



**CITY OF DOVER, DELAWARE
REGULAR CITY COUNCIL MEETING
Monday, October 26, 2026 at 6:30 PM**

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

AGENDA

THIS AGENDA HAS BEEN REVISED BY REMOVING ITEM #17 – DOVER HUMAN RELATIONS COMMISSION APPOINTMENT OF CHIARA FOX-MOLOCK

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://tinyurl.com/538f5jpb>

Event number: 2530 726 3477

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.gov 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.

CONSENT AGENDA

ADOPTION OF MINUTES

- 1. Regular City Council Meeting of October 12, 2026**

COMMITTEE REPORTS

- 2. Council Committee of the Whole Report of October 13, 2026**

COUNCIL REPORTS - SEPTEMBER 2026

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

Legislative, Finance, and Administration Committee

- 9. Proposed Ordinance #2026-15 - Amending Chapter 42 - Environment – By Adding Sec.42-3 - Lighting (Eddie Kopp, Code Enforcement Supervisor)**

(Committee Recommendation: Forward Proposed Ordinance#2026-15 to council for approval.)

(This item will be considered during the latter part of the meeting - see item #18)

- 10. Budget Amendment Discussion (Sharon Duca, City Manager)**

(Committee Action Not Required)

- 11. Alderman's Court Ad Hoc Committee Update (Councilman Anderson)**

(Committee Action Not Required)

Parks, Recreation, and Community Enhancement

- 12. Consideration of Withdrawal and Reallocation of CDBG Funds for People's Community Center Renovation Project (Debbie O'Brien, Community Development Manager)**

(Committee Recommendation: The motion for approval of the withdrawal of the previously approved \$40,000 CDBG allocation for the People's Community Center Renovation Project and direct staff to make the funds available through the 2027 Annual Action Plan Process failed to pass.)

QUARTERLY REPORTS

13. Quarterly Revenue Report as of September 30, 2026

(Staff Recommendation: Acceptance of the Quarterly Revenue Report)

14. Quarterly Review - Capital Investment Plan (CIP) (July, August, September)

(Staff Recommendation: Acceptance of the Capital Investment Plan (CIP) Report)

SEMI-ANNUAL REPORTS

15. Semi-Annual Inspection by City Manager - Robbins Hose Company

(Staff Recommendation: Acceptance of the Semi-Annual Inspection Report)

ITEMS NOT ON THE CONSENT AGENDA

16. Kent County Hazard Mitigation Plan (Kay Sass, Emergency Management Director)

17. Reallocation of Budgeted Personnel Resources (Sharon Duca, City Manager)

ORDINANCES

FIRST READING - The First Reading is offered on the Proposed Ordinance. Final action by Council will take place during the Second Reading on **NOVEMBER 09, 2026**. The ordinance is available at the entrance of the Council Chambers, on the City's website at www.cityofdover.gov under "Government," or by contacting the City Clerk's Office at 302-736-7008 or cityclerk@doverde.gov.

18. Proposed Ordinance #2026-15 - Amending Chapter 42 - Environment - By Adding Sec. 42-3 - Lighting

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

REGULAR CITY COUNCIL MEETING

The Regular City Council Meeting was held on October 12, 2026, at 7:22 p.m. with Council President Neil presiding. Council members present were Ms. Hall, Mr. Boggerty, Mr. Anderson, Dr. Pillsbury, Ms. Arndt, Mr. Rocha, and Mr. Lewis. Dr. Sudler was absent.

Staff members present were Police Chief Johnson, Ms. Marney, Ms. Duca, Ms. Melson-Williams, Deputy Fire Chief Iannucci, City Solicitor Griffith, and Ms. Bennett. Mayor Christiansen was also present.

OPEN FORUM

The Open Forum was held at 6:15 p.m., prior to commencement of the Official Council Meeting. Council President Neil declared the Open Forum in session and reminded those present that Council was not in official session and could not take formal action.

Michael Sheinbaum read a poem concerning homelessness and asked Council and the Mayor to provide a plan for men who would otherwise have overnight shelter during the winter. He encouraged City leaders to show compassion for neighbors in need.

William Faust, Dover, requested an update regarding the Hugg lawsuit and questioned its potential cost to taxpayers and accountability for any related conduct. He also questioned the startup costs and anticipated benefits of the Alderman's Court, requested public statements regarding recent gun violence, and expressed concern about City finances, increasing costs to residents, vacant storefronts, and public safety.

Doug Hall, Dover, reported a suspected fraudulent email purporting to come from the Mayor and offering a grant to Bobby Wilson of Booted and Suited in exchange for a payment. He offered copies for review. Mr. Hall also supported continued winter shelter at People's Church and expressed concern about people being left outside in freezing temperatures. He alleged misconduct involving City employees and property condemnation and stated that he intended to provide information to the United States Attorney.

Lee Robinson, Dover, supported People's Church and described the difficulties faced by unsheltered residents during recent rain. The speaker expressed concern about increasing numbers of unsheltered young people and women and urged Council to preserve the shelter's services.

Melanie Coker, a fourth-grade student, described volunteering to serve meals and prepare supplies for people experiencing homelessness. She spoke about the sense of community at the shelter and the assistance provided to a family member. She asked Council to allow the shelter to continue providing a safe place to sleep.

Gina Cloud requested that People's Church be allowed to continue its winter overnight lodging program until an alternative was available. She described volunteering to prepare and serve meals and invited Council members to visit on October 21 to observe the program. She urged the City to retain the temporary shelter while working toward a permanent solution.

Paulette Gibbs-Snipes, representing ICG Enterprises, Inc., supported People's Community Center and its Code Purple Winter Sanctuary. She acknowledged the importance of zoning and public

safety requirements and urged Council to work with the Center to find a practical solution allowing the sanctuary to operate safely.

Evelyn Finney Stevenson supported Code Purple and described her brother's experience in the program. She stated that responsibilities, structure, trust, and a sense of purpose helped him build confidence and transition back into the community. She emphasized that the program provides support beyond meals and shelter.

Reverend Dr. Mark Parsons, pastor of the Presbyterian Church of Dover, supported People's Community Center on behalf of members and volunteers. He acknowledged neighborhood safety concerns but stated that eliminating winter shelter without an immediate alternative could increase hardship and public safety problems. He urged City leaders, service providers, and residents to develop solutions together.

Robert Proud, 26 South State Street, described his previous use of Code Purple and emphasized the importance of its winter shelter. He acknowledged residents' concerns but questioned whether the shelter's overnight guests were the source of the neighborhood's problems. He expressed concern about the risk of deaths from exposure if the service was unavailable.

Yolanda Jackson, Magnolia, described volunteering to cook and serve meals at People's Community Center. She asked what alternative shelter would be available and requested information regarding the number of available beds, a replacement plan, and a date for reopening or replacing the Code Purple location.

Stewart Marks, American Street, Dover, described volunteering to serve meals and stated that People's Community Center provides hope and assistance beyond food and lodging. He expressed concern that removing shelter could increase desperation and crime and urged Council to consider the long-term consequences.

Garth Stebolo, Smyrna, described volunteering to cook at People's Church and expressed concern about hypothermia among unsheltered residents. He stated that volunteers and supplies were available and urged Council to allow the winter shelter to continue operating.

Sue Harris, 241 Pine Street, coordinator of People's Community Center, described a longtime sanctuary participant who relies on its consistency and support. She expressed concern about residents with mental health needs who may have difficulty finding alternatives. She distributed information concerning the history of Code Purple and its inclusion in the City's Consolidated Plan and requested support for the winter sanctuary. **(Exhibit #1)**

Andrea Freud, Bradford Street, stated that her concerns related to funding previously awarded to People's Church and the representation of neighbors' concerns. She alleged that comments by residents had been misrepresented and questioned the Center's transparency and stewardship of public and charitable funds. She referred to Ms. O'Brien's report and offered to submit her complete written remarks. **(Exhibit #2)**

Lachelle Paul, Dover, questioned what had changed in the shelter's operations or zoning after years of City and State support. She urged consistent enforcement and asked that winter shelter remain available until an alternative was provided.

Ms. Paul also addressed the proposed resolution concerning the Police Chief and Mayor. She requested accountability for alleged violations involving transportation and City vehicle use, questioned the associated costs to taxpayers, and urged repayment of any amounts improperly spent rather than changes intended to excuse past conduct.

Dr. Armina Domingue, executive director of Dover Interfaith Mission for Housing, offered to participate in a collaborative winter response plan involving the City, shelters, churches, and community partners. She stated that the organization had limited space and resources but was willing to explore its capacity and help identify practical shelter options.

Dale Swain, representing D-CLEAR and the Citizens Alliance for Responsible Land Use, supported the proposed data center moratorium. He encouraged study of resource consumption, utility infrastructure, and environmental impacts before approving development and suggested reviewing New Castle County's ordinance. He stated that D-CLEAR members were willing to assist with the study.

Rick Reynolds described his experience being homeless and using People's Church during the previous winter. He questioned the reasons for discontinuing support after years of service and expressed concern that redevelopment priorities could displace vulnerable residents. He urged City leaders to consider the human consequences of losing the shelter.

Janice Smallwood, Dover, described visiting People's Church to encourage others, share information, and help clean up. She stated that the program provides a welcoming community and asked that its services continue.

At the conclusion of public comments, it was announced that winter shelter and applicable laws and codes would be discussed at the October 27 Legislative, Finance, and Administration Committee meeting. Members of the public were invited to participate, and the speaker emphasized the need for a solution by December 1. Council President Neil noted that the City also maintains emergency plans for cold weather.

INVOCATION

The invocation was given by Elder Ellis B. Loudon.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilman Lewis

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

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Ms. Arndt moved for adoption of the consent agenda, seconded by Dr. Pillsbury and carried by a unanimous roll call vote (Sudler absent).

PROCLAMATION – INDIGENOUS PEOPLE’S DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, the City of Dover acknowledges that the land on which we live and work is part of the ancestral homeland of the Lenni-Lenape people, who have stewarded these lands for thousands of years; and

WHEREAS, the Lenni-Lenape, also known as the Delaware people, are the Indigenous inhabitants of Delaware and the surrounding region, and their enduring presence, traditions, and cultural contributions remain vital to our shared history; and

WHEREAS, Indigenous Peoples continue to enrich our community through leadership, service, scholarship, art, and advocacy, carrying forward the resilience and spirit of their ancestors; and

WHEREAS, Indigenous Peoples' Day is an opportunity to honor the Lenni-Lenape and all Indigenous Nations, past, present, and future, while recognizing their sovereignty, wisdom, and deep connection to the land; and

WHEREAS, the City of Dover is committed to fostering understanding, respect, and reconciliation by acknowledging the original inhabitants of this land and celebrating the diversity of Indigenous cultures; and

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim October 12, 2026, as **INDIGENOUS PEOPLES' DAY** in the City of Dover and encourage all residents to recognize and celebrate the Lenni-Lenape and all Indigenous Peoples for their invaluable contributions to our history and community.

On behalf of the Mayor and Council, Mayor Christiansen presented the proclamation to Chief Douglas and members of the tribe.

Chief Douglas thanked the City for the recognition and discussed Delaware legislation creating an Indigenous Peoples Commission. Another representative emphasized the tribe’s place as the first people of the First State.

PROCLAMATION – HALLOWEEN TRICK-OR-TREAT

The City Clerk read the following Proclamation into the record:

WHEREAS, the children of the City of Dover enjoy the fun and festivities associated with the observance of the Halloween Trick-or-Treat custom, emerging from their homes as ghosts, witches, princesses, cartoon characters, caped crusaders, or action heroes and traveling with friends and family door to door throughout the neighborhood to gather treats; and

WHEREAS, Children ages 12 and under may participate in Trick-or-Treating in small groups, ages will be strictly enforced. Parents must accompany their children throughout their journeys in celebrating Halloween Trick-or-Treat. Motorists are urged to drive with extra caution and to be ever watchful of our youngsters making their rounds; and

WHEREAS, it is requested that residents indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes that are lit.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim that the **Halloween Trick-or-Treat observance to be held on Saturday, the 31st day of October 2026, between the hours of 6:00 p.m. and 8:00 p.m.** in the City of Dover, and urge all residents, both young and old, to make this a happy and safe occasion for our children.

Mayor Christiansen accepted the proclamation and encouraged residents to make the Halloween observance safe and enjoyable.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF SEPTEMBER 28, 2026

The Minutes of the Regular Council Meeting of September 28, 2026, were unanimously approved by motion of Ms. Arndt, seconded by Dr. Pillsbury, and bore the written approval of Mayor Christiansen.

COUNCIL COMMITTEE OF THE WHOLE REPORT - SEPTEMBER 29, 2026

The Council Committee of the Whole met on September 29, 2026, at 6:00 p.m. with Councilman Anderson presiding in the absence of Council President Neil. Members of Council present were Ms. Arndt, Mr. Boggerty, Mr. Lewis (via WebEx), Mr. Rocha, and Dr. Sudler (out at 11:44 p.m.). Ms. Hall and Dr. Pillsbury were absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Ms. Jackson (*Safety, Advisory, and Transportation*), Mr. Garfinkel (via WebEx), and Mr. Shevock (via WebEx) (*Legislative, Finance, and Administration*). Ms. Kemp (*Safety, Advisory, and Transportation*) and Mr. Lewis (*Parks, Recreation, and Community Enhancement*) were absent.

ADOPTION OF AGENDA

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

Booted and Suited (Bobby Wilson, CEO and Founder)

Mr. Anderson read a statement submitted by Council President Neil, who was absent due to illness. Council President Neil supported Mr. Wilson's program, subject to available funding, particularly its proposed training and downtown cleanup component. He said uniformed workers could ease the strain on Public Works employees, improve downtown's appearance and safety, and provide a yearlong training opportunity that could lead to employment. He noted that Mr. Wilson had already demonstrated his commitment through a downtown cleanup.

Mr. Bobby Wilson, CEO and Founder of Booted and Suited, provided an overview of the organization's proposed workforce development program in Dover. He stated that the organization had secured a downtown office for classroom instruction and a garage for automotive and construction training. The eight-week program would include three weeks of soft-skills training, followed by hands-on

instruction provided by certified automotive mechanics and retired union tradespeople. He referenced proposed partnerships with the bricklayers' union and Local 199, as well as an existing relationship with TechForce.

Mr. Wilson explained that he had personally funded the office and garage expenses and identified a need for workforce training opportunities in Dover after observing Kent and Sussex County residents traveling to Wilmington for similar services. His goal was to connect Dover-area residents with employment opportunities closer to home.

He also discussed the organization's eight-week farmers market held on The Green and plans to expand the initiative as part of a broader effort to create a cleaner, greener, and safer Dover.

Mr. Wilson proposed establishing a uniformed downtown cleanup crew operating five to six days per week, with the potential for an evening shift as the program expanded. Modeled after Downtown Visions in Wilmington, the crew would clean streets and doorways, provide escorts for individuals who felt unsafe, and report concerns to the Police Department without performing or interfering with law enforcement duties. He also anticipated opportunities for individuals completing community service through probation and parole.

Mr. Wilson stated that the organization planned to sustain its efforts through grants and donations, with an accounting firm overseeing funds associated with the beautification initiative and communicating expenditures to the city. He noted that volunteers had already conducted power washing and street cleaning downtown with support from private citizens but that additional funding would be necessary to continue and expand those efforts.

Responding to Mayor Christiansen, Mr. Wilson stated that the program would serve returning citizens, SNAP recipients, and individuals with disabilities. He emphasized the importance of wraparound services, including assistance accessing food benefits, Medicaid, and healthcare. Individuals needing detoxification or rehabilitation would need those services before entering a jobsite, where safety was essential. The organization would work with individuals according to their needs and readiness for training. He stated that DDP had supported the farmers' market but had not yet provided financial assistance.

Mayor Christiansen suggested partnering with the Interfaith Ministers Association and Senator Paradee's upcoming expungement program scheduled for October 21 at the Dover Hope Zone, 3 North Bradford Street.

Responding to Mr. Rocha, Mr. Wilson stated that Loockerman Street would be the primary focus, with work extending to nearby streets, including Governors Avenue, Queen Street, and New Street. Workers would also engage individuals and encourage enrollment in training. He stated that donors were interested in paying tuition and described opportunities in construction, including prevailing-wage projects and school construction throughout Delaware.

Responding to Mr. Lewis, Mr. Wilson stated that he was pursuing county support and anticipated applying for state grants, including SNAP-related funding. He described access to three grant writers and a donation plan.

Responding to Mr. Lewis, Mr. Wilson stated that the organization had a contingency plan using grants and donations to continue operations.

Responding to Mr. Boggerty, Ms. Debbie O'Brien, Community Development Manager, stated that the proposed activities could potentially meet a national objective under public services. She had emailed the organization a CDBG application but had not received a response.

Responding to Dr. Sudler, Mr. Wilson discussed a proposed YouthBuild program for ages 16 through 24, modeled on a Wilmington program, and stated that he was speaking with the Dover Housing Authority.

Responding to Ms. Arndt, Mr. Wilson explained that Booted and Suited would provide the training rather than merely referring participants elsewhere, using qualified instructors and union partnerships.

Responding to Dr. Sudler, Ms. Sharon Duca, City Manager, stated that the only application she knew of was the economic development application that was included in the packet, and that Council had closed that application process in June. Mr. Anderson initially noted that existing applications had been excluded from the closure.

Mr. Boggerty suggested completing the CDBG application as a potentially simpler funding route.

Mr. Anderson explained that a CDBG application would still require scoring, committee review, and Council consideration and that available funding had not yet been established.

Mr. Lewis noted that economic development money had been allocated to the Garrison Oak entrance project and that funding this request would require a budget amendment.

Ms. Trish Marney, Controller/Treasurer, concurred and stated that the application process would need to be reopened. She clarified that the committee voted to end the process on June 22, Council approved that action on July 13, and Mr. Wilson's application was dated July 15.

Mr. Anderson suggested referring the proposal to staff for consideration during the October budget amendment.

Ms. Arndt confirmed that the packet contained the application and stated that it was incomplete. She identified requirements including proof of at least two years of

operation, a location map and street address, zoning confirmation, letters of support, progress reports, and the required project description. She stated that she would support consideration after the application was completed and staff verified the information.

Mr. Boggerty encouraged Mr. Wilson to pursue both applications while awaiting further consideration.

Mayor Christiansen encouraged Mr. Wilson to follow the established process, identify an available revenue source, and provide the information needed for staff review.

Mr. Lewis agreed that the application needed to meet grant standards and that applicants should be treated fairly.

William G. Faust, Jr., Dover, questioned the program's cost, responsibility for downtown sidewalk cleaning, and the effect of a budget amendment on residents with fixed incomes. He urged the city to prioritize its financial obligations and seek outside funding if city resources were insufficient.

Vonderlear Smack, Dover, requested a workshop to help organizations prepare grant applications.

LaChelle Paul, Dover, supported the concept but raised concerns about the deficit, increased user fees, equal access to funding, and tracking expenditures.

Doug Hall, Dover, supported grant-writing assistance and urged greater attention to small businesses and community needs, while criticizing city spending and enforcement practices.

Belinda Main, Dover, questioned how the city would generate revenue, support downtown businesses, and complete projects while addressing parking, safety, and neighborhood needs.

Michael Sheinbaum, Dover, owner of Chris and Holly Family Entertainment, described limited local business opportunities, his charitable activities, and the need for greater compassion toward residents experiencing homelessness.

This item was informational; committee action was not required.

Dr. Sudler moved to refer the program to staff for review while Mr. Wilson completed the application and submitted it through both recommended funding avenues. The motion was seconded by Mr. Boggerty and unanimously carried.

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

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee met with Mr. Anderson presiding in the absence of Chairwoman Hall.

Adoption of Agenda

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

Consideration of Withdrawal and Reallocation of CDBG Funds for People's Community Center Renovation Project (Debbie O'Brien, Community Development Manager)

Mr. Rocha recused himself from the meeting at 7:17 p.m.

Ms. Debbie O'Brien, Community Development Manager, presented the reasons for recommending withdrawal of the previously approved CDBG allocation for the People's Community Center Renovation Project. She explained that the city was responsible for administering federal funds in accordance with applicable requirements and that noncompliance could lead to corrective action, repayment, or jeopardized future funding. She stated that public comments received during the environmental review prompted a broader review of project feasibility, documentation, procurement, contractual obligations, readiness, and compliance.

Ms. O'Brien organized her review around five questions: whether the project could achieve its CDBG objective within a reasonable timeframe; whether procurement standards had been followed; whether contractual obligations had been met; whether the city could assure compliance with federal requirements; and whether there was a reliable path to completion and service delivery. She stated that the renovation had not been completed despite multiple identified funding sources, and that a clear completion timeline and sustainable operating plan had not been demonstrated.

Ms. O'Brien reported unresolved procurement and supporting-documentation deficiencies, including failure to provide the required quotations. She stated that contractual performance and reporting concerns did not warrant extending the agreement. She also identified concerns about past performance and the ability to document eligible beneficiaries, verify eligibility, and measure outcomes supporting the CDBG national objective. She stated that the project had not progressed to implementation during the performance period and that required reports and documentation remained outstanding. Reduced grant-in-aid funding and the denial of economic development funding added to her concerns about sustainability.

Staff recommended approving the withdrawal of the previously approved \$40,000 CDBG allocation for the People's Community Center Renovation Project and directing staff to make the funds available through the 2027 Annual Action Plan Process.

Responding to Ms. Arndt, Ms. O'Brien confirmed the requirement of three quotes and stated that she had received one quotation, with only every other page provided alongside the invoice.

Responding to Ms. Arndt, Ms. O'Brien stated that the agreement required satisfactory administration, monthly progress reports, compliance with applicable laws and policies, and completion within the performance period. She reported that requests for monthly reports on February 5 and August 13, 2026, had not produced the required reports. The performance period ended June 30, and no permit applications had been received before expiration; she did not believe permits had been submitted subsequently. She stated that compliance with the city's purchasing policy and federal requirements had not been demonstrated. She described a May 26 meeting and follow-up emails, including reminders on October 7, May 27, and June 10 about procurement requirements. She stated that repeated attempts to obtain documentation and move the project forward had often gone unanswered. Ms. Arndt expressed disappointment that conditions had not been met for a project the committee had hoped to pursue.

Responding to Mr. Boggerty, Ms. O'Brien said that, according to the ARPA application, members were expected to contribute \$152,978 in matching funds; however, the documentation provided reflects only \$1,642 in matching disbursements. The 2025 CDBG application identified the church endowment as the source of the matching funds. In a subsequent conversation, Dr. Hodge indicated that the endowment would have to be used to complete the project if sufficient grant funding was not received. He acknowledged that this would not be sustainable long term, as revenue from the endowment was also being used to fund the church's operations.

At the Legislative, Finance and Administration Committee meeting on February 26, 2026, Dr. Hodge stated that funding had been received from a private foundation to completely renovate a space that would be designated for various groups, including Neighborhood Partners, the Department of Labor, and Polytech, to conduct workshops and provide case management services. No additional information or documentation was provided regarding funding from the private foundation.

In an April 6, 2026, email, Dr. Hodge stated that the Governor's Office had funded a renovation project in the basement of People's Church to convert one large space into private offices and a conference room for training and case management. She subsequently contacted the Governor's Office, which indicated that it had no knowledge of such a funding commitment. The Governor's Office did reference a separate grant; however, after reviewing that grant, she determined that it was unrelated to this project.

The 2026 CDBG application identified the requested \$40,000 as only 5% of an \$800,000 project, with the remaining funding to be provided through other sources. Even if the full CDBG funding contemplated under the 2025–2029 Consolidated Plan were awarded, \$40,000 annually for five years, for a total of \$200,000, a

substantial portion of the project cost would still need to be funded from other sources.

Given the varying representations regarding matching funds, the church endowment, private foundation funding, and funding reportedly provided through the Governor's Office, she felt that additional transparency and documentation regarding the other funding sources for the project were warranted.

Responding to Mr. Boggerty, Ms. O'Brien stated that \$153,978 was allocated in the first ARPA round and of that \$40,000 was for the renovations. She noted that none of the money had been spent on those renovations, as she had receipts. She explained that instead it had been used for other work, including showers, the kitchen, and the sprinkler system, rather than the proposed renovation.

Responding to Dr. Sudler, Ms. O'Brien stated that there was not one item that she could think of that they were compliant with. She stated that documentation had consistently required additional work and that the pattern of repeated requests without responses was unusual. She also stated that the 2026 application had been submitted more than two weeks late.

Responding to Dr. Sudler, Ms. O'Brien stated that the process had been unusual and that she had not encountered similar issues previously.

Responding to Dr. Sudler, Ms. O'Brien stated that she had consulted the City Solicitor and that her sustainability concerns relied in part on statements from Dr. Hodge.

Responding to Mayor Christiansen, Ms. O'Brien confirmed that reporting, accountability, and timing requirements were applied consistently to all recipients and noted that the September 24, 2025, agreement ran through June 30, 2026, although the application estimated that the work would take no more than three months. She noted that the project had not started before the agreement expired.

Mr. Lewis expressed disappointment regarding the reported noncompliance. He felt that for somebody who wanted the grant money so badly, not to follow the guidelines and rules was appalling.

Ms. Arndt pointed out that only five members remained available and six were needed for a quorum. Mr. Anderson stated that the applicant would be allowed to respond on the record before the committee adjourned without action.

Dr. Hodge stated that he believed Ms. O'Brien was very capable and a valuable asset to the city and that, as a taxpayer, he appreciated the city's efforts to ensure that subrecipients properly accounted for public funds and maintained appropriate financial controls. He stated that he supported the city closely scrutinizing subrecipients to ensure that funds were being properly administered.

However, Dr. Hodge stated that he felt blindsided by the concerns being raised. He emphasized that the organization had not received any federal pass-through funding from the city, including ARPA or Community Development Block Grant funds, that had not been spent appropriately. He noted that reimbursement would not have been issued unless the organization had submitted the required documentation and receipts. He further stated that city representatives were welcome to conduct a site visit and review the work completed.

Dr. Hodge provided a timeline of the project, explaining that after the proposal was approved and the contract was signed by the Mayor in September, work began immediately. He stated that Tracey and Ms. O'Brien conducted a site visit and identified peeling paint that could potentially contain lead. The organization subsequently hired Harvard Environmental to conduct lead testing, which confirmed the presence of lead and the need for remediation. The remediation was completed, followed by a reinspection confirming that the issue had been addressed. He stated that the associated reports and receipts were submitted to the city.

Dr. Hodge stated that the organization was later advised that a Tier I environmental review was required. The organization hired a company recommended by the city, completed the review, and had the report submitted to the city. He further stated that during a site visit, Ms. Harvey advised him that three bids were not required because the project amount was under \$50,000. Nevertheless, the organization had several contractors consider the project. After being dissatisfied with one prospective contractor, Dr. Hodge contacted the Downtown Dover Partnership for a recommendation. The organization ultimately entered into a contract with a recommended contractor and paid for the first phase of work, which included demolition of the existing bowling alley. He stated that the canceled check was submitted to the city for reimbursement.

Dr. Hodge recalled that Ms. O'Brien subsequently advised him that she was uncertain whether the organization would receive the full reimbursement because there had been significant public opposition. He believed this referred to approximately 17 form letters received by Council in January and maintained that many of the complaints contained in those letters did not relate directly to the organization. Regarding approximately \$40,000 in prior funding, Dr. Hodge stated that the funds had been used to hire Becker Morgan to prepare plans for the new community development center and that documentation was available to substantiate those expenditures. He asserted that every expenditure made by the organization was accounted for, completed in a timely manner, and could be verified through an audit. He maintained that the organization had not been noncompliant with any funding requirement.

Dr. Hodge acknowledged that there had been considerable back-and-forth with Ms. O'Brien regarding documentation submitted for both programmatic CDBG expenses and the third round of ARPA funding. He stated that whenever additional information or documentation was requested, the organization provided it. He maintained that the organization had complied with all requests and emphasized

that reimbursement-based funding required the organization to demonstrate that expenditures were appropriate before receiving city funds. For that reason, he questioned assertions that funding received several years earlier had been improperly spent or was noncompliant, stating that he believed the city would have raised those concerns at the time.

Dr. Hodge requested that the city reimburse the organization for the remaining funds it had already expended pursuant to its agreements. He stated that if the city could identify a specific expenditure that did not comply with required procedures or applicable federal regulations, it was the city's responsibility to withhold reimbursement for that expenditure; however, he did not believe general concerns or suggestions of noncompliance were sufficient.

Finally, Dr. Hodge disputed concerns regarding the sustainability of the program. He stated that Howard Stafford was prepared to begin the workforce development program once the physical space was completed. He also reported that the organization had received a commitment that afternoon for approximately \$350,000 from another source, which he declined to identify, as well as approximately \$100,000 in DuPont funding. He stated that sufficient funding was available to continue the program once the physical space was completed in accordance with the Becker Morgan designs and the contract.

Responding to Mr. Boggerty, Dr. Hodge stated that the contractor had stopped work pending payment and that the organization expected the city to reimburse approximately \$30,000. He noted that they were unable to give Ms. O'Brien updates because no work had occurred since the demolition.

Responding to Mr. Boggerty, Dr. Hodge stated that they would proceed with the work when the promised \$350,000 became available and noted that the city still owes them \$30,000.

Mr. Boggerty emphasized the need to use available resources to advance rehabilitation and community services and stated that he had reached a decision.

Responding to Ms. Arndt and following clarification from Ms. O'Brien, Dr. Hodge acknowledged that none of that allocation had been reimbursed. A separate \$22,700 had been reimbursed for program activities.

Responding to Ms. Arndt, Dr. Hodge stated that there had been frequent email exchanges but no construction progress to report after demolition stopped. He noted that he was out of town for part of June, and all of July and August. He explained that there was nothing to report on.

