PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

The Parks, Recreation, and Community Enhancement Committee Meeting was held on February 9, 2015, at 3:30 p.m. with Chairman Dixon presiding. Members present were Mr. Hutchison, Mr. Anderson, Mr. Caldwell, and Mrs. Horsey.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda, seconded by Mr. Anderson and unanimously carried.

Semi-Annual Review - Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2014

Mr. Bill Neaton, Economic Development Manager, reviewed statistics regarding the City of Dover top employers, noting there had not been a big difference in the number of employees since July 2014; however, he pointed out other positive events that recently took place. He noted that Bayhealth Medical Center had opened a third floor, which added 100 employees and 32 beds to the facility. In addition, Mr. Neaton stated that Bayhealth continues to expand by adding a fourth "shelf floor" upon completion of the third floor. He advised members that Bayhealth also had plans for expansion in Milford, Delaware, which will include an entirely new facility. Mr. Neaton stated that Energizer will be remodeling their facility on Clara Street, as well as adding a new building, which will bring approximately 250-275 positions to Dover. They will be closing their facility in Canada and producing all of their feminine care products at the Dover location. Additionally, Mr. Neaton noted that Kraft Foods and Proctor & Gamble are potentially adding 30 positions. Mr. Neaton stated that, while the number of employees at ILC had decreased, they are working on negotiating another contract for aerostat production. He provided members information pertaining to some of the vacant buildings in the City, including the old OfficeMax location, where Produce Junction would be located, and the former Metro building, where Urban Furniture and Airbase Carpet would be located, bringing an additional 35-50 jobs. Mr. Neaton also advised that Uzin Utz was scheduled to open in May, which would equate to another 25-30 employees.

Responding to Mr. Hutchison, Mr. Neaton advised members that E-Z Pass was very pleased with their location in downtown Dover. He was unsure of their hours of operation but offered to find out.

In response to Mrs. Horsey, Mr. Neaton clarified that the 471 positions listed for ILC included the loss of jobs resulting from the lost aerostat contract.

Responding to Mr. Anderson, Mr. Neaton said he was unsure if the ILC plant in Sussex County would have any impact on its Kent County operation.

Mr. Anderson said he had observed that there were fewer vacancies in downtown Dover and more minority owned-businesses. He questioned if Mr. Neaton's observations were similar and if anyone was keeping track of this information. Responding, Mr. Neaton agreed with Mr. Anderson's observation and indicated that Mr. Ed Perez, Downtown Coordinator, tracks this information. In addition, Mr. Neaton referenced potential projects that would not have gone through before the

designation of the Downtown Development District in Dover. He stated that this designation would continue to aid in the efforts to bring more business and money to the downtown area and the City overall.

Responding to Mr. Anderson, Mr. Neaton said he did not have the unemployment rate for the City of Dover with him; however, he would find out and email this information to him.

Responding to Mr. Dixon regarding Bayhealth's expansion design plans, Mayor Christiansen advised that Bayhealth can build up to 10 stories high. He indicated that, in addition to growth in that direction, Bayhealth was utilizing space at their campus across the street from the main facility. Mr. Neaton added that Bayhealth was currently being evaluated for Magnet status for excellence in nursing and delivery of care.

In response to Mr. Dixon regarding the rising cost of health care, Mr. Neaton advised that there is a demand for the best health care and equipment, and it costs money to achieve that level of care.

Investigating AmeriCorps and Retired Senior Volunteer Program (RSVP) to Supplement Staffing

Mr. Scott Koenig, City Manager, referred to the memorandum dated January 9, 2015 from Ms. Margie Cyr, Library Director, Re: Volunteer Programs at the Dover Public Library. He indicated that the programs utilized are more along the lines of the Retired Senior Volunteer Program (RSVP) than AmeriCorps. Mr. Koenig stated that opportunities to utilize these programs and their degree of success varies, depending on the area in which they are used. He advised that some of the volunteers being utilized at the library are individuals who are challenged in some ways, and the program allows them to get out into the community and contribute. Mr. Koenig explained that these volunteer programs had not been pursued in other areas of government due the need for oversight, as well as concerns related to taking work from existing bargaining employees. He noted that quality of work was also an issue in areas such as customer service and cash handling, as well as access to information such as customer credit and utility service information.

