question is:
Who will this impact the most?
And just as important……
Who will this system be used on the most?

Because if we cannot answer that with equity at the center, then we are setting ourselves up to repeat history.

And for those of us doing the work every day around probation reform, around reducing incarceration for technical violations, around breaking cycles we cannot ignore the reality that this could become a **front-end version of the very system we are trying to fix on the back end**.

And let's talk about trust.

Right now, there are already concerns in this city about fairness, about racial bias, about whether all communities are treated equally. So bringing back a system that historically caused harm without first addressing that trust gap is not going to land the way some may think it will.

If this Council is serious about moving forward with something like this, then there must be **non-negotiable guardrails**:

- Full transparency with public data by race, zip code, and income
- Clear protections so that inability to pay does not lead to punishment
- Alternatives like community service instead of fines
- Independent community oversight - not just internal control
- And ongoing, real engagement with the people most impacted

Because without that, this is not reform.
This is regression.

And I'm going to say this plainly…

You cannot build a new system on top of old pain and expect people to feel safe.

So I urge this Council to slow this down, to engage the community deeply, and to center the voices of those who have historically been most impacted by systems like this.

Because public safety should not come at the cost of public trust.

Thank you.

Vonda Smack

Dover Delaware Resident

CITY OF DOVER
FISCAL YEAR JULY 1, 2025 TO JUNE 30, 2026
QUARTERLY REVENUE REPORT
As of March 31 2026, FY26

	GENERAL FUND	FY26 ORIGINAL BUDGET	FY26 REVISED BUDGET	Unaudited YTD REVENUES	75% % BUDGET RECEIVED	COMMENTS	FY25 Unaudited REVENUES	FY24 Audited REVENUES
1	Property Taxes	16,500,000	16,500,000	16,533,700	100.2%	Billed at the beginning of FY	16,306,379	15,679,300
2	Payment In Lieu of Taxes	550,000	550,000	541,200	98.4%	Billed at the beginning of FY	578,400	543,800
3	Transfer from Electric Fund	10,000,000	10,000,000	6,666,700	66.7%		10,000,000	8,000,000
4	Intrafund Service Receipts Electric	5,402,400	5,402,400	3,111,900	57.6%		3,887,700	3,767,800
5	Transfer from Transfer Tax Fund	2,400,000	2,400,000	2,448,100	102.0%		3,212,200	2,320,400
6	Business Licenses	1,540,000	1,540,000	1,542,600	100.2%		1,554,900	1,484,300
7	Intrafund Service Receipts Water	1,474,300	1,474,300	849,200	57.6%		1,060,900	1,028,200
8	Intrafund Service Receipts Wastewater	1,062,000	1,062,000	611,700	57.6%		764,200	740,700
9	Sanitation Fees	-	-	4,800	0.0%		1,221,200	3,966,500
10	Permits & Other Licenses	1,722,000	1,722,000	1,834,200	106.5%	Demolition; Vacant Blding Fee	2,367,600	2,706,600
11	Transfer from Municipal Street Aid Fund	750,000	750,000	388,600	51.8%		769,300	789,500
12	Fines & Police Revenue	767,900	767,900	411,900	53.6%		741,600	695,400
13	Police Extra Duty Fees	514,000	514,000	433,800	84.4%		853,700	597,500
14	Transfer from Police Grant Funds	873,000	873,000	500	0.1%		383,600	528,700
15	Police Pension Grant	850,000	850,000	444,200	52.3%		861,200	812,400
16	Court of Chancery Fees	4,500,000	4,500,000	4,147,800	92.2%		4,644,000	4,092,700
17	Transfer from Water/Wastewater Fund	2,000,000	2,000,000	1,333,300	66.7%		2,000,000	1,000,000
18	Transfer from Civil Traffic Penalties Fund	50,000	50,000	457,800	915.6%	Back Payments for FY24	39,100	66,100
19	Transfer from Lodging Tax	500,000	500,000	340,600	68.1%		384,700	-
20	Transfer from Ambulance Service	600,000	600,000	470,300	78.4%		559,400	-
21	Library Revenues & County Reciprocal Pymt	331,200	331,200	253,700	76.6%		302,100	419,800
22	Franchise Fees	500,000	500,000	226,500	45.3%		368,800	396,500
23	General Fund Grant Receipts	98,500	98,500	636,900	646.6%	Bond Bill -Public Safety Funds $1.7MM; Pymt to RH $(1.0)MM;	50,800	161,100
24	Recreation Revenue	145,000	145,000	94,600	65.2%		128,200	140,400
25	Other Miscellaneous Receipts	250,000	250,000	243,500	97.4%	Penalties $63.5k; Sale of Assets $71.8k; Rent $71.3k; GSB $31.2k; Misc $5.7k	546,000	3,221,300
26	Interest Income	200,000	200,000	162,300	81.2%		163,000	72,800
	TOTALS	$ 53,580,300	$ 53,580,300	$ 44,190,400	82.5%		$ 53,748,979	$ 53,231,800
	Final Budget	53,580,300.00	53,580,300.00				**$ 53,748,979**	**$ 53,231,800**
		-	-					

CITY OF DOVER
FISCAL YEAR JULY 1, 2025 TO JUNE 30, 2026
QUARTERLY REVENUE REPORT
As of March 31 2026, FY26

	WATER FUND	FY26 ORIGINAL BUDGET	FY26 REVISED BUDGET	Unaudited YTD REVENUES	75% % BUDGET RECEIVED	COMMENTS	FY25 Unaudited REVENUES	FY24 Audited REVENUES
1	Water Fees	$ 7,568,500	$ 7,568,500	$ 5,409,600	71.5%		$ 6,624,200	$ 6,544,600
2	Water Impact Fees	250,000	250,000	327,700	131.1%		311,600	353,500
3	Water Tank Space Leasing	464,000	464,000	478,700	103.2%	Billed at beginning of FY	450,600	423,600
4	Interest Income	150,000	150,000	97,500	65.0%		143,200	266,900
5	Other Miscellaneous Revenues	65,400	74,400	784,100	1053.9%	Penalties $14.4K; Misc $750.1K (Napoli Shkolnik Iola $721K); State Grants $19.6k	164,300	90,700
	TOTALS	$ 8,497,900	$ 8,506,900	$ 7,097,600	83.4%		$ 7,693,900	$ 7,679,300
	Final Budget	**$ 8,497,900**	**$ 8,506,900**	**5,513**			**$ 7,693,900**	**$ 7,679,300**

	WASTEWATER FUND	FY26 ORIGINAL BUDGET	FY26 REVISED BUDGET	Unaudited YTD REVENUES	75% % BUDGET RECEIVED	COMMENTS	FY25 Unaudited REVENUES	FY24 Audited REVENUES
1	Wastewater Fees	$ 5,131,300	$ 5,131,300	$ 3,383,800	65.9%		4,929,200	4,672,400
2	Wastewater Adjustment Fees - County Trtmt	4,775,400	4,775,400	3,157,500	66.1%		4,315,000	3,369,700
3	Groundwater Inflow Adjustment	2,369,800	2,369,800	1,568,100	66.2%		2,326,600	2,180,800
4	Wastewater Impact Fees	235,000	235,000	259,900	110.6%		229,100	312,500
5	Interest Income	200,000	200,000	109,600	54.8%		178,400	298,600
6	Other Miscellaneous Revenues	200	200	167,093	83546.5%	Penalties $25.1K; Income from Sale Assets $141.7K; Misc $.3K	25,000	75,300
	TOTALS	$ 12,711,700	$ 12,711,700	$ 8,645,993	68.0%		$ 12,003,300	$ 10,909,300
	Final Budget	**$ 12,711,700**	**$ 12,711,700**				**$ 12,003,300**	**$ 10,909,300**

	ELECTRIC REVENUE FUND	FY26 ORIGINAL BUDGET	FY26 REVISED BUDGET	Unaudited YTD REVENUES	75% % BUDGET RECEIVED	COMMENTS	FY25 Unaudited REVENUES	FY24 Audited REVENUES
1	Sales to Customers	$ 101,796,900	$ 101,796,900	$ 71,509,900	70.2%		$ 87,035,300	$ 85,003,300
2	Purchase Power Adjustment	-	-	-	0.0%		-	-
3	Utility Tax	1,348,500	1,348,500	1,138,000	84.4%		1,392,900	1,365,900
4	Rate Stabilization Reserve	-	-	-	0.0%		-	900,000
5	Miscellaneous Revenue	1,045,000	1,045,000	1,043,600	99.9%	Penalties $147.6k; Rent $65.5k; Electric Service new $440.3k; Misc Revenue $269.5k; All Other $120.7k	1,179,300	2,514,400
6	Interest Income	2,000,000	2,000,000	2,142,900	107.1%		2,593,000	2,220,500
	TOTALS	$ 106,190,400	$ 106,190,400	$ 75,834,400	71.4%		$ 92,200,500	$ 92,004,100
	Final Budget	**$ 106,190,400**	**$ 106,190,400**				**$ 92,200,500**	**$ 92,004,100**

City of Dover
Capital Investment Plan and Project Status Report
As of March 31, 2026
3rd Quarter FY26

Points to Remember
* Includes Project Carry-Forward Budget Amendment Ordinance # 2025-02 (approved by Council on 2/10/25).
* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following:
  bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Actual Expenditure/Expense totals are subject to change, due to delays to the month-end closing process.
* Water Quality, Inflow/Infiltration, Distribution Upgrades, and New Development projects are budgeted as a blanket project, and once individual projects are identified and estimated, they are created using an allocation of the overall budgeted amount.

