# SAFETY ADVISORY AND TRANSPORTATION COMMITTEE
# A G E N D A

**AUGUST 28, 2013 - 5:00 P.M.**

**CITY HALL CONFERENCE ROOM**
**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. **Public Hearing - Left-Turn Restrictions From Loockerman Street Onto Governors Avenue**

2. **Request of White Oak/Town Point Civic Association to Limit Parking on Miller Drive to Only One Side of the Street**
   *(Staff Recommended Authorizing Staff to Conduct the Technical Review for the Request and Report Back to the Committee in 90-120 Days)*

3. **Implementation of Security Measures in City Buildings**

4. **Update on City Ambulance Service**
   *(Committee Action Not Required)*

5. **Prioritization of City of Dover State Capital Transportation Program (CTP) Projects**
   *(Staff Recommends Approval of the Priority Ranking, as Presented)*

6. **Updates** *(Committee Action Not Required)*
   **A. Dover High School Construction**
   **B. Bicycle and Pedestrian Subcommittee**

**/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.*

# ACTION FORM

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|---|
| **PROCEEDING**: Safety, Advisory & Transportation Committee **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: City Manager's Office **DATE SUBMITTED**: 8/21/13 |
| **PREPARED BY**: Scott D. Koenig, P.E., City Manager |
| **SUBJECT**: Public Hearing - Left-Turn Restriction at Loockerman Street and Governors Avenue |
| **REFERENCE**: Prior packet item (attached) presented during Safety, Advisory and Transportation Committee on July 24, 2013 |
| **RELATED PROJECT**: N/A |
| **APPROVALS**: City Manager |
| **EXHIBITS**: Notice of Public Hearing and Packet Item from July 24, 2013 meeting |
| **EXPENDITURE REQUIRED**: $150.00 **AMOUNT BUDGETED**: $16,000.00<br>**FUNDING SOURCE (Dept./Page in CIP & Budget)**: Public Works – Streets Division Budget (110-1800-554.20-43) – (Street Signs/Markings). |
| **TIMETABLE**: Upon Council Approval. |
| **RECOMMENDED ACTION**: Consider verbal and written public hearing testimony and make appropriate motions. |

## BACKGROUND AND ANALYSIS

See packet item from Safety, Advisory and Transportation Committee meeting dated July 24, 2013.

# CITY OF DOVER
# NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the Safety Advisory and Transportation Committee on **Wednesday, August 28, 2013, at 5:00 p.m.** in the Conference Room at City Hall, 15 Loockerman Plaza, Dover, DE. This public hearing has been scheduled to receive public comments regarding proposed left-turn restrictions from Loockerman Street onto Governors Avenue. The guidelines of the public hearing are as follows:

1) Citizens wishing to speak during the public hearing may notify the City Clerk's Office any time prior to 4:00 p.m. on August 28th by calling (302) 736-7008 or e-mailing cityclerk@dover.de.us.

2) A sign-up sheet will also be available immediately prior to the hearing for citizens who wish to speak.

3) Written testimony may be provided to the City Clerk's Office prior to the hearing by e-mail to cityclerk@dover.de.us, mail to PO Box 475, Dover, DE 19903, or hand delivery to 15 Loockerman Plaza.

4) Each speaker will be given three (3) minutes for their comments.

TRACI A. MCDOWELL, CMC
CITY CLERK

# ACTION FORM

| | |
|---|---|
| **PROCEEDING**: Safety & Transportation Committee | **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: City Manager's Office | **DATE SUBMITTED**: 7/22/13 |
| **PREPARED BY**: Scott D. Koenig, P.E., City Manager | |
| **SUBJECT**: Discussion – Left-Turn Restriction at Loockerman Street and Governors Avenue | |
| **REFERENCE**: N/A | |
| **RELATED PROJECT**: N/A | |
| **APPROVALS**: City Manager | |
| **EXHIBITS**: Traffic Engineering Study prepared by DelDOT staff dated May 9, 2013. | |
| **EXPENDITURE REQUIRED**: $150.00 (Estimated for Signage). **AMOUNT BUDGETED**: $16,000.00<br>**FUNDING SOURCE (Dept./Page in CIP & Budget)**: Public Works – Streets Division Budget (110-1800-554.20-43) - (Street Signs/Markings). | |
| **TIMETABLE**: Upon Council Approval. | |
| **RECOMMENDED ACTION**: Staff recommends holding a public hearing at the next regular Safety & Transportation Committee Meeting to receive public comments on the proposed turn restrictions prior to formal action regarding the request. | |

## BACKGROUND AND ANALYSIS

In December of 2012, City staff forwarded a request from the Dover City Council to review traffic back-ups that are created on Loockerman Street due to left turn being allowed onto Governors Avenue. DelDOT has completed the requested study. The general conclusion of the study is as follows:

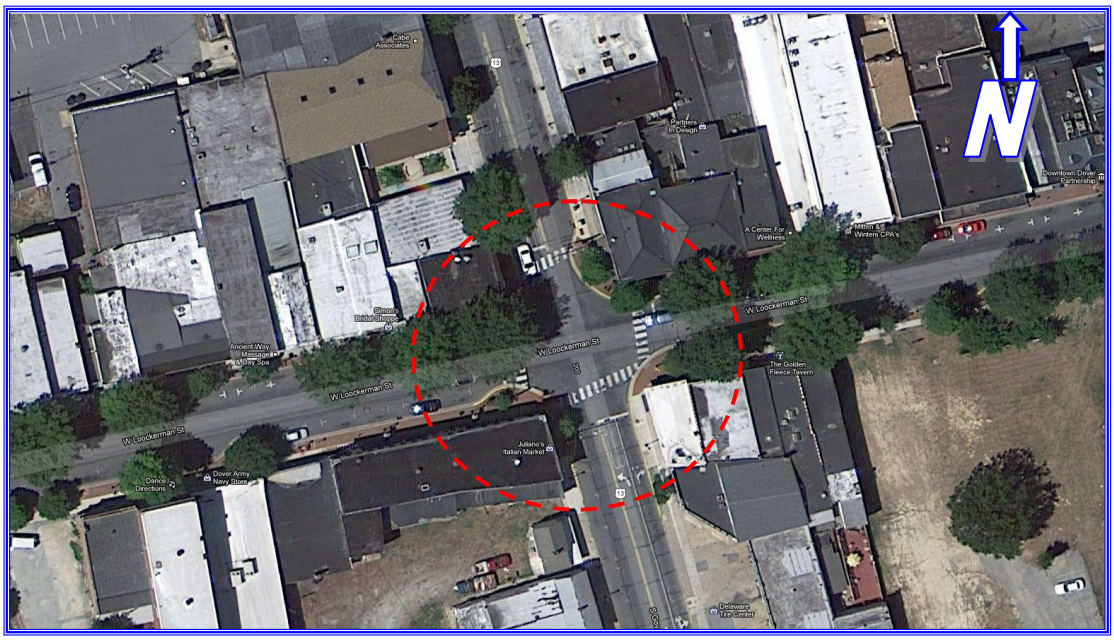
There will be overall improvement to the intersection operation if a left turn restriction is followed by motorists since the issues seen during the study (motorists running the red light or missing the green phase on W. Loockerman Street) would be eliminated. Therefore, the Department of Transportation has no objection with the City of Dover establishing a left turn restriction at the intersection. As noted in the original request by Dover, the local business community near the intersection should be contacted to get their feedback before deciding if the left turn restriction is put in place by the City.

Based on the review of the study completed by the Delaware Department of Transportation, staff recommends holding a public hearing at the next regular meeting of the Safety & Transportation Committee to receive public comments from the downtown business owners and other interested parties who may be affected by the turn restrictions. Once public comment has been received, staff recommends the committee vote on a formal action based on the study results and public comments.

# WEST LOOCKERMAN STREET (K23) AND SOUTH GOVERNORS AVENUE, US 13A (K3) - TURN RESTRICTION STDY

## TRAFFIC REQUEST:

A request has been made from the Dover City Council to determine if left turns can be restricted from West Loockerman Street (K23) onto South Governors Avenue, US 13A (K3) in downtown Dover given the long queues created along West Loockerman Street when a motorist attempts to make a left turn at the signalized intersection. If determined to be feasible, the turn restriction would be modeled after the existing one at the signalized intersection of East/West Loockerman Street and South State Street/Kings Highway located three blocks to the east. Left turns are restricted on East and West Loockerman Street at South State Street from Monday to Saturdays 8 am- 6 pm with exceptions all day on Sundays and holidays. It has been reported from City Manager Scott Koenig that left turn restriction signs were installed at the S. Governors Avenue and W. Loockerman Street signal in the past but was removed sometime during the 1990s given the concerns from downtown businesses. With this request, the City of Dover will coordinate with the local business through the Downtown Dover help determine if a left turn restriction should be established on W. Loockerman Street. No turn restriction resolutions were found at this intersection in the Department's files; however it was noted as a part of a field observation during field observations as part of the 1997 HEP study. There is one travel lane on both approaches on W. Loockerman Street to accommodate left, through, and right turn movements at the signal while both approaches of S. Governors Avenue have separate left turn lanes and shared through/right turn lane. There are also pedestrian signals and crosswalks across all four approaches. This intersection has been a part of the Hazard Elimination Program twice since 1996. In 1997, this intersection was part of site Y and resulted in pavement marking improvements and the trimming of trees near the intersection. In 2012, this intersection was part of site CC, which resulted in overall signing and striping improvements along E./W. Loockerman Street. A map of the location follows on the next page.




