SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on July 24, 2013, at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Perza (arrived at 5:10 p.m.), Mr. Davis, and Mr. Keller. Mr. Dixon was absent. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Keller moved for approval of the agenda, seconded by Mr. Davis and unanimously carried.

Requests for Fifteen (15) Minute Parking - Loockerman Street and Governors Avenue Behind Bayard Plaza

Mr. Scott Koenig, City Manager, advised members that a request was received from the Downtown Dover Partnership (DDP) regarding the conversion of three (3), 2-hour, on-street parking spaces located on Loockerman Street, in front of and adjacent to 22-24 West Loockerman Street, to three (3), 15-minute parking spaces. He indicated that the DDP recently purchased the building located at 22-24 West Loockerman Street and that there was a letter of intent for a signed lease with the EZ Pass vendor for the Delaware Department of Transportation (DelDOT) to occupy the building. He stated that the intent of the request was to accommodate some of the EZ Pass retail customers that DelDOT and TransCore anticipated coming to the EZ Pass's new downtown location. The request would alter the availability of parking in the City's downtown business district and could affect multiple properties in the vicinity. Currently, all of the on-street parking in this area had a 2-hour parking limit that was being monitored by the City's parking enforcement staff.

Mr. Koenig stated that an additional request was received from the DDP to convert one (1), 2-hour parking space in front of 212 S. Governors Avenue (adjacent to the new Bayard Plaza) to a 15-minute loading zone/parking space. He stated that the intent of this request was to facilitate more than one (1) business in the area.

Regarding both requests, Mr. Koenig explained staff's concern regarding the ability to "police" the proposed 15-minute time limit since City staff was currently not visiting these spaces on such a schedule and the City's manpower authorizations would not allow for a 15-minute schedule; therefore, compliance would probably be determined by the honor system. Additionally, if further requests were received, the parking configuration and character of the downtown area could be significantly altered and negatively affect some downtown businesses.

Staff recommended reviewing the request, as well as input from the DDP, downtown businesses, and other interested parties prior to making a formal recommendation. If there was favorable consensus for the request, staff would implement the change to the time limits on the referenced parking spaces.

Responding to Mr. Hutchison, Mr. Louis Colon, Executive Director of the DDP, stated that EZ Pass was anticipating 50 retail customers per day, which was the reason for requesting the three (3), 15-minute parking spaces in front of and adjacent to 22-24 West Loockerman Street. Their hours of operation were from 7:00 a.m. to 7:00 p.m. He stated that the request to convert one (1), 2-hour parking space in front of 212 S. Governors Avenue to a 15-minute loading zone/parking space was the result of a request by Amici's Restaurant/Deli and convenience store, explaining that some of their customers order groceries online and there was a need to provide such a loading/parking space to accommodate them. It was anticipated that EZ Pass would be in full operation by January 1, 2014.

In response to Mr. Hutchison, Police Chief Hosfelt stated that enforcement of 15-minute parking would be difficult, explaining that this large area was being regulated by only two (2) employees. He suggested that the other foot patrol employee and motorcycle unit may be used to help in this regard. Responding, Mr. Colon stated that although it may be difficult to enforce, he felt that just having 15-minute parking signs posted would be helpful in deterring extended parking.

Mr. Davis felt that 15 minutes may not provide ample time for EZ Pass customers to complete their business and suggested that the parking limit be extended. He also relayed concern regarding the effect this would have on the eateries along Loockerman Street. Responding, Mr. Colon assured members that there was ample parking available since 138 additional spaces would be available after accommodating the 85 parking spaces for EZ Pass.

In regard to the suggestion to extend the parking limit, Mr. Keller questioned if the requested 15-minute parking should be extended to 30 minutes.

Mr. Koenig suggested, if the Committee recommended approval of staff's recommendation, that staff be authorized to work with EZ Pass to determine if the parking should be 15 or 30 minutes.

Mr. Gary Patterson, member of the DDP Board of Directors, stated his support of the requests and felt that the parking restriction may prove beneficial for the restaurants in the vicinity.