Current Year Budget Funding Sources	Governmental	Community Transportation	Police Grants Federal	Police Grants State	ARPA	Water	Wastewater	Sanitation	Electric	Total CIP
Budget Balance	$ 3,566,100	$ 521,900	$ -	$ -	$ 348,500	$ 93,500	$ 787,100	$ -	$ 9,610,900	$ 14,928,000
Line of Credit (Heavy Duty Vehicles)										-
State Loan Fund						2,217,500				2,217,500
Miscellaneous Receipts										-
General Billings for Reimbursement of Expense									200,000	200,000
Federal Grants										-
State Grants	3,924,500					5,000,000				8,924,500
Transfer from Water/WW Impact Fee Reserve						282,500	7,200			289,700
Transfer from Water/Wastewater Oper. Fund						1,280,600	2,694,900			3,975,500
Transfer from General/Electric Revenue Fund	5,720,400								10,538,300	16,258,700
Sanitation Services								735,000		735,000
Transfer from Lodging Tax	500,000									500,000
Transfer from Capital Asset Reserve										-
Transfer from Future Capacity Reserves										-
Interest Income						50,000	50,000			100,000
Total Funding Sources	**$ 13,711,000**	**$ 521,900**	**$ -**	**$ -**	**$ 348,500**	**$ 8,924,100**	**$ 3,539,200**	**$ 735,000**	**$ 20,349,200**	**$ 48,128,900**

PROJECT STATUS REPORT - GENERAL FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR					
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Fire Department	**11-14-99-**									
FR1800	Annual Contribution for Engine 5	54025	$ 777,000	$ 777,000	$ 433,667	$ 77,700	$ -	$ 77,700	$ 51,781	$ 25,919	Paying monthly
FR2000	Annual Contribution for Squad #1 (Rescue)	54025	956,000	834,000	347,279	83,400	-	83,400	55,565	27,835	Paying monthly
FR2200	Annual Contribution for Engine 1	54025	770,000	852,200	338,693	123,200	-	123,200	92,371	30,829	Paying monthly
FR2400	Tower Ladder 2	54025	1,623,600	1,623,600	551,732	285,200	-	285,200	174,563	110,637	Paying monthly
								-		-	
	Total Fire Department		**$ 4,126,600**	**$ 4,086,800**	**$ 1,671,371**	**$ 569,500**	**$ -**	**$ 569,500**	**$ 374,279**	**$ 195,221**	
	Life Safety (Fire Marshal)	**11-16-13-**									
---	Misc Automobiles	54022				$ -		$ -	$ -	$ -	New vehicles
	Total Life Safety (Fire Marshal)		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
	Code Enforcement	**11-16-20-**									
---	Misc Automobiles	54022				$ 135,000		$ 135,000	$ 100,410	$ 34,590	New vehicles
	Total Code Enforcement		**$ -**	**$ -**	**$ -**	**$ 135,000**	**$ -**	**$ 135,000**	**$ 100,410**	**$ 34,590**	
	Police	**11-17-00-**									
---	Misc Automobiles	54022				$ 741,400		$ 741,400	$ 862,869	$ (121,469)	New vehicles
									20,787	(20,787)	Vehicle ad-ons, insurance payments received
PD2301	Police Officer Body Worn Cameras & Tasers	54031	$ 876,400	$ 903,000	$ 582,133	229,500	-	229,500	-	229,500	Ongoing
PD2302	Axon In-car Cameras	54031	368,000	368,600	-	126,000	-	126,000	-	126,000	Ongoing
PD2501	Police Property Security Fencing	54031	36,100	215,800	95,227		-	-	95,227	(95,227)	Ongoing
PD2502	Police Department Academy 2nd Floor HVAC	54031	193,100	193,100	329,350		-	-	79,500	(79,500)	Ongoing
PD2601	Flock Security Cameras	54031	556,500		82,520	79,500		79,500	82,520	(3,020)	
	Total Police		**$ 2,030,100**	**$ 1,680,500**	**$ 1,089,230**	**$ 1,176,400**	**$ -**	**$ 1,176,400**	**$ 1,140,903**	**$ 35,498**	
	Streets	**12-18-35-**									
---	Trucks	54023				$ 110,000		$ 110,000	$ 428,018	$ (318,018)	
---	Misc. Equipment	54025				240,000		240,000	221,000	19,000	
ST2003	Meeting House Branch	54030	$ 1,115,600	$ -	$ 131,190			-	39,666	(39,666)	Design Ongoing
ST2101	2021 Street & Alley Prog-N Bradford St	54031	500,000	1,115,600	859,925			-	85,495	(85,495)	Complete, awaiting final invoice
ST2201	2022 Street & Alley Prog-N Bradford St	54031	344,500	344,500	591,134			-		-	Complete, awaiting final invoice
ST2502	Community Signs	54031	60,000	20,000	36,771	20,000		20,000	16,771	3,229	
ST2601	Street, Concrete, and Alley Program	54031	1,000,000		7,940	1,000,000		1,000,000	7,940	992,060	
ST2602	N State Street Streetscape Improvement	54031	1,500,000		-	1,500,000		1,500,000		1,500,000	
	Total Streets		**$ 4,520,100**	**$ 1,480,100**	**$ 1,626,960**	**$ 2,870,000**	**$ -**	**$ 2,870,000**	**$ 798,889**	**$ 2,071,111**	
	Grounds	**12-18-51-**									
---	Trucks	54023	$ 80,000	$ 80,000	149,154	$ 85,000	$ -	$ 85,000	$ 79,154	$ 5,846	Truck being assembled at Dealer
	Total Grounds					**$ 85,000**	**$ -**	**$ 85,000**	**$ 79,154**	**$ 5,846**	
	Stormwater	**12-18-60-**									
---	Trucks	54023						$ -	$ -	$ -	Leaf truck #363 received
SW2204	East Lake Garden Basin Improvements	54030	$ 580,000	$ -	$ 44,500			-		-	
SW2206	MS4 Inventory/Inspection & Green Technology	54031	43,600	93,000	43,519	93,000		93,000	$ 56,068	36,932	Data collection is complete for FY25
SW2303	Persimmon Park Place Drainage Basin Impr.	54031	1,200,000	-	214,215			-	213,569	(213,569)	Project awarded, awaiting start date-late summer
SW2407	Water Street Flooding Design	54031	-	-	25,300			-	2,300	(2,300)	Project 95% complete
SW2501	FY25 Misc. Emergency Storm Sewer Repairs	54031	490,000	-	66,150			-		-	An emergency repair is in progress
SW2502	Meeting House Branch Drainage Improvements	54031	14,400,000	1,250,000	-	1,250,000		1,250,000		1,250,000	Design ongoing