Ms. O'Brien clarified that monthly reports were contractually required and that her outstanding request concerned the reimbursed shelter operations project, including an annual report needed for closeout to HUD by September 9.

Dr. Hodge stated that he did not recall the request but accepted that she had the email.

Mr. Anderson asked that the closeout information be provided the next day.

Responding to Dr. Sudler, Dr. Hodge stated that, at Ms. O'Brien's request, he had sent an explanation describing the advice from Ms. Harvey, the quotations obtained, and the decision to use the contractor recommended by DDP. He believed he had received an acknowledgment indicating the matter was resolved.

Ms. O'Brien responded that procurement requirements had reiterated multiple times and that her June 11 request for an additional quotation had not received a response. She stated that only alternating pages of the executed contractor agreement were submitted. The pages received called for a \$52,004.04 deposit, while the submitted check was \$44,504.04, with no explanation of the \$7,500 difference. She stated that she had never heard Ms. Harvey say three quotations were unnecessary. Her understanding was that purchases above \$10,000 required three quotations and projects above \$50,000 required sealed bids or an RFP. When Dr. Hodge referenced the grant's \$40,000 amount, Ms. O'Brien identified the overall project as \$178,000.

Mr. Anderson explained that, following Mr. Rocha's recusal, only five of the committee's eleven members were available and the committee could not conduct further business or vote. He stated that the applicant had been permitted to respond, so both positions were recorded.

Due to there being a lack of quorum, the Committee was unable to take action.

Mr. Anderson moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting, hearing no objection the meeting adjourned at 8:09 p.m.

Mr. Rocha reentered the meeting at 8:11 p.m.

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 Mr. Anderson and unanimously carried.

Update on Safety Concerns on East Loockerman Street (Jason Lyon, Assistant City Manager)

Mr. Jason Lyon, Assistant City Manager, reported on the temporary closure of the eastbound entrance to East Loockerman Street near Burger King. The closure began in July following the committee's earlier direction. Notices had been hand-

delivered to affected residents and posted on social media. The affected area included East Loockerman Street and nearby connections to Division Street and involved more than 100 residents.

Mr. Lyon reported that the Police Department's speed study showed substantially lower traffic volume, a four-mile-per-hour reduction in the 85th-percentile speed, and a six-mile-per-hour reduction in the highest recorded speed. He described those reductions as significant on a street with a 25-mile-per-hour limit. Staff had not received complaints about access to residents' properties, but some residents questioned emergency access.

Mr. Lyon stated that the alternate emergency route could add approximately one to two minutes to response time. Staff had considered bollards and an automatic gate but were concerned about cost and mechanical reliability. Staff proposed replacing the temporary barrier with a Do Not Enter sign allowing emergency and authorized vehicles. He stated that Police, Fire, and Public Works representatives agreed that this was an efficient and economical approach and that unauthorized entry could be enforced.

Staff recommended approving the installation of a Do Not Enter/Emergency and Authorized Vehicles Only sign.

Responding to Mr. Rocha, Mr. Lyon stated that he did not have information regarding the number of emergency responses that occurred during the trial but that he would research it.

Mr. Rocha expressed doubt that drivers would honor a sign and favored retaining a barrier while protecting emergency access.

Mr. Lewis stated that residents continued to report speeding concerns and that an earlier Do Not Enter sign had been disregarded. He believed the barrier had made a difference and questioned whether police could provide adequate enforcement if it was removed. He suggested that a camera might be needed if staff relied on signage.

Dr. Sudler proposed signs on both sides of the entrance, camera enforcement, and substantial fines. He suggested a \$500 first-offense penalty and a higher penalty for subsequent violations as a stronger deterrent.

Mr. Lyon stated that other traffic-calming measures, such as chicanes, were unsuitable because the road was narrow. He reiterated the estimated emergency-route delay and noted that cameras would involve cost and administration. Staff would need to research the authority to increase fines.

Chief Thomas Johnson stated that he believed the city could adopt a local traffic ordinance and establish a penalty but was uncertain whether digital technology could lawfully be used to enforce a prohibited-entry violation. He distinguished that

issue from specifically authorized red-light and speed enforcement and offered to verify whether officers could issue violations based on video.

Mayor Christiansen stated, based on his personal experience as a firefighter rather than on behalf of the Fire Chief, that Division Street had long served as a rapid eastbound response route from the downtown fire station. He believed it could offer an easier route into the neighborhood, particularly for larger apparatus, and supported continuing the successful restriction while considering emergency access. He emphasized that time remained critical in emergency responses.

Responding to Mr. Lewis, Chief Johnson stated that officers could include the location in routine enforcement, but the available frequency would probably be insufficient to produce a substantial behavioral change.

Responding to Mr. Lewis, Mr. Lyon offered an initial estimate of approximately \$1,000 to \$2,000, depending on the approach, and stated that he would return with a more specific assessment regarding a permanent curb or barrier.

Ms. Arndt supported exploring a prominent sign and substantial posted fine but cautioned against a permanent obstruction that could prevent traffic diversion during an emergency at U.S. Route 13 and Division Street.

Mr. Rocha clarified that he favored a gate or other barrier that could be opened when needed.

Dr. Sudler suggested a remotely operated arm similar to a railroad crossing gate.

Mr. Boggerty cautioned that other neighborhoods had similar concerns and that closing roads throughout the city could create emergency-access challenges.

Mayor Christiansen stated that fire apparatus and ambulances were equipped with Opticom devices and suggested exploring whether that system could operate a gate.

Dr. Sudler discussed potential infrastructure funding, including the proposed Capital Area Municipal Sustainability Act, state legislators' community transportation funds, and county support. He encouraged strengthening coordination with Kent County to help address infrastructure needs and reduce the burden on City residents.

Mr. Anderson recommended retaining the existing arrangement while staff researched the alternatives, stating that the current solution was working and that further evaluation did not need to be rushed.

Sarah, Clara, and Irma Bell, East Loockerman Street, described feeling safer riding bicycles and walking their dogs since the closure and asked that the road remain closed.

Mary Bell, East Loockerman Street, thanked Council and stated that speeding resumed when the barrier was temporarily moved. She supported retaining the barrier while exploring a gate, heavier fines, or enforcement technology.

Robert Bell, East Loockerman Street, reported reduced traffic and speeding, supported emergency-access technology, and raised privacy concerns regarding license plate readers.

Terry Sipple, Dover, supported conspicuous signs, camera enforcement, and strong penalties.

David Suiters, East Loockerman Street, emphasized children's safety, described longstanding speeding concerns, and favored an operable gate rather than an immovable barrier.

Jeremy Schneider, East Loockerman Street, described a serious crash near his home, reduced speeding, and increased neighborhood activity since the closure. He asked that the current barrier remain while options were considered.

Anthony Wilson, East Loockerman Street, stated that the closure had improved safety for his children and allowed him to run in the neighborhood, and described a recent police response in which vehicles arrived by different routes within a short interval.

Bonnie Pennington, Dover, described speeding and school-bus safety concerns on Kirkwood Street and requested equivalent attention to other neighborhoods.

William G. Faust Jr., Dover, suggested lower-cost alternatives, such as weighted barrels or posts with a brightly marked chain that emergency personnel could unlock.

Regan Coder, 406 Kings Highway, supported the barrier and suggested neighborhood-watch assistance and cameras.

Dawn Mejia, Dover, acknowledged previously using the street as a shortcut, stated that the barrier had changed her driving behavior, and reported increased two-way traffic in the alley behind Edgehill.

Jeanie Anderson, Dover, supported similar neighborhood benefits elsewhere in the city.

Belinda Main, Dover, supported retaining the barrier and requested broader traffic-safety measures, consistent enforcement, and attention to other affected streets.

Mr. Anderson moved to recommend continuing the current safety arrangement, have staff review the options discussed, and bring them back to the committee. The motion was seconded by Mr. Rocha and unanimously carried.

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

Loockerman Plaza Pedestrian Improvements Update (Paul Moser, DelDOT, and Jason Lyon, Assistant City Manager)

Mr. Jason Lyon, Assistant City Manager, introduced Mr. Paul Moser, Professional Engineer, DelDOT Active Transportation and Community Connections, for an update on the pedestrian improvements discussed in April. Mr. Moser commended the city for initiating the East Loockerman Street trial and stated that a four-mile-per-hour reduction in 85th-percentile speed was meaningful.

Mr. Moser explained that the Dover/Kent County Metropolitan Planning Organization had brought the Loockerman Plaza project to DelDOT. The area's high pedestrian use and connectivity needs gave it a strong ranking. The concept focused on slowing traffic, providing formal midblock crossings, improving transit access, connecting sidewalks, and making the Federal Street crossing clearer and safer. Proposed pedestrian-activated rectangular rapid flashing beacons would improve drivers' awareness and yielding.

Mr. Moser described a crossing connecting the library area to Federal Street, curb extensions to shorten crossing distances and improve sightlines, and a bus boarding area consistent with DART's preference for boarding in the travel lane. The concept included additional green space, an extended median crossover, and a curb extension near the library to make the crossing more visible.

Mr. Moser described extending the median island near the church to accommodate a six-foot walkway with a grass buffer, adding crossings along the plaza and at Federal Street, and providing a crossing near the coffee shop beyond the PNC Bank entrance. He proposed a No Left Turn restriction at the bank crossover. Fully closing that crossover by extending the medians would exceed the project's current scope and budget.

Mr. Moser expected access to be maintained through partial closures, flaggers, parking restrictions, and temporary closure of a median crossover as needed. The project remained at the concept stage, so a construction schedule was not yet available. He stated that any closure would be coordinated with the city.

Mr. Anderson thanked the presenters and stated that the concept reflected his understanding of the earlier discussion, including the requested crosswalk serving City Hall.

Ms. Arndt asked that materials fit the historic downtown setting and stated that asphalt would not be appropriate there. She also expressed concern that a bus boarding in the lane would stop traffic and preferred maintaining the ability for vehicles to maneuver around it.

Mr. Moser stated that there might be sufficient width for vehicles to pass a stopped bus, but he would confirm that. He explained that in-lane boarding was preferred

by DART and could avoid parked vehicles obstructing accessible loading. He asked for city preferences on brick or concrete sidewalks. DelDOT generally favored concrete for accessibility but could accommodate brick in recognition of the historic setting.

Responding to Mr. Rocha, Mr. Moser stated that there was adequate room. He anticipated impacts to approximately two spaces near the library, potentially reducible to one, and approximately three spaces near the bus boarding area where parking could interfere with transit access. He stated that tree limbs would be trimmed as necessary and that the city would likely be responsible for long-term maintenance. The grass buffer could also be adjusted to address clearance.

Mr. Moser proposed a public workshop tentatively on November 10, potentially at the library. Preliminary plans would be sent to Mr. Lyon for review and could incorporate feedback about materials and maintenance. The goal was to complete design in early 2027, with possible construction in late 2027, subject to funding, inflation, and other potential delays.

This item was informational; committee action was not required.

Mr. Boggerty moved for adjournment of the Safety Advisory and Transportation Committee meeting, hearing no objection the meeting adjourned at 9:45 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

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

Get Work Foundation Presentation – Youth Sports and Community Center Feasibility Study Proposal (Dante Daniel, Chief Operating Officer, Terez Trott, Chief Executive Officer)

Mr. Terez Trott, Chief Executive Officer and Co-Founder, and Mr. Dante Daniel, Chief Operating Officer, Get Work Foundation, presented a request for up to \$50,000 from the economic development fund for an independent market, financial feasibility, and economic-impact study of a youth sports and community center. They emphasized that the request did not approve construction, debt, operations, a site, or a particular building. The study could recommend proceeding, changing the concept, phasing development, relocating, or stopping.

Mr. Trott stated that the study would test demand, assess responsible operations, compare potential sites and facility sizes, estimate costs and economic benefits, and identify realistic funding options. He described a community survey with 609

responses, including 597 Delaware residents. Nearly 96 percent supported exploring the center, and nearly 90 percent indicated that their households would likely use it. Youth recreation was the highest priority, with safety, after-school activities, health and wellness, and workforce development also identified. He acknowledged that a community survey did not substitute for a feasibility study.

Mr. Trott discussed an increase in Kent County juvenile arrests and clarified that arrests were not a count of unique young people and did not establish that the absence of a sports center caused crime or that a center would reduce it. He presented supervised activities, mentorship, leadership, employment pathways, and other supports as elements worth evaluating within the city's broader prevention efforts.

Mr. Trott described a year-round concept that could include sports courts, indoor turf, training, ice activities, education, workforce programming, wellness, and virtual golf. The study would identify which uses and scale were sustainable. He stated that recurring tournaments might bring visitors to hotels, restaurants, retailers, and entertainment businesses, while emphasizing that youth sports were not being equated with NASCAR. He cited state sports-tourism spending and grant programs as examples of an economic development opportunity, with no guarantee of funding.

Mr. Daniel described planning scenarios in the proposal, including an illustrative established-facility scenario of sixteen tournaments, approximately 14,000 visitors, and roughly \$3 million in annual activity. He stressed that those figures were scenarios rather than forecasts or guarantees and that an objective study was needed. He acknowledged the city's deficit, budget reductions, and increased revenue measures and stated that the proposal sought to explore new activity without increasing residents' taxes.

Mr. Daniel identified potential state sports-tourism and community redevelopment funding, as well as USDA community-facility opportunities. He cited DE Turf and Dover's existing sports-related visitor activity and described an interest in bringing recurring tournaments to Dover. He referenced Spooky Nook in Pennsylvania as a case study in the proposal, while explaining that the study would determine what was realistic locally.

Mr. Daniel described a possible relationship among the Dover Mall area, Bally's, and Delaware State University (DSU), intended to create an economic and community hub rather than separate activities. He reported meeting with DSU President Tony Allen about indoor turf, internships, retaining graduates, and possible University land near Sam's Club. A convention component for University events had been discussed as a potential condition of that collaboration. He stressed that those ideas remained subject to feasibility review.

Mr. Daniel stated that the foundation had met with three potential consulting firms and selected a preferred advisor based on expertise in market demand, feasibility, economic impact, and operations, prior Delaware work, and a proposed flat \$50,000

fee. He anticipated a study lasting approximately twelve weeks. He stated that the resulting study would be public and available to other parties, rather than reserved for the foundation.

Mr. Daniel described prospective investor discussions involving an emerging basketball player and his family, New Balance, and Klutch Sports. He stated that an independent study and evidence of city support would strengthen future discussions. He also described a backpack, clothing, and sneaker distribution event undertaken with New Balance as part of youth and community engagement. Those discussions were presented as potential opportunities rather than committed project financing.

The presenters described development in phases: feasibility analysis; stakeholder and investor engagement; possible construction over two to three years; operational planning and staffing; and program development. They expressed a preference for exploring the Dover Mall area and envisioned a community center during the week and revenue-producing tournaments on weekends. Programs could draw on local expertise in barbering, information technology, wellness, social work, and other fields. They reiterated that the city's requested investment was for a third-party study and that the foundation did not seek to receive or control the study funds.

Dr. Sudler commended the preparation, acknowledgment of the City's fiscal constraints, and attention to youth social and emotional needs. He encouraged the presenters to attend the October 7 Mayor's Blue Ribbon Opioid Use Disorder Task Force meeting and explain how the concept might align with youth prevention and remediation priorities. He stated that local or state opioid funding could be another avenue to explore but did not commit the task force to funding the request.

Joshua Pritchett, age ten, supported the center as a place for sports, school support, mentoring, and belonging, and described traveling outside Dover for tournaments.

Ramar Prince Jr., age eleven, supported the center as a place for opportunities to learn teamwork, discipline, responsibility, and leadership.

Responding to Mr. Boggerty, Mr. Daniel stated that other facilities existed, but that access and hours did not fully meet youth needs. He emphasized the presenters' Dover roots, the desire to revitalize local activity, and the need to let an independent consultant evaluate the concept. He stated that city participation could strengthen applications to other funders.

Mr. Lewis commended the presentation but reiterated that available funding remained the central issue. He encouraged an economic development application meeting the established criteria.

Responding to Mr. Lewis, Mr. Daniel stated that the intent was to provide accessible programming for youth and underserved residents, with age-based charges and other financial details to be evaluated through the study. He stated that

DSU's resources were committed to other facilities and described collaboration involving land and shared facilities rather than an immediate funding commitment.

Mr. Daniel added that the foundation believed the proposal met multiple economic and community development criteria and that previously reserved Garrison Oak funds had been retained for economic development rather than transferred to cover the general fund deficit.

Responding to Ms. LaChelle Paul, Mr. Daniel stated that staffing levels depended on the study's findings, but that security, custodial, and other positions, as well as workforce training, were envisioned. When she asked about opioid prevention, he welcomed a holistic approach incorporating drug prevention, mental health, workforce development, and partnerships with organizations that needed a place to deliver services.

William Holden, Dover, supported local sports opportunities for children and potential business activity from tournaments, including photography, vendors, food service, and cleaning.

Mike Conway, co-founder of a soccer venture with Dr. Jackson, described his experience in professional and youth soccer and offered to assist with programming, events, partnerships, and introductions to prospective sponsors. He clarified that no teams or sponsors were already committed.

Damar Miller, Capital Park, supported additional youth programming and offered barbering mentorship and skills training.

Responding to Bonnie Pennington, Mr. Daniel stated that the proposal addressed persons of all abilities and described plans to discuss partnerships with an autism-focused organization.

Mr. Trott added that special events were also envisioned.

Rosetta Brickhouse, an educator and former DSU facilities employee, supported the concept's sports, economic, and workforce opportunities and offered assistance.

Larry Harvey, supported the potential for visitor spending and local business activity, citing his family's experience traveling for youth sports.

Mr. Anderson stated that a feasibility study had value, but the economic development application process was closed. He suggested that staff explore combining this request with other similar proposals, including a swim center, into a city-owned study that participating organizations could use. He stated that a shared study could reduce duplication and taxpayer expense.

This item was informational; committee action was not required.

Dr. Sudler moved to recommend referring the proposal back to staff for review. The motion was seconded by Mr. Boggerty and carried, with Mr. Garfinkel voting no.

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

Mr. Boggerty took over as chair at 10:54 p.m.

Proposed Resolution No. 2026-12 – Implementing Recommendations of the Independent Investigation and Review Conducted by 21CP Solutions (Councilman Anderson)

Mr. Anderson presented Proposed Resolution No. 2026-12 as a measure concerning administration and city procedures, rather than a judgment about particular individuals. He referenced Council's Charter responsibilities and stated that the recommendations came from the independent 21CP Solutions review. The proposed resolution would direct staff to develop implementation measures within sixty days, allowing consideration of the needs of different departments, particularly the Police Department.

Mr. Anderson stated that the city's handbook and practices should be consistent with its ethics provisions and other existing requirements. He believed the recommendations could be implemented through a resolution because the ordinances were not themselves deficient; the concern was their interpretation and application. He urged public consideration of the recommendations.

Mr. Lewis moved to release the complete 21CP report for public transparency.

Mr. Anderson stated that the City Solicitor had advised that releasing the report, particularly without redactions, would violate legal protections, including the Law-Enforcement Officers' Bill of Rights. He urged members to follow counsel's advice.

Mr. Lewis moved to release the full report of 21CP for public transparency. The motion was seconded by Mr. Garfinkel.

Mayor Christiansen referenced accusations made during the previous evening's meeting alleging that he and Chief Johnson had violated ethical standards. He stated that the matters had been investigated numerous times, including by the Department of Justice, internally, and through an investigation for which the city paid approximately \$50,000.

Mayor Christiansen reminded Council that the terms and conditions of Chief Johnson's employment had been approved by Council following a recommendation from a committee consisting of city staff and members of Council. He emphasized that he took his responsibilities seriously and stated that he received weekly accountability reports regarding the Chief's activities, including detailed emails concerning his work product.

Mayor Christiansen stated that he believed the resolution before Council was premature and concurred with Councilman Lewis that the public had a right to know the contents of the investigative report. He stated that he had nothing to shield from the report and insisted that, before Council acted on the resolution, the city had an obligation to the public and to those investigated to release the report.

He emphasized his belief in transparency, stating that if he had done something wrong, he should be held accountable, but if he had not, he should not be held responsible for wrongdoing. He further stated that Council should not question the Chief regarding matters related to the terms of his employment because Chief Johnson reported directly to him. Mayor Christiansen accepted responsibility for the terms under which the Chief was hired and for his performance of those duties.

Mayor Christiansen reiterated that the city had paid for the investigative report and maintained that transparency should prevail. He stated that he had nothing to hide and had acted within the confines of the employment agreement recommended by the committee and subsequently presented to and approved by a previous Council. He believed the city had an obligation to maintain those standards for the current Chief and stated that future employment terms could be changed after Chief Johnson's tenure if Council wished to do so.

Mayor Christiansen also recalled that Council had discussed the matter in Executive Session approximately two or three times roughly two years earlier and that no action had been taken at that time. He concluded by reiterating that, in the interest of transparency, the investigative report should be released to the public because the public had ultimately paid for it.

Dr. Sudler thanked the Mayor for supporting transparency and asked whether Chief Johnson also agreed to release, expressing concern that the city and residents could face litigation.

Mr. Anderson raised a point of order, stating that the Chief was represented by counsel and should not be questioned about the matter without his attorney present, and that counsel had objected.

Mayor Christiansen recommended tabling the resolution for additional consideration while reiterating that he supported release of information concerning him on advice of his attorney.

Ms. Arndt stated that she had no objection to transparency but recalled the City Solicitor advising against release. She would not support the motion without revisiting that advice.

Vonderlear Smack, Dover, requested release of the investigative findings and supporting materials to the fullest extent legally permitted, with redactions and explanations for any lawful withholding. She asked for the contract, invoices, total cost, a release date, opportunities for public questions, and a public progress report

on implementation. She stated that proposed policy changes did not explain which allegations were substantiated or why recommendations were made.

LaChelle Paul, Dover, similarly requested lawful redaction and disclosure so residents could assess how the proposed resolution related to the investigation's findings.

Dr. Sudler asked whether the Solicitor could be contacted before a decision.

Mr. Boggerty noted that this would require a pause and that the hour was late.

Mr. Anderson referred to legal advice concerning a FOIA appeal and stated that privileged advice could not be discussed publicly without an appropriate executive session.

Mayor Christiansen cautioned Council to proceed carefully and suggested that the matter be tabled until additional information could be obtained. He reiterated the importance of transparency and stated that he had no objection to the information being made public.

Mayor Christiansen stated that the terms of Chief Johnson's hiring and accountability had been placed under his responsibility and that he accepted responsibility for those matters. He maintained that Chief Johnson had acted ethically regarding the concerns being raised.

Mayor Christiansen again cautioned Council to "tread lightly," noting his many years of experience with the city, and concluded by emphasizing that transparency was owed to the public.

Mr. Rocha supported disclosure but asked for the City Solicitor's reasons for withholding the report.

Mr. Anderson identified personnel matters, the Law-Enforcement Officers' Bill of Rights, and the absence of waived rights, while stating that other reasoning could not be discussed publicly. When the Clerk's Office clarified that the City Solicitor's official written response on the referenced FOIA appeal was not yet public, Mr. Anderson stated that it could not be disclosed in the meeting. He noted that any committee action would still require Council consideration.

Mr. Lewis reiterated that he wanted his request for full disclosure on the record and thanked the Mayor for supporting it.

Mr. Rocha asked for further legal advice about whether the report could be released with redactions. He stated that the resolution did not provide enough information for him to support forwarding it at that time.

Dr. Sudler requested clarification that the pending motion concerned release of the full report and was separate from the proposed resolution.

Ms. Arielle Rivera, Assistant City Clerk, read that Mr. Lewis moved to release the full report of the 21CP findings for public transparency. The motion was seconded by Mr. Garfinkel.

Responding to Mr. Rocha, Mr. Anderson explained that the resolution concerned adopting policy recommendations and that Council had read the report and could evaluate those recommendations.

Dr. Sudler emphasized public servants' responsibility for accountability and transparency and commended the Mayor's willingness to permit disclosure, while acknowledging that legal concerns remained.

Ms. Paul reiterated that the public had expected transparency from the independent investigation and needed the findings to assess the proposed policy changes.

Ms. Arndt recommended tabling the resolution and revisiting disclosure with the City Solicitor, including the possibility of redactions. She cautioned against acting contrary to legal advice.

Dr. Sudler asked Mr. Lewis to withdraw his motion so the city could first obtain advice about potential legal consequences. He suggested revisiting the matter promptly, potentially through a special meeting.

Mr. Lewis declined to withdraw the motion, stated that the issue had remained unresolved for too long, and called for a vote.

Mr. Lewis moved to release the full report of 21CP for public transparency. The motion was seconded by Mr. Garfinkel and failed by a roll call vote of two (2) yes (Rocha, Lewis) and six (6) no (Boggerty, Anderson, Arndt, Sudler, Shevock, Garfinkel), and three (3) absent (Hall, Pillsbury, Neil).

Ms. Arndt moved to table the Proposed Resolution No. 2026-12. The motion was seconded by Mr. Rocha and unanimously carried.

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

Mr. Anderson resumed as chair at 11:42 p.m.

Community Riverwalk Assessment Grant (Jason Lyon, Assistant City Manager)

Mr. Jason Lyon, Assistant City Manager, reviewed the proposal regarding the Community Riverwalk Assessment Grant.

Mr. Boggerty moved to recommend accepting the staff recommendation authorizing the City Manager to enter into an agreement with the Downtown Dover

Partnership for the allocation of the applicable grant funding. The motion was seconded by Mr. Rocha.

Staff recommended authorizing the City Manager to enter into an agreement with the Downtown Dover Partnership for the allocation of the applicable grant funding.

Responding to Mr. Lewis, Mr. Lyon stated that the city could not receive EPA cleanup funding for the site because the city, as the owner, had caused the contamination.

Responding to Mr. Lewis, Mr. Lyon stated that no land would be conveyed under this proposal. He explained that DDP had received a multipurpose grant that could support two activities described in the proposal: a building assessment and abatement, and a conceptual plan for long-term use.

Mr. Boggerty moved to recommend authorizing the City Manager to enter into an agreement with the Downtown Dover Partnership for the allocation of the applicable grant funding. The motion was seconded by Mr. Rocha and unanimously carried.

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

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 11:44 p.m.

Mr. Anderson moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 11:45 p.m.

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

MONTHLY REPORTS – AUGUST 2026

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

City Council's Community Enhancement Fund Report
 City Manager's Report
 Controller/Treasurer's Budget Report
 Fire Chief's Report
 Police Chief's Report

APPOINTMENTS/REAPPOINTMENTS RECOMMENDED BY MAYOR CHRISTIANSEN

By consent agenda, Ms. Arndt moved for approval of the following appointment, as recommended by Mayor Christiansen. The motion was seconded by Dr. Pillsbury and carried by a unanimous roll call vote (Sudler absent).

Planning Commission – Three-Year Term to Expire June 2029

A. Mark E. Reaves

FINAL READING – PROPOSED ORDINANCE #2025-19 – ADOPTION OF THE 2024 ICC CODES

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of September 28, 2026. Council President Neil reminded members of the public that copies of the proposed ordinances were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.gov under "Government".

Mr. Jason Osika, Deputy Director of Emergency Management and Fire Marshal, reviewed the proposed replacement of the City's 2009 building codes with the 2024 International Building, Residential, Existing Building, Property Maintenance, Fire, and Swimming Pool and Spa Codes. He explained that energy, mechanical, plumbing, and fuel gas requirements remained under statewide codes and that the ICC Performance Code would be repealed. Projects already under active design could proceed under the prior codes if the owner elected that option and provided documentation.

Mr. Osika explained that the tiny-house construction standards did not authorize uses or locations otherwise prohibited by the Zoning Ordinance. He stated that residential sprinkler requirements applied to new one- and two-family dwellings and townhouses and did not require existing homes to be retrofitted solely because of the code adoption. He described the Committee amendment addressing renovations that meet the 50% threshold, under which sprinklers would be required in the new area without requiring the existing residence to be retrofitted.

Mr. Lewis expressed concern about sprinkler requirements for additions and renovations, their cost to homeowners, and the reliability of sprinkler systems. Responding to Mr. Boggerty, Mr. Osika explained how the renovation threshold could apply to a finished basement and stated that residential sprinkler systems could use residential water lines and materials, rather than the larger systems typically required for commercial projects. Mr. Rocha asked whether sprinklers could be installed in only one portion of a home, and the Mayor confirmed that this was possible.

Ms. Arndt moved that the Final Reading of proposed ordinance #2025-19 be acknowledged by title only, seconded by Mr. Boggerty and unanimously carried.

Mr. Anderson moved to adopt the Committee Amendment as presented. The motion was seconded by Ms. Arndt and carried with Mr. Lewis voting no (Sudler absent).

Mr. Anderson explained that the amendment was intended to protect owners of existing homes from the cost and difficulty of retrofitting an entire residence when undertaking qualifying new work. He supported adoption of the ordinance as amended, citing fire safety concerns associated with modern construction materials while acknowledging housing affordability concerns.

By motion of Ms. Arndt, seconded by Dr. Pillsbury and carried by a roll call vote of seven (7) yes (Hall, Boggerty, Anderson, Pillsbury, Arndt, Rocha, Neil), one (1) no (Lewis), and one (1) absent (Sudler), Ordinance #2025-19 was adopted as amended, as follows: BE IT

**ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN
COUNCIL MET:**

That Chapter 22 – Buildings and Building Regulations, Article III – Building Code, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikethrough as follows:

Sec.22-61. – Adopted.

