COUNCIL COMMITTEE OF THE WHOLE
AGENDA

MARCH 29, 2016 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY AGENDA 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.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

(MEETING WILL CONVENE AT 6:00 P.M. AND WILL NOT EXCEED 45 MINUTES IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **PROPOSED ORDINANCE #2016-09 AMENDING CHAPTER 98 - STREETS, SIDEWALKS, STORM SEWERS AND OTHER PUBLIC PLACES, ARTICLE I. - IN GENERAL, SECTION 98-10 - SPEED REDUCTION DEVICES; APPENDIX A - SUBDIVISIONS, ARTICLE VI - SUBDIVISION - GENERAL REQUIREMENTS AND DESIGN STANDARDS, SECTION A - STREETS, PARAGRAPH 1; AND APPENDIX B - ZONING, ARTICLE 10 - PLANNING COMMISSION, SECTION 2 - SITE DEVELOPMENT PLAN APPROVAL, 2.54 - PROPOSED DEVELOPMENT** (SPONSORS: HOSFELT AND COLE)

2. **DISCUSSION - ASSIGNMENT OF DEDICATED POLICE ATHLETIC LEAGUE (PAL) OFFICER**
   (REFFERED TO COMMITTEE DURING THE COUNCIL MEETING OF FEBRUARY 22, 2016)

3. **REQUEST FOR LEFT-HAND TURN SIGNALS - QUEEN/WATER STREET AND STATE/WATER STREET INTERSECTIONS**
   (DURING THEIR MEETING OF SEPTEMBER 28, 2015, THE COMMITTEE RECOMMENDED ENDORSING A LETTER TO THE DELAWARE DEPARTMENT OF TRANSPORTATION TO STUDY THESE INTERSECTIONS)
   (STAFF RECOMMENDS AUTHORIZING THE CHANGES TO THE TRAFFIC SIGNAL PHASING AND ALLOWING DELDOT TO PROGRAM AND IMPLEMENT THE CHANGES AS SOON AS FUNDING PERMITS)

4. **SAFETY CONCERNS (SUDLER)**
   A. **THE ELKS LODGE - 217 NORTH KIRKWOOD STREET**
   B. **HAMLET SHOPPING PLAZA**

5. **SHOTSPOTTER GUNSHOT DETECTION AND LOCATION SERVICE (ANDERSON)**

6. **ADJOURNMENT OF SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING**

UTILITY COMMITTEE

(MEETING WILL CONVENE UPON ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING AND WILL NOT EXCEED 45 MINUTES IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **ANNEXATION REQUESTS**
   - **A. 1411 AND 1417 SOUTH GOVERNORS AVENUE, OWNED BY HEARTLAND DELAWARE, INC.**
     (STAFF RECOMMENDS PROCEEDING WITH ANNEXATION OF THE PROPERTY)
   - **B. PROPERTY LOCATED ADJACENT TO STATE ROUTE 1 AND SURROUNDING THE INTERSECTION OF LEIPSIC ROAD AND PERSIMMON TREE LANE INCLUDING THREE (3) UNADDRESSED LOTS OF A SINGLE PARCEL (LOTS 8, 9, AND 10A) AND PROPERTY LOCATED AT 1229 PERSIMMON TREE LANE (LOT 18), OWNED BY DOVER INTERNATIONAL SPEEDWAY, INC.**
     (STAFF RECOMMENDS PROCEEDING WITH ANNEXATION OF THE PROPERTY)

2. **ADJOURNMENT OF UTILITY COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(MEETING WILL CONVENE UPON ADJOURNMENT OF THE UTILITY COMMITTEE MEETING AND WILL NOT EXCEED 45 MINUTES IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **REVENUE POLICY FOR EXTRA DUTY/VOLUNTARY OVERTIME - ANNUAL REVIEW OF HOURLY RATES**
   (STAFF RECOMMENDS APPROVAL OF THE PROPOSED EXTRA DUTY RATES)

2. **REVIEW OF HOSPITALITY AND CIVIC FUNCTION POLICY**

3. **PROPOSED ORDINANCE #2016-10 AMENDING CHAPTER 2 - ADMINISTRATION, ARTICLE IV - OFFICERS AND EMPLOYEES, DIVISION 8 - DEFERRED COMPENSATION PLAN** (SPONSORS: COLE AND KOENIG)
   (STAFF RECOMMENDS ADOPTION OF ORDINANCE #2016-10)

4. **SOUTH BRADFORD STREET STREETSCAPE ENHANCEMENTS (DIVISION STREET TO LOOCKERMAN STREET) - TRANSPORTATION ENHANCEMENT PROGRAM AGREEMENT**
   (STAFF RECOMMENDS AUTHORIZATION TO EXECUTE THE AGREEMENT TO INITIATE THE DESIGN FOR THIS STREETSCAPE IMPROVEMENT PROJECT)

5. **ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING**

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

/TM
S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COMMITTEE-AGENDAS\2016\03-29-2016 CCW.WPD

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

CITY OF DOVER PROPOSED ORDINANCE #2016-09

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Sec. 98-10. - Speed reduction devices.

(a) ***Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:**

> ***Speed bump* shall mean a transverse hump, generally designed as a rounded, raised pavement structure usually from two to six inches high and one to three feet from front to back, set into the surface of a street, parking lot, or driveway to slow the traffic. Their design generally dictates comfortable crossing speeds of five miles per hour or less so they are usually appropriate only for use where vehicle speeds are typically the lowest to begin with such as parking lots, private roads, and on some residential streets.**
>
> ***Speed cushion* shall mean a speed hump with an unraised path for fire trucks and ambulances through the hump. Speed cushions are devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.**
>
> ***Speed hump* shall mean a raised area in the pavement surface, usually from three to four inches high and 10 to 12 feet from front to back, extending transversely across the travel way. The purpose of the length of a speed hump is to allow the entire vehicle to be on the hump at once before it descends the far side onto the pavement to reduce the likelihood that a vehicle will "bottom out" when going over the speed hump. Speed humps are typically applied to residential streets where speed limits do not exceed 25 miles per hour.**

(b) ***Prohibited*.** Any device used as a means of speed reduction on any city ~~**or private**~~ street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited.

(c) ***Permitted*. Speed cushions may be installed on privately owned commercial property, at the owner's expense, following review by the Safety Advisory and Transportation Committee and approval by City Council. Any other type of speed reduction device on private commercial property within the City is prohibited.**

(d) ***Installation and Design standards*. Installation and design standards for speed cushions shall be in accordance with the *Delaware Traffic Calming Design Manual*.**

(Code 1981, § 7-4; Ord. of 5-26-1998)

Draft

BE IT FURTHER ORDAINED:

That Appendix A - Subdivisions, Article VI - Subdivision - General Requirements and Design Standards, Section A - Streets, Paragraph 1 of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

A. - Streets.

1. The layout, character, extent, width, grade and location of proposed streets shall be established with due regard to:
   (a) Public convenience and safety.
   (b) Proposed uses of the land to be served by said streets.
   (c) Proper relation and connection with, continuation and projection of streets to adjacent areas; whether these streets are existing, or proposed in another subdivision, in a neighborhood plan, in the development plan, or in the official map, as approved or adopted by the commission. Where existing or proposed streets are located on adjacent land, then the planning commission shall require street extensions at points in which the commission determines are suitable for future connections to adjacent developable lands on each side of the development.
   (d) Topography and other land features.
   ~~**(e) Speed bumps or dips for the purpose of slowing down traffic shall not be permitted on any streets.**~~
   (e) Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices.

BE IT FURTHER ORDAINED:

That Appendix B - Zoning, Article 10 - Planning Commission, Section 2 - Site Development Plan Approval, 2.54 - Proposed Development of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

2.54 Proposed development.
   (A) Existing buildings and other structures.
   (B) Location and width of all proposed streets and rights-of-way. ~~**Speed bumps or speed dips for the purpose of slowing down traffic on any street shall not be permitted.**~~
   (C) Location of all proposed structures, except one-family detached dwellings, and an indication of the total number of dwelling units.
   (D) Location and dimensions of all lot lines.
   (E) Building setback lines on all lots.
   (F) Location of all uses not requiring structures, including parks, playgrounds and other open space areas.
   (G) Location and plans for any outdoor signs.
   (H) Location, direction, power and time of use for any proposed outdoor lighting.
   (I) The location, size and arrangement of proposed sidewalks, driveways, loading areas, off-street parking areas and other paved areas.

Draft

(J) Indication of the total amount of impervious surfaces and the development coverage.

(K) Any proposed changes in elevation of the site and elevations of all streets, parking areas, and building foundations. The datum to which all elevations, including existing contour elevations, refer shall be clearly indicated on the plan.

(L) Plans for surface drainage of the site. Such plans shall include stormwater run-off calculations and shall show the proposed method of accommodating the anticipated run-off.

(M) Any proposed below-ground or above-ground utilities and any contemplated public improvements, including road improvements, on or adjoining the property. Plans for such utilities and improvements shall indicate whether the developer, the city, or other agency will bear the financial responsibility for the construction, and which improvements are intended to be dedicated to the city.

(N) Proposed grading, screening and other landscaping, including types and locations of proposed street trees.

(O) Architectural elevation drawings or other graphic representations illustrating exterior building characteristics of proposed buildings and/or building additions that would be visible from the public right-of-way. Elevation drawings shall be drawn to scale and shall reflect major architectural elements such as exterior surface materials, windows, doors, columns, and wall-mounted signage. Elevation plans are intended to provide a general depiction of the physical appearance, massing and scale of the proposed construction.

(P) **Speed reduction devices on any city or private street, drive, parking lot, fire lane or any other driveable surface, which causes a change in elevation which may result in emergency equipment having to reduce speed during a time of emergency, is prohibited. Speed cushions may be installed on privately owned commercial property, in accordance with Chapter 98 - Streets, Sidewalks, Storm Sewers and Other Public Places, Article I. - In General, Section 98-10 - Speed Reduction Devices**.

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-09 CH 98 SPEED REDUCTION DEVICES\Proposed Ordinance #2016-09 Ch 98, App A, and App B.wpd

SYNOPSIS

The proposed amendments would permit speed cushions on privately owned commercial property.