PROJECT STATUS REPORT - GENERAL FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR					
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
SW2504	Woodbrook Stormwater Pond Impr	54031		-				-	48,375		
SW2409/SW2507	Downtown Dover Upgrades - Stormwater	54031	245,000	135,000	13,997	135,000		135,000	10,082	124,919	30% Design Completed
SW2508/SW2608	White Oak Ditch	54031	85,000		72,000			-	72,000	(72,000)	
SW2509	Vehicle Pole Barn	54031	300,000	-	-			-	-	-	Moved to FY27
SW2601	FY26 Misc. Emergency Storm Sewer Repairs	54031	96,000		10,800	96,000		96,000	10,800	85,200	
SW2602	Silver Lake Dam Repairs	54031	100,000		-	100,000		100,000	-	100,000	
SW2605	Water Street Flooding Improvements	54031	1,450,000		-	1,450,000		1,450,000	-	1,450,000	
SW2609	Parkway Stormwater Grate Replacement	54031			5,567	-	-	-	5,567	(5,567)	
	TOTAL STORMWATER FUND		**$ 18,409,600**	**$ 1,478,000**	**$ 451,547**	**$ 3,124,000**	**$ -**	**$ 3,124,000**	**$ 418,760**	**$ 2,753,615**	
	Facilities Managemnt	**12-25-99-**									
	Misc Automobiles	54022				$ 64,000		$ 64,000	$ 63,027	$ 973	
FC2600	Pear St Whse Roof Repl & Abatement	54030	150,000	150,000	51,828	150,000		150,000	51,828	98,172	
FC2601	City Hall 2nd Story Flat Roof	54030	210,000	210,000	-	210,000		210,000	-	210,000	
FC2602	City Hall Fire alarm	54025	50,000	50,000	49,500	50,000		50,000	49,500	500	
FC2603	Replace Doors City Hall	54030	-	-				-	5,017	(5,017)	
			$ 410,000	**$ 410,000**	**$ 101,328**	**$ 474,000**	**$ -**	**$ 474,000**	**$ 169,372**	**$ 304,628**	
	Parks & Recreation	**13-15-12-**									
---	Other Equipment	54025				$ 65,000		$ 65,000		$ 65,000	
PR2300	Dover Park Splash Pad	54031	$ 200,000	$ 441,600	$ 350,512	-		-	$ 162,711	(162,711)	Contractor has been scheduled to finish concrete work
PR2301	Dover Park Building	54031		245,000	245,383			-	56,454	(56,454)	Contractor working on finishing floor and check list
PR2401	Dover Park ADA Playground	54031	800,000	800,000	640,063	-		-	10,500	(10,500)	Seeking funding/contractor for site work
PR2502	Schutte Park Skate Park	54031	1,100,000	1,100,000	21,610		-	-		-	Working with Engineer on plans
PR2600	Silver Lake Master Plan	54031	75,000	75,000	-	75,000		75,000		75,000	
PR2602	Pitt Center Floor	54031	150,000	150,000	-	150,000	-	150,000		150,000	
PR2603	Crossgates Park Playground	54031	40,000	40,000	-	40,000		40,000		40,000	
		54031	-	-	-		-	-		-	
	Total Parks & Recreation		**$ 2,365,000**	**$ 2,851,600**	**$ 1,257,568**	**$ 330,000**	**$ -**	**$ 330,000**	**$ 229,665**	**$ 100,335**	
	Procurement/Inventory	**15-27-99-**									
---	Other Equipment	54025						$ -		$ -	
CS2501	Warehouse Flat Roof Replacement	54031	$ -	$ -	$ -	$ -		$ -	$ 44,725		
CS2502	Fuel Pump Island Upgrade	54031	600,000	683,000	191,645	517,000		517,000	191,645	325,355	
	Total Procurement/Inventory		**$ 600,000**	**$ 683,000**	**$ 191,645**	**$ 517,000**	**$ -**	**$ 517,000**	**$ 236,370**	**$ 325,355**	
	Fleet Maintenance	**15-28-99**									
	Misc Automobiles	**54022**				$ 34,100	$ -	$ 34,100	$ 28,513	$ 5,587	
---	Other Equipment	54025				-	-	-	-	-	
CS2602	Oil Containment Shed	54031	10,000	10,000	-	10,000		10,000	9,293	707	
	Total Fleet Maintenance		**$ 10,000**	**$ 10,000**	**$ -**	**$ 44,100**	**$ -**	**$ 44,100**	**$ 37,807**	**$ 6,293**	
	Information Technology	**16-22-99-**									
IT2402	Cisco Switches	54028							$ 3,680		
IT2404	Replace 3 servers	54028	42,000.00	33,700.00	15,512.43	-		-	-	-	
IT2406	Barracuda Backup	54028	40,000	22,400	27,603	-		-	4,101	(4,101)	To be paid out monthly for the next 4 years.
IT2503	Server/San Replacement	54028	40,000	37,500	40,564			-		-	Purchased and in service
IT2504	Replacement of Cisco Switches	54028	12,000	12,000	33,459			-		-	Switches purchased and being paid off
IT2506	Rewiring City Hall Internet Cable	54028	60,000	60,000	52,360			-	8,265	(8,265)	Waiting for quote from vendor
IT2507	Reed Street Network Reconfiguration	54028	-	6,600	38,299	-		-		-	$7,000 in grant funding
IT2600	Replacing 9 Timeclocks	54028	12,200	12,200	-	12,200		12,200		12,200	
IT2601	Replacing 10 Wireless Access Points	54028	10,000	10,000	-	10,000		10,000	2,459	7,541	

PROJECT STATUS REPORT - GENERAL FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR					
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
IT2602	Leased Switches	54025	53,000	53,000	-	53,000		53,000	19,954	33,046	
IT2603	Migrate Fortis to Docuware	54025	9,000	9,000	19,954	9,000		9,000	315	8,685	
IT2604	CISCO Swithces	54028	16,500	16,500	315	16,500		16,500	-	16,500	
IT2605	Replament of UPS	54028	10,000	10,000	-	10,000		10,000		10,000	
IT2606	Leased Switches	54025		-	2,459			-	13,542	(13,542)	
IT2607	Migrate Fortis to Docuware	54028		-	13,542			-	5,760	(5,760)	
IT2608	CISCO Switches	54028		-	5,760			-	1,185	(1,185)	
IT2610	Cyber Business Continuity Project	54028							29,958		
IT2613	IT OT Network Security	54028							29,958		
		54028		-	1,185			-	8,712	(1,185)	
	Total Information Technology		**$ 304,700**	**$ 282,900**	**$ 249,828**	**$ 110,700**	**$ -**	**$ 110,700**	**$ 127,889**	**$ 53,934**	
	TOTAL GENERAL FUND		**$ 32,776,100**	**$ 12,962,900**	**$ 6,639,475**	**$ 9,435,700**	**$ -**	**$ 9,435,700**	**$ 3,713,498**	**$ 5,886,424**	

PROJECT STATUS REPORT - COMMUNITY TRANSPORTATION FUND
3rd Quarter FY26 - as of March 31, 2026

		PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				
Project Code	Item	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Community Transportation - 203-12-99								
CT2322	Dover Little League	$ 221,400	$ 336,600	$ 296,316		$ -	$ -	$ -	Complete
CT2533	Boggs Drive/Kerbin Street	162,300	162,300	68,576		-	18,600	(18,600)	Kerbin St Complete, Boggs CCW
CT2576	Traffic Safety Vehicle	-	26,300	26,294			26,294		
	C/F for past projects; to be repurposed		30,900			-	-	-	July
TOTAL COMMUNITY TRANSPORTATION FUND		**$ 383,700**	**$ 556,100**	**$ 391,186**	**$ -**	**$ -**	**$ 44,894**	**$ (18,600)**	

PROJECT STATUS REPORT - POLICE FEDERAL GRANTS
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS				CURRENT FISCAL YEAR			
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Federal Police Grants - 207-11-17-33	52026								
GM2312 - Line 3	Fibre Optic Upgrade		$ 94,200	$ 94,200	$ 108,026		$ -	$ 13,900	$ (13,900)	Expected completion by 12/31/25.
				-	-		-		-	
TOTAL FEDERAL POLICE GRANTS			**$ 94,200**	**$ 94,200**	**$ 108,026**	**$ -**	**$ -**	**$ 13,900**	**$ (13,900)**	

PROJECT STATUS REPORT - POLICE STATE GRANTS
3rd Quarter FY26 - as of March 31, 2026

		PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				
Project Code	Item	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	State Police Grants - 209-11-17-32								
			$ -	$ -	$ -	$ -		$ -	
			-	-		-		-	
			-	-		-		-	
TOTAL STATE POLICE GRANTS		$ -	$ -	$ -	$ -	$ -	$ -	$ -	

PROJECT STATUS REPORT - ARPA FUND
3rd Quarter FY26 - as of March 31, 2026

		PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				
Project Code	Item	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
			$ -	$ -		$ -	$ -	$ -	Complete
			-	-	-	-	-	-	Complete
			-	-	-	-	-	-	Complete
			-	-	-	-	-	-	Complete
			-	-	-	-		-	Complete
			-	-	-	-	-	-	Cancelled
	TOTAL ARPA FUND	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

