PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

A G E N D A

July 10, 2007 - 12:00 Noon - **Council Chambers** - City Hall - City of Dover

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 Tmcdowell@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Presentation - Boys and Girls Club

2. CDBG Action Plan Amendment

3. Update on Report Examining the Cost Differential Between a Geothermal System and a Traditional Air-conditioning System - John W. Pitts Recreation Center **(Committee Requested Further Information During their June 12, 2007 Meeting)**

4. Proposed Formation of Youth Council

5. Updates
   A. Puncheon Run Watershed Action Team Update
   B. John W. Pitts Recreation Center - Construction and Funding
   C. Planning and Funding for New Library
   D. CDBG Program

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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.

ACTION FORM

PROCEEDING: Parks, Recreation & Community Enhancement Committee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Planning & Inspections	**DATE SUBMITTED**: July 2, 2007
PREPARED BY: Ann Marie Townshend, Director	
SUBJECT: Amendment to CDBG Action Plan	
REFERENCE: 2007 CDBG Action Plan	
RELATED PROJECT: 2007 CDBG Action Plan	
APPROVALS: N/A	
EXHIBITS: Photos, Memo from Wayne Hutchison	
EXPENDITURE REQUIRED: N/A	**AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: N/A	
RECOMMENDED ACTION: The Committee should review the attachments and determine if it is appropriate to amend the Action Plan to revoke funding to applicant where work was done without a building permit.	

BACKGROUND AND ANALYSIS

Within the 2007 Action Plan for the CDBG Program, $57,000 was allocated for a rental rehabilitation at 301 W. Loockerman Street. An inspection of the building by a deputy fire marshal on June 15, 2007, revealed that a tenant fit-out had been performed in the basement of the building without a building permits. (See photos and memo from Wayne Hutchison dated July 2, 2007.) Staff is concerned that providing grant funding to a property that is currently in violation of City codes could send an inconsistent message and set a precedent that cause problems in the future. Staff requests that the Committee make a recommendation to Council regarding whether or not to revoke the funding from the project.

To: Ann Marie Townshend
Director of Planning

From: Wayne Hutchison
Fire Marshals Office

Date: July 2, 2007

Ref: 301 West Loockerman and 146 South New

On June 15th at 10:00 am I met with Tolano Anderson at 146 S-New St. 146 S-New St. is located in the basement of 301 W-Loockerman St. The New St. address also applies to the 2nd floor apartment located over top 301 W-Loockerman St.