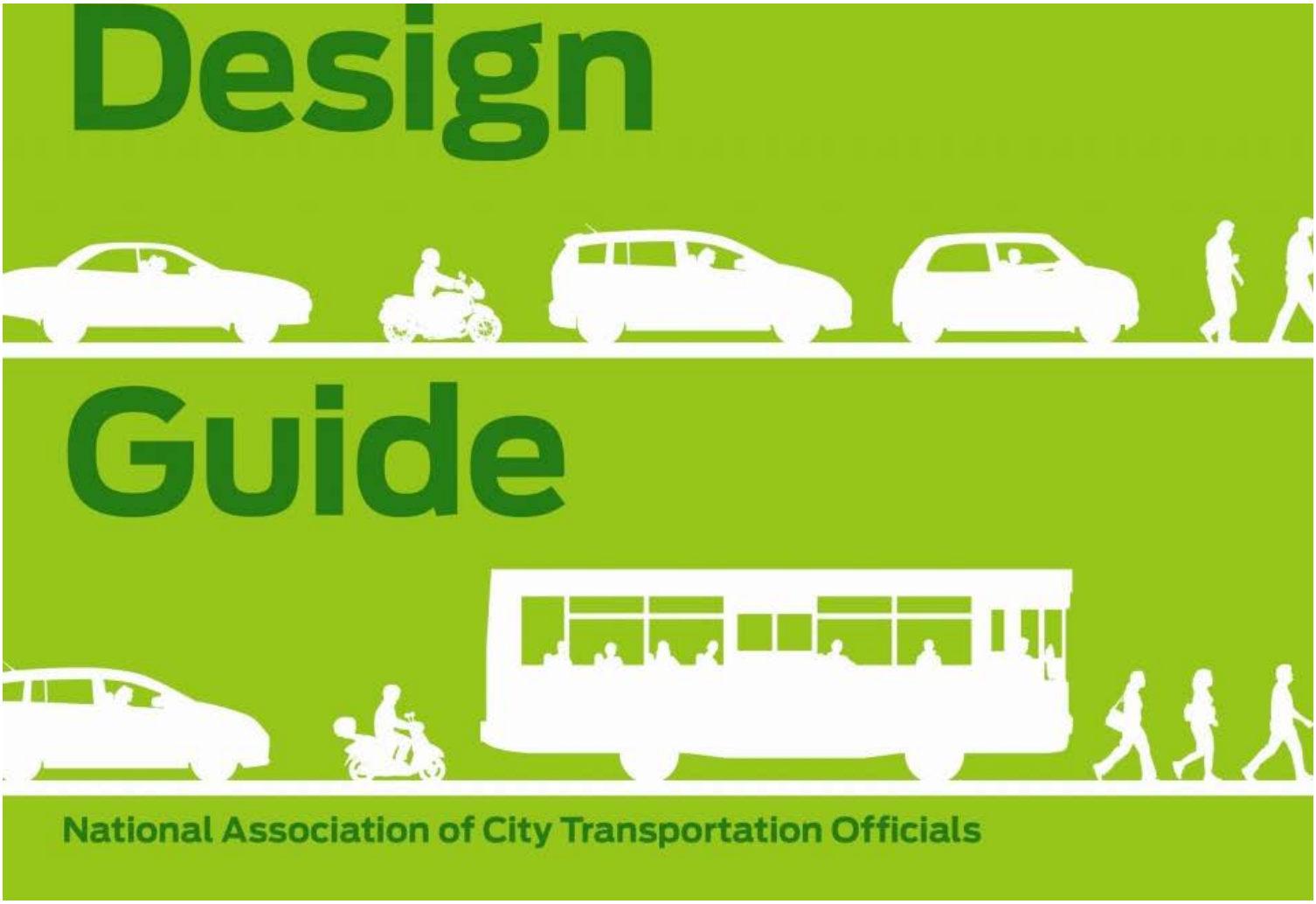
(SPONSORS: HOSFELT AND COLE)

Actions History

03/28/2016 - Scheduled for Introduction - Council Committee of the Whole/Safety Advisory and Transportation Committee meeting

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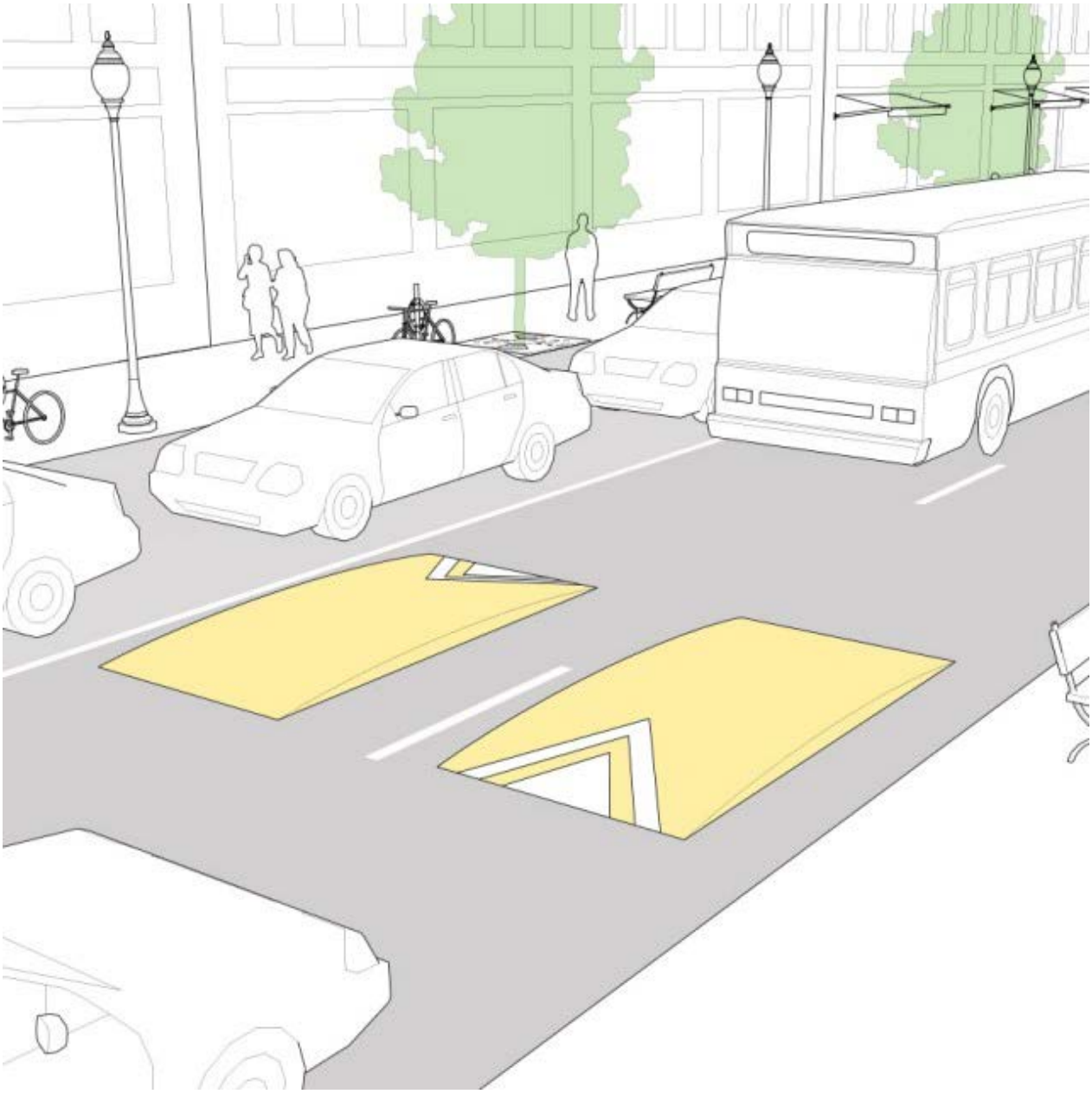