PROJECT STATUS REPORT - WATER FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Water Engineering	**40-26-99**								
---	Trucks	54023				$ 61,000	$ 61,000		$ 61,000	Vehicle #427 received
	Water	**40-68-99**								
WD2507	GIS Utility Network Upgrade	54025	160,000	160,000	22,747		-	20,789	(20,789)	Work Underway 35% complete
WD2509	Portable Emergency Generator	54025	70,000	70,000	-		-		-	Project awarded, awaiting fabrication
WD2307	Stonebrook East Water Main Increase	54031	26,000	26,000	-		-		-	Developer non-responsive
WD2405	Well #9 Improvements	54031	1,000,000	1,000,000	1,188,279		-	1,188,279	(1,188,279)	Work underway
WD2408	Asset Management Plan	54031	100,000	100,000	134,305		-	17,305	(17,305)	Project underway, research phase
WD2408	Asset Management Plan	54031	100,000	100,000	4,728		-		-	Project underway, research phase
WD2505	SCADA Equipment Upgrade	54031	975,000	975,000	50,464		-	50,464	(50,464)	Project needs to be re-bid
WQ2306	Brandywine Lead and Copper Rule	54031	115,000	115,000	-		-	335,448	(335,448)	Project 50% complete
WQ2401	Water Quality Improvements	54031	1,707,300	1,707,300	-		-		-	Awaiting agency approvals
WQ2403	Downtown Dover Upgrades - Water	54031	-	-	63,036		-	45,402	(45,402)	Awaiting agency approvals
WQ2503	Downtown Dover Upgrades - Water	54031	1,101,000	1,101,000	-		-		-	30% Design Completed
WD2504	Elevated Water Tower Maintenance	54031	73,200	73,200	48,308	73,200	73,200	48,308	24,893	
WD2600	Meter Reading Technology Upgrade	54025	18,400	18,400	11,756	18,400	18,400	11,756	6,644	
WD2601	Wellhead Redevelopment Program	54031	171,000	171,000	57,770	171,000	171,000	57,770	113,230	
WD2603	Water Tank Concrete Rehabilitation	54031	190,000	190,000	-	190,000	190,000		190,000	
WQ2601	Water Quality Improvements	54031	2,500,000	2,500,000	-	2,500,000	2,500,000		2,500,000	
WQ2602	Miscellaneous Emergency Water Repairs	54031	85,000	85,000	20,783	85,000	85,000	20,783	64,217	
								69,134		
	Water Treatment Plant	**40-76-99**								
--	Trucks	54023				$ -	$ -		$ -	
WD2508	PFAS WTP Improvements	54031	5,885,000	956,800	48,110	5,000,000	5,000,000	41,324	4,958,676	Design underway
WD2602	Manganese Removal Program	54031	400,000	-	-	400,000	-		-	
WD2605	WTP Security Upgrade	54031	222,000	222,000	216,650	222,000	222,000	216,650	5,350	
WD2607	WTP Storefront & Door Replacement	54031	60,000	60,000	-	60,000	60,000		60,000	
	TOTAL WATER FUND		**$ 14,958,900**	**$ 9,630,700**	**$ 1,866,936**	**$ 8,780,600**	**$ 8,380,600**	**$ 2,123,412**	**$ 6,326,322**	

PROJECT STATUS REPORT - WASTEWATER FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS						CURRENT FISCAL YEAR							
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Previous Expenses	Project Budget Balance	Percent Budget Spent	Original Fiscal Year Budget	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Internal Fiscal Year Revisions	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Wastewater	**41-69-99**														
---	Trucks	54023			$ 73,947	$ -			$ 605,000		$ 605,000		$ 605,000	$ 73,947	$ 531,053	Vehicle #655 received
WW2300	Meter Reading Technology Upgrade	54025	30,000	30,000	-	-	30,000	0%			-	-	-		-	Project Cancelled
WW2308	Heatherfield Pump Station Repl.	54031	45,000	45,000	38,200	38,200	6,800	85%			-		-		-	Awaiting final deliverables
WW2308	Heatherfield Pump Station Repl.	54031	45,000	45,000	38,200	38,200	6,800	85%			-		-		-	Awaiting final deliverables
WW2310	Miscellaneous Sanitary Sewer Rehab	54031	910,900	910,900	1,210,195	1,056,195	(299,295)	133%	-		-	1	1	154,000	(153,999)	
WW2401	Inflow/Infiltration Removal	54031	394,500	394,500	285,767	-	108,733	72%			-	-	-	285,767	(285,767)	Project 90% Complete
WW2403	Pump Station #7 Upgrades	54031	350,000	655,000	31,753	31,753	623,248	5%			-	-	-		-	Project to be re-programmed
WW2404	GIS Utility Network Upgrade	54031	150,000	800,000	607,872	607,872	192,128	76%			-	-	-		-	95% complete
WW2406	Turnberry Pump Station Repl.	54031	1,117,500	1,117,500	1,117,476	889,326	24	100%			-	-	-	228,150	(228,150)	Project 80% complete
WW2407	Asset Management Plan	54031			22,033	4,728	(22,033)	0%			-	-	-	17,305	(17,305)	Project underway, research phase
WW2409	Cedar Chase Pump Station Repl.	54031	30,000	30,000	4,790	3,982	25,210	16%			-	-	-	809	(809)	Project 90% Complete
WW2412	Downtown Upgrades - Wastewater	54031	30,000	30,000	20,849	5,832	9,151	69%			-	-	-	15,016	(15,016)	30% Design Completed
WW2501	FY25 Misc. Emerg. San Sewer Repairs	54031	900,000	900,000	259,920	192,260	640,080	29%	-		-	2	2	67,659	(67,657)	
WW2502	Heatherfield Pump Station Repl.	54031	545,000	545,000	-	-	545,000	0%			-	-	-		-	Project to be bid in FY26, design issues
WW2504	White Oak Road Improvements	54031	865,000	865,000	20,998	-	844,002	2%			-	-	-	20,998	(20,998)	Project awarded, awaiting schedule
WW2506	Downtown Upgrades - Wastewater	54031	354,000	354,000	-	-	354,000	0%			-	-	-		-	Design ongoing
WW2507	Puncheon Run PS Roof Replacement	54031	37,000	37,000	-	-	37,000	0%			-	-	-		-	Complete
WW2600	Meter Replacement Projects	54031	18,600	18,600	11,756	-	6,844	63%	18,600		18,600	-	18,600	11,756	6,844	
WW2601	Misc Emergency Sanitary Sewer Rehab	54031	925,000	175,000	95,277	-	79,723	54%	175,000		175,000	-	175,000	95,277	79,723	
WW2602	Lepore Road SS Upgrade	54031	370,000	370,000	-	-	370,000	0%	370,000		370,000	-	370,000		370,000	
WW2603	Cedar Chase Pump Station Repl.	54031	636,500	636,500	-	-	636,500	0%	636,500		636,500	-	636,500		636,500	
WW2604	Laurel Drive Pump Station Repl	54031	705,600	49,000	-	-	49,000	0%	49,000		49,000	-	49,000		49,000	
WW2605	Kings Cliffe Pump Station Rep;	54031	745,700	18,000	1,336	-	16,664	7%	18,000		18,000	-	18,000	1,336	16,664	
WW2606	Pump Station #7 Upgrades	54031	680,000	680,000	-	-	680,000	0%	680,000		680,000	-	680,000		680,000	
WW2607	Reed Street Gravity Sewer Upgrade	54031	90,000	90,000	-	-	90,000	0%	90,000		90,000	-	90,000		90,000	
WW2608	Pump Station Digital Scan Inventory	54031	60,000	60,000	52,761	-	7,239	88%	60,000		60,000	-	60,000	52,761	7,239	
	TOTAL WASTEWATER FUND		**$ 10,035,300**	**$ 8,856,000**	**$ 3,893,128**	**$ 2,868,346**	**$ 5,036,819**	**44.0%**	**$ 2,702,100**	**$ -**	**$ 2,702,100**	**$ 3**	**$ 2,702,103**	**$ 1,024,782**	**$ 1,677,321**	

PROJECT STATUS REPORT - SANITATION FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS						CURRENT FISCAL YEAR				
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Previous Expenses	Project Budget Balance	Percent Budget Spent	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Sanitation	**43-70-99**											
---	Trucks	54023	$ 739,000	$ 1,191,000	$ 437,608				$ 735,000	$ 735,000	670,994	$ 64,006	Veh #441 & 448 on order: FY26 replace Veh #451 & 452
	TOTAL SANITATION FUND		**$ 739,000**	**$ 1,191,000**	**$ 437,608**	**$ -**	**$ -**	**0.0%**	**$ 735,000**	**$ 735,000**	**$ 670,994**	**$ 64,006**	

