

**CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, July 29, 2025 at 6:00 PM**

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (302-736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

Dial: 1-650-479-3208

Link: <https://rb.gy/19jca7>

Event number: 2530 999 5588

Event password: DOVER (if needed)

If you are new to WebEx, get the app now at <https://www.webex.com/> to be ready when the meeting starts.

CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

ADOPTION OF THE AGENDA

- 1. Annual EMS Update - Ambulnz (Kay Sass, Emergency Services Manager, and Tyler Selak, Senior Director of Operations - Ambulnz)**

(Committee Action Not Required)

- 2. Review of Safety Concerns on East Loockerman Street (David Suiters)**

(Committee Action Not Required)

3. Request for Speed Humps/Reducers in Lincoln Park (Sharon Duca, Assistant City Manager)

(Staff Recommendation: Staff requires direction from council to either select a presented option, amend the current code, or follow the existing procedure)

ADJOURNMENT OF THE SAFETY ADVISORY AND TRANSPORTATION COMMITTEE MEETING

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

1. Proposed Ordinance #2025-13 - Amending Chapter 2 - Administration, Article IV - Officers and Employees, Division 1 - Generally, Section 2-201 - Compensation and expenses for mayor, council, and other elected or appointed officials (Councilman Anderson)

(Recommendation: Forward Proposed Ordinance #2025-13 to council for approval)

2. Proposed Amendments to Military Leave (Employee Handbook) (David S. Hugg, III, City Manager, and Chief Johnson, Dover Police Department)

(Staff Recommendation: Approval of the proposed policy changes)

3. Discussion - Open Forum Improvements (Councilwoman Arndt)

(Committee Recommendation: Forward the proposed changes to council for approval.)

4. Establishment of an Ad Hoc Security Committee

1. Councilman Andre M. Boggerty (Chair)
2. Councilwoman Donyale M. Hall
3. Councilwoman Dr. Julia M. Pillsbury
4. Lieutenant Jordan Miller

ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

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

ambulnz

by DOCGO®

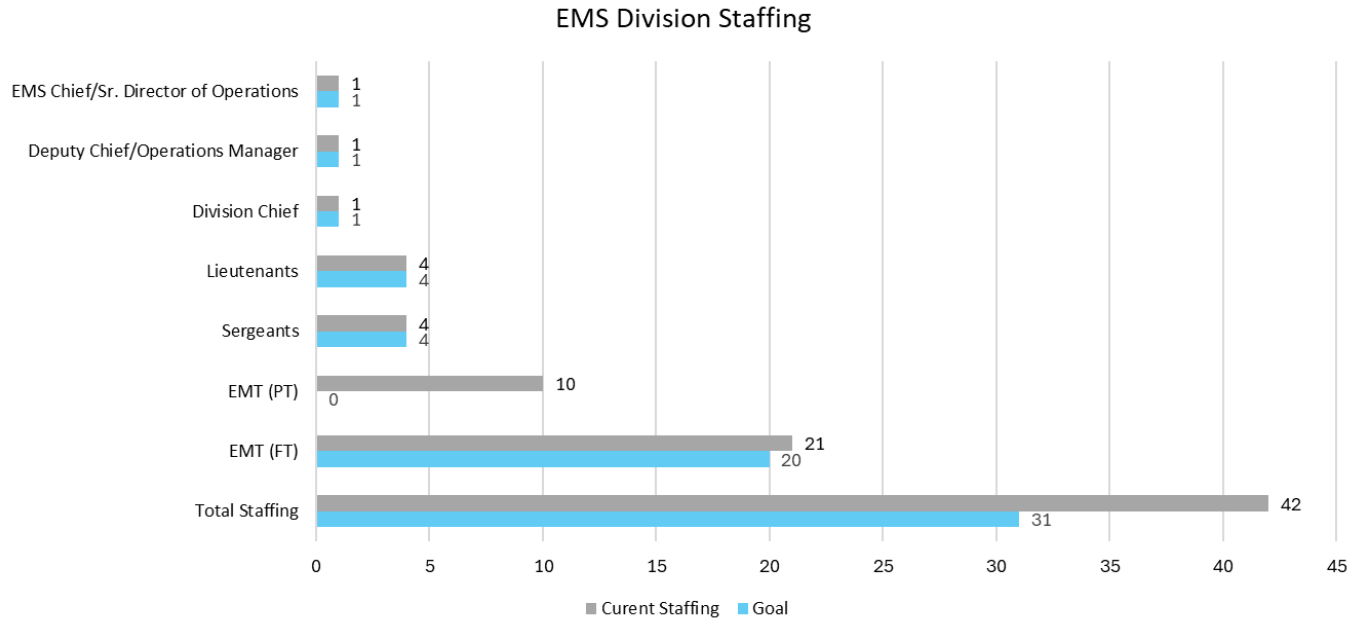
CITY OF DOVER EMS FY 24-25 ANNUAL REPORT

Tyler J. Selak
Chief of Department
Senior Director of Operations
tyler@docgo.com



FULLY STAFFED OPERATION

Item 1.



EMS EMPLOYEES TRANSITIONED FROM PREVIOUS PROVIDER:

10 of 21 Full-time - EMTs
3 of 10 Part-time - EMTs
3 of 4 Full-time - Sergeants
4 of 4 Full-time - Lieutenants
1 of 1 full time - EMS Division Chief