TRANSITION, REPEALER, SEVERABILITY, AND EFFECTIVE DATE

Transition rule:

This ordinance takes effect immediately upon adoption. Notwithstanding its immediate effectiveness, a project may, at the owner's or applicant's written election, be designed, submitted, reviewed, and permitted under the codes in effect immediately before this ordinance if the owner or applicant demonstrates that: (1) a registered design professional was retained for the project under a written contract or other written engagement before the effective date; and (2) that design professional performed active design work on the project during the six months immediately preceding the effective date. The building official may require the written contract or engagement together with dated drawings, specifications, invoices, progress reports or other records reasonably sufficient to establish eligibility. This exception applies only to the project and scope documented and does not waive any applicable zoning, floodplain, fire, utility, licensing or other approval. A permit validly issued before the effective date remains governed by the prior code while the permit remains valid.

Repealer:

All ordinances or parts of ordinances in conflict with this ordinance are repealed to the extent of the conflict. The repeal of the ICC Performance Code for Buildings and Facilities is express and complete.

Severability:

If any provision, sentence, clause, section, or application of this ordinance is held invalid, the invalidity does not affect any other provision or application that can be given effect without the invalid provision or application.

Effective date (***)Insert final adopted date)

- (a) *International Building Code adopted.* A copy of the "International Building Code, 2024 Editions," as published by the International Code Council, and is available at the International Code Council Website (codes.iccsafe.org) and is hereby adopted as the Building Code of the City of Dover for the control of buildings and structures. The code is adopted as if fully set out herein, with the following additions, insertions, deletions and changes:

Section 101.1 Title. Insert "City of Dover, Delaware."

105.2 Work exempt from permit.

The published 2024 list is adopted

Local approvals preserved. An exemption from a building permit does not exempt any work or development activity from zoning review, a zoning permit, floodplain review, site-plan review, sign approval, utility or right-of-way approval, or any other permit or approval required by the Dover Code or applicable law. This includes accessory structures, buildings, fences and signs.

Section 105.5. Expiration. Insert the following text following the word “demonstrated” at the end of the section: “and does not exceed the 3 year time limit as stated in 105.5.2.”; and insert the following subsections:

105.5.1. Time limitation of permit. A permit for any activity for which a permit is required shall be valid for 180 days from the date of issuance. One 180-day extension may be granted without additional charge to the permit holder. Additional 180-day extensions may be granted with payment of a renewal fee as specified in Appendix F: Fees and Fines.

105.5.2. Completion of construction. All construction for which a building permit is required must be completed and pass final inspection within three (3) years after issuance of the building permit. If not completed within three (3) years, a new building permit must be obtained and any applicable fees paid. Fees paid under the expired permit are not credited unless the building official approves a credit in writing.

SECTION 107 SUBMITTAL DOCUMENTS

107.1 Submittal documents. Insert: Construction documents and other data shall be submitted in one paper set and in an approved digital format. One reviewed paper set or an approved digital set shall be returned or made available to the applicant. Documents involving the practice of architecture or engineering shall be prepared, signed, sealed and dated by a Delaware-registered design professional as required by Delaware professional-registration law. The building official may require additional documents where special conditions exist and may waive documents not required by law when they are unnecessary to determine code compliance. The building official has the authority to remove the requirement for a paper set.

109.3 BUILDING PERMIT VALUATIONS Insert: “See Section 22-65 and Appendix F—Fees and Fines of the City of Dover Code of Ordinance.” New-construction valuation shall be calculated using the most recently published ICC Building Valuation Data table unless otherwise approved in writing by the building official.

SECTION 113 BOARD OF APPEALS. See Section 22-1 of the City of Dover Code of Ordinance.”, Construction and property maintenance code board of appeals.

Section 114.4 Violation Penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, places, alters, repairs, a building or structure in violation of the approved construction documents or directive of the building inspector, or of a permit or certificate issued under the provisions of this code shall be charged with a violation of this code and be guilty of a misdemeanor, punishable by a fine as

provided for in Appendix F—Fees and Fines, or by imprisonment thirty (30) days, or both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.

Section 115.3 Unlawful continuance. Insert: "Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be charged with a violation of this section and shall be fined as provided for in Appendix F—Fees and Fines. Each day that a violation continues shall be deemed a separate offense." in place of: "Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform a violation or unsafe condition, shall be subject to penalties as prescribed by law."

Energy and flood-resistant construction

Section 1301.1.1, Criteria. Buildings shall be designed and constructed in accordance with the Statewide Energy Conservation Code then in effect under 16 Del. C. ch. 76 and 7 DE Admin. Code 2101

Section 1612.3. The flood hazard areas identified by the Federal Emergency Management Agency in the Flood Insurance Study for Kent County, Delaware, and Incorporated Areas, effective July 7, 2014, together with the accompanying Flood Insurance Rate Maps and all subsequent amendments, revisions and Letters of Map Change, are adopted by reference. Chapter 50 of the Dover Code controls where it is more restrictive.

Section 1612.4.1 Elevation requirements. The minimum elevation shall be the elevation required by ASCE 24, the design flood elevation, or the base flood elevation plus 18 inches, whichever is highest.

Appendix G, Flood-Resistant Construction. Appendix G is adopted in its entirety. Chapter 50 of the Dover Code controls where it is more restrictive.

(b) *International Residential Code Adopted.* A copy of the International Residential Code for One- and Two-Family Dwellings, 2024 Edition, as published by the International Code Council, shall be authenticated and recorded by the City Clerk and is adopted for regulating one- and two-family dwellings and townhouses within its published scope, subject to the following local amendments:

Section 101.1 Title. Insert "City of Dover, Delaware" in place of "[NAME OF JURISDICTION]"

Section R101.2, Scope. A home day-care facility serving twelve or fewer children may be within the scope of this code only as provided in Section 22-61(a) and Appendix BD. Adoption of Appendices BB or BC does not authorize a tiny house or accessory dwelling unit where the use, density, lot, dimensional, parking or other development standard is not permitted by the Dover Zoning Ordinance.

Section R105.2. Work exempt from permit, Building - 1. Insert "120" in place of "200". Delete numbers 2 through 5 in their entirety. Replace number 7 with the following: "Prefabricated swimming pools accessory to a Group R-3 occupancy provided that the swimming pools are not designed to retain a depth of 24" (610 mm) or more, and do not exceed 5,000 gallons (18925L) and installed entirely above ground. An exemption from a building permit does not exempt any work or development activity, including an accessory structure or deck, from zoning review, a zoning permit, floodplain review or another approval required by the Dover Code or applicable law.

SECTION R106 CONSTRUCTION DOCUMENTS

R106.1 Submittal documents. Insert: Construction documents and other data shall be submitted in one paper sets and an approved digital format. One reviewed paper set or approved digital set shall be returned or made available to the applicant. Documents shall be prepared, signed, sealed and dated by a Delaware-registered design professional where required by Delaware law. The building official may require additional information or waive documents not required by law when they are unnecessary to determine compliance. The building official may change the paper requirement as needed.

Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.

SECTION R108 FEES

R108.2 Schedule of permit fees. Insert "see Section 22-65 Fees for permits " in place of "in accordance with the schedule as established by the applicable governing authority".

SECTION R112 BOARD OF APPEALS See Chapter 22 - Buildings and Building Regulations, Article I - In General, Sec. 22-1 Construction and property maintenance code board of appeals.

SECTION R113 VIOLATIONS

Section 113.4 Violation Penalties. Insert "See Section 22-61 (a) Section 113.4 Violation Penalties" in place of "Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, places, alters, repairs, a building or structure in violation of the approved construction documents or directive of the building inspector, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law."

SECTION R114 STOP WORK ORDER

Section R114.2 Unlawful continuance. Insert: "See Section 22-61 (a) International Building Code, Section 114.3 Unlawful continuance" in place of "Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform a violation or unsafe condition, shall be subject to penalties as prescribed by law."

TABLE R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

Status	Snow	Wind	Seismic	Weather / Frost	Termite	Winter / AFI / Mean	Flood
Adopt	25 psf	115 mph; topographic effects, special wind region and wind-borne debris zone: No	A	Severe / 24 in.	Yes (moderate to heavy)	18°F / 596 / 54°F	Chapter 50; July 7, 2014 FIS/FIRM, as revised

Wind exposure category and site-specific design conditions remain determined under the published code.

Table R301.2(1), footnote (g): September 16, 1982, Flood Insurance Study for Kent County and Incorporated Areas, dated July 7, 2014, or as subsequently amended or revised.

Table R301.5 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS. Insert the following at the end of footnote "c": Calculations demonstrating compliance with the minimum live load shall be provided by a registered design professional for stairs and fire escapes that do not have additional "stringer" or "carriage" support located and equally distributed in the middle section of the stair width.

Adopt as published.

Applicability to existing residential structures and additions. Section R309 applies to newly constructed one- and two-family dwellings and townhouses. No automatic residential sprinkler system shall be required in any portion of a one- or two-family dwelling or townhouse that existed before an addition, alteration, repair, renovation or other work, even where the scope, value, floor area, percentage or other threshold associated with the work would otherwise require that existing portion to comply with current-code automatic-sprinkler requirements. Where an addition, considered independently of the existing portion, meets or exceeds an otherwise applicable threshold requiring an automatic residential sprinkler system, the system shall be installed in the addition only and shall not be required to extend into the existing portion. A system required in an addition shall be designed and installed in accordance with Section R309.1.1 or R309.2.1, as applicable. This local amendment does not waive the sprinkler requirement for a newly constructed dwelling or townhouse and does not waive any fire- or life-safety requirement other than the installation or extension of an automatic residential sprinkler system into the existing portion.

Under “Home day care serving twelve or fewer children.

(6): A newly constructed dwelling shall comply with IRC Section R309. No automatic residential sprinkler system shall be required in the existing portion of a dwelling solely because the dwelling is used for child day care or because work to the dwelling meets a current-code threshold. An addition shall be governed by the local amendment titled “Applicability to existing residential structures and additions” in Section 22-61(b).

Section R329.2, Stationary engine generators—Installation. Replace the reference to IRC fuel-gas and electrical chapters with “the Statewide Fuel Gas Code and the edition of NFPA 70 adopted and amended by the Delaware State Fire Marshal.”

Section R306.1.4, Establishment of design flood elevation. The design flood elevation shall be established using Chapter 50 and the FEMA Flood Insurance Study and Flood Insurance Rate Maps for Kent County, Delaware, and Incorporated Areas, (Date as of this adoption) effective July 7, 2014, as amended or revised.

Section 903.2.1, Group A. The published requirements of Section 903.2.1 remain in effect. The additional local sprinkler requirements in Section 46-162 are supplemental; where requirements differ, the more restrictive requirement applies.

Section 1105.1.1 and Table 1105.1.1. Retain the published section and table. In addition, each main public entrance to a newly constructed place of public accommodation shall have an automatic door or a qualifying calling device as required by 6 Del. C. § 4504(d).

Sections R306.2.1 and R306.3.2, Elevation requirements. Where the published code establishes elevation using the base flood elevation, the required elevation shall be the design flood elevation or the base flood elevation plus 18 inches, whichever is higher. In Zone AO, the lowest floor shall be elevated above the highest adjacent grade by the mapped depth plus 18 inches, but not less than 3.5 feet where no depth number is specified. Chapter 50 controls where it is more restrictive.

CHAPTER 4 FOUNDATIONS

SECTION R403 FOOTINGS

R403.1.1 Minimum size. All continuous footings shall be a minimum of 8 inches in depth by 16 inches in width. Footings shall be sized to support imposed loads. Footing projections, P, shall be not less than 2 inches (51 mm) and shall not exceed the footing thickness. Footing thickness and projection for fireplaces shall comply with Section R1001.2. Footings supporting piers and columns shall be sized for tributary load and allowable soil pressure under Table R401.4.1. Footings for wood and precast foundations shall comply with the applicable published details, tables and figures in Sections R403.2 and R403.4.

Exceptions:

1. Minimum footings for single-story decks shall be three times the widest nominally measured side of the post and shall be sized to support imposed loads; interior posts ordinarily support more load than perimeter posts.
2. Decks having vertical members spaced 6 feet (1,829 mm) on center or less may be placed on a 4-inch (101 mm) concrete pad where the vertical members are placed 12 inches (305 mm) inside the pad perimeter, and all corners are anchored with approved anchoring devices. Decks 20 feet (6,096 mm) or more in length shall have two additional anchors on each side at mid-span.
3. Residential accessory structures less than 300 square feet (27.9 m²), other than pole buildings and garages, shall be leveled and secured with tie-downs or equivalent manufactured-home anchoring devices, one at each corner. Structures 20 feet (6,096 mm) or more in length shall have two additional anchors on each side at mid-span. Lumber and wood siding from grade to 8 inches (203 mm) above finished grade shall be pressure treated in accordance with Section R317.
4. Prefabricated room enclosures shall be placed on an approved support system in accordance with the manufacturer's installation instructions.

R403.1.3 Seismic reinforcing. Delete in its entirety.

R403.1.4 Minimum Depth. Insert "24" in place of "12".

Amend R403.1.4.1 Frost protection—Exceptions to read:

The exception is revised to coordinate with Section R403.1.1: freestanding accessory structures of less than 300 square feet, other than pole buildings and garages, may use the anchoring method in Section R403.1.1, Exception 3. All pole buildings, garages and accessory structures of 300 square feet or more shall have frost-protected footings. Footings shall not bear on frozen soil unless the frozen condition is permanent.

Chapter 11, Energy efficiency. Delete the chapter and substitute: "Buildings shall comply with the Statewide Energy Conservation Code then in effect under 16 Del. C. ch. 76 and 7 DE Admin. Code 2101."

Chapters 12 through 43. Delete Chapters 12 through 43, including all tables and figures. Mechanical, fuel-gas and plumbing work is governed by the applicable Statewide Codes, and electrical work is governed by NFPA 70 as adopted and amended by the Delaware State Fire Marshal.

IRC appendices adopted

Appendix BB, Tiny Houses, is adopted in its entirety.

Appendix BC, Accessory Dwelling Units (ADU), is adopted in its entirety.

Appendix BD, Home Day Care Occupancy—R-3, is adopted in its entirety.

Appendix BO, Existing Buildings and Structures, is adopted in its entirety.

Appendices BB and BC regulate construction only and do not authorize a land use or dwelling unit not permitted by the Dover Zoning Ordinance. Appendix BD is subject to the licensing, zoning and inspection conditions in Section 22-61(a). Appendix BO applies only to buildings within the IRC scope; Chapter 50 and any more restrictive applicable provision control.

Appendix NE, Electric Vehicle Charging Infrastructure, is not separately adopted because the Statewide Energy Conservation Code includes the state-adopted Appendix RE.

Subsection (c) is repealed in its entirety.

(c) *International Existing Building Code*. The International Existing Building Code, 2024 Edition, as published by the International Code Council, is adopted by reference for the repair, alteration, change of occupancy, addition and relocation of existing buildings, including historic buildings.

A copy shall be authenticated and recorded by the City Clerk. No IEBC appendix is adopted.

Section 202, General definitions. Add: “International Fuel Gas Code means the Statewide Fuel Gas Code; International Mechanical Code means the Statewide HVACR Code; International Plumbing Code means the Statewide Plumbing Code; and International Energy Conservation Code means the Statewide Energy Conservation Code.”

The proposed amendment changing the IEBC definition of “Existing building” from “building permit” to “certificate of occupancy” is deleted; the published definition is retained.

The proposed deletions of Sections 406, 806 and 1007 are deleted; those published sections are retained.

Appendix E is not adopted.

(d) *Statewide Energy Conservation Code*. Pursuant to 16 Del. C. ch. 76, the City shall enforce the Statewide Energy Conservation Code then in effect as adopted and amended by the Delaware Department of Natural Resources and Environmental Control or its successor. As of this draft, the statewide code is based on the 2024 IECC for residential construction and the 2024 IECC/ASHRAE 90.1-2022 for commercial and high-rise residential construction, including state-adopted Appendices RE and CB. The controlling edition and effective date are those established by state law and regulation; no local appendix of adoption dates is created.

(e) *International Swimming Pool and Spa Code*.

The International Swimming Pool and Spa Code, 2024 Edition, as published by the International Code Council, is adopted by reference for the construction, alteration, movement, renovation, replacement, repair and maintenance of swimming pools, spas, hot tubs and aquatic facilities. A copy shall be authenticated and recorded by the City Clerk.

Section 202, General definitions. Add the same Statewide Code definitions stated for IEBC Section 202 above.

Sections 305.4 and 305.5. The proposed local weakening of structure-wall and on-ground-pool barrier provisions is deleted. The published 2024 barrier provisions are retained without local amendment.

Section 406.2, Pool perimeter access. Delete the published subsection and substitute: “Walkways. Public swimming pools shall have walkways not less than 4 feet in width extending around the pool. Curbs and sidewalks around a public swimming pool shall have a slip-resistant surface and shall be arranged to prevent the return of surface water to the pool.”

BE IT FURTHER ORDAINED:

That Chapter 22 – Building and Building Regulations, Article V – Mechanical Code be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikeout as follows:

Sec. 22-141. – Adopted.

Pursuant to 24 Del. C. ch. 18, the City shall enforce the Statewide HVACR Code then in effect as adopted and modified by the Delaware Board of Plumbing, Heating, Ventilation, Air Conditioning and Refrigeration Examiners. As of this draft, the statewide code is based on the 2015 International Mechanical Code. The controlling edition and effective date are those established by state law and regulation. Local administrative amendments below apply only to the extent permitted by state law and approved by the State Board where approval is required.

Section 101.1 Title. Insert "City of Dover, Delaware" in place of "[NAME OF JURISDICTION]"

106.5 Fee Schedule. Insert "See DCO Section 22-145 and Appendix F-Fees and Fines.

Section 106.5.3 Fee refunds. Delete in its entirety.

SECTION 108 VIOLATIONS

Section 108.4 Violation Penalties. See IBC Section 114.4 as locally amended in Section 22-61(a).

Section 108.5 Stop work orders. See IBC Section 115.3 as locally amended in Section 22-61(a).

BE IT FURTHER ORDAINED:

That Chapter 22 – Building and Building Regulations, Article VI – Plumbing Code be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikeout as follows:

Sec. 22-181. - Adopted.

Statewide Plumbing Code. Pursuant to 16 Del. C. ch. 79, the City shall enforce the Statewide Plumbing Code then in effect as adopted and modified by the Delaware Division of Public Health. As of this draft, the statewide code is based on the 2021 International Plumbing Code. The controlling edition and effective date are those established by state law and regulation. Local water, wastewater and administrative requirements apply only to the extent allowed by state law. The International Private Sewage Disposal Code is not adopted because private sewage disposal is enforced by other authorities having jurisdiction.

Section 101.1 Title. Insert "City of Dover, Delaware" in place of "[NAME OF JURISDICTION]"

Section 106.6.2 Fee Schedule. Insert “See Section 22-185 and Appendix F—Fees and Fines.”

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]".

Section 106.6.3 Fee refunds. Delete in its entirety.

Section 108.4 Violation Penalties. Insert: See IBC Section 114.4 as locally amended in Section 22-61(a).

Section 108.5 Stop work orders. Insert See IBC Section 115.3 as locally amended in Section 22-61(a).

(b) Statewide Fuel Gas Code. Pursuant to 24 Del. C. ch. 18, the City shall enforce the Statewide Fuel Gas Code then in effect as adopted and modified by the Delaware Board of Plumbing, Heating, Ventilation, Air Conditioning and Refrigeration Examiners. As of this draft, the statewide code is based on the 2015 International Fuel Gas Code. The controlling edition and effective date are those established by state law and regulation.

(a) *[Severability.]* The severability paragraph formerly codified as subsection (c) is deleted; a single ordinance-wide severability clause appears below. Sections 22-182 through 22-186 otherwise remain unchanged.

BE IT FURTHER ORDAINED:

That Chapter 22 – Building and Building Regulations, Article VII – Property Maintenance Code be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikeout as follows:

Sec. 22-221. – Adopted.

- (a) A certain document, three copies of which are on file in the Licensing and Permitting Office of the city, being marked and designated as "The International Property Maintenance Code, 2024" as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Dover, in the State of Delaware; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said property maintenance code are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the following additions, insertions, deletions and changes:

Section 101.1 Title. Insert "City of Dover, Delaware" in place of "[NAME OF JURISDICTION]"

SECTION 111 MEANS OF APPEAL See Chapter 22 - Buildings and Building Regulations, Article I - In General, Sec. 22-1 Construction and property maintenance code board of appeals.

103.1 Creation of enforcement agency. Insert "Department of Planning and Inspections" for the name of the department of building safety and "building official" for the title of the official in charge.

Section 302.4, Weeds. Insert "8 inches" in place of "[JURISDICTION TO INSERT HEIGHT IN INCHES]."

Section 304.14 Insect screens. Insert "March 1st to November 30th" in place of "[date] to [date]".

Section 602.3 Heat supply. Insert "September 15th to May 1st" in place of "[date] to [date]".

Section 602.4. Occupiable work spaces. Insert "September 15th to May 1st" in place of "[date] to [date]".

- (b) It shall be unlawful for any person to violate any of the provisions of the publication adopted in subsection (a).

BE IT FURTHER ORDAINED:

That Chapter 46 – Fire Prevention and Protection, Article III – Fire Codes, Section 46-121. - Adopted be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikeout as follows:

Sec. 46-121. – Adopted.

- (a) *International Fire Code adopted.* A certain document, three copies of which are on file in the Licensing and Permitting Office of the city, being marked and designated as "International Fire Code, 2024 Edition," as published by the International Code Council, be and is hereby adopted as the Fire Prevention Code of the City of Dover in the State of

Delaware; for the control of buildings, structures and premises as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said International Fire Code, are hereby referred to, adopted and made part hereof as if fully set out in this section, with additions, insertions, deletions and changes as follows:

Section 101.1 Insert "City of Dover, Delaware", in place of [NAME OF JURISDICTION].

Section 103.1, Creation of agency. Insert "City of Dover Fire Marshal's Office" and "fire code official."

Sections 105.5 and 105.6, Required operational and construction permits. Delete the published permit lists. Permit requirements expressly established elsewhere in Chapter 46 remain in effect.

- (b) National Fire Codes adopted. There is hereby adopted the most recently published edition of the National Fire Prevention Association's (NFPA) National Fire Codes (excluding NFPA Codes 11C, 13E, 402M, -41s, 422, 424M-473, 901-906, 1001-1041, 1201-1410, 1452-1999, 5000).
- (c) The more restrictive provisions of the International Fire Codes as set forth in subsection (a) above or the National Fire Codes as set forth in subsection (b) above shall apply whenever they may be in conflict.
- (d) It shall be unlawful for any person to violate any of the provisions of the publications adopted in subsection (a) or (b).

FINAL READING – PROPOSED ORDINANCE #2026-14 – DATA CENTER MORATORIUM

The First Reading of the Proposed Ordinance was accomplished during the Council Meeting of September 28, 2026. Council President Neil reminded members of the public that copies of the proposed ordinances were available at the entrance of the Council Chambers or on the City's website at www.cityofdover.gov under "Government".

Ms. Hall reviewed the proposed moratorium on accepting, processing, and approving applications for new large energy-use facilities and data centers. She stated that the only change since the first reading was the addition of a specific data center definition. She explained that the moratorium would provide time to study electrical capacity, infrastructure, utility costs, system reliability, and public welfare and to develop comprehensive standards. She described the limits on permits and other approvals, the treatment of pending applications, and the ordinance's exemptions.

Mr. Lewis stated that he supported the moratorium but opposed data centers locating in Dover, citing concerns about the environment, residents' health, and infrastructure.

Ms. Arndt moved that the Final Reading of proposed ordinance #2026-14 be acknowledged by title only, seconded by Mr. Boggerty and unanimously carried (Sudler absent).

By motion of Ms. Hall, seconded by Mr. Anderson and carried by a unanimous roll call vote (Sudler absent), Ordinance #2026-14 was adopted, as follows:

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

SECTION 1. - Purpose:

The purpose of this Ordinance is to temporarily suspend the acceptance and approval of applications for new Large Energy Use Facilities while the City develops comprehensive regulations governing their location, construction, infrastructure requirements, utility impacts, and public welfare considerations.

SECTION 2. - Definitions:

Large Energy Use Facility

Large Energy Use Facility means a facility that does any of the following:

1. Uses or is projected to use a monthly maximum demand of 75 megawatts or greater at a load factor of 85% or greater.
2. Uses a monthly maximum instantaneous demand of 100 megawatts or greater.
3. Is a data center that uses or is able to use a monthly maximum demand of 30 megawatts or greater. For purposes of this provision, a data center means a facility described under code 518210 of the 2022 North American Industry Classification system primarily engaged in providing computing infrastructure, data processing services, web hosting services, servers, artificial intelligence, cloud computing systems, cryptocurrency operations, high-performance computing systems, colocation services or similar digital processing equipment.

SECTION 3. – Moratorium

Effective immediately upon adoption:

The City shall not:

- accept;
- process;
- review;
- approve;
- issue permits;
- issue site plan approvals;
- approve conditional uses;
- approve rezonings;
- approve subdivision applications;
- issue building permits;
- execute utility service agreements;
- issue certificates of occupancy;

for any new Large Energy Use Facility or Data Center as defined in Section 2.

SECTION 4. - Pending Applications

Applications deemed complete before the effective date shall be stayed unless the applicant elects to withdraw.

The City Manager may recommend limited exemptions where necessary to prevent constitutional takings or vested-right claims, subject to Council approval.

SECTION 5. - Exemptions

This Ordinance shall not apply to:

Government

facilities;

Hospitals;

Universities;

Public safety facilities;

Existing industrial users expanding by less than 20% electrical demand;

Routine maintenance;

Existing telecommunications facilities;

Clean hydrogen production facilities as defined in Appendix B Article 12

Utility infrastructure owned by public utilities.

SECTION 6. - Comprehensive Study

During the moratorium, the City shall prepare recommendations concerning:

A. Electrical capacity

- transmission
- substations
- redundancy
- contingency planning

B. Ratepayer protection including:

- cost allocation
- power purchase agreements
- demand charges
- standby power
- stranded cost recovery

C. Infrastructure

- roads
- water
- sewer
- stormwater

D. Land Use

- zoning districts
- setbacks
- buffering
- height
- screening

E. Environmental Standards

- emissions
- generators
- battery storage

- noise
- lighting

F. Economic Impact including:

- permanent jobs
- construction jobs
- tax revenue
- opportunity costs
- competing industrial uses

G. Technology Review including:

- AI computing
- liquid cooling
- microgrids
- on-site generation
- renewable integration

SECTION 7. - Future Ordinance

Prior to expiration of this moratorium, the City shall consider adoption of permanent regulations addressing:

- zoning
- utility requirements
- electrical capacity reservation
- minimum employment standards
- water usage
- environmental standards
- decommissioning
- financial security
- community benefit agreements
- public reporting requirements.

SECTION 8. - Duration

This moratorium shall remain in effect for eighteen (18) months from the effective date unless sooner repealed by Council.

The Council may extend the moratorium by ordinance upon findings that additional study remains necessary.

SECTION 9. - Emergency Finding

The Council specifically finds that immediate enactment is necessary because:

- multiple inquiries regarding Large Energy Use Facilities; electrical infrastructure planning could be materially affected before permanent regulations are adopted;
- delay could impair the City's ability to protect existing customers and future economic development opportunities;
- immediate action is therefore required to preserve the public health, safety, and welfare

CITY MANAGER'S ANNOUNCEMENTS

Ms. Duca announced that the main water replacement work on Queen Street and the Fairview Alleys was nearing completion, with street restoration expected in late October. Water system

flushing was proceeding on schedule, with maps posted on the City's website and Facebook page. She reported that crane setup for Dover Mobility Center precast concrete deliveries was scheduled for October 14th, with deliveries beginning October 15th and continuing through November, weekdays from 7:00 a.m. to 3:00 p.m. She described the delivery route through Division, Bradford, and Loockerman Streets. Staff were seeking solutions to repair the Silver Lake Dam sluice gate, which had delayed the lake drawdown, and had notified affected residents. She announced an October 14th housing-planning workshop at the Dover Public Library from 4:30 p.m. to 6:30 p.m. and reminded residents that leaf collection would begin October 19, 2026.

MAYOR'S ANNOUNCEMENTS

Mayor Christiansen announced a Veterans Day parade planned for November 7, 2026 and encouraged residents to watch for further information.

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Anderson thanked Fourth District residents for attending the pizza and conversation event with Dr. Sudler and thanked City staff for responding to concerns. He announced that winter shelter, legal requirements, and possible accommodations would be discussed on October 27, 2026. Council President Neil noted that construction of the new parking garage would disrupt downtown traffic and that information from the Downtown Dover Partnership would be posted on the City's website.

The meeting adjourned at 8:03 p.m.

ANDRIA L. BENNETT, CMC
CITY CLERK

All ordinances, resolutions, motions, and orders adopted by City Council during their Regular Meeting of October 12, 2026, are hereby approved.

ROBIN R. CHRISTIANSEN
MAYOR

The City of Dover's official records document Code Purple as an emergency sheltering framework established in the fall of 2014. It explicitly relied on participating local churches and regional emergency spaces to provide warm beds when temperatures drop below 32 degrees.

Between 2013 and 2020, references to Code Purple permitting, zoning, and Fire Marshal operations appeared in city council documentation under the following core contexts:

1. Establishment and Zoning Accommodations (2014–2015)

- **Creation of the Network:** Code Purple first appears significantly in Dover planning records starting in late 2014. Because shelters operate out of pre-existing religious institutions, the city historical minutes reflect coordinating operations rather than issuing traditional commercial occupancy permits.
- **Zoning and Ordinance Tracking:** Code Purple metrics and shelter evaluations were heavily tracked under the city's *Consolidated Annual Performance and Evaluation Report (CAPER)* and early drafts of the City of Dover Comprehensive Plan. The City Council tracked these locations as accessory or temporary emergency uses under existing Zoning Ordinances.