192



Urban Street Design Guide

GUIDE NAVIGATION

PURCHASE GUIDE

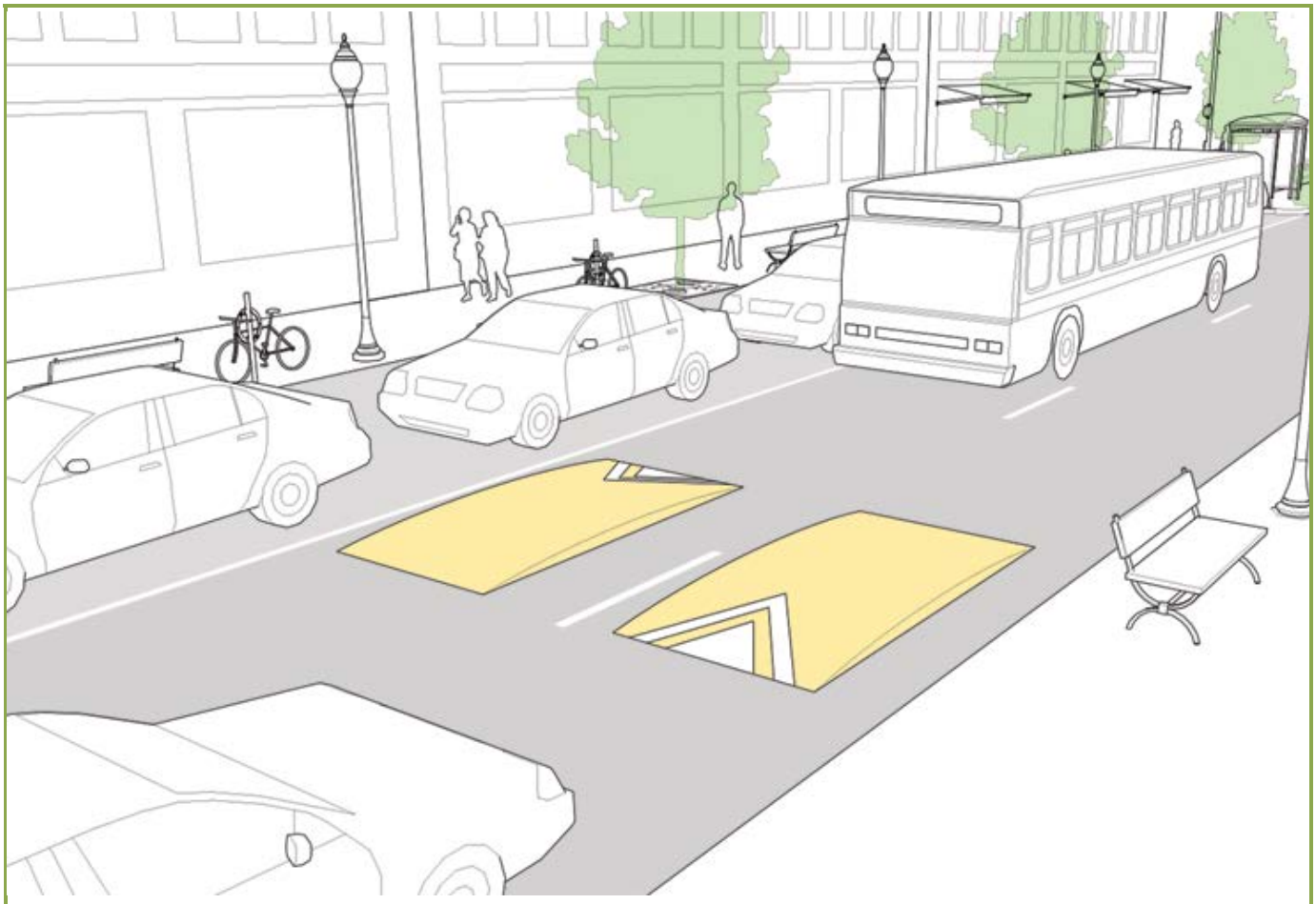


Speed Cushion

Speed cushions are either speed humps or speed tables that include wheel cutouts to allow large vehicles to pass unaffected, while reducing passenger car speeds. They can be offset to allow unimpeded passage by emergency vehicles and are typically used on key emergency response routes.

Speed cushions extend across one direction of travel from the centerline, with longitudinal gap

provided to allow wide wheel base vehicles to avoid going over the hump.



SPEED CUSHION

Speed cushions allow emergency vehicles to pass their wheels on either side of the raised area.



CRITICAL

When vertical speed control is implemented on major emergency access routes, use speed cushions designed to accommodate the wheelbase of the emergency vehicle.[1]

+ More Info

Speed Cushions shall be accompanied by a sign warning drivers (MUTCD W17-1).

RECOMMENDED

Vertical speed control elements should be designed to the following criteria:

- Slopes should not exceed 1:10 or be less steep than 1:25.
- Side slopes on tapers should be no greater than 1:6.
- The vertical lip should be no more than a quarter-inch high.

Locate speed cushions where there is sufficient visibility and available lighting.

OPTIONAL

Bus routes may have speed cushions installed on certain routes. Work with local transit providers and bus companies to ensure that drivers re aware of traffic calming devices and can effectively use wheel cut-outs provided.

EMERGENCY VEHICLES AND SPEED CUSHIONS

Emergency services should act in coordination with transportation departments, recognizing that reducing speeds and volumes on local roadways benefits overall safety goals by reducing crash frequency and severity. Develop an emergency response route classification map at the onset of the planning process. Emergency vehicle response times should be considered where vertical speed control mechanisms are used. Because emergency vehicles have a wider wheel base than passenger cars, speed cushions allow them to pass unimpeded while slowing most traffic.

Strategies include the following:

- Seek approval by emergency response officials for treatments on emergency response routes.
- Allow a limited set of emergency vehicle-friendly traffic calming techniques on emergency response routes.
- Estimate travel time impacts on emergency vehicle response time and define goals to evaluate during a trial.
- Implement speed management treatments on a trial basis and work with emergency response officials to determine whether permanent features are appropriate.

FOOTNOTES

+ More Info

Speed Table

Transit Streets

Adapted from the Urban Street Design Guide, published by Island Press.

REFERENCES

Urban Street Design Guide

Speed Cushion

Select

Select city, or leave blank for all.

Search Again

REFERENCES FOR SPEED CUSHION: 6 FOUND.

Johnson, L & Nedzesky, AJ. "A Comparative Study of Speed Humps, Speed Slots and Speed Cushions." Presented at the ITE 2004 Annual Meeting and Exhibit, Institute of Transportation Engineers, Lake Buena Vista, FL.

Chang, Kevin N & Matthew Nolan. "An Evaluation of Speed Cushions on Neighborhood Streets: Balancing Emergency Vehicle Mobility with Traffic Calming Needs." Institute of Transportation Engineers, 2006 ITE Annual Meeting and Exhibit Compendium of Technical Papers, Milwaukee, WI.

Ford, Claudette. "Installation of Speed Cushions as a Physical Traffic Calming Option." Public Works Department, City of Berkeley, Berkeley, CA.

EMU School of Police Staff and Command. "Speed Cushions: A Traffic Calming Technique." Department of Interdisciplinary Technology, City of Grosse Pointe Department of Public Safety, Grosse Point, MI.

Aggregate Industries. "Speed-Pod: Sustainable precast concrete speed cushions." Charcon Specialist Products, Charcon Specialist Products, Leicestershire.

From: McDowell, Traci
To: Devine, Denise
Subject: CCW Packet Item - FW: Please Review the Attached Proposed Ordinance to Allow Speed Cushions on Commercial Property
Date: Thursday, March 24, 2016 9:27:46 AM

Traci A. McDowell, MMC
City Clerk
City of Dover, Delaware
e-mail: tmcdowell@dover.de.us
Ph: (302) 736-7009
Fax: (302) 736-5068

From: Mullaney, Timothy
Sent: Wednesday, March 16, 2016 2:46 PM
To: McDowell, Traci
Subject: RE: Please Review the Attached Proposed Ordinance to Allow Speed Cushions on Commercial Property

Traci,

In response to the proposed ordinance change please see my comments below;

I have researched various National studies and the average emergency response data shows a delay of 3 to 5 seconds per speed reduction device for fire apparatus and up to 10 seconds for an ambulance with a patient. The data I viewed was dependent on the type and size of speed reduction device proposed, however the data was considerably consistent. I believe the additional response time increase due to the speed reduction devices only increases the chance of fire spread and or loss of life.

Speed reduction devices being permitted on a private roads supplying access to the buildings isn't practical as the code will still not allow speed reduction devices in fire lanes. What most people are unaware of is 75% of the buildings in the City of Dover in locations such as apartment complexes and shopping centers are private streets; however they are also fire lanes required by code. Fire lanes provide per State Regulations and National Fire Codes, access to buildings for the use of fire department personnel in the event of an emergency.

I plan to attend the meeting to discuss the above two points in further detail, please let me know if you need anything else in the time being.

Thanks you in advance.

Timothy P. Mullaney Jr.
Fire Marshal / Law Enforcement Officer
City of Dover Fire Marshal's Office
15 Loockerman Plaza
Dover, DE 19901

From:	McDowell, Traci
To:	Devine, Denise
Subject:	CCW Packet info - FW: Please Review the Attached Proposed Ordinance to Allow Speed Cushions on Commercial Property
Date:	Thursday, March 24, 2016 9:26:55 AM

Traci A. McDowell, MMC
City Clerk
City of Dover, Delaware
e-mail: tmcdowell@dover.de.us
Ph: (302) 736-7009
Fax: (302) 736-5068

From: Lyon, Jason A
Sent: Wednesday, March 16, 2016 3:06 PM
To: McDowell, Traci; Bernat, Paul; Carey, Jr, Carleton; Knotts, Carter; Townshend, Ann Marie; Mullaney, Timothy; Maloney III, Harry; Duca, Sharon; Sass, Kay
Cc: Koenig, Scott; City Clerks Office; Hamlett, Mike; Bray, Antonio J.; Jamar, George; McDougall, Ralph; Sisson, John; Thompson, Paul; Nowak, Mark
Subject: RE: Please Review the Attached Proposed Ordinance to Allow Speed Cushions on Commercial Property

Good Afternoon,

On behalf of the Department of Public Works, please find our comments below:

The City of Dover Department of Public Works opposes the proposed Ordinance 2016-09 for the following reasons:

- Speed bumps, humps and cushions present an operational hazard for our Department, both with respect to maintenance as well as during emergency snow removal operations.
- Allowing speed reduction devices on private property would also be an issue for our Department, our sanitation division must access private property to collect trash. These devices would put unneeded stress on the vehicles and operators.

Thank you.

Sincerely,

Jason A. Lyon, P.E.
Water / Wastewater Manager
City of Dover
Department of Public Works
P.O. Box 475
Dover, DE 19903
p: 302.736.7025
f: 302.736.4217
e: jlyon@dover.de.us

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: **Safety & Transportation Committee Members**

From: **Scott D. Koenig, P.E.**
City Manager

Date: **March 18, 2016**

Subject: **Proposed Left Turn Signals – State Street / Water Street & Queen Street / Water Street**

In October 2015, I forwarded a request from the City of Dover to Mr. Mark Luszcz, Chief Traffic Engineer, with the State of Delaware Department of Transportation. All of the support documentation is attached. On Friday, February 26, 2016, I received an official reply from Mr. Luszcz. Their official response is as follows:

"Based on this analysis, other referenced recent studies, as well as recent field observations, DelDOT does not recommend making phasing changes at these intersections. However, the analysis shows that there will only be minor degradation in traffic operations should the requested phasing be installed. Therefore, at the request of the City, DelDOT would be willing to make the proposed changes as time and resources allow."

Mr. Luszcz also stated if the City sends a favorable reply for the changes, they will add this work to the Signal Design agenda and they may be able to implement these changes sometime in the State's FY-2017 budget year.