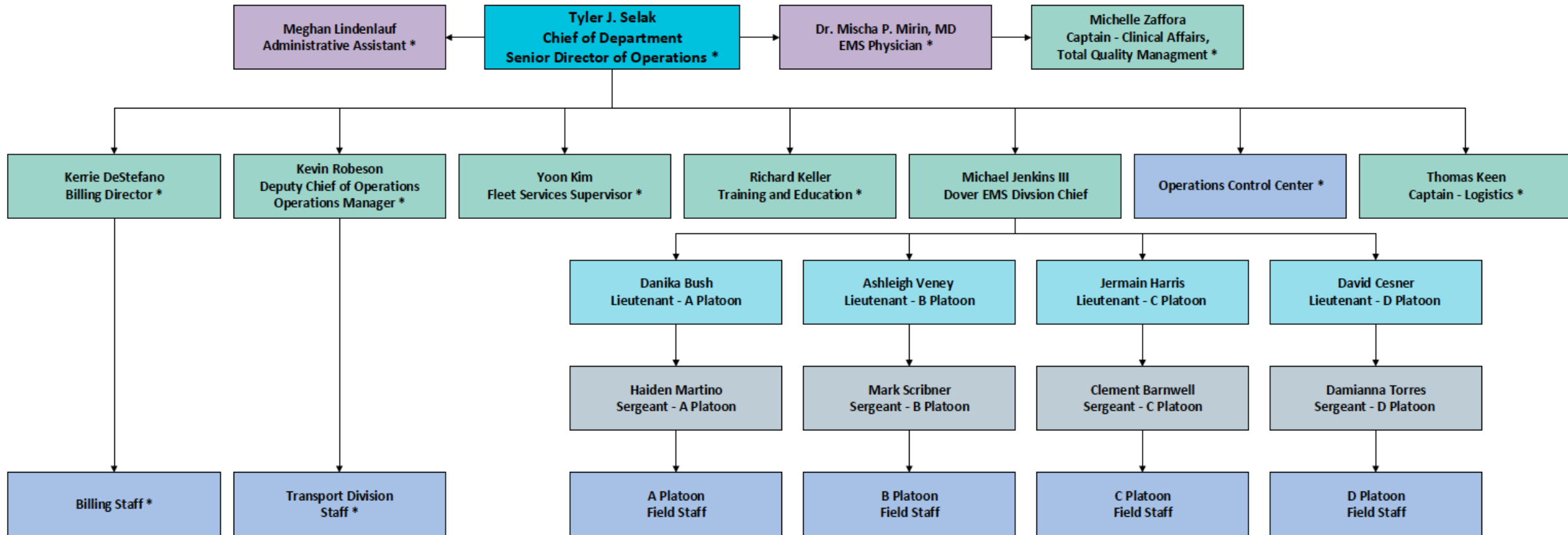
21 of 40 (52.5%) of division employees have previous Dover 911 experience

EMS Division Staffing:

21 Full-time – EMTs
10 Part-time – EMTs
4 Full-time – Sergeants
4 Full-time – Lieutenants
1 Full-time – EMS Division Chief
1 Full-time – EMS Deputy Chief / Operations Manager
1 Full-time – EMS Chief / Sr. Director of Operations

LEADERSHIP ORG CHART

Item 1.



