CITY OF DOVER, DELAWARE
SPECIAL LEGISLATIVE, FINANCE AND ADMINISTRATION MEETING
Monday, June 08, 2026 at 5:00 PM

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

AGENDA

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (302-736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

Dial: 1-650-479-3208
Link: https://tinyurl.com/mryp6e42
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CALL THE SPECIAL LEGISLATIVE, FINANCE, AND ADMINISTRATION MEETING TO ORDER

ADOPTION OF AGENDA

1. Proposed Ordinance 2026-12 - Amending Chapter 2 - Administration, Article V. - Finance, by adding Sec. 2-428. - Public Safety Fee (Sharon Duca, Acting City Manager)

(Staff Recommendation: Forward Proposed Ordinance #2026-12 to council for approval)

ADJOURNMENT OF THE SPECIAL LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

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

CITY OF DOVER, DELAWARE

ACTION FORM

PROCEEDING: Council Committee of the Whole (Legislative, Finance, and Administration Committee)

DEPARTMENT OF ORIGIN: City Manager **SUBMITTED ON:** June 4, 2026

PREPARED BY: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager

REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, Acting City Manager and Patricia M. Marney, Controller / Treasurer

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SUBJECT: Proposed Ordinance 2026-12 – Public Safety Fee

TIMETABLE: June 8, 2026 – Recommendation from Council Committee of the Whole
June 8, 2026 – First Reading of Recommended Ordinance at City Council
June 22, 2026 – Final Reading of Recommended Ordinance by City Council

RELATED PROJECT: Proposed Ordinance #2026-11 – Fiscal Year 2026/2027 City of Dover Budget Ordinance

EXHIBITS: Proposed Ordinance #2026-12 – Public Safety Fee

REFERENCE: n/a

EXPENDITURE REQUIRED: $0

AMOUNT BUDGETED: $0

FUNDING SOURCE (Dept./Page in CIP & Budget): n/a

STAFF RECOMMENDATION:

That City Council approve proposed Ordinance #2026-12 Amending Chapter 2 – Administration, Article V. – Finance to include Sec. 2-428. – Public safety fund.

BACKGROUND AND ANALYSIS:

During the Special City Council Meeting, which started on May 19, 2026, to review the Fiscal Year 2026/2027 City of Dover Budget, a Public Safety Fee was proposed to help pay for regular and necessary administrative and capital costs for police and fire services. The resulting Ordinance provides for this change.

City of Dover

PROPOSED ORDINANCE #2026-12

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

That Chapter 2 – Administration, Article V. – Finance be amended by inserting Sec. 2-428. – Public Safety fund as follows:

Sec. 2-428. – Public safety fund.

(a) The City Manager is hereby authorized to impose a fee and to bill residents and others for police and fire services. Such fees will be assessed monthly and included as a general billing item, included on monthly residential and commercial utility bills. The public safety fee shall apply to all utility customers within the City of Dover boundaries.

(b) Establishment of specialized fund.

(1) All revenues received in accordance with this section shall be deposited in the public safety fund. These funds shall be used to pay for regular and necessary administrative and capital costs for police and fire services, including allowances for externalities and uncertainties, and debt service.

(2) The proceeds of the public safety fund shall be managed by the City of Dover Department of Finance, which shall regularly report the status of the fund, arrange for audit, and oversee disbursements as provided for by any contractual provisions and the city's financial management policies.

(c) Fees and the fee schedule will periodically be reviewed and adjusted to reflect changing costs. Council shall set the fee by ordinance to be adopted annually with the adoption of the Fiscal Year Budget ordinance. The fees are to be added, updated, and reflected in the rates and tariff annual document, and such amount shall be kept in a separate, interest-earning account and shall be used only for the costs associated with police and fire administrative and capital costs and debt service. The fee is subject to the city's collection policies and procedures, but is not lienable against customers' property nor subject to the Clean Hands Ordinance. The City Manager may authorize commercial allocation procedures and utilize the same procedures as other outstanding fees.

(d) Exemption. Associated fees shall not be applied to properties covered by the Public Safety Higher Education Fund.

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(e) Severability. If any provision of this article shall be determined to be invalid in whole or in part, all other provisions shall continue to be separately and fully effective.

(f) Effective date. The public safety fee shall be effective on July 1, 2026.

Secs. 2-4289-2-500. – Reserved.

ADOPTED: *

SYNOPSIS

This ordinance establishes a public safety fee for the purpose of paying for regular and necessary administrative and capital costs for police and fire services, including allowances for externalities and uncertainties, and debt service. Properties associated with the Public Safety Higher Education Fund will be exempt.

(SPONSORS: ANDERSON, DUCA)

Action History

06/08/2026 – Introduction – Special Legislative, Finance, and Administration Committee

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