PROJECT STATUS REPORT - ELECTRIC FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS						CURRENT FISCAL YEAR							
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Previous Expenses	Project Budget Balance	Percent Budget Spent	Original Fiscal Year Budget	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Internal Fiscal Year Revisions	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	Engineering	**411-42-26**														
---	Misc Automobiles	54022							$ -		$ -	$ -	$ -	$ -	$ -	Vehicles #784 & 786 received
EE2113/2317	ArcFM Migration to Elec. Util. Network	54025	$ 270,000	$ 160,000	$ 277,305	$ 277,305	$ 152,695	102.7%			-	-	-	-	-	80% complete
EE2202	SCADA Master Hardware Replacement	54025	550,000	550,000	366,431	307,166	183,569	66.6%			-	-	-	59,265	(59,265)	60% complete
EE2315	SCADA Upgrade	54025	$ 100,000	$ -	$ 68,978	$ 68,978	$ -	#DIV/0!			-	-	-	-	-	80% complete
EE2523	Substation Component Replacement	54025	150,000	-	-	-	-	#DIV/0!			-	-	-	-	-	Recurring project
EE2621	Emergency Component Replacement	54025	65,000	65,000	18,881	-	-	29.0%	65,000		65,000	-	65,000	18,881	46,119	
EE2622	Small cell Wireless Improvements	54025	30,000	30,000	-	-	-	0.0%	30,000		30,000	-	30,000	-	30,000	
EE2408	Cartanza Substation Foundation Repair	54031	85,000	-	3,500	3,500	-	#DIV/0!			-	-	-	-	-	budget approval, to start new project
EE2522	Small Cell Wireless Improvements	54031	150,000	-	-	-	-	#DIV/0!			-	-	-	-	-	Recurring project
EE2609	UPS Battery Replacement	54031	11,000	11,000	-	-	-	0.0%	11,000		11,000	-	11,000	-	11,000	
EE2623	Substation Component Replacement	54031	30,000	30,000	-	-	-	0.0%	30,000		30,000	-	30,000	-	30,000	
EE2313/2416/2513	Transmission Line Maintenance	57035	600,000	-	134,202	134,202	465,798	22.4%			-	-	-	-	-	Recurring project
EE2505	Electric System Study	57035	750,000	-	-	-	-	#DIV/0!			-	-	-	-	-	5% Complete
EE2611	Substation Transformer Replacement	57035	2,400,000	2,400,000	-	-	-	0.0%	2,400,000		2,400,000	-	2,400,000	-	2,400,000	
EE2613	Transmission Line Maintenance	57035	50,000	50,000	-	-	-	0.0%	50,000		50,000	-	50,000	-	50,000	
EE2619	Transmission Pole Replacement	57035	168,000	168,000	105,025	-	-	62.5%	168,000		168,000	-	168,000	105,025	62,975	
EE2016/2215/2410	Garrison Oak Tech Park Substation	57060	8,250,000	14,750,000	7,667,342	6,624,290	7,082,658	52.0%			-	-	-	1,043,052	(1,043,052)	35% complete
EE2511	Primary Metering OVH-UGD	59025	202,000	-	162,295	162,295	-	#DIV/0!			-	-	-	-	-	Recurring project
EE2515	Fox Road Overhead Rebuild	59025	63,000	-	62,644	52,983	-	#DIV/0!			-	-	-	9,661	(9,661)	75% Complete
EE2516	William Street Overhead Rebuild	59025	89,000	-	68,081	62,920	-	#DIV/0!			-	-	-	5,161	(5,161)	
EE2518	Mitscher road Overhead Rebuild	59025	41,000	-	40,202	35,865	-	#DIV/0!			-	-	-	4,337	(4,337)	
EE2519	Transmission Pole Replacement	59025	504,000	-	54,417	54,369	-	#DIV/0!			-	-	-	48	(48)	Not started
EE2602	Cartanza Station RTU Upgrade	59025	130,000	130,000	-	-	-	0.0%	130,000		130,000	-	130,000	-	130,000	
EE2604	Derby Estates Underground Upgrade	59025	270,000	270,000	-	-	-	0.0%	270,000		270,000	-	270,000	-	270,000	
EE2614	Substation Battery Replacement	59025	16,000	16,000	20,631	-	-	128.9%	16,000		16,000	-	16,000	20,631	(4,631)	
EE2615	ABB to SEL Relay Replacement	59025	360,000	360,000	-	-	-	0.0%	360,000		360,000	-	360,000	-	360,000	
EE2616	Cartanza Station Foundation Repairs	59025	900,000	900,000	42,506	-	-	4.7%	900,000		900,000	-	900,000	42,506	857,494	
EE2617	PWII Site Work	59025	1,400,000	1,400,000	-	-	-	0.0%	1,400,000		1,400,000	-	1,400,000	-	1,400,000	
EE2620	Forrest Avenue Rebuild	59025	40,000	40,000	33,423	-	-	83.6%	40,000		40,000	-	40,000	33,423	6,577	
EE2624	Old College Road Rebuild	59025	24,000	24,000	-	-	-	0.0%	24,000		24,000	-	24,000	-	24,000	
EE2625	Replace ABS Switches	59025	70,000	70,000	30,697	-	-	43.9%	70,000		70,000	-	70,000	30,697	39,303	
	Total Engineering		**$ 17,768,000**	**$ 21,424,000**	**$ 9,156,559**	**$ 7,783,872**	**$ 7,884,720**	**42.7%**	**$ 5,964,000**	**-**	**5,964,000**	**-**	**$ 5,964,000**	**$ 1,372,687**	**$ 4,591,313**	
	Electric Generation	**411-42-80**														
EG2203	Plant Decommissioning	54031	$ 14,000,000	$ -	$ 2,172,289	$ 2,172,289	$ (2,172,289)	0.0%			$ -		$ -	$ -	$ -	Complete
EG2302	Plant Decommissioning	54031	-	-	-	-					-	-	-	15,110	(15,110)	95% Complete
EG2404	VanSant Water Treatment System Rem	54031	60,000	-	5,345	40,238					-	-	-	5,345	(5,345)	Sulfuric acid and caustic soda tanks drained and rinsed. Scaffolding installed for insulation removal and tank demolition. Project approximately 80% complete.
EG2501	VanSant Out of Service Fuel Tank Inspection	54031	400,000	-	144,518	71,977	(144,518)	0.0%			-	-	-	72,541	(72,541)	Inspection 100% complete. Repairs to be completed later this year following discussion with Electric Department Director and Budget Analyst. Bids received for repairs and painting. Overall project approximately 30% complete.
EG2502	VanSant Unit 11 Component Replacements	54031	170,000	-	55,275	55,275	(55,275)	0.0%			-	-	-	-	-	Recurring project. No additional expenditures this FY.
EG2601	VanSant Site Security & Fire Protection	54031	65,000	65,000	-		65,000	0.0%	65,000		65,000	-	65,000	-	65,000	
EG2602	VanSant Unit 11 Component Replacements	54031	40,000	40,000	114,130		(74,130)	285.3%	40,000		40,000	-	40,000	114,130	(74,130)	
EG2603	VanSant Structural Preservation	54031	130,000	130,000	-		130,000	0.0%	130,000		130,000	-	130,000	-	130,000	
EG2604	VanSant Meter Replacement	54031	225,000	225,000	-		225,000	0.0%	225,000		225,000	-	225,000	-	225,000	
	Total Electric Generation		**$ 15,090,000**	**$ 460,000**	**$ 2,491,558**	**$ 2,339,779**	**$ (2,026,213)**	**541.6%**	**$ 460,000**	**$ -**	**$ 460,000**	**$ -**	**$ 460,000**	**$ 207,127**	**$ 252,873**	
	Transmission & Distribution	**411-42-82**														
---	Automobiles	54022									$ -	$ -	$ -	$ -	$ -	
---	Trucks	54023							-		-	-	-	-	-	
---	Other Equipment	54025									-	-	-	-	-	
EE2521	Emergency Component Replacement	54025	$ 260,000	$ -	$ -	$ 127,086	$ -	#DIV/0!			-	-	-	-	-	Recurring project
TD2401	Dover Downs Metering	54025	31,000	-	-	27,466	-	0.0%			-	-	-	-	-	Not started
	Transmission & Distribution (continued)															
TD2402	Utility Pole Testing		125,000	-	54,000	54,000					-	-	-	-	-	90% Complete
EE2626	New Developments	54031	2,400,000	-	-	-			-		-	-	-	-	-	90% Complete
	UG Transformers locations as follows:															
EE2525	New Developments	56031	1,000,000	-	529,300	503,359				-	-	-	-	25,941	(25,941)	
EE2626	New Developments	56031	1,000,000						1,000,000		1,000,000		1,000,000			
TD2301	Rojan Meadows Phase 1	56031	18,600		18,600	18,600								-		75% Complete
TD2412	Eden Hill Farms Phase 4A	56031	78,500		97,640	97,640								-		50% Complete
TD2413	Eden Hill Farms Apartment	56031	-		50,158	-								50,158		
TD2528	Kent County Septage Facility	56031			-	-								-		50% Complete
TD2534	Village of Mapledale	56031			-	-								-		50% Complete
TD2538	St Jones EV	56031			11,682	-								11,682		50% Complete
TD2540	Silver Lake BLVD	56031												31,120		
TD2610	Rojan Meadows Phase 2	56031			48,257	-								48,257		
TD2614	Willow Tree Water System	56031												14,691		

