

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
September 10, 2019
SEAFORD CITY HALL - 414 HIGH STREET

- 7:00 P.M.** - Mayor David Genshaw 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 27, 2019.

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

CORRESPONDENCE:

- 1.

NEW BUSINESS:

1. Representatives of the Seaford School District to update the City Council regarding 2019-2020 school year activities.
2. Present for approval a request from the Executive Director of the Western Sussex Chamber of Commerce to use facility space at Seaford City Hall once per week.
3. Present for approval a proposal from the Western Sussex Chamber of Commerce to offer the donation of the Chamber sign located at West Stein Highway and Dulaney Street.
4. Present for approval a request from the Sussex County Health Coalition for support of Seaford Goes Purple initiative.
5. Bids - Venture Drive Road Extension.
6. Present for approval a proposal from the City Engineer; George, Miles & Buhr for Phase I design Services for the North Portions of the Ross Business Park.
7. Mayor David Genshaw to present for approval the appointment of a 911 Services Evaluation Committee.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

September 10, 2019

8. Staff to present a recommendation to the City Council regarding staffing of the 911 Center.

OLD BUSINESS:

- 1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. *Measure for Measure* Outdoor Theatre Performance at the Jay's Nest, Thursday, Sept. 12th at 7:30 p.m.
2. Movie Night in the Park at the Jay's Nest, Saturday, Sept. 14th at 7:30 p.m.
3. September 16th will be the start of the repainting of Spruce Street Water Tower. The Christmas star will be affected.
4. Coastal Clean-Up Day at William's Pond (Soroptimist Park), Saturday, Sept. 21st at 9 a.m.

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 - Councilman Matt MacCoy
5. Electric - Councilman William Mulvaney

Mayor Genshaw 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: 9/3/19

Posted by: TNT



September 6, 2019

Charles Anderson
City Manager, City of Seaford
414 High Street
Seaford, De 19973

Dear Mr. Anderson,

Thank you for the warm welcome regarding my new position as Executive Director of the Western Sussex Chamber of Commerce.

As part of our August 15th meeting, we discussed having the presence of the Chamber of Commerce in the City of Seaford one to two days a week depending on need. We are planning on being available in all towns in the Western Sussex area. We discussed availability in your City Hall on Wednesdays to make contact with your office and the businesses in the Seaford area more convenient for all. You and Trisha seemed receptive and accommodating to this idea. I look forward to working with the City of Seaford and being more available for input to better serve you and all towns in Western Sussex.

If you have any questions, please don't hesitate to contact me.

Sincerely,
Terry Carson
Executive Director
Western Sussex Chamber

CC: Trisha Newcomer



September 6, 2019

Charles Anderson
City Manager, City of Seaford
414 High Street
Seaford, De 19973

Dear Mr. Anderson,

Thank you for the warm welcome regarding my new position as Executive Director of the Western Sussex Chamber of Commerce.

As you are aware, there is a Greater Seaford of Chamber Commerce billboard on Route 20 near PENCO. You, Trisha and I discussed the sign as part of our meeting on August 15th. We agreed the billboard was outdated and was in need of a makeover. The location of the sign is perfect for a "Welcome to Seaford" message. At our Chambers Board of Director's meeting on August 28, it was decided to approve the City of Seaford assuming responsibility for the sign. As we discussed during our meeting, the change in the Chambers organizational structure as a western Sussex organization makes the billboard's location ineffective for our needs.

