# PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE
# AGENDA

**FEBRUARY 9, 2015 - 3:30 P.M.**

**CITY HALL COUNCIL CHAMBERS**
**15 LOOCKERMAN PLAZA**
**DOVER, DELAWARE**

PUBLIC COMMENTS ARE WELCOMED ON ANY ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

**AGENDA ADDITIONS/DELETIONS**

1. **SEMI-ANNUAL REVIEW - STATISTICS REGARDING JOBS AND BUSINESSES GAINED AND LOST IN THE CITY OF DOVER SINCE JULY 2014**
   (COMMITTEE ACTION NOT REQUIRED)

2. **INVESTIGATING AMERICORPS AND RETIRED SENIOR VOLUNTEER PROGRAM (RSVP) TO SUPPLEMENT STAFFING** (REQUEST OF COUNCILMAN ANDERSON)

3. **REVIVAL OF YOUTH ADVISORY COMMITTEE** (REQUEST OF COUNCILMAN ANDERSON)

4. **UPDATES**
   A. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM QUARTERLY UPDATE**
      *(COMMITTEE ACTION NOT REQUIRED)*
   B. **RECREATION NEEDS ASSESSMENT**
      *(COMMITTEE ACTION NOT REQUIRED)*

5. **ADJOURNMENT BY 4:50 P.M.**

**/tm**
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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Economic Development Office
101 W Loockerman St, 1A
Dover DE 19904

# CITY OF DOVER TOP EMPLOYERS

| COMPANY | # EMPLOYEES BY DATE | | |
|---|---|---|---|
| | 12/16/2013 | 7/14/2014 | 1/29/2015 |
| **Bayhealth-Kent General & Milford**<br>640 S. State St<br>Dover DE 19901<br>(302) 674-4700<br>Mr. Terry Murphy | 3290 | 3282 | 3446 |
| **Dover Downs, Inc**.<br>1131 N. DuPont Hwy<br>Dover DE 19901<br>(302) 674-4600<br>Ms. Janie Libby | Hotel & Casino-1342<br><br>Speedway – 43 | Hotel & Casino-1353<br><br>Speedway – 56 | Hotel & Casino-1365<br><br>Speedway – 52 |
| **Dover Air Force Base**<br>(302) 677-3372<br>Public Affairs Office<br>www.dover.af.mil | Active -3534<br>Reserve – 1874<br>Civilian - 1167 | Active -3900<br>Reserve – 1500<br>Civilian - 1000 | Active - 3900<br>Reserve – 1500<br>Civilian - 1000 |
| **State of Delaware**<br>Office of Management & Budget<br>Laura Simmons | Est. 4500-5000 | Est. 4500-5000 | Est. 4500-5000 |
| **Delaware State University**<br>1200 N. DuPont Hwy<br>Dover DE 19901<br>(302) 857-7027<br>Dr. Phyllis Edamatsu | FT – 791<br>PT - 321 | FT – 791<br>PT - 321 | FT – 811<br>PT - 195 |
| **Energizer (Playtex Products)**<br>P.O. Box 7016<br>Dover DE 19903-7016<br>(302) 678-6176<br>Ms. Gina Sullivan | 475 | 490 | 495 |
| **Kraft Foods**<br>1250 W. North St<br>Dover DE 19903-0600<br>(302) 734-6100<br>Mr. Bruce Robinson (HR) | Hourly & Salaried – 570<br>Contract – 60+<br>Kool-Aid will add 29 jobs | Hourly & Salaried – 546<br><br>Contract – 60+ | Hourly & Salaried –552<br>Contract – |

| | | | |
|---|---|---|---|
| **Delaware Technical & Community College**<br>100 Campus Dr<br>Dover DE 19901<br>(302) 857-1000 | FT - 226<br>Temp/PT - 348<br>includes Adjunct Faculty | FT -237<br>Temp/PT - 145<br>includes Adjunct Faculty | FT - 225<br>Temp/PT - 198<br>includes Adjunct Faculty |
| **Proctor & Gamble**<br>P.O. Box 7010C<br>Dover DE 19903<br>(302) 678-2600 x2189<br>Ms. Teresa Knotts | P&G - 186<br>Contract - 200 | P&G -186<br>Contract -250 | P&G -185<br>Contract -280 |
| **Wesley College**<br>120 N. State St<br>Dover DE 19901<br>(302) 736-2300<br>Dr. William Johnston | FT Staff – 97<br>FT Faculty-71<br>Aramark (Dining) – 60 (FT 32/ PT 18/Students 10)<br>Nat'l Management –(Maintenance)-28 | FT Staff – 95<br>FT Fa culty- 65<br>Aramark (Dining) – 61 (FT 35/ PT 12/Students 14)<br>Nat'l Management –(Maintenance)-29<br>Barnes & Noble (Bookstore) -2 | FT Staff – 104<br>FT Faculty- 69<br>Aramark (Dining) – 57 (FT 31/ PT 15/Students 11)<br>Nat'l Management – (Maintenance)-29<br>Ellucian (IT) – FT-6<br>Barnes & Noble (Bookstore) -2 |
| **Sam's Club**<br>1572 N. DuPont Hwy<br>Dover DE 19901<br>(302) 678-4220<br>Mr. Steven Bromley | 175 | 185 | 179 |
| **Hirsh Industries**<br>1525 McKee Rd<br>Dover DE 19904<br>(302) 678-3454<br>Ms. Meg Shivone | 186 | 181 | 181 |
| **ILC Dover (Kent County)**<br>One Moonwalker Rd<br>Frederica, DE 19946<br>(302) 335-3911 | 471 | 399 | 372 |
| **Chesapeake Utilities**<br>Silver Lake Blvd<br>Dover, DE 19904<br>(302)736-7828<br>Ms. Sydney Hawthorne Davis | 204 | 215 | 221 |

DOVER
PUBLIC LIBRARY

January 9, 2015

To: Scott Koenig, City Manager

Fr: Margie Cyr, Library Director

Re: Volunteer Programs at the Library

1.) SCSEP

The Library has worked with the Modern Maturity Center's SCSEP (Senior Community Service Employment Program) for six years. The Library hosts two SCSEP volunteers. These volunteers work for 18-20 hours per week. They are paid for their time by Modern Maturity through the SCSEP funding. The hours per week vary from year to year based on the funding that Modern Maturity has for that year.