DEPLOYMENT

ambulnz
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STATION LOCATIONS

STATION 1 – 1609 S. STATE STREET

UNITS: A63, B63, D63, EMS 63

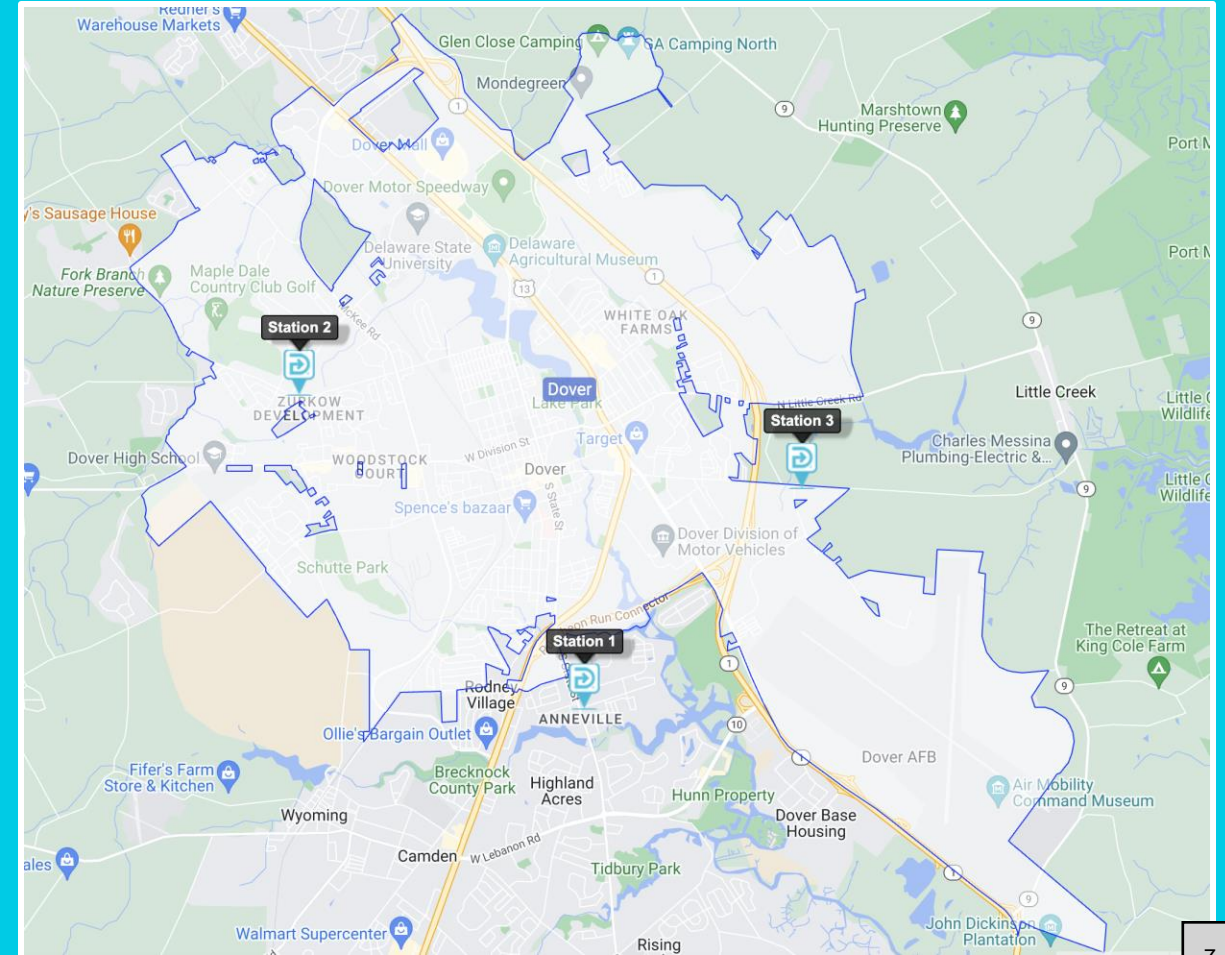
STATION 2 – 911 KENTON ROAD

UNITS: C63

STATION 3 – 15 MAGGIES WAY

**UNITS: T63*, U63*, V63*, W63*, X63*,
Y63*, Z63*, ATV 63-1, ATV 63-2, MI-3**

****THESE UNITS ARE FROM THE TRANSPORT DIVISION, USED TO
COVER ADDITIONAL EMERGENCIES***

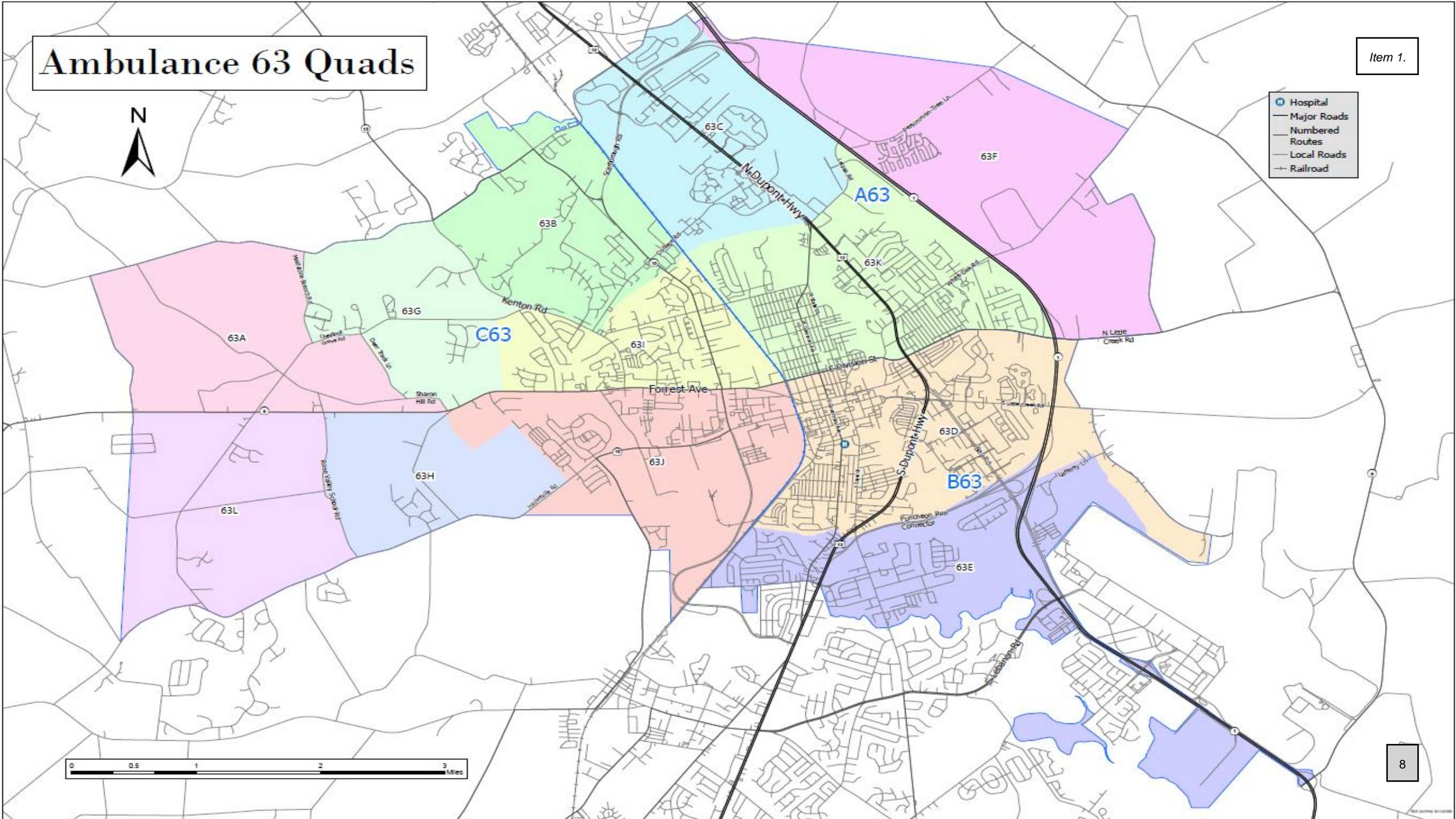
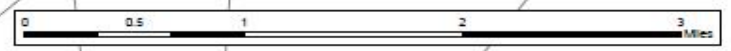


Ambulance 63 Quads

Item 1.



- Hospital
- Major Roads
- Numbered Routes
- Local Roads
- Railroad



RESPONSE STATISTICS

Item 1.



RUN VOLUME BREAK DOWN

Item 1.

- ➔ • **14,335 TOTAL INCIDENTS (BASED ON INCIDENT NUMBER)**
- ➔ • **9,591 TRANSPORTS**
- ➔ • **779 SURGE EMERGENCIES**
- ➔ • **138 SURGE EMERGENCIES HANDLED BY A CITY OF DOVER EMS UNIT**
- ➔ • **54 CALLS HANDLED BY TRANSPORT DIVISION**

RUN VOLUME BREAK DOWN CONT.

Item 1.

- ➔ • **82 SURGE EMERGENCIES RESULTED IN NO TRANSPORT NEEDED**
- ➔ • **199 PUBLIC ASSISTS**
- ➔ • **1089 PATIENT REFUSALS**
- ➔ • **MUTUAL AID PROVIDED 61 TIMES**
- ➔ • **SURGE EMERGENCIES ACCOUNT FOR 5% OF THE TOTAL RUN VOLUME**

AVERAGE RESPONSE TIMES

Incident Unit Notified By Dispatch To Unit Arrived On Scene In Minutes

CONSOLIDATED

PMD	OUR AVG	STATE GUIDELINES MET
ALPHA	8.5 MINUTES	99.16%
BRAVO	6.0 MINUTES	95.25%
CHARLIE	6.4 MINUTES	99.86%
DELTA	5.3 MINUTES	99.94%
ECHO	4.1 MINUTES	100%
OMEGA	8.3 MINUTES	100%



TOTALS BY PMD CODE

CONSOLIDATED

PMD	TOTAL
ALPHA	4441
BRAVO	2611
CHARLIE	3486
DELTA	3338
ECHO	321
OMEGA	157

11 Calls for service were not given a PMD code



TOP 5 DISPATCH REASONS

Item 1.

→ • **SICK PERSON**

→ • **MOTOR VEHICLE ACCIDENT**

→ • **CHEST PAINS**

→ • **UNKNOWN PROBLEMS**

→ • **CARDIAC / RESPIRATORY ARREST**

EMS DUTY OFFICER

2,684 Supervisor Responses

DOVER FIRE MOU

Item 1.



DOVER AIR FORCE BASE MOU

Item 1.

MOU Between City of Dover and Dover Airforce Base
Night Shift (1900-0700) coverage 7 days a week



SPECIAL EVENTS

Item 1.

**DELAWARE STATE UNIVERSITY
FOOTBALL GAMES
HOMECOMING UPSTAFFING**

CAPITAL SCHOOL DISTRICT ATHLETICS

DOVER MOTOR SPEEDWAY

WINTERTHUR MUSEUM AND GARDENS



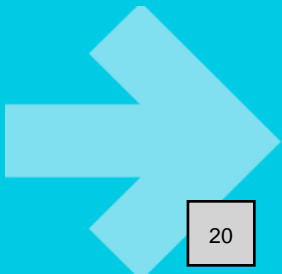


FLEET UPDATE

FLEET

Item 1.