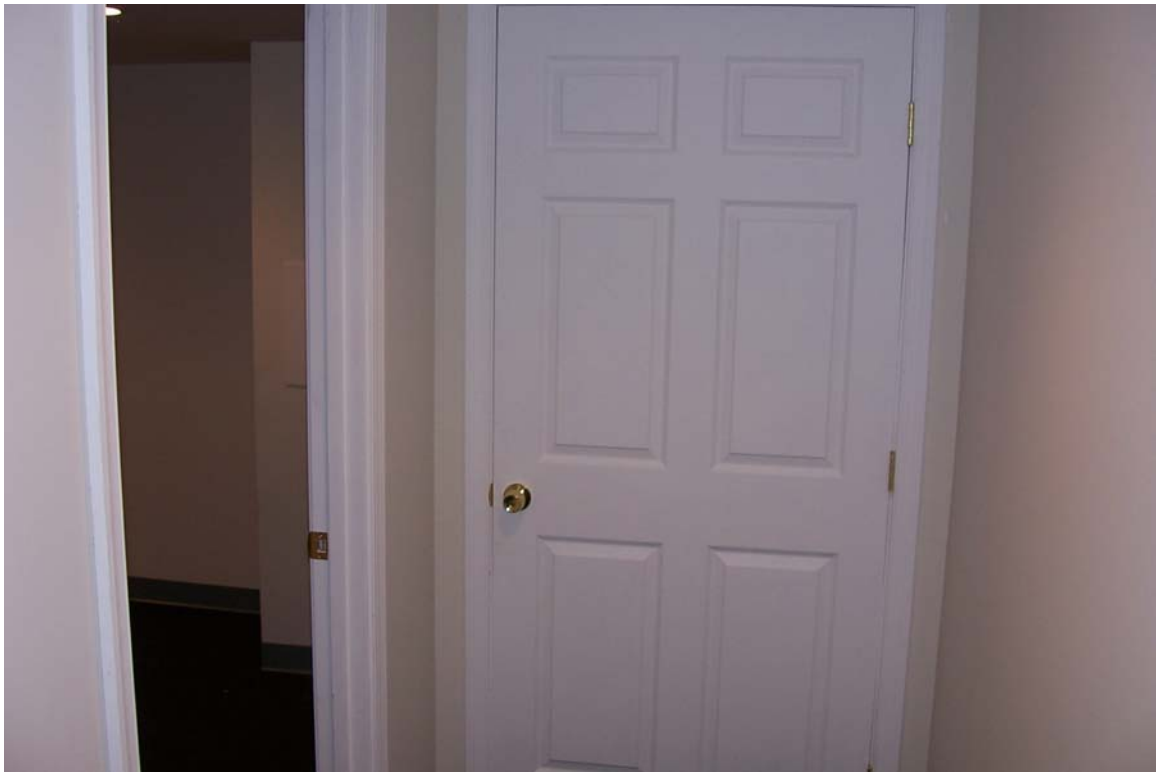
Upon entry into the basement area I found what appeared to be four newly constructed rooms, and an unfinished bathroom. Three of the rooms ranged in size from 10' by 12' to 12' by 12' (approximation only), the fourth room was much larger, approximately 12' by 20' with a portion of that room designed as a sound booth. Some furniture had been moved in but none of the rooms appeared to have been occupied. Pictures were taken of the basement area and portions of the exterior of the building.

Fire Protection was not present at the time of the inspection.

On my return to City Hall I met with Grant Prichard, gave him an overview of what I had found and a copy of the pictures I had taken.



















ACTION FORM

AGENDA ITEM: 07/10/2007

PROCEEDING: Parks, Recreation, and Community Enhancement
DEPARTMENT OF ORIGIN: Request of Councilwoman Russell
PREPARED BY: Amber Clendaniel

SUBJECT: Proposal - Youth Advisory Committee	**DATE SUBMITTED**: 06/29/2007
RELATED PROJECT: N/A	
APPROVALS: City Council	
EXHIBITS: Proposed Resolution Establishing a Youth Advisory Committee Sample Youth Advisory Committee Application	
EXPENDITURE REQUIRED: N/A	**AMOUNT BUDGETED**: N/A
TIMETABLE: Recommendation to Council July 23, 2007	

RECOMMENDED ACTION: Adoption of Resolution creating a Youth Advisory Committee

BACKGROUND AND ANALYSIS

Councilwoman Sophia Russell believes it would be beneficial to both the City and its youth to establish a Youth Advisory Committee for the purpose of providing opportunities for the youth to lead and plan recreation and community service activities, with emphasis on youth development

The role of the Youth Advisory Committee is to foster increased involvement of youth in the affairs of the municipal government. The responsibilities of the Youth Advisory Committee are to:

- Review problems, issues, activities and concerns of youth, especially as they relate to municipal programs and projects of the City of Dover.
- Hold forums on health, safety, recreation, employment and school issues and concerns of youth
- Make recommendations to the Parks and Recreation Department regarding the planning and implementation of the programs.

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CITY OF HILLSBORO

Youth Advisory Council Application

Name: _____

Address: _____

City: _____ Zip Code: _____

Home Phone:_____ Cell/Pager: _____

Email Address: _____

School: _____ Current Grade:_____

1. List your interests & activities (hobbies, organizations, clubs, sports, positions held, etc.)

2. What would you like to see the Youth Advisory Council accomplish in terms of short and long term goals?

3. Why do you want to serve on the Youth Advisory Council?

4. This board will meet at least once a month, are you willing and able to attend these meetings? (circle one) Yes No

5. Please list two non-relative references (one adult and one student)

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
Phone (Day)	_____	Phone (Day)	_____

I understand that if I am selected as a member of the Hillsboro Youth Advisory Council, I will need to attend monthly meetings and participate in a manner that brings honor and respect to the City of Hillsboro, its citizens, and the Hillsboro Youth Advisory Council.