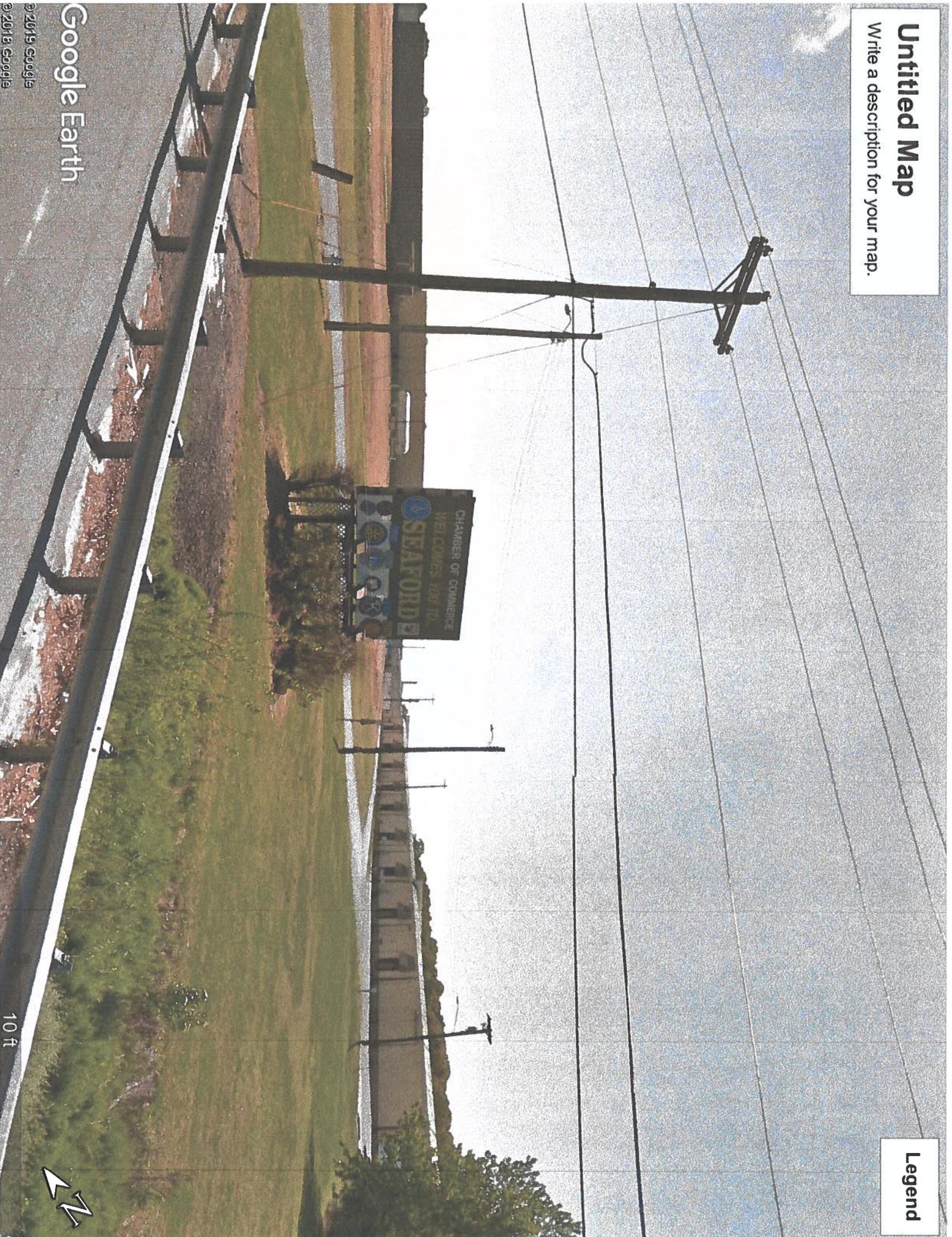
If you have any questions, please don't hesitate to contact me.

Sincerely,
Terry Carson
Executive Director
Western Sussex Chamber

CC: Trisha Newcomer

Untitled Map

Write a description for your map.



Legend

Google Earth

© 2019 Google
© 2018 Google

10 ft



SUSSEX COUNTY HEALTH COALITION



Handwritten notes in the top right corner, including the name "Megan Williams" and a date "1-1-2019".