Mr. Koenig explained that, in the past, the City had occasionally utilized community service hours at the Public Works level and some court-mandated community service in sanitation, but this had been very limited in the last two (2) decades. Mr. Koenig mentioned that interest had been expressed in using college students looking for experience as interns, but reiterated that a great deal of oversight would be required to guide interns and/or volunteers.

Mr. Anderson expressed his feeling that City government could utilize internships to supplement programs in Finance, Planning, Economic Development (particularly organizing events with the Downtown Dover Partnership), Recreation, and areas of that nature. Responding, Mr. Koenig said that staff members may be interested in interns; however, he noted that interns typically seek paid opportunities. He indicated that this could be considered; however, contact hours would have to be limited to less than 30 per week. Mr. Koenig also noted that there is a difference in the structure of paid internships versus volunteer programs, such as AmeriCorps and RSVP. He indicated that the success rate would vary depending on the quality of the individual and the amount of oversight needed. Mr. Koenig thought that if the City were to pursue programs involving volunteers or interns,

staff should work together to develop a structured program versus intermittent, short-term interns. He noted that it would take staff time to get up and running, which would also cost money, and this would need to be considered when evaluating and reviewing the budget.

Responding to Mr. Anderson regarding the potential for some programs or universities to provide funding or at least supplement the costs, Mr. Koenig stated that although staff time was currently limited, if it were the pleasure of Council, this could be researched and considered as a way to potentially solve some problems.

Revival of Youth Advisory Committee

Mr. Anderson reminded members that when Mrs. Sophia Russell served on City Council, she was heavily involved in the Youth Advisory Committee. Since Mrs. Russell's passing, this Committee was no longer assembled. Mr. Anderson felt this was an important committee that involved the youth, raised awareness, helped build leadership skills, engaged young people, and helped keep youth on the right path. He advised members that Mrs. Russell had asked him to keep the Committee going; however, shortly after her passing, he was deployed for one (1) year. Mr. Anderson expressed his desire to revive the Youth Advisory Committee, as it was needed now more than ever. He indicated that there were a lot of interested youth who wished to apply and he, as a councilman, would like to run the Committee. Mr. Anderson noted activities in other municipalities, such as Harrington's New Year's Eve celebration, that are put on by youth committees, and stated that he would like to see similar opportunities for the youth of the City of Dover. He felt that the support of the community was present and that the Committee would be a success.

In response to Mr. Hutchison, Mr. Anderson indicated that the members of the Committee who would take the lead would likely be high school aged; however, anyone could be involved. He referenced Council Resolution 2010-03, Youth Advisory Committee (YAC) Council Resolution No. 2008-11, with Amendment No. 1 ***(Attachment #1)***, that created the Committee and defined its charge and purpose. Mr. Anderson could not recall all of the components of the purpose of the Committee; however, he indicated that, to the best of his recollection, they included advising Council on matters related to youth in the community, planning and executing drug-free events for the youth, and coordinating additional parks and recreation activities.

Mrs. Horsey said that she was serving on the Parks, Recreation, and Community Enhancement Committee when Councilwoman Russell initially introduced it and conveyed how passionate Mrs. Russell was about it. Mrs. Horsey expressed concurrence and appreciation for the idea of reviving the Committee in Mrs. Russell's memory, and for the benefit of the youth in the community.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, offered some insight on behalf of herself and the City Manager as to the requirements of staff to support the Committee. She reminded members of the involvement of the Clerk's Office preparing the agendas and minutes, Parks and Recreation staff, and Ms. Kay Sass, Emergency Management Coordinator in the City Manager's Office, as well as the potential costs. Mrs. Townshend stated that these staff

members and departments were currently stretched very thin, noting that the addition of this Committee could result in additional hours, leading to overtime or comp time for some of those staff members.

Mr. Dixon said that he too would love to see the Committee revived, noting that youth in the community had always been important to him and had been a focal point of his participation on Council. Mr. Hutchison also conveyed his support; however, he felt that the budget needed to be considered to ensure that the City could afford to support the program in terms of costs associated with staffing. Mr. Anderson noted that the previous budget for the Committee was only approximately $1,000 and that the founding resolution allowed for the Committee to raise money as well.