Mr. Davis moved to recommend that the requests for 15-minute parking be referred back to the City Manager for further review and to obtain input from the DDP, downtown businesses, and other interested parties and, if there is favorable consensus for the request, staff will implement the change to the time limits (either 15-minute or 30-minute) for the referenced parking spaces on Loockerman Street and Governors Avenue. The motion was seconded by Mr. Keller and unanimously carried.

Discussion - Left-Turn Restrictions at Loockerman Street and Governors Avenue

Mr. Scott Koenig, City Manager, reminded members that in December of 2012, as requested by City Council, City staff submitted a request to the Delaware Department of Transportation (DelDOT) to review traffic back-ups that are created on Loockerman Street due to left turns being allowed onto Governors Avenue. He stated that DelDOT completed the requested Traffic Engineering Study dated May 9, 2013 and noted that the general conclusion of the study was 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."*

At the suggestion of DelDOT, staff recommended that a public hearing be scheduled for the next regular Safety Advisory and Transportation Committee Meeting to receive public comments on the proposed turn restrictions prior to taking formal action regarding the request. Mr. Koenig stated that this would allow staff to advertise the public hearing, post it on the City's website, and send notices to residents in the area.

Mr. Koenig reminded members that left-turn restrictions were in place approximately 10 years ago; however, they were eliminated at the request of the Downtown Merchants Association to give drivers the option to turn onto Governors Avenue. He noted that the study conducted by DelDOT indicated that such a restriction would improve the traffic flow on Loockerman Street by preventing traffic from being backed up to Bradford Street. He explained that it would not reduce the traffic on Loockerman Street and would likely push turning issues to the next intersection at New Street. In discussing this issue at the Downtown Dover Partnership meeting, Mr. Koenig stated that members were reminded that when there was a left-turn restriction, there was more use of the North Street corridor, which provided a better flow of traffic.

Mr. Hutchison questioned if there may be a need to request a total review by DelDOT to conduct a study of all intersections along Loockerman Street in the downtown area. Responding, Mr. Koenig stated that a comprehensive downtown study of traffic issues would require approximately 12-15 months to be accomplished and would require funding.

Mr. Hutchison advised members that many years ago, there were one-way streets in Dover and that it had been anticipated that there would be a need to return to one-way streets in downtown Dover in order to enhance traffic flow. At this time, he encouraged members to move forward with the public hearing regarding left-turn restrictions at Loockerman Street and Governors Avenue, with the understanding that a more comprehensive review would be needed in the near future.

Although he had no objections to a public hearing being held, Mr. Perza relayed concerns that there would be residents wishing to address members regarding other intersections throughout the downtown area.

Mr. Keller moved to recommend that a public hearing be scheduled for the next regular Safety Advisory and Transportation Committee Meeting on August 28, 2013 to receive public comments on the proposed left-turn restrictions at Loockerman Street and Governors Avenue and that staff be authorized to properly advertise the public hearing. The motion was seconded by Mr. Davis and unanimously carried.

Debriefing/Post-Mortem on Firefly Music Festival *(Presentation by the Department of Planning and Inspections and the Dover Police Department)*

Police Chief Hosfelt introduced Mr. Ed Klima, Director of Emergency Services and Loss Control, Dover Motorsports and Dover Downs Hotel and Casino, and explained that City staff had worked together with Mr. Klima on various functions at Dover Downs for the past 10-15 years.

Chief Hosfelt reviewed a Presentation - Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival ***(Attachment #1)***. He reminded members that when the Firefly Festival comes to Dover, the City has as least twice its normal population, explaining that when this occurs, there is a "city" larger than ours within the City. In reviewing the Festival Map, he advised members that 135 acres are provided for camping, with 100 of those acres within City limits; 75 acres are provided for the festival area with 50 of those acres within City limits; and 35 acres are provided for parking, all of which are located within City limits.

Chief Hosfelt stated that the Firefly Festival area had been divided into four (4) areas, as depicted on the Grid Map developed by Mr. Klima and his staff. He indicated that Area 1 provided for the main entrance to the festival and that concert stages were located in each of the other Areas (2, 3, and 4). Area 4 contained the public safety compound, including law enforcement, fire, inspections, and other support operations.