## INFORMATION USED TO COMPLETE THE TRAFFIC STUDY:

The following information was utilized for the engineering study:

- Field Inspection of the West Loockerman Street (K23) and South Governors Avenue, US 13A (K3) intersection
- Eight Hour Traffic Count at the intersection
- Crash Data from within the last three years (April 4, 2010 to April 4, 2013)
- HCS+ Analysis of the Intersection

## FINDINGS AND RESULTS:

### *Field Inspection*

- The S. Governors Avenue and W. Loockerman Street signal is a four-legged intersection in downtown Dover. S. Governors Avenue runs north and south and is designated as alternate route US 13. The roadway is located between US 13 at its southern limits and changes to N. Governors Avenue north of Division Street, SR 8 ending at the intersection with Walker Road and North State Street. S. Governors Avenue is adjacent to several neighborhoods and local businesses and attractions such as Kent General Hospital and Wesley College. W. Loockerman Street runs east and west between South State Street at its eastern limit and turning into Forest Street at its western limit. Forest Street then connects to West Division Street, SR 8. East of S. State Street, the roadway becomes E. Loockerman Street and eventually connects to US 13. East of US 13 the roadway is a street maintained entirely by the City named Loockerman Road that ends at North Little Creek, SR 8. Several small businesses and

City buildings are located off of E. and W. Loockerman Street such as retail, specialty shops, eateries, and the new Dover Public library.

- In the downtown area, S. Governors is a two lane roadway with several marked on-street parking spaces in the downtown area parking restriction signs and/or painted yellow curb is installed in locations where parking is not allowed. A double yellow centerline separates traffic in opposite direction and separate turn lanes exist at signalized intersections including the intersection with W. Loockerman Street. The speed limit is 25 mph and the road is classified as a minor arterial. The 2011 roadway AADT is 8,601 between North Street and W. Loockerman Street last counted in 2010 and 6,073 between W. Loockerman Street and SR 8 last counted in 2009.

- W. Loockerman Street is also a two lane roadway in the downtown area with several marked on-street parking spaces and a double yellow centerline to separate opposing traffic. At some of the intersections, chokers, a traffic calming device, are installed at both ends of sections of on-street parking spaces. Parking restriction signs and/or painted yellow curb is installed in locations where parking is not allowed. There are no separate turn lanes within the area to separate left turning traffic including the intersection of S. Governors Avenue. The speed limit is 25 mph and the road is classified as a minor arterial. The 2011 roadway AADT is 8,710 between Forest Street and S. Governors Avenue last counted in 2003 and 8,026 between S. Governors Avenue and State Street last counted in 2009.

- Some of the following local entities located directly off of S. Governors Avenue north of W. Loockerman Street to the first four legged intersection at Reed Street include: a couple of residential homes, the Dover Fire Department, Kunkel Auto Supplies, Harry Louie Dry Cleaning, King of Kings Church, City of Dover parking lots, on-street parking spaces as well as other local businesses.

- Some of the following local entities located directly off of S. Governors Avenue south of W. Loockerman Street to the first four legged intersection at North Street include: Delaware Tire incorporated, the Zimmerman multi-use building, and on-street parking spaces.

- The signalized intersection operates by allowing left turning traffic on S. Governors Avenue an exclusive left turning phase (displayed by a green arrow) followed by a permissive left turn phase (displayed by a green ball) where northbound and southbound traffic is allowed to go. Two five-section signal heads are displayed on mast arms in both approaches. Also in the southbound direction, there are two sets of Left ONLY/Shared Through/Right advance intersection lane control signs prior to the signal. On W. Loockerman Street, there are three section signal heads displayed on the mast arms allowing for permissive left turning traffic. There are stop lines installed on all four approaches of the intersection and they are in faded condition. There are pedestrian signals for all four approaches of the intersection, which are supplemented by crosswalks, which are also in a faded condition. The pedestrian signals do not have ‘countdown displays’ warning the pedestrian on how much time

they have left to cross the roadway. Pedestrians crossing both West Loockerman Street approaches do so during the green phase for through vehicular traffic on S. Governors Avenue. Pedestrians crossing the S. Governors Avenue approaches do so during the green phase for W. Loockerman vehicular traffic. During all peak hours (am, midday, and pm), the signal operates with a 75 second cycle length.

- The field review took place during the midday peak hour (12:00 pm- 1:00 pm) the following was observed at the signalized intersection:

**Eastbound Loockerman Street**

**(i)** In some instances, only two or three motorists go during the green phase partially due to the short cycle length
**(ii)** Some motorists crossed/turned left at the intersection during the yellow phase
**(iii)** One left turning motorist almost got into collision with a through vehicle in the westbound direction
**(iv)** One motorist appeared to give up making a left turn at the S. Governors Avenue intersection and headed west to the next signalized intersection at New Street.
**(v)** When there is a motorist in the westbound direction also making a left turn, there is no issue with making a left turn in the eastbound direction.
**(vi)** There were no issues for motorists making right turns

