

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
April 24, 2018
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 April 10, 2018.

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

Mayor Genshaw to present a tribute to Councilwoman Grace Peterson for her service to the City of Seaford.

CORRESPONDENCE:

- 1.

7:05 PUBLIC HEARING:

1. McDonald's, 300 N Dual Highway, TMP # 331-5.00-54.00 and 331-5.00-54.01, are seeking a preliminary site plan review for a proposed McDonald's restaurant with associated parking and access driveways.

NEW BUSINESS:

1. Introduction of new employees:
 - Rob Kracyla - Chief of Police
 - Walter Fa't - Code
 - Jessica Johnson - Administration
 - Nick Smart - Public Works
 - Nick Moore - Electric
2. Bids - Electric Bucket Truck.
3. Bids - Nutter Park Swing Set.
4. Bids - Nutter Park Basketball Court Resurfacing.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

April 24, 2018

5. Bids - Cleaning Services.
6. David Downes, Downes Associates to present the 2018 PCAC budget re-levelization beginning with May 2018 bills.
7. Present the 2018 City Election results.
8. Presentation by Kathy Anger, Credit Manager, regarding the potential Sheriff's sale of certain City properties.

OLD BUSINESS:

1. Presentation by Katie Hickey, Superintendent of Parks and Recreation, regarding Parks policy related to alcohol in City parks.
2. Present for approval a Special Event Permit to allow the serving and consumption of alcoholic beverages in City parks and on City property.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. May 1, 2018 City budget meeting, Council Chambers; 6:00 p.m.
2. May 2, 2018, Coffee with Representative Danny Short, Nanticoke Senior Center, 8:00 a.m.
3. National Day of Prayer, May 3, 2018; City Hall front lawn, 12:20 p.m.
4. May 4, 2018 Live for Chocolate, Downtown Seaford, 5:00 p.m.
5. May 5th, 2018, Nanticoke Little League Opening Day, 8:00 a.m. Williams Pond Park.
6. City of Seaford Clean Up Week is May 14-18.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

April 24, 2018

COMMITTEE REPORTS:

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

Mayor Genshaw solicits a motion to adjourn the regular Council meeting.

Mayor Genshaw closes 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: _____

Posted by: _____

ME #2
4-24-18

MEMORANDUM

TO: Charles Anderson, City Manager

FR: Bill Bennett, Director of Electric

RE: 2019 Electric Bucket Truck Bid

DT: 4/16/18

The City of Seaford received three bids for a new Bucket Truck.

Bidder	Total Cost	Trade In	Total Cost with Trade-In
Altec	\$211,109.00	\$5,000.00	\$206,109.00
Terex	\$210,814.00	\$5,000.00	\$210,061.00
Versalift East, LLC	\$210,645.00	\$8,500.00	\$202,145.00
*Altech bid states \$5,462 for 5 year warranty			
*Terex bid states a \$4,247 steel charge			

All bids met the requirements of the bid specifications. Terex has a steel charge that makes their total cost \$215,061. After reviewing the bids, I would recommend the bid being awarded to the second lowest bidder(Altec) in the amount of \$211,109.00.

This recommendation is based on the fact that the Altec unit has a horizontal reach of 43.1' and the Versalift unit has a horizontal reach of 36'2". This 7' difference in horizontal reach is very important to us when we have to reach across ditches, fence lines and in the substations.

I would recommend putting the old truck out for bid before the scheduled delivery of the new truck with a minimum bid of \$8,500. If no bids are received then I would recommend trading it in when the new truck is delivered.

Thank you for your consideration and if you have any questions, please contact me.

NR 133
4-24-13

MEMORANDUM

TO: Charles Anderson, CM

FR: Katie Hickey, Supt. of Parks & Recreation

RE: Nutter Park Swing Set Bid

DT: April 18, 2018

The City received one bid for the above referenced project. Please see the below table:

Bidder	Two Bay Four Swing Set	Protective Surfacing	Edging Material	Total Base Bid
Liberty Parks	\$3,464.00	\$2,264.00	\$2,284.00	\$8,012.00

It is my recommendation that the bid be awarded to Liberty Parks, in the amount of \$8,012. This swing set is a 3½ arch swing with slash-proof seats and the base will be recycled Miracle timbers. This project will be funded by the ORPT Grant17-174, with a 50% City match.