The City Manager recommends authorizing the changes traffic signal phasing and allowing DelDOT to program and implement the changes as soon as funding permits.

sdk/SDK

Attachments

Koenig, Scott

From: Luszcz, Mark (DelDOT) <Mark.Luszcz@state.de.us>
Sent: Friday, February 26, 2016 3:40 PM
To: Koenig, Scott
Cc: Duca, Sharon; Townshend, Ann Marie; Bernat, Paul; Haag, Peter (DelDOT); Tetteh, Naa-Atswei (DelDOT); Park, Evan (DelDOT); Donaldson, Gene (DelDOT); Clacher, James (DelDOT); Hehman, Denny (DelDOT)
Subject: FW: City of Dover - Left-Turn Phases at State/Water, and Queen/Water
Attachments: City of Dover Left Turn PhasingTraffic Summary- FINAL.pdf; 151118083430_0001.pdf; S. State St. (K25) and Water St. (K72)- Traffic Study Summary Final.doc; Queen Water - DRAFT Report.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Scott,

Attached is an updated report based on your request, as well as your October 2015 letter and copies of previous DelDOT studies at these intersections for reference. Quoting from the summary of our report:

Based on this analysis, other referenced recent studies, as well as recent field observations, DelDOT does not recommend making phasing changes at these intersections. However, the analysis shows that there will only be minor degradation in traffic operations should the requested phasing be installed. Therefore, at the request of the City, DelDOT would be willing to make the proposed changes as time and resources allow.

If you reply to this e-mail and let me know that you'd like to us to move ahead with the proposed changes, we'll add it to our Signal Design agenda. I expect that we would be able to implement these changes sometime in state FY17.

On two other traffic signal operational topics in the City:

- We are waiting for comments from you and/or your staff on the possibility of a new traffic signal at the intersection of Scarborough & McKee. If you need us to make a presentation to you, the City's traffic committee, or City Council that can be arranged.
- I will be forwarding you a separate e-mail related to a proposed change at Governors & North.

We look forward to continuing to work with you on improving traffic safety and operations in the City of Dover.

Thanks!
Mark Luszcz, P.E., PTOE
Chief Traffic Engineer
Delaware Department of Transportation
169 Brick Store Landing Road
Smyrna, DE 19977
P: (302) 659-4062
F: (302) 653-2859

TEAM DelDOT
Transparent Efficient Accountable Measured

From: Luszcz, Mark (DelDOT)
Sent: Thursday, December 03, 2015 3:16 PM
To: 'SKoenig@dover.de.us'
Cc: Duca, Sharon; 'ATownshend@dover.de.us'; Bernat, Paul (CJ); Meyer, Tom (DelDOT); Tetteh, Naa-Atswei (DelDOT); Park, Evan (DelDOT); Donaldson, Gene (DelDOT); Clacher, James (DelDOT)
Subject: City of Dover - Left-Turn Phases at State/Water, and Queen/Water

Scott,

I received your letter dated 10/22/15 (attached). We have analyzed both of these intersections extensively over the last several years and repeatedly have found that separate left-turn phases are not justified. The most recent report at each location is attached.

That being said, given the continued requests for these left-turn phases from City Officials, legislators, etc., we will review this topic again. This time, we will not consider crash data or DelDOT's left-turn phase criteria, etc. Instead, we will simply analyze the intersections assuming the implementation of the requested left-turn phases, to determine if we think the addition of these phases will create major problems. As you are aware, the implementation of left-turn phases will reduce the amount of green time for the conflicting through movements (or reallocation of green time from other approaches). Regardless of where we "take" the green time needed for the new/requested left-turn phases, the delays/queues for other movements at the intersection will increase.

We expect to have updated analyses completed in January 2016 and then at that time will discuss the path forward with you.

Thanks!
Mark Luszcz, P.E., PTOE
Chief Traffic Engineer
Delaware Department of Transportation
169 Brick Store Landing Road
Smyrna, DE 19977
P: (302) 659-4062
F: (302) 653-2859

TEAM DelDOT
Transparent Efficient Accountable Measured

City of Dover

October 22, 2015

Mr. Mark Luszcz
Chief Traffic Engineer
State of Delaware Department of Transportation
169 Brickstore Landing Road
Smyrna, DE 19977

RE: Proposed Left Turn Signals – State Street / Water Street & Queen Street / Water Street

Dear Mr. Luszcz:

Please accept this correspondence as the City of Dover's official request to conduct any and all necessary studies to determine whether or not the above referenced intersections are in need of dedicated left turn signal arrows. The State Street / Water Street intersection has these arrows on Water Street; however, they are not installed on State Street. Traffic in this area has increased significantly in the past few years and the lack of left turn signals requires that motorists take risks that potentially endanger other motorists. The Queen Street / Water Street intersection has left turn arrows on Water Street; however, they are not installed on Queen Street. Motorists at this intersection are also exhibiting potentially dangerous behavior as they become impatient waiting for a break in traffic to make the left turn onto Water Street.

Based on emails received from Mr. Paul Bernat, Chief of Police; we believe your staff has already begun preliminary work on this request. Thank you for your time and attention to this request. If you have any questions, please contact me at (302) 736-7005.

Sincerely,

Scott D. Koenig

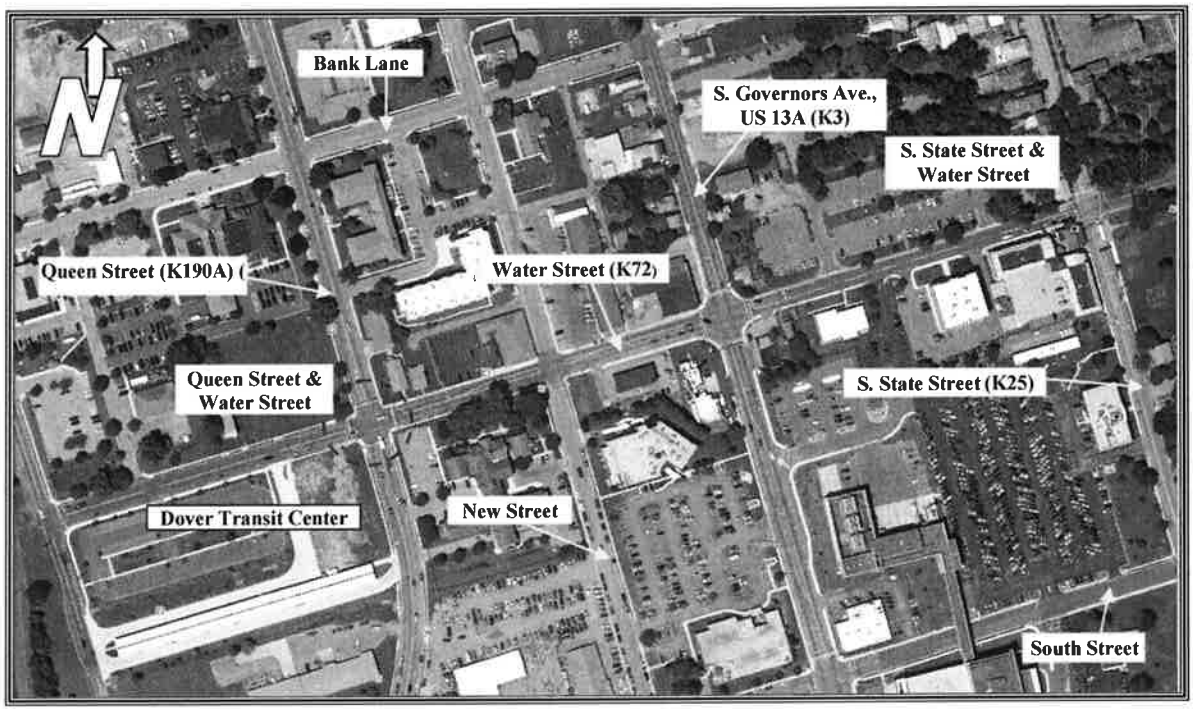
Scott D. Koenig, P.E., ICMA-CM
skoenig@dover.de.us
City Manager

cc: Robin R. Christiansen, Mayor
Timothy A. Slavin, Council President
Paul Bernat, Chief of Police
Kirby A. Hudson, Assistant City Manager
Traci A. McDowell, City Clerk
Sharon Duca, P.E., Director of Public Works
Ann Marie Townshend, AICP, Director of Planning & Community Development

UPDATE: CITY OF DOVER LEFT TURN PHASING STUDY- 1) S. STATE STREET (K25) AND WATER STREET (K72) AND 2) QUEEN STREET (K) AND WATER STREET (K72)

TRAFFIC STUDY REQUEST:

This study evaluates the traffic impact of having protected/permitted left turn phases implemented at the following traffic signals in the City of Dover: 1) S. State Street (K25) and Water Street (K72) and 2) Queen Street (K190A) and Water Street (K72). Scott Koenig, City Manager with the City of Dover, has formally requested in a letter dated October 22, 2015 that the Department evaluate the need for separate left turn phases on northbound/southbound S. State Street at Water Street and the Queen Street and Water Street approaches. Permissive left turn phasing currently exist at the these approaches and the City is requesting separate left turn phases at both traffic signals due to increased traffic and reported dangerous maneuvers by left turning motorists waiting for a gap in traffic. Previous studies completed by DelDOT (by Urban Engineers on behalf of DelDOT and/or DelDOT's Traffic Section) have determined that separate left turn phases are not needed. At S. State Street and Water Street, Urban Engineers completed evaluations in 2008, 2009 and 2011. DelDOT evaluated the 2011 traffic study in 2015. Evaluations were completed by Urban Engineers at the Queen Street and Water Street in 2010 and 2011. An aerial of the both location follows on the next page.



INFORMATION/RESOURCES USED TO COMPLETE THE TRAFFIC STUDY:

The following information was utilized for the engineering study:

- Previous 2015 S. State Street (K25) and Water Street (K72) Traffic Engineering Study
- October 2011 Queen Street (K190A) and Water Street (K72) Traffic Engineering Study completed by Urban Engineers on DelDOT's behalf
- 2010 Highway Capacity Software (HCS 2010)

FINDINGS AND RESULTS:

Highway Capacity Software (HCS 2010)

- The HCS 2010 Streets software was used at both the S. State Street and Water Street and Queen Street and Water Street traffic signals to help determine the impact of adding separate protected/permissive left turn phases to the northbound/southbound S. State Street and Queen Street approaches. The capacity was determined for both the existing phasing and proposed phasing scenarios during the AM, midday, and PM peak hours using existing traffic counts from the previous studies.