2. Mayor's Blue-Ribbon Commission on Homelessness (2015)

- **Council Initiatives:** In 2015, several council members—including District 2 representatives—focused heavily on Code Purple logistics through the **Mayor's Blue-Ribbon Commission for the Homeless**.
- **Permitting vs. Public Safety Coordination:** During this era, council discussions shifted from strict zoning enforcement to structural safety. The City Council focused on ensuring that volunteer sites met basic fire safety checks and that the City of Dover Fire Marshal and emergency managers coordinated designated pickup locations and capacity limits.

3. Comprehensive Plan & Ongoing Policy Reviews

- **Zoning Restrictions:** In the multi-year reviews leading up to the finalization of the City's Comprehensive Plan, the council regularly debated where dedicated, permanent interim housing could legally expand.
- **Operational Restrictions:** Minutes from this multi-year block show that while churches were permitted to act as temporary emergency sanctuaries during standard "Code Purple winter windows," proposals to transition these into full-time, year-round shelters faced significant zoning and permitting pushback from the Council.

The City of Dover has deliberately avoided making temporary Code Purple permitting an official, codified policy. Instead, the relationship between the city and Code Purple operations has historically been handled through **discretionary enforcement relief, memorandums of understanding (MOUs), and conditional allowances** rather than a formal, permanent zoning ordinance.

The 2017 Enforcement Dispute and Resolution

- **The Conflict:** Code Purple shelters faced strict pushback from city code enforcement officers who cited safety, occupancy, and zoning violations at various church sites.
- **The Resolution:** In August 2017, City Council President Timothy Slavin announced an agreement ensuring shelters would be *“open for business throughout the city”* during sub-freezing weather. However, rather than rewriting the city’s official text code, the city resolved the issue administratively by instructing code enforcement to accommodate the volunteer network during specific winter windows.

The 2019 Comprehensive Plan Framework

- **The Policy Designation:** When the Council adopted the 2019 Comprehensive Plan, Code Purple was explicitly defined as an **emergency shelter network** rather than a permitted zoning classification.
- **The Strategic Reason:** By designating Code Purple as an emergency operation activated only when temperatures drop below 32 degrees, the city avoided creating a permanent legal precedent or standard commercial occupancy tracking for the participating religious properties.

The Religious Land Use and Institutionalized Persons Act (RLUIPA)

A winter shelter operating out of a church, or is run directly as a faith-based charitable mission, **RLUIPA is a strong shield.** You are heavily protected by the **Religious Land Use and Institutionalized Persons Act (RLUIPA).**

- **The Protections:** This federal law prohibits local governments from applying zoning regulations that impose a “substantial burden” on the religious exercise of a person or institution unless the city can prove a compelling governmental interest enacted in the least restrictive way possible.
- **Precedent:** Federal courts have repeatedly ruled that providing food and emergency shelter to the unhoused is a protected form of religious exercise. If the variance process is overly hostile, expensive, or acts as a de facto denial, the city may be violating federal law.

- **The "Substantial Burden" Rule:** Under federal law, the City of Dover cannot enforce a zoning code that creates a "substantial burden" on your religious exercise unless they can prove a compelling governmental interest and that they are using the absolute least restrictive means to achieve it.
- **Sheltering as Worship:** Federal courts have consistently affirmed that caring for the unhoused, providing food, and offering emergency winter shelter are fundamental tenets of religious practice. Forcing a 125-year-old church to navigate expensive, uncertain variance applications—or face a shutdown right before freezing weather—can be legally challenged as an unlawful "substantial burden."
- **The RLUIPA Lever:** Under the federal Religious Land Use and Institutionalized Persons Act (RLUIPA), a municipality cannot use zoning laws to place a "substantial burden" on a church's religious exercise unless they have a compelling reason and use the least restrictive method. Federal courts consistently rule that running an emergency winter shelter is a protected form of religious exercise. Forcing a 125-year-old church into a high-stakes, adversarial variance process right before a life-safety winter window is a textbook RLUIPA issue.

2. Pre-Existing Nonconforming Use ("Grandfather" Rights)

Peoples Community Center's Code Purple Emergency Sanctuary is a **pre-existing nonconforming use**.

- **The Principle:** If a use was permitted or explicitly accommodated by the city when it began, and it has operated continuously for 10 years, it can be legally recognized as "grandfathered" into the property.
- A 10-year continuous history of operating an emergency winter shelter gives us the basis for an **equitable estoppel** or **pre-existing nonconforming use** defense.

2. The RG-1 Zone Specific Advantage

Under the City of Dover Zoning Ordinance, a **Place of Worship (Church)** is already a **recognized use in the RG-1 Zone**.

- Because a church is an inherently allowed or conditionally accepted anchor of that zone, the city cannot easily separate the main building's use from its accessory ministries.
- An emergency, life-saving shelter operated only during sub-freezing weather is an **accessory use** of an existing, lawful house of worship. It does not structurally alter the residential fabric of the RG-1 neighborhood any more than a standard evening church service or weekly food pantry does.
- In an RG-1 zone, a "Place of Worship" is an inherently permitted use. Sub-freezing emergency sanctuary is an **accessory use** of the existing church fabric—no different than a temporary youth group overnight lock-in or an election-day polling place. It does not alter the underlying residential zone.

Solutions

- **Request for "Reasonable Accommodation."** *Request for Reasonable Accommodation under RLUIPA.* This requests that the city pause or waive the rigid RG-1 variance requirement specifically for the seasonal, life-saving winter shelter window.
- **Interim Memorandum of Understanding (MOU).** Because December 1st is approaching rapidly, we request a **temporary administrative stay of enforcement** and an interim MOU. The public interest is severely harmed if vulnerable people freeze on the street while a lengthy Board of Adjustment application winds its way through city hall.

STATEMENT OF FACTS & OPERATIONAL HISTORY:

1. **Protected Status and Zone:** Our ministry operates entirely on the active, 125-year-old historic property in Dover, Delaware. The property sits within an RG-1 (General Residence Zone). Under the Dover Zoning Ordinance, a "Place of Worship" is an inherently permitted and established anchor use in this district.
2. **A Decade of Continuous Service:** For the past 10 consecutive winter seasons, our church has faithfully operated a volunteer emergency winter shelter as a vital extension of our religious mission to care for the poor and unhoused. We operate strictly as a temporary sanctuary during dangerous, sub-freezing weather under the local "Code Purple" framework.
3. **History of Municipal Cooperation:** Our 10-year history is a matter of public record and has occurred with the open knowledge, coordination, and implicit approval of city officials. Over the last decade, we have routinely coordinated with emergency management, logged years of operations, and maintained strict life-safety compliance—including historical coordination and safety walk-throughs with local fire marshal authorities.
4. **Sudden Enforcement Shift:** Despite a decade of mutual cooperation, the city recently shifted its posture from administrative accommodation to adversarial zoning enforcement, issuing a Cease and Desist order. While our seasonal operations had already concluded for the spring when the order arrived, the city's requirement of a formal variance blocks us from preparing for the upcoming winter.

We believe the City of Dover's actions are vulnerable to a swift legal challenge on several fronts:

- **RLUIPA Protections:** Under federal law, the city cannot apply zoning regulations that place a "substantial burden" on our religious exercise without a compelling government interest. Feeding, clothing, and sheltering the unhoused is a fundamental expression of our faith. Forcing an established church into an expensive, adversarial variance process to save lives in winter is a clear RLUIPA issue.
- **Accessory Use Doctrine:** As an established house of worship in an RG-1 zone, our seasonal emergency shelter is a lawful, temporary accessory use of our building—no different than an overnight youth group event or an election polling place. It does not alter the neighborhood's underlying residential character.
- **Equitable Estoppel / Nonconforming Use:** The city cannot abruptly declare an emergency operation "unlawful" after actively coordinating with it for 10 years.

We request to secure an immediate administrative stay of enforcement or an interim winter MOU so our doors can open safely on December 1st while long-term policy definitions are sorted out.

Remarks to City Council 10-12-26

Hello, my name is Andrea Freud and I have lived on Bradford Street most of my life. I last spoke to the Council on February 26th to address an issue that is related to the one we are here for today. As you may recall I pointed out the reasons I and my neighbors were opposed to granting more money to the PCC, for the sake of time I will not repeat myself, but will focus on other points.

Since that meeting Dr. Hodge and other members of the PCC community have, intentionally or unintentionally, repeatedly misrepresented our concerns and painted us in an extremely unflattering light. I suspect they have done so to make themselves appear the victims and "good guys" and their neighbors, City Council, and members of the General Assembly to be "useful idiots," "lazy thinkers" and "bad guys" in order to gain media and public support, which in light of the comments of others here tonight and the media coverage I have seen, they have been successful at doing. But there are always two sides to the story and hopefully both sides will ultimately come out.

I have seen my own remarks twisted and taken out of context by Dr. Hodge and others. I have seen Dr. Hodge in a sermon to his congregation make gross misrepresentations of a conversation I was present at, but he was not. To this day I do not know if one of the two members of the PCC that were present misrepresented the conversation to Dr Hodge or if he simply twisted it to demonize the "neighbors". Neighbors he has made no time to speak with despite our requests. Judging by his words and actions the neighbors are little more than an afterthought. Given this track record of members of the PCC distorting what people say, I have no doubt that my remarks today may be taken out of context and twisted but I am willing to accept that risk.

Why am I willing to take that risk? Because I love Dover, respect the rule of law, and want taxpayer and private charitable contributions to go to organizations that are transparent with the public and the government about how they are using those contributions. I am sad to say that, after reading the well-detailed report by Ms. O'Brien, in which a pattern of non-compliance and impropriety is suggested, I am not sure that the PCC is a good steward of the money it has been given nor does it appear that it has been sufficiently transparent with the city.

I was told by a member of the People's Church that one of the reasons Dr Hodge was brought into the parish was that he was "a good grant writer." Only after he came to the People's Church in 2020 was the grant writing campaign started.

Those Grants have brought in a great deal of money to the PCC, for projects with dubious documentation and results. According to Ms. O'Brien, when asked by a council member if she could name anything the PCC had complied with, she couldn't think of anything other than making the application. Dr. Hodge then spent his time at the podium denying any responsibility and made light of the valid concerns Ms. O'Brien and the City Council members had raised.

I am especially troubled by the fact that earlier this year Dr Hodge was told by the City Solicitor to suspend the shelter operations at the PCC. Dr. Hodge thereafter told the City that the shelter was no longer operating. Subsequently, according the Ms. O'Brien's report, Dr. Hodge mistakenly copied City officials on an email to his staff, in which he apparently **"instructed shelter staff to hide evidence and put people into hotels prior to an inspection,"** according to Ms. O'Brien's report at page 16.

At the City Council meeting on September 29th Dr. Hodges said, **"I never lie even to get out of trouble."** When I heard that statement it struck me as the kind of thing someone might say if they thought they might get caught with their hands in the cookie jar, to preemptively deflect the light from their actions. I do not know if Dr. Hodge had his hands in the cookie jar, but considering the report and his history of misrepresentations, the comment seemed curious to me.

I am equally saddened that this was ever allowed to get to this point in the first place. Had the people, in charge of making sure City grant money was given to projects in properly zoned areas, been paying attention, the money should never have gone to the PCC until they had gone through the appropriate zoning variance procedures. I suspect, although I do not know for sure, that the prior City manager may have been negligent in his oversight of these grants.

In closing I ask Council to enforce the Zoning laws, make sure that all the facts come out, and that they be good stewards of the money entrusted to them. I am certain that there are many good organizations in Dover that could use that money and who would be more transparent than the PCC seems to have been. Thank you for allowing me to speak.

COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on October 13, 2026, at 6:00 p.m. with Council President Neil presiding. Council members present were Mr. Anderson, Ms. Arndt, Mr. Boggerty, Ms. Hall (joined at 6:13 p.m.), Mr. Lewis (via WebEx) (out at 8:05 p.m.), Dr. Pillsbury, and Mr. Rocha. Dr. Sudler was absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mr. Garfinkel (via WebEx), Mr. Shevock (via WebEx) (*Legislative, Finance, and Administration*), and Mr. Lewis (*Parks, Recreation, and Community Enhancement*).

ADOPTION OF AGENDA

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

Council Reports – September 2026

First District

Dr. Pillsbury reported handling several complaints and concerns from constituents during the past month.

Mr. Rocha reported attending the Family Court ribbon-cutting ceremony, two Construction and Property Maintenance Code Board of Appeals meetings, the DEMEC dinner, a meeting with the Downtown Dover Partnership and Jason Lyon, Assistant City Manager, regarding the EPA Riverwalk assessment, and a Village of Westover Town Hall meeting at the library. He also addressed constituent complaints.

Second District

Mr. Lewis reported that he attended Delaware State University's event on Saturday, during which he participated in the parade. He also attended the grand opening of the Delaware State News at its new location in the Duncan Center, as well as various other community events throughout the past month. Additionally, he addressed constituent complaints on Elm Terrace, Orchard Avenue, and in the Stoney Creek development. He stated that he worked with staff to address and resolve those concerns.

Ms. Hall was absent; no report was given.

Third District

Ms. Arndt reported speaking with several constituents with a range of concerns about trash in their neighborhood and along the Route 13 corridor, tree trimming, and how the city maintains trees, especially under power lines. She noted attending meetings for the Silver Lake Commission and providing assistance to the Downtown Dover Partnership. Lastly, she reported speaking to constituents regarding downtown development and concerns about downtown.

Fourth District

Mr. Anderson reported discussing efforts involving downtown properties and ongoing work on issues affecting the downtown area. He thanked staff for addressing so many of the concerns facing the different areas downtown.

Dr. Sudler was absent; no report was given.

At-Large

Mr. Boggerty reported attending the Village of Westover Town Hall meeting and meeting a constituent who is considering opening a business downtown to contribute to continued downtown growth. He noted working with a constituent regarding a property that had been boarded up following the death of a family member, and Code Enforcement assisted. Lastly, he reported attending the Construction and Property Maintenance Code Board of Appeals meetings as the chairman.

Council President Neil

Council President Neil reported attending the October 8, 2026, Code Board of Appeals meeting with Chairman Sudler. He discussed filling a vacant Third District seat on the Dover Human Relations Commission with Ms. Chiara Fox. He reported three East Lake constituent complaints involving a storm drain, a truck and shopping cart, and grass clippings entering drains, which Chief Code Enforcement Officer Eddie Kopp addressed. He also received a request to restrict non-local traffic on Acorn Lane while East Loockerman Street was blocked. Assistant City Manager Jason Lyon advised that Acorn Lane is under DelDOT's jurisdiction. Mr. Neil discussed a complaint about debris at a house under construction at William and Water Streets, on which Mr. Kopp had taken action, and a neighborhood complaint involving White Oake Road and April Drive.

Due to the absence of Chairwoman Hall, the Legislative, Finance, and Administration Committee proceeded before the Parks, Recreation, and Community Enhancement Committee.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

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

Adoption of Agenda

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

Proposed Ordinance #2026-15 – Amending Chapter 42 – Environment – By Adding Sec. 42-3 – Lighting (Eddie Kopp, Chief Code Enforcement Officer)

Mr. Eddie Kopp, Chief Code Enforcement Officer, presented Proposed Ordinance #2026-15 concerning lighting in residential zones. He explained that the city had received an increasing number of complaints about light pollution, including spotlights installed on houses and directed into neighboring windows as a means of harassment. Existing zoning language addressed commercial properties but did not provide enforceable language for the residential complaints. The

proposed ordinance would provide that authority, and its fee structure was consistent with the other applicable ordinances.

Staff recommended forwarding Proposed Ordinance #2026-15 to Council for approval.

Mr. Rocha stated that he had received a complaint about a neighbor's light shining onto another property. He acknowledged that residents wanted to illuminate their backyards but stated that lighting should not interfere with another resident's property or shine into a bedroom window.

Mr. Kopp confirmed that such complaints were common and that the existing code lacked enforceable language to address them.

Ms. Arndt questioned how unusually bright lighting would be defined and noted that the proposal did not specify lumens or other measurable criteria.

Responding to Ms. Arndt, Mr. Kopp stated that criteria could be added.

Ms. Arndt requested that staff review residential lighting ordinances adopted by other municipalities and consider including criteria to guide enforcement.

Responding to Mr. Lewis, Mr. Kopp explained that the proposal concerned lights installed on residential property, such as a spotlight mounted on a house and directed toward a neighboring property. Passing vehicle headlights would be incidental and would not fall under the ordinance. He stated that residents could direct security lighting away from neighboring windows while still protecting their properties. The intent was to prevent nuisance lighting, particularly lights deliberately directed into windows, and he was willing to consider revisions to clarify the language. Mr. Kopp further explained that the installation requirement would exclude a handheld flashlight and that the language had been adapted from another jurisdiction's ordinance.

Mr. Rocha agreed that lumen criteria could be considered but questioned how staff would determine lumens without entering the property to inspect the fixture. He suggested that the complaint-based language might allow staff to address the brightness or direction of a light through the complaint process.

Mr. Kopp stated that he also used camera-mounted spotlights. He explained that directing a camera toward another person's window raised a separate police concern and that a camera's light should not be directed into that window. Some reflected light was inevitable, but the concern was light that interfered with the neighbor's use of the property. He stated that cameras themselves should remain outside the scope of the proposed lighting ordinance.

Mayor Christiansen requested a point of personal privilege and stated that changing the advertised order of committee meetings required a Council motion to amend the agenda. He requested that Council formally approve the change or return to the original order.

Chairman Anderson returned the floor to Council President Neil for that purpose.

Mr. Anderson moved to hold the Parks, Recreation, and Community Enhancement meeting after the Legislative, Finance, and Administration meeting. The motion was seconded by Ms. Hall and unanimously carried.

Council President Neil explained that the order had been changed because Chairwoman Hall had not been present to preside.

Mr. Boggerty discussed the reasonable person standard and questioned whether a numerical lumen limit would create a standard that residents and staff could readily measure. He described a light at his own home that he had discovered shone into a neighbor's house through trees. Until he could adjust it, he had limited its use and communicated with the neighbor when he needed to use it. He distinguished ordinary passing headlights and security lighting from lighting that interfered with another residence.

Responding to Mr. Shevock, Mr. Kopp stated that the proposed ordinance would not apply to commercial properties, which were already subject to lighting provisions in the zoning ordinance. He offered to review the existing enforceable language and determine how the concern could be addressed. He reiterated that the proposed ordinance specifically addressed lighting between residential properties.

Mr. Kopp described a prior complaint involving a sports field where fixtures had been converted to LED lighting without being repositioned. After staff explained the effect on neighboring homes, the lights had been redirected within a few days. He stated that staff intended to use conversations, notices, and education to resolve residential lighting complaints in a similar manner.

Ms. Arndt moved to recommend forwarding Proposed Ordinance #2026-15 to Council for approval, as recommended by staff. The motion was seconded by Dr. Pillsbury and unanimously carried.

Budget Amendment Discussion (Sharon Duca, City Manager)

Ms. Sharon Duca, City Manager, discussed a potential budget amendment involving the Economic and Community Development Fund and entrance improvements at the Garrison Oak Technical Park. She explained that the Fiscal Year 2027 budget had authorized a \$1.426 million transfer to the General Fund for the entrance improvements. The budget had reflected a prior-year fund balance of slightly more than \$3 million and a remaining balance of approximately \$1.672 million after the transfer. The year-to-date budget confirmed that the transfer had been completed.

Ms. Duca reported that staff had submitted an application for TIF funding in May 2026 using a revised project estimate of more than \$2 million based on design changes. Staff received a funding decision on August 26 and an approval letter on September 26. The project remained in the design phase; DelDOT comments had been received, and staff had requested a meeting with DelDOT. Staff did not yet know whether the funding award would cover the final cost of the improvements. Staff hoped to advertise the project for bids within 45 days, depending on the outcome of the DelDOT meeting.

Ms. Duca explained that the funding award had prompted discussion of a budget amendment to return the \$1.426 million to the Economic and Community Development Fund. Staff

recommended limiting the return of funds until bids were received and final costs were known, with a buffer for potential change orders. She noted that the original \$90,000 for design had also come from the fund. An additional engineering change order of approximately \$45,000 was anticipated to address DelDOT's concerns and revise the plans. If required, that change order would be submitted to Council because it exceeded her approval authority under city policy.

Chairman Anderson thanked Ms. Duca for the update and stated that further consideration of the transfer would be held pending additional project information. He had been interested in restoring the fund to approximately \$2 million to address identified needs and exploring whether some funds could support a rebate or credit to customers following rate increases. He noted that those possibilities would need to be balanced against other priorities.

This item was informational; committee action was not required.

Alderman's Court Ad Hoc Committee Update (Councilman Anderson)

Councilman Anderson provided an update on the Alderman's Court Ad Hoc Committee and referred members to the committee minutes included in the packet. He reported that the committee had received substantial participation from State representatives, community members, and individuals with court and academic experience. The Newark court clerk had provided information about that municipality's operations, and Mr. Garfinkel had contributed his experience as a State magistrate. Judge Witham, a retired Superior Court judge, and Dr. Hoff also provided expertise.

Councilman Anderson stated that an alderman's court was feasible because six Delaware municipalities already operated such courts and Dover had previously operated one, although that had ended approximately 70 years earlier. The committee was examining how a court could operate fairly and sustain itself financially. He emphasized that the purpose was to give Dover greater control over enforcement of lower-level offenses while allowing the Department of Justice to concentrate on higher-level offenses, rather than to create a revenue-generating mechanism.

Councilman Anderson described ten committee goals: improving quality of life for residents and offenders; distinguishing matters handled by the Alderman's Court from those handled by the State courts; establishing exclusive and joint jurisdiction; developing cost and revenue estimates and evaluating financial sustainability; maintaining a community focus rather than relying solely on fines; permitting referrals to drug, veterans, and other specialty courts; retaining a criminal focus without affecting property through the court's jurisdiction; developing sentencing guidelines with constructive community service; exploring an entry point for mental health assistance; and considering probation before judgment to support workforce skills and assessment of individual needs.

William G. Faust, Jr., Dover, questioned the accessibility of afternoon committee meetings for working residents. He referred to a reported startup estimate of approximately \$500,000 and asked where funding would come from for a judge, personnel, facilities, security, and holding cells. He expressed concern that fines would place additional burdens on residents and stated that existing courts should address the offenses. He urged Council to focus on the budget, revenue, and serious public safety concerns, including gun violence, prostitution, and drugs.

Chairman Anderson responded that, in his view, the current Department of Justice policies and existing court process had not adequately addressed prostitution and drug-related concerns. He stated that an Alderman's Court could provide the referrals needed to address those issues.

Belinda Main, Dover, opposed creating a new court before addressing access to assistance for homelessness and addiction. She questioned whether another court or committee would resolve the problems and urged Council to act on constituent concerns.

Council President Neil responded that Council had been asked by residents and business owners to help individuals whose addiction or mental illness contributed to homelessness and disrupted businesses and neighborhoods. He stated that Council members lacked authority to require treatment and that a legal process was needed to require individuals to obtain help and remain in treatment long enough to address addiction or mental illness and enter training programs. He emphasized that the goal was assistance rather than collecting money from those individuals.

Bonnie Pennington, Dover, urged participants to work together and consider existing vacant buildings, including the former Family Court, before spending money on new facilities. She also stated that she could not attend a 3:00 p.m. meeting because of work and expressed concern about the City's financial condition. She supported efforts to address homelessness, addiction, and pedestrian safety and encouraged cooperation rather than conflict.

Responding to Ms. Arndt, Mr. Anderson stated that the timing depended on establishing that the court could sustain itself and obtain jurisdiction sufficient to meet the committee's goals. He stated that facility arrangements and other implementation choices could take additional time, and that the court might begin in an existing location and move later. Mr. Anderson clarified that it would likely take three months or longer for a recommendation and at least two years to implement the recommended changes, especially to the Charter.

Reginald Daniel, Townsend, emphasized gaps in substance use and mental health services. He described a homeless resident who was deaf and had difficulty accessing assistance, as well as literacy barriers and the difficulty of finding treatment for individuals who needed wound care. He urged the City to focus on filling gaps in existing services and addressing the underlying conditions contributing to homelessness and addiction. He questioned whether fines or a court with limited capacity would resolve those problems and favored strengthening coordinated resources for long-term improvement.

This item was informational; committee action was not required.

Mr. Anderson moved for adjournment of the Legislative, Finance, and Administration Committee meeting, hearing no objection the meeting adjourned at 7:21 p.m.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

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

Adoption of Agenda

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

Mr. Rocha recused himself from the meeting at 7:23 p.m.

Council President Neil stated that he had reviewed the packet and prior meeting minutes and intended to support staff's recommendation based on the documented federal requirements, City ordinances, and timelines. He emphasized the need to replace lost shelter spaces and supported exploring the former Morris correctional facility. He also noted that the former Family Court was State property and that the subject would be discussed further on October 27.

Mayor Christiansen reported that he and two State legislators had been working with the State on options to address the loss of winter housing and expected to have information to present.

Mr. Boggerty moved to accept staff's recommendation to withdraw the previously approved \$40,000 CDBG allocation for the People's Community Center Renovation Project and direct staff to make the funds available through the 2027 Annual Action Plan process. The motion was seconded by Dr. Pillsbury.

Mr. Anderson urged members to hear the additional information from the People's Community Center before acting.

Ms. Arndt requested an opportunity for additional comments.

Mr. Boggerty withdrew his motion, and Dr. Pillsbury withdrew her second.

Consideration of Withdrawal and Reallocation of CDBG Funds for People's Community Center Renovation Project (Debbie O'Brien, Community Development Manager)

Ms. Debbie O'Brien, Community Development Manager, presented a recommendation concerning the previously approved \$40,000 CDBG allocation for the People's Community Center Renovation Project.

Staff recommended approval of the withdrawal of the previously approved \$40,000 CDBG allocation for the People's Community Center Renovation Project and to direct staff to make the funds available through the 2027 Annual Action Plan Process.

Ms. O'Brien, Community Development Manager, corrected her response to a question Dr. Sudler raised at the previous meeting, clarifying that the People's Community Center had complied with the requirement to obtain a Phase I Environmental Site Assessment.

Ms. O'Brien explained that her recommendation was strictly limited to whether the city should continue the environmental review process and proceed with releasing the \$40,000 allocation for the workforce development renovations project.

Ms. O'Brien stated that, since her presentation on September 29, 2026, she had identified two additional concerns. The first involved MFI Construction Services, the contractor identified in the reimbursement request. She explained that an internet search indicated the business was not licensed with the State or the City, was not registered as a contractor, and had a disconnected telephone number.

The second concern involved the People's Community Center's public statement that it did not intend to pursue the conditional use approval necessary to continue operating the overnight shelter. As a result, the shelter was not expected to operate during the upcoming winter. Ms. O'Brien noted that the city had already made a substantial federal investment in renovations and shelter-related improvements at the church through American Rescue Plan Act (ARPA) funding. Those improvements were associated with the intended use of the facility to provide shelter and services to individuals experiencing homelessness. Given the organization's decision not to pursue the required approval, she questioned whether a similar situation could occur with the proposed \$40,000 allocation.

Ms. O'Brien emphasized that her concerns extended beyond a single missing document, procurement mistake, or administrative error. She stated that the city had made repeated efforts to identify a path forward through communications regarding spending requirements, requests for additional documentation, opportunities to submit corrected information, and efforts to identify eligible expenses and ways to continue supporting the proposed activities.

Ms. O'Brien acknowledged that previous discrepancies and deficiencies could not be undone; however, the outstanding concerns warranted pausing the process and considering all available information before proceeding. She reaffirmed her recommendation regarding the funding.

Ms. Sue Harris, Coordinator of the People's Community Center, expressed her support for the proposed use of the Morris Correctional facility as an overnight shelter and commended Senator Buckson's efforts. She explained that operating the overnight shelter was only one component of the services provided by the People's Community Center and placed considerable demands on the organization during its four months of operation. She stated that the Center served up to 100 individuals daily through meals, a free store, counseling, assistance with detoxification services, showers, clothing, toiletries, and other resources. Ms. Harris emphasized that the organization would welcome an alternative location for the overnight shelter and was willing to assist in establishing the new facility.

Ms. Harris stated that, although the organization hoped to recover its expenditures, her primary concern was addressing questions regarding the Center's financial responsibility and reputation. She expressed appreciation for the city's collaboration with the organization and other churches over the past decade, particularly through federal American Rescue Plan Act (ARPA) and Community Development Block Grant (CDBG) funding. She clarified that these funds were federal pass-through funds rather than funds from the city's general budget.

Ms. Harris acknowledged Ms. O'Brien's efforts in reviewing the organization's agreements and expenditures but expressed concern regarding political pressure and what she believed were factual inaccuracies in the previous presentation. She maintained that the organization had generally complied with applicable requirements, with two exceptions. The first involved the failure to

submit a required final report within the established timeframe. She stated that the completed report had been provided to Ms. O'Brien that evening and attributed the delay, in part, to the organization not receiving the necessary reporting forms until approximately two weeks earlier. The second involved following federal procurement requirements rather than the city's procurement requirements. She explained that, in the absence of clear instructions, the organization had relied on federal guidelines and did not become aware of the discrepancy until after the procurement process had been completed.

Ms. Harris noted that the city's reimbursement procedures required expenditures and supporting documentation to be reviewed for compliance before payments were issued. She maintained that this process ensured that previously reimbursed expenses had been reviewed and approved by city staff.

Ms. Harris outlined renovations and improvements completed or underway at the facility, including architectural and engineering plans for the four-story building, installation of approximately 6,000 square feet of flooring, painting of basement walls, renovation of a permitted commercial kitchen with commercial-grade equipment, construction of three additional bathrooms and three shower rooms, installation of laundry facilities, renovation of storage and work areas, installation of a fire suppression and sprinkler system, exterior lighting, security cameras, and electronic security improvements. She also reported that demolition of a 125-year-old bowling alley had been completed to accommodate future workforce development and readiness offices, although construction of that space remained unfinished.

