

REVISED 9/5/18

**AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
SEPTEMBER 11, 2018
SEAFORD CITY HALL - 414 HIGH STREET**

- 7:00 P.M.** - Vice-Mayor Dan Henderson calls the Regular Meeting to order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to agenda for this meeting.
 - Approval of minutes of the regular meeting on August 28, 2018.

ALL ITEMS ON THIS AGENDA MAY OR MAY NOT BE VOTED ON.

PRESENTATIONS:

Vice-Mayor Dan Henderson and Chief of Police Robert Kracyla to present Patrolman James, McKinnon, Wilson and Wyatt certificates of promotion to Patrolman First Class.

CORRESPONDENCE:

NEW BUSINESS:

1. Representatives of the Sussex Montessori School to present information regarding their plans to open a Montessori school in Western Sussex County.
2. George Owens, P.E. with Downes Associates to present a proposed cost estimate and planning information related to the second 69kV interconnection (tie point) project at Ross Substation.
3. Present for approval a proposed Employee Attendance Policy.

OLD BUSINESS:

- 1.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

September 11, 2018

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. Seaford Downtown Focus Day, Wednesday September 12, City Hall, 8:00 a.m. - 4:00 p.m.
2. Williams Pond Clean-Up Day on September 15, - 9am -12noon.
3. Seaford Night Out, Seaford Police Department, Thursday, September 27, 2018 5pm - 8pm

COMMITTEE REPORTS:

1. **Police & Fire - Councilman Dan Henderson**
2. **Administration - Councilman Orlando Holland**
3. **Code, Parks and Recreation - Councilman James King**
4. **Public Works & WWTF - Councilwoman Leanne Phillips-Lowe**
5. **Electric - Councilman William Mulvaney**

Vice-Mayor Henderson solicits a motion to adjourn the regular Council meeting.

NOTE: Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Date Posted: TNT

Posted by: 9/5/18

MBZ
5-11-18

City of Seaford North Seaford Delivery Point

Interconnection Request

Request

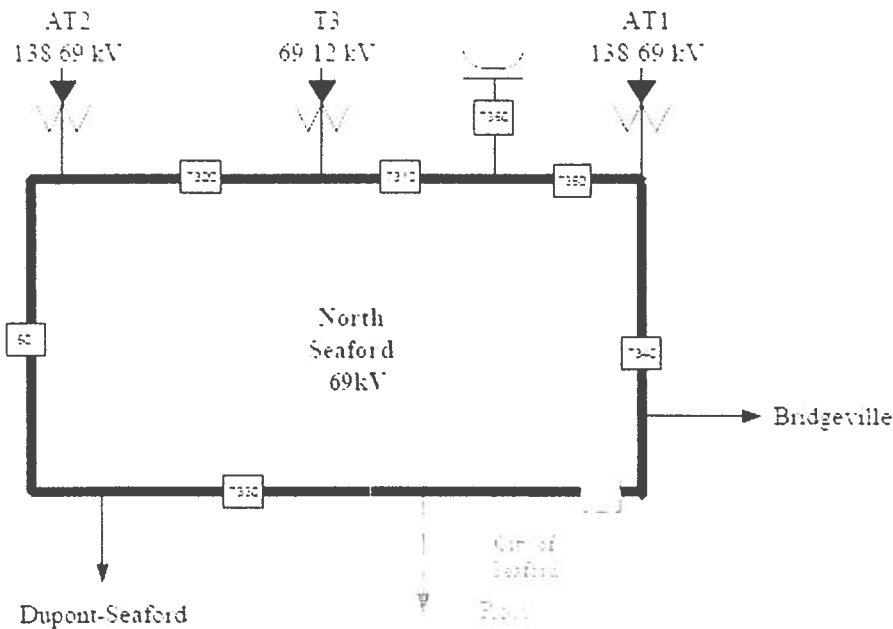
City of Seaford has requested a new 69kV delivery point connecting to North Seaford Substation. This new line would be connected to a new City of Seaford 69kV substation (Ross), which will take the entire load off the current Pine Street Interconnection. Pine Street would then serve as a backup interconnection point.

North Seaford Substation

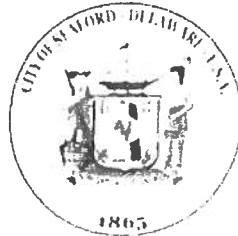
Add a new 69kV delivery point at North Seaford Substation. This delivery point would then be connected to Ross substation. This would require an additional breaker between breakers 7340 and 7330. The new line would need to exit the substation underground due to space limitations.