Chief Hosfelt advised members that although there were complaints, no arrests were made during the Firefly Festival. Considering the number of people in attendance in such a confined space, he stated that the lack of arrests spoke volumes about those who attended, as well as those who were responsible for the event.

Referring to the Dover Police Department Drug, Vice, Organized Crime Unit (DVOC), which was one of the Police agencies involved in assisting with the Firefly Festival, Chief Hosfelt felt that this unit would not be needed next year, explaining his feeling that these resources could be better utilized elsewhere.

Chief Hosfelt acknowledged that there were extreme traffic issues, which resulted from some agencies underestimating the influx; however, he assured members that the traffic issues would be resolved for next year's event. At the conclusion of the Firefly Festival, it was determined that there were other issues in addition to traffic needed to be addressed and corrected for the 2014 Firefly Festival.

Mr. Davis indicated that he assisted with security during the Firefly Festival and that there were approximately 12,000 people in his area by Saturday evening. He stated that there were only 18 port-a-potties which were not being serviced; therefore, there were several people (women and men) that were utilizing the wooded areas to relieve themselves.

Mr. Klima relayed appreciation to the City's Police Chief as well as the Fire Marshal and Emergency Management Coordinator for their assistance, advising members that the Public Safety Planning Committee meets year-round for all major events at Dover Downs and involves public safety personnel from the City, County, and State. He stated that although some feel that events such as the Firefly Festival are a nuisance, they have a huge economic impact on the City, equating to approximately $35M for the local economy from NASCAR and Firefly events. He stated that the other benefit of such events is that all the partners involved become familiar with working together, and this results in any major incidents being well managed.

Mr. Davis stated that the people that attended the event were fantastic, appreciative of the security that was provided, and had very few complaints. He noted that there was a moderate crowd and felt that the event attracted a great group of people.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, noted that the Department of Planning and Inspections/Emergency Management Department submitted a Firefly Music Festival Post Event Report. She advised members that the Dover Code does not address the needs of such an event, explaining that the Code had been set up to address issues related to NASCAR and motor sports events, such as RV campers. As a result, she stated that it was necessary to utilize the Code as it existed but with the understanding that tent camping and other concerns that

do not relate to motor sports were involved. She stated that staff had determined that, from a zoning standpoint, the event had outgrown the discretionary area in the Code. As a result, she indicated that it would be necessary for staff to work on possible Code amendments that would address the temporary event issues since the event is larger than initially anticipated. She advised members that staff had begun reviewing other jurisdictions, such as Kent County, who have a "temporary activity" section.

Mr. Dave Truax, Fire Marshal, reminded members that such an event takes manpower and that there is an associated cost. Although he felt that the manpower that was assigned could be reduced for next year's event, he stressed the importance maintaining such a presence.

Ms. Kay Dietz-Sass, Public Affairs and Emergency Management Coordinator, concurred with the need for all to work together and to do so frequently. She explained that during such events, it is sometime necessary for quick decisions to be made that must be sensible for all parties involved. She stated her feeling that the Firefly Festival would continue to grow.

Mr. Koenig advised members that he had discussed the possibility of a Memorandum of Understanding (MOU) between the City and Kent County with Mr. Mike Petit de Mange, County Administrator, because the event occurs in both jurisdiction. He stated that Dover Downs had been encouraged to have all their property annexed so that such an event would be located within one (1) jurisdiction. However, if the event remained multi-jurisdictional, a MOU would be presented to both City Council and Kent County Levy Court to cover jurisdictional issues.

Chairman Hutchison indicated that his daughter had friends and family who came from Chicago, New York, California, and Florida and attended the event every day and intend to return next year. He relayed appreciation for everyone's cooperation and his pride in the partnership and relationship between all involved, which resulted in a successful event.

Update - Dover High School Construction

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that monthly meetings had continued on the Dover High School Project and several key issues were being discussed. She met with representatives of the Delaware Department of Transportation (DelDOT) and discussed how public outreach, specifically on the HAWK signal, would be conducted. She requested that the September Safety Advisory and Transportation Committee Meeting be used as an opportunity for public outreach and to allow DelDOT to provide a presentation on the HAWK signal.