BOARD OF DIRECTORS

Megan Williams
President

Trisha Newcomer
1st Vice President

Nancy Mears
Secretary

Patty Cunningham
Treasurer

Deborah Tyre
2nd Vice President

David Miller
Immediate Past President

David Crimmins
Barbara Hendricks
Bernice Edwards
Dr. Julius Mullen
Dr. Jay Owens
Troy Hazzard
Sharon Harrington

SCHC STAFF

Peggy Geisler
Executive Director

Cheryl Doucette

Crystal Timmons-Underwood

*Working together to
make Sussex County
families the
Healthiest in the
Nation*

Address:

21133 Sterling Ave.
Suite 12.
Georgetown, DE
19947

Phone:

302-858-4764

Website:

www.healthysussex.org

August 20, 2019

City of Seaford
414 High Street
Seaford, DE 19973
United States

Attn:
Mayor David Genshaw
City Manager Charles Anderson

Dear Mayor Genshaw and Mr. Anderson,

Thank you for your support for the "Seaford Goes Purple" Drug Abuse Awareness Campaign in 2018. We truly appreciate your willingness to get behind this community initiative.

We are reaching out again this year to request your consideration to sponsor the 2019 Campaign. This is a part of a larger "Delaware Goes Purple" Campaign launching for the first time this year.

We are continuing the efforts launched last year in alignment with our mission to support the "Go Purple" Awareness Campaigns. These initiatives help to increase awareness, as well as community access to support services and treatment options available related to the opioid epidemic impacting our communities in Sussex County.

Seaford is considered a high-risk area for opioid abuse, and SCHC is dedicated to focusing efforts in the Seaford community, which is why Seaford was named the first city to "Go Purple" in Sussex County in 2018. The success of the initial campaign positions Seaford as a leader in this critical work.

We are seeking a unified approach to bring awareness and prevention education to our Seaford community members.

Additional sponsorship package information is enclosed for your information.

The Sussex County Health Coalition's mission is to engage the entire community in family-focused efforts to improve the health of children, youth and families in Sussex County.

Sincerely,
Peggy M. Geisler
Executive Director
Sussex County Health Coalition

LOCAL RESOURCES

Help Is Here, DE
helpisherede.com

911 Crisis Hotline
Northern DE 800.652.2929
Southern DE 800.345.6785

SAMHSA's treatment referral
samhsa.gov | 800.662.4357

atTAcK addiction
attackaddiction.org

TREATMENT

Connections Community Support Programs
866.477.5345

gaudenzia.org

delawareteenchallenge.org

SUPPORT: 12 Step

Alcoholics Anonymous
877.654.7925

Narcotics Anonymous
800.773.9821

Al-Anon
al-anon.org

NEVER LEAVE SOMEONE WHO OVERDOSES!
Delaware's Good Samaritan Law protects people who help with an overdose from arrest and prosecution for certain crimes. It DOES NOT protect people who leave someone who has overdosed.

115 Americans die every day from an overdose

GET NARCAN TRAINED

Naloxone is a medication that can reverse the effects of an opioid overdose. First responders, law enforcement officers, and school nurses carry naloxone, and training is available to members of the community. If someone is struggling with an opioid addiction, family members and loved ones can get educated on appropriate naloxone use and have it ready to prevent a potential overdose. Get trained and get a prescription. Narcan can be bought, without a prescription, at your local CVS and Walgreens.



delawaregoespurple.org

Delaware Goes Purple is an initiative of the Sussex County Health Coalition with support from Highmark, DSAMH and our many partners.

**GET THE FACTS.
GET INVOLVED.
GET TALKING.**

DELAWARE GOES PURPLE

**JOIN THE
MOVEMENT.**



DELAWARE GOES PURPLE

Delaware Goes Purple is a substance abuse awareness program that will engage our community and youth to stand up against substance abuse.

The project is based upon the Herren Project, a 501(c)3 non-profit foundation established by former NBA basketball player, Chris Herren, that assists individuals and families struggling with addiction.