Mayor Christiansen noted that the first Youth Advisory Committee was activated in 1990 and at that time, a budget was not considered in creating the Committee and getting the youth involved. The Committee at that time had members from Dover High School, Caesar Rodney High School, two (2) City residents who attended Polytech High School, and one (1) attending private school. Mayor Christiansen noted that the Youth in Government Day that was created had continued, in spite of the dissolution of the Committee and not having a budget to work with.

Mr. Caldwell expressed his feeling that money should not interfere with the opportunity to involve the youth and have their voice be heard.

Mr. Anderson moved to recommend reviving the Youth Advisory Committee and reviewing applications at the March 9, 2015 Parks, Recreation, and Community Enhancement meeting. The motion was seconded by Mrs. Horsey and unanimously carried.

Updates

Community Development Block Grant (CDBG) Program Quarterly Update

Mrs. Tracey Harvey, Planner I, advised members that Planning Department staff was currently working on the five (5) year Community Development Block Grant (CDBG) Consolidated Plan that would be due to the Housing and Urban Development (HUD) Department by May 15, 2015. As part of the process, the first public hearing was held November 12, 2014 at the Dover Public Library.

Mrs. Harvey indicated that multi-year grants were currently being accepted for the FY15-19 program years for eligible projects in the City and stated that the deadline was today, February 9, 2015 at 5:00 p.m. She noted that, as of the time of the meeting, approximately eight (8) applications had been submitted. Mrs. Harvey stated that the Mayor and Community Development staff attended the Mayor's Challenge to End Veterans' Homelessness Roundtable Summit at the HUD Philadelphia field office in December 2014. The summit featured panel discussions and brainstorming discussions ranging from building coalitions to available resources and supportive services to end veteran homelessness. The Mayor's working group also held their own Summit to End Veterans' Homelessness by December 2015 on January 22, 2015 at Delaware Technical and Community

College, which was well attended. In addition, Mrs. Harvey advised that a "Boot Camp" had been scheduled for March 2, 2015 at the Dover Public Library for housing providers to kick off the initiative to develop a process to house homeless veterans.

Responding to Mr. Anderson regarding strategies planned as a result of the homeless summit for veterans, Mrs. Harvey stated that those strategies will be rolled out during the Boot Camp and advised that there is not a large population of homeless veterans in the City of Dover. In response to Mr. Anderson, Mrs. Harvey stated that she did not have the exact count at this time; however, a Point in Time Survey was completed on January 30, 2015, so she should have that information soon and would advise members once it was available. Mrs. Harvey mentioned that results from last year indicated that there were only four (4) homeless veterans in Dover; however, that number was not accurate. As a result, the process for obtaining this information was changed to take a count several times throughout the year to obtain more accurate figures. She advised that the Code Purple program is now in effect in Dover, which should help with obtaining that information.

Responding to Mr. Anderson, Mrs. Harvey advised that some of the strategies planned in the effort to end veteran homelessness included transitional housing and permanent support of housing, and the Delaware State Housing Authority (DSHA) would be giving veterans first preference as vacancies become available. Mr. Anderson inquired about the process involved in seeking assistance from the Veterans Affairs (VA), stating that it can be difficult and that many veterans are not informed or able to complete the necessary paperwork. In response, Mrs. Harvey stated that this type of assistance is being provided, as well as ensuring all avenues can be pursued to get the veterans the help they need.

In response to Mr. Anderson, Mrs. Harvey explained that the City's CDBG program began in year three (3) of a five (5) year cycle, and that this year would begin the first full five (5) year cycle for the program.

Recreation Needs Assessment

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that for the past month she had been primarily consumed with the process of obtaining the City's Downtown Development District designation; therefore, updated information was limited. She stated that a Request for Proposal (RFP) had gone out with funds from the FY15 budget to begin the planning process, starting with Dover Park, to incorporate feedback from the survey, and begin outreach into a design for the park, including lighting, vegetation, a potential spray pad, indoor restrooms, and reservation of a building pad for future use, should it be determined that it is necessary. Mrs. Townshend explained that the same process would then be followed for Schutte Park and then Silver Lake Park.