Please present this information to Council at their meeting on April 24, 2018 for their consideration.

Should you have any questions, please contact me.

Thank you.

NB #4
4.24.18

MEMORANDUM

TO: Charles Anderson, CM
FR: Katie Hickey, Supt. of Parks & Recreation
RE: Nutter Park Basketball Court Resurfacing
DT: April 18, 2018

The City received one bid for the above referenced project. Please see the below table:

Bidder	Total Base Bid
Nickolaus Construction Company	\$22,000.00

It is my recommendation that the bid be rejected by Council due to insufficient budgetary funds.

Please present this information to Council at their meeting on April 24, 2018 for their consideration.

Should you have any questions, please contact me.

Thank you.

NB #5
4-21-18

MEMORANDUM

TO: Mayor and City Council

FR: Charles Anderson, City Manager

RE: Cleaning Services Bid

DT: April 6, 2018

The City received three bids in response to the above referenced solicitation as tabulated below:

Bidder	Price for FY19	Price for FY20	Price for FY21
Capital Contractors, Inc.	\$94,044.00	\$98,748.00	\$103,684.00
Don-Lee Margin	\$36,418.68	\$36,418.68	\$36,418.68
R-N-R Enterprises	\$33,800.00	\$34,840.00	\$35,880.00

The low bidder is the current vendor.

I would recommend that the bid be awarded to the low bidder, R-N-R Enterprises, in the amount of \$33,800.00 for the first year.

Should you have any questions, please contact me.

Thank you.

NB#6
4-24-18

City of Seaford



May 2018 PCAC Relevelization & Impacts

April 07, 2018

Prepared by



City of Seaford, DE *FOR BILLING MONTHS May 2017 - Apr 2019*
Monthly Recovery of Power Cost *i.e. Usage Months Apr 2017 - Mar 2019*