Delaware Goes Purple also includes implementing in-school Purple Clubs and prevention programs.

Delaware Goes Purple is an initiative from the Sussex County Health Coalition with support from the community.

The purpose of the project is to promote the "new conversation" — one that includes prescription drugs.

More information on Delaware Goes Purple is available on our website delawaregoespurple.org.

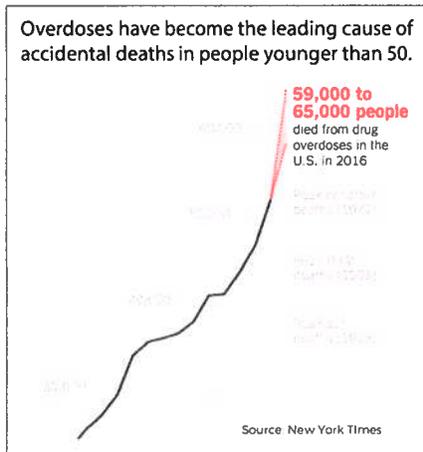
“

This work is a marathon, not a sprint. The opioid crisis is a complex issue that needs a complex solution. We need the entire community to join the movement and to get engaged to bring recovery to our state.

—Peggy Geisler, Executive Director of the Sussex County Health Coalition

over **300** people in Delaware died from an overdose in 2017

Overdoses have become the leading cause of accidental deaths in people younger than 50.



PARENTS: If you're a concerned parent or caregiver, talk to your kids about the dangers of drug and alcohol use and misusing prescription drugs. When it comes to drugs, parents or caregivers are the greatest influence in their children's lives.

Need Help? Visit helpisherede.com

Children who learn about the risks of drugs and alcohol from their parents or caregivers are up to 50 percent less likely to use drugs than those who don't get the information at home.

“One of the greatest challenges for people seeking help and in active recovery is the stigma surrounding their addiction. Those struggling should know that their disease is not one that they should be ashamed of, or keep hidden. PROJECT PURPLE empowers the community to stand up to erase the stigma and to support individuals who need it the most.”

—LT GOVERNOR BETHANY HALL LONG

Nearly every day, someone in Delaware loses their battle with heroin, prescription painkillers, or other addictive drugs.

Teens need to know about the risks and consequences.

And they need to hear it from you.
helpisherede.com



SCHOOLS

- Form a Delaware Goes Purple Club
- Organize a 5K Purple Walk/Run
- Purple Youth Ambassadors
- Gather items for Blessing Bags
- Engage athletic teams, band, and student council to “Go Purple”
- Invite speakers to team practices
- Staff support for in-school Purple Clubs
- Sign up to help spread the message—Volunteer to give a “Purple Talk”
- Bring Botvin Prevention Education to your school



CITY

- Sponsor advertising and media
- Campaign gear for local students
- Financial sponsorship
- Can you help to turn the city purple? Purple lights, purple fountains, purple banners?
- Sponsor a banner for a school, business or for the town?
- Sign up to help spread the message—Volunteer to give a “Purple Talk”



BUSINESS

- Sponsor an event
- Financial Support
- Sponsor gear for events
- Support campaign gear for local students
- Sponsor banners for businesses, schools and the faith-based communities
- Printing of purple materials
- Sign up to help spread the message—Volunteer to give a “Purple Talk”



FAITH-BASED INSTITUTIONS

- Host a Purple Event
- Sponsor and/or attend a 5K Purple Walk/Run
- Place a banner outside of your location showing purple support
- Sign up to help spread the message—Volunteer to give a “Purple Talk”
- Share messages of support in your Service Program



INDIVIDUAL

- Purchase and wear your Purple gear!
- Attend a 5K Purple Walk/Run
- Donate
- Support school clubs and athletic events with baked goods etc.
- Support for a school-based Purple Club
- Sign up to help spread the message—Volunteer to give a “Purple Talk”
- Inform friends and family about Purple