Responding to Mr. Hutchison regarding how the funding from the Governor and the support coming from Kent County Levy Court would affect the Downtown Development District target area, Mrs. Townshend indicated that money would not come through the City, it would go directly to individual private applicants and property owners. She briefly explained the process, stating that

after an initial $25,000 investment is made on a business or property, the party will be eligible for a rebate for up to 20% from the State, and Kent County will match that rebate up to $10,000. For example, Mrs. Townshend stated that if an investor purchased a building that needed $150,000 in improvements, the first $25,000 of that $150,000 would be funded by the property owner, and the remaining $125,000 would be eligible for reimbursement, up to 20% from the State and $10,000 from Kent County. She explained that, after the work is complete, the property owner would submit receipts, if the project is under $250,000, to request reimbursement. If the project is in excess of $250,000, the property owner would need to go through a reservation process, for which the State is currently accepting applications. Mrs. Townshend said she was aware of at least two (2) or three (3) property owners already going through the reservation process. She advised of additional incentives, such as permit fees, building permits, impact fees, and property transfer fee waivers (after March 1, 2015), stating that once a Certificate of Occupancy (CO) is issued, the buyer's portion of the transfer tax will also be rebated. Additionally, Mrs. Townshend said participants could qualify for business license fee waivers, along with home ownership incentives.

Responding to Mr. Hutchison, Mrs. Townshend advised members that the City's contribution would be in-kind, noting that all City revenue benefits for new businesses in the downtown area will be waived for a period of time. While there would be additional businesses and activities, the City would not see the revenue from that increase initially. Mrs. Townshend advised Mr. Hutchison that the target area included Mary Street down to Water Street and the area east of Cherry Street and Lincoln Park, ending at State Street.

Mr. Hutchison stated that the Presidents Counsel on Public/Private Partnerships and the Future of City Hall, Weyandt Hall, Former Dover Library and Other City Properties met to address the needs of the City and the best way to address those issues and concerns within the City of Dover was part of the total movement to improve the City. Mr. Hutchison recognized the efforts and support of everyone in the City, particularly the Planning Department, Fire Marshal's Office, and Law Enforcement.

Mr. Neaton indicated that, in addition to the incentives recognized by Mrs. Townshend, the Downtown Dover Partnership would be providing up to $5,000 reimbursement for architectural assistance, in addition to facade grants for upgrading the front of buildings or for signage.

Responding to Mr. Hutchison, Mrs. Townshend stated that the incentives do not include funding for demolition.

Mr. Dixon shared his concern that the community did not understand the Downtown Development District designation, what it means, the benefits of the designation, etc. Mrs. Townshend advised that the City will be holding three (3) workshops on February 26, 2015 at Dover Public Library and people from the various entities involved would be there to explain their portion of the program and to educate the community. Mrs. Townshend also said that an interactive GIS map was in the process of being made available for the City's website, so that people can click on a property and be able to determine which incentives are available. The GIS mapping tool would allow the applicant to print

a map to include in the application, as it is a State requirement to document conformance with the City's District plan. She stated that City staff and the Delaware State Housing Authority (DSHA) were making themselves available to review and explain the process to anyone needing assistance and were willing to review applications before submission to the State. Mrs. Townshend stated that the City has five (5) different brochures to distribute and educate the community and the State has brochures as well.

Mayor Christiansen expressed his sincere appreciation and acknowledged the depth of the time, work, and effort of Mr. Scott Koenig, City Manager; Mrs. Townshend and her staff; Mr. Bill Neaton, Economic Development Manager; and Mr. Kirby Hudson, Assistant City Manager, referencing the specific benchmarks that had been set during weekly meetings to keep the momentum to promote and improve Dover.

Regarding Mr. Dixon's concerns about individuals without computers having access to all of the tools and information, Mrs. Townshend assured him that she, her staff, and others involved would be available to assist anyone who needs help in any way necessary to be sure they get all of the information they require.

Mr. Hutchison moved for adjournment, seconded by Mrs. Horsey and unanimously carried.

Meeting adjourned at 4:34 p.m.

