COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on March 12, 2019 at 6:00 p.m. with Council President Slavin presiding. Members of Council present were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Cole, Mr. Polce, Mr. Hare, and Mr. Lindell (arrived at 6:05 p.m.). Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Caldwell and Dr. Warfield (*Parks, Recreation, and Community Enhancement*), and Mrs. Doyle and Mrs. Haass (*Utility*). Mr. Shevock (*Legislative, Finance, and Administration*) was absent.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Chairman Sudler presiding.

AGENDA ADDITIONS/DELETIONS

Mr. Neil moved for approval of the agenda, seconded by Mr. Hare and unanimously carried.

Community Development Block Grant (CDBG) Program Semi-Annual Report

Mrs. Tracey Harvey, Planner/Community Development Block Grant (CDBG) Administrator, reviewed the CDBG Semi-Annual Report, September 2018 - February 2019.

Staff recommended acceptance of the report.

Mr. Neil noted that he was familiar with the Habitat for Humanities' program, however, he asked how the other programs vet the individuals who will be receiving services. Responding, Mrs. Harvey explained that the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) ensures that individuals are eligible for the Homeownership Assistance Program and then refers them to the City. She noted that lending institutions also make referrals. Mrs. Harvey stated that the other sub-grantees each have their own methods of outreach for obtaining clients. She indicated that individuals typically contact her regarding the Homeownership Assistance Program and she advises them to contact NCALL in order to complete homeownership counseling. She also recommends that individuals contact the sub-grantees to find out what is available that will meet their needs. Mrs. Harvey noted that NCALL has Restoring Central Dover which is also building affordable houses.

In response to Mr. Anderson, Mrs. Harvey explained that the Emergency Home Repairs Program is run by the Milford Housing Development Corporation (MHDC) and individuals are required to submit their income so MHDC can determine their eligibility. She stated that MHDC did apply for funding for FY 19, noting that Habitat for Humanity and Connections Community Support Program did not submit applications for the FY 19 program year because they still have FY 18 funding that needs to be spent.

Mr. Polce noted that the CDBG grant is federally funded and asked if there are criteria in the assessment phase that are required by the federal government or if they allow flexibility to be given

to the local jurisdiction. Responding, Mrs. Harvey stated that there is no flexibility with the federal government; however, she noted that they do allow the City to manage the programs in regard to how the sub-grantees are chosen. She advised that the City selects sub-grantees for the new Consolidated Plan every five (5) years, explaining that the sub-grantees are interviewed by the Parks, Recreation, and Community Enhancement Committee and approved by City Council. Mr. Polce stated that he works with federal grants every day and typically has to demonstrate efficacy through an assessment tool, like a logic model or key performance indicator rubric, in order to receive the funding. He indicated that it would be interesting to see what the $40,000 appropriated to Program Administration is actually going to and whether it could be utilized in a more effective way. Mr. Polce stated that he knew that would be a burden to Mrs. Harvey, as the administrator; however, he indicated that he thought that if Council had the flexibility, they should incorporate greater evaluation methods for the next five-year Consolidated Plan.

Mr. Neil moved to recommend acceptance of the report, as recommended by staff. The motion was seconded by Mr. Caldwell and unanimously carried.

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Planner/Community Development Block Grant (CDBG) Administrator, reviewed her memo to the Parks, Recreation, and Community Enhancement Committee, dated March 12, 2019, regarding CDBG Grant Recommendations for FY 2019.

Staff recommended approval of the recommended funding amounts.

In response to Mayor Christiansen, Mrs. Harvey advised that Dover Interfaith Mission for Housing and Central Delaware Housing Collaborative was part of Interfaith Mission for Housing, was incorporated, and had a 501c3.

Responding to Mr. Hare, Mrs. Harvey stated that the property to be rehabilitated by Dover Interfaith Mission for Housing and Central Delaware Housing Collaborative was located at 801 West Division Street, noting that it was the former Aid in Dover building. She stated that she thought they were about to go under contract.

Responding to Mayor Christiansen, Mr. Dave Hugg, Director of Planning and Community Development, advised that the conditional use for the property located at 801 West Division Street had expired. He indicated that Dover Interfaith Mission for Housing and Central Delaware Housing Collaborative was aware that they would have to begin the process of applying for conditional approval to use the property as they have designated. Mayor Christiansen asked how they could apply for the CDBG grant if this contingency had not yet been met. In response, Mr. Hugg stated that since it is a forward-looking grant and Dover Interfaith Mission for Housing and Central Delaware Housing Collaborative is in the process of obtaining the property, staff felt that it was appropriate for them to proceed with the grant application, noting that hopefully they would get through their rezoning and related approvals relatively quickly but certainly within the grant period.

Mayor Christiansen asked whether these funds would be available to another entity that might apply, if the Dover Interfaith Mission for Housing and Central Delaware Housing Collaborative project

doesn't come to fruition. Responding, Mrs. Harvey explained that, in the event that it is not approved, the remainder of the funds will be allocated to the Homeownership Assistance Program because that is the most popular program.

Mr. Neil moved to recommend approval of the recommended funding amounts, as recommended by staff. The motion was seconded by Mr. Hare and unanimously carried.

Mr. Hare moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:18 p.m.

UTILITY COMMITTEE

The Utility Committee met with Chairman Cole presiding.

AGENDA ADDITIONS/DELETIONS
Mr. Sudler moved for approval of the agenda, seconded by Mr. Neil and unanimously carried.

Evaluation of Proposals - Electric Engineering Services
Mr. Jim Robinson, Electric Director, reviewed the background and analysis regarding the evaluation of proposals for electric engineering services. He stated that this is a valuable resource for the Electric Department, noting that it will be particularly valuable with regard to the City-wide substation assessment program. Mr. Robinson advised that the City has strong engineers on staff; however, it is nice to be able to utilize this valuable engineering services resource for certain areas of expertise. He stated that this is a three-year contract, with the option for two (2), one-year extensions, provided that the performance is satisfactory. Mr. Robinson informed members that this service is used very wisely and with great care, noting that the average expenditure was approximately $20,000 in the past four (4) years.

Mr. Robinson advised that Pike Engineering had the lowest overall total and, since the City had worked with them for a long time, they would not need to be brought up to speed in understanding the City's system.

Staff recommended awarding the blanket Engineering Services – Electric contract to Pike Engineering under the terms submitted by them in response to RFP #19-0013EL.

Mr. Neil moved to recommend approval of staff's recommendation, seconded by Mr. Lindell and unanimously carried.

Mr. Polce moved for adjournment of the Utility Committee meeting. The motion was seconded by Mr. Hare and unanimously carried.

Meeting adjourned at 6:22 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

AGENDA ADDITIONS/DELETIONS

Mr. Sudler moved for approval of the agenda, seconded by Mr. Anderson and unanimously carried.

Proposed Amendments to By-Laws - Downtown Dover Partnership

Mr. Slavin moved to defer consideration of this item until the next Council Committee of the Whole/Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Sudler and unanimously carried.

Mr. Sudler moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:23 p.m.

Mr. Anderson moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:23 p.m.

Timothy A. Slavin
Council President

TAS/TM/dd/jt
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