**Westbound Loockerman Street**

**(i)** The left turning volume was heavier in this direction compared to the eastbound direction
**(ii)** Few motorists go during the green phase partially due to the short cycle length
**(iii)** Some motorists crossed/turned left at the intersection during the yellow phase
**(iv)** There were four instances of vehicles running the red light (left turning and through traffic) given the amount of time it took to either turn left or wait for another vehicle to turn left
**(v)** Some motorists attempted to go around left turning motorists, who pulled into the intersection to make the movement
**(vi)** One left turning motorist almost got into collision with a through vehicle in the westbound direction
**(vii)** One aggressive left turning motorist turned ahead of the through queue

**(viii)** When there is a motorist in the eastbound direction also making a left turn, there is no issue with making a left turn in the westbound direction.

**(ix)** There were no issues for motorists making right turns

***Eight Hour Traffic Counts on Tuesday, April 9, 2013 and Wednesday, April 10, 2013***

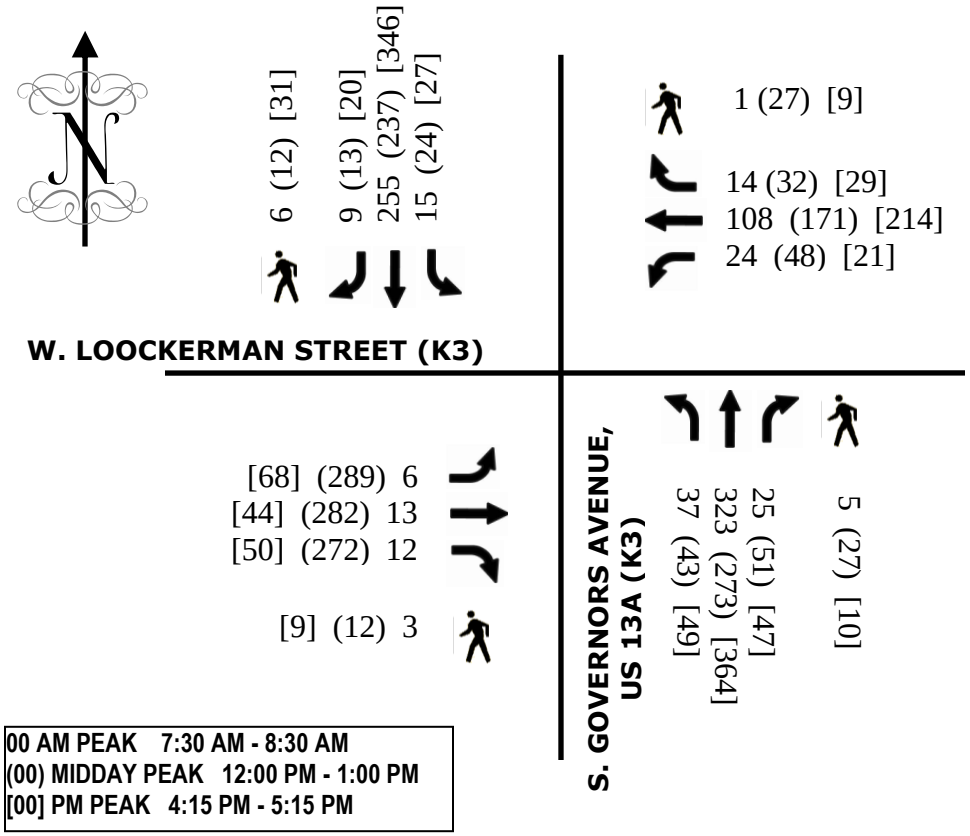
- Traffic counts at the intersection were taken between 2:00 pm- 6:00 pm on Tuesday, April 9, 2013 and between 7:00 am- 9:00 am and 11:00 am- 1:00 pm on Wednesday, April 10, 2013. The AM peak hour occurred between 7:30 am- 8:30 am; the midday peak hour occurred between 12:00 pm- 1:00 pm; and the PM peak hour occurred between 4:15 pm- 5:15 pm. The pm peak hour had the highest vehicular volume with 1451 vehicles including bikes. Bikes made up 31 vehicles in the counts.

- Pedestrians were also included the eight hour traffic count. There were 403 pedestrians counted using the crosswalks at the intersection.

- During the count, there were 96 vehicles turning left from eastbound W. Loockerman Street onto northbound S. Governors Avenue. There were 236 left turning vehicles from westbound W. Loockerman Street onto southbound S. Governors Avenue. The majority of the left turning traffic on W. Loockerman Street came from the westbound direction. Westbound left turns made up approximately 8% of traffic during the pm peak hour when vehicular volumes were highest. In contrast, they make up approximately 16% of traffic during the am peak hour, which is the lowest volume peak hour. The peak hour diagram follows on the next page.