- The HCS 2010 Streets software determines many factors including the level of service (LOS) for the lane group (i.e. left turn lane, shared through/right lane),

approach (i.e. northbound S. State Street), and overall intersection. The delay, in seconds, is also calculated for each approach and overall intersection. The 95th percentile queue lengths were also reviewed for this study to determine the effect of modifying the left turn phasing. The following tables are the capacity results for both intersections including existing and proposed traffic signal phasing during the PM peak hour, which is the period with the highest amount of traffic at both locations. The 95th percentile queue lengths are also displayed for the northbound and southbound approaches where the left turn phasing is proposed to change to protected/permissive. Tables with the traffic volumes at both intersections from the previous studies are also included for reference.

- **S. State Street (K25) and Water Street (K72):** S. State Street and Water Street is a signalized intersection with a separate left turn lanes and shared through/right turn lane on all four approaches in downtown Dover. As mentioned previously, the left turn phasing is permissive on S. State Street. The left turn phasing on Water Street is protected/permissive. Crosswalks are located on all four approaches that are controlled by pedestrian signals with countdown displays. From the updated data obtained from the Transportation Management Center (TMC), it was determined that the cycle length for this signal is 75 seconds during the AM, midday, and PM peak hours. From the previous 2015 study, the cycle length was 90 seconds. Therefore, a proposed scenario with the capacity results with a 90 second cycle length is included.

Peak Hour Turning Movement Volumes- 2015 Study

		AM Peak 7:45 – 8:45 AM				Midday Peak 12:00-1:00 PM				PM Peak 4:30-5:30 PM			
		L	T	R	Total	L	T	R	Total	L	T	R	Total
Water Street	EB	33	180	21	234	39	189	26	254	48	168	35	251
	WB	80	117	13	210	84	116	18	218	178	191	17	386
State Street	NB	38	339	120	497	51	380	103	534	44	375	65	484
	SB	10	221	22	253	21	275	23	319	12	365	23	383
Intersection Total					**1194**				**1325**				**1504**

HCS 2010 Streets Capacity Results- S. State Street (K25) and Water Street (K72), PM Peak Hour (Existing Left Turn Phasing)			
Location	**Control Delay- Left Turn Lane (sec/veh) & Lane Group LOS**	**Control Delay- Shared Through/Right (sec/veh) & Lane Group LOS**	**Approach Delay (sec/veh) & LOS**
NB	24.8/C	22.9/C	23.1/C
SB	25.8/C	19.5/B	19.7/B
EB	21.4/C	38.5/D	35.2/D
WB	20.2/C	23.6/C	22.1/C
Intersection Capacity Results			**23.9/C**

HCS 2010 Streets Capacity Results- 95th Percentile Queue Results for S. State Street, PM Peak Hour (Existing Left Turn Phasing)				
	NB Approach		**SB Approach**	
Lane Group	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**
Left Turn	1.6/40'	0.2	0.5/12.5'	0.23
Shared Through/Right	13.2/330'	0.99	11.0/275'	0.7

HCS 2010 Streets Capacity Results- S. State Street (K25) and Water Street (K72), PM Peak Hour (Proposed Protected/Permissive Left Turning Phasing, 75s Cycle Length)			
Location	**Control Delay- Left Turn Lane (sec/veh) & Lane Group LOS**	**Control Delay- Shared Through/Right (sec/veh) & Lane Group LOS**	**Approach Delay (sec/veh) & LOS**
NB	16.5/B	40.4/D	38.2/D
SB	18.5/B	36.5/B	36.0/D
EB	21.5/C	42.5/D	38.5/D
WB	21.7/C	24.4/C	23.2/C
Intersection Capacity Results			**33.9/C**

HCS 2010 Streets Capacity Results- 95th Percentile Queue Results for S. State Street, PM Peak Hour (Proposed Protected/Permissive Left Turn Phasing, 75s Cycle)				
	NB Approach		**SB Approach**	
Lane Group	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**
Left Turn	1.0/25'	0.12	0.3/7.5'	0.14
Shared Through/Right	17.4/435'	1.30	14.9/372.5'	0.94

HCS 2010 Streets Capacity Results- S. State Street (K25) and Water Street (K72), PM Peak Hour (Proposed Protected/Permissive Left Turning Phasing, 90s Cycle Length)			
Location	**Control Delay- Left Turn Lane (sec/veh) & Lane Group LOS**	**Control Delay- Shared Through/Right (sec/veh) & Lane Group LOS**	**Approach Delay (sec/veh) & LOS**
NB	16.7/B	31.7/C	30.3/C
SB	18.7/B	29.9/C	29.5/C
EB	26.6/C	50.4/D	45.9/D
WB	27.5/C	29.0/C	28.3/C
Intersection Capacity Results			**32.2/C**

HCS 2010 Streets Capacity Results- 95th Percentile Queue Results for S. State Street, PM Peak Hour (Proposed Protected/Permissive Left Turn Phasing, 90s Cycle)				
	NB Approach		**SB Approach**	
Lane Group	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**
Left Turn	1.1/27.5'	0.14	0.3/7.5'	0.16
Shared Through/Right	17.1/427.5'	1.28	14.9/372.5'	0.95

- The above HCS 2010 capacity results shows that with the introduction of protected/permissive left turn phasing at the S. State Street and Water Street traffic signal, the overall intersection delay increases approximately 10 seconds whether the

cycle length is 75 or 90 seconds and the LOS remains a C. Looking at each individual approach, the delay increases 10 seconds or more for the northbound and southbound S. State approaches and the LOS to a D when the cycle length is 75 seconds. When the cycle length is 90 seconds, the capacity results between the protected/permissive left turn phase scenarios shows that the delay decreases 8 seconds for the northbound State Street approach and 6 seconds for the southbound State Street approach; the LOS increases to a C. For the eastbound approach, the delay increases approximately 10 seconds from 35.2 seconds to 45.9 seconds and the LOS remains a D.

- Overall, the delay for the left turns on S. State Street decreases when protected/permissive left turn phasing is included and the LOS increases from a C to a B whether the cycle length is 75 or 90 seconds. The 95th percentile queue for both approaches is also low with 1.6 vehicles on northbound S. State Street and 0.5 vehicles on southbound S. State Street.

- As expected, the delay increases for the shared through/right lane on S. State Street with the introduction of protected/permissive left turn phasing. Keeping the cycle length at 75 seconds causes the delay to increase 17 seconds on both approaches. The LOS decreases from a C to a D for northbound S. State Street and from a B to a C on southbound S. State Street. When the cycle length is increased to 90 seconds, the delay decreases approximately 9 seconds on northbound S. State Street and 7 seconds on southbound S. State Street. The 95th percentile queue also increases for the shared through/right turn lane regardless of the cycle length and the northbound S. State Street queue spills beyond the Elm Terrace, the first intersection approximately 330' south of the traffic signal. The 95th percentile queue also increases on southbound S. State Street but does not go beyond The Green intersection when the cycle length is 75 seconds or 90 seconds.

- When the cycle length is increased from 75 seconds to 90 seconds, the eastbound Water Street delay increases to almost 12 seconds but the LOS remains a D.

- **Queen Street (K190A) and Water Street (K72):** Queen Street and Water Street is a signalized intersection with a separate left turn lane and shared through/right turn lane on southbound Queen Street, separate left, through, and right turn lanes on northbound Queen Street, and a shared left/through lane and separate right turn lane on both Water Street approaches in downtown Dover. While Mr. Koenig states in his request letter that a 'left turn arrow' is included on Water Street but none is on Queen Street, the traffic signal currently operates as a two phase signal and all left turns are permissive. Crosswalks are located on all four approaches that are controlled by pedestrian signals with countdown displays. From the data obtained from the Transportation Management Center (TMC), it was determined that the cycle length for this signal is 90 seconds during the AM, midday, and PM peak hours. Two scenarios are reviewed as a part of this updated study: 1) providing separate protected/permissive phasing on Queen Street only and 2) providing left turn phasing for both Queen Street and Water Street. Several assumptions were made when

completing the analysis such as pedestrian volumes, heavy vehicle factors, and a peak hour factor of 0.92 across all three peak hours.

Peak Hour Turning Movement Volumes- 2011 Study													
		AM Peak 7:305 – 8:30 AM				Midday Peak 11:45-12:45 PM				PM Peak 4:00-5:00 PM			
		L	T	R	Total	L	T	R	Total	L	T	R	Total
Water Street	EB	8	199	53	260	4	94	61	159	10	94	49	153
	WB	60	29	110	199	97	54	99	250	82	53	175	310
Queen Street	NB	2	319	138	459	13	290	141	444	13	321	96	430
	SB	29	158	2	189	34	220	4	258	51	214	269	269
Intersection Total					**1107**				**1111**				**1162**

HCS 2010 Streets Capacity Results- Queen Street (K190A) and Water Street (K72), PM Peak Hour (Existing Left Turn Phasing)			
Location	**Control Delay- Left Turn Lane (sec/veh) & Lane Group LOS**	**Control Delay- Through (sec/veh) & Lane Group LOS**	**Approach Delay (sec/veh) & LOS**
NB	35.1/D	30.3/C	29.0/C
SB	39.6/D	29.6/C	31.5/C
EB	n/a	8.0/A (shared left/through)	8.0/A
WB	n/a	9.2/A (shared left/through)	9.2/A
Intersection Capacity Results			**21.6/C**

HCS 2010 Streets Capacity Results- 95th Percentile Back of Queue Results for Queen Street (K190A) and Water Street (K72), PM Peak Hour (Existing Left Turn Phasing)				
	Left Lane Group		**Through or Shared Through Lane Group**	
Approach	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**
NB	0.5/12.5'	0.18	11.3/282.2'	0.23
SB	2.2/55'	0.82	8.2/205'	0.7
EB	n/a	n/a	1.8/45'	0.08
WB	n/a	n/a	2.4/60'	0.24

HCS 2010 Streets Capacity Results- Queen Street (K190A) and Water Street (K72), PM Peak Hour (Proposed Protected/Permissive Left Turning Phasing on Queen Street Only)			
Location	**Control Delay- Left Turn Lane (sec/veh) & Lane Group LOS**	**Control Delay- Through (sec/veh) & Lane Group LOS**	**Approach Delay (sec/veh) & LOS**
NB	24.3/C	37.0/D	34.3/C
SB	24.3/C	31.3/C	30.0/C
EB	n/a	10.6/B (shared left/through)	10.5/B
WB	n/a	11.4/B (shared left/through)	12.1/B
Intersection Capacity Results			**24.2/C**