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	
	Usage Month/Year	Power Supply Cost	Debt Service Collection	Retail Sales (kWh)	Power Cost Recovery /kWh in Rates	Power Cost Recovery In Rates (\$)	Power Cost Adjustment PCAC / KWH	Power Cost Recovery in PCAC	Net Recovery of Power Cost	Cumulative Power Cost Recovery	
			\$0.006156			(D) x (E)		(D) x (G)	(F)+(H)-(B)		
	<u>Historical</u>									prior month	(\$159,870)
1	Apr 2017	\$637,792	\$48,099	7,813,849	\$0.088223	\$689,361	(\$0.00257)	(\$20,078)	\$31,491	(\$128,379)	
2	May 2017	\$673,702	\$48,068	7,808,827	\$0.088223	\$688,918	(\$0.00257)	(\$20,065)	(\$4,849)	(\$133,228)	
3	Jun 2017	\$796,178	\$57,930	9,410,917	\$0.088223	\$830,259	(\$0.00257)	(\$24,181)	\$9,900	(\$123,328)	
4	Jul 2017	\$915,999	\$67,544	10,972,760	\$0.088223	\$968,050	(\$0.00257)	(\$28,195)	\$23,856	(\$99,472)	
5	Aug 2017	\$846,737	\$62,089	10,086,629	\$0.088223	\$889,873	(\$0.00257)	(\$25,918)	\$17,218	(\$82,254)	
6	Sep 2017	\$723,254	\$53,243	8,649,480	\$0.088223	\$763,083	(\$0.00257)	(\$22,225)	\$17,604	(\$64,650)	
7	Oct 2017	\$667,560	\$49,662	8,067,732	\$0.088223	\$711,760	(\$0.00257)	(\$20,730)	\$23,469	(\$41,181)	
8	Nov 2017	\$666,076	\$49,195	7,991,871	\$0.088223	\$705,067	(\$0.00257)	(\$20,535)	\$18,455	(\$22,726)	
9	Dec 2017	\$805,292	\$53,163	8,636,467	\$0.088223	\$761,935	(\$0.00257)	(\$22,191)	(\$65,549)	(\$88,274)	
10	Jan 2018 est.	\$746,709	\$60,154	9,772,169	\$0.088223	\$862,130	(\$0.01002)	(\$97,964)	\$17,456	(\$70,818)	
11	Feb 2018 est.	\$686,769	\$55,909	9,082,636	\$0.088223	\$801,297	(\$0.01002)	(\$91,052)	\$23,477	(\$47,341)	
12	Mar 2018 est.	\$694,168	\$51,477	8,362,635	\$0.088223	\$737,777	(\$0.01002)	(\$83,834)	(\$40,226)	(\$87,567)	
13	Total	\$8,860,238	\$656,532	106,655,972		\$9,409,510		(\$476,968)	\$72,304		
14	<u>Forecast/Update</u>										
15	Apr 2018 est.	\$615,598	\$49,299	8,008,744	\$0.088223	\$706,555	(\$0.00827)	(\$66,232)	\$24,725	(\$62,842)	
16	May 2018 est.	\$646,247	\$49,285	8,006,540	\$0.088223	\$706,361	(\$0.00827)	(\$66,214)	(\$6,100)	(\$68,942)	
17	Jun 2018 est.	\$752,147	\$58,356	9,480,108	\$0.088223	\$836,364	(\$0.00827)	(\$78,400)	\$5,816	(\$63,126)	
18	Jul 2018 est.	\$848,681	\$66,647	10,827,039	\$0.088223	\$955,194	(\$0.00827)	(\$89,540)	\$16,973	(\$46,153)	
19	Aug 2018 est.	\$812,462	\$63,476	10,311,924	\$0.088223	\$909,749	(\$0.00827)	(\$85,280)	\$12,008	(\$34,146)	
20	Sep 2018 est.	\$689,130	\$54,029	8,777,190	\$0.088223	\$774,350	(\$0.00827)	(\$72,587)	\$12,632	(\$21,513)	
21	Oct 2018 est.	\$625,348	\$49,501	8,041,577	\$0.088223	\$709,452	(\$0.00827)	(\$66,504)	\$17,600	(\$3,913)	
22	Nov 2018 est.	\$627,529	\$49,347	8,016,630	\$0.088223	\$707,251	(\$0.00827)	(\$66,298)	\$13,425	\$9,511	
23	Dec 2018 est.	\$751,110	\$53,362	8,668,790	\$0.088223	\$764,787	(\$0.00827)	(\$71,691)	(\$58,014)	(\$48,503)	
24	Jan 2019 est.	\$746,709	\$60,154	9,772,169	\$0.088223	\$862,130	(\$0.00827)	(\$80,816)	\$34,605	(\$13,898)	
25	Feb 2019 est.	\$686,769	\$55,909	9,082,636	\$0.088223	\$801,297	(\$0.00827)	(\$75,113)	\$39,415	\$25,517	
26	Mar 2019 est.	\$694,168	\$51,477	8,362,635	\$0.088223	\$737,777	(\$0.00827)	(\$69,159)	(\$25,551)	(\$33)	
27	Total	\$8,495,899	\$660,841	107,355,982		\$9,471,267		(\$887,834)	\$87,533		
28											
29		Apr 17 - Dec 17	Jan 18 - Mar 18	Apr 18 - Mar 19							
30	PCAC	(\$0.00257)	(\$0.01002)	(\$0.00827)					Check: % of Power Supply Cost:	(0.0%)	