— ACCESS MORE RESOURCES AT HelpsHereDE.com —

DELAWARE *Goes* PURPLE

SPONSORSHIP OPPORTUNITIES

Celebrate Life... Support One Another... Join the Movement

PLATINUM LEVEL City Sponsor for Delaware Goes Purple

\$10,000

- Your name around sponsorship for one/two speaking engagements with former NBA player, Chris Herren— your logo on every public announcement
- Logo prominently placed on the statewide website with link to your business website
- Logo prominently placed on all Delaware Goes Purple marketing merchandise
- Logo on Delaware specific printed materials
- Your companies name in press releases for Delaware Goes Purple Launch (TV, Radio and Newspaper)
- Your companies name and logo on the Delaware Goes Purple Facebook page as a Founding Partner
- Tickets to the October 9 Chris Herren Event

GOLD LEVEL Champion Purple Sponsor

\$3,000–5,000

- Logo prominently placed on the city and statewide website with link to your business website
- Logo prominently placed on all Delaware Goes Purple marketing merchandise
- Logo on selected materials
- Your companies name on Delaware Goes Purple launch press releases (TV, Radio and Newspaper)
- Your companies name and logo on the Delaware Goes Purple Facebook page

SILVER LEVEL Friend Purple Sponsor

\$1,000–2,999

- Your logo placed on the city and statewide website
- Logo on select printed materials
- Your companies name and logo on the Delaware Goes Purple Facebook page

COMMUNITY SUPPORTER

\$500–999

- Your name on the city and statewide website

INDIVIDUAL

Any Amount

- Your name on the city and statewide website

— ACCESS MORE RESOURCES AT HelpsHereDE.com —



SPONSORSHIP OPPORTUNITIES

Celebrate Life... Support One Another... Join the Movement

- \$10,000 Platinum Level (Please send logo to ameade@pmgconsulting.net)
- \$3,000–5,000 Gold Level (Please send logo to ameade@pmgconsulting.net)
- \$1,000–2,999 Silver Level (Please send logo to ameade@pmgconsulting.net)
- \$500–999 Community Supporter
- Individual _____

YES, WE WILL SPONSOR THIS INITIATIVE!

- We are committed to the _____ level at \$ _____ .
Payment information is below.
- Check this box to learn more about the various ways you and/or your organization can get involved and support Delaware Goes Purple. A representative from PMG Consulting will contact you with more information.

Your Name _____

Organization _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

- Make check payable to Delaware Community Foundation SCHC Fund and include "Purple Fund" in the memo.
Mail to: 21 133 Sterling Square, Suite 12, Georgetown, DE 19947

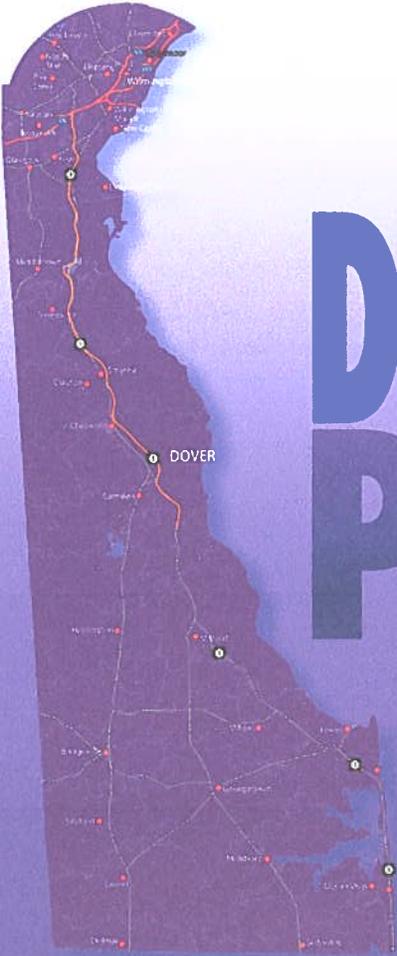
Please invoice to: _____

Please charge to: Visa MasterCard

Card Number _____ Expiration _____

Signature _____ CVC _____

To learn more, visit delawaregoespurple.org



DELAWARE *Goes* PURPLE

PLEDGE CARD

Commit to GO PURPLE!