UNIT NUMBER	VEHICLE MODEL	MILEAGE	ASSIGNMENT
6301	2023 Ford E350 (Type III)	30,649	A63
6302	2023 Ford E350 (Type III)	27,027	B63
6303	2024 Ford E450 (Type III)	15,722	RESERVE
6304	2024 Ford E350 (Type III)	20,702	D63
6305	2023 Ford F450 (Type I)	16,672	C63
600	2019 Ford F450 (Type I)	137,899	Z 63 (Bariatric Unit) *SHARED RESOURCE*
Car 1	2024 Ram 2500	19,056	EMS Chief / Sr. Director of Operations
Car 10	2021 Ram 1500	117,751	EMS Duty Officer - Reserve Unit
Car 14	2021 Ford Explorer	70,747	EMS Division Chief
Car 16	2022 Ram 2500	32,191	EMS Duty Officer - Primary Unit
Car 17	2021 Ford Explorer	76,301	EMS Deputy Chief / Ops Manager



CLINICAL SAVE AWARDS

Item 1.



Sergeant Barnwell
EMT / FTO Brown
Lieutenant Harris
EMT Kearney
EMT Kupis
Lieutenant Veney
Division Chief Jenkins
Chief Selak

TRAINING AND EDUCATION

Item 1.





QUESTIONS?

IN MEMORY OF
MAYOR
CRAWFORD J. GARROLL
MAYOR 1962-1968
MAYOR 1981-1988
As Mayor and always
citizen of Dover,
time, talents and
energy freely in
Capitol City during
historic go



City of Dover
 City Manager's Office
 PO Box 475
 Dover DE 19903-0475
 Phone: (302) 736-7005
 E-Mail: sduca@dover.de.us



MEMORANDUM

To: Chairman Andre Boggerty
 City Council and Council Committee Members

CC: David S. Hugg, III, City Manager
 Andria Bennett, CMC, City Clerk
 Chief Thomas A. Johson, Jr., Dover Police Department
 Jason A. Lyon, P.E., Director of Water & Wastewater / Engineering Services
 Mark Nowak, GISP, Public Works Director
 Jason Osika, Fire Marshal

From: Sharon J. Duca, P.E., ICMA-CM, Assistant City Manager

Date: March 20, 2025

Subject: Review of Data Surrounding Safety Concerns on East Loockerman Street

Concerns have been received regarding traffic speeds and volumes on East Loockerman Street (a City maintained street). As a result, a request to fully close the street at South Edgehill Avenue has been received. At the January 28, 2025, Council Committee of the Whole Meeting, it was moved that staff should begin the process of evaluating the proposed road closure with the required agencies and departments. The following is information available to date.

In order to evaluate traffic speeds and volumes, a speed study is typically performed. The Dover Police Department performed a speed study of the subject area in July 2023 and March 2025. Overall, the volume of vehicles analyzed decreased by just over 5,000 vehicles between the two studies. The posted speed limit for the area is 25 MPH in accordance with state law for residential areas. The average speed for the two studies was fairly consistent, with an average speed of 24 MPH being registered in the most recent study. The fastest speed decreased by 11 MPH from 2023 to 2025 with no enforceable violations found in the most recent study. The 85th Percentile Speed is also used to evaluate roads with this speed being the rate at or below which 85 percent of the drivers travel on a road segment. Motorists traveling above the 85th Percentile Speed are considered to be exceeding the safe and reasonable speed for road and traffic conditions (Federal Highway Administration). The 85th Percentile Speed for both studies was 30 MPH which is within 5 MPH of the posted speed limit. Over 5 MPH can trigger additional analysis regarding the posted speed.

It should also be noted that the City of Dover Fire Marshal has reviewed the request to close East Loockerman Street at South Edgehill Avenue and does not support the closure. If the road were to close, it would increase the response time to emergency incidents. On January 14th of this year, there was a structure fire at Loockerman Court, and this was the route of travel for the Fire Department. If this area were closed, the Fire Department would have had to utilize East Division Street resulting in an increased response time. Increased response time allows a fire to grow larger and reduces the chance of life safety efforts for anyone trapped inside the structure.

Discussions have occurred with the Director of Water & Wastewater / Engineering Services and the Public Works Director. In the past, petitions have been required to install stop signs that are not required by the Manual for Uniform Traffic Control Devices (MUTCD). As the MUTCD is silent on road closures, it is strongly recommended that a petition be established to determine what the affected residents desire. The procedure for the petition is recommended to follow that utilized for a street name change (Section 98-45 of the City of Dover Code of Ordinances). If it is determined that the community and Council wish staff to pursue this matter further, an engineering analysis can be performed to evaluate the costs and design requirements to close the road. It should be noted that capital improvements related to stormwater and drainage would be required, depending on the mechanism of closure, as East Loockerman Street currently drains in a westerly direction from South Edgehill Avenue to John Hunn Brown Road.

In conclusion, the data received does not warrant any specific changes. If City Council would like to pursue the matter further, it is recommended that the community develop a petition for the closure. If the petition indicates that a majority of the property owners concur, additional engineering analysis can then be performed to determine the methodology and costs associated with a closure.

Default Report Title
Use Preferences to Define Titles

Site Code: 00000006
Station ID: Dover PD
Location 1: E Loockerman St and S Edgehill Ave

Latitude: 39.162295
Longitude: -75.511893

Combined Lanes 3/12/2025 to 3/19/2025

Percentile Speeds

Percentile	25th	50th	65th	70th	75th	80th	85th
Speed - MPH	20.9	23.9	26.9	27.9	27.9	28.9	29.9

