PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee meeting was held on November 9, 2015, at 3:30 p.m. with Chairman Anderson presiding. Members present were Mr. Hosfelt, Mr. Caldwell, and Mrs. Horsey. Mr. Lewis was absent. Members of Council present were Mr. Cole (arrived at 3:33 p.m.) and Mr. Hutchison.

AGENDA ADDITIONS/DELETIONS

Mr. Hosfelt moved for approval of the agenda, seconded by Mrs. Horsey and unanimously carried.

Community Development Block Grant (CDBG) Program Quarterly Update (July, August, and September)

Mrs. Tracey Harvey, Planner I, advised members that all of the Community Development Block Grant (CDBG) FY 15 projects were currently underway, noting that contracts were signed in late September and early October. She stated that Habitat for Humanity purchased a single-family home located at 19 North New Street on November 2, 2015, and CDBG funds would be used to rehabilitate the existing home to provide affordable housing to a qualifying family. Mrs. Harvey informed members that the Mayor's Task Force for Ending Veterans Homelessness had met its goal by housing 36 homeless veterans within 200 days. The task force was now planning to meet its next goal by housing an additional 14 veterans within the next 100 days, which would fulfill the Mayor's Challenge to End Veterans Homelessness by housing 50 homeless veterans by December 28, 2015.

Mr. Anderson, referring to the Mayor's Task Force for Ending Veterans Homelessness, asked how housing was defined. Responding, Mrs. Harvey stated that it was all permanent housing within the City of Dover.

Mr. Anderson asked why the Connections Community Support Program had not yet drawn any of their money for emergency housing. In response, Mrs. Harvey informed members that Connections signed their contract in the middle of October and she was expecting them to send a draw soon.

Youth Advisory Committee Recommendations - New Year's Eve Event

During the Parks, Recreation, and Community Enhancement Committee of October 12, 2015, members considered recommendations from the Youth Advisory Committee, including a proposal regarding a New Year's Eve event and a request for support from the City for security, insurance, public announcement stages, and facilities. The Committee recommended that the City Manager evaluate the Youth Advisory Committee's proposal for the event, including numbers, to see if the proposal was doable this year or if it was something that must be planned for next year, and this recommendation was approved by City Council during their meeting of October 26, 2015.

Mr. Scott Koenig, City Manager, advised members that he and Mrs. Ann Marie Townshend, Director of Planning and Community Development, met with Councilman Anderson and two (2) other representatives of the Youth Advisory Committee (YAC) on Tuesday, October 20, 2015 to review their proposal for the New Year's Eve Event. Mr. Koenig stated that, following that meeting, he was provided with support documents and a narrative for the event. He informed members that the City's

insurance broker had indicated that the City can purchase a policy to cover this event based on the narrative provided by the representatives for $433, noting that, at this time, this was an estimated fee and the event narrative would have to be finalized in order for the City to confirm and finalize the policy documents for the insurance company. Mr. Koenig advised that Extra Duty Police Officers would be required to support this event. He explained that the YAC would need to work directly with the Police Department, noting that the Department was not under the City Manager's purview. Mr. Koenig stated that all traffic control permits and authorizations for use of the State property for fireworks must also be obtained by the YAC.

Mr. Koenig informed members that he suggested trying to slightly limit the event so that it was more controllable for the YAC. It was his belief that his suggestions were considered by the YAC; however, no formal commitments had been made at this time.

Mr. Koenig advised that no City funds were earmarked for the event, so there were concerns regarding any overtime expenses that would be required of City staff, noting that this was a holiday evening and it would be difficult to get staff to volunteer for the event activities. He reminded members that, if those concerns were worked out, it was really up to Council as to whether they would like to pursue this type of event.

Mr. Caldwell asked if the event would run from Legislative Hall to the Duncan Center and whether the entire area would be blocked off for activities. Responding, Mr. Koenig referred to the map provided by the YAC which depicted that the event would be held from the Legislative Mall area to a vacant lot adjacent to the Duncan Center at the corner of New Jerusalem Way and Loockerman Street. He stated that, to his knowledge, the YAC was only planning to block off the roads where vendors would be set up in the Legislative Mall area.

Mr. Caldwell stated that he was concerned about safety, noting that this would be a cumbersome task for two (2) or three (3) off-duty officers and two (2) cadets to cover. In response, Mr. Koenig stated that it was his understanding that the areas that would be blocked off would be the typical areas around Legislative Mall where people attend fireworks, and Loockerman Street and all other intersections would be open to traffic.

Responding to Mrs. Horsey, Mr. Koenig confirmed that the YAC would be contacting the State directly for authorization to use Legislative Mall.

Mr. Anderson informed members that the number of officers and cadets were set by Police Chief Paul Bernat and his staff, so Mr. Anderson did not believe that would be a problem. He stated that he was not sure that the event would go all the way to the Duncan Center, noting that this had not yet been arranged. Although there were merchants who wanted the event to go that far, Mr. Anderson advised that the footprint may end up being smaller than proposed.

In response to Mr. Hosfelt, Mr. Anderson stated that the Police Department recommended two (2) off-duty officers and two (2) cadets.

Mr. Anderson stated that, as suggested by Mr. Koenig, the YAC was considering ending the event at 10:00 p.m. rather than midnight, which would address some security concerns and other issues. Mr. Anderson expressed his opinion that ending at 10:00 p.m. would be a more manageable event and a good place to start; however, it was a controversial decision and members of the YAC were split on the idea.

Mr. Hutchison asked who would be responsible and accept liability for the event. Responding, Mr. Koenig stated that this was the purpose of the rider on the City's insurance policy. He explained that it would be a separate policy that would prevent the City's umbrella from being used should someone get hurt or if there is damage related to the event. The separate rider policy would be specifically for this event and cover the parameters of this event. If someone were injured, they would be funneled through this separate policy. Mr. Koenig reiterated that there would be a $433 out-of-pocket expense to purchase the rider.

Mr. Anderson noted that there were already pledges to privately cover the cost of the insurance rider.

Mrs. Donna Mitchell, Controller/Treasurer, questioned who would pay the bills. She asked whether the YAC got their own checkbook and if they were paying the bills and raising the funds. In response, Mr. Anderson stated that there were pledges but a lot of that would end up going to the City.

Responding to Mrs. Mitchell, Mr. Anderson stated that the bills would run through the City and the donations would come to the City to pay for those bills. He noted that, currently, the only bills were for insurance and extra duty police. Mr. Anderson stated that the money for the fireworks was being raised separately, so it would be covered separately.

Mr. Koenig stated that the City would need to be reimbursed for all staff overtime. Mrs. Mitchell asked whether the City would receive the money from the YAC up front or after the fact. Responding, Mr. Anderson stated that the City would receive the money up front, noting that most of the fund-raising should be done by December 15, 2015.

Staff recommended, if the event goes forward, the narrative must be finalized and all costs associated with the event must have revenue commitments.

Mr. Hosfelt moved to recommend acceptance of the Youth Advisory Committee recommendations provided by Mr. Koenig and Mrs. Mitchell in regard to the expenses and insurance for the event, seconded by Mr. Caldwell and unanimously carried.

Mr. Hosfelt moved for adjournment, seconded by Mr. Caldwell and unanimously carried.

Meeting adjourned at 3:45 p.m.

David L. Anderson
Chairman

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