IN DOING SO I/WE COMMIT TO:

Please check all that apply:

- Myself
- Our Family
- Our Business
- Our church
- Our Organization
- Agency
- Promoting Purple
- Helping with Resources
- Sharing Information
- Holding Events
- Posting on Social Media
- Getting Others Involved
- Donating to the Cause
- Wearing Purple
- Referring Someone Who Needs Help or Support
- Go to Purple Events
- Promote the *Delaware Help Is Here* Website and Resources
- Other _____



LIKE US ON FACEBOOK!

FIRST NAME _____ LAST NAME _____ ORGANIZATION _____

PHONE _____ EMAIL _____

MEMORANDUM

NBAs
9/10/19

TO: Charles Anderson, CM

FR: Berley Mears, DPW

RE: Venture Drive Extension

DT: September 4, 2019

The City received three bids for the above referenced project. Please see the below table:

Bidder	Bid Bond	Base Bid
Dixon Contracting, Inc.	Yes	\$115,456.53
Mitten Construction Co.	Yes	\$123,231.50
Gateway Construction, Inc.	Yes	\$136,103.00

It is my recommendation to award the Venture Drive Extension bid to Dixon Contracting, Inc. for the total of \$115,456.53. Dixon Contracting, Inc. was the lowest bidder that met all of the bidding requirements. The annual street paving will be postponed this year so that we can use MSA funds on hand for this project.

Please present this information to Mayor and Council at the September 10, 2019 meeting for their consideration.

Should you have any questions, please contact me.

Thank you.



GEORGE, MILES & BUHR, LLC

NR#6
1/10/19

■ ■ ■ ■

ARCHITECTS
ENGINEERS

400 HIGH STREET
SEAFORD, DE 19973
PH: 302.628.1421
FAX: 302.628.8350

SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com

■ ■ ■ ■

August 19, 2019

City of Seaford
414 High Street
Seaford, DE 19973

Attn: Charles D. Anderson
City Manager

Re: North Ross Business Park – Phase 1 Design
Seaford, Delaware

Dear Mr. Anderson:

In accordance with your request, we are pleased to submit this letter of agreement for professional engineering services for Phase 1 design of the North Ross Business Park.

We understand that the proposed project will include establishment of a new entrance road from Herring Run Road and extension of the road and utilities necessary to allow development of the first four (4) lots (Phase 1) of the proposed business park as generally shown on the attached Concept Plan C. The project will also include roadway drainage, regional stormwater management, a Fire Marshal-compliant turnaround, extensions of sewer, water, and electric and a temporary sewage pumping station and force main. We understand that sidewalks are not required at this time.

SCOPE OF SERVICES:

We propose to perform the following services:

1. Conduct field investigations and survey work as necessary to collect topography, site features and utilities, and to prepare base drawings.
2. Coordinate with Wetlands Subconsultant for field delineation of all State and Federally regulated waters and wetlands in accordance with current DNREC and Corps of Engineers standards. GMB to survey wetland flags and incorporate into base drawing.
3. Coordinate with Geotechnical Subconsultant for soil borings and infiltrrometer testing as needed for site analysis and design of stormwater management facilities.
4. Coordinate with Traffic Subconsultant for preparation of a Traffic Impact Study (TIS) for traffic greater than 500 trips per day. Note that the fee estimate is based upon traffic counts at two (2) intersections. Actual intersections to be directed by DeIDOT.
5. Perform Stormwater Assessment Study (SAS) per DNREC format as starting point for stormwater design. Hold Pre-Application Meeting with the Sussex Conservation District (SCD) in Georgetown. Develop preliminary design criteria for stormwater management and water quality improvement practices, incorporating input from SCD, and accounting for the 2019 revisions to the Delaware Sediment and