The Library is a host training site. Our role is to train and supervise the work of the volunteer so that he/she has a work history to enable future employment somewhere.

We are very careful to ensure that the work being performed by these volunteers does not replace work that is done by regular staff. This is important as doing so violates union contracts.

Currently one of our volunteers is assigned to the Circulation Department. She is responsible for packing and unpacking the interlibrary loan items Mondays-Thursdays. Typically the library sends out 25 bins and receives another 25 bins daily.

The other volunteer is assigned to the Technical Services Department. She labels and stamps audiovisual materials in their last stop in the processing journey. She cleans DVDs and audio disks that have been dirtied, scratched or otherwise damaged. She searches the shelves for lost and missing items.

This is a successful partnership. The Library interviews all potential SCSEP volunteers and makes the decision about which is a good fit for our organization. Almost all the SCSEP volunteers who have worked for us have been a positive addition; and almost all have found employment after their tenure here ended.

2.) The Heritage at Dover

For the last four years we have hosted two volunteers from the Heritage Assisted Living on Thursday afternoons. These volunteers unpack the bags from the interlibrary loan delivery bins. This partnership is less successful as the physical abilities of these seniors is very limited. We continue this as it creates good will.

3.) Alternative Schools

We host student interns from the Positive Outcome Charter School. These are students who need extra support and exposure to positive public opportunities. They put away books for us primarily in the Teen Loft and assist with craft preparations for programs.

We host developmentally impacted students. These students come with mentors. The students alphabetize DVDs; and put them away on the shelves. They shred documents and do other clerical tasks as needed. It brings little value to the Library and often requires redoing of their work; but it creates a lot of good will with the students and their parents.

Both these programs require a lot of staff supervision and time.

4.) General Volunteers

We have a long-standing volunteer program that uses volunteers from the community to do a variety of tasks from searching the shelves for items on hold, missing and lost books; and keeping the shelves in the proper order. This is a detail-intensive job and takes a particular type of person to be successful. It requires time for training and staff supervision.

5.) Teen Volunteers

Teen volunteers are very active in the Teen Loft. They shelve books, assist with craft preparations; and assist during programs. This requires a lot of staff supervision to be successful.

6.) Greeter Program

This is a new program that we are planning. It will use volunteers to assist customers at the self-check-out computers; assist customers with the use of the card catalog computers; welcome people to the library and provide directions to the area they are seeking. We hope to have this program up and running by the middle of February.

If you have any further questions, please do not hesitate to ask.

Margie

# CDBG Quarterly Report February 2015

***CDBG FY14 Projects***

***Homeownership Assistance Program***
Five (5) clients have been approved for the Dover First Start Program and are mortgage ready. Each client has been approved for $20,000 in downpayment assistance to purchase eligible properties in the City of Dover. Five (5) clients have purchased properties using the Dover First Start Program and one (1) client is mortgage ready and shopping for a home.

***Dover Interfaith Mission for Housing***
CDBG funds will be used for operations cost for the shelter.

***NCALL Research***
CDBG funds will be utilized for pre-purchase homeownership counseling services for up to ten (10) Dover residents.

***Elizabeth W. Murphey School***
CDBG funds will be used for the roof replacement for one building on the campus that services children that are at risk for homelessness. This project is completed.

***Restoring Central Dover Initiative***
NCALL has applied for the Implementation Grant for the Restoring Central Dover Initiative.

***Five (5) Year Consolidated Plan 2015-2019***
The City's Planning Office has collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to conduct statewide public hearings to determine the community development needs throughout the State. The public hearing for Dover was held on November 12th at the City of Dover Public Library moderated by the consulting firm Mullin and Lonergan. Multi-year grant applications are currently being accepted for the FY 15-19 program years for eligible projects and activities within the city. The application deadline is February 9th at 5:00 pm.

***Mayors Challenge to End Veterans Homelessness***
The Mayor and Community Development staff attended a Mayors Challenge to End Veterans Homelessness Roundtable Summit at the HUD Philadelphia Field Office on December 2, 2014. The summit featured panel discussions and brainstorming sessions ranging from building coalitions to available resources and supportive services to end veteran homelessness in your community.

The Mayor's working group held their own summit on January 22nd at the Del-Tech Community College Campus in Dover to End Veteran's Homelessness by December 2015. There were over 100 people in attendance that included Elected Officials, Housing Providers, HUD, the VA and local Housing Authorities.

# Status of FY-14 Program Funds Spent - Fiscal Year 7/1/14- 6/30/15

| 2014 Grant Projects | Project Details | Total Grant | Funds Expended | Unencumbered Balance |
|---|---|---|---|---|
| Homeownership Assistance Program | Fiver (5) families have purchased homes and one family is mortgage ready | $102,800 | $94,807 | $7,993 |
| NCALL Reaearch | Housing Counseling for up to ten (10) Dover residents | $7,754 | $0 | $7,754 |
| Dover Interfaith Mission to Homeless | Funding for operations cost | $27,500 | $22,148 | $5,352 |
| Elizabeth W. Murphey School | Project completed | $50,000 | $50,000 | $0 |
| Total | | $188,054 | $166,955 | $21,099 |