Chairman Hutchison authorized staff to plan for a presentation on the HAWK signal during the Committee meeting scheduled for September.

Briefing on Delaware Department of Transportation (DelDOT) Projects

Mrs. Ann Marie Townshend, Director of Planning and Community Development, provided on update on Delaware Department of Transportation (DelDOT) Projects, as follows:

DelDOT Repaving Project
Mrs. Townshend noted that the paving on Loockerman Street and Governors Avenue had almost been completed and that these were the last two (2) pieces of the pavement rehabilitation project.

West Dover Connector
Mrs. Townshend advised members that DelDOT had settled on all residential acquisitions on Charles Polk Road and demolitions were in process. She stated that the design for the West Dover Connector was currently being refined, advertisement of the project was scheduled for April 2014, and construction was anticipated to start in the Summer of 2014 and last approximately 30 months.

Route 8/Hazlettville Road Connector
Mrs. Townshend advised members that there had been no change involving the Route 8/Hazlettville Road Connector and that there was no funding in the current CTP for the project.

Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects - Rich Vetter
Mr. Rich Vetter, Executive Director, Dover/Kent County Metropolitan Planning Organization (MPO), advised members that the MPO was working with Delaware State University in an attempt to complete the missing sidewalks along Route 13 from the Sheraton to the University Campus. He stated that a concept plan had been developed and a cost estimate had been provided to DelDOT. Once this is complete, he stated that there will be only one (1) missing sidewalk section, which is located from Chik-fil-A to HH Gregg.

Mr. Davis moved for adjournment, seconded by Mr. Keller and unanimously carried.

Meeting adjourned at 6:06 p.m.

James L. Hutchison
Chairman

JLH/TM/jg/js/mk/dd
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Attachment
Attachment #1 - Presentation - Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival

Special Preparation Instructions & Debriefing/Post-Mortem on Firefly Music Festival

Presented at the Safety Advisory & Transportation Committee Meeting July 24, 2013



ATTACHMENT #1
SA&T Committee Meeting of 07/24/2013

Dover Police Mission Statement During Firefly

To secure and deploy the law enforcement resources necessary to protect and serve the interest of the citizens and City of Dover, while preserving the peace and ensuring that pedestrian and vehicular traffic flow in an orderly and systematic manner during the three days involving the Firefly Music Festival Weekend.

Dover Police Objectives During Firefly

To maintain a professional, courteous presence during all activities associated with the event.

Identify, control and/or remove conditions that could threaten the public safety.

Practice pro-active policing ideas while addressing any criminal activity with the appropriate law enforcement response.

