PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE
A G E N D A

JANUARY 13, 2014 - 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 2013**
   (Committee Action Not Required)

2. **Update - Community Development Block Grant (CDBG) Program**
   (Committee Action Not Required)

3. **Recreational Needs Assessment**

4. **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		
	1/28/2013	7/25/2013	12/16/2013
Bayhealth-Kent General & Milford 640 S. State St Dover DE 19901 (302) 674-4700 Mr. Terry Murphy	3000	3213	3290
Dover Downs, Inc. 1131 N. DuPont Hwy Dover DE 19901 (302) 674-4600 Ms. Janie Libby	Hotel & Casino-1407 Speedway – 47	Hotel & Casino-1339 Speedway – 53	Hotel & Casino-1342 Speedway – 43
Dover Air Force Base (302) 677-3372 Public Affairs Office www.dover.af.mil	Active -3463 Reserve – 1874 Civilian - 1167	Active -3900 Reserve – 1500 Civilian - 1000	Active -3534 Reserve – 1874 Civilian - 1167
State of Delaware Office of Mgmt & Budget Laura Simmons	Est. 4500-5000	Est. 4500-5000	Est. 4500-5000
Delaware State University 1200 N. DuPont Hwy Dover DE 19901 (302) 857-7027 Dr. Phyllis Edamatsu	FT – 770 PT - 188	FT – 770 PT - 188	FT – 791 PT - 321
Energizer (Playtex Products) P.O. Box 7016 Dover DE 19903-7016 (302) 678-6176 Ms. Gina Sullivan	499	480	475
Kraft Foods 1250 W. North St Dover DE 19903-0600 (302) 734-6100 Mr. Bruce Robinson (HR)	Hourly & Salaried – 544 Contract – 60+ Kool-Aid will add 29 jobs	Hourly & Salaried – 570 Contract – 60+ Kool-Aid will add 29 jobs	Hourly & Salaried – 570 Contract – 60+ Kool-Aid will add 29 jobs

Comcast Cable 5729 W. Denney's Rd Dover DE 19901 (302) 672-5936 Mr. Tom Worley	130 – Dover Only	130 – Dover Only	101 – Dover Only
Delaware Technical & Community College 100 Campus Dr Dover DE 19901 (302) 857-1000	FT 222 Temp/PT 227 includes Adjunct Faculty	FT 222 Temp/PT 227 includes Adjunct Faculty	FT 226 Temp/PT 348 includes Adjunct Faculty
Proctor & Gamble P.O. Box 7010C Dover DE 19903 (302) 678-2600 x2189 Ms. Teresa Dean	P&G 185 Contract - 195	P&G 182 Contract - 187	P&G 186 Contract - 200
Wesley College 120 N. State St Dover DE 19901 (302) 736-2300 Dr. William Johnston	FT Staff – 94 FT Faculty-78 Aramark (Dining) - 71 Nat'l Management –(Maintenance)-26 Barnes & Noble-2	FT Staff – 93 FT Faculty-70 Aramark (Dining) – 64 (FT 34/ PT 23/Students 7) Nat'l Management –(Maintenance)-26	FT Staff – 97 FT Faculty-71 Aramark (Dining) – 60 (FT 32/ PT 18/Students 10) Nat'l Management – (Maintenance)-28
Sam's Club 1572 N. DuPont Hwy Dover DE 19901 (302) 678-4220 Mr. Steven Bromley	180	186	175
Hirsh Industries 1525 McKee Rd Dover DE 19904 (302) 678-3454 Ms. Meg Shivone	183	184	186
ILC Dover (Kent County) One Moonwalker Rd Frederica, DE 19946 (302) 335-3911	440	469	471
Chesapeake Utilities Silver Lake Blvd Dover, DE 19904 (302)736-7828 Ms. Sydney Hawthorne Davis		193	204

Status of FY-13 CDBG Projects

Monthly statistics for the month of December 2013

CDBG FY13 Projects
Contracts for FY13 projects have been executed and projects are underway.

Homeownership Assistance Program
CDBG funds will be used to provide settlement assistance to assist qualifying families purchase properties in the City of Dover.

MHDC Homeowner Rehabilitation Program
CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. Two (2) homes have been completed.

Dover Interfaith Mission to the Homeless
CDBG funds will be used for operations cost for the shelter.

MHDC Emergency Home Repair Project
CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards. Two (2) homes have been completed.

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

Elizabeth W. Murphey School
CDBG funds will be used for minor renovations for one of the facilities that services children that are at risk for homelessness. Replacement of the windows has been completed.