Wallace R. Dixon
Chairman

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Attachment
Attachment #1 - Council Resolution 2010-03, Youth Advisory Committee (YAC) Council Resolution No. 2008-11, with Amendment No. 1

City of Dover

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2010-03
YOUTH ADVISORY COMMITTEE (YAC)
COUNCIL RESOLUTION NO. 2008-11, WITH AMENDMENT NO. 1

WHEREAS, the City Council has determined that there is a need to create a Youth Advisory Committee for the City of Dover, Delaware; and

WHEREAS, this Youth Advisory Committee will be created to operate as a liaison between the youth of the community, City Council, and the Parks, Recreation, and Community Enhancement Committee on issues affecting youth by involving them in social, cultural, recreational, and other drug-free and alcohol free activities and, when requested by the City Council, the committee shall give advice and assistance on matters concerning the needs of youth; and

WHEREAS, the City Council wishes the Youth Advisory Committee to consist of nine (9) members, or more if City Council chooses, between the ages of 14 and 18 years, two (2) adults, and one (1) liaison member who shall be chosen by the City Council to serve one (1) year terms, without compensation, and the City Council shall have the power at any time to alter the size of the committee by expanding or reducing its membership. The liaison member shall receive and record all exhibits, petitions, documents, or other material presented to the Council in support of, or in opposition to, any question before the Committee, prepare and distribute agendas and packets; and

WHEREAS, members of the Youth Advisory Committee shall be selected through an application process and shall be appointed by the City Council and take office upon being sworn on their oath to uphold the duties of the office and the Constitution of Delaware and the United States of America; and

WHEREAS, the term of the office for each member shall be one (1) year, or until his/her successor is duly appointed and qualified, unless a vacancy occurs prior to the expiration of a term, in which case an appointment shall be made by the City Council for the remainder of the unexpired terms; and

WHEREAS, the committee shall elect from its membership a chairperson, vice-chairperson, and secretary for one-year terms of office commencing the first day of June of each year and a member shall be eligible for reelection to any of these offices as long as he or she remains on the committee. The chairperson shall preside at all regular and special meetings, rule on all points of order and procedure during meetings, and provide recommendations to the liaison regarding agenda items. The vice chairperson shall assume all duties of the chairperson in his or her absence or disability. In the absence of both the chairperson and vice chairperson from any meeting, an acting chairperson shall be elected from among the members present; and

WHEREAS, the committee shall hold meetings located in the City at times it may designate. All meetings of the committee shall be held in accordance with the Freedom of Information Act and a notice of said meeting shall be posted at City Hall and on the website at www.cityofdover.com. The presence of a majority of the committee members then in office shall be necessary and sufficient to constitute a quorum, and an affirmative vote of the majority of those present shall be necessary to pass upon pending questions, except that on tie votes, the vote of the chairman shall be determinative, the chairman in addition being entitled to vote on all questions. Minutes of meetings shall be kept and the record filed with the person performing the duty of secretary; and

WHEREAS, in the performance of its function, the committee is an advisory body authorized to make recommendations to the City Council on the following:

1. Policy matters affecting the youth of the community;
2. Planning, organizing, coordinating, and carrying out drug-free and alcohol-free social, cultural, recreational, educational, and other activities for the youth in the community
3. Establishing guidelines, rules, and procedures for participation in such activities; and
4. Entering into agreements with entertainers, concessionaires, and other third parties as may be deemed desirable by the committee within available funds and in accordance with applicable state and city laws and procedures; and

WHEREAS, by May 1st of each year, the committee shall submit to the City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year of which these documents shall be retained as a part of the official city records. Subject to the approval of the City Council, the facilities and personnel of the City shall be made available to assist the committee in carrying out its functions; and

WHEREAS, the committee is authorized to amend its rules and procedures for the conduct of its authorized activities, subject to the approval of the City Council; and

WHEREAS, Committee members are subject to the attendance policy and procedure adopted by the City Council and any member who misses two (2) meetings that are considered unexcused, where no phone call was made or e-mail was sent letting someone know, or whose overall attendance at regular meetings falls below seventy-five (75) percent, has automatically vacated his seat. The committee shall at once notify the City Council that a vacancy exists. Vacancies shall be filled within thirty (30) days by appointment for the remainder of the term or at the discretion of City Council.

NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER HEREBY ESTABLISHES A YOUTH ADVISORY COMMITTEE

ADOPTED: APRIL 26, 2010

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Actions History

April 12, 2010 - Introduced at Parks, Recreation, and Community Enhancement Committee