HCS 2010 Streets Capacity Results- 95th Percentile Back of Queue Results for Queen Street (K190A) and Water Street (K72), PM Peak Hour (Proposed Protected/Permissive Left Turning Phasing on Queen Street Only)				
	Left Lane Group		**Through or Shared Through Lane Group**	
Approach	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**
NB	0.4/10'	0.14	12.2/305'	0.25
SB	1.5/37.5'	0.57	8.4/210'	0.59
EB	n/a	n/a	2.1/60'	0.10
WB	n/a	n/a	2.9/72.5'	0.24

HCS 2010 Streets Capacity Results- Queen Street (K190A) and Water Street (K72), PM Peak Hour (Proposed Protected/Permissive Left Turning Phasing- Full 8 Phase)			
Location	**Control Delay- Left Turn Lane (sec/veh) & Lane Group LOS**	**Control Delay- Shared Through/Right (sec/veh) & Lane Group LOS**	**Approach Delay (sec/veh) & LOS**
NB	24.3/C	37.0/D (through only)	34.3/C
SB	24.3/C	31.3/C	30.0/C
EB	14.4/B	17.5/B	17.3/B
WB	11.9/B	18.9/B	17.0/B
Intersection Capacity Results			**26.5/C**

HCS 2010 Streets Capacity Results- 95th Percentile Back of Queue Results for Queen Street (K190A) and Water Street (K72), PM Peak Hour (Proposed Protected/Permissive Left Turning Phasing- Full 8 Phase)				
	Left Lane Group		**Through or Shared Through Lane Group**	
Approach	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**	**Back of Queue, Q (# of veh/ft)**	**Queue Storage Ratio (Rq)**
NB	0.4/10'	0.14	12.2/305'	0.25
SB	1.5/37.5'	0.57	8.4/210'	0.59
EB	0.2/5'	0.06	4.0/100'	0.19
WB	1.7/42.5'	0.45	6.8/170'	0.68

- The above HCS 2010 capacity results shows that with the introduction of protected/permissive left turn phasing at the Queen Street and Water Street traffic signal, the overall intersection delay increases approximately 2 seconds with just including protected/permissive left turning phasing on Queen Street or approximately 5 seconds with protected/permissive left turning phasing on both Queen Street and Water Street. The LOS remains a C across all three scenarios. Looking at each individual approach, the greatest delay increases occur on the eastbound and westbound Water Street approaches when protected/permissive left turn phases are included on all four approaches. The delay increases for approximately 9 seconds on the eastbound approach and for approximately 8 seconds on the westbound approach. If protected/permissive is included on either just the Queen Street or all approaches, the LOS decreases from an A to a B from the existing scenario. The LOS on the Queen Street approaches is a C across all three scenarios. There are minimal increases in delay from introducing protected/permissive left turning phasing on just

the Queen Street approaches and no change when the traffic signal is modeled as a full 8 phase signal.

- Overall, the delay for the left turns on Queen Street decreases when protected/permissive left turn phasing is included and the LOS increases from a D to a B whether the left turn is just included on Queen Street or across all four approaches. The 95th percentile queue for both approaches is also low with 0.4 vehicles on northbound Queen Street and 1.5 vehicles on southbound Queen Street.

- The delay for the left turns on Water Street actually increases when protected/permissive left turn phasing is included across all three scenarios and the LOS decreases from an A to a B whether the left turn is just included on Queen Street or across all four approaches. The eastbound Water Street approach has the greatest delay increase of approximately 6 seconds from the existing scenario to the full 8 phase signal. The 95th percentile queue for both approaches is low when protected/permissive is included on Water Street with 0.2 vehicles on eastbound Queen Street and 1.7 vehicles on southbound Queen Street.

- As expected, the delay increases for the through or shared through movements on both the Queen Street and Water Street with the introduction of protected/permissive left turn phasing. The largest changes occur on the eastbound and westbound Water Street approaches and the northbound Queen Street approaches with increases in delay of approximately 9, 10, and 7 seconds respectively across all three scenarios. The through movements also had the largest 95th percentile queues. For the full 8 phase scenario, the 95th percentile northbound queues of 12.2 vehicles and 8.4 vehicles were the largest values calculated.

CONCLUSIONS AND RECOMMENDATIONS:

The City of Dover has expressed strong interest in having left turn phasing included for the S. State Street approaches at the traffic signal at Water Street and for all the approaches at the Queen Street and Water Street traffic signal. From the above HCS 2010 capacity results, it has been determined that some overall delay of the operation of the intersection can be expected but the LOS would remain a C at both traffic signals. Some increase in the 95th percentile queue for the through movement should be expected with the biggest increases of approximately of 3 and 4 vehicles on southbound and northbound S. State Street respectively. This increase at the S. State Street and Water Street intersection would cause vehicles to block the Elm Terrace intersection on northbound S. State Street. The signal timing may need to be monitored and changed as needed once the separate left turn phasing occurs especially if additional traffic in the area starts to utilize the traffic signal.

Based on this analysis, other referenced recent studies, as well as recent field observations, DelDOT does not recommend making phasing changes at this intersection. However, the analysis shows that there will only be minor degradation in traffic operations should the

requested phasing be installed. Therefore, at the request of the City, DelDOT would be willing to make the proposed changes as time and resources allow.

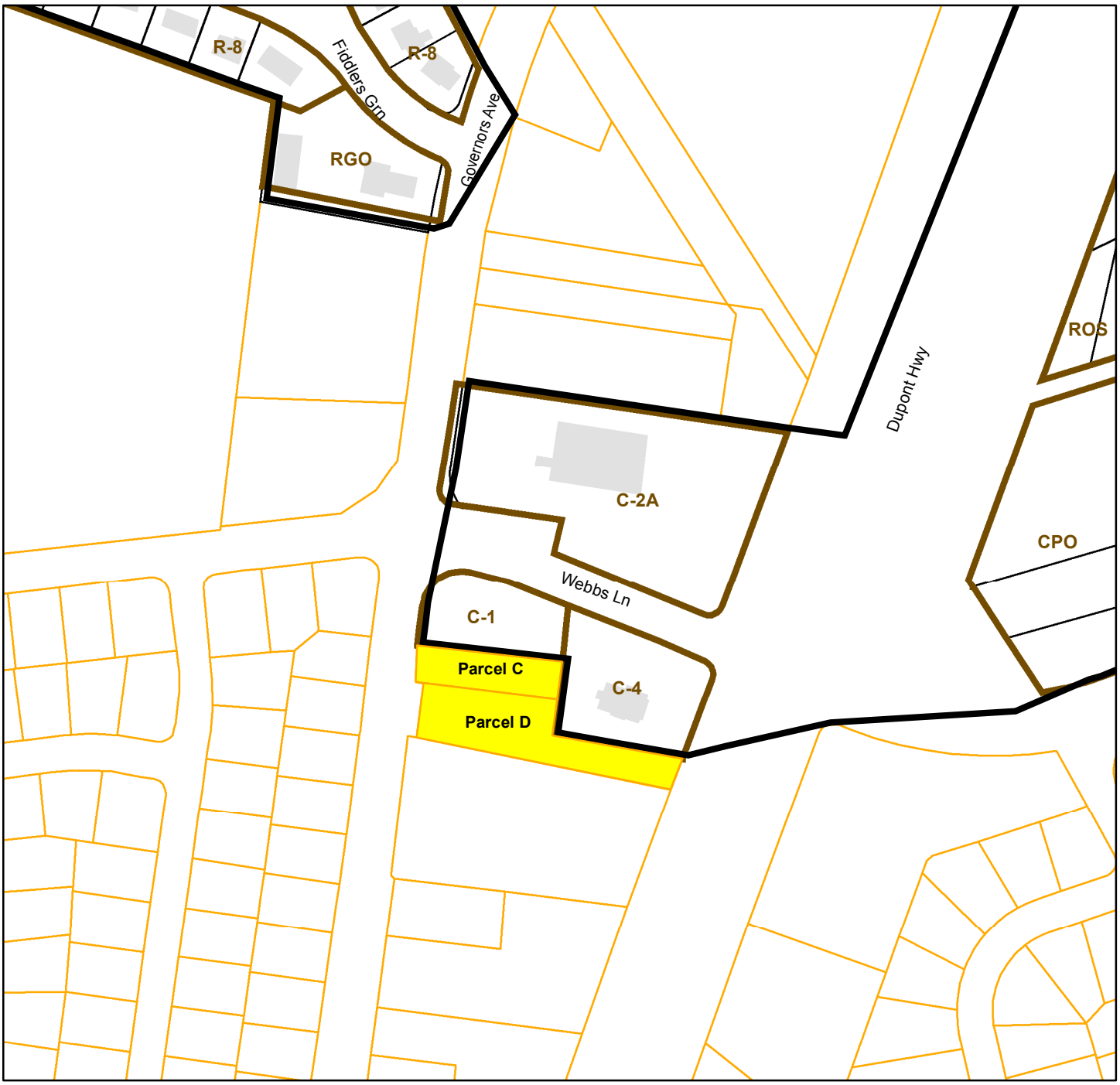
PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council Utility Committee
March 29, 2016

File Number:	AX-16-02
Ordinance Number:	2016-12
Applicant:	Bob Howarth
Owner of Record:	Heartland Delaware, Inc.
Property Address:	1411 & 1417 South Governors Avenue
Tax Parcel ID #:	Parcel C: ED-00-086.09-01-21.00-000 Parcel D: ED-00-086.09-01-22.00-000
Lot Size:	Parcel C: 0.2158 Ac +/- (9,402 SF +/-) Parcel D: 0.4497 Ac +/- (19,588 SF +/-) Total: 0.6655 Ac +/- (28,990 SF +/-)
Present Zoning:	BG (General Business)
Proposed Zoning:	C-4 (Highway Commercial Zone)
Comprehensive Plan Designation:	Category 2: 0-10 Years Priority Annexation Areas
Comprehensive Plan Land Use Designation:	Residential Medium Density
Present Use:	Commercial, Residential
Proposed Use:	No Proposed Change
Utility Availability:	1411 South Governors Avenue is currently served by City of Dover Electric, Water and Sewer. 1417 South Governors Avenue is currently served with City of Dover Electric. Water and sanitary sewer service is available within South Governors Avenue. The property owner would be responsible for the costs associated with tapping the sanitary sewer mains extending services to the property, payment of impact fees, and obtaining permits associated with such improvements.
Staff Recommendation:	Staff recommends that the City proceed with annexation of the subject property.