- Observations were made during the traffic count from 7 am- 9 am, 11:30 am- 12:30 pm, and 2 pm- 6 pm to determine how long it took for motorists in both directions of W. Loockerman to make a left turn. Out of the 90 observations during the green phase on W. Loockerman Street where there were left turning vehicles, there were 42 instances were 53 left turning motorists ran the red signal; the majority of the red light running took place in the westbound direction (88%). The minimum delay for a left turning vehicle that ran the red light was 15 seconds. There were also 6 instances where 7 left turning motorists missed the green phase completely. All of these occurred in the westbound direction. The minimum delay for a left turning that missed the green light was 60 seconds. A chart with the observations for the left turning traffic on W. Loockerman Street is at the end of this report.

**PEAK HOUR VOLUMES FOR S. GOVENERNORS AVENUE, US 13A (K3) AND W. LOOCKERMAN STREET (K3)**




## ***Crash Data***

- Crash data pulled 0.02-mile of the S. Governors Avenue and W. Loockerman Street intersection revealed that there have been 6 reportable crashes within three years between April 4, 2010 and April 4, 2013. None of the crashes involved a motorist attempting a left turn at the intersection. Three crashes involved right turns at the intersection. One crash involved a motorist leaving an on-street parking space. Another car involved a motorist who sideswiped a parked car. The last crash involved a motorist who ran a red light. The collision diagram and spreadsheet is located at the end of this report.

## ***Highway Capacity Software (HCS+)***

- The HCS+ Signals computer program was used to determine the capacity of the signalized intersection at S. Governors Avenue and W. Loockerman Street. The Signals program determines many factors including the level of service for the lane

group (i.e. left turn lane, shared through/right lane), approach (i.e. southbound S. Governors Avenue), and overall intersection. The delay, in seconds, is also calculated for each approach and overall intersection. The 95$^{th}$ percentile queue lengths were also reviewed for this study to determine if there is any improvement in restricting left turns on eastbound and westbound W. Loockerman Street. Two scenarios- the existing scenario and the proposed scenario without left turning traffic from W. Loockerman Street- were ran during the AM, midday, and PM peak hour using the vehicular and pedestrian volumes collected, current cycle length of 75 seconds during all three peak hours, existing lane configurations etc.

- During the AM and PM peak hours, the results showed that the overall intersection operates with low delay in both scenarios given that the delay is approximately 29 seconds in both scenarios. The delay is approximately 22 seconds during the midday peak hour. This results in a level of service of C during the peak hours.

- There was slight improvement for both W. Loockerman Street approaches when left turning traffic was restricted during all peak hours. There was a bigger improvement seen in the westbound direction which has the higher left turning volume. During the midday and PM peak hours, the lane group and approach level of service improved from a C to a B while remaining a B during the AM peak hour. The approach delay was also reduced by approximately 2 seconds during the midday and PM peak hours and by almost a second in the AM peak hour. In the eastbound direction, while the lane group and approach LOS remained a C in both scenarios, the approach delay slightly improved when left turning traffic was not allowed.

- The 95$^{th}$ percentile queue slightly improved for both approaches of W. Loockerman Street when left turns were not allowed. However, the 95$^{th}$ percentile queue in the eastbound direction will continue to be longer than the storage distance between the S. Governors Avenue and New Street signals resulting in continued congestion along W. Loockerman Street. The biggest improvement was seen in the westbound direction during the midday peak hour when the queue length was reduced from 280’ to 212.5’ which means that the storage goes from almost being completely occupied to having some additional storage to the S. Bradford Street intersection. Congestion in the westbound direction will be more noticeably improved since the 95$^{th}$ percentile queues are shown not to spill over into the adjacent intersection of S. Bradford Street like it is shown to do in the existing condition during the PM peak hour.

- Following on the next page is a table with the HCS + Signals capacity results on the W. Loockerman Street approaches. The results underlined and shown in red is the best result between the existing and No Left Turns scenario. The HCS+ Signals capacity results for the entire intersection is located at the end of this report.

| Peak Hour Intersection HCS+ Signals Capacity Results- Eastbound W. Loockerman Street (K23) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Lane Group LOS/Approach LOS | | Approach Delay (sec/veh) | | Intersection Delay (sec/veh) | | Intersection LOS | |
| **Peak Hour** | **Existing** | **No Lefts** | **Existing** | **No Lefts** | **Existing** | **No Lefts** | **Existing** | **No Lefts** |
| **AM** | C | C | 25.8 | 24.7 | 28.9 | 28.7 | C | C |
| **midday** | C | C | 22.2 | 21.2 | 22.6 | 22.0 | C | C |
| **PM** | C | C | 22.7 | 21.3 | 29.5 | 29.1 | C | C |