Estimate: \$1.18M

Single Line



City of Seaford, DE



Pine Street Electrical Substation Expansion and Reconstruction

Evaluation of Options for Redundant 69 KV Tie Point

January 18, 2017

Prepared by



DOWNES ASSOCIATES INC.

Engineering • Planning • Construction Management

CERTIFICATION

The technical material and data contained in these documents were prepared under the supervision and direction of the undersigned, whose seal as a Professional Engineer is affixed below.



George E. Owens 1/18/17
George E. Owens, P.E.

George E. Owens, P.E.
Delaware Lic. No. 5353

Downes Associates, Inc.
2129 Northwood Drive
Salisbury, MD 21801

Delaware CA Lic. No. 71

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- APPENDIX C:** Conceptual Corridor Evaluation for New 69 KV Interconnection Substation and New 69 KV Transmission Line Routing

Evaluation of Options for Redundant 69 KV Tie Point

Section 1

Engineer's Analysis

ENGINEER'S ANALYSIS

In accordance with the request by the City of Seaford, Downes Associates, Inc. (DAI) developed a conceptual one-line design for a new 69 KV interconnection between Delmarva Power's North Seaford Substation and the City's 69 KV transmission system at the City's Ross Substation. The purpose of this new transmission interconnection would be to serve as the City's primary transmission service from Delmarva Power, thereby allowing Seaford's existing service point at the City's Pine Street Substation to function as a future backup power delivery connection in the event of disruption of service from the new primary connection. In accordance with Seaford's directive, DAI prepared the new service application documents enclosed within Appendix A of this report. These were submitted by the City to Delmarva Power in the early spring of last year.

After a lengthy review by Delmarva Power of the City's service application, Delmarva Power issued a preliminary assessment of the application in early November of 2016 which provided feasibility options for the proposed new transmission interconnection as well as a preliminary cost estimate for work that would be required by Delmarva Power within its North Seaford Substation to accommodate the proposed new 69 KV service. The preliminary report is enclosed within Appendix B of this report. Upon Seaford's request to Delmarva Power for greater clarity in the utility's initial cost estimate, Delmarva Power developed and provided to Seaford a detailed cost estimate covering the work required in their substation. This detailed cost estimate, dated November 18, 2016 is also enclosed within Appendix B.

It appears from the receipt of these reports by the City, that Delmarva Power has granted initial approval of Seaford's new service request and of the conceptual one-line design developed by DAI for the future interconnection. This is encouraging news and proves the viability of the new 69 KV service interconnection of the City's transmission system with Delmarva Power's main regional transmission level substation. The multiple 69 KV and 138 KV transmission lines which terminate within Delmarva Powers North Seaford Substation will yield on enhanced level of transmission reliability to Seaford's system through this new direct interconnection.

A second aspect of the feasibility review requested by Seaford of DAI was an evaluation of possible routes for the future 69 KV transmission tie line. Several possible routes were proposed by the City for DAI's evaluation. Of these, the two most promising options were evaluated by

ENGINEER'S ANALYSIS

DAI and are illustrated on Drawing No. 3300 enclosed within Appendix A. Based upon the initial assessment by Delmarva Power and their suggested point of attachment within their North Seaford Substation, DAI has concluded that the most direct access to Delmarva Power's preferred point of interconnection and the most direct access to Seaford's Ross Substation site would be afforded by the selection of the Option #1 transmission route. This route would take a direct easterly course out of the North Seaford Substation to a location along Herring Run Road, Rd 534, that is due north of the service road entrance to the Ross Substation site. At this point, the proposed transmission route would head due south to the Ross Substation site.

As a result of a favorable response by Delmarva Power to the City's new transmission service request, the City's initial evaluation of possible transmission interconnection routes and the conceptual engineering evaluation performed by DAI, it appears that the new 69 KV service interconnection requested by the City at its Ross Substation site is both feasible and desirable for the City to pursue. Based upon the budgetary cost estimates provided by Delmarva Power and past project experience by DAI on similar projects, it is DAI's professional opinion that a prudent conceptual budgetary cost estimate for the proposed North Seaford—Ross Substation 69 KV interconnection would be a base estimate of \$4.5 million with an additional 25% contingency or an initial conceptual budget estimate of \$5.6 million. Prior to obtaining project funding, it is the recommendation of DAI that this budgetary estimate be refined through the performance of preliminary engineering work and the development of a detailed preliminary engineering phase project budget.