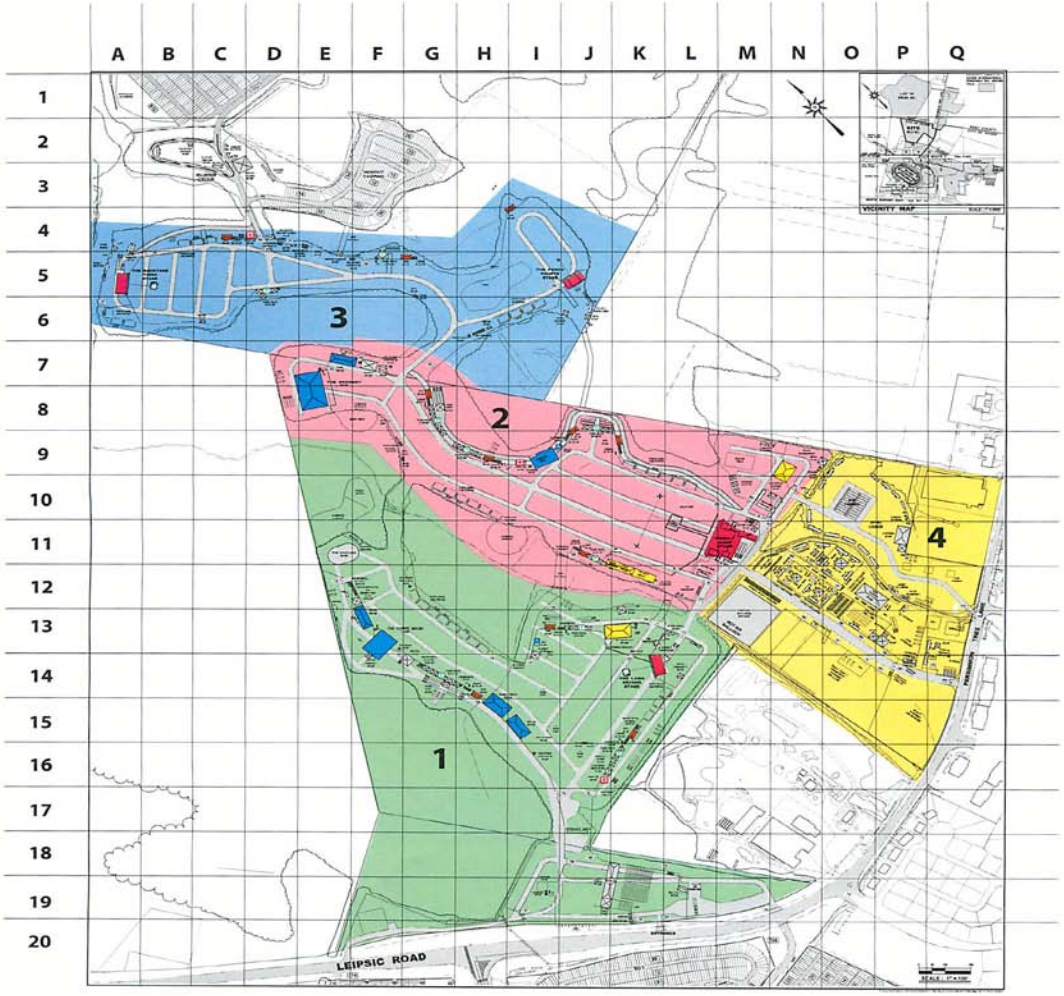
Network with and employ the assistance of other law enforcement agencies as needed to ensure public safety and smooth flow of traffic.

Preparations

- Elevated Threat Level Instructions
- Reflective Traffic Vest Policy
- Strict Enforcement Actions
- Support Dover Downs Security Operations
- Officer Instructions
- Command Post/Secondary Public Safety Compound
- Communications
- Logistics
- Intelligence


THE WOODLANDS
2013 FESTIVAL MAP
VOLUNTEER MAIN TENT
HIDEOUT
PEPSI
THE PORCH STAGE
ART VENDORS
PHOTOBOOTH
THE BACKYARD STAGE
TOYOTA & SPINMEDIA Present SOUNDWAVE
TOMS STYLE YOUR SOLE
ST. JUDE
THE BREWERY Presented by Dogfish Head
THE THICKET
HEINEKEN DOMES
BACKSTAGE LOUNGE
FIREFLY MAIN STAGE
FOREST CINEMA
HAMMOCK HANGOUT
HAMMOCK HANGOUT
THE LOFT
HOT AIR BALLOON
THE VINEYARD
VIP HOSPITALITY Presented by Ketel One
ARTIST SIGNINGS Presented by YES
MERCHANDISE Presented by Gap
THE LAWN STAGE
THE COFFEE HOUSE
GARNIER FRUCTIS SALON
TOYOTA HYBRID HOUSE PARTY
JACK DANIEL'S EXPERIENCE
THE ARCADE
GENERAL STORE Presented by Walgreens
ENTRANCE/EXIT
LOCKERS
WILL CALL
LEGEND
Restrooms
Bar
Food
First Aid
Water Refill Presented by Kimm Kantoon
Stages
Information
ADA
ATM
Customer Service
Shade Tent
VIP
Charging Station
Shuttle
Radio Station
The Post
North Parking
The Infield
Dover International Speedway
The Hub
South Parking
VIP/ ADA
Lot 1
Lot 2
Lot 3
Lot 4
Lot 6
Lot 7
Lot 8
Lot 9
Lot 12
Lot 18
FIREFLY
music festival
GROUNDS
THE HUB
HEADPHONE DISCO
MERCHANTS
OUTFITTERS
FARMER'S MARKET
OUTDOORS GEEK
GENERAL STORE Presented by Walgreens
BEAR NAKED GRANOLA
GARNIER FRUCTIS Campground Salon
SHOWER ENTRANCE
THE HUB
Open 6am-4am daily

