COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole Meeting was held by video conference on April 27, 2021 at 6:00 p.m., with Council President Hare presiding. Members of Council present via video or telephone were Mr. Anderson, Mr. Sudler, Mr. Neil, Mr. Slavin, Mr. Rocha, and Mr. Taylor. Mr. Lindell was absent. Civilian members present for their Committee meetings were Mr. Shelton *(Safety Advisory and Transportation)*, Ms. Maucher *(Utility)*, and Mr. Contant and Mr. Shevock *(Legislative, Finance, and Administration)*.

UTILITY COMMITTEE

The Utility Committee met with Council President Hare presiding in the absence of a Chair.

Adoption of Agenda
Mr. Neil moved for adoption of the agenda, seconded by Mr. Taylor and unanimously carried.

Annexation Request - 115 Fox Hall Drive, Owned by Edward C. And Joan N. Larrivee (Actionable Item)
Mrs. Dawn Melson-Williams, Principal Planner, reviewed the Petition to Annex and Rezone Property located at 115 Fox Hall Drive, owned by Edward C. and Joan N. Larrivee. Mrs. Melson-Williams advised that the property was improved with an existing single family house; however, the property owner has requested annexation into the City in order to connect to City water services. She noted that the property is already served by City of Dover electric. Mrs. Melson-Williams stated that the Public Works Department noted that Fox Hall Drive is not a City of Dover maintained street, but that City trash collection would be available to the property when it is annexed into the City.

Mr. Rocha moved to recommend approval of the annexation. The motion was seconded by Ms. Maucher and unanimously carried.

Mr. Neil moved for adjournment of the Utility Committee meeting, seconded by Mr. Rocha and unanimously carried.

Meeting adjourned at 6:04 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Council President Hare presiding in the absence of Chairman Lindell.

Adoption of Agenda
Mr. Neil moved for adoption of the agenda, seconded by Mr. Taylor and unanimously carried.

Memorandum of Understanding (MOU) and Proprietary Information Exchange Agreement - Lights-On Dover Strong Campaign (HELP Initiative, Inc.) (Actionable Items)

Mr. Matt Harline, Assistant City Manager, reviewed the background regarding the Memorandum of Understanding (MOU) and Proprietary Information Exchange Agreement for Lights-On Dover Strong Campaign (HELP Initiative, Inc.).

Staff recommended authorizing the Mayor to sign the MOU and Proprietary Information Exchange Agreement and to submit a Letter of Support.

Mr. Harold Stafford stated that they had implemented this program in each of the cities and towns they had been in since starting in Dover in 2017. He stated that they would delay setting the program up while the COVID virus was still in effect until the City was more comfortable with their team coming in to provide the services in the Weyandt Hall lobby. Mr. Stafford stated that the program was for people who were facing disconnect. He noted that their energy educators can go to their residence or talk to them by phone to give them information about how they can go about reducing their energy usage so they will not be disconnected or in arrears. He stated that Code Enforcement was mentioned because in other cities they had worked in they had worked with Code Enforcement to identify problematic vacant houses and buildings were there was a lot of crime occurring and put solar powered motion lights on those facilities to improve public safety.

Responding to Mr. Hare, Mr. Stafford stated that they have brochures that could be set out in the Weyandt Hall lobby with the phone number for their call center which was available from 8:00 AM to 8:00 PM rather than having a member of their staff in the lobby.

Responding to Mr. Sudler, Mr. Harline stated that there is limited space in the Weyandt Hall lobby and that utility bill information could not be discussed in the lobby.

Responding to Mr. Harline, Mr. Stafford stated that they would not be discussing customer utility bill information in the lobby, they would only be explaining their services and setting a time to meet with customers at their residence or by phone. He stated that they would not go into any kind of extended discussion about the content of the bill.

Responding to Mr. Sudler, Mr. Stafford confirmed that normally they would have one (1) member of their staff at the table.

Responding to Mr. Sudler, Mr. Harline stated that the number of staff members was not included in the contract but that one (1) person would be okay.

Mr. Neil stated that he had been involved in HELP Initiative, Inc.'s citywide events and he felt that it was a phenomenal program. He stated that he was unsure of whether or not the City's attorney had reviewed the MOU but that it was important that Mr. Harline or Mr. Robertson be involved in it. Mr. Neil stated that the schedule was out of order, per the document it was supposed to start on April 5th and that it was already past that date. Mr. Neil suggested bringing the item back to Committee after study by the City and approval by the City's attorneys to make sure that they have everything worked out.

Responding to Mr. Neil, Mr. Stafford confirmed that their offices were in the CenDel building.

Mr. Neil stated that he thought they were doing a tremendous job but he did not think it was quite ready yet. Mr. Neil recommended that this item go back to Committee to make sure that the City, the City Manager, and the City attorney are clear on what it was and that any kinks were worked out so that when it comes back they can get a yes.

Responding to Mr. Neil, Mr. Stafford stated that when the document was submitted they were projecting that it may be approved in order for them to start at that time, however, because of the delay in the City acting on it the schedule was pushed.

Responding to Mr. Sudler, Mr. Harline stated that he thought the biggest risk to the City was if there was something done in the agreement that could fall back on the City releasing information about City bills. He stated that he thought the proprietary information exchange agreements should be tightened up. Mr. Harline stated that he had sent the documents to the City Solicitor and he received comments back on Friday and there just was not time to get them out to the Committee. He stated that he thought they could do it quickly but that all parties would be better served by a tight agreement.