Evaluation of Options for Redundant 69 KV Tie Point

Section 2

Engineer's Recommendation

ENGINEER'S RECOMMENDATION

Based upon the conceptual engineering work performed to date by DAI, meetings with the City of Seaford and DEMEC officials, and the receipt of a favorable review from Delmarva Power of Seaford's New 69 KV Service Request Application, it is the recommendation of DAI that the City of Seaford and DEMEC pursue the construction of the New 69 KV transmission interconnection. It is also the recommendation of DAI that Seaford and DEMEC undertake in a timely manner, the Recommended Preliminary Design Tasks delineated within the following report section. The ultimate construction and energization of the New 69 KV Transmission Service between Delmarva Power's North Seaford Transmission Substation and Seaford's 69 KV transmission system through a new Ross transmission substation will provide invaluable reliability improvements to Seaford's utility system.

Evaluation of Options for Redundant 69 KV Tie Point

Section 3

Recommendation for Development of Preliminary Design Work on New 69 KV Interconnection

**RECOMMENDATION FOR DEVELOPMENT OF
PRELIMINARY DESIGN WORK ON
NEW 69 KV INTERCONNECTION**

Based upon the fact that the City of Seaford has received a favorable response to its new 69 KV transmission service request, it is recommended that the City and DEMEC undertake the development of a preliminary phase transmission and substation interconnection design and associated preliminary phase budget for use in obtaining necessary project funding. It is recommended that the following project tasks be included in this Preliminary Project Design Phase to insure a thorough understanding of the full set of issues that will be encountered during the course of final project design, equipment procurement, and construction.

Recommended Preliminary Design Tasks

1. Investigation of land procurement options for the new 69 KV substation site.
2. Investigation of soil properties for the proposed substation site.
3. Investigation of environmental permit issues for the proposed substation site.
4. Investigation of transmission routing issues and right-of-way acquisition for the proposed 69 KV tie line.
5. Coordination with Delmarva Power for development of system metering, breaker, and relay protection requirements.
6. Development of relay protection requirements for Seaford's transmission system.
7. Development of preliminary substation equipment layout and associated equipment requirements.
8. Development of complete project preliminary phase budget cost structure.
9. Preparation and presentation of Engineer's Preliminary Design Project Report to City of Seaford and DEMEC.
10. Meetings with City of Seaford and DEMEC approval groups.

Evaluation of Options for Redundant 69 KV Tie Point

Appendix A

**New 69 KV Service Request Application
for Delmarva Power
North Seaford Substation to
City of Seaford Ross
Substation Interconnection**



New Service Request Form

This form is to be used to request new wholesale interconnection delivery points and/or modifications to existing delivery points. Once submitted, PHI will review and begin compiling estimates for available options to accommodate the need. PHI and the wholesale interconnection customer will discuss any questions, etc. as needed.

Submit Completed Form to:

Marianne Abdul, PHI Wholesale Affairs
Director: Marianne.abdul@delmarva.com
302.454.5191

Wholesale Interconnection Customer Company: City of Seaford, Delaware

Wholesale Interconnection Customer contact information to discuss request:

Name: Dolores Slatcher

Company: City of Seaford

Phone Number: (302) 629-9173

Email Address: dslatcher@seafordde.com

Company Address: 418 High Street
P.O. Box 1100
Seaford, DE 19973

Type of request (e.g. new delivery point, modification to or expansion of existing delivery point): New 69 KV delivery point connecting to North Seaford Substation

Location where work is to occur (attach geographic map of area impacted): Direct 69 KV interconnection to Delmarva Power's North Seaford Substation. See attached aerial map.

Proposed In-Service Date: 4th quarter 2017

Desired interconnection voltage level: 69 KV

General description of project: Seaford desires to obtain a new primary delivery point for its 69 KV transmission system to augment its historic delivery point that is located at its Pine Street Substation. The new delivery point is desired to serve a new Seaford 69 KV tie substation to be located adjacent to the City's Ross Substation.

Justification/Need: The City desires to have a new primary 69 KV delivery point of its Ross Substation and then utilize the existing 69 KV interconnection at its Pine Street Substation as a backup interconnection point.

Estimated 10 year load forecast for new delivery point or delivery point requiring modification:

<u>Historic Peak Load As of 2015</u>	<u>Projected Peak Load As of 2025</u>
25 MW	30 MW

Description of any unusual load characteristics or generation behind the interconnection point: There are no unusual load characteristics or behind-the-meter generation facilities at this time. The City anticipates the installation of a 1.0 MW solar farm within its distribution system at a future date.