City of Dover

Department of Planning & Inspections

Application No.: AX-16-02



Title: Lands of Heartland Delaware, Inc.
Address: 1411 & 1417 South Governors Avenue
Parcel ID: (C) ED-00-086.09-01-21.00-000
(D) ED-00-086.09-01-22.00-000
Zoning: C-4 (proposed)
Owner: Heartland Delaware, Inc.
Date: 2/24/2016

Legend

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

N W E S

0 125 250 500 Feet

PETITION TO ANNEX AND REZONE PROPERTY
First Reading Before the Dover City Council Utility Committee
March 29, 2016

File Number:	AX-16-03
Ordinance Number:	2016-13
Applicant:	Gerald Dunning
Owner of Record:	Dover International Speedway
Property Address:	Persimmon Tree Lane
Tax Parcel ID #:	Lots 8, 9, 10A: LC-00-058.00-01-29.00-000 Lot 18: LC-00-058.00-01-02.00-000
Lot Size:	Lot 8: 5.67 Ac +/- Lot 9: 10.21 Ac +/- Lot 10A: 13.69 Ac +/- Lot 18: 228.86 Ac +/- Total: 258.43 Ac +/-
Present Zoning:	AR (Agricultural Residential)
Proposed Zoning:	RC (Recreational and Commercial Zone)
Comprehensive Plan Designation:	Category 2: 0-10 Years Priority Annexation Areas
Comprehensive Plan Land Use Designation:	To be master planned at the time of annexation
Present Use:	Parking, Camping, Outdoor Festival Space
Proposed Use:	No Proposed Change
Utility Availability:	Electric, water and sanitary sewer service is available to the following property, however, the water service must be accessed from Persimmon Tree Lane. The sanitary sewer service must be accessed from either Old Leipsic Road (gravity) or through Persimmon Tree Lane (force main). The proposed connection to utilities must be submitted to the City of Dover for review and approval at the expense of the property owner. The property owner would be responsible for the costs associated with tapping the

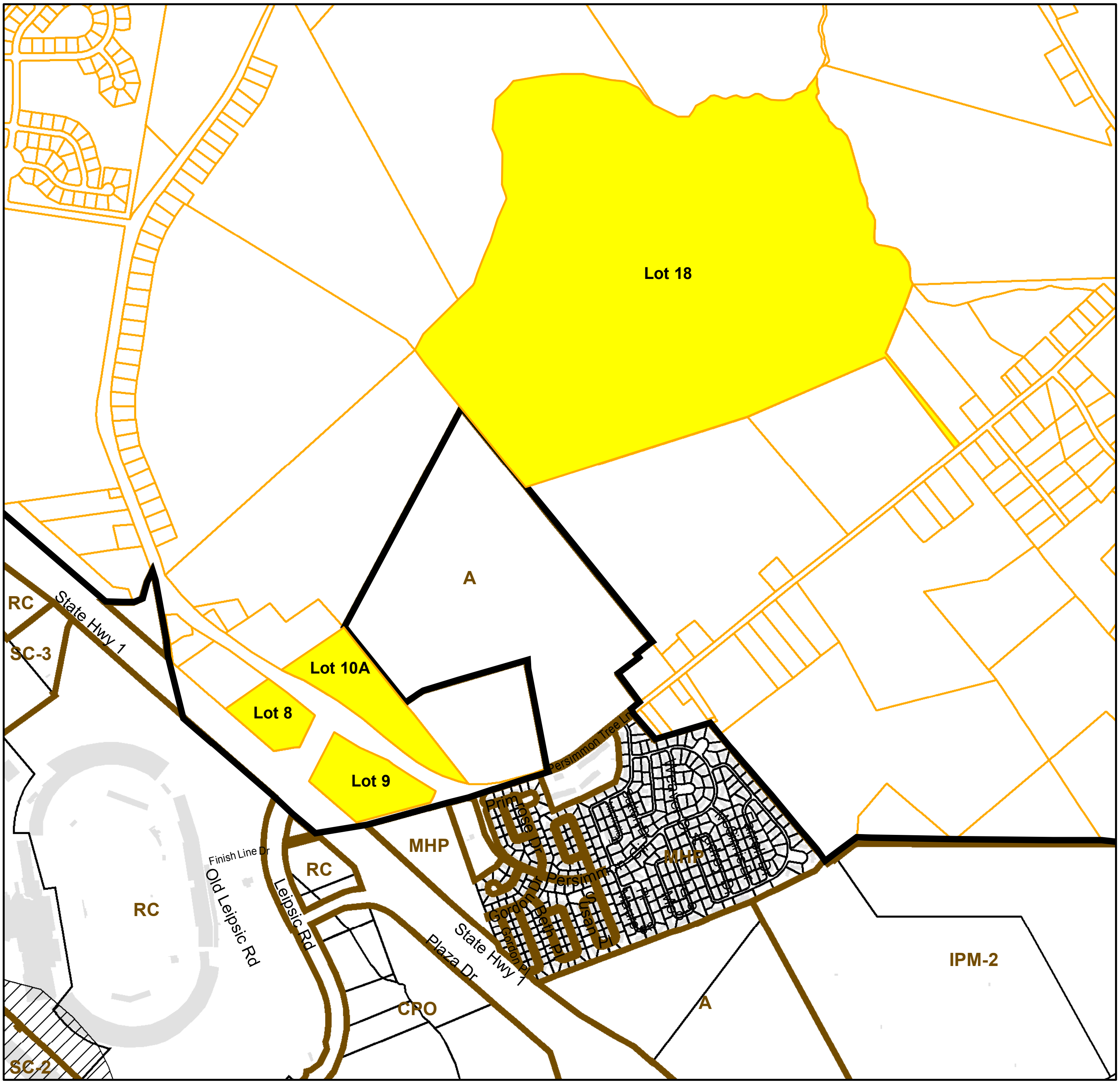
sanitary sewer mains extending services to the property, payment of impact fees, and obtaining permits associated with such improvements.

Staff Recommendation: Staff recommends that the City proceed with annexation of the subject property.

City of Dover

Department of Planning & Inspections

Application No.: AX-16-03



Title: Lands of Dover International Speedway, Inc.
Address: Near Persimmon Tree Lane
Parcel ID: LC-00-058.00-01-29.00-000 (Lots 8,9,10A)
LC-00-058.00-01-02.00-000 (Lot 18)
Zoning: RC (proposed)
Owner: Dover International Speedway, Inc.
Date: 3/8/2016

Legend

- Subject Property
- Kent County Parcels
- Dover Parcels
- Zoning
- Dover Boundary
- 2012 Buildings

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0 700 1,400 2,800 Feet

ACTION FORM

PROCEEDING: Legislative, Finance & Administrative Committee
DEPARTMENT OF ORIGIN: Finance **DATE SUBMITTED: 3/17/16**
PREPARED BY: Donna Mitchell, Controller/Treasurer
SUBJECT: Revenue Policy for Extra Duty/Voluntary Overtime
REVIEW: Chief of Police, City Manager & Controller/Treasurer
APPROVALS: City Council
EXPENDITURE REQUIRED: N/A **FUNDING SOURCE**:
TIMETABLE: Effective upon Council approval
RECOMMENDED ACTION: Staff recommends approval of the Extra Duty Rates for inclusion into the Extra Duty Revenue Policy

The City policy for Police Extra Duty/Voluntary Overtime provides for an annual review of the hourly rates charged for Extra Duty to insure cost recovery of providing these services. The hourly rates in the policy are developed based on the average rates paid each officer by rank or the actual wage/benefit rate paid depending on the service being provided. Each year we prepare an analysis to determine if the Extra Duty Revenues exceed the cost of the police officer wages and benefits plus estimated overhead cost.

After analyzing the FY15 revenue and cost of service (including estimated overheads), it was determined the City was able to cover our costs. Factoring in the new rates as approved in the FOP Collective Bargaining Agreement this fiscal year, it is staff recommendation to revise the Police Extra Duty rates as attached.

We are not including at this current time recommending any change to the special event rate until an analysis is completed for the next two special events. Depending on the mix of officers assigned to these duties, we may not need to change this rate.

City of Dover			
Officer Extra Duty Billing Rates for Grant Related Events			
	Current	Revised	
	Officer	Officer	
	Billing	Billing	
Rank	Rate	Rate	
Patrolman	~~$42.00~~	$43.00	
Patrolman 1st Class	~~$51.00~~	$53.00	
Corporal	~~$55.00~~	$64.00	
Master Corporal	~~$65.00~~	$69.00	
Sergeant	~~$72.00~~	$75.00	
Lieutenant	~~$78.00~~	$80.00	
Captain	~~$85.00~~	$87.00	
Officer Extra Duty Billing Rates for Office of Highway Safety Grants			
Federal Approved Rate		No Change	$50.00

City of Dover			
Officer Extra Duty Billing Rates for Special Events (Spectator's over 5,000)			
No change at the current time - will			
analyze in July 2016	Officer		Total
	Billing	Overhead	Hourly
Rank	Rate	Rate	Rate
Special Event Rate	$57.00	$2.00	$59.00

City of Dover			
Officer Extra Duty Billing Rates for Non-Special Events			
	Officer		Total
	Billing	Overhead	Hourly
Rank	Rate	Rate	Rate
Revised	$59.00	$8.00	$67.00
Extra Duty Rate Current	~~$57.00~~	~~$6.00~~	~~$63.00~~
Vehicles Actively Used on Extra Duty Jobs - Hourly Rate			$ 16.25

CITY OF DOVER
HOSPITALITY & CIVIC FUNCTION POLICY

I. PURPOSE

There are occasions when the judicious extension of hospitality in connection with official City of Dover business is in the best interests of the City of Dover, hereinafter referred to as *"City."* There are also occasions where attendance at civic events and functions which are not sponsored by the City are in the best interests of the City, and thus may require attendance. This policy outlines City policy and procedures governing the manner and extent to which the City's employees, public officials, and appointees may extend hospitality while attending civic functions and events.