PROJECT STATUS REPORT - ELECTRIC FUND
3rd Quarter FY26 - as of March 31, 2026

			PAST, CURRENT & FUTURE BUDGETS						CURRENT FISCAL YEAR							
Project Code	Item	Account Obj/Ele	Original Project Budget	Latest Project Budget	Project To Date Expenses	Previous Expenses	Project Budget Balance	Percent Budget Spent	Original Fiscal Year Budget	Addition Fiscal Year (Reduction)	Revised Fiscal Year Budget	Internal Fiscal Year Revisions	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
	UG Conductors locations as follows:															
EE2525	New Developments	56034	900,000	-	814,337	814,337				-	-	-	-	-	-	
TD2110	DAFB Welch Elementary	56034	18,600		18,620	18,620								-		90% Complete-waiting on customer
EE2626	New Developments	56034	900,000						900,000		900,000		900,000			
TD2301	Rojan Meadows Phase 1	56034	122,800		122,755	122,755								-		75% Complete
TD2303	Kent Courthouse	56034	347,100		347,058	347,058								-		75% Complete
TD2315	DELDOT Kenton Rd	56034	923,400		923,419	896,651								26,768		30% Complete
TD2411	Commerce Way Warehouse	56034	22,000		-	-								-		Not started
TD2412	Eden Hill Farms Phase 4A	56034	541,700		96,373	68,827								27,546		50% Complete
TD2413	Eden Hill Farms Apartment	56034	-		22,439	22,439								-		
TD2414	Eden Hill OKH Phase 2	56034	233,600		211,186	211,186								-		50% Complete
TD2415	Eden Hill OKH Phase 3	56034												36,592		
TD2513	Stonebrook East Dev	56034												14		
TD2516	Caliber Collision	56034	37,150											-		10% Complete
TD2517	Dickinson Visitors Center	56034	37,150											-		10% Complete
TD2525	Dover Industrial LLC	56034												5,545		
TD2534	Village of Mapledale	56034												10,741		
TD2537	Kent Court EV	56034												2,974		
TD2538	St Jones EV	56034												2,015		
TD2610	Rojan Meadows Phase 2	56034												58,951		
TD2612	Bayhealth Helipad	56034												13,667		
TD2614	Willow Tree Water System	56034												8,804		
TD2615	State Police Museum	56034												57,005		
TD2618	West Denney's Road 750	56034												57,409		
TD2620	Skipton Community Center	56034												676		
	Transmission & Distribution (continued) **UG Meters locations as follows:**															
EE2525	New Developments	56046	535,000	-	92,290	92,290				-	-	-	-	-	-	
EE2626	New Developments	56046	500,000	500,000	-				500,000		500,000		500,000			
TD2110	DAFB Welch Elementary	56046	1,800		1,758	1,758								-		Waiting on contractor
TD2205	Calvary Baptist Church	56046	900		924	924								-		Complete
TD2210	Verona Woods Phase 3/4	56046	6,100		6,097	6,097								-		85% Complete
TD2301	Rojan Meadows Phase 1	56046	17,900		17,867	17,867								-		50% Complete-waiting on customer
TD2308	El Azteca Dover	56046	-		-	-								-		0% Complete-waiting on customer
TD2309	1001 N DuPont EV Charger	56046	1,500		1,489	1,489								-		Not started
TD2314	CT Site Repairs & Maintenance	56046	32,000		31,974	31,974								-		70% Complete
TD2315	DelDOT Kenton Rd	56046	52,900		52,883	47,454								5,429		30% Complete
TD2411	Commerce Way Warehouse	56046	1,800		-	-								-		Not started
TD2412	Eden Hill Farms Phase 4A	56046	9,200		4,066	4,066								-		35% Complete
TD2413	Eden Hill Farms Apartment	56046												13,643		
TD2414	Eden Hill OKH Phase 2	56046	4,100		2,275	2,275								-		50% Complete
TD2415	Eden Hill OKH Phase 3													19,036		
TD2510	CT Site Repairs & Maintenance	56046												423		
TD2511	The Edge at Dover	56046	23,450		22,518	22,518								-		Not started
TD2516	Caliber Collision	56046	1,650											-		10% Complete
TD2517	Dickinson Visitors Center	56046	1,650											-		10% Complete
TD2528	Kent County Septage Facility	56046												-		Not started
TD2534	Village of Mapledale	56046												-		50% Complete
TD2538	St Jones EV	56046												-		
TD2539	Mt. Zion AME Church	56046												2,855		
TD2540	Silver Lake BLVD	56046												1,395		
TD2610	Rojan Meadows Phase 2													3,233		
TD2614	Willow Tree Water System	56046												403		
	Total Transmission & Distribution		**$ 10,186,550**	**$ 500,000**	**$ 3,599,965**	**$ 3,558,736**	**$ -**	**720.0%**	**$ 2,400,000**	**$ -**	**$ 2,400,000**	**$ -**	**$ 2,400,000**	**$ 536,974**	**$ (25,941)**	
	Administration	**411-42-84**														
EA2601	Weyandt Hall Stairwells/Basement Flooring	54031	60,000	60,000	-	-	60,000	#DIV/0!	60,000		60,000	-	60,000	-	60,000	
	Total Administration		**$ 60,000**	**$ 60,000**	**$ -**	**$ -**	**$ 60,000**	**0.0%**	**$ 60,000**	**$ -**	**$ 60,000**	**$ -**	**$ 60,000**	**$ -**	**$ 60,000**	
	Electric Meters	**411-42-85**														
EE2677	Meter Reader Handheld Replacements	59030	14,000	14,000	-	-	14,000	#DIV/0!	14,000		14,000	-	14,000	-	14,000	
EM2600	**Meter Reading Technology Upgrade**	**59030**	**$ 36,800**	36,800	23,513	-	13,288	100.0%	36,800		36,800	-	36,800	23,513	13,288	
	Total Electric Meters		**$ 50,800**	**$ 50,800**	**$ 23,513**	**$ -**	**$ 27,288**	**46.3%**	**$ 50,800**	**$ -**	**$ 50,800**	**$ -**	**$ 50,800**	**$ 23,513**	**$ 27,288**	
		411-42-99														
FN1701/ERP2020	Purchase of ERP System	59030	**$ 1,313,400**	**$ 1,803,500**	**$ 1,082,657**	**$ 987,782**	**$ 720,843**	**60.0%**	**$ 1,803,500**		**$ 1,803,500**		**$ 1,803,500**	**94,875**	**$ 1,708,625**	In progress
	TOTAL ELECTRIC FUND		**$ 44,468,750**	**$ 24,298,300**	**$ 16,354,252**	**$ 14,670,169**	**$ 6,666,637**	**67.3%**	**$ 10,738,300**	**$ -**	**$ 10,738,300**	**$ -**	**$ 10,738,300**	**$ 2,235,175**	**$ 6,614,157**	

City of Dover
City Manager's Office
PO Box 475
Dover DE 19903-0475
Phone: (302) 736-7005
E-Mail: sduca@dover.de.us

MEMORANDUM

To: Mayor and City Council

From: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager

Copy: David Carey, Fire Chief
Steve Jones, Fire Administrative Manager
Michael C. Hamlett, Central Services Director
City Clerk's Office

Date: April 20, 2026

Subject: Semi-Annual Inspection – Robbins Hose Company (Station No. 1)

In accordance with Section 46-43 of the City Code, the City Manager performed the required semi-annual inspection of the Dover Fire Department on Friday, April 17, 2026, at 11:00 a.m. with Chief David Carey. This inspection was held at Robbins Hose Station No. 1. (Station No. 2 was completed in October 2025.) The following items were discussed:

Facilities

1. In general, the facilities were in good condition, clean, organized and well maintained.
2. The HVAC system at Station No. 1 is approximately twenty (20) years old. The system is running well and is under contract for regular maintenance. The duct vents are also in the process of being replaced.
3. The roof on the Reed Street side of the building was resurfaced approximately five (5) years ago and is in good condition. The rest of the roofs at approximately twenty (20) years old. There was a roof leak around the roof drains that resulted in minor mold issues. These issues are considered surface issues and will be addressed in the near future.
4. The elevator is in good condition and is under a maintenance contract.
5. The garage doors periodically have issues that must be addressed. In particular, the top of the doors will detach from the wall due to the doors being operated six (6) to ten (10) times per day. The doors are under contract for maintenance.
6. During the week proceeding the inspection, there was a sewer smell in the 1921 section, northwest corner, of the building. The smell is currently under investigation.