City of Seaford

January 2018 and May 2018 PCAC Relevelizations & Rate Impacts

(A)	(B)	(C)	(D)	(E)	(F)	(G)
	February 2017 PCAC Relevelization		January 2018 PCAC Relevelization		May 2018 PCAC Relevelization	
1 Wholesale Metered kWh	116,357,520		113,049,483		114,130,061	
2 Retail Sales kWh	109,661,284		106,793,670		107,355,982	
3 12 Month Line Losses %	5.8%		5.5%		5.9%	
4						
5 Wholesale Purchases kWh	119,686,509		116,283,829		117,395,322	
6 Wholesale Costs	\$9,171,577	\$0.07663	\$8,415,461	\$0.07237	\$8,495,899	\$0.07237
7						
8 Permanent GOM Increase for Debt Service Collection via Embedded Reduction w/o Base Rate Reduction	\$675,032	\$0.006156	\$657,380	\$0.006156	\$660,841	\$0.006156
9						
10						
11 Embedded Power Supply Costs	\$9,674,647	\$0.088223	\$9,421,658	\$0.088223	\$9,471,267	\$0.088223
12 "Perfect" PCAC	(\$503,070)	(\$0.00459)	(\$1,006,197)	(\$0.00942)	(\$975,367)	(\$0.00909)
13 Out of Period Adjustment	\$221,295	\$0.00202	(\$64,391)	(\$0.00060)	\$87,567	\$0.00082
14 PCAC to be Billed	(\$281,776)	(\$0.00257)	(\$1,070,588)	(\$0.01002)	(\$887,801)	(\$0.00827)
15 Net Rate Impact to Customers	2.2%		(5.3%)		1.4%	

City of Seaford

May 2018 PCAC Relevelization Retail Rate Impacts

	(A)	(B)	(C)	(D)
	Current Average Rates	Proposed May 2018 Average Rates	Average Rate Impacts From Proposed May 2018 Rates	
1 Out of Period PS Cost Adj.	(\$64,391)	\$87,567	\$151,957	1.1%
2 PCAC	(\$0.01002)	(\$0.00827)	\$0.00175	
3				
4 Res	\$0.14467	\$0.14643	\$57,298	1.2%
5 Com-ND	\$0.16302	\$0.16478	\$10,390	1.1%
6 SGS	\$0.14215	\$0.14390	\$19,825	1.2%
7 MGS	\$0.12647	\$0.12822	\$48,994	1.4%
8 LGS-S	\$0.10726	\$0.10902	\$21,250	1.6%
9 LGS-P	\$0.10097	\$0.10272	\$30,635	1.7%
10 Total	\$0.12992	\$0.13167	\$188,391	1.4%

CERTIFICATE OF ELECTION

The Annual Municipal Election held on **Saturday, April 21, 2018**, resulted as follows:

Total Number of Ballots Cast: 466
 (Includes 36 Absentee Ballot)

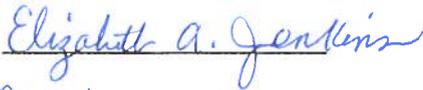
FOR MAYOR – TWO (2) YEAR TERM

Alfred L. Cannon 63
David Genshaw 375

FOR CITY COUNCIL MEMBER – THREE (3) YEAR TERM

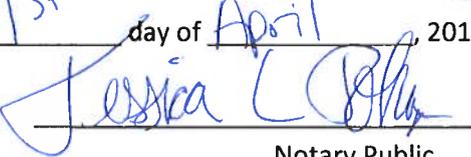
Shane F. Beard 99
Orlando A. Holland 195
Pat A. Jones 99
James King 233
Matt MacCoy 185

ELECTION COMMITTEE

Rick Peterson, Presiding Officer 
 Sharon Drugash, Election Judge 
 Toby French, Election Judge 
 Virginia Hastings, Election Judge 
 Elizabeth Jenkins, Election Judge 

Subscribed and sworn before me on this 21st day of April, 2018

JESSICA L. JOHNSON
NOTARY PUBLIC
STATE OF DELAWARE
MY COMMISSION EXPIRES
SEPTEMBER 19, 2020


 Notary Public

NR # 3
4.24.18



Memo

To: Charles Anderson
From: Kathy Anger *KJA*
cc: June Merritt
Date: 4/10/18
Re: Sheriff Sales

City Charter permits the City to sell the property of accounts with delinquent taxes. Our current City Solicitor has experience in this area and is willing to take on this challenge. In an effort to better the community, I would like the opportunity to discuss it with Council and request permission to move forward with the sale of 2 to 3 delinquent properties a month as outlined in our City Charter.

If you have any questions, please let me know.