Vehicles Traveling Greater Than 45.0 MPH

Total Volume	706
Total Greater Than 45.0	0
Percent Greater Than 45.0	0.0%

Mean, Median, and Mode Averages

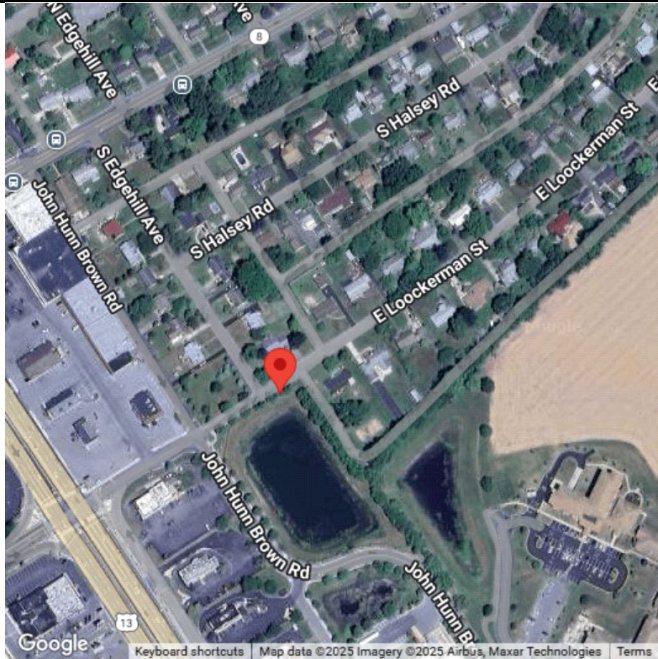
Mean:	24.2
Median (50th %):	23.9
Mode:	23.0

SPEED DATA ANALYSIS

Location



E Loockerman St and S Edgehill Ave
Latitude: 39.162295
Longitude: -75.511893



Analysis Time Period



Start	End
3/12/2025	3/19/2025
8:55 AM	6:16 AM

Vehicles Analyzed



706

Speed Limit



25

Total Enforceable Violations



8

Average Speed



24

% Enforceable Violations



1%

Fastest Speed



43

Enforcement Rating

LOW

Slowest Speed



7

SPEED DATA ANALYSIS

Peak Time of Violations85th Percentile Speed



3/12/2025
9:55 AM



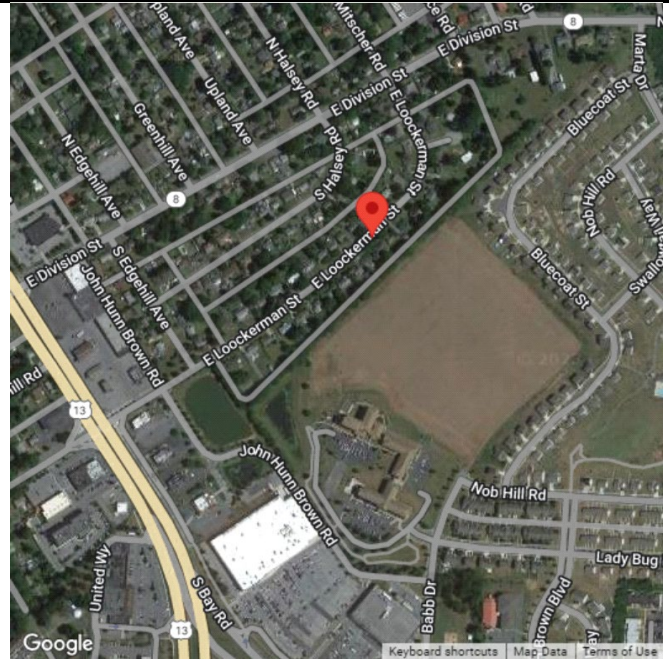
30

SPEED DATA ANALYSIS

Location



Latitude: 39.164025
Longitude: -75.509029



Analysis Time Period



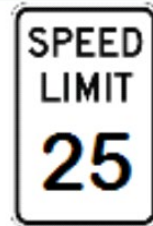
Start End
7/26/2023 8/1/2023
9:49 AM 8:58 PM

Vehicles Analyzed



5,761

Speed Limit



25

Total Enforceable Violations



210

Average Speed



25

% Enforceable Violations



4%

Fastest Speed



54

Enforcement Rating

LOW

Slowest Speed



7

SPEED DATA ANALYSIS

Peak Time of Violations85th Percentile Speed



7/31/2023
3:49 PM



30

John Hunn Brown Road and East Loockerman Street

5 Accidents Reported

1. July 17, 2023 (**Property Damage, vehicle failed to yield right of way and struck another vehicle**)
2. July 24, 2023 (**Property Damage, vehicle struck another vehicle when turning off of John Hunn Brown Road**)
3. October 20, 2023 (**Personal Injury, vehicle pulled out in front of another causing the two to strike head on**)
4. November 21, 2023 (**Property Damage, single vehicle struck a curb**)
5. December 18, 2024 (**Property Damage, single vehicle struck a tree**)

Item 2.

East Loockerman Street, between North Edgehill Avenue and Division Street

3 Accidents Reported

1. March 11, 2023 (**Hit and Run, vehicle hit Speed Limit Sign and fled**)
2. September 9, 2023 (**Property Damage, vehicle backed into a parked vehicle**)
3. January 21, 2025 (**Personal Injury, child severely injured**)

1 Traffic Stop

March 8, 2024 (**Vehicle stop of passenger car**)

Request for Speed Humps/Reducers in Lincoln Park

City of Dover

Safety Advisory and Transportation Committee

July 29, 2025

Nature of Request

- Requests for Speed Humps/Reducers have been made by constituents in various areas, most recently within Lincoln Park, particularly due to concerns over speeding within residential areas.
- The following presentation will review code requirements as well as pros and cons related to these types of traffic control devices.
- Information is based upon an engineering, operational and emergency services perspective.

What are Traffic Calming Devices?

- Physical or visual tool designed to slow down vehicles and make roads safer for all users, including motorists, pedestrians and cyclists.
- Examples include:
 - Speed Bumps
 - Speed Humps
 - Speed Tables
 - Chicanes
 - Roundabouts
 - Neckdowns
 - Rumble Strips
 - Road Markings
 - Bollards
 - Feedback Signs

Current Code – Section 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 street, drive, parking lot, 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.

Speed Bump

Pros:

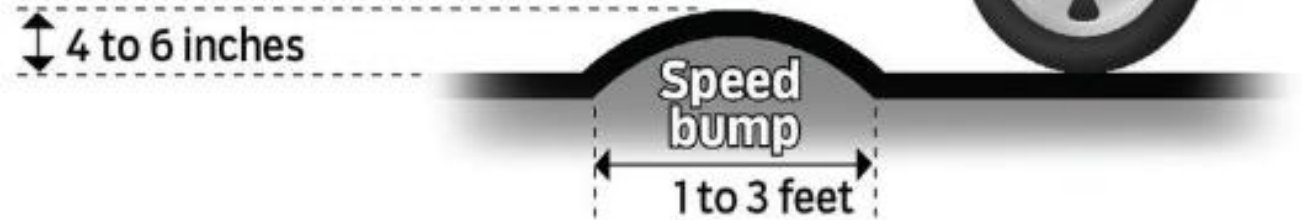
- Reduces speed to 5 mph
- Material needs less than hump or table
- Best for pedestrian safety
- Better suited for quiet streets

Cons:

- Longer response times for emergency vehicles
- Must be known to perform snow removal operations
- Drainage concerns
- Ongoing maintenance requirements
- Jarring hit for motorists
- Increased noise and air pollution
- Not permitted in code

Speed bump

Used mostly in private residential developments and shopping centers.