JAMES H. WILLEY, JR., PE
PETER A. BOZICK, JR., PE
JUDY A. SCHWARTZ, PE
CHARLES M. O'DONNELL, III, PE
W. BRICE FOXWELL, PE
A. REGGIE MARINER, JR., PE
JAMES C. HOAGSON, PE
STEPHEN L. MARSH, PE
DAVID A. VANDERBEEK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDOCKY, PE
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, PE

JOHN E. BURNSWORTH, PE
MICHAEL G. KOBIN, PE
VINCENT A. LUCIANI, PE
ANDREW J. LYONS, JR., PE
W. NICHOLAS LLOYD
AUTUMN J. WILLIS

Stormwater Regulations. Develop detailed Stormwater Management plan, computations and report. Submit to Sussex Conservation District (SCD) for review and comment. Incorporate comments and finalize.

6. Prepare Concept Entrance Plan per DeIDOT format and submit to DeIDOT for initial input. Attend Pre-Development meeting at DeIDOT in Dover. Incorporate DeIDOT input and develop Record Plan as needed to acquire a Letter of No Objection to Recordation (LONOR). Prepare detailed Highway Entrance Construction Plans to include road frontage improvements and submit to DeIDOT for review and comment. Incorporate review comments and finalize.
7. Design of entrance road, drainage, water, sewer, and pumping station and force main. Coordinate with City Electric regarding alignment of underground distribution. Coordinate with Chesapeake Utilities regarding alignment of natural gas service.
8. Prepare Fire Marshal Plan and submit to the State Fire Marshal Office (SFMO) for Site Plan approval. Incorporate comments and finalize.
9. Prepare plans, specifications and bid documents suitable for competitive bidding and meeting all requirements of applicable Federal, State and Local codes.
10. Coordinate with all agencies having jurisdiction and acquire all necessary construction permits and agency approvals.
11. Prepare final construction cost estimates.
12. Assist in advertising and bidding. Make recommendation for award of construction contract.

SCHEDULE:

We propose to begin this project immediately upon our receipt of this signed proposal and estimate 6 to 9 months to complete the design and submit plans for permitting.

FEE:

We propose to accomplish the work for an estimated fee of \$87,500. Exhibit A is enclosed which shows an itemized manhour breakdown and derivation of fee. Billing would be based upon the actual hours expended, plus a fixed fee, i.e. cost-plus-fixed fee format.

If this proposal meets with your approval, please execute in the space provided below and return one (1) copy to our office as acceptance and notification to proceed.

If you have any questions, do not hesitate to contact me.

We thank you for this opportunity to be of service to the City of Seaford.

Sincerely,



Judy A. Schwartz, P.E.
Sr. Project Director

JAS/jad

Enclosures

ACCEPTED FOR CITY OF SEAFORD:

By: _____

Title: _____

Date: _____



**STATE OF DELAWARE
JOINT LEGISLATIVE COMMITTEE ON THE CAPITAL IMPROVEMENT PROGRAM
LEGISLATIVE HALL
DOVER, DELAWARE 19901**

July 5, 2019

Charles Anderson
City Manager
City of Seaford
414 High Street
Seaford, DE 19973

Dear Mr. Anderson:

The Fiscal Year 2020 Bond and Capital Improvements Act (Senate Bill 180) appropriated \$750,000 for the City of Seaford for an economic development business park. As per Section 28 of Senate Bill 180, this funding is provided through the Municipal Infrastructure Fund as one-time assistance for the City of Seaford and does not require a local match.

Prior to disbursement of funds, the following documents should be provided to Ruth Ann Jones, Senior Legislative Analyst at the Office of the Controller General:

- Proof of applicable project expenses, including contracts, invoices, receipts, etc.

Upon receipt of these documents, the Office of the Controller General will coordinate with the Office of Management and Budget for final approval and distribution of funds.