II. SCOPE

This policy applies to all hospitality and civic function expenses incurred by the City regardless of the source of funding, and to all City employees, public officials and appointees to City Boards, Commissions and Committees.

III. ALLOWABLE EXPENSES AND APPROVAL

A. Allowable Expenses and Occasions

Expenses for hospitality and civic functions must be directly related to, or associated with the conduct of City business. If the occasion is not sponsored by an organization of which the City sponsors or is a member of, then the occasion must serve a clear City interest, with negligible personal benefit derived by the official host or other City employees, public officials, and appointees. In addition, the expenditure of funds for hospitality and civic functions should be cost effective and in accordance with the best use of public funds.

Examples of Prohibited/Restricted Expenses:

- Personal Memberships
- Political Expenses
- Holiday Gatherings for non-City affiliated organizations
- Non-budgeted Cash Donations

B. Approval of Transactions

When determining whether a hospitality or civic event expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

C. Payment of Expenses

The Finance Department shall process the payment of hospitality and civic functions expenses upon receipt of the invitation, invoice, or proper support documentation, as determined by Finance, with the signature of the Mayor, a Member of Council, and/or City Manager.

Approved by Council: April 11, 2011

CITY OF DOVER PROPOSED ORDINANCE #2016-10

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 2 - Administration, Article IV - Officers and Employees, Division 8 - Deferred Compensation Plan of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

DIVISION 8. - **DEFERRED COMPENSATION PLAN**

Sec. 2-391. - Definitions; interpretation.

(a) *Terms defined*. As indicated in this division, unless the context otherwise clearly indicates or the deferred compensation plans contradict, the following terms shall mean as indicated below:

Eligible employee means any person regularly employed in rendering service to the city on a full-time ~~**permanent**~~ basis who is not participating in any retirement plan to which the city contributes for them and whose compensation is paid directly by the city. An employee will be considered a full-time employee if he**/she** regularly works ~~**37½**~~ **40** ~~**or more**~~ hours each week.

Participant means any eligible employee of the city who has met all of the requirements for participation in the deferred compensation plan and has, upon employment, made an irrevocable election to participate in the deferred compensation plan as defined in this subsection (a) and who has satisfied all the conditions and requirements set forth in this division and in the provisions of the plans.

(Code 1981, § 2-211; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

Sec. 2-392. - Established; purpose.

There is hereby established the city employee deferred compensation plan. The purpose of the plan is to establish the basic terms and conditions under which employees shall participate in this plan. Further details, terms and conditions under which retirement, termination, and survivor benefits shall be provided to eligible employees are defined in the deferred compensation plan.

(Code 1981, § 2-212; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

Sec. 2-393. - Eligibility of participants.

Each eligible employee not drawing any retirement benefits from the city as of May 1, 1994, who makes an irrevocable decision to join the deferred compensation plan, shall, upon compliance with the provisions of this division, become a deferred compensation plan participant on May 1, 1994. Thereafter, each eligible employee who selects the deferred compensation plan upon employment shall become a participant in accordance with the plan. **All new employees hired after September 28, 2009 are required to join the defined contribution pension plan as defined in subsection 2-324.**

(Code 1981, § 2-213; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 7-10-2000)

Draft

Sec. 2-394. - Contributions.

(a) *Employee contributions*. For each year while a participant of the deferred compensation plan, a participant shall contribute, by payroll deductions, ~~an amount equal to at least three percent~~ **a percentage** of his**/her** compensation **as defined in the deferred compensation plan**, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments, up to the legal limits as defined in the deferred compensation plan.

(b) *Employer contributions*. The city shall contribute an amount equal to each individual's employee contributions, to a maximum ~~of six percent~~ **percentage** of an employee's compensation **as defined in the deferred compensation plan**, which shall be a participant's base pay, plus scheduled overtime, payment for being on-call, except those hours reported for being called out, and any retroactive pay corrections which involve any one of the mentioned payments for each participant.

(c) *Treatment*. Treatment of contributions shall be handled in accordance with federal and state laws and the applicable provisions of section 2-341 pertaining to the general employee pension plan.

(Code 1981, § 2-214; Ord. of 4-25-1994; Ord. of 5-22-2000; Ord. of 6-12-2000; Ord. of 7-10-2000; Ord. of 9-11-2000)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-10 CH 2 ADMINISTRATION, ART IV OFFICERS & EMPLOYEES, DIV 8 DEFERRED COMP\Ordinance #2016-10 Ch 2, Art IV, Div 8-Deferred Compensation.wpd

Ssynopsis

The proposed amendments will change the 401A Money Purchase Plan required contributions in accordance with the DOE Collective Bargaining Agreement and the City of Dover Personnel Policy (Employee Handbook), and align definitions and eligibility requirements with existing policies.

(SPONSORS: COLE AND KOENIG)

Actions History

03/29/2016 - Scheduled for Introduction - Legislative, Finance, and Administration Committee

Draft

ACTION FORM

PROCEEDING: Legislative, Finance and Administration **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works **DATE SUBMITTED**: 3/18/16
PREPARED BY: Sharon Duca, P.E., Public Works Director / City Engineer
SUBJECT: South Bradford Street Streetscape Enhancements (Division Street to Loockerman Street) – Transportation Enhancement Program Agreement
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller
EXHIBITS: Attachment A – State Contract No. T20162004, Bradford Street Streetscape Enhancements, Design Agreement
EXPENDITURE REQUIRED: $25,000 **AMOUNT BUDGETED**: $0
FUNDING SOURCE (Dept./Page in CIP & Budget): Account No.: 147-1800-554.40-31 ($25,000)
TIME TABLE: Agreement to be signed within thirty (30) days of executed agreements
RECOMMENDED ACTION: Authorize staff to execute the agreement to initiate the design for this streetscape improvement project.

BACKGROUND AND ANALYSIS

This project consists of the design and preparation of contract documents of the Bradford Street Streetscape Enhancements Project. The project involves streetscape improvements along Bradford Street from Loockerman Street to Division Street. Improvements include curb and sidewalk replacement, ADA upgrades, curb ramp improvements, crosswalk improvements, and pedestrian lighting.

City staff met with DelDOT personnel to discuss this project. The agreement states that DelDOT will provide funding for the design, not to exceed $100,000, of the estimated project design cost of $125,000. The terms of the proposed agreement state that the City will be responsible for contributing $25,000 to complete the design aspect of this project.

The $25,000 design fee match from the City of Dover will be provided through a Community Transportation Fund request to area legislators or from a deduction of funds to the Street & Concrete Program. It is expected these funds will need to be paid to DelDOT in FY-2017.

Attachment A

City of Dover
RECEIVED

FEB 16 2016

CITY MANAGER/MAYOR

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

JENNIFER COHAN
SECRETARY

February 9, 2016

City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: **State Contract No. T201620004, F.A.P. No. ETEA-2015(40)**
Bradford Street Streetscape Enhancements, Design
Transportation Enhancement Program

Dear Mr. Koenig:

This is to serve as a Delaware Department of Transportation (DelDOT) Administered Off-Alignment Agreement (AGREEMENT) between DelDOT and the City of Dover (SPONSOR) for the referenced PROJECT DESIGN.

This project, hereinafter referred to as the PROJECT DESIGN, consists of the design and preparation of contract documents of the Bradford Street Streetscape Enhancements Project. The project involves streetscape improvements along Bradford Street from Loockerman Street to Division Street. Improvements to include curb and sidewalk replacement, ADA upgrades, curb ramp improvements, crosswalk improvements, and pedestrian lighting. **This is a design only contract.**

In accordance with this AGREEMENT, DelDOT shall:

A. Provide funding for the PROJECT DESIGN not to exceed $100,000. This amount is based on an estimated total PROJECT DESIGN cost of $125,000.

In accordance with this AGREEMENT, the SPONSOR shall:

A. Provide the matching funds that fulfill the matching obligation for the PROJECT DESIGN in the amount of $25,000. This amount is based on an estimated PROJECT DESIGN cost of $125,000. All funding to cover the PROJECT DESIGN match responsibility, based on the PROJECT DESIGN budget, must be encumbered to the PROJECT prior to design starting.

B. Provide timely review and comment/approval of the PROJECT DESIGN construction plans, specifications and estimates.

C. Obtain all necessary state and federal permits and or approvals required by the Transportation Alternatives Program.

D. Utilize the funding provided for the PROJECT DESIGN for the stated purpose only and not be redirected by the SPONSOR for any other purpose.

Under this AGREEMENT, the following General Conditions shall apply to the parties:

A. Upon completion and acceptance of the PROJECT DESIGN DelDOT will make a final accounting of PROJECT DESIGN costs. The parties will make final settlement hereto within 60 days of written notice of the findings of the final accounting.

B. If the PROJECT DESIGN is canceled or put on hold at the request of the SPONSOR prior to advertisement of the project, the SPONSOR shall be responsible for reimbursing DelDOT for all funds spent by DelDOT on the PROJECT DESIGN -up to the point when the PROJECT DESIGN was halted. For the avoidance of doubt, this requirement for reimbursement includes both funds that (i) have been spent at the time the PROJECT DESIGN is put on hold or canceled and (ii) any funds that SPONSOR may be required to spend on costs that have been incurred but not yet billed to SPONSOR at the time the PROJECT DESIGN is put on hold or canceled.

Please indicate your concurrence with these provisions by signing on the appropriate line and return the five (5) signed originals to my attention. If you have any questions or concerns, please contact me at (302)760-2236.

Sincerely,

Sarah Coakley, AICP
Project Planner, Planning

APPROVED as to Form for DelDOT:

Annie Cordo
Deputy Attorney General

2/11/16
Date

APPROVAL for the SPONSOR:

City of Dover

Date

APPROVAL for DelDOT:

Drew Boyce
Director, Planning

Date

ATTEST for DelDOT:

Li Wen Lin
Director, Technology and Innovation

Date