Source: <https://pcfarmhoa.org/speed-study-faq/>

Speed Hump

Pros:

- Controls traffic to around 15-25 mph
- Limits speeding, while keeping the traffic moving at desired speed
- Gradual increase for motorists, not a jarring hit
- Better for busy areas

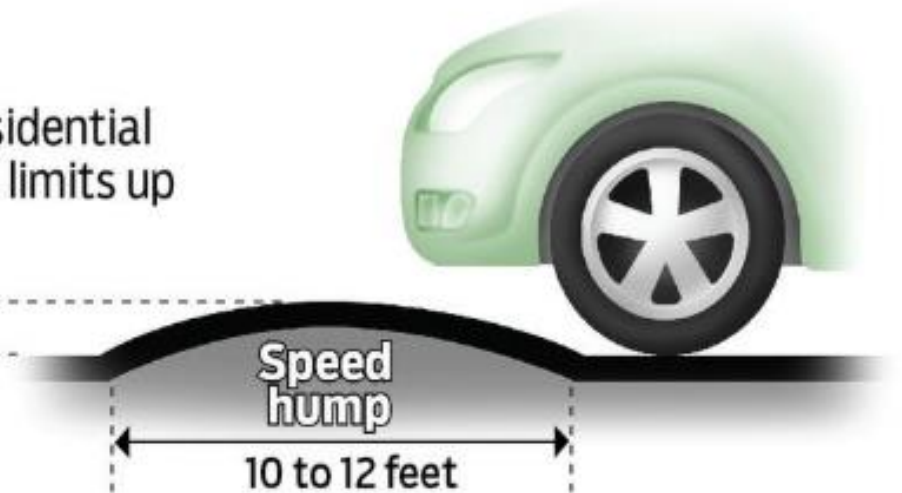
Cons:

- Longer response times for emergency vehicles
- Must be known to perform snow removal operations
- Drainage concerns
- Ongoing maintenance requirements
- Jarring hit for motorists
- Increased noise and air pollution
- Not permitted in code

Speed hump

Used mostly on residential streets with speed limits up to 25 mph.

↕ 3 to 4 inches



Source: <https://pcfarmhoa.org/speed-study-faq/>

Speed Table

Pros:

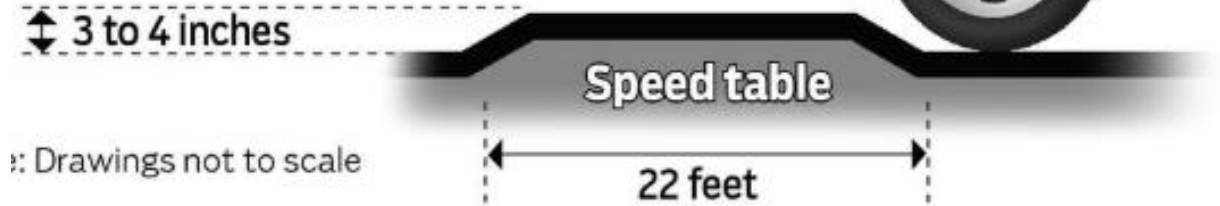
- Controls traffic to around 25-30 mph
- Limits speeding, while keeping the traffic moving at desired speed
- Gradual increase for motorists, not a jarring hit
- Better for busy areas

Cons:

- Longer response times for emergency vehicles
- Must be known to perform snow removal operations
- Drainage concerns
- Ongoing maintenance requirements
- Discomfort for motorists
- Increased noise and air pollution
- Not permitted in code

Speed table

Used on more traveled residential streets with speed limits up to 30 mph.



Source: <https://pcfarmhoa.org/speed-study-faq/>

Speed Cushion

Pros:

- Controls traffic to around 10-20 mph
- Wheel cutouts (typically 6'-7') to allow large emergency vehicles and buses to drive at usual speed
- Less impact on vehicle, due to cushioned impact

Cons:

- Longer response times for smaller emergency vehicles (pickup 5'-2")
- Must be known to perform snow removal operations
- Potential drainage concerns
- Ongoing maintenance requirements
- Some vehicles with wide wheelbase could bypass device.
- Increased noise and air pollution
- Code only allows on privately owned commercial property, with Council approval



Source: <https://speed-cushion.com/speed-cushions/speed-cushions-bumps-humps-tables/>



Source: <https://www.tennessean.com/story/news/local/2025/04/10/nashville-speed-bump-deterrents-effectiveness/80734290007/>

Other General Considerations

- Devices can be created using rubber material, not just asphalt
- Devices (if made of rubber) could be relocated as they would be bolted into the street surface (relocating would require the increased cost of road patching to minimize damage to road surface)
- Vertical delineators must be installed to inform city staff of location, in case a snow event covers the device
- Costs
 - Asphalt installation - \$8k-\$15k, depending on width and length
 - Rubber speed bumps – approximately \$40/lf or \$1,280 on a 32' wide street
 - Rubber speed humps – approximately \$80/lf or \$2,560 on a 32' wide street
 - Rubber speed table – approximately \$500/lf (assuming 21' wide table) or \$16,000 on a 32' wide street
 - Rubber speed cushion – approximately \$5,000 for an application on a 32' wide street

Other Emergency Response Considerations

- **Slower Emergency Response Times**
 - Compelling emergency vehicles to reduce speed directly impacts response time
 - Fires can double in size every 30 seconds leading to great destruction or loss of life
 - In cardiac arrest cases, every minute without CPR or defibrillation decreases survival by 7%-10%
- **Risk to Patients**
 - Speed bumps can exacerbate injuries and disrupt sensitive medical equipment
- **Vehicle Wear and Tear**
 - Repeated crossings over speed reduction devices cause increased wear on suspension systems, increase maintenance costs and reduce vehicle lifespan

PROPOSED ORDINANCE #2025-13

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 1. – Generally, Section 2-201 - Compensation and expenses for mayor, council, and other elected or appointed officials be amended by inserting the text indicated in bold blue as follows:

Sec. 2-201. - Compensation and expenses for mayor, council, and other elected or appointed officials.