| Peak Hour Intersection HCS+ Signals Capacity Results- Westbound W. Loockerman Street (K23) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Lane Group LOS/Approach LOS | | Approach Delay (sec/veh) | | Intersection Delay (sec/veh) | | Intersection LOS | |
| **Peak Hour** | **Existing** | **No Lefts** | **Existing** | **No Lefts** | **Existing** | **No Lefts** | **Existing** | **No Lefts** |
| **AM** | B | B | 18.1 | 17.3 | 28.9 | 28.7 | C | C |
| **midday** | C | B | 21.2 | 18.6 | 22.6 | 22.0 | C | C |
| **PM** | C | B | 21.7 | 19.3 | 29.5 | 29.1 | C | C |

| Peak Hour Intersection HCS+ Signals Capacity Results- 95th Percentile Back of Queue Results for W. Loockerman Street (K23) | | | | |
|---|---|---|---|---|
| | EB Approach (# of veh/ft) | | WB Approach (# of veh/ft) | |
| **Peak Hour** | **Existing** | **No Lefts** | **Existing** | **No Lefts** |
| **AM** | 16.9/422.5’ | 16.2/405’ | 6.6/165’ | 5.4/135’ |
| **midday** | 13.9/347.5’ | 13.0/325’ | 11.2/280’ | 8.5/212.5’ |
| **PM** | 14.1/352.5’ | 13.0/325’ | 12.3/307.5’ | 10.0/250’ |

## CONCLUSIONS AND RECOMMENDATIONS:

The Department has determined that restricting the left turns from W. Loockerman Street onto South Governors Avenue would provide some level of improvement to the traffic operations at the signalized intersection. The level of improvement would be minimal (i.e. delay and 95th percentile queue length) according to the capacity results but there are some measurable impacts that would result from a left turn restriction, with motorist compliance, such as:

- The elimination of left turning and eastbound and/or westbound W. Loockerman Street through motorists running the red light due to the amount of time a left turning motorist takes to make their turn

- The elimination of left turning traffic on W. Loockerman Street missing the green light while trying to make a left turn against oncoming traffic

- The end of probable operational issues at the intersection such as vehicles bypassing a left turning vehicle on the right in a downtown area and near miss angle crashes between left turning vehicles and oncoming traffic

- Traffic on W. Loockerman Street could potentially use other east/west routes, which has less oncoming traffic or left turn bays (i.e. SR 8) to make left turn maneuvers.

These operational improvements with the left turn restriction could potentially reduce the overall delay along W. Loockerman Street as well as the queue along both approaches above what is projected from the HCS+ Signals capacity results. However, the City of Dover will need to weigh the following before ultimately determining if a left turn restriction should be installed:

- The same issues could occur at another intersection along W. Loockerman Street if a motorist attempts to make a left turn at another intersection east or west of S. Governors Avenue. An intersection such as New Street (located west of this intersection) would have approximately the same amount of oncoming traffic and no left turn lanes are provided.

- This intersection is located in the central business district area in downtown Dover which would be directly affected by a left turn lane restriction on W. Loockerman Street. There are several businesses and other attractions along S. Governors Avenue such as the Harry Louie Dry Cleaners, Dover Fire Department, King of Kings Church, and City of Dover permitted parking lots/on-street parking spaces to the north of W. Loockerman Street. Delaware Tire Center and a couple of on-street parking spaces are also located to the south of the intersection. The travel time and/or travel distance to reach these and other locations may increase for a motorist depending on their point of origin east or west of the W. Loockerman Street and S. Governors Avenue intersection.

As noted in the original request, the City of Dover should contact the local business community to get their feedback before it is decided if a left turn restriction is installed on both approaches W. Loockerman Street. The appropriate locations to install the Left Turn Restriction signs will have to be determined so that the sign is visible to motorists. This may be an issue given the amount of ‘street furniture’ located at the intersection (i.e. trees, light posts, signal equipment, face of buildings).

# ACTION FORM

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|---|---|
| **PROCEEDING**: Safety & Transportation Committee | **AGENDA ITEM NO.:** |
| **DEPARTMENT OF ORIGIN**: City Manager's Office | **DATE SUBMITTED**: 8/20/13 |
| **PREPARED BY**: Scott D. Koenig, P.E., City Manager | |
| **SUBJECT**: Request of White Oak/Town Point Civic Association to Limit Parking on Miller Drive to Only One Side of the Street. | |
| **REFERENCE**: N/A | |
| **RELATED PROJECT**: N/A | |
| **APPROVALS**: City Manager | |
| **EXHIBITS**: N/A | |
| **EXPENDITURE REQUIRED**: $300.00 (Estimated for Signage). **AMOUNT BUDGETED**: $16,000.00<br>**FUNDING SOURCE (Dept./Page in CIP & Budget)**: Public Works – Streets Division Budget (110-1800-554.20-43) - (Street Signs/Markings). | |
| **TIMETABLE**: Estimated 90-120 days to conduct study based upon staffing levels. | |
| **RECOMMENDED ACTION**: Recommend to City Council to authorize staff to conduct the technical review for the request and report back to the committee in 90-120 days. | |

## BACKGROUND AND ANALYSIS

City staff is in receipt of an email request from the White Oak/Town Point Civic Association President, Mr. Nelson Hill, for the City to conduct a study of Miller Drive to determine if parking on both sides of the street is safe. Other streets in the White Oak/Town Point Subdivision have parking limited to one side of the street. Due to current staffing levels in the Department of Public Works, staff requests a 90-120 day time frame to conduct the study and report our findings back to the Committee for the further consideration. Staff would review the technical merits associated with the request; however, input from the community will be necessary if the staff recommends any parking restrictions as such restrictions could have a considerable impact on the residents of the street.