Fire Apparatus

1. In general, all trucks were in excellent condition, clean, organized and well maintained.
2. Some of the trucks were having hoses tested at Station No. 2 on the day of the inspection. They were in the process of being switched out during the inspection.
3. Newer trucks are laid out to be ergonomically situated. In particular, hoses and heavier items are located lower on the truck to improve accessibility.
4. Those assigned to Station No. 1 that were without issue include the following:
    a. Brush Truck (2022)
    b. Utility Truck (2022)
    c. Foam Truck (2003) – pump issue recently repaired
    d. Engine 1 (2023) – gets around City easily as it is shorter in size
    e. Engine 4 (2005) – currently on order
    f. Squad 1 (2021)
5. Those assigned to Station No. 1 that were with concerns include the following:
    a. Boat (1992) – stern of boat experiences leaks
    b. Ladder 1 (2011) – due to be replaced in 2029 – high maintenance and repair expenses at approximately $65,000 per year

Equipment & Technology

1. In general, all equipment and technology were in good condition and well maintained.
2. The garage area of the facility contains 180 sets of gear which are regularly ensured to be NFPA compliant.
3. The cascade system (used to refill SCBA bottles) was replaced approximately two (2) years ago through State assistance.
4. Halligan bars on trucks have been remounted in the cab to an alternate location to ensure occupant safety in the event of a collision.
5. All trucks are equipped with computers. These computers provide the ability to monitor calls through the Kent County system and also include maps of hydrant, knox box and sprinkler connection locations. The computers are approximately five (5) years old and will need to be replaced soon.
6. Computer screens are located throughout the facility to monitor calls.
7. The appropriateness of cloud-based storage is currently being evaluated.
8. The kiosk for the stipend program and response tracking was installed in June of 2025. No volunteers have access to the system in processing of the stipend program.

Membership & Staff

1. The dedication of the membership and staff in terms of maintenance of the items above is evident.
2. In 2025, an additional thirty-nine (39) members were realized with overall volunteer retention at sixty-six percent (66%). New members are important, but retention is the key.
3. There are four (4) dispatchers that operate out of Station No. 1 in conjunction with the Fire Administrative Manager. Overall, there are nine (9) relief dispatchers. There are no current vacancies.
4. There are two (2) live-ins located at Station No. 1. These members receive room and board in return for thirty-six (36) hours of dedicated time per week.

City of Dover

PROPOSED ORDINANCE #2026-03

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

That Chapter 22 – Buildings and Building Regulations, Article XI – Dangerous Buildings, be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikeout as follows:

ARTICLE XI. – DANGEROUS BUILDINGS

Sec.22-381. – Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dangerous buildings mean~~s~~ all buildings or structures **that** ~~which~~ have any ~~or all~~ of the following defects or uses:

(1) *Leaning interior walls.* Those of which the interior walls or other vertical structural members list, lean, or buckle to such an extent that a plumb line passing through the center of gravity falls outside of the middle third of its base.

(2) *Damaged walls, etc.* Those **that** ~~which~~, exclusive of the foundation, show 33 percent or more damage or deterioration of the supporting member or members, or 50 percent of damage or deterioration of the **non-supporting** ~~non-supportive~~ enclosing or outside walls or covering.

(3) *Load on roofs.* Those **that** ~~which~~ have improperly distributed loads upon the floors or roofs, or **that** ~~which the same~~ are overloaded, or **that** ~~which~~ have insufficient strength to be reasonably safe for the purpose used.

(4) *Fire damage, etc.* Those **that** ~~which~~ have been damaged by fire, wind, or other causes ~~so as to~~ **which** have become dangerous to life, safety, morals, or the general health and welfare of the occupants or the people of the city.

(5) *Unfit for habitation.* Those **that** ~~which~~ have become or are so dilapidated, decayed, unsafe, insanitary, or so utterly fail to provide the amenities to decent living that they are

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unfit for human habitation, or are likely to cause sickness or disease, so as to **cause** ~~work~~ injury to the health, morals, safety**,** or general welfare of those living therein.

(6) *Light, air, sanitation.* Those having light, air, and sanitation facilities **that** ~~which~~ are inadequate to protect the health, morals, safety, or general welfare of human beings who live or may live therein.

(7) *Fire escapes, etc.* Those having inadequate facilities in case of fire or panic, or those having sufficient stairways, elevators, fire escapes, or other means of communication.

(8) *Loose parts.* Those **that** ~~which~~ have parts thereof which are so attached that they may fall and injure members of the public or property.

(9) *General welfare.* Those **that** ~~which~~, because of their condition or use, are unsafe, insanitary, or dangerous to the public health, morals, safety**,** or general welfare of the people~~s~~ of this city.

(10) *Code violations.* Those existing in violation of any provisions of the **adopted** ~~building~~ code**s** of this city, or any provision of the fire prevention code, or **any** other ordinances of this city.

(11) *Drug sales, use, etc.* Those **that** ~~which~~ are being used for the unlawful selling, serving, storing, giving away or manufacturing (which includes the production, preparation, compounding, conversion, processing, packaging or repackaging) of any drug, which ~~includes~~ **consists of** all narcotic or psychoactive drugs, cannabis, cocaine and all controlled substances as defined in the Uniform Controlled Substances Act (16 Del. C. § 4701 et seq.).

(12) *Unoccupied buildings.* Those **that** ~~which~~ are left unoccupied and unattended for periods of three months or more**,** so that decay is being accelerated by natural or ~~manmade~~ **other** causes**,** or which may be attracting trespassers and vagrants, increasing the probability of fire and danger to human life.

(13) *Incomplete buildings.* Those under construction~~,~~ **are considered incomplete** if the authorized work is substantially suspended or abandoned for ~~a period~~ of three months or more.

Sec. 22-382. Standards for repair, vacation, or demolition.

The following standards shall be followed in substance by the code official in ordering the repair, vacation, or demolition of dangerous buildings:

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(1) *Repair.* If the dangerous building can reasonably be repaired so that it will no longer exist in violation of the terms of this article, it shall be ordered repaired.

(2) *Vacation.* If the ~~dangerous~~ building is in such a condition or is being used ~~as~~ to make it dangerous to the health, morals, safety, or general welfare of its occupants, it shall be ordered to be vacated and closed. Buildings ordered closed shall not be reopened until a certificate of occupancy is issued.

(3) *Demolition.* **The following shall be cause for demolition:**

(a) In all cases where a dangerous building is 50 percent damaged, decayed, or deteriorated from its original value or structure, or

(b) In all cases where a building cannot be repaired so that it will no longer exist in violation of the terms of this article, or

(c) In all cases where a dangerous building is a fire hazard, it poses a risk to public safety as determined by the fire marshal or any code official, or

(d) Any existing or erected structure in violation of the terms of this article or any ordinance of the city or statute of the state.

~~In any case where a dangerous building is 50 percent damaged, decayed or deteriorated from its original value or structure, it shall be demolished, and in all cases, where a building cannot be repaired so that it will no longer exist in violation of the terms of this article, it shall be demolished. In all cases where a dangerous building is a fire hazard, or public safety hazard as determined by the code official, or is existing or erected in violation of the terms of this article or any ordinance of the city or statue of the state, it may be demolished.~~

Sec. 22-383. Nuisance declared.

All dangerous buildings within the terms of section 22-381 are hereby declared to be public nuisances, and shall be repaired, vacated, ~~and~~ closed, or demolished as hereinbefore and hereafter provided.

Sec. 22-384. Duties of a code official.

The code official shall:

(1) *Inspect public buildings.* Inspect or cause to be inspected semiannually all public buildings, schools, halls, churches, theaters, hotels, tenements, or commercial, manufacturing, or loft buildings ~~for the purpose of determining~~ **to determine** whether

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any conditions exist which render such places a dangerous building within the terms of section 22-381.

(2) *Complaints.* Inspect any building, wall**,** or structure about which complaints are filed by any person to the effect that a building, wall**,** or structure is or may be existing in violation of this article.

(3) *Reported violations.* Inspect any building, wall**,** or structure reported (as hereinafter provided for) by the fire or police departments of this city as probably existing in violation of this article.

(4) *Dangerous buildings.* Inspect such other buildings as shall from time to time come to ~~his~~ **the inspector's** attention as possibly dangerous buildings within the terms of section 22-381.