Special Events Permit Application

The City of Seaford has designed this permit process to enable you to think about every aspect needed for your event. This application is intended to provide you with all of the necessary information needed to complete the permit application and is required for any person or organization who intends to host a special event within the City of Seaford.

Please read all of the information packet and instructions before you begin completing the application form. Most common questions will be answered as you read through all the information. If after reading the packet you still have questions, contact the City's Parks & Recreation Department at (302) 629-6809.

The completed application must be submitted to the Superintendent of Parks & Recreation (320 Virginia Ave) not less than sixty (60) calendar days before the event date, but no more than twelve (12) months in advance.

If the applicant fails to adhere to the policies and procedures established by the City of Seaford Codified Ordinances or any condition or restrictions imposed on the permit by City Administration or Departments, the permit may be revoked at any time by the Seaford Police Department, Parks & Recreation Department, Code Department, or City Manager's Office.

This application form and all other required documents may be submitted via email to seafordrec@seafordde.com or mailed/delivered to:

Katie Hickey, Supt. of Parks & Recreation

Dept. of Parks & Recreation

320 Virginia Ave

Seaford, DE 19973

Office Hours, Labor Day to Memorial Day: Monday – Friday, 8:00 am – 5:00 pm
Office Hours, Memorial Day to Labor Day: Monday – Friday, 7:00 am – 4:00 pm



EVENT INFORMATION

Event Name: _____

Location: _____

Description of Event:

EVENT	DATE	TIME
Setup		
Start Time		
End Time		
Breakdown		

Type of Event:

- Athletic Event Carnival/Circus Parade/March
- Farmer's Market Festival Fair
- Street Fair/Block Party Exhibition Street Market
- Other: _____

Anticipated Attendance Total: _____

Is this an annual event? YES NO

APPLICANT INFORMATION

Organization Name: _____

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

On Scene Contact: _____ Cell: _____

The **applicant** must be able to answer questions regarding the entire event application. He/She must be available for any planning meetings scheduled prior to the event. The **on scene contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, breakdown and be in possession of the approved special event permit.

EVENT COMPONENTS

If the event includes any of the following, a detailed plan must be included

YES NO **Right of Way Usage**

Will the event require any temporary closures or restrict access to any streets, sidewalks, or alleys?

YES NO **City Park/Facility Usage**

Will the event require the use of City-owned park/property or facility?

YES NO **Mobile Food Vendors/Concessions/Vendors**

Will the event have mobile food vendors, a concession stand(s) or vendors?

YES NO **Alcohol/Wine/Liquor** – proof of license and insurance is required

If yes, please fill out the attached form in the packet.

YES NO **Inflatables** – proof of insurance is required

If yes, the following must be completed:

Entertainment Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

YES NO **Entertainment**

Will there be live entertainment, DJ, band, performers, or use of a stage?

YES NO **Tents/Membrane Structures**

If yes, tents, multiple tents or membrane structures over 350 square feet require approval from the State Fire Marshal and City Code Department.

YES NO **Parade/March**

If yes, an attachment of the route must be in your plan. Also, contact Delaware Department of Transportation (for State roads) and/or the City of Seaford (for City roads) for approval prior to submitting the Parade/March plan.

YES NO **Temporary Fencing**

If yes, all fencing must be shown on your attached layout and the following must be completed:

Fencing Company: _____

Contact: _____ Phone: _____

Address: _____ City: _____ Zip: _____

YES NO **Electrical Service/ Generators**

Will you be using generators? YES NO

Will you need electric supplied by the City of Seaford, if available in the area??

YES NO

(Football/softball field lights at the Seaford Sports Complex are \$20 per hour)

EVENT COMPONENTS CONT'D.

YES NO **Carnival Rides** – proof of insurance is required
 If yes, a permit must be obtained from the State Fire Marshal’s Office and the following must be completed:
 Number of Rides: _____
 Amusement Company: _____
 Contact: _____ Phone: _____
 Address: _____ City: _____ Zip: _____

YES NO **Trash/Recycling Services**
 Do you have a company handling trash and recycling services for your event?
 Vendor/Company: _____
 Contact: _____ Phone: _____
 Address: _____ City: _____ Zip: _____

YES NO **Portable Restrooms**
 You are required to provide portable restrooms at your event, unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event. It is recommended that hand-sanitizing services be provided. Number of restrooms will be determined based on the number of persons expected under an assembly use.