Mr. Sudler stated that he was disappointed that they had not been provided the information from the City Solicitor and were not prepared to assist in the matter because of it.

Mr. Anderson recommended that the item be moved forward to Council with no recommendations, by that time the City Solicitor's information will have been disseminated. He stated that if both sides agree to the minor amendments, it would be substituted. Mr. Anderson stated that the program would not cost the City money and the reason there is a proprietary information agreement is to protect the City and Dover Strong to allow the flow of information to help the citizens of Dover.

Responding to Mr. Contant, Mr. Stafford stated that they had another program through Christiana Care that was funded by the State Department of Natural Resources and Environmental Control. He stated that the funding gave them the ability to do one hundred (100) home assessments in New Castle County and one hundred (100) home assessments downstate. He explained that through the lights program they have been able to identify people who need heat. He stated that they had money for heat repair/replacement, weatherization, and healthy home assessments. He stated that the U.S. Department of Housing and Urban Development had identified twenty-nine (29) health hazards that caused people to visit the emergency room and hospital and they would be working with the Department of Natural Resources, Christiana Care, and other facilities to identify people through the lights program who need those services. He stated that if they agreed they would do the healthy home assessment as a result of that work.

Responding to Mr. Contant, Mr. Stafford confirmed that information was not being shared about a particular condition, they were making contact through another program, assessing it, and based on that asking them if they would be interested in a secondary program.

Responding to Mr. Stafford, Mr. Harline stated that he could get the City Solicitor's comments to him before the end of the evening.

Mr. Anderson moved to recommend authorizing the Mayor to sign the MOU and Proprietary Information Exchange Agreement and to submit a Letter of Support. The motion was seconded by Mr. Sudler and unanimously carried.

Tyler Technologies Addendum for Support Services
Ms. Cheryl Bundek, City Assessor, reviewed the background and analysis regarding the evaluation of proposals for the Addendum for Support Services from Tyler Technologies.

Staff recommended approval of the Tyler Technology Support Agreement Addendum.

Responding to Mr. Neil, Ms. Bundek stated that the Assessor's Office had been using the valuation portion of the Tyler program for the past ten (10) years. She noted that it was different from the Munis program that they have had issues with.

Mr. Anderson thanked Ms. Bundek for her years of service to the City, he stated that her innovation had saved the taxpayers hundreds of thousands of dollars over the last ten (10) years and the City of Dover had the most up-to-date assessment done in the State of Delaware.

Responding to Mr. Anderson, Ms. Bundek stated that the City Solicitor had reviewed the addendum to make sure that it follows what the City's charter and ordinance would provide. She stated that the Solicitor had agreed that the amendment could be done legally because there would be no one in the office, once she left, that could do the valuation services, so this person would do the valuations.

Responding to Mr. Anderson, Ms. Bundek stated that the next tax reassessment for the City of Dover would be 2025, but with the recent lawsuit, from the school system to the counties, she believed most of them should be done between 2024 and 2025.

Mr. Sudler stated that they would miss Ms. Bundek and that she had done a great job, having received no complaints through his tenure with the City. Mr. Taylor stated that retirement was not overrated and when you get your opportunity, just do it.

Mr. Neil moved to recommend awarding the addendum for support services from Tyler Technologies, as recommended by staff. The motion was seconded by Mr. Anderson and unanimously carried.

The meeting was adjourned by unanimous consent.

Meeting adjourned at 6:34 p.m.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee met with Chairman Taylor presiding.

Adoption of Agenda
Mr. Anderson moved for adoption of the agenda, seconded by Mr. Sudler and unanimously carried.

Community Update (Informational Item)
Ms. Lachelle Paul, Criminal Justice Committee Chair, National Association for the Advancement of Colored People (NAACP) Delaware State Conference of Branches, provided a community update.

Ms. Paul stated that after speaking with people in the community, they felt is was more important to have the criminal mobile substation up and running first, before the mobile health substation unit if they can not come on simultaneously.

Chief Johnson stated that the Mayor had been making steps towards trying to coordinate multi-functional services. He stated that they were within a couple of weeks of significant internal transfers at the police department which would staff up the community policing component and part of its new mission would be a hyper-focus in the Reed and New Street area to get the effect of the mobile command post idea in play with the existing vehicle fleet and existing resources. He stated that within the last four (4) to five (5) days he had received information from his resource manager that they had taken another big step with the State towards getting a clinician program. Chief Johnson stated that he would be able to brief Ms. Paul more intelligently once he got through the workweek. He stated that he would be meeting with Ms. Paul the following week and hoped to outline some of those things at that time.

Ms. Paul stated that she brings forward issues that the actual residents in the City were having and complained about so she does a monthly report to turn in. She sated that she would conclude her April report stating that the mobile substation was still being worked on and was coming closer to being up and running.

Responding to Ms. Paul, Chief Johnson stated that they had vamped up the police presence since the good weather had broken.

Mr. Neil moved for adjournment of the Safety Advisory and Transportation Committee meeting, seconded by Mr. Rocha and unanimously carried.

Meeting adjourned at 6:43 p.m.

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

Meeting adjourned at 6:44 p.m.

William F. Hare
Council President

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