(5) *Notice to owner.* Notify, in writing, the owner, occupant, lessee, mortgagee, agent, and all other persons having **an** interest in said building, as shown by the land records of the recorder of deeds of the county, of any building found by ~~him~~ **the inspector,** to be a dangerous building within the standards set forth in section 22-381, that:

a. *Duties of **the property** owner.* The owner must vacate and close, or repair, or demolish said building in accordance with the terms of the notice and this article~~;~~**.**

b. *Duties of occupant.* The occupant or lessee must vacate and close said building or may have it repaired in accordance with the notice and remain in possession~~;~~**.**

c. *Persons with interest.* The mortgagee, agent, or other persons having **an** interest in said building, as shown by the land records of the recorder of deeds of the county, may, at their own risk, repair, vacate and close, or demolish the said building or have such work or act done; provided that any person notified under this subsection to repair, vacate and close, or demolish any building shall be given such reasonable time, not exceeding 30 days, as may be necessary to do, or have done, the work or act required by the notice provided for herein~~;~~**.**

d. *Appeal.* The person or entity receiving notice by the code official shall have the right to appeal his decision directly to the council and have a hearing conducted in accordance with the provisions of section 22-385 before **the city** council, provided that the notice of appeal is filed with the city clerk no later than five days after receiving notice from the code official.

(6) *Order to remedy conditions.* Set forth in the notice provided for in subsection (5) hereof a description of the building or structure deemed unsafe, a statement of the particulars

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which make the building or structure a dangerous building and an order requiring the same to be put in such condition to comply with the terms of this article within such length of time, not exceeding 30 days, as is reasonable.

(7) *Non-compliance with notice.* Report to the council any non-compliance with the notice provided for in subsections (5) and (6) hereof.

(8) *Testify at hearings.* Appear at all hearings conducted by council and testify as to the conditions of dangerous buildings.

(9) *Notice on buildings.* Place a notice on all dangerous buildings, reading as follows:

"This building has been found to be a dangerous building by the code official. This notice is to remain on this building unit until it is repaired, ~~vacated and closed,~~ or demolished in accordance with the notice which has been given to the owner, occupant, lessee, mortgagee, or agent for this building, and all other persons having an interest in said building, as shown by the land records of the recorder of deeds of Kent County. It is unlawful to remove this notice until such notice is complied with."

(10) *Orders of council.* Carry out all orders of the council to cause the repair, vacation, closure, or demolition of dangerous buildings pursuant to section 22-385. In causing the vacation of the dangerous building, the code official may order the city utilities to be disconnected. In causing the closure of dangerous buildings, the code official may direct the removal from the building of all furniture, equipment, and other personal property left by ~~vacated~~ occupants.

Sec. 22-385. Hearing before City council.

The City council ~~of the city~~ shall:

(1) *Notice of hearing.* Upon receipt of a report of the code official as provided for in section 22-384(7), give written notice to the owner, occupant, mortgagee, lessee, agent, and all other persons having an interest in said building, as shown by the records of the recorder of deeds of the county, to appear before it on the date specified in the notice to show cause why the building or structure reported to be a dangerous building should not be repaired, ~~vacated and closed,~~ or demolished in accordance with the statement of particulars set forth in the code official's notice provided for herein in section 22-384(6).

(2) *Conduct of hearing.* Hold a hearing and hear such testimony as the code official or the owner, occupant, mortgagee, lessee, or any other person having an interest in said building, as shown by the land records of the recorder of deeds of the county, shall offer relative to the dangerous building. Hearings relative to reported dangerous buildings as defined in section 22-381(11) shall include the testimony of the city chief of police, who may submit

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arrest records, complaint records, and affidavits relative to the property as evidence for the hearing.

(3) *Findings.* Make written findings of fact from the testimony offered pursuant to subsection (2) of this section as to whether ~~or not~~ the building in question is a dangerous building within the terms of section 22-381.

(4) *Order.* Issue an order based upon findings of fact made pursuant to subsection (3) of this section, commanding the owner, occupant, mortgagee, lessee, agent and all other persons having an interest in said building, as shown on the land records of the recorder of deeds of the county, to repair, ~~vacate and close,~~ or demolish any building found to be a dangerous building within the terms of this article, setting the time **not exceeding 30 days** ~~within~~ which said building shall be repaired, ~~vacated and closed,~~ or demolished, and provided that any person so notified, except the owners, shall have the privilege of ~~either vacating or~~ repairing said dangerous building; or any person not the owner of said dangerous building but having an interest in said building as shown by the land records of the recorder or deeds of the county may demolish said dangerous building at **their** ~~his~~ own risk to prevent the acquiring of a lien against the land upon which said dangerous building stands by the city as provided in subsection (5) hereof.

(5) *Failure to comply.* If the owner, occupant, mortgagee, or lessee, fails to comply with the order provided for in subsection (4) hereof within ten days, cause such building or structure to be repaired, vacated and closed, or demolished, as the facts may warrant, under the standards hereinbefore provided for in section 22-384, and shall, with the assistance of the city solicitor, cause the costs of such repair~~, vacation,~~ or demolition to be charged against the land on which the building existed as a municipal lien or cause such costs to be added to the tax duplicate as an assessment, or to be levied as a special tax against the land upon which the building stands or did stand, or to be recovered in a suit at law against the owner, provided that in cases where such procedure is desirable and any delay is thereby caused will not be dangerous to the health, morals, safety, or general welfare of the people of this city, the council shall notify the city solicitor to take legal action to force the owner to make all necessary repairs or demolish the building.

(6) *Report to solicitor.* Report to the city solicitor the names of all persons not complying with the order provided for in subsection (4) hereof.

Sec. 22-386. Violations~~; penalty~~ and penalties for disregarding notices or orders.

(a) *Violations by **the property** owner.* The **property** owner of any dangerous building who shall fail to comply with any notice or order to repair, vacate and close, or demolish said building given by the council shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined as provided for in Appendix F – Fees and Fines.

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(b) *Violations by occupant or lessee.* The occupant or lessee in possession who fails to comply with any notice to vacate and close or who fails to repair said building in accordance with any notice given by the council as provided for in this article shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined as provided for in Appendix F – Fees and Fines.

(c) *Removal of notice.* Any person removing the notice provided for in section 22-384(9) shall be guilty of a misdemeanor and, upon conviction, shall be fined as provided for in Appendix F – Fees and Fines.

Sec. 22-387. Duties of the city solicitor.

The city solicitor shall:

(1) *Prosecutions.* Prosecute all persons failing to comply with the terms of the order provided for in section 22-385(4).

(2) *Hearings.* Appear at all hearings before the council **regarding** ~~in regard to~~ dangerous buildings.

(3) *Collections.* Bring suit to collect all municipal liens, assessments, or **all** costs incurred ~~in repairing or causing to be vacated and closed or demolished~~ **with any abatements regarding** dangerous buildings.

(4) *Other legal action.* Take such other legal action as is necessary to carry out the terms and provisions of this article.

Sec. 22-388. Emergency cases.

In cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is immediately repaired, vacated and closed, or demolished, the **code official** ~~building inspector~~ shall report such facts to the council, which may cause the immediate repair~~, vacation,~~ or demolition of such dangerous building. The costs of such emergency repair~~, vacation~~ or demolition of such dangerous building shall be collected in the same manner as provided in section 22-385(5).

Sec. 22-389. Procedure when the property owner is absent from the city.

In cases, except emergency cases, where the owner, occupant, lessee, or mortgagee is absent from the city, all notices or orders provided for herein shall be sent by registered or certified mail to the owner, occupant, mortgagee, lessee and all other persons having an interest in said building, as shown by the land records of the recorder of deeds of the county, to the last known

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address of each, and a copy of such notice shall be posted in a conspicuous place on the dangerous building to which it relates. Such mailing and posting shall be deemed adequate service.

Sec.22-390. Administrative liability.

No officer, agent, or employee of the city shall ~~render himself~~ **be held** personally liable for any damage that may accrue to persons or property as the result of any act required or permitted in the discharge of ~~his~~ **official** duties under this article. Any suit against any officer, agent, or employee of the city as a result of any act required or permitted in the discharge of ~~his~~ **such** duties under this article shall be defended by the city solicitor until the final determination of the proceedings therein.

Sec. 22-391. Duties of the fire marshal and city employees.

The fire marshal, all members of the fire department, all officers of the police department, and all other employees of the city shall report, in writing, to the Division of Code Enforcement all buildings or structures within the city which shall come to their knowledge or attention as being dangerous buildings within the terms of this article.

Secs. 22-391-22-399. Reserved.

ADOPTED: *

SYNOPSIS

This ordinance amends the existing text to clarify responsibilities related to dangerous buildings, improve readability through grammatical corrections, and update language to align with currently adopted code standards. It also refines and strengthens the criteria and procedures governing demolition to ensure consistency and effective enforcement.

(SPONSORS: DUCA and SUDLER)

Action History

04/28/2026 – Final Reading – City Council

04/13/2026 – First Reading – City Council

02/10/2026 - Introduction – Council Committee of the Whole/ Legislative, Finance, and Administration Committee

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