GRID MAP


A B C D E F G H I J K L M N O P Q
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
3
2
4
1
LEIPSIC ROAD

FRIDAY EVENING



POLICE AGENCIES INVOLVED:

Dover Police Department - As the primary law enforcement agency, we managed and deployed other law enforcement agencies as needed and retained law enforcement management responsibility for events that occurred in the jurisdiction of the Dover Police Department. We were also utilized to monitor, direct, and control traffic (pedestrian and vehicle) ingress and egress to the event in conjunction with the Delaware State Police, Delaware Department of Transportation and Dover Downs International Speedway and provided law enforcement/security at the venue.

Delaware State Police - As the secondary law enforcement agency, they managed, deployed and retained law enforcement management responsibility for events that occurred in their jurisdiction. They were also utilized to monitor, direct, and control traffic (pedestrian and vehicle) ingress and egress to the event in conjunction with the Dover Police Department, Delaware Department of Transportation and Dover Downs International Speedway and provided law enforcement/security at the venue.

Dewey Beach Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Smyrna Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Capitol Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Georgetown Police Department – was utilized to conduct security at festival grounds cash house.

Seaford Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

POLICE AGENCIES INVOLVED CONTINUED:

Felton Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Milford Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot, festival grounds and camping areas.

Wyoming Police Department - was utilized to direct and control traffic ingress and egress for the event as well as patrol the parking lot and camping grounds.

Camden Police Department - was utilized to direct and control traffic ingress and egress for the event.

Delaware State Police EOD – was utilized to respond to and deal with any suspicious packages or items found or left in and around the grounds of the festival area and as well as Dover Downs property.

Delaware Alcohol Tobacco Enforcement (DATE) – staffed the event and provided uniformed and non-uniformed staff to monitor DATE compliance and assist with the interior event security and U/C operations.

Delaware Joint Terrorism Task Force (JTTF) – was utilized to provide undercover operations dealing with security issues in the parking areas and inside of the venue.