Description of where load is being transferred from (if applicable): The entire load of the City of Seaford's electrical system would be transferred from its present interconnection point at its Pine Street Substation to the new primary 69 KV interconnection substation adjacent to its existing Ross Distribution Substation. The new 69 KV Ross Substation would be directly connected to Delmarva Power's North Seaford Substation.

One-Line Diagram: (Please attach a one-line diagram of the proposed facility. This drawing should provide details of automatic switching devices, and any protective relay schemes that may be proposed as well as transformer sizes and customer owned generation) **Note, if one-line is not available upon submittal of the new request form, please indicate when such drawing will become available.)

Attached please find the conceptual one-line diagram for Seaford's proposed new 69 KV Ross Substation as well as the conceptual one-line diagram for Seaford's planned upgrades to be constructed at the City's existing Pine Street Substation.

03/25/16

118#3

MEMORANDUM

To: Mayor and City Council

Fr: Charles Anderson, City Manager



Re: Proposed Employee Attendance Policy

Dt: 8/31/18

As part of the City's ongoing evaluation and employee development program, Department Directors and Supervisors requested that we consider a further refinement of our attendance policies to better outline organizational expectations regarding attendance.

Currently, the City Employee Handbook and payroll policy govern employee attendance and payment rules should an absence or late arrival to work occur. No changes are proposed for those existing policies and requirements.

Staff identified a need to define for employees a process of progressive action that will occur resulting from events such as unscheduled absences, tardiness and unscheduled early departures. This progressive action meshes with our newly created evaluation process and outlines a uniform number of infractions for evaluation rating elements.

This proposed policy was developed by Annette Cole, Human Resources Coordinator, and reviewed by all Directors and Supervisors and their changes and revisions are included in the draft policy.

This policy, if adopted by the City Council will apply to all City employees. The Seaford Police Department General Orders Manual requirements will continue to apply to sworn officers of the FOP.

Should you have any questions please contact June, Annette, or me.

Thank you.



The City of Seaford

Employee Attendance Policy

Adopted by Mayor and Council: XX/XX/XXXX

PURPOSE:

It is vital to the City of Seaford for all employees to have reliable attendance. Absenteeism and tardiness negatively impact our ability to effectively provide City services. The purpose of this policy is to establish the requirements for reporting absences, to provide guidelines for the handling of tardiness, early departures, and unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient, effective operations throughout the City.

POLICY:

Employees must arrive and be prepared to commence work at their scheduled start time in accordance with the Employee Handbook Sec. 2-128. Employees are responsible for notifying their department director and/or supervisor of absences, late arrivals, or early departures each day of the absence, tardiness, or early departure, in accordance with call-in procedures. Unscheduled absences, tardiness, and unscheduled early departures (whether excused or unexcused), failure to provide appropriate notification, or abuse of sick leave or other paid time off may result in corrective action up to and including termination of employment. Absences, tardiness, and early departures due to the correct use of approved FMLA leave, short-term disability leave, military leave, jury duty, workers' compensation, use of vacation or comp time, sick leave, other approved leave, or reasonable accommodation as required by law will not be counted as occurrences.

IMPLEMENTATION:

1. Department supervisors should communicate to employees the importance of timely and regular attendance and compliance with call-in procedures. The call-in procedure should define when and whom an employee should call if he/she is going to be absent or tardy. It should also address a time frame when an employee who will be delayed is required to notify supervision.
2. Department directors and/or supervisors are responsible for reviewing and approving leave time. It is the responsibility of the department director to ensure the time submission is accurate.
3. Employees must notify their supervisor of any unscheduled absence, tardiness, or unscheduled early departure as far in advance as possible. An employee who will be unable to report to work as scheduled, who will be tardy, or who plans to leave early must contact his/her supervisor or the

department's designated call-in number as far in advance as possible. Notification and acknowledgment by a supervisor of tardiness, unscheduled early departure, or unscheduled absence will not excuse it (i.e. Employee calls to notify the supervisor that they will be 5 minutes late due to road construction, the tardiness will still count as one occurrence).

4. Department directors and/or supervisors are responsible for reviewing and verifying attendance records and recording occurrences, if applicable, to ensure the accuracy of the records and consistent application of department attendance rules and the City policy.

5. An unscheduled absence will be recorded as one (1) occurrence. Each tardy or unscheduled early departure will be recorded as one (1) occurrence. No occurrences will be recorded for scheduled vacations, or use of sick leave as provided under the City sick leave and short term medical leave policy. However, pattern absences, failure to provide timely notification, or failure to comply with the sick leave policy may result in absences being counted as unscheduled absences.