Ms. Harris provided the following project expenditures and funding information:

- Architectural and engineering plans totaling approximately \$150,000.
- Commercial kitchen renovations totaling \$94,232, funded through the initial ARPA allocation.
- Fire suppression and sprinkler improvements totaling approximately \$125,000, of which \$59,714 was funded through ARPA.
- Workforce development renovations estimated at \$200,000, with the \$40,000 CDBG allocation currently on hold.
- Building-wide HVAC replacement covering all four floors, totaling approximately \$1.1 million, with completion anticipated by December 2026.

Ms. Harris stated that the initial ARPA-funded projects, including the commercial kitchen and sprinkler system, had been completed. She further reported that a second ARPA allocation of \$63,288 for salaries, maintenance, and utilities had been fully reimbursed and that an August 7 monitoring review found the expenditures to be in compliance. She stated that the city subsequently approached the organization in 2025 regarding approximately \$63,000 in previously allocated ARPA funding that another organization had been unable to expend. The Center accepted the funds for eligible expenses, including salaries, operating costs, and bunk beds, and

approximately \$17,000 remained available for reimbursement before the deadline of December 31, 2026.

Ms. Harris reported that the organization had received approximately \$277,941 in ARPA funding and \$62,700 in CDBG funding, including the disputed \$40,000 renovation allocation and a pending \$22,000 operations allocation. She estimated that the overall improvement projects totaled approximately \$1.5 million, with approximately \$340,000 provided through federal funding and the remaining expenses primarily covered by the church congregation. She disputed suggestions that the organization had failed to provide its required financial contribution.

Regarding the FY2025 CDBG renovation award, Ms. Harris explained that former Community Development Manager Tracey Harvey had advised the organization to follow federal procurement requirements, which Ms. Harris understood to require three bids for projects exceeding \$50,000. Because the award was \$40,000, the organization believed three bids were not required. Nevertheless, she stated that three contractors had been consulted, with two declining to submit bids after reviewing the architectural plans prepared by Becker Morgan. Following a recommendation from the Downtown Dover Partnership's development director, the organization selected MFI Construction Services and entered into a contract, making two initial payments totaling approximately \$53,000.

Ms. Harris stated that the contract and proof of payment were submitted to Ms. O'Brien in spring 2026 with a reimbursement request. When asked to explain the absence of three bids and the selection of MFI Construction Services, the organization provided a written explanation, which Ms. O'Brien acknowledged receiving.

Ms. Harris further explained that, during a fall 2025 site visit, Ms. Harvey advised the organization of federal environmental compliance requirements, including lead-based paint testing, potential abatement, and a Phase I Environmental Site Assessment. She stated that the organization understood these expenses would be eligible under the \$40,000 CDBG allocation. The environmental work was completed in November and December 2025, and supporting documentation and reimbursement requests were submitted to the city.

Ms. Harris maintained that the city was obligated to reimburse approximately \$17,100 for environmental-related expenditures and \$22,900 toward the demolition expenses, totaling the \$40,000 award.

Ms. Harris also addressed the matching-fund requirement, stating that the church congregation had financed substantial improvements, including the \$1.1 million HVAC project, exceeding the required \$153,978 contribution. She referenced the 2022 subrecipient agreement between the City of Dover and People's Church of Dover, which established a performance period from April 27, 2022, through December 31, 2026. She emphasized that the agreement was with the church rather than the People's Community Center.

Drawing on her professional experience managing federal, state, and local grants, Ms. Harris stated that grant applications typically include detailed procurement, reporting, and record-retention requirements. She expressed concern that the city's grant application materials did not clearly

identify the city's \$10,000 procurement threshold. She reiterated that the organization had relied on federal guidelines in the absence of written instructions and noted that it had previously obtained three bids for a project in 2022.

Ms. Harris explained that project timelines and budgets frequently required adjustments due to funding availability, contractor shortages, rising construction costs, environmental requirements, and other unforeseen circumstances. She stated that these challenges had been particularly significant following the COVID-19 pandemic. Although funding sources and project schedules had changed, she maintained that the organization's overall objectives of providing services to individuals experiencing homelessness had remained consistent.

Ms. Harris expressed concern that complaints and allegations regarding the organization had negatively affected its ability to secure additional funding. She stated that some funding sources had become hesitant to support the Center because of uncertainty surrounding its continued operations. She specifically referenced the loss of anticipated homeless services funding, while noting that funding for the organization's children's programs had continued. She explained that the organization had anticipated receiving the homeless services funding until approximately mid-June and had identified it as a pending funding source in other grant applications.

Ms. Harris disputed concerns regarding compliance with CDBG national objectives and maintained that both the operations and renovation projects satisfied the applicable federal requirements, referencing 24 CFR §§ 570.201 and 570.208.

In closing, Ms. Harris reiterated that the 2022 agreement was entered into with People's Church of Dover, a separate entity from the People's Community Center. She stated that the city had previously issued correspondence confirming fulfillment of the church's contractual obligations and that the church had invested substantially more in renovations than required under its agreement. She maintained that concerns regarding the earlier agreement should not be used as justification for withholding funding under the People's Community Center's 2025 agreement.

Ms. Arndt stated that there appeared to be misunderstandings on both sides and emphasized the importance of learning from past mistakes and maintaining open lines of communication. She clarified that her decision in March to vote against the \$36,000 workforce development program grant application was based solely on the merits of the application and not on the performance or concerns associated with the overnight shelter. She explained that the application had not adequately demonstrated the program's long-term sustainability or identified sufficient funding sources beyond the city. She expressed reservations about providing initial funding for a program without a clear plan for continued financial support, noting that she was generally more comfortable supporting capital improvements where expenditures and completed work could be documented.

Ms. Arndt emphasized that she had never advocated for the closure of the overnight shelter and recognized the importance of the services it provided. However, she believed the shelter should operate in a manner that was compatible with the surrounding neighborhood and addressed residents' concerns. She expressed surprise at Ms. Harris's statement that the organization did not wish to continue operating the overnight shelter and would not pursue the conditional use approval

necessary to continue those operations. She noted that the city had received significant public criticism the previous evening regarding the potential closure of the shelter. She questioned that criticism in light of the organization's apparent decision not to pursue the available conditional use approval process, which could have allowed the shelter to continue operating.

Responding to Ms. Arndt, Ms. Harris explained that the People's Community Center had gradually assumed responsibility for operating the emergency overnight shelter during the COVID-19 pandemic after other participating churches discontinued their involvement. She stated that the organization had continued providing shelter services for several years, often without dedicated funding, despite overnight shelter operations being the most demanding aspect of its services. She emphasized that the Center preferred to focus on programs that helped individuals experiencing homelessness achieve stability and independence rather than continuing to provide emergency shelter indefinitely.

Ms. Harris expressed her belief that the community needed transitional and affordable housing rather than additional emergency shelters. However, she acknowledged that emergency shelter capacity in Dover remained inadequate. She explained that the organization had actively sought alternative shelter locations and partners, including discussions with the Salvation Army and representatives associated with the proposed correctional facility. She expressed strong support for using the correctional facility, noting that its existing rooms, kitchens, and showers could accommodate shelter operations.

Regarding the conditional use approval, Ms. Harris explained that the organization did not wish to pursue the process because it had historically operated as an emergency shelter under Code Purple provisions and believed the additional approval would require considerable city staff time, expense, and public hearings without guaranteeing approval. She further expressed concern that obtaining permanent approval could create expectations that the organization operates a year-round shelter, which was not its intention.

Ms. Harris stated that the facility was equipped to accommodate approximately 30 individuals but frequently served between 50 and 60, with attendance occasionally reaching 80. She emphasized that the organization would prefer another provider assume responsibility for overnight shelter operations but would continue providing emergency shelter if no alternative became available, as it did not want individuals left outside in freezing conditions.

Ms. Harris also addressed concerns regarding neighborhood impacts, stating that the organization had made efforts to address complaints and encourage appropriate behavior among those receiving services. These efforts included identifying individuals responsible for discarded food containers and prohibiting individuals observed engaging in drug-related activities from returning. She acknowledged the difficulties associated with managing individuals experiencing homelessness, substance abuse, and other challenges but emphasized the importance of continuing to provide assistance.

In response to Ms. Arndt's concerns regarding the sustainability of the workforce development program, Ms. Harris stated that the organization had secured or anticipated several additional funding sources, including approximately \$350,000 in opioid-related funding, which remained

pending, and approximately \$100,000 in other funding awarded earlier in the year. She also referenced contributions from additional organizations and expressed confidence in the program's financial sustainability.

Ms. Harris explained that Harold Stafford, former Delaware Secretary of Labor and former Polytech School Board member, would oversee the workforce development program. She stated that the program would initially focus on workforce readiness, including assisting participants with obtaining identification and necessary documentation, addressing substance abuse and mental health needs, and establishing the stability required before beginning employment training and development. She emphasized that these supportive and navigation services were essential components of the proposed program.

Ms. Harris concluded by reiterating her confidence in the organization's financial management and expressing hope that additional funding opportunities would become available once concerns surrounding the organization were resolved. She acknowledged that her extensive professional experience in grant administration and financial management could be better utilized by the organization and stated that she intended to assume greater responsibility for overseeing and managing its grants moving forward.

Ms. Arndt reiterated that there had been misunderstandings and misinformation on both sides and emphasized the importance of correcting those misconceptions and working collaboratively moving forward. She expressed her inclination to allow the funding to proceed, acknowledging that some constituents might disagree with her position. However, she noted that the work had already been completed and believed consideration should be given to allowing the reimbursement. Ms. Arndt further emphasized that, should the organization apply for and receive city funding in the future, it would be expected to fully understand and comply with all applicable grant requirements, ensuring that all documentation and procedures were properly completed.

Mayor Christiansen asked Ms. O'Brien whether she had followed the procedures and instructions provided during her training regarding the reimbursement of grant funds.

Responding to Mayor Christiansen, Ms. O'Brien confirmed that she had.

Mayor Christiansen further asked whether he or any member of Council had influenced her presentation or decision to bring the matter before Council.

Responding to Mayor Christiansen, Ms. O'Brien stated that neither the Mayor nor any member of Council had influenced her decision.

Mr. Anderson stated that he supported Ms. O'Brien's decision to withhold the funds until she received the necessary information. He explained that the matter had since progressed to the decision of whether to reprogram the funding, which he did not support. Mr. Anderson described the People's Community Center as an organization that had made significant contributions to the city.

Mr. Anderson asked Ms. Harris whether, to the best of her knowledge, the People's Community Center was currently in compliance with city regulations.

Ms. Harris responded affirmatively.

Mr. Anderson further asked whether the expenditures and requirements that had been satisfied were compliant with federal regulations and eligible for reimbursement under federal guidelines, despite the organization's inadvertent failure to comply with the City's purchasing requirements.

Responding to Mr. Anderson, Ms. Harris responded affirmatively, confirming that, to the best of her knowledge, the expenditures complied with federal requirements and were eligible for reimbursement under federal guidelines.

Responding to Ms. Hall, Ms. Harris stated that she believed MFI was a credible company because the company had been recommended by the Downtown Dover Partnership. She explained that she made a note to follow up.

Ms. Hall requested that Ms. Harris report her findings back to Council.

William G. Faust, Jr. stated that the Morris Correctional Center had been closed by the Department of Correction due to funding constraints and expressed concern regarding the building's maintenance and condition, which he believed could affect its suitability for use as a homeless shelter. He expressed support for the People's Church and its efforts to assist vulnerable individuals. However, he cautioned Council against making exceptions to established funding requirements, noting that doing so could create a precedent for other organizations seeking similar consideration in the future. He emphasized that the funding involved public money and that appropriate oversight, accountability, and checks and balances were necessary to ensure its proper use.

LaChelle Paul, Dover, questioned how much funding the city had invested in the People's Church for its emergency shelter operations. She expressed concern that previously invested funds could be wasted if the shelter was unable to continue operating, particularly given the ongoing need for emergency shelter services and the approaching winter months. She acknowledged the importance of accountability and proper oversight of public funds but emphasized the need to be responsible stewards of money already invested, whether through City, State, or federal funding. She questioned whether it would be reasonable to jeopardize those investments over administrative or procedural issues that could potentially be corrected. She suggested that some of the issues may have resulted from miscommunication or uncertainty regarding responsibilities among those involved in administering the grants. She encouraged the city to consider resolving those concerns rather than allowing previous investments and the services provided to the unhoused population to be negatively affected.

Responding to Ms. Paul, Ms. O'Brien stated that the city had invested \$283,338 in overnight shelter operations. She clarified that the funding currently under consideration was for renovations associated with the workforce development program, not the overnight homeless shelter.

Ms. Paul asked whether the funding previously invested in the People's Church was necessary for the facility to comply with applicable requirements for operating the emergency shelter.

Ms. O'Brien explained that she could only address the funding agreement between the city and the People's Community Center and could not speak to the facility's zoning or operational requirements.

Ms. Harris clarified that the \$40,000 allocation under consideration was specifically designated for renovations to convert the former bowling alley into a workforce development and readiness center and was unrelated to the overnight shelter. She explained that previous ARPA and CDBG funding had supported both capital improvements and operational expenses, including supplies and services already provided. She noted that an additional \$22,700 in FY2025 CDBG operational funding remained pending.

Ms. Paul asked whether the workforce development program and other services were intended to support the same population, including individuals experiencing homelessness and substance abuse challenges.

Ms. Harris confirmed that the organization's programs served low-income, extremely low-income, and homeless individuals. She explained that the overnight emergency shelter was only one component of the organization's broader services, which continued throughout the year. She further clarified that funding for emergency shelter operations, year-round services, and capital improvements was generally obtained through separate grant applications.

Ms. Paul questioned whether the overnight emergency shelter would reopen during the upcoming winter.

Ms. Harris explained that the organization would consider continuing shelter operations if no alternative location became available and the city agreed to allow the organization to operate under the arrangement that had been in place for approximately ten years.

Ms. Paul expressed concern regarding the approaching winter and asked whether the city had a concrete plan to ensure emergency shelter would be available for individuals experiencing homelessness. She specifically questioned whether the city would permit the People's Community Center to resume emergency shelter operations if no other facility became available.

Ms. Harris stated that the organization was prepared to assist but emphasized that it would not jeopardize its business license, certificate of occupancy, or other year-round programs by operating without the necessary agreement or authorization. She reiterated the organization's willingness to assist in establishing an alternative shelter location and expressed hope that the City would continue pursuing those options. However, if no alternative became available, she hoped the city would consider an agreement allowing the organization to continue providing emergency shelter services as it had in previous years.

Bonnie Pennington, Dover, expressed concern regarding the potential closure of the People's Church emergency overnight shelter and the lack of alternative accommodations during the winter

months. She shared her personal experience with her son, who had previously experienced homelessness, and emphasized the importance of providing safe shelter during freezing temperatures. She urged Council to explore available funding within the city's budget to allow the church to continue providing emergency shelter services.

Mr. Neil moved to recommend acceptance of the staff recommendation to withdraw the previously approved \$40,000 CDBG allocation. The motion was seconded by Mr. Boggerty and failed by a roll call vote of three (3) yes (Boggerty, Neil, Mike Lewis), three (3) no (Hall, Anderson, Arndt), one (1) abstention (Pillsbury) (Sudler, Lewis absent).

Mr. Anderson voted no for the reasons he had previously stated.

Dr. Pillsbury stated that she remained undecided and abstained.

Council President Neil explained that his affirmative vote reflected concerns brought forward by neighboring residents and information in police and emergency medical reports about activity in the surrounding area.

Ms. Hall stated that she was troubled by the questions about the contractor payments and wanted further information, but also believed that the prior investment and the importance of completing the project supported her negative vote.

Following the failed motion, Council President Neil reiterated that the allocation concerned workforce development renovations rather than emergency sheltering. He stated that the city had continued contacting the Center's trustees and others to explore assistance. He noted Ms. Harris's willingness to provide emergency shelter under an agreement and stated that such an agreement would need to include the City's requirements.

Ms. Hall moved for adjournment of the Parks, Recreation, and Community Enhancement Committee meeting, hearing no objection the meeting adjourned at 8:25 p.m.

Mr. Neil moved for adjournment of the Council Committee of the Whole meeting, hearing no objection the meeting adjourned at 8:25 p.m.

Fred A. Neil
Council President

Attachments

Attachment #1 - Information Packet from Sue Harris



Dover 19904

302.674.4178

A collaboration of community stakeholders who work to improve the quality of life in Downtown Dover.

13 October 2026

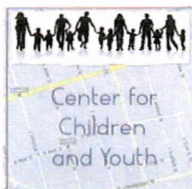
Mr. Daniel Griffith
City Solicitor

By Hand

Dear Mr. Griffith,

There are just a few facts that you may wish to know, but which I doubt that your client has disclosed to you. One of the excuses that Mr. Neal uses as justification for his desire to renege on the September 2025 CBDG subrecipient agreement is that we failed to do the work promised in our 2022 ARPA agreement, and thus now have asked that the same project be funded by the 2025 CDBG award. However:

1. There is not a single promise in the 2022 proposal or contact that we failed to honor.
2. Members of the Congregation have, in fact, spent far, far, more than the \$153,000 matching funds it promised to spend, on the same projects articulated in the proposal and agreement.
3. We received a letter from City stating that we were fully compliant and had completed our obligations, and thanking us for our service to the City.
4. It is too late for current staff to say that they do not like the processes followed by previous staff, and thus hold us accountable for not, in 2022, having followed the processes that they now require in 2026.
5. The 2022 ARPA subrecipient agreement was between the City and People's Church of Dover. But the 2025 CDBG agreement was with People's Community Center. (PCC did not yet have legal existence as of the date of the 2022 ARPA agreement.) Does your client understand that it cannot hold one corporation accountable for the failures of another corporation, even if the alleged failures could be substantiated?

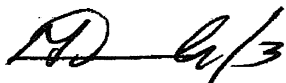


6. The total cost of the bowling alley renovation is \$192,000 – far more than the \$40,000 that we promised to pay from our own funds in 2022, and far more than the \$40,000 that the City approved last year. Certain City Council Members may not understand that renovation of a 1280 square foot room costs more than \$40,000. Thus, it is simply not true that we did not spend \$40,000 in 2022 for basement renovations. Invoices from Becker-Morgan will prove that People's Church of Dover did in fact spend more than that amount on architectural and engineering plans.
7. And anyway, even if the second \$40,000 requested was not justifiable, then the proposal should have been rejected in 2025. After the Council approved the proposal and the mayor signed the agreement, and after we spent the money for the next phase of renovation, the City cannot in good faith claim that it has changed its mind and no longer wishes to fund the project it approved last year.
8. Another excuse for not fulfilling its obligations under the subrecipient agreement is that we did not follow proper procurement protocol. The previous Community Development Manager told us to follow the *federal* guidelines, which did not require three bids for grants under \$50,000. We understand that the person currently in that role has decided that future recipients must follow *City* protocol, but this new, more restrictive requirement cannot be retroactively applied.
9. Finally, even if the City's protocol must now be followed even for federal money, this in no way impacts the \$17,100 we spent on lead paint remediation and testing, and the Tier One Environmental Review. Ms. O'Brien wrote to us that that that work did *not* require three bids, so we hired the providers that the City recommended to us. Since that work did not require three bids, and since we submitted the reports, invoices, and proof-of-payment in a timely manner (last December), the City has zero justification for not reimbursing us \$17,000.

Our FOIA request produced documents showing that the City asked HUD for permission to withdraw the funding based on the disapproval of a few neighbors. HUD wrote back and stated that the City needed more than that to justify a diversion of CDBG funds. It appears that a few people at City Hall have been on quite a frantic hunt to find ways in which we have been negligent in the past, despite the City's prior written statements to the contrary. You may wish to counsel your client on the legal precariousness of its arguments.

(You may also wish to tell your client that it incurs legal liability when it unevenly enforces a city ordinance; after forcing us to take down a banner sign, then it cannot ignore the year-round banner signs displayed by two other Downtown congregations.)

Yours very truly,



Dr. G. D. Hodge,
President of the Board of Directors

Preface: Our History of Compliance

We are grateful for all the years of cooperation and collaboration we and the other churches have had with the city over the past decade thank you for your years of partially funding our operations with ARPA and CDBG federal pass through funds

We appreciate the hard work and intelligence of Ms O'Brien. We do wish that elected officials would allow her to do her work without political pressure. We are committed to complying in all ways with Federal and State statues and procedures so that we can work together with neighbors, businesses, other churches and government to help get people off the streets

After review of the documents before you, our own records and the documents sent to us in the FOIA response, it appears that we have indeed been compliant with a few exceptions. We did fail to submit the required report as requested. Although a final report is currently being created, there is no way to rectify the fact that it was not submitted in a timely manner. Our inability to access any instructions prohibited proper reporting. It wasn't until June that we were reminded of missing information and not until October before a blank report was sent to us to be completed. The other issue we can't resolve is the fact that we used Fed requirements for procurement and not the city's. Without any clear instructions we defaulted to the Fed regulations and that was evidently incorrect. By the time we understood the problem it was a done deal.

The city's normal procedure of only paying for Grants as reimbursements and only after examining documents for compliance and consistency with the contract has ensured that you have not reimbursed us for any funds which were not determined by your staff to be appropriate, consistent with applicable statute and ordinance and established procedure at that time. We had no reason to question our guidance

We appreciate Miss O'Brien's painstaking review of the past and present subrecipients agreements and payments but it appears that there were a number of factual errors in her previous presentation to this body.

We ask therefore that you consider only the facts on hand and not the spurious, complex, nefarious and intersecting motivations that sometime cloud city council judgment.

Now to the facts of the matter.

Completed Renovation projects and costs beginning 2022

- Architect and engineering plans for the 4 story building to include all phases of renovation from basement to elevator
- 6,400 sq feet of new flooring
- Painting of all basement walls
- Renovated a fully permitted Commercial kitchen to include ALL new NSF commercial grade appliances, shelving and work tables **(\$94,232 ARPA I)**
- 3 additional bathrooms
- 3 shower/shower room
- Laundry room with 2 sets of washer/dryers
- Renovation of old janitorial work area into secured storage room.
Fire suppression system (sprinkler system) throughout the basement and paths to outside exits on the first floor. (total cost of \$125,000) **(\$59,714 ARPA I)**
- New Lighting around the entire building, cameras and electronic door security
- Demolition of a 125 year old bowling alley to convert into workforce development and readiness offices, conference room, computer banks for job search and GED classes.(the demolition is complete, the construction has not been completed yet) (bowling alley renovation total \$200,000) **(\$40,000 CDBG FY 25 ON HOLD)**
- Complete HVAC replacement building wide (all 4 floors Total project \$1.1M)
To be completed in December 2026 according to the Time of Performance in the signed contract with People's Church of Dover.

People's Church members contributed matching funds as promised in the application and well beyond that for the new toilets, laundry room, showers, storage room, buildingwide HVAC replacement and the architectural and engineering plans.

City pass through FUNDING applied to the shelter since 2022.

FY'22 ARPA I \$153,978 was proposed for renovation of shelter space closed and paid in full

FY'23 ARPA II \$63,288 was proposed for salaries, maintenance and utility and meals Closed and paid in full

FY '24 ARPA III CKCC \$60,675 is proposed for Salaries, cots, bunks beds and transportation. Grant is ongoing until December 31,2026 with \$17,300 left for reimbursement.

FY'25 CDBG \$40,000 renovations, \$22,700 operations PENDING

Item two bidding procedures in the city's responsibility

When the FY '25 CDBG award was issued and the subrecipient contract was signed the City's community development manager was Tracy Harvey. She told us that we must fulfill Federal compliance standards rather than those standards if the money were from the city budget.

The federal requirement she said was that Awards over the amount of \$50,000 required that three bids be submitted since our award amount was only \$40,000 three bids would not be required.

We did nonetheless consult with the three contractors. The first two who looked at the Becker Morgan plans (paid for in 2022) chose not to bid so we turned to the Development Director of the Downtown Dover Partnership to ask for a recommendation.

He recommended Amber Epperson of MFI construction. We signed a contract with her and made two initial payments totaling approximately \$53,000. We submitted the contract and proof of payment to Ms O'Brien in the spring of 2026 and requested reimbursement. No reimbursement has been made.

After requesting reimbursement Ms O'Brien asked us to send her a letter explaining why we did not have three bids and how we selected MFI. We did send such an explanation and in her timeline Miss O'Brien acknowledged having received it.

When she and Ms O'Brien conducted their site visit in the fall of 2025, Ms Harvey explained that we would be held to the federal standards of compliance which required lead paint testing and abatement if necessary and a tier one environmental review she stated that those Services would be paid by the CDBG award of \$40,000.

That work was performed in a timely fashion in November and December of 2025, only 2 months after the subrecipient agreement was signed. Cover letter and reimbursement requests were submitted to the city as proof of payment. The city is now required to reimburse People's Community Center \$17,100 for those expenditures.

The city is also obligated to reimburse People's Community Center \$22,900 a portion of the \$53,000 already spent to the limit of the award of \$40,000.

The city employee who signed the award letter was satisfied, reimbursed the money spent and issued a letter in which she confirmed that we were fully compliant and thanked us for our service to the city. Criticisms of the management of the previous Grant manager should not affect the grantee. We followed all instructions we were given.

The HVAC renovation also costs far more than anticipated. The congregation has paid Diamond Engineering to complete the work in the amount of \$1.1 million dollars thus the congregation did complete its part of the agreement to spend at least \$153,978 in matching funds. All these expenditures and work will be completed prior to the time of performance date on page two of the subrecipient agreement between the city of Dover and People's Church of Dover.

ARPA Time of Performance

Services of the sub recipient shall start on the 27th day of April 2022 an end on the 31st day of December 2026

Reports, procurement, end of contract requirements are a vital aspect of any grant. In my career I managed 19 different federal, state and local grants per year for 30 years worth well over 100 million dollars and grant applications ALWAYS, without exception included detailed instructions of what the reporting, procurement and document retention requirements are. Most of the time it's part of the RFP so that potential grantees can decide if they have the capacity to fulfill those requirements before they even apply. For these city managed federal grants I have been unable to find these instructions anywhere, certainly not attached with the application. The instructions I **am** able to find to understand how to manage these federal funds is on the Federal CDBG website where their procurement requirements clearly state that bids are required for any project over \$50K. We obviously understood that requirement because we received 3 bids for our kitchen project in 2022. The fact that Mrs. O'Brien uses the city procurement threshold of \$10,000 should have been clearly explained and included in instructions for reporting and procurement requirements along with the application. With no guidance available in the paperwork or online we defaulted to the federal guidelines.

Yes, there are inevitable changes to timelines and specifics from the original application when you're working with competitive grants that might not be successful. There was never a change of focus of the Homeless shelter operations and renovation of the space to be used for homeless services.

In 2022 we were still dealing with covid, contractors were difficult to find, delays happened regularly and prices skyrocketed so we had to be flexible. Also in the grant world although you might list a funding opportunity on a grant application, there is no guarantee you will be successful. When you aren't successful you have to be able to pivot, realign your priorities and go to your backup plan to proceed. For instance if you lose your funding for demolition but receive your funding for construction you probably have to pivot and make adjustments. It doesn't change the project but it does affect timing and progress.

The hesitation and unjustified accusations caused upcoming funders to hesitate and many deny funding that had previously been unquestioned because of these bogus accusations. If funders worry that the city would not allow our program to continue, why would they want to send us money. These complaints continued to grow out of control without any pushback from the city. Even City officials said harsh, unfounded things without any evidence or investigation. City officials have since admitted none of the complaints were applicable to us. All of this caused politicians to retreat and as in one instance, Senator Paradee changed course and denied our homeless services Grant in Aid funding that we have counted on for years for operations. So to be clear up until mid June, we were still expecting this promised source of funding. This was a source of funding that we had documented on other grant applications as is common practice when applications are pending. It is generally asked when an application is submitted if other funding sources are; submitted, pending, awarded or received.

A project timeline needs to be fairly flexible as long as you are staying within the grant period. Sometimes there needs to be adjustments in the projects according to the funding opportunities that are successful. Sometimes you find out that you need Environmental Studies done and that a portion of your award has to go towards that unexpected expense and you then have to make adjustments in the budget and the timeline.

These are the sort of things that can change your timeline and add expenses that were not included in your original budget and adjust some expectations. But one thing that never changes is the focus and the objectives that you're trying to meet within your proposal.

Meeting the CDBG objectives is not of any concern either as was mentioned many times in this attempt to find issues. The operations grant complies with 570.208 a2ia and 570.201e and the renovation grant complies with 570.208 a2ic and 570.201c. These objectives are thoroughly met with all aspects of our projects.

Summary

The 2022 agreement was made with the church not the community center. It is not appropriate to deny promised funding to one Corporation because of a claim of non-compliance related to another Corporation.

The city's representative mailed us a letter in 2023 in which she states that our contractual obligations were met and the agreement is now fulfilled.

The church did in fact spend a million dollars more than it was required to spend according to the subrecipient agreement in facility renovations.

The city therefore has no justification to use this funding cycle performance as an excuse to deny its contractual obligations to the Community Center under its 2025 agreement.