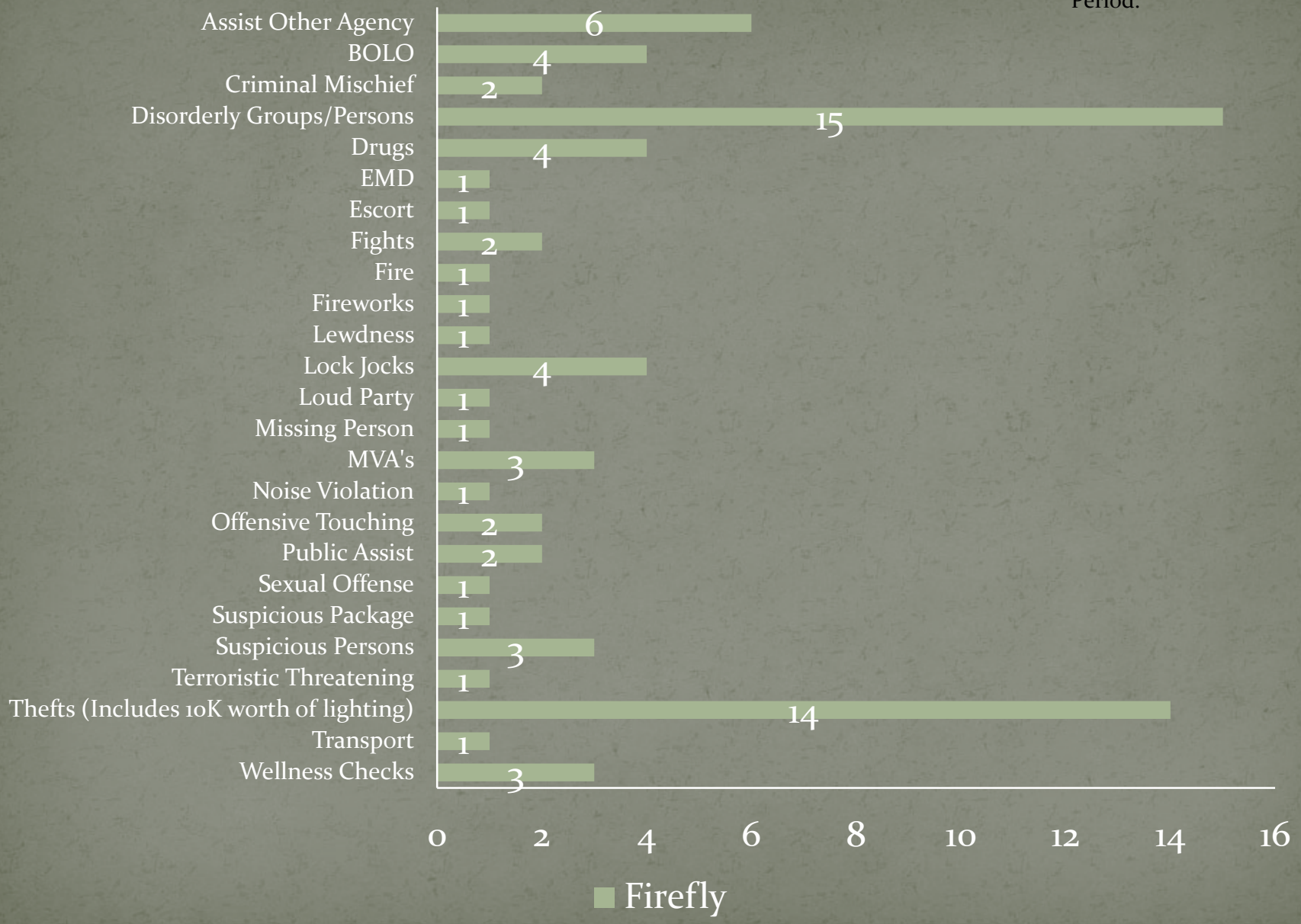
Dover Police Department Drug, Vice, Organized Crime Unit (DVOC) – was utilized to assist with security issues in the venue and the parking areas surrounding the venue. DVOC officers were used to identify any potential drug/crowd related problems.

FRIDAY TRAFFIC



Complaints

1,841 Man Hours Were Used Throughout the Three Day Period.





SATURDAY AFTERNOON

ITEMS REQUIRING IMPROVEMENT:

At the conclusion of the Firefly Music Festival, it was determined that there were several issues that needed to be addressed, dealt with, and corrected for the 2014 Firefly Festival. Some of the issues that arose during the weekend which will be addressed in the upcoming meetings are as follows:

- All agencies involved need to be better prepared to deal with the massive influx of traffic on the day of the event.
- Dover Downs needs to provide security on the bridge for the evening let out of the event.
- Campers need to be allowed to start camping earlier. (IE: Early bird to start Weds after 5)
- Need to know access placards and have a board displaying same (like NASCAR).
- Need ADA pick up or more ADA pick-ups and their locations, times of operations etc.
- Make sure we check ALL sign boards in the surrounding area.
- Make sure we have check in/out book in chronological order according to assignments.
- DELDOT needs to start earlier.
- Need to start parking assignments much earlier than the opening of parking.
- JOC needs dispatch and command officer at same 0600 start time.

ITEMS REQUIRING IMPROVEMENT CONTINUED:

- Add traffic positions, to include a relief team.
- Add positions to pedestrian bridge (2 officers).
- Add position at entrance to Lot 2 (1 officer).
- Need to tele-serve certain complaints.
- Make a check list of material needed for the command post (IE: keys to golf carts).
- Need to be aware of who is scheduled to work regular patrol shifts so they are not overworked and are rested.
- Officers should have directions on their extra duty sheets explaining if they get a car, where to park and if they need credentials where they can get them.
- Officers need maps.
- Need to verify and correct the “special instructions” phone numbers.
- Make sure we have spare radios for any agency that may not have the appropriate frequency in their departmental issued radio.
- At the let out of the event when the bridge is shut down to one lane of vehicle traffic, move the emergency lane to the south side of the bridge, not the north.

QUESTIONS?