6. Occurrences will be tracked by each department based on the calendar year.

7. Supervisors should follow the corrective action progression described below to address unscheduled absences, tardiness, and unscheduled early departures. When an employee has accumulated five occurrences the corrective action will start and occurrences thereafter will advance the corrective action process, up to and including termination of employment. However, depending on the situation, corrective action may be accelerated, repeated, or taken out of sequence, and the City reserves the right to effect immediate termination should it be warranted.

- Verbal warning upon five (5) occurrences and receive a rating of "Needs Improvement" under the attendance rating element on the next employee evaluation.
- Written warning upon ten (10) occurrences and receive a rating of "Unsatisfactory" under the attendance rating element on the next employee evaluation.
- Any occurrence beyond the (10) occurrences in a calendar year may be subject to discipline in the form of suspension without pay or termination of employment.

8. Employees will be subject to immediate corrective action for no call/no show. Three (3) or more consecutive workdays of no call/no show will be considered job abandonment and result in termination of employment in accordance with the Employee Handbook Sec. 2-130.

9. Department directors and supervisors should be observant and identify pattern absences. Employees will be subject to immediate corrective action for pattern unscheduled absences.

10. An employee who is late ten minutes or less is considered tardy but will be paid for the time. Tardiness of more than ten (10) minutes will be unpaid. Meal periods, breaks, and emergency use of vacation and/or accumulated time may not be used to cover for unexcused absences or tardiness in order to circumvent this policy. Unexcused absences or tardiness due to extraordinary circumstances that may disrupt work/life balance may not be counted as an occurrence if the leave is approved by the employee's department director and/or supervisor. An employee may not extend the normal workday or work beyond his/her scheduled shift to make up for being tardy without the prior approval of the employee's department director and/or supervisor.

11. An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued vacation, sick leave, or accumulated time in accordance with the City policy. Acceptable means of verifying the reason for the unscheduled absence may be required. An employee will not be compensated for unscheduled absences that extend beyond his/her accrued leave balances.

12. Requests for scheduled absences, including jury duty, emergency time off without pay, vacation or birthday holiday, bereavement, military leave, or short term medical leave must be requested as far in advance as possible consistent with the Employee Handbook Sec. 2-95. It is the employee's responsibility to request leave or excused time off and to submit appropriate documentation. Employees who will be unable to report to work as scheduled or using intermittent FMLA leave or other leave are required to contact their supervisor or the department each day unless otherwise instructed by their supervisor. Denied leave or other requested time off, failure to return to work after an approved leave, or failure to comply with these guidelines or other applicable City policy may result in the treatment of time away from work as an unscheduled absence, tardiness, or unscheduled early departure under this policy.

13. Due to the nature of the services that employees provide we are rarely able to close our operations. With that in mind, employees are expected to report for work on severe weather days and to plan ahead to anticipate any difficulties that might be encountered. If an employee will be late or unable to report to work, the employee must notify his or her supervisor as soon as possible. City management will decide whether employees will receive occurrences for tardiness or unscheduled absences on severe weather days.

KEY DEFINITIONS:

Word/Phrase	Definition
No call/no show	An unscheduled absence without proper notification to the employee's supervisor or department.
Pattern Absences	Unscheduled absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a

specific day of the week, or a weekend; a specific or unique work day; or as sick leave or other paid time off is accrued.

Scheduled Absence A scheduled absence occurs when an employee requests and is approved to take time off in accordance with City policies. Some examples of scheduled absences include approved vacation, personal holidays, jury duty, military leave, bereavement leave, FMLA leave, and Short-Term Disability leave.

Tardy Failure to report to an employee's assigned work area and be prepared to start work at his or her scheduled start time, including returning from breaks and meal periods.

Unscheduled Absence Failure to report to work on a scheduled workday or working less than half of a scheduled workday due to tardiness or leaving early without a written and approved time off request. Absences on consecutive workdays for the same reason will count as one unscheduled absence under this policy. Some examples of unscheduled absences include absences due to car trouble or home emergency.

Unscheduled Early Departure Failure to work a complete workday due to an early departure without a written and approved time off request. Please refer to Unscheduled Absence above when an early departure results in working less than half of a scheduled workday.

ROLES AND RESPONSIBILITIES:

Governed Party **Roles and Responsibilities**

Employee The Employee is responsible for following the City's time off request procedures.

Supervisor The Supervisor is responsible for administering the City's time off request procedures, ensuring they are followed, verifying the use of time off is appropriate, monitoring for pattern absences, and approving absences.

Human Resources The Human Resources department is responsible for ensuring the procedures and policy are adhered to consistently across all departments.