- group meeting spaces" – this is the project in question.
6. It was only after I finished ERR training that we realized the project would need a Phase 1 assessment. They completed the process successfully, which is why the NOI was posted.
 7. Last fall, the City Manager's office put out an "Economic Development Fund" grant RFP, which this organization applied for \$47,363 to "launch the Workforce Development Program". At the public hearing in February, several residents spoke, and City Council had received 17 letters of complaint from nearby residents and businesses about the negative impacts of the organization's activities. Their application was denied unanimously by Council. One Council member abstained because he had recently served on the board of directors for this organization.
 8. When I attended the All Grantee meeting in West Chester, I had a conversation with one of the instructors about this project, who informed me that if the City wishes to extend the agreement past 6/30, we should do an amendment to include listing dates, milestones, exact budget line items, and remedies in our agreement. It was also emphasized that we will need to be confident that the workforce development program will be operational and effective within a reasonable time frame – when will the national objective be achieved? In addition, if the agreement expires with no extension, I could close the project in IDIS, and either amend the current action plan or wait until the next year's action plan is drafted to reallocate the funds.
 9. Another red flag with this project is that, when I asked for the full contractor's quote of the work to be done (so I could include the full price in my notice), he only provided one quote, that he had already executed and paid the \$44,000 deposit on. This falls into the "Small Purchases" category of federal procurement methods described in 2 CFR 200.320, which requires an "adequate number of quotes". I tried to help him overcome this barrier by writing an explanation letter documenting his reason for only getting 2 quotes, but he has never responded to my request on 6/11/26 for the other quote. In his letter, he stated that Tracey Harvey never told him he needed 3 quotes. I observed her telling several of the Sub-recipients that they needed 3 quotes if the purchase was over \$10,000, as that is our purchasing policy. Moreover, I sent him an email to this effect on 10/7/25.

Considering all of the above, I believe that staff acted in good faith but didn't have all the facts about the evolving situation. Is there a process by which we can bring this back to our Council for a vote to retract the allocation? Or is there any HUD guidance for what a local government should do when faced with public outcry over deteriorating neighborhood conditions due to projects that are federally funded?

Sincerely,
Debbie O'Brien, CPFO, MBA
 Community Development Manager
 Planning Department
 City of Dover
 15 Loockerman Plaza
 Dover DE 19901
 (P) 302-736-7175
 (F) 302-736-4217
dobrien@dover.de.us

the City's Action Plan and IDIS, as appropriate.

Finally, if the City elects not to move forward with the project, I recommend carefully documenting the basis for that decision. The administrative record should reflect that the decision is based on the City's programmatic, contractual, compliance, and implementation concerns, rather than solely on neighborhood opposition.

Please let me know if you would like to discuss this further after you've had an opportunity to meet with your Solicitor.

Thanks.

Carolyn K Mayinja
Senior CPD Representative
United States Department of Housing and Urban Development (HUD)
Office of Community Planning and Development (CPD)
The Strawbridge's Building
801 Market St
Philadelphia, Pennsylvania 19107-3380
Office Phone: (215) 861-7648
Email: Carolyn.Mayinja@hud.gov
Visit HUD's Website: www.hud.gov
Visit HUD's Resources Exchange: www.HUDEnchange.info

From: O'Brien, Deborah <dobrien@doover.de.us>
Sent: Monday, June 29, 2026 12:59 PM
To: Mayinja, Carolyn K <Carolyn.Mayinja@hud.gov>
Cc: Duca, Sharon <SDUCA@DOVER.DE.US>
Subject: <External Message> Question about a project

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you have concerns about the content of the email, please send it to phishing@hud.gov or click the Report Phishing Button on the Outlook ribbon or Phishing option within OWA.

Good morning, Carolyn,

I have some serious concerns about a project that is in the public comment period of the ERR. I'm hoping you can help me figure out what we should do.

Apparently, the newspaper ad that you disapproved was an ineffective means to get the attention of the public because I didn't receive any comments. Since I posted our NOI/RRFOF on our website on 6/23/26, I've received 6 (as of this moment – they keep coming in as I type this) formal complaints from residents who live near the project. These comments have led me to do further research on the project out of concern for HUD compliance.

Background:

- The church was notified back in 2016 or 2017 that they would be allowed to use it for overnight sheltering for one winter, due to the change of use within the building/fire code.
- On the Community Center's Certificate of Occupancy dated 9/28/21, it was noted that it was not approved for sleeping. However, City leadership allowed it during the cold winter months under the auspices of Code Purple until this year.
- A code interpretation letter from our City Solicitor was mailed on 3/23/26 and subsequent notice ordering them to cease all overnight sheltering within 14 days.
- They have continued to shelter homeless veterans year-round, even as of last week.

Facts I have uncovered:

1. In the application for the first round of ARPA funding, \$40,000 was budgeted for this same exact project, which should have been completed (according to their application) by September 2022.
2. \$0.00 of the \$153,978.00 was spent on this – invoices show renovations and refurbishing the kitchen, bathrooms, flooring, dining room, new entry doors, new HVAC installed, and a new fire suppression system.
3. Monitoring of the ARPA funding was completed on 8/7/24 notifying them that they were in compliance. Obviously, Tracey was unaware of the zoning issues because they received other ARPA funding for the operations of a homeless shelter.
4. They also received 2025 CDBG grant funding for shelter operations for \$22,700. They confirmed that the overnight shelter shuttered on 4/1/26, so all receipts that we reimbursed were for expenses prior to that.
5. In addition, we awarded them \$40,000 of 2025 CDBG grant funding for renovations to "turn a garage-like storage room into private and

From: O'Brien, Debbie
To: Dr. G. Derrick Hodge <gdhodge@pcd-dover.org>
Cc: Harvey, Tracey
Subject: RE: Renovations project
Date: Tuesday, October 7, 2025 10:45:00 AM

Dr. Hodge,

It just occurred to me that the lead-based paint assessment probably won't cost more than \$10,000, and therefore, won't require 3 quotes. I apologize for the confusion!

Thanks!

Debbie O'Brien, CPFO

Community Development Manager

City of Dover Planning Department

15 Loockerman Plaza

Dover, DE 19901

(302) 736-7196

From: O'Brien, Debbie
Sent: Tuesday, October 7, 2025 8:25 AM
To: Dr. G. Derrick Hodge <gdhodge@pcd-dover.org> <gdhodge@pcd-dover.org>
Cc: Harvey, Tracey <tharvey@DOVER.DE.US>
Subject: Renovations project

Good morning, Dr. Hodge,

In the process of doing the environmental review for your project, we realized that since the building was built prior to 1978, and the scope of work includes interior remodeling, it will need to be tested for lead-based paint by a qualified environmental company. The expense is eligible for reimbursement through CDBG; however, you will need to obtain 3 quotes before you can proceed. If lead-based paint is found in the area where the work is to be completed, mitigation measures to reduce, avoid, or eliminate adverse environmental impacts will be required before the project can be started.

City of



Dover

Item #2.

August 12, 2024

Rev. Dr. G. Derrick Hodge
People's Church of Dover
46 South Bradford Street
Dover, DE 19901

RE: Monitoring Review ARPA 1&2

Dear Rev. Hodge:

This letter is to inform you of the results of the monitoring review for the People's Church of Dover. The monitoring was held on August 7, 2024. I wish to extend my appreciation with your assistance during the interview.

I am pleased to announce that People's Church of Dover is in compliance with the American Rescue Plan Act Guidelines regarding the grant awarded for renovations for a portion of the church to be used as a homeless shelter (ARPA 1) and for providing staff support, maintenance and utility cost, and the purchase of meals for the shelter (ARPA) 2.

The grant amount awarded for ARPA 1 was \$153,978.00 in program funds with 1000% of funds drawn down as of 7/8/24. The grant amount awarded for ARPA 2 was \$63,288.00 with 83% of funds drawn down as of 7/8/24.

I was very pleased with the renovations completed at the shelter to ensure the safety of the homeless as well as the services provided for the persons that are sheltered.

I wish to extend my appreciation to you for the overall assistance and cooperation provided at the monitoring site visit. The City of Dover wishes your program continued success.

Sincerely,

A handwritten signature in cursive script that reads "Tracey N. Harvey".

Tracey N. Harvey
Community Development Manager

From: G. D. Hodge, Ph.D.
To: O'Brien, Deborah
Subject: EXTERNAL: CDBG Renovation Reimbursement Request
Date: Wednesday, June 10, 2026 2:52:52 PM
Attachments: CDBG Renovation Reimbursement Request Cover.pdf
Executed MFI Revised Contract.pdf
MFI Proof of Payment.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please reimburse People's Community Center in the amount of \$40,000 for building renovations related to the Center for Workforce Development. Attached hereto are three supporting documents:

1. Cover letter detailing the expenditure;
2. Proof of payment by Dover Federal Credit Union; and
3. Renovations contract with MFI Construction Company.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Thank you,

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

As for what moneys the city may have contributed in the past of zoning variance granted have included the City Clerk's Office. This office is very short handed due to 2 most experience members of the 4 out on sick leave.

I will circulate your request to others in the community to see if they wish to reach out to you regard attempts to work with the Peoples Church on problems.

The letters that came to me are public record for a FOIA request. I requested the names redact for fear of reprisals and threats. The names of the convicted sexual predators listing the church as its home can be found at the State Level and in the documents, I have turned over to the Clerk's Office.

The State Health Department can give the status of the past and current problems with the church kitchen as well as any other violation they may have found. You can check the status of the Dover Police investigation with them.

The original December 2, 2025, zoning complaint sent to the city is very close resolution as variances on activities have been exceeded. For legal reasons, I will not comment any further.

Members of the City Council in initially providing support for the programs for at church did so with great compassion. It has backfired with unintended consequences with the quality-of-life collapse, businesses closed, property damaged and devalued, and streets, porches and backyards used as toilets.

I believe it is fair to say, the activities at the church have enabled this inappropriate behavior to continue and have not helped enough people escape their problems to justify the tremendous cost to the citizens of Dover.

To JE State News

Fred Neil
3rd District
Dover City Council President
302-678-3288

On 03/11/2026 7:52 PM EDT Xiomara Moore <xmoore@iniusa.org> wrote:

Hello Councilman Neil,

This is Xiomara Moore from Daily State News. I watched the council meeting of the whole on February 26 and you mentioned complaints from neighbors at the People's church and community center. Were those complaints were also sent to the staff at People's? Also, it was said in the Feb. 26 meeting that People's received funds from City of Dover before, do you have proof of this?

I am writing an article on the People's community center with a deadline on EOD Thursday. If you could answer the above questions by then, that would be great.

*Have a good evening,
Xiomara*

From: "Duca, Sharon" <SDuca@dover.de.us>
 To: "Neil, Fred" <fredneilbooks@comcast.net>
 CC: "Anderson, David" <david.anderson@dover.de.us>, "Hugg, Dave" <dhugg@dover.de.us>
 Sent: 2026-02-17T16:27:44
 Subject: RE: EXTERNAL: Re: February 4th Correspondence

Good Afternoon Council President Neil,

As noted in a separate email chain, we held an internal meeting this afternoon to review research conducted since the original complaint was received. This meeting included the City Manager, City Solicitor, Principal Planner, Chief Code Enforcement Officer, Fire Marshal and myself. The City Solicitor is working on a response to the attorney, [REDACTED]

Thank you,

SHARON J. DUCA, P.E., ICMA-CM

ASSISTANT CITY MANAGER
 City of Dover City Manager's Office
 P.O. Box 475
 Dover, Delaware 19903
 Phone: 302-736-7005
 Fax: 302-736-7002
 E-mail: sduca@dover.de.us



From: FRED Neil <fredneilbooks@comcast.net>
 Sent: Tuesday, February 17, 2026 3:32 PM
 To: [REDACTED] Duca, Sharon <SDuca@dover.de.us>
 Cc: [REDACTED] Anderson, David <david.anderson@dover.de.us>
 Subject: Re: EXTERNAL: Re: February 4th Correspondence

Sharon,

I now have a copy of [REDACTED]. Has Mr. Hugg brought in staff to discuss a strategy or a position for the city council to consider?

I have added Chairman Councilman Anderson to this email list as I believe we need an Executive Session to deal with the problems that are recurring because of the non-conforming use of the People's Church and the effect it is having on the quality-of-life issues for the neighbors. I have a number of letters to that effect.

I also believe it has a negative effect on the DDP Master Plan.

There is no question that human services provided by the Church are needed, but it is having a dire effect on the residential zoning of the area and housing converted to stable offices are now going up for sale.

Please advise.

Fred Neil
 3rd District
 Dover City Council President
 302-678-3288

On 02/17/2026 2:32 PM EST [REDACTED] wrote:

Sharon,

For record, we consider the enforcement action at our building laughable. The point of referencing that enforcement action is to gaslight the complete lack of enforcement action at the Peoples Church and multiple properties on Governors avenue. [REDACTED]. With the complete lack of code enforcement elsewhere in the area, any further code enforcement at [REDACTED] would easily make the administration at the City of Dover the laughing stock of every media and social media outlet on the peninsula.

To stay on task, our issue is the complete non-response to the request from our neighborhood issued on December 2nd... 77 days ago.

This content is from the eCFR and is authoritative but unofficial.

Title 24 —Housing and Urban Development

Subtitle B —Regulations Relating to Housing and Urban Development

Chapter V —Office of Assistant Secretary for Community Planning and Development,

Department of Housing and Urban Development

Subchapter C —Community Facilities

Part 570 —Community Development Block Grants

Subpart C —Eligible Activities

Source: 53 FR 34439, Sept. 6, 1988, unless otherwise noted.

Authority: 12 U.S.C. 1701x, 1701 x-1; 42 U.S.C. 3535(d) and 5301-5320.

Source: 40 FR 24693, June 9, 1975, unless otherwise noted.

§ 570.201 Basic eligible activities.

CDBG funds may be used for the following activities:

- (a) **Acquisition.** Acquisition in whole or in part by the recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose, subject to the limitations of § 570.207.
- (b) **Disposition.** Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such property or property acquired under urban renewal, provided that the proceeds from any such disposition shall be program income subject to the requirements set forth in § 570.504.
- (c) **Public facilities and improvements.** Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in § 570.207(a), carried out by the recipient or other public or private nonprofit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in § 570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in § 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in § 570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in § 570.200(b).

- (d) **Clearance and remediation activities.** Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites and remediation of known or suspected environmental contamination. Demolition of HUD-assisted or HUD-owned housing units may be undertaken only with the prior approval of HUD. Remediation may include project-specific environmental assessment costs not otherwise eligible under § 570.205.
- (e) **Public services.** Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under § 570.207(b)(4)), homebuyer downpayment assistance, or recreational needs. If housing counseling, as defined in 24 CFR 5.100, is provided, it must be carried out in accordance with 24 CFR 5.111. To be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the 12 calendar months before the submission of the action plan. (An exception to this requirement may be made if HUD determines that any decrease in the level of a service was the result of events not within the control of the unit of general local government.) The amount of CDBG funds used for public services shall not exceed paragraphs (e) (1) or (2) of this section, as applicable:
- (1) The amount of CDBG funds used for public services shall not exceed 15 percent of each grant, except that for entitlement grants made under subpart D of this part, nonentitlement CDBG grants in Hawaii, and for recipients of insular area funds under section 106 of the Act, the amount shall not exceed 15 percent of the grant plus 15 percent of program income, as defined in § 570.500(a). For entitlement grants under subpart D of this part, nonentitlement CDBG grants in Hawaii, and for recipients of insular area funds under section 106 of the Act, compliance is based on limiting the amount of CDBG funds obligated for public service activities in each program year to an amount no greater than 15 percent of the entitlement grant made for that program year plus 15 percent of the program income received during the grantee's immediately preceding program year.
 - (2) A recipient which obligated more CDBG funds for public services than 15 percent of its grant funded from origin year 1982 or 1983 appropriations (excluding program income and any assistance received under Public Law 98-8), may obligate more CDBG funds than allowable under paragraph (e)(1) of this section, so long as the total amount obligated in any program year does not exceed:
 - (i) For an entitlement grantee, 15% of the program income it received during the preceding program year; plus
 - (ii) A portion of the grant received for the program year which is the highest of the following amounts:
 - (A) The amount determined by applying the percentage of the grant it obligated for public services in the 1982 program year against the grant for its current program year;
 - (B) The amount determined by applying the percentage of the grant it obligated for public services in the 1983 program year against the grant for its current program year;
 - (C) The amount of funds it obligated for public services in the 1982 program year; or,
 - (D) The amount of funds it obligated for public services in the 1983 program year.
- (f) **Interim assistance.**

This content is from the eCFR and is authoritative but unofficial.

operations

Title 24 —Housing and Urban Development

Subtitle B —Regulations Relating to Housing and Urban Development

Chapter V —Office of Assistant Secretary for Community Planning and Development,

Department of Housing and Urban Development

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Part 570 —Community Development Block Grants

Subpart C —Eligible Activities

Source: 53 FR 34439, Sept. 6, 1988, unless otherwise noted.

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Source: 40 FR 24693, June 9, 1975, unless otherwise noted.

§ 570.201 Basic eligible activities.

CDBG funds may be used for the following activities:

- (a) **Acquisition.** Acquisition in whole or in part by the recipient, or other public or private nonprofit entity, by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose, subject to the limitations of § 570.207.
- (b) **Disposition.** Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such property or property acquired under urban renewal, provided that the proceeds from any such disposition shall be program income subject to the requirements set forth in § 570.504.
- (c) **Public facilities and improvements.** Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except as provided in § 570.207(a), carried out by the recipient or other public or private nonprofit entities. (However, activities under this paragraph may be directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements, including those provided for in § 570.207(a)(1).) In undertaking such activities, design features and improvements which promote energy efficiency may be included. Such activities may also include the execution of architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance, such as decorative pavements, railings, sculptures, pools of water and fountains, and other works of art. Facilities designed for use in providing shelter for persons having special needs are considered public facilities and not subject to the prohibition of new housing construction described in § 570.207(b)(3). Such facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims. In certain cases, nonprofit entities and subrecipients including those specified in § 570.204 may acquire title to public facilities. When such facilities are owned by nonprofit entities or subrecipients, they shall be operated so as to be open for use by the general public during all normal hours of operation. Public facilities and improvements eligible for assistance under this paragraph are subject to the policies in § 570.200(b).

Renovations & Operations

total number of persons and the total number of low- and moderate-income persons within each census division, the percentage of low- and moderate-income persons within the service area, and the total cost of the system.

- (iv) An activity for which the assistance to a public improvement that provides benefits to all the residents of an area is limited to paying special assessments (as defined in § 570.200(c)) levied against residential properties owned and occupied by persons of low and moderate income.
- (v) For purposes of determining qualification under this criterion, activities of the same type that serve different areas will be considered separately on the basis of their individual service area.
- (vi) In determining whether there is a sufficiently large percentage of low- and moderate-income persons residing in the area served by an activity to qualify under paragraph (a)(1) (i), (ii), or (vii) of this section, the most recently available decennial census information must be used to the fullest extent feasible, together with the section 8 income limits that would have applied at the time the income information was collected by the Census Bureau. Recipients that believe that the census data does not reflect current relative income levels in an area, or where census boundaries do not coincide sufficiently well with the service area of an activity, may conduct (or have conducted) a current survey of the residents of the area to determine the percent of such persons that are low and moderate income. HUD will accept information obtained through such surveys, to be used in lieu of the decennial census data, where it determines that the survey was conducted in such a manner that the results meet standards of statistical reliability that are comparable to that of the decennial census data for areas of similar size. Where there is substantial evidence that provides a clear basis to believe that the use of the decennial census data would substantially overstate the proportion of persons residing there that are low and moderate income, HUD may require that the recipient rebut such evidence in order to demonstrate compliance with section 105(c)(2) of the Act.
- (vii) Activities meeting the requirements of paragraph (d)(5)(i) of this section may be considered to qualify under this paragraph, provided that the area covered by the strategy is either a Federally-designated Empowerment Zone or Enterprise Community or primarily residential and contains a percentage of low- and moderate-income residents that is no less than the percentage computed by HUD pursuant to paragraph (a)(1)(ii) of this section or 70 percent, whichever is less, but in no event less than 51 percent. Activities meeting the requirements of paragraph (d)(6)(i) of this section may also be considered to qualify under paragraph (a)(1) of this section.

(2) **Limited clientele activities.**

- (i) An activity which benefits a limited clientele, at least 51 percent of whom are low- or moderate-income persons. (The following kinds of activities may not qualify under paragraph (a)(2) of this section: activities, the benefits of which are available to all the residents of an area; activities involving the acquisition, construction or rehabilitation of property for housing; or activities where the benefit to low- and moderate-income persons to be considered is the creation or retention of jobs, except as provided in paragraph (a)(2)(iv) of this section.) To qualify under paragraph (a)(2) of this section, the activity must meet one of the following tests:
 - (A) Benefit a clientele who are generally presumed to be principally low and moderate income persons. Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are

Cont

- low- and moderate-income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or
- (B) Require information on family size and income so that it is evident that at least 51 percent of the clientele are persons whose family income does not exceed the low and moderate income limit; or
 - (C) Have income eligibility requirements which limit the activity exclusively to low and moderate income persons; or
 - (D) Be of such nature and be in such location that it may be concluded that the activity's clientele will primarily be low and moderate income persons.
- (ii) An activity that serves to remove material or architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled" will be presumed to qualify under this criterion if it is restricted, to the extent practicable, to the removal of such barriers by assisting:
 - (A) The reconstruction of a public facility or improvement, or portion thereof, that does not qualify under paragraph (a)(1) of this section;
 - (B) The rehabilitation of a privately owned nonresidential building or improvement that does not qualify under paragraph (a)(1) or (4) of this section; or
 - (C) The rehabilitation of the common areas of a residential structure that contains more than one dwelling unit and that does not qualify under paragraph (a)(3) of this section.
 - (iii) A microenterprise assistance activity carried out in accordance with the provisions of § 570.201(o) with respect to those owners of microenterprises and persons developing microenterprises assisted under the activity during each program year who are low- and moderate-income persons. For purposes of this paragraph, persons determined to be low and moderate income may be presumed to continue to qualify as such for up to a three-year period.
 - (iv) An activity designed to provide job training and placement and/or other employment support services, including, but not limited to, peer support programs, counseling, child care, transportation, and other similar services, in which the percentage of low- and moderate-income persons assisted is less than 51 percent may qualify under this paragraph in the following limited circumstance:
 - (A) In such cases where such training or provision of supportive services assists business(es), the only use of CDBG assistance for the project is to provide the job training and/or supportive services; and
 - (B) The proportion of the total cost of the project borne by CDBG funds is no greater than the proportion of the total number of persons assisted who are low or moderate income.
- (3) **Housing activities.** An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households. This would include, but not necessarily be limited to, the acquisition or rehabilitation of property by the recipient, a subrecipient, a developer, an individual homebuyer, or an individual homeowner; conversion of nonresidential structures; and new housing construction. If the

Exhibit A – Project Timeline

Item #2.

People's Community Center (PCC) – CDBG Renovation Project

Date	Event
4/28/2025	City Council approved the 2025 Annual Action Plan, including a \$40,000 CDBG allocation to PCC for renovations to create private and group meeting space for case management and supportive services.
9/17/2025	Staff initiated the Environmental Review Record (ERR) for the project.
9/24/2025	Sub-recipient agreement was fully executed.
10/7/2025 10/7/2025	Staff notified the sub-recipient of the City's procurement requirements, including the requirement to obtain at least 3 price quotations for purchases exceeding \$10,000.
11/4/2025	During the environmental review, staff notified the sub-recipient that a Phase I Environmental Site Assessment was necessary due to the age, location, and proposed use of the property.
1/27/2026	The Phase I Environmental Site Assessment was completed, allowing the environmental review process to proceed.
6/11/2026	PCC submitted an invoice and proof of payment for reimbursement. Although an explanation was provided regarding the solicitation of only two contractor quotations, the procurement documentation provided appeared incomplete, and the additional quotation requested by staff was not provided.
6/12/2026	The first Notice of Intent to Request Release of Funds (NOI/RROF) was published with an erroneous public comment date.
6/23/2026	The corrected Notice of Intent to Request Release of Funds (NOI/RROF) was published, initiating the required public comment period.
6/23-30/2026	In response to issues identified during the public comment period, staff conducted a comprehensive review of the project and supporting documentation. The review identified concerns regarding project feasibility, prior funding history, procurement documentation, contractual provisions, and the project's ability to achieve its intended CDBG national objective.

nothing for 5 months?

? letter?

Good evening. My name is Debbie O'Brien, and I'm the Community Development Manager. One of my responsibilities is to administer the Community Development Block Grant funding that the City receives from HUD annually.

I'm here tonight to present the facts that have influenced my recommendation to withdraw this funding and to explain why, based on the information gathered through my review, I believe this is the prudent course of action.

I want to emphasize that this recommendation was ***not made lightly***. My responsibility is not only to help the City use its CDBG resources to address community needs, but also to protect the City's ability to continue receiving those federal funds. When the City accepts CDBG funding, it also accepts responsibility for ensuring that those funds are administered in accordance with federal requirements. Failure to do so can expose the City to corrective action, repayment of funds, and, in more serious circumstances, it can jeopardize **future CDBG funding**.

When the Environmental Review process entered its comment period with the Notice of Intent to Request Release of Funds, I did so in good faith and with the expectation that the project would continue through the normal CDBG process. However, the public comments received during that process raised concerns that warranted a closer look at the overall feasibility of the project.

In response, I conducted additional research and reviewed the project more broadly; not simply from an environmental standpoint, but also in terms of its documentation, procurement, contractual obligations, project readiness, and compliance with CDBG requirements.

What I found led me to believe that Council should have the opportunity to consider these facts before the City proceeds with the request for release of funds.

In reaching this recommendation, I focused on five fundamental questions:

Point Category	Points Possible
Program Description	0-15

Point Description:

- Describe the type of proposed program.
- Describe the length of time the program has operated.
- Describe how the proposed program will operate in detail. The description should include how clients are referred and what types of services are to be provided to the client.

Our programs seek to keep people alive and healthy while there are suffering financial and/or family crises, until they are able to access mental health and addiction services, or until the housing crises in Dover is successfully mitigated by federal, state, and city initiatives. This work has operated for the past five years, though when COVID emerged we greatly increased in frequency of services and number of people served.

This enhancement includes three new ADA-compliant restrooms, two shower stalls, and a laundry room. To complete this work, we partnered with Mountain Consulting, a local, woman-owned, Black-owned engineering and contractor.

Our church/community center is now well known in the community, so we do not need to promote our services. Most people come of their own accord, seeking food, clothing, and/or shelter. People in need of shelter sometimes call the church office to ask about availability, and sometimes they go to the Code Purple website, who refers them here. We also are part of a network of downtown Black church clergy, who refers people to us.

Point Category	Points Possible
Program Budget/Sources and Uses Exhibit C	0-10

Point Description:

- Documentation of the proposed program budget.
 - Please include all sources and uses for the proposed program, including staffing costs. The sources and uses must balance.
- Please include the following:
 - Documentation to support all committed funding (letters of commitment or equivalent documentation) that is included in the total proposed program budget.
 - Documentation must clearly state that funding is a dedicated source for your agency as well as the funding term. (If the commitment letter date is older but funding is still being utilized, please provide evidence from the funder that the commitment is still valid.)

INCOME

- Contributions from People's Church Members and Endowment Draw-Down
No external funding has yet been received, approved, or applied-for

EXPENDITURES

- Basement renovations: showers, laundry room, three new toilets 160,955
- Renovation of bowling alley to provide a space for case-management and counseling, to help the men achieve independence. 40,000
- New sprinkler system and HVAC upgrades to the basement. 105,000
- 305,955

We seek matching funds only; members will contribute \$152,978 if the city will match this with another \$152,978.

AGREEMENT BETWEEN CITY OF DOVER

AND

People's Church of Dover

FOR

U. S. Department of the Treasury Coronavirus State and Local
Fiscal Recovery Funds FY 2022
CFDA #21.027

ARRA I

\$153,978.00

THIS AGREEMENT entered this 27th day of April 2022 by and between the City of Dover (herein called the "Grantee") and People's Church of Dover (herein called the sub-recipient)

WHEREAS the Grantee has received funds from the United States Department of Treasury, Sections 602(b)(2) and 603 (b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act Pub L. No. 117-2 (March 11,2021)

WHEREAS the Grantee wishes to engage the Sub-recipient to assist **the** Grantee in utilizing such funds;

NOW, THEREFORE it is agreed between the parties hereto that;

SCOPE OF SERVICE

A.

Activities

The Sub recipient will be responsible for administering American Rescue Plan Act (ARPA) Year 2022 ARPA Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds Such program will include the following activities eligible under the American Rescue Plan Act Grant:

The Sub recipient shall carry out all activities in accordance with the guidelines and regulations by making renovations of areas in an existing church that will be utilized as a shelter for the homeless

B. Use of Funds

1. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance
2. Recipient will determine prior to engaging in any project using this assistance that it has

the institutional managerial and financial capability to ensure proper planning, management, and completion of such project

ARRAT

C. Program Performance Monitoring

The Grantee will monitor the performance of the Sub recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period after being notified by the Grantee contract suspension or termination procedures will be initiated.

TIME OF PERFORMANCE

Services of the Sub recipient shall start on the 27th day of April 2022 and end on the 31st day of

December 20 26.

BUDGET

Line Item: Peoples Church of
Dover

PAYMENT

Amount \$153,978.00

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed \$153,978.00. Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives :

Grantee

Tracey N. Harvey CDBG Program Manager

City of Dover

15 Loockerman Plaza

Dover, DE 19901

(302) 736-7175

(302) 736-4217 (Fax)

GENERAL CONDITIONS

AGREEMENT BETWEEN CITY OF DOVER

AND

People's Church of Dover

FOR

U. S. Department of the Treasury Coronavirus State and
Local

Fiscal Recovery Funds FY 2023

CFDA # 21.027

ARPA II
\$103,288.00

THIS AGREEMENT entered this 26th day of May 2023 by and between the City of Dover (herein called the "Grantee") and People's Church of Dover (herein called the sub recipient).