# 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**

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**To:** **Safety Advisory and Transporatioin Committee**

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

**Date:** **August 20, 2013**

**Subject:** **Update on City Ambulance Service**

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Please find attached the summary of ambulance data for review.

Ambulance Data Comparison
2012 vs. the first 6 months of 2013

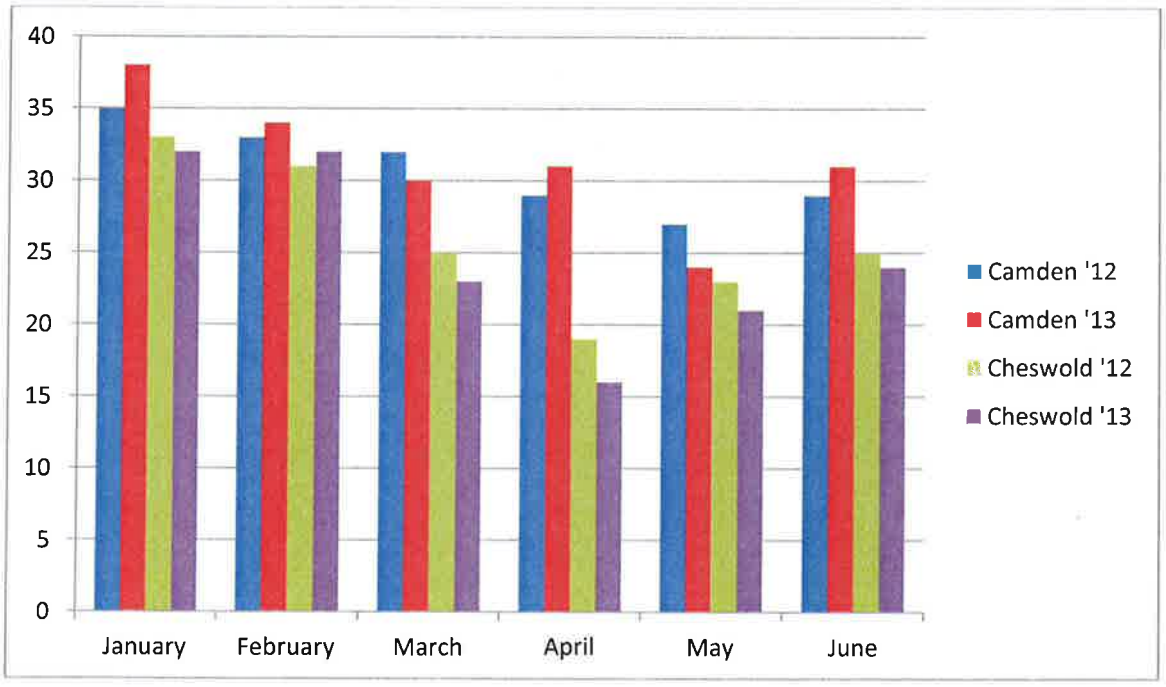
**2012**
**Camden total for 12 months = 325**

**Cheswold total for 12 months = 416**

**First 6 months runs**

| CAMDEN – 2012 | | CHESWOLD - 2012 | | CAMDEN – 2013 | | CHESWOLD - 2013 | |
|---|---|---|---|---|---|---|---|
| Jan | 35 | Jan | 33 | Jan | 38 | Jan | 32 |
| Feb | 33 | Feb | 31 | Feb | 34 | Feb | 32 |
| Mar | 32 | Mar | 25 | Mar | 30 | Mar | 23 |
| Apr | 29 | Apr | 19 | Apr | 31 | Apr | 16 |
| May | 27 | May | 23 | May | 24 | May | 21 |
| June | 29 | June | 25 | June | 31 | June | 24 |
| Total | 185 | Total | 156 | Total | 188 | Total | 148 |

Amount for the first 6 months of 2013
Camden = 188
Cheswold = 148
Approximately the same number of calls as last year



Status of Checks for Ambulance Donations to Cheswold and Camden:

Both parties were receptive and extremely grateful for the donation made from the City of Dover

Camden-Wyoming check was mailed on the August 15th due to waiting on the requested forms from their organization it took a little longer to process

Cheswold check was mailed on the August 9th

Neither checks have cleared as of August 15th

We are currently running around the same numbers as last year with very minimal difference