If you have any questions, please contact Ruth Ann Jones at (302) 744-4200 or via e-mail at RuthA.Jones@state.de.us.

Sincerely,

Handwritten signature of David Sokola in black ink.

Senator David Sokola
Co-Chair of the Joint Legislative Committee
on the Capital Improvement Program

Handwritten signature of Debra Heffernan in black ink.

Representative Debra Heffernan
Co-Chair of the Joint Legislative Committee
on the Capital Improvement Program

cc: Michael Morton, Controller General
Michael Jackson, Director, Office of Management and Budget
Ruth Ann Jones, Office of the Controller General
Chris Hudson, Office of Management and Budget

MEMORANDUM

NBH
7
9-10-19

To: City Council Members

Fr: David Genshaw, Mayor

Re: 911 Committee Members Recommendation

Dt: 9/5/19

I would like to recommend the following persons to serve on the 911 Center Evaluation Committee:

Dan Henderson - Vice Mayor and Liaison to Seaford Police and Fire, Chairman

Charles Anderson - City Manager

Anita Bell - Manager Seaford 911 Center

Jack Wilson - Seaford Volunteer Fire Department Chief

Pastor Isaac Ross - Seaford Resident

Cole Scott - Acting Sgt. Seaford Police Department

David Tull - Seaford School Board President

Terry Carson - Director Western Sussex Chamber of Commerce

Penny Short - Nanticoke Hospital President

Greg Massey - VP of Agent Operations Trinity Logistics

Joan Neal - President Regional Builders

Alan Cranston - Owner Every Fiber Coffee, Seaford Resident

Jose Santos - Real Estate Agent, Seaford Resident

Should you have any questions please contact me.

Thank you.

CALL-OUT PROCEDURES
UTILITY DIVISIONS
(9/9/19 Draft)

- On-call Administration person will make first call to standby personnel in respective utility service
- On-call Administration person will make additional calls on the basis of the following:
 - Single call for service – standby personnel only for respective service. Power – Electric; Water – Public Works; Sewer – Public Works; Compost or WWTF odors or problems – WWTF; City Hall, Fire Museum or GMB Office – Walt Fat, Mike Bailey or Charles Anderson,
 - Rapid multiple calls reporting problems – standby personnel for respective service, as stated above. Then Utility standby personnel will contact respective Coordinator. The Coordinator will then contact the Director, City Manager and any additional staff to assist with the situation and/or Staff City Hall to assist with calls.
 - Seaford Center out of power – standby person in electric, first; Director of Electric, second; Chief of Police (or Deputy Chief in the absence of the Chief), third; and City Manager, fourth. If this is a situation of rapid multiple calls reporting problems, then Utility standby personnel will contact respective Coordinator. The Coordinator will then contact the required personnel.
 - WWTF out of power – standby person in electric, first; standby person in WWTF, second; Coordinator, Director of Public Works, third; Director of Electric, fourth; and City Manager, fifth.

**CALL-OUT PROCEDURES
UTILITY DIVISIONS**

(9/9/19 Draft)

- On-call Administration person will assist standby person with calling additional personnel or their supervisor if necessary and able to do so. If there are rapid multiple calls the above referenced phone tree will be initiated.
- The office and/or support assistance will be provided to take calls whenever the entire City is without power or water, or there is a large area of citizens affected by the loss of utility services.
- The intent of this policy is to inform responsible parties as necessary and to provide response for critical utility (or other) after hours calls as soon as possible during a significant event. And to provide our customers a responsive, friendly, professional service during their disruption of service.
- Standby personnel change effective each Monday at 12 noon until the next Monday at 12 noon when a new person goes on standby.

This standard operating procedure is effective upon fold down of the Seaford 911 Center as notified by the Chief of Police or the Deputy Chief, and will remain in effect until replaced or amended by new, written changes.

Charles Anderson
City Manager