Neighborhood Stabilization Program (NSP)

The city was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,080,554 including program income has been expended on the acquisition and renovations for 11 properties. Nine properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Ten (10) first-time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)

337 N. Governors Avenue (sold)

343 Mimosa Avenue (sold)

254 Green Blade Drive (sold)

907 Woodcrest Avenue (sold)

302 Stone Brook Place (lease purchase)

1430 S. Hancock (group home rental)

11 Westover Drive (sold)

1415 S. Hancock (sold)

110 Thames Drive (sold)

4 Bennington Street (sold)

Status of FY12-13 Program Funds Spent - Fiscal Year 7/1/12- 6/30/14

2012-13 Grant Projects	Project Details	Total Grant	Funds Expended	Unencumbered Balance
Homeownership Assistance Program	Six families have purchased homes	$60,000	$60,000	$0
NCALL Reaearch	Housing Counseling and Foreclosure Prevention	$7,803	$5,000	$2,803
Dover Interfaith Mission to Homeless	Funding for utility and lease cost	$27,500	$27,500	$0
Serenity Place	project completed	$30,000	$30,000	$0
MHDC Emergency Home Repairs	Home repairs have been completed on 2 homes	$35,000	$20,972	$14,028
Elizabeth W. Murphey School FY13	Replacement windows have been installed	$39,700	$25,716	$13,984
MHDC Housing Rehabilitation Program	Rehabilitation of 2 homes underway	$52,782	$0	$52,782
Total		$252,785	$169,188	$83,597

MEMORANDUM

Department of Parks and Recreation
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7050

Date: January 3, 2014

To: Parks, Recreation & Community Enhancement Committee

From: Ann Marie Townshend, AICP

RE: Recreation Needs Assessment

As you are aware, there has been much discussion in recent months about the future of the recreation center building at Dover Park. The Parks, Recreation and Community Enhancement Committee has twice recommended to City Council that the building be demolished due to the conditions of the building, the cost of upgrading the building, and the building's functional obsolescence in meeting recreational programming needs. This recommendation for demolition was ultimately approved by City Council on November 25, 2013 and subsequently vetoed by Mayor Carey. The concerns that caused dissention on the issue of demolition related primarily to the concern that we have failed to meet the needs of residents on the east side of Route 13, and that demolition of this building furthers this disinvestment in an area of the City that is underserved. The concern appears to be that the City needs to perform a recreation needs assessment for the area prior to demolition of the building to ensure that funds are invested wisely.

On October 14, 2013, I made a presentation to the Parks, Recreation and Community Enhancement Committee recommending that the City move forward on a citywide Parks and Recreation Needs Assessment and Plan. My concern with focusing too closely on only Dover Park, and more specifically the recreation center building at Dover Park, is that we would fail to address the City's recreation needs and develop a plan for investment in our parks in a holistic way. It has been many years since the City has performed a comprehensive recreation needs assessment.

The City of Dover's 1996, 2003 and 2008 Comprehensive Plans each included a recommendation to develop a citywide Recreation and Parks Plan. To date such a plan has not been developed. In the past 20 years, there have been many changes in the City, and in order to invest limited funds wisely, a citywide Parks and Recreation Needs Assessment and Plan is necessary.

My recommendation for a citywide Parks and Recreation Needs Assessment and Plan is as follows:

- In-house staff from the Planning Department and Parks and Recreation Department will lead the development of the Parks and Recreation Needs Assessment and Plan, with assistance from the State Division of Parks and Recreation.

- We will use a variety of means to engage the public and assess the recreation needs identified by the public, including workshops and a survey. In the outreach efforts we will gather information to assess the needs based on location.
- We will include an inventory of our parks and work to gather information about the desired capital improvements for our parks, focusing on our three "anchor" parks (Dover Park, Schutte Park, and Silver Lake Park).
- We will include specific recommendations for investments in our parks based on the needs of the public, as well as for potential partnerships for meeting the needs of the City's residents.

As we would be using in-house staff who have a number of other obligations with the City, I expect that the development of the Parks and Recreation Needs Assessment and Plan would take about twelve months to complete. I look forward to discussing this with you in more detail at the meeting on January 13, 2014.

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail: skoenig@dover.de.us

To: **Councilman Wallace Dixon, Chairman**
All Members of the Parks, Recreation and Community Enhancement Committee

From: **Carleton E. Carey, Sr., Mayor** CEC

Date: **December 19, 2013**

Subject: **Future of Dover Park**

On November 26, 2013, I notified the City Clerk's Office that I wanted to veto the demolition of the Recreation Center at Dover Park.

It is my belief that there should be a plan to proceed, including a timeline, to determine the future use at the Dover Park off of Whiteoak Road. It is also important to keep the constituents informed of this plan. This is a guide to consider for that plan. My main concern is that the children in the area have an adequate recreation facility and programs available.

1. Survey the area for what the community feels their needs are for the area.
2. Determine if the present building at Dover Park fits the needs of the area.
3. If it does not fit the needs, determine what size and type of building would serve the area best.
4. Determine the activities in the building that would accommodate the area.
5. Review options for funding the new building or repairing the existing building. i.e.; grants (public or private), etc.
6. Determine who would operate the facility. i.e. City of Dover, Girls & Boys Club, YMCA, Dover Housing, private or public group, etc.
7. Set times, dates and goals to accomplish the project.
8. Once a plan is in place - if there is a consensus of the committee to proceed and the existing building is not in the plan, then it should be demolished.

I would appreciate if you would consider some form of action to move forward at your meeting on January 13, 2014.

Please feel free to contact me if you have any questions.

cc: Ann Marie Townsend, AICP, Director of Planning & Community Development
City Council