WHEREAS the Grantee has received funds from the United States Department of Treasury Sections 602(b)(2) and 603 (b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act Pub. L. No.

117-2 (March 11, 2021)

WHEREAS the Grantee wishes to engage the Sub recipient to assist the Grantee in utilizing such funds;

NOW THEREFORE it is agreed between the parties hereto that;

SCOPE OF SERVICE

A.

Activities

The Sub recipient will be responsible for administering American Rescue Plan Act (ARPA) Year 2023 ARPA Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the American Rescue Plan Act Grant:

The Sub recipient shall carry out all activities in accordance with the guidelines and regulations by providing support staff to meet the needs of the shelter maintenance and utility cost for shelter operations, and the purchase of meals

B. Use of Funds

1. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance
2. Recipient will determine prior to engaging in any project using this assistance that

it has

the institutional managerial and financial capability to ensure proper planning, management, and completion of such project

ARRA II

C. Program Performance and Monitoring

The Grantee will monitor the performance of the Sub recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period after being notified by the Grantee, contract suspension or termination procedures will be initiated

TIME OF PERFORMANCE

Services of the Sub recipient shall start on the 1st
December 20 26

day of June 2023 and end on the 31st

day of

BUDGET

Line Item: Peoples Church of Dover

Amount: \$63,288.00

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed \$63,288.00 Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Tracey N. Harvey, CDBG Program
Manager

City of Dover

15 Loockerman Plaza

Dover DE 19901

(302) 736-7175

(302) 736-4217 (Fax)

GENERAL CONDITIONS

AMENDMENT TO AGREEMENT BETWEEN CITY OF DOVER
AND
People's Community Center.

FOR
U. S. Department of the Treasury Coronavirus State and Local
Fiscal Recovery Funds FY 2024
CFDA # 21.027

Item #2.

\$600
ARPA III
GKCC

THIS AGREEMENT entered on this 10th day of October 2025 by and between the City of Dover (herein called the "Grantee") and the People's Community Center (herein called the "sub-recipient").

WHEREAS, the Grantee has received funds from the United States Department of Treasury, Sections 602(b)(2) and 603 (b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No.117-2 (March 11, 2021)

WHEREAS the Grantee wishes to engage the Sub-recipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

SCOPE OF SERVICE

A. Activities

The Sub-recipient will be responsible for administering American Rescue Plan Act (ARPA) Year, 2024 ARPA Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the American Rescue Plan Act Grant:

The Sub-recipient shall carry out all activities in accordance with the guidelines and regulations by providing staffing for social and prevention services for at risk persons, emergency shelter, beds and ~~lockers~~, and transportation for homeless persons in the City of Dover limits.

B. Use of Funds

1. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.
2. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project

C. Program Performance and Monitoring

The Grantee will monitor the performance of the Sub-recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period after being notified by the Grantee, contract suspension or termination procedures will be initiated.

TIME OF PERFORMANCE

Item #2.

Services of the Sub-recipient shall start on the 9th day of May 2025 and end on the 31st day of December 20 26.

BUDGET

Line Item: People's Community Center

Amount: \$60,675.45

ALPA III
GKCC

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed \$60,675.45. Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Tracey N. Harvey, CDBG Program Manager

City of Dover

15 Loockerman Plaza

Dover, DE 19901

(302) 736-7175

(302) 736-4217 (Fax)

Sub-recipient

Rev Dr. G. Derrick Hodge

People's Community Center

46 S. Bradford Street

Dover, DE 19901

(302) 674-4177

GENERAL CONDITIONS

A. Pre-award Cost

Pre-award cost, as defined in 2 CFR § 200.458, may not be paid with funding from this award.

B. Administrative Cost

Recipient may use funds provided under this award to cover both direct and indirect costs.

C. Cost Sharing

Cost sharing or matching funds are not required to be provided by the Recipient.

D. Amendments

The Grantee or Sub-recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub-recipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be

AGREEMENT BETWEEN CITY OF DOVER
AND
PEOPLE'S COMMUNITY CENTER
FOR
OPERATIONS COST FOR SHELTER
FY 2025 CFDA # 14.218

\$22,700
CDBG
FY 25

THIS AGREEMENT entered this 16th day of September 2025 by and between the City of Dover (herein called the Grantee") and People's Community Center. (herein called the sub-recipient).

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974 Public Law 93-383 and

WHEREAS, the Grantee wishes to engage the Sub recipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE it is agreed between the parties hereto that;

SCOPE OF SERVICE

A. Activities

The Sub recipient will be responsible for administering CDBG Year 2025 CDBG Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds Such program will include the following activities eligible under the Community Development Block Grant Program:

The Sub-recipient shall carry out all activities in accordance with the guidelines and regulation set forth in 570.201(e) by providing operating cost for maintenance and utility cost for the shelter

B. National Objectives

The Sub recipient certifies that the activities carried out with funds provided under this Agreement will meet the CDBG program's National Objectives cited at 570.208(a)(2)(i)(A) under limited clientele activities. For activities that exclusively serve a group of persons where it is presumed to benefit persons that are 51% low to moderate income

C. Program Outcome Performance Measurements and Monitoring

Sub recipients are required to provide outcomes/objectives statements for each activity in their monthly and closeout reports. The Grantee will monitor the performance of the Sub recipient based on the requirements referenced in A and B of this agreement Substandard performance as determined by the Grantee will constitute non compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub- recipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated

CDBG
FY-25

TIME OF PERFORMANCE

Services of the **Sub** recipient shall start on the 16th day of September, 2025 and end on the 30th day of June, 2026. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Sub-recipient remains in control of CDBG funds or other assets, including program income

BUDGET

Line Item: People's Community Center (operating cost)

Amount: \$22,700.00

Specifically, this project will provide funding to the sub recipient to cover the maintenance and utility costs for the shelter.

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed \$22,700.00 Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

Payments may be contingent upon certification of the Sub-recipient's financial management system in accordance with the standards specified in 24 CFR Part 84.21, Attachment F.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee
Debbie O'Brien, Comm Dev Mgr
City of Dover
15 Loockerman Plaza
Dover, DE 19901
(302) 736-7175
(302) 736-4217 (Fax)

GENERAL CONDITIONS

A. General Compliance

Sub recipient

Derrick Hodge, Ph.D. People's Community Center

AGREEMENT BETWEEN CITY OF DOVER
AND
PEOPLE'S COMMUNITY CENTER
FOR
PUBLIC FACILITIES & IMPROVEMENTS
FY 2025 CFDA # 14.218

Item #2.

\$40,000
CDBG
25

THIS AGREEMENT entered this 16th day of September, 2025 by and between the City of Dover (herein called the "Grantee") and People's Community Center. (herein called the "sub-recipient").

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Sub-recipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

SCOPE OF SERVICE

A. Activities

The Sub-recipient will be responsible for administering CDBG Year, 2025 CDBG Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant Program:

The Sub-recipient shall carry out all activities in accordance with the guidelines and regulation set forth in 570.201(c) for renovations of a facility that services the homeless.

B. National Objectives

The Sub-recipient certifies that the activities carried out with funds provided under this Agreement will meet the CDBG program's National Objectives, cited at 570.208(a)(2)(i)(A) under limited clientele activities. For activities that exclusively serve a group of persons where it is presumed to benefit persons that are 51% low to moderate income.

C. Program Outcome Performance Measurements and Monitoring

Sub-recipients are required to provide outcomes/objectives statements for each activity in their monthly and closeout reports. The Grantee will monitor the performance of the Sub-recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

TIME OF PERFORMANCE

Services of the Sub-recipient shall start on the 16th day of September, 2025 and end on the 30th day of June, 2026. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Sub-recipient remains in control of CDBG funds or other assets, including program income.

BUDGET

CDH
Item #2.

Line Item: People's Community Center (renovations cost)

Amount: \$40,000.00

Specifically, this project will provide funding to the sub-recipient to cover the renovations cost for the shelter.

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed \$40,000.00. Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

Payments may be contingent upon certification of the Sub-recipient's financial management system in accordance with the standards specified in 24 CFR Part 84.21, Attachment F.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee

Debbie O'Brien, Comm. Dev. Mgr.

City of Dover

15 Loockerman Plaza

Dover, DE 19901

(302) 736-7175

(302) 736-4217 (Fax)

Sub-recipient

Derrick Hodge, Ph.D.

People's Community Center

46 South Bradford Street

Dover, DE 19904

(302) 674-4178

GENERAL CONDITIONS

A. General Compliance

The Sub-recipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG). The Sub-recipient also agrees to comply with all other applicable Federal, State and local laws, regulations, and policies governing the funds provided under this contract. The Sub-recipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as the Sub-recipient is an independent sub-recipient.

C. Hold Harmless

The Sub-recipient shall hold harmless, defense or indemnify the Grantee from any and all claims, actions, suites, charges and judgements whatsoever that arise out of the Sub-recipient's performance or nonperformance of the services or subject matter called for in this Agreement.

CITY OF DOVER
FISCAL YEAR JULY 1, 2026 TO JUNE 30, 2027
PRELIMINARY QUARTERLY REVENUE REPORT
As of September 30 2026, FY27

	FY27 ORIGINAL BUDGET	FY27 REVISED BUDGET	Unaudited YTD REVENUES	25% % BUDGET RECEIVED	COMMENTS	FY26 Unaudited REVENUES	FY25 Unaudited REVENUES
GENERAL FUND							
1 Property Taxes	17,686,300	17,686,300	17,822,500	100.8%	Billed at the beginning of FY	16,544,100	16,306,379
2 Payment In Lieu of Taxes	500,000	500,000	570,900	114.2%	Billed at the beginning of FY	538,900	578,400
3 Transfer from Electric Fund	11,000,000	11,000,000	1,833,300	16.7%		10,000,000	10,000,000
4 Intrafund Service Receipts Electric	5,104,900	5,104,900	357,100	7.0%		4,422,200	3,887,700
5 Transfer from Transfer Tax Fund	2,300,000	2,300,000	399,700	17.4%		2,463,600	3,212,200
6 Business Licenses	1,540,000	1,540,000	1,210,600	78.6%		1,554,000	1,554,900
7 Intrafund Service Receipts Water	1,393,100	1,393,100	97,500	7.0%		1,206,800	1,060,900
8 Intrafund Service Receipts Wastewater	1,003,500	1,003,500	70,200	7.0%		869,300	764,200
9 Sanitation Fees	-	-	2,100	0.0%		6,300	1,221,200
10 Permits & Other Licenses	1,740,000	1,740,000	100,900	5.8%		2,500,100	2,367,600
11 Transfer from Municipal Street Aid Fund	750,000	750,000	-	0.0%		777,800	769,300
12 Fines & Police Revenue	745,600	745,600	62,400	8.4%		1,544,200	741,600
13 Police Extra Duty Fees	550,000	550,000	159,800	29.1%		665,000	853,700
14 Transfer from Police Grant Funds	190,000	190,000	-	0.0%		50,500	383,600
15 Police Pension Grant	860,000	860,000	-	0.0%		925,400	861,200
16 Court of Chancery Fees	4,500,000	4,500,000	989,000	22.0%		5,608,600	4,644,000
17 Transfer from Water/Wastewater Fund	2,000,000	2,000,000	500,000	25.0%		2,000,000	2,000,000
18 Transfer from Civil Traffic Penalties Fund	200,000	200,000	-	0.0%		1,318,300	39,100
19 Transfer from Sanitation	1,000,000	1,000,000	-	0.0%		-	-
20 Transfer from Lodging Tax	450,000	450,000	149,600	33.2%		424,400	384,700
21 Transfer from Ambulance Service	661,500	-	-	0.0%		631,600	559,400
22 Transfer from Public Safety	589,000	589,000	-	0.0%		-	-
23 Library Revenues & County Reciprocal Pymt	322,700	322,700	28,900	9.0%		295,900	302,100
24 Franchise Fees	450,000	450,000	-	0.0%		337,000	368,800
25 General Fund Grant Receipts	1,610,000	1,610,000	1,696,600	105.4%	Bond - Public Safety Funds \$1.65MM; Dema Grant \$.46	32,800	50,800
26 Recreation Revenue	142,000	142,000	37,000	26.1%		143,400	128,200
27 Other Miscellaneous Receipts	273,500	273,500	9,300	3.4%	GSB \$2.7m; Misc Rec \$1.0m; FA \$5.6m	310,000	546,000
28 Interest Income	100,000	100,000	33,200	33.2%		226,900	163,000
TOTALS	\$ 57,662,100	\$ 57,000,600	\$ 26,130,600	45.8%		\$ 55,397,100	\$ 53,748,979
Final Budget	57,662,100.00	57,000,600.00	26,130,600.00			\$ 55,397,100	\$ 53,748,979

CITY OF DOVER
FISCAL YEAR JULY 1, 2026 TO JUNE 30, 2027
PRELIMINARY QUARTERLY REVENUE REPORT
As of September 30 2026, FY27

		FY27 ORIGINAL BUDGET	FY27 REVISED BUDGET	Unaudited YTD REVENUES	25% % BUDGET RECEIVED	COMMENTS	FY26 Unaudited REVENUES	FY25 Unaudited REVENUES
WATER FUND								
1	Water Fees	\$ 7,478,000	\$ 7,478,000	\$ 1,717,000	23.0%		\$ 7,249,500	\$ 6,624,200
2	Water Impact Fees	330,000	330,000	83,300	25.2%		542,000	311,600
3	Water Tank Space Leasing	484,000	484,000	-	0.0%		478,700	450,600
4	Interest Income	15,000	15,000	19,200	128.0%		144,300	143,200
5	Other Miscellaneous Revenues	45,200	45,200	31,300	69.2%	Penalties \$5.0m; GB \$20.8m; State Grant \$2.9m	907,100	164,300
TOTALS		\$ 8,352,200	\$ 8,352,200	\$ 1,850,800	22.2%		\$ 9,321,600	\$ 7,693,900
Final Budget		\$ 8,352,200	\$ 8,352,200	1,850,700			\$ 9,321,600	\$ 7,693,900
		FY27 ORIGINAL BUDGET	FY27 REVISED BUDGET	Unaudited YTD REVENUES	25% % BUDGET RECEIVED	COMMENTS	FY26 Unaudited REVENUES	FY25 Unaudited REVENUES
WASTEWATER FUND								
1	Wastewater Fees	\$ 5,028,600	\$ 5,028,600	\$ 1,029,300	20.5%		4,569,000	4,929,200
2	Wastewater Adjustment Fees - County Trtmt	5,300,000	5,300,000	960,800	18.1%		4,258,200	4,315,000
3	Groundwater Inflow Adjustment	2,322,400	2,322,400	477,300	20.6%		2,115,100	2,326,600
4	Wastewater Impact Fees	310,200	310,200	69,700	22.5%		445,100	229,100
5	Interest Income	150,000	150,000	18,200	12.1%		152,700	178,400
6	Other Miscellaneous Revenues	20,000	20,000	20,200	101.0%	Penalties \$8.8m; FA \$9.6m; Misc Inc \$1.8m	209,600	25,000
TOTALS		\$ 13,131,200	\$ 13,131,200	\$ 2,575,500	19.6%		\$ 11,749,700	\$ 12,003,300
Final Budget		\$ 13,131,200	\$ 13,131,200	2,575,500			\$ 11,749,700	\$ 12,003,300
		FY27 ORIGINAL BUDGET	FY27 REVISED BUDGET	Unaudited YTD REVENUES	25% % BUDGET RECEIVED	COMMENTS	FY26 Unaudited REVENUES	FY25 Unaudited REVENUES
SANITATION FUND								
1	Sanitation Fee	5,524,800	5,524,800	1,071,000	19.4%		4,887,100	-
TOTALS		\$ 5,524,800	\$ 5,524,800	\$ 1,071,000	19.4%		\$ 4,887,100	\$ -
Final Budget		\$ 5,524,800	\$ 5,524,800	1,071,000			\$ -	\$ -
		FY27 ORIGINAL BUDGET	FY27 REVISED BUDGET	Unaudited YTD REVENUES	25% % BUDGET RECEIVED	COMMENTS	FY26 Unaudited REVENUES	FY25 Unaudited REVENUES
ELECTRIC REVENUE FUND								
1	Sales to Customers	\$ 107,128,600	\$ 107,128,600	\$ 24,715,000	23.1%		\$ 96,089,700	\$ 87,035,300
2	Purchase Power Adjustment	-	-	-	0.0%		-	-
3	Utility Tax	1,356,100	1,356,100	384,500	28.4%		1,529,700	1,392,900
4	Rate Stabilization Reserve	-	-	-	0.0%		-	-
						Penalties \$52.5m; GSB \$92.2m; Misc \$29.9m; Green Energy \$30.9m; All Other \$31.5m		
5	Miscellaneous Revenue	1,085,000	1,085,000	237,000	21.8%		1,385,300	1,179,300
6	Interest Income	2,500,000	2,500,000	416,500	16.7%		3,003,200	2,593,000
TOTALS		\$ 112,069,700	\$ 112,069,700	\$ 25,753,000	23.0%		\$ 102,007,900	\$ 92,200,500
Final Budget		\$ 112,069,700	\$ 112,069,700	25,753,000			\$ 102,007,900	\$ 92,200,500

City of Dover
Capital Investment Plan and Project Status Report
As of September 30, 2025
1st 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	\$ 346,300	\$ -	\$ -	\$ 5,110,900	\$ 93,500	\$ 767,900	\$ -	\$ 33,165,000	\$ 43,049,700
Line of Credit (Heavy Duty Vehicles)										-
State Loan Fund						2,217,500				
Miscellaneous Receipts										-
General Billings for Reimbursement of Expense										-
Federal Grants										-
State Grants	3,924,500					5,000,000				8,924,500
Transfer from Water/WW Impact Fee Reserve						282,500				282,500
Transfer from Water/Wastewater Oper. Fund						1,280,600				1,280,600
Transfer from General Fund	5,720,400									5,720,400
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
Total Funding Sources	\$ 13,711,000	\$ 346,300	\$ -	\$ -	\$ 5,110,900	\$ 8,924,100	\$ 767,900	\$ 735,000	\$ 33,165,000	\$ 60,542,700

PROJECT STATUS REPORT - GENERAL FUND
1st Quarter FY26 - as of September 30, 2025

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
	Fire Department	11-14-99-								
FR1800	Annual Contribution for Engine 5	54025	\$ 777,000	\$ 777,000	\$ 381,886	\$ 77,700	\$ 77,700	\$ 77,672	\$ 28	Paying monthly
FR2000	Annual Contribution for Squad #1 (Rescue)	54025	956,000	834,000	291,714	83,400	83,400	83,347	53	Paying monthly
FR2200	Annual Contribution for Engine 1	54025	770,000	852,200	246,322	123,200	123,200	123,161	39	Paying monthly
FR2400	Tower Ladder 2	54025	1,623,600	1,623,600	377,169	282,300	330,100	331,930	(1,830)	Paying monthly
---	Portable Command Post	54025	7,950	7,950	7,950	-	-	7,950	(7,950)	DeIDOT agreement #22-P-PROG-56
CT2256	Traffic Safety Vehicles	54025					-	624	(624)	DeIDOT agreement #22-P-PROG-56
	Total Fire Department		\$ 4,134,550	\$ 4,094,750	\$ 1,305,041	\$ 566,600	\$ 614,400	\$ 624,683	\$ (10,283)	
	Police	11-17-00-								
---	Misc Automobiles	54022				\$ 831,600	\$ 1,694,900	\$ 1,383,886	\$ 311,014	
PD2301	Police Officer Body Worn Cameras & Tasers	54031	\$ 876,400	\$ 903,000	\$ 582,133	229,500	229,500	229,476	24	Ongoing
PD2302	Axon In-car Cameras	54031	368,000	368,600	-	18,100	18,100	-	18,100	Completed
PD2501	Police Property Security Fencing	54031	36,100	36,100	-	215,800	215,800	-	215,800	Ongoing
PD2502	Police Department Academy 2nd Floor HVAC	54031	193,100	7,900	249,850	193,100	193,100	249,850	(56,750)	Ongoing
	Total Police		\$ 1,473,600	\$ 1,315,600	\$ 831,983	\$ 1,488,100	\$ 2,351,400	\$ 1,863,212	\$ 488,188	
	Streets	12-18-35-								
---	Trucks	54023				\$ 215,000	\$ 738,400	\$ 191,954	\$ 546,446	Veh #322 received
---	Misc. Equipment	54025				180,800	173,300	146,916	26,384	Hot Box Trailer #393 & Roller #307 received
ST2003	Meeting House Branch	54030	\$ 1,115,600	\$ 266,000	\$ 79,159	-	266,000	\$79,158.73	186,841	Design Ongoing
ST2101	2021 Street & Alley Prog-N Bradford St	54031	500,000	1,115,600	774,430	-	807,800	774,430	33,370	Complete, awaiting final invoice
ST2201	2022 Street & Alley Prog-N Bradford St	54031	344,500	344,500	591,134	-	344,500	295,567	48,933	Complete, awaiting final invoice
ST2302	FY23 Street Program	54031	1,102,700	-	976,531	-	623,100	496,919	126,181	Complete
ST2501	Street, Concrete, and Alley Program	54030	500,000	1,115,600	-	-	-	-	-	Project Cancelled for FY25
ST2502	Community Signs	54031	60,000	20,000	20,000	20,000	20,000	20,000	0	Complete
	Total Streets		\$ 3,622,800	\$ 2,861,700	\$ 2,441,254	\$ 415,800	\$ 2,973,100	\$ 2,004,945	\$ 968,155	
	Grounds	12-18-51-								
---	Trucks	54023				\$ 80,000	\$ 80,000	70,806	\$ 9,194	Truck being assembled at Dealer
	Total Grounds					\$ 80,000	\$ 80,000	\$ 70,806	\$ 9,194	
	Stormwater	12-18-60-								
---	Trucks	54023				\$ -	\$ 295,500	\$ 287,326	\$ 8,174	Leaf truck #363 received
SW2204	East Lake Garden Basin Improvements	54030	\$ 580,000	\$ -	\$ 44,500	-	-	-	-	
SW2206	MS4 Inventory/Inspection & Green Technology	54031	43,600	200,000	43,519	100,000	200,000	52,354	147,646	Data collection is complete for FY25
SW2303	Persimmon Park Place Drainage Basin Impr.	54031	1,200,000	1,200,000	646	-	1,200,000	-	1,200,000	Project awarded, awaiting start date-late summer
SW2305	FY23 Misc. Emergency Storm Sewer Repairs	54031	350,000	387,300	634,137	-	387,300	311,017	76,283	
SW2401	FY24 Misc. Emergency Storm Sewer Repairs	54031	88,000	88,000	87,825	-	88,000	87,825	175	
SW2407	Water Street Flooding Design	54031	-	25,300	23,000	-	25,300	23,000	2,300	Project 95% complete
SW2501	FY25 Misc. Emergency Storm Sewer Repairs	54031	490,000	94,000	66,150	94,000	94,000	66,150	27,850	An emergency repair is in progress

PROJECT STATUS REPORT - GENERAL FUND
1st Quarter FY26 - as of September 30, 2025

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
	Stormwater (continued)									
SW2502	Meeting House Branch Drainage Improvements	54031	14,400,000	1,250,000	-	1,250,000	1,250,000	-	1,250,000	Design ongoing
SW2503	West Street Flooding Improvements	54031	800,000	125,000	-	125,000	125,000	-	125,000	Project cancelled
SW2505	The Greens of Dover/Lamplighter Ln SW Improv.	54031	150,000	25,000	19,592	25,000	25,000	19,592	5,408	Complete
SW2506	Lynnhaven Drive Flooding Improvements	54031	155,000	25,000	22,800	25,000	25,000	22,800	2,200	Complete
SW2409/SW2507	Downtown Dover Upgrades - Stormwater	54031	245,000	276,000	3,916	245,000	276,000	3,916	272,084	30% Design Completed
SW2508	White Oak Ditch	54031	85,000	85,000	-	85,000	85,000	-	85,000	Moved to FY26 due to quotes exceeding budget
SW2509	Vehicle Pole Barn	54031	300,000	290,000	-	300,000	290,000	-	290,000	Moved to FY27
	TOTAL STORMWATER FUND		\$ 18,306,600	\$ 4,070,600	\$ 901,583	\$ 2,249,000	\$ 4,366,100	\$ 873,979	\$ 3,492,121	
	Parks & Recreation	13-15-12-								
---	Other Equipment	54025				\$ 60,000	\$ 60,000	\$60,000	\$ -	Chipper #587 received
PR2300	Dover Park Splash Pad	54031	\$ 200,000	\$ 441,600	\$ 187,801	-	441,600	186,651	254,950	Contractor has been scheduled to finish concrete work
PR2301	Dover Park Building	54031					245,400	188,929	56,471	Contractor working on finishing floor and check list
PR2401	Dover Park ADA Playground	54031	800,000	182,800	623,563	-	182,800	4,500	178,300	Seeking funding/contractor for site work
PR2502	Schutte Park Skate Park	54031	1,100,000	1,100,000	21,610	1,100,000	1,100,000	21,610	1,078,390	Working with Engineer on plans
	Total Parks & Recreation		\$ 2,100,000	\$ 1,724,400	\$ 832,974	\$ 1,160,000	\$ 2,029,800	\$ 461,689	\$ 1,568,110	
	Procurement/Inventory	15-27-99-								
---	Other Equipment	54025				\$ -	\$ 70,000	\$ 69,802	\$ 198	Forklift #120 received
CS2501	Warehouse Flat Roof Replacement	54031	\$ 220,000	\$ 220,000	\$ 139,900	220,000	220,000	139,900	80,100	Complete
CS2502	Fuel Pump Island Upgrade	54031	600,000	683,000	-	600,000	683,000	-	683,000	Project moved to FY26
	Total Procurement/Inventory		\$ 820,000	\$ 903,000	\$ 139,900	\$ 820,000	\$ 973,000	\$ 209,702	\$ 763,298	
	Fleet Maintenance	15-28-99								
---	Other Equipment	54025				\$ -	\$ -	398	(398)	Parts received - EV grant
	Total Fleet Maintenance					\$ -	\$ -	\$ 398	\$ (398)	
	Information Technology	16-22-99-								
IT2404	Replace 3 servers	54028	\$ 42,000	\$ 33,700	\$ 8,854	\$ -	\$ 33,700	\$580.47	\$ 33,120	
IT2406	Barracuda Backup	54028	40,000	22,400	13,611	-	22,400	\$13,611.22	8,789	To be paid out monthly for the next 4 years.
IT2503	Server/San Replacement	54028	40,000	37,500		40,000	37,500	\$36,463.49	1,037	Purchased and in service
IT2504	Replacement of Cisco Switches	54028	12,000	12,000	38,503	12,000	12,000	\$20,906.17	(8,906)	Switches purchased and being paid off
IT2506	Rewiring City Hall Internet Cable	54028	60,000	60,000	14,553	60,000	60,000	-	60,000	Waiting for quote from vendor
IT2507	Reed Street Network Reconfiguration	54028	-	6,600	30,034	-	6,600	\$12,437.54	(5,838)	\$7,000 in grant funding
	Total Information Technology		\$ 194,000	\$ 172,200	\$ 75,521	\$ 112,000	\$ 172,200	\$ 83,999	\$ 88,201	
	TOTAL GENERAL FUND		\$ 30,651,550	\$ 15,142,250	\$ 6,528,256	\$ 6,891,500	\$ 13,560,000	\$ 6,193,412	\$ 7,366,588	

PROJECT STATUS REPORT - COMMUNITY TRANSPORTATION FUND
1st Quarter FY26 - as of September 30, 2025

Project Code	Item	PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				Status
		Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	
	Community Transportation - 203-12-99								
CT2322	Dover Little League	\$ 221,400	\$ 336,600	\$ 296,316	\$ 40,000	\$ 336,600	\$ 296,316	\$ 40,284	Complete
CT2533	Boggs Drive/Kerbin Street	162,300	162,300	49,976	-	162,300	49,976	112,324	Kerbin St Complete, Boggs CCW
	C/F for past projects; to be repurposed				-	23,000	-	23,000	July
TOTAL COMMUNITY TRANSPORTATION FUND		\$ 383,700	\$ 498,900	\$ 346,292	\$ 40,000	\$ 521,900	\$ 346,292	\$ 175,608	

PROJECT STATUS REPORT - POLICE FEDERAL GRANTS
1st Quarter FY26 - as of September 30, 2025

Project Code	Item	PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				Status
		Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	
	Federal Police Grants - 207-11-17-33								
GM2312 - Line 3	Fibre Optic Upgrade	\$ -	\$ 94,200	\$ 94,126	\$ -	\$ 94,200	\$ 94,126	\$ 74	Expected completion by 12/31/25.
G2310 - Equip	License Plate Reader Cameras	171,890	211,309	245,048	-	211,309	211,309	-	
TOTAL FEDERAL POLICE GRANTS		\$ 171,890	\$ 305,509	\$ 339,174	\$ -	\$ 305,509	\$ 305,435	\$ 74	

PROJECT STATUS REPORT - POLICE STATE GRANTS
1st Quarter FY26 - as of September 30, 2025

Project Code	Item	PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR			Budget Balance	Status
		Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges		
	State Police Grants - 209-11-17-32								
G2404	Night Vision Equipment	\$ -	\$ 45,800	\$ 32,997	\$ -	\$ 45,800	\$ 32,997	\$ 12,803	Received
GS2501	Backup Tape Library System	30,000	30,000	29,969	30,000	30,000	29,969	32	Complete
GM2501	Virtual Reality Simulation System	305,700	305,700	305,701	305,700	305,700	305,701	(1)	
TOTAL STATE POLICE GRANTS		\$ 335,700	\$ 381,500	\$ 368,667	\$ 335,700	\$ 381,500	\$ 368,667	\$ 12,833	

PROJECT STATUS REPORT - ARPA FUND
1st Quarter FY26 - as of September 30, 2025

Project Code	Item	PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				Status
		Original Project Budget	Latest Project Budget	Previous Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	
ST2301	FY23 Street, Concrete, and Alley Program	\$ 1,200,000	\$ 1,401,000	\$ 919,714	\$ 1,401,000	\$ 1,401,000	-	\$ 1,401,000	Complete
WD2302	Elevated Water Tower Maint. - Aero Park	655,000	-	654,615	-	-	-	-	Complete
WD2303	Future Well Installation	2,234,500	-	2,234,500	-	-	-	-	Complete
WD2304	Well #9 Improvements	319,000	-	133,979	-	-	-	-	Complete
WQ2304	Water Quality Improvements-West St Alley	346,500	-	281,735	-	-	62,207	(62,207)	Complete
WW2307	Lepore Road Sanitary Sewer Upgrade	317,000	-	-	-	-	-	-	Cancelled
TOTAL ARPA FUND		\$ 5,072,000	\$ 1,401,000	\$ 4,224,542	\$ 1,401,000	\$ 1,401,000	\$ 62,207	\$ 1,338,793	

PROJECT STATUS REPORT - WATER FUND
1st Quarter FY26 - as of September 30, 2025

Item #14.