_____ _____

Signature **Date**

I grant permission for _____ to apply for the Hillsboro Youth Advisory Council. If selected, I will support him/her in attending meetings and functions related to the Hillsboro Youth Advisory Council.

_____ _____

Signature of Parent/Guardian **Date**

Please submit the completed application by to:

Youth Advisory Council
Attn: Amber Deming
123 West Main Street
Hillsboro OR 97123

CITY OF HILLSBORO

Youth Advisory Council Application

Reference Form/Adult

Name: _____

Reference's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

1. What is your relationship to the applicant?

_____

2. How long have you known the applicant? _____

3. Is the applicant dependable? _____

_____

_____

4. Why would you recommend the applicant for this position?

_____

_____

5. Is the student an individual performer or team oriented? Please describe specific traits.

_____

Signature _____ **Date** _____

Please submit the completed reference form in a sealed envelope to:

Youth Advisory Council
Attn: Amber Deming
123 West Main Street
Hillsboro OR 97123

CITY OF HILLSBORO

Youth Advisory Council Application

Reference Form/Student

Name: _____

Reference's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

1. What is your relationship to the applicant?

_____

2. How long have you known the applicant? _____

3. Is the applicant dependable? _____

_____

_____

4. Why would you recommend the applicant for this position?

_____

_____

5. Is the student an individual performer or team oriented? Please describe specific traits.

_____

Signature _____ **Date** _____

Please submit the completed reference form in a sealed envelope to:

Youth Advisory Council
Attn: Amber Deming
123 West Main Street
Hillsboro OR 97123

PROPOSED RESOLUTION - YOUTH ADVISORY COMMITTEE

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, ages 14 to 21 years, two adults, and one liaison member who shall be chosen by the City Council to serve one-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 at least monthly at locations 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, Junior High, and High School. 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 apart 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 (3) three consecutive regular meetings, or whose overall attendance at regular meetings for any twelve-month period 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.

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

ADOPTED: *

Parks, Recreation, and Community Enhancement Committee

Parks, Recreation & Library Update

John W. Pitts Recreation Center

- Progress meetings held on June 12th & 26th with architect, city staff, and contractor
- Project continues to be moving on schedule

Planning and Funding for New Library

- New Library Director began
- Recruitment continues for Library Project Coordinator and Committee members

Status of FY-2005 Program Funds Spent - Fiscal Year 7/1/05-6/30/06

2005 Grant Projects	Project Details	Total Grant	Funds Encumbered	Funds Expended	Unencumbered Balance
City Facilities ADA Improvements	water fountains are being installed throughout city buildings.	$35,000		$34,275	$725
*Housing Rehabilitation Program	5 rehabs completed	$67,838		$67,838	$0
Microenterprise Assistance	underway	$15,000		$14,900	$100
Dover Community Partnership, Inc.	city's portion for 219 Cecil rehab is completed.	$46,000		$46,000	$0
Total		$163,838		$163,013	$825

* Rehab Projects
1500 W. State College Road - completed
75 Mckee Road -completed
30 N. New Street -completed
649 Nimitz Road - completed
397 Post Blvd. - completed

Status of FY-2006 Program Funds Spent - Fiscal Year 7/1/06-6/30/07

2006 Grant Projects	Project Details	Total Grant	Funds Encumbered	Funds Expended	Unencumbered Balance
Home Ownership Assistance	Seven (7) First time homebuyers provided settlement assistance	$86,283		$83,168	$3,115
Streets Project	Paving of sidewalks and curbs on South Kirkwood Street completed	$135,000		$128,357	$6,643
*Housing Rehabilitation Program	4 homes underway	$67,479			$67,479
RC & D Emergency Home Repairs	8 homes completed	$25,000		$20,534	$4,466
Dover Community Partnership, Inc.	underway	$25,000			$25,000
Total		$338,762		$232,059	$106,703

* Rehab Projects
27 Fieldstone Court
612 N. West Street
630 River Road
63 Mitscher Road