(a) Fees established. In accordance with section 12 of the Charter, authorizing the council to establish compensation and expenses for the mayor, council members, and other elected or appointed officials, the following fees are hereby established:

(1) Mayor. The mayor shall receive an annual salary of \$52,000.00 (FY 2023). In addition, the mayor shall receive an expense allotment of up to \$5,000.00, to be included in the city's annual budget for miscellaneous expenses, to be reimbursed upon submission of receipts or proper documentation. Expenses in excess of this amount shall only be permitted by council approval. The mayor shall be entitled to all benefits customary to an employee of the city, except pension benefits, and sick and vacation leave.

2) Council members generally. Each council member shall receive an annual salary of 18,000.00 (FY 2023). The council president shall receive an annual salary of \$23,000.00 (FY 2023). Council members shall receive reimbursement for actual and necessary expenses incurred when on official business as prescribed by ordinance or policy.

(3) Board of assessment appeals. Each appointed member of the board sitting to hear appeals from the municipal assessment shall receive \$75.00 per diem reimbursement for expenses for the preparation and attendance at each meeting of the board of assessment appeals.

(4) Nonemployee election officers. Each person, not a city employee, appointed to serve as an election judge for any municipal election shall receive an amount set by city council for per diem reimbursement for each election attended. Each person chosen to serve as a clerical assistant for any municipal election shall receive an amount set by city council for per diem reimbursement for each election attended.

(5) Employee election officers. Employees of the city appointed to serve as election judges or officials for any municipal election shall receive an amount set by city council for per diem reimbursement for expenses for each municipal election attended in addition to their regular salary.

(6) Appointee to council committee. Each appointed member to any city council

committee, not serving an elected term to any city office, shall receive \$75.00 for preparation and attendance at each committee meeting to which the member is appointed.

(7) Employee on council committee. Any city employee appointed to a council committee shall receive \$25.00 for reimbursement for expenses per diem for each meeting attended, which is held after 5:00 p.m. on a scheduled workday or at any time on a weekend or city-approved holiday.

(8) Planning commission. Each appointed member of the planning commission shall receive \$100.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the planning commission.

(9) Board of adjustment. Each appointed member of the board of adjustment shall receive \$75.00 per diem reimbursement for expenses to be paid monthly for preparation and attendance at each meeting of the board of adjustment.

(10) Construction and property maintenance code board of appeals. Each appointed member of the construction and property maintenance code board of appeals shall receive \$75.00 per diem reimbursement for preparation and attendance at each meeting of the construction and property maintenance code board of appeals.

(11) Code Board of Appeals. Each appointed member of the code board of appeals shall receive \$75.00 per diem reimbursement for preparation and attendance at each meeting of the code board of appeals.

ADOPTED: *

SYNOPSIS

This ordinance adds reimbursement in the amount of \$75 to members of the code board of appeals as reimbursement for preparation and attendance at each meeting.

(SPONSORS:)

Actions History

07/29/2025 - Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

Action Form

PROCEEDING:	Legislative, Finance, & Administration Committee	
DEPARTMENT OF ORIGIN:	Human Resources Department	DATE SUBMITTED: July 22 nd , 2025
PREPARED BY:	H. Naomi Poole, Human Resources Director	
SUBJECT:	Military Leave Policy	
REFERENCE:		
RELATED PROJECT:		
REVIEWED BY:	Dave Hugg, City Manger	
EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	
FUNDING SOURCE (Dept./Page in CIP & Budget):		
TIMETABLE:	Implement January 2026	
STAFF RECOMMENDATION:	Approval of proposed policy changes	

BACKGROUND AND ANALYSIS

- Increased Military Training Leave: Employees may now take up to 15 days of paid military training leave per calendar year—an increase from the federally guided 10 days.
- Additional policy proposals designed to better align our practices with national standards and the unique needs of our military staff.

Please see the packet for additional details.



Office of Human Resources Memorandum

To: Council, City Clerk, City Management

From: H. Naomi Poole, Human Resources Director

Date: July 22nd, 2025

Subject: Support and Policy Enhancements for Employees in Military Service

The City of Dover proudly supports the dedicated members of our workforce who serve in the United States Armed Forces. We recognize the immense value, discipline, and sacrifice that military service brings, and we remain committed to creating a supportive, respectful, and equitable environment for all military-affiliated employees.

We are especially appreciative of Chief Johnson, who has been a strong advocate for service members within our organization. His continued leadership and research into best practices—both statewide and nationally—have contributed greatly to the City's efforts to enhance our military leave policy.

As a demonstration of our ongoing support, we have already made the following improvement to our current policy:

- Increased Military Training Leave: Employees may now take up to 15 days of paid military training leave per calendar year—an increase from the federally guided 10 days.

Looking ahead, Chief Johnson has presented additional policy proposals designed to better align our practices with national standards and the unique needs of our military staff. These proposed changes are currently under review and would be considered for implementation in January 2026, pending collaboration with the Finance and HR Departments.

Key items under review include:

- Establishing clear guidelines for usage in the first and final years of employment
- Replacing bridge pay with full-pay benefits for military training leave
- Requiring employee notification within 48 hours of receiving military orders
- Transitioning military leave status from non-pensionable to pensionable
- Updating statutory references from VRRA to USERRA (Uniformed Services Employment and Reemployment Rights Act)
- Aligning mobilization pay practices with the State of Delaware military pay policy
- Removing outdated assumptions about military compensation
- Addressing transitional administrative responsibilities upon return to work
- Adopting inclusive, gender-neutral language throughout the policy

Please review the attached draft Military Leave Policy. Once the policy is finalized, a formal addendum will be issued to incorporate the approved changes.

We sincerely thank all our military employees for their commitment and service. Your dual role as defenders of our nation and public servants within our city is deeply valued. We are proud to support you—not only in words, but through policy and action.

With appreciation and respect,

H. Naomi Poole, MMHR

Human Resources Director

City of Dover

Proposed Military Leave Policy

SECTION 2. MILITARY LEAVE

Military Training Leave

Full-time, regular employees who are members of the National Guard or Armed Forces Reserve will be allowed up to fifteen (15) work days of military training leave per calendar year. For employees with custom schedules, military training leave will not exceed 120 hours per calendar year. Employees will receive their full pay for military training leave up to 120 hours in each calendar year. Military training leave does not carry over from year to year. Military training leave will be pro-rated during the employee's first year of service to the City. Military training leave cannot be included in Terminal Leave calculations during the employee's last year of service to the City. While taking military training leave, the employee's leave credit and other benefits shall continue to accrue as if the employee physically remained with the City during this period. An employee must notify their supervisor within 48 hours of receiving military orders.

Active Duty

Full-time, regular employees who are guardsmen and reservists have all the job rights specified in the Uniformed Services Employment and Reemployment Rights Act. All employees who enlist or are reactivated in one of the military services will be granted on application a military leave of absence for a maximum period of five (5) years.