Clerks office - Original
Accounts Payable - Copy
File - Copy

# City of Dover

City of Dover
RECEIVED
JUL 15 2013
CITY MANAGER/MAYOR

Dear Executive Board Members of the Cheswold Ambulance Service:

The City of Dover recognizes and appreciates the dedicated efforts put forth by the members of your ambulance service to support the needs of our residents and visitors. We understand that our service needs have at times placed considerable stress on your members. As an expression of our sincere appreciation, the City of Dover would like to make a monetary donation to your organization in the amount of $9,125.00. This donation is intended to offset some of your operating costs associated with the 2012 calendar year (January 2012 - December 2012 = the look back period). A check will be issued in early July. The amount of the donation was calculated as follows:

- Cheswold was dispatched 416 times for City of Dover calls
- 5 of the 416 were "stand by" calls for Dover Downs (416 - 5 = 411)
- Of those 411 calls, 52 were considered scratches or duplicate responses (411 - 52 = 359)
- Dover's provider (Prime Care) responded to your district 20 times (359 - 20 = 339)
- Credit is given back for 50% of the duplicate/scratch runs since your agency fulfilled some of these calls, so half of 52 is 26 (339 + 26 = 365)
- A value of $25.00 was placed on each run

Therefore, the donation is equal to 365 runs x $25.00 per run = $9,125.00

It is paramount to the City of Dover that we maintain good relations with our neighbors. Thank you for your efforts and dedication displayed each and every day. Please return an acknowledged copy of this correspondence to my office for our records

Best Regards,

Scott Koenig
City Manager

6-28-2013
Date

Please Print Name

Title and Agency

Acknowledgement of Correspondence

Signature

7/9/13
Date

Acknowledgement of Correspondence

7-9-13

Clerks Office - Original
Accounts Payable Copy
File - Copy

# City of Dover

City of Dover
RECEIVED
JUL - 1 2013
CITY MANAGER/MAYOR

Dear Executive Board of Members of the Camden-Wyoming Ambulance Service:

The City of Dover recognizes and appreciates the dedicated efforts put forth by the members of your ambulance service to support the needs of our residents and visitors. We understand that our service needs have at times placed considerable stress on your members. As an expression of our sincere appreciation, the City of Dover would like to make a monetary donation to your organizations in the amount of $8,125.00. This donation is intended of offset some of your operating costs associated with the 2012 calendar year (January 2012 - December 2012 – the look back period). A check will be issued in early July. The amount of the donation was calculated as follows:

- Camden was dispatched 403 times for City of Dover calls
- 5 of the 403 were "stand by" calls for Dover Downs (403 – 5 = 398)
- Of those 398 calls, 62 were considered scratches or duplicate responses (398 – 62 = 336)
- Dover's provider (Prime Care) responded to your district 42 times (336 – 42 = 294)
- Credit is given back for 50% of the duplicate/scratch runs since your agency fulfilled some of these calls, so half of 62 is 31 ( 294 + 31 = 325)
- A value of $25.00 was placed on each run
- Therefore, the donation is equal to 325 runs x $25.00 per run = $8,125.00

It is paramount to the City of Dover that we maintain good relations with our neighbors. Thank you for your efforts and dedication displayed each and every day. Please return an acknowledged copy of this correspondence to my office for our records.

Best Regards,

Scott Koenig
City Manager

Date

Please Print Name
Acknowledgement of Correspondence

Title and Agency

Signature
Acknowledgement of Correspondence

Date

# MEMORANDUM

City of Dover
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7010 Fax: 302.736.4217

**Date:** August 19, 2013

**To:** Safety Advisory and Transportation Committee

**From:** Ann Marie Townshend, AICP, Director of Planning & Community Development
Scott D. Koenig, P.E., City Manager

**RE:** 2013 Transportation Prioritization

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Each year, the City Council develops a list of transportation priorities and shares these priorities with the Secretary of Transportation for consideration as the Department of Transportation develops the State's Capital Transportation Plan. We have reviewed the priorities approved in September 2012 by City Council, and we recommend the following priority ranking for the coming year.

1. Garrison Oak Connector Road
2. Construction of Sidewalks within the Walk Zone of the New Dover High School
    a. Mifflin Road
    b. South Side of Route 8 West of Mifflin Road
    c. Kenton Road (must be coupled with Kenton Road Corridor Upgrades)
3. Route 8/Hazlettville Road Connector
4. US Route 13 Sidewalk Construction
5. Crawford Carroll Avenue Extension
6. Kenton Road Corridor Upgrades
7. Loockerman Street/Forest Street Improvements
8. Kings Highway/Route 13 Intersection Improvements
9. US Route 13 Service Road Corridor
10. College Road Corridor Upgrades
11. Dover Transit Hub – Public/Private Partnership for Building

The West Dover Connector was previously on the list and has been removed for the 2013 priorities because funding is allocated and construction is scheduled to begin next year.

We look forward to discussing this prioritization with the Committee on August 28th.