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
---	Water Engineering Trucks				\$ 26,900	\$ 26,900	\$ 25,612	\$ 1,288	Vehicle #427 received
	Water								
WD2300	Meter Reading Technology Upgrade	\$ 30,000	\$ 30,000	\$ -	-	30,000	-	30,000	Project Cancelled
WD2401	Portable Emergency Generator	16,900	8,600	9,500	-	8,600	-	8,600	Complete
WD2507	GIS Utility Network Upgrade	160,000	160,000	141	160,000	160,000	141	159,859	Work Underway 35% complete
WD2509	Portable Emergency Generator	70,000	70,000	-	70,000	70,000	-	70,000	Project awarded, awaiting fabrication
WD2503	Water Modeling Software	46,000	46,000	-	46,000	46,000	-	46,000	Complete
WD2205	Future Well Installation	1,415,400	637,300	392,877	-	637,300	345,062	292,238	Complete
WD2306	Water Tank Concrete Rehab	20,000	109,000	-	-	109,000	-	109,000	Complete
WD2307	Stonebrook East Water Main Increase	26,000	26,000	-	-	26,000	-	26,000	Developer non-responsive
WD2403	Carport for Mini Excavator	12,000	140,600	-	-	140,600	-	140,600	Complete
WD2405	Well #9 Improvements	1,000,000	1,700,000	-	700,000	1,700,000	-	1,700,000	Work underway
WD2408	Asset Management Plan	100,000	100,000	4,728	-	100,000	4,728	95,272	Project underway, research phase
WD2409	Facility Improvements @WTP	185,000	98,800	96,804	-	98,800	96,804	1,996	Complete
WD2501	Wellhead Redevelopment Program	466,000	166,000	166,000	166,000	166,000	166,000	-	Complete
WD2502	Well 6 VFD	57,000	57,000	-	57,000	57,000	-	57,000	Completed without using CIP project
WD2503	Predictive Water Main Leak Modeling	46,000	-	45,980	-	-	45,980	(45,980)	
WD2504	Elevated Water Storage Tank Maintenance	96,700	96,700	48,308	96,700	96,700	48,308	48,393	Spot repairs pending
WD2505	SCADA Equipment Upgrade	975,000	975,000	-	975,000	975,000	-	975,000	Project needs to be re-bid
WQ2303	Water Quality Impr. - North State Street	1,854,000	29,700	1,013,047	-	29,700	16,230	13,470	Complete
WQ2306	Brandywine Lead and Copper Rule	115,000	-	-	-	-	-	-	Project 50% complete
WQ2401	Water Quality Improvements	1,707,300	2,250,000	-	-	2,250,000	-	2,250,000	Awaiting agency approvals
WQ2403	Downtown Dover Upgrades - Water	-	-	17,634	-	-	17,634	(17,634)	Awaiting agency approvals
WQ2502	Miscellaneous Emergency Water Repairs	85,000	85,000	35,680	85,000	85,000	35,680	49,320	Complete
WQ2503	Downtown Dover Upgrades - Water	1,101,000	1,101,000	-	1,101,000	1,101,000	-	1,101,000	30% Design Completed
--	Water Treatment Plant Trucks	-	-	-	\$ -	\$ -	\$ 71,767	\$ (71,767)	Vehicle #622 received
WD2508	WTP Improvements	\$ 5,885,000	\$ 956,800	\$ -	885,000	956,800	-	956,800	Design underway
	TOTAL WATER FUND	\$ 15,469,300	\$ 8,843,500	\$ 1,830,697	\$ 4,368,600	\$ 8,870,400	\$ 873,945	\$ 7,996,455	

PROJECT STATUS REPORT - WASTEWATER FUND
1st Quarter FY26 - as of September 30, 2025

Item #14.

PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR				Status
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	
---	Wastewater Trucks				\$ 520,100	\$ 640,100	\$ 476,341	\$ 163,759	Vehicle #692 received
WW2300	Meter Reading Technology Upgrade	\$ 30,000	\$ 30,000	\$ -	-	30,000	-	30,000	Project Cancelled
WW2303	Emergency Sanitary Sewer Repairs	160,000	-	59,698	-	-	59,698	(59,698)	Complete
WW2308	Heatherfield Pump Station Repl.	45,000	13,400	38,200	-	13,400	4,012	9,388	Awaiting final deliverables
WW2310	Miscellaneous Sanitary Sewer Rehab	910,900	910,000	1,056,195	-	910,000	756,900	153,100	Project 90% Complete
WW2401	Inflow/Infiltration Removal	394,500	394,500	-	-	394,500	-	394,500	Project 90% Complete
WW2402	Miscellaneous Emergency Sanitary Sewer Repairs	443,000	269,200	286,563	-	269,200	112,789	156,411	Awaiting materials for installation
WW2403	Pump Station #7 Upgrades	350,000	655,000	31,753	-	174,100	29,503	144,598	Project to be re-programmed
WW2404	GIS Utility Network Upgrade	150,000	800,000	606,054	-	150,000	138,841	11,159	95% complete
WW2406	Turnberry Pump Station Repl.		1,117,500	889,326	-	1,117,500	889,326	228,174	Project 80% complete
WW2407	Asset Management Plan			4,728	-	100,000	4,728	95,272	Project underway, research phase
WW2408	Fence Installation @ Fox Hall PS	30,000	12,800	-	-	12,800	-	12,800	Project Cancelled
WW2409	Cedar Chase Pump Station Repl.	30,000	16,500	2,829	-	16,500	2,829	13,671	Project 90% Complete
WW2412	Downtown Upgrades - Wastewater	30,000	46,600	-	-	46,600	-	46,600	30% Design Completed
WW2501	FY25 Misc. Emerg. Sanitary Sewer Repairs	900,000	173,200	5,832	170,000	173,200	5,832	167,368	Complete
WW2502	Heatherfield Pump Station Repl.	545,000	545,000	165,122	545,000	545,000	165,122	379,878	Project to be bid in FY26, design issues
WW2504	White Oak Road Improvements	865,000	65,000	-	65,000	65,000	-	65,000	Project awarded, awaiting schedule
WW2506	Downtown Upgrades - Wastewater	354,000	354,000	-	354,000	354,000	-	354,000	Design ongoing
WW2507	Puncheon Run PS Roof Replacement	37,000	52,200	52,168	37,000	52,200	52,168	32	Complete
TOTAL WASTEWATER FUND		\$ 5,274,400	\$ 5,454,900	\$ 3,198,467	\$ 1,691,100	\$ 5,064,100	\$ 2,698,089	\$ 2,366,012	

PROJECT STATUS REPORT - SANITATION FUND
1st Quarter FY26 - as of September 30, 2025

Item #14.

Project Code	Item	Account Obj/Ele	PAST, CURRENT & FUTURE BUDGETS			CURRENT FISCAL YEAR				Status
			Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	
---	Sanitation Trucks	43-70-99 54023				\$ 739,000	\$ 1,191,000	437,608	\$ 753,392	Veh #449 & 447 received; #441 & 448 on order
	TOTAL SANITATION FUND		\$ -	\$ -	\$ -	\$ 739,000	\$ 1,191,000	\$ 437,608	\$ 753,392	

PROJECT STATUS REPORT - ELECTRIC FUND
1st Quarter FY26 - as of September 30, 2025

Item #14.

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
---	Engineering Misc Automobiles				\$ 130,000	\$ 179,500	\$ 177,394	\$ 2,106	Vehicles #784 & 786 received
EE2113/2317	ArcFM Migration to Elec. Util. Network	\$ 270,000	\$ 160,000	\$ 277,305	-	-	-	-	80% complete
EE2202	SCADA Master Hardware Replacement	550,000	550,000	307,166	-	242,900	-	242,900	60% complete
EE2315	SCADA Upgrade	100,000	31,000	68,978	-	31,000	-	31,000	80% complete
EE2415	Multiplexer Replacement	130,000	165,000	164,645	-	165,000	164,645	355	Complete
EE2501	Substation Battery Replacement	127,000	15,000	17,421	15,000	15,000	17,421	(2,421)	Complete
EE2523	Substation Component Replacement	150,000	15,000	-	30,000	15,000	-	15,000	Recurring project
EE2524	Substation HVAC	146,000	146,000	145,359	-	146,000	145,359	641	Complete
EE2408	Cartanza Substation Foundation Repair	85,000	-	3,500	-	-	-	-	Project should be cancelled, waiting for next budget approval, to start new project
EE2522	Small Cell Wireless Improvements	150,000	30,000	-	30,000	30,000	-	30,000	Recurring project
EE2411	LED Lighting Conversion	400,000	127,000	293,178	-	127,000	20,211	106,789	Complete
EE2090	DAFB CT/PT Replacement	73,000	73,000	71,514	-	-	-	-	Complete
EE2313/2416/2513	Transmission Line Maintenance	600,000	50,000	134,202	50,000	50,000	44,753	5,247	Recurring project
EE2219/2409/2510	McKee Switch Yard Reconfiguration	347,000	116,800	670,439	110,000	116,800	104,269	12,531	Complete
EE2505	Electric System Study	750,000	750,000	-	750,000	750,000	-	750,000	5% Complete
EE2016/2215/2410	Garrison Oak Tech Park Substation	8,250,000	14,750,000	6,624,290	2,000,000	4,746,300	1,820,273	2,926,027	35% complete
EE2402	Woodcrest Overhead to Underground	394,000	-	356,151	-	-	28,733	(28,733)	Complete
EE2303/2404	Town Point Conversion	914,000	-	479,851	-	-	-	-	Complete
EE2502	Farmview Substation Renovation	245,000	245,000	149,588	245,000	245,000	149,588	95,412	Complete
EE2511	Primary Metering OVH-UGD	202,000	202,000	162,295	202,000	202,000	162,295	39,705	Recurring project
EE2515	Fox Road Overhead Rebuild	63,000	63,000	52,983	63,000	63,000	52,983	10,017	75% Complete
EE2516	William Street Overhead Rebuild	89,000	89,000	62,920	89,000	89,000	62,920	26,080	Complete
EE2517	Sounds of Tri-State Rebuild	63,000	63,000	58,650	63,000	63,000	58,650	4,350	Complete
EE2518	Mitscher road Overhead Rebuild	41,000	41,000	35,865	41,000	41,000	35,865	5,135	Complete
EE2519	Transmission Pole Replacement	504,000	168,000	54,369	168,000	168,000	54,369	113,631	Not started
	Total Engineering	\$ 14,643,000	\$ 17,849,800	\$ 10,190,669	\$ 3,986,000	\$ 7,485,500	\$ 3,099,727	\$ 4,385,773	
EG2203	Electric Generation Plant Decommissioning	\$ 14,000,000	\$ 1,333,000	\$ 2,172,289	\$ -	\$ 1,333,000	\$ 1,703,017	\$ (370,017)	Complete
EG2302	Plant Decommissioning	-	-	-	-	370,000	89,193	280,807	95% Complete
EG2404	VanSant Water Treatment System Rem	60,000	60,000	40,238	-	60,000	40,238	19,763	Sulfuric acid and caustic soda tanks drained and rinsed. Scaffolding installed for insulation removal and tank demolition. Project approximately 80% complete. 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. Recurring project. No additional expenditures this FY.
EG2501	VanSant Out of Service Fuel Tank Inspection	400,000	400,000	71,977	400,000	400,000	71,977	328,023	
EG2502	VanSant Unit 11 Component Replacements	170,000	70,000	55,275	70,000	70,000	55,275	14,725	
	Total Electric Generation	\$ 14,630,000	\$ 1,863,000	\$ 2,339,779	\$ 470,000	\$ 2,233,000	\$ 1,959,700	\$ 273,300	
---	Transmission & Distribution Automobiles				\$ 130,000	\$ 130,000	\$ 128,068	\$ 1,932	Vehicles #767 & 799 received
---	Trucks				460,000	808,800	-	808,800	Vehicle #766
---	Other Equipment				-	440,200	-	440,200	Vehicle #775 carried forward
EE2521	Emergency Component Replacement	\$ 260,000	\$ 69,900	\$ 127,086	65,000	69,900	127,086	(57,186)	Recurring project
TD2401	Dover Downs Metering	31,000	4,200	615	-	4,200	615	3,585	Not started
	Transmission & Distribution (continued)								

PROJECT STATUS REPORT - ELECTRIC FUND
1st Quarter FY26 - as of September 30, 2025

Item #14.

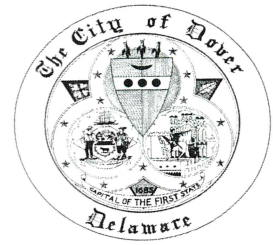
PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR				
Project Code	Item	Original Project Budget	Latest Project Budget	Project To Date Expenses	Original Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Charges	Budget Balance	Status
TD2402	Utility Pole Testing	125,000	-	54,000	-	-	54,000	(54,000)	90% Complete
TD2405	Janes Road Conversion	179,200	17,300	9,017	-	17,300	9,017	8,283	Complete
	UG Transformers locations as follows:								
EE2525	New Developments	1,000,000	1,000,000	503,359	1,000,000	1,000,000	503,359	496,641	
TD2205	Calvary Baptist Church	19,800		19,832			19,832		Complete
TD2301	Rojan Meadows Phase 1	18,600		18,600			18,600		75% Complete
TD2308	El Azteca Dover	-		-			-		Cancelled
TD2411	Commerce Way Warehouse	35,900		-			-		Cancelled
TD2412	Eden Hill Farms Phase 4A	78,500		97,640			97,640		50% Complete
TD2414	Eden Hill OKH Phase 2	22,800		16,032			9,300		Complete
TD2425	966 Kitts Hummock Rd.	29,000		4,528			58		Complete
TD2426	DNREC EV Charger	13,850		-			-		Complete
TD2427	110 Lafferty Ln Warehouse	3,800		3,756			3,756		Complete
TD2511	The Edge at Dover	235,450		181,805			181,805		Complete
TD2516	Caliber Collision	37,700		31,105			31,105		Complete
TD2517	Dickinson Visitors Center	28,600		22,413			22,413		Complete
TD2519	Byler's Warehouse	10,700		10,686			10,686		Complete
TD2520	King Cole Campground	5,000					21,714		Complete
TD2528	Kent County Septage Facility						23,853		50% Complete
TD2529	87 Moonshine Ct	8,600					6,882		Complete
TD2530	Kent County EV Charger						19,832		Complete
TD2534	Village of Mapledale						28,487		50% Complete
TD2538	St Jones EV						7,395		50% Complete
	UG Conductors locations as follows:								
EE2525	New Developments	900,000	900,000	813,924	900,000	900,000	813,924	86,076	
TD2110	DAFB Welch Elementary	18,600		18,620			-		90% Complete-waiting on customer
TD2205	Calvary Baptist Church	57,400		57,419			48,860		Complete
TD2301	Rojan Meadows Phase 1	122,800		122,755			-		75% Complete
TD2303	Kent Courthouse	347,100		347,058			-		75% Complete
TD2308	El Azteca Dover	-		-			-		Cancelled
TD2309	1001 N DuPont EV Charger	10,800		10,757			-		Complete
TD2315	DELDOT Kenton Rd	895,300		895,316			409,202		30% Complete
TD2411	Commerce Way Warehouse	22,000		-			-		Not started
TD2412	Eden Hill Farms Phase 4A	541,700		68,827			60,029		50% Complete
TD2413	Eden Hill Farms Apartment	-		22,439			13,641		
TD2414	Eden Hill OKH Phase 2	233,600		203,907			13,641		50% Complete
TD2425	966 Kitts Hummock Rd.	24,500		20,920			20,920		Complete
TD2426	DNREC EV Charger	4,950		-			-		Complete
TD2427	Lafferty Ln Warehouse	3,100		3,139			31		Complete
TD2511	The Edge at Dover	147,300		4,779			4,779		Complete
TD2516	Caliber Collision	37,150					137,367		10% Complete
TD2517	Dickinson Visitors Center	37,150					9,105		10% Complete
TD2519	Byler's Warehouse	37,400		9,004			9,004		Complete
TD2520	King Cole Campground	15,500		37,394			37,394		Complete
TD2528	Kent County Septage Facility						12,090		Complete
TD2529	87 Moonshine Ct	2,650					5,498		Complete
TD2530	Kent County EV Charger						1,935		Complete
TD2534	Village of Mapledale						10,760		Complete
TD2538	St Jones EV						19,593		Complete

PROJECT STATUS REPORT - ELECTRIC FUND
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Item #14.

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
	Transmission & Distribution (continued)								
	<u>UG Meters locations as follows:</u>								
EE2525	New Developments	535,000	535,000	92,555	535,000	535,000	92,555	442,445	
TD2110	DAFB Welch Elementary	1,800		1,758			-		Waiting on contractor
TD2205	Calvary Baptist Church	-		-			-		Complete
TD2210	Verona Woods Phase 3/4	6,100		6,097			-		85% Complete
TD2301	Rojan Meadows Phase 1	17,900		17,867			-		50% Complete-waiting on customer
TD2308	El Azteca Dover	-		-			-		0% Complete-waiting on customer
TD2309	1001 N DuPont EV Charger	1,500		1,489			-		Not started
TD2314	CT Site Repairs & Maintenance	32,000		31,974			-		70% Complete
TD2315	DelDOT Kenton Rd	37,500		37,545			924		30% Complete
TD2411	Commerce Way Warehouse	1,800		-			-		Not started
TD2412	Eden Hill Farms Phase 4A	9,200		10,833			10,833		35% Complete
TD2414	Eden Hill OKH Phase 2	4,100		2,275			-		50% Complete
TD2425	966 Kitts Hummock Rd.	400		4,066			4,066		Complete
TD2426	DNREC EV Charger	-		370			370		Complete
TD2510	Lafferty Ln Warehouse	3,100		1,875			1,875		Complete
TD2511	The Edge at Dover	23,450		33,315			33,315		Not started
TD2516	Caliber Collision	1,650					22,518		10% Complete
TD2517	Dickinson Visitors Center	1,650					1,395		10% Complete
TD2519	Byler's Warehouse	3,100		1,395			1,395		Complete
TD2520	King Cole Campground	1,200		916			916		Complete
TD2523	Preston Autobody						1,191		Complete
TD2528	Kent County Septage Facility						8,997		Not started
TD2529	87 Moonshine Ct	100					389		Complete
TD2530	Kent County EV Charger						52		Complete
TD2534	Village of Mapledale						3,309		50% Complete
TD2538	St Jones EV						1,010		Complete
	Total Transmission & Distribution	\$ 6,283,950	\$ 2,526,400	\$ 3,981,063	\$ 3,090,000	\$ 3,905,400	\$ 1,728,624.56	\$ 2,176,775	
	Administration								
EE1819/EA2304	Reed St HVAC Overhaul	2,675,200	1,078,600	3,691,254	-	1,078,600	\$1,078,554	46	Complete
	Total Administration	\$ 2,675,200	\$ 1,078,600	\$ 3,691,254	\$ -	\$ 1,078,600	\$ 1,078,554	\$ 46	
FN1701	Purchase of ERP System	\$ 1,313,400	\$ -	\$ 911,280	\$ -	\$ -	\$78,422	\$ (78,422)	In progress
	TOTAL ELECTRIC FUND	\$ 39,545,550	\$ 23,317,800	\$ 21,114,045	\$ 7,546,000	\$ 14,702,500	\$ 7,945,027	\$ 6,757,473	

City of Dover
 City Manager's Office
 PO Box 475
 Dover DE 19903-0475
 Phone: (302) 736-7005
 E-Mail: sduca@doverde.gov



MEMORANDUM

To: Mayor and City Council

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

Copy: David Carey, Fire Chief
 Steve Jones, Fire Administrative Manager
 Michael C. Hamlett, Central Services Director
 City Clerk's Office

Date: October 21, 2026

Subject: Semi-Annual Inspection – Robbins Hose Company (Station No. 2)

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 Tuesday, October 20, 2026, at 1:30 p.m. with Chief David Carey. This inspection was held at Robbins Hose Station No. 2. (Station No. 1 was completed in April 2026.) The following items were discussed:

Facilities

1. In general, the facilities were in good condition, clean, organized and well maintained.
2. Station No. 2 opened in 1994. A building addition was constructed in 2022 and portions of the main building were remodeled at that time. The work in 2022 included the addition of a kitchen and a lounge.
3. The HVAC system at Station No. 2 was replaced in 2022. The system is running well and is under contract for regular maintenance.
4. The roof on the original building was replaced approximately six (6) years ago and is in good condition.
5. One overhead door was recently replaced in April 2026. The doors are under contract for maintenance.

Fire Apparatus

1. In general, all trucks were in excellent condition, clean, organized and well maintained. All trucks are waxed and detailed every April and October.

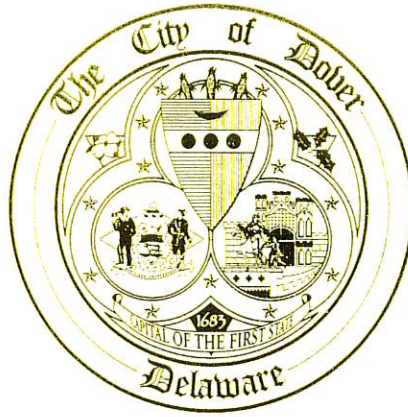
2. Newer trucks are laid out to be ergonomically situated. In particular, hoses and heavier items are located lower on the truck to improve accessibility.
3. Those assigned to Station No. 2 that were without issue include the following:
 - a. Utility Truck (2022)
 - b. Tower 2 (2024)
 - c. Squad 2 (2008) – due to be replaced in April 2027
4. Those assigned to Station No. 2 that were with concerns include the following:
 - a. Engine 2 (2018) – was sent out for maintenance due to transmission issues

Equipment & Technology

1. In general, all equipment and technology were in good condition and well maintained.
2. The garage area of the facility contains approximately 60 sets of gear which are regularly ensured to be NFPA compliant.
3. Halligan bars on trucks have been remounted in the cab to an alternate location to ensure occupant safety in the event of a collision.
4. 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.
5. Computer screens are located throughout the facility to monitor calls.
6. The Fire Department is working to automate systems wherever they can.
7. 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. There is one (1) dispatcher that operates out of Station No. 2.
3. There are currently no live-ins located at Station No. 2. Nine (9) bunks are provided to members.
4. Station No. 2 houses a crew for Ambulnz and two (2) bunks are provided for their use.



EXECUTIVE DECLARATION

Adopting an All Hazard Mitigation Plan for the City of Dover, Delaware

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local government develop and adopt natural hazard mitigation plans in order to receive certain federal assistance; and

WHEREAS, a local Hazard Mitigation Advisory Committee comprised of county governmental departments, municipal staff, the business community, non-profit organizations, and citizens working in Kent County in the State of Delaware, convened in order to study the City of Dover's risks from, and vulnerabilities to natural, technological and terroristic disasters and to make recommendations on mitigating the effects of such hazards on the City; and

WHEREAS, a contract was issued to an experienced consulting firm to work with the Kent County Hazard Mitigation Advisory Committee, and the Delaware Emergency Management Agency to develop a comprehensive all hazard mitigation plan for Kent County in Delaware; and

WHEREAS, the efforts of the City of Dover, Kent County and the consulting firm have resulted in the development of an All Hazard Mitigation Plan for the county and the City of Dover.

NOW, THEREFORE, BE IT DECLARED by the Mayor and City Council of the City of Dover, Delaware that the All Hazard Mitigation Plan is hereby approved and adopted for the City of Dover, Delaware.

ADOPTED on this 26th Day of October, 2026.

Robin R. Christiansen
Mayor

Date

Fred Neil
Council President

Date



CITY OF DOVER, DELAWARE ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: City Manager's Office

SUBMITTED ON: October 21, 2026

PREPARED BY: Sharon J. Duca, P.E., ICMA-CM, City Manager

REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, City Manager and Patricia M. Marney, Controller / Treasurer

SUBJECT: Reallocation of Budgeted Personnel Resources

TIMETABLE: Posting for applicable positions upon approval of City Council and receipt of associated resignation/retirement paperwork.

RELATED PROJECT: X

REFERENCE: FY27 Budget

EXPENDITURE REQUIRED: \$329,000

AMOUNT AVAILABLE: \$1,011,000

FUNDING SOURCE (Dept./Page in CIP & Budget): FY27 Personnel Budget for Electric Department and Police Department.

STAFF RECOMMENDATION:

Authorize the City Manager to unfreeze/hire the Groundworker position in the Electric Department as well as start the hiring process for the Electric Director and Accreditation Manager positions upon receipt of required resignation/retirement paperwork.

BACKGROUND AND ANALYSIS:

Electric Department:

As part of the FY27 Budget, a Groundworker position was frozen. Since that time, a higher level Lineman has resigned/retired. In addition, two electrical engineers have resigned/retired, and the Electric Director has submitted paperwork for resignation/retirement. Evaluating the budgetary implications of these personnel changes and resulting needs of the Department, it has been determined that the resignations/retirements will result in approximately \$311,000 in savings. Replacement of these positions is critical but will take some time. In light of the implications of these changes, and in addition to standard replacement practices, it is requested to unfreeze the Groundworker position and start posting for the Electric Director position, potentially allowing for overlap with the current Director. The conservatively projected cost of this proposal is approximately \$271,000. Due to these projections, the proposal will stay within the approved budget levels.

Police Department:

The Police Department is anticipating the resignation/retirement of the Accreditation Manager for the Department. It has been requested that this position be posted to allow for a training overlap of the position. Due to various vacancies within the Department, salaries and overtime costs have been evaluated as well as the addition of the overlap request with the Accreditation Manager. This evaluation of the proposal led to an approximate differential of \$700,000 in savings. While overtime must continue to be monitored due to vacancies, adequate funding is available for the overlap which is estimated to cost approximately \$58,000. (It should be noted that the proposed overlap would not occur until paperwork has been received regarding the resignation/retirement.)

PROPOSED ORDINANCE #2026-15

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

That Chapter 42 –Environment, be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikethrough as follows:

Sec. 42-3. Lighting

- (a) *Generally.* It shall be unlawful for any person to install, maintain, operate, or cause to be installed, maintained, or operated, any excessive, unreasonable, or unusually bright lighting, glare, or illumination that annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others, or creates a risk thereof, within the limits of the city.
- (b) *Exterior Lighting.* All exterior lighting shall be installed, maintained, and operated to minimize light trespass onto adjacent properties. The type, height, location, intensity, and shielding of exterior lighting fixtures shall be designed and maintained so that light is directed onto the subject property and does not unnecessarily shine, glare, or reflect onto adjacent buildings or properties.
- (c) *Light Trespass.* Exterior lighting shall not be installed or operated in a manner that causes excessive or unreasonable illumination, glare, or light trespass onto adjacent properties or public rights-of-way.
- (d) *Shielding.* Where necessary to prevent excessive glare or light trespass, exterior lighting fixtures shall be appropriately shielded, redirected, or adjusted to confine illumination to the subject property.
- (e) *Notice.* Where a violation of this section is identified, the property owner shall be notified of the violation and, when applicable, any complaint received concerning the violation. The property owner shall take all reasonable and necessary action to correct the violation and bring the premises into compliance with this section.
- (f) *Violations; penalties.* Any property that violates any provision of this section shall be subject to the fines and penalties provided in Appendix F—Fees and Fines.

APPENDIX F - FEES AND FINES

Chapter 42-3.- Lighting

<i>Chapter 42.Environment</i>	
Sec. 42-3. Lighting	
Subsec. (f) Violations; penalties, Initial Notice	\$0.00
Subsec. (f) Violations; penalties, Second Notice	\$100.00

Subsec. (f) Violations; penalties, Third Notice	\$200.00
Subsec. (f) Violations; penalties, Fourth Notice	\$300.00
Subsec. (f) Violations; penalties, Fifth Notice	\$500.00
Subsec. (f) Violations; penalties, Sixth and Subsequent Notice	\$1000.00

ADOPTED: *

SYNOPSIS

This proposed ordinance establishes standards for exterior lighting within the City of Dover to address excessive or unreasonable lighting, glare, illumination, and light trespass. The ordinance requires exterior lighting to be installed, maintained, and operated in a manner that minimizes impacts on adjacent properties and public rights-of-way. These amendments provide a specific regulatory framework for addressing lighting-related complaints and violations while establishing standards intended to prevent excessive lighting, glare, and light trespass from adversely affecting neighboring properties.

(SPONSORS: ROCHA & DUCA)

Actions History

10/26/2026 – First Reading – City Council

10/13/2026 - Scheduled for Introduction - Legislative, Finance, and Administration Committee