Military Mobilization Pay

Should an employee be called to active duty, they shall receive full pay for the first 30 days, or first 240 hours of the mobilization. In December, any residual time from the bank of 15 days, or 120 hours, of military training leave may also be assigned to a military mobilization situation. The residual hours will be applied to the last full pay period of the year.

Beginning on the 31st day, or hour 241, if the compensation received by a full-time regular employee while on military leave as a result of individual or military unit mobilization is less than the last rate of pay that would have been earned during this same time period as a City employee, the employee shall receive partial compensation equal to the difference in the military compensation earned as a reservist or guardsman and the base salary that would have been earned during the same time period as a City employee. This differential shall be paid for a time

period of up to one year from the date the employee reports to active military service duty and shall cease upon termination of the active duty assignment. The one-year clock will pause any time the employee receives full pay from their vacation bank, compensatory time bank, or residual military training hours.

In December, any unused benefit hours that would expire on the last day of the year will be paid out to the employee in the last paycheck of the year. Payouts of expiring time banks does not influence the one-year differential clock.

Returning From / Reemployment After Military Service

Service Time Return Schedule

After 30 days or less: Beginning of the next regularly scheduled work period on the first full day following completion of service and expiration of an 8-hour rest period following safe transportation home.

After 31 to 180 days of military time: Employee will return to work 14 days after completion of military duty. During the 14-day window, the employee will complete all customary transitional activities for both the military and the employer. This will include all needed consults, rehabilitation and update training that might have been missed while deployed.

After 180 or more days of military time: Employee will return to work 90 days after completion of military duty. During the 90-day window, the employee will complete all customary transitional activities for both the military and the employer. This will include all needed consults, rehabilitation and update training that might have been missed while deployed.

Service Time Re-application Schedule

After the maximum 5 years of military deployment allowed by Federal Law, and upon release from military service with an honorable discharge, a veteran must apply for reinstatement to their former position. If at any time during military leave the employee is subject to proceedings connected to the Uniform Code of Military Justice, both their Department Head and the Director of Human Resources shall be notified without delay.

Benefits

When the veteran is returned to active employment, all benefits previously earned such as sick leave, longevity pay, unused vacation time and cost of living increases shall be credited to their record. Time spent while on active duty shall be credited towards completed years' service with the City for the purpose of computing retirement time, vacation time, and longevity increases.

An eligible City employee shall receive uninterrupted health insurance benefits at the same level as before they were called to active duty for a period of up to one year from the date the employee actually reports to active military service. The employee shall also be allowed to continue pension contributions based on his or her normal base pay.

Part-time Employment

Part-time regular employees working less than twenty (20) hours per week and temporary employees are eligible for military leave but not partial compensation.

Part-time regular employees working more than twenty (20) hours per week are eligible for military leave but compensation will occur at a pro-rated level.

Miscellaneous

USERRA (Uniformed Services Employment and Reemployment Rights) guidelines apply to all military leave.

SECTION 2. MILITARY LEAVE

Revised 7/21/2025 Changes to Current Handbook

Military Leave of Absence Policy

The City of Dover is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is The City of Dover's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefits of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such a person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the human resources (HR) department.

Eligibility

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. This policy also covers individuals serving in the active components of the armed forces and the National Disaster Medical System (NDMS) as well as reservists for the Federal Emergency Management Agency (FEMA) when they are deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

Military Training Leave

Full-time, regular employees who are members of the National Guard or Armed Forces Reserve will be allowed up to fifteen (15) workdays of military training leave per calendar year. If the compensation received while on military leave is less than the base salary that would have been earned during this same time period as a City employee, the employee shall receive partial compensation equal to the difference in the compensation earned as a reservist or guardsman and the base salary that would have been earned during this same period as a City employee. The effect will be to maintain the employee's salary at a normal level during this period. If such military duty is requested beyond these fifteen (15) workdays period, the employee shall be eligible to take accumulated vacation leave or be placed on leave without pay status. While taking military leave with partial pay or without pay, the employee's leave credit and other benefits shall continue to accrue as if the employee physically remained with the City during this

period. An employee may use vacation time for the ten (15) days military duty and receive both vacations pay and pay from the military without reimbursement to the City. An employee must notify his/her supervisor a minimum of ten (10) days prior to taking military leave

The pay received from the military while on military leave shall not be considered as pay for pension purposes. No employee pension contributions will be deducted; the City will not make pension contributions based on the pay and the pay shall not be used to compute pension benefits

Active Duty

Full-time, regular employees who are guardsmen and reservists have all the job rights specified in the Veterans Readjustment Assistance Act. All employees who enlist or are reactivated in one of the military services will be granted on application a military leave of absence for a maximum period of five (5) years.

Military Mobilization Pay

If the compensation received by a full-time regular employee while on military leave as a result of individual or military unit mobilization is less than the base salary that would have been earned during this same time period as a City employee, the employee shall receive partial compensation equal to the difference in the military compensation earned as a reservist or guardsman and the base salary that would have been earned during the same time period as a City employee. This differential shall be paid for a time of up to one year from the date the employee reports to active military service duty and shall cease upon termination of the active-duty assignment. 46 Military compensations shall include base pay, all special pay, bonuses and allotments, and any other direct compensation received because of mobilized military service from the government of the United States or any State government.

Re-employment After Military Service

Upon release from military service with an honorary discharge, a retiring veteran must apply for reinstatement as follows:

30 days or less	Beginning of the next regularly scheduled work period on the first full day following completion of service and expiration of an 8-hour rest period following safe transportation home.
31 to 180 days	Application of reinstatement must be submitted not later than 14 days after completion of military duty.
180 or more days	Application for reinstatement must be submitted no later than 90 days after completion of military duty.

Benefits

When the veteran is returned to active employment all benefits previously earned such as sick leave, longevity pay, unused vacation time and cost of living increases shall be credited to his record. Time spent while on active duty shall be credited towards completed years' service with the City for the purpose of computing retirement time, vacation time, and longevity increases. In regard to pension benefits, sworn police officers are subject to the Delaware County and Municipal Police/Firefighter Pension with the State of Delaware. Please contact the State of Delaware Pension Office for complete details. An eligible City employee shall receive uninterrupted health insurance benefits at the same level as before he or she was called to active duty for a period of up to one year from the date the employee reports to active military service. The employee shall also be allowed to continue pension contributions based on his or her normal base pay.

Part-time Employment

Part-time regular employees working less than twenty (20) hours per week and temporary employees are eligible for military leave but not partial compensation. USERRA (Uniformed Services Employment and Reemployment Rights) guidelines apply to all military leave