 Number of portable Restrooms: _____ Number of ADA accessible: _____
 Company: _____
 Contact: _____ Phone: _____
 Address: _____ City: _____ Zip: _____

CITY DEPARTMENT APPROVALS

It is important to ensure compliance with all applicable City codes and regulations during your event. Accordingly, it may be necessary to discuss the event with any of the follow departments to facilitate the final review and approval of your application.

City Manager’s Office	(302) 629-9173	414 High Street
Code Department	(302) 629-9173	414 High Street
Seaford Police Department	(302) 629-6644	300 Virginia Avenue
Parks & Recreation Department	(302) 629-6809	320 Virginia Avenue
Public Works Department	(302) 629-8307	8000 Herring Run Road
Electric Department	(302) 629-9841	8000 Herring Run Road
Seaford Volunteer Fire Department	(302) 629-9355	302 E King Street

CITY EVENT FEES / INFORMATION

Depending on the size and scope of the event, fees may be assessed by each department. Other departments may charge additional fees or refuse receptacle delivery/servicing, Special Duty Police Officer(s), Police vehicles, etc.

Other fees from outside agencies (State Fire Marshal, Public Health, Alcohol Beverage Commission, etc.) are paid directly to the outside agency prior to the City issuing a permit. Outside agency attendance and any associated costs are determined by that agency.

The State Fire Marshal requires permits for the following activities: Public Assembly (including special events), amusement rides, haunted houses, tents, and fireworks. Please visit the Fire Marshal's website for links to forms and/or required permits.

If the event will have any impact on a State roadway, the applicant must contact DeIDOT at (800) 652-5600. DeIDOT can also help determine which streets and roads in Seaford are state maintained.

If the event will have any impact on a City roadway or parking area, the applicant must contact the City Code Department at (302) 629-9173 for road closure details and procedures.

ADDITIONAL REQUIREMENTS

In addition to completing the application form, the applicant/organizer is required to furnish the following with their special event permit application:

- General Liability Insurance Listing the City of Seaford as an Additional Insured:**
Evidence of General Liability Insurance Coverage in an amount not less than one million dollars (\$1,000,000) combined single limit bodily injury and property damage for each occurrence.

“The City of Seaford, together with its elected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors, and assigns are named as an additional insured with respect to liability arising out of (name of event) to be held on (dates) of the event.”

Additional endorsements that may be required:

- If food is sold or served at the event, the insurance policy must include an endorsement for product liability in an amount not less than one million dollars (\$1,000,000).
- If alcoholic beverages are served at the event, the policy must include an endorsement for liquor liability in an amount not less than one million dollars (\$1,000,000).
- If the event involves the use of vehicles, the policy must include an endorsement for automobile liability in an amount not less than one million dollars (\$1,000,000).

- Clarification of Applicant's Status**
Applicants/Organizations claiming tax-exempt, non-profit status must include a copy of their IRS tax exempt, non-profit determination letter to the application.

SITE PLAN

Please complete a diagram of your event site. Use an 8½ x 11 in sheet of paper. Include the location of all event infrastructure elements, such as:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind, indicated the direction of travel and all street or lane closures.
- Parking, accessible parking, drop-off and shuttle locations
- Fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. If any use of barricades and/or cones are needed, contact the Seaford Public Works Department.
- Provision of minimum twenty foot (20') emergency access lanes on public/private streets throughout the event venue.
- First Aid facilities and ambulances.
- All stages, platforms, entertainment areas, scaffolding, bleachers, grandstands, canopies, tents, inflatables, mechanical rides, games, animals, demonstrations, children areas, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- Food concessions and cooking area including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Parking areas for vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Other operational event components not listed above.

If your event starts/ends at one or more locations and uses streets/trails elsewhere in Seaford (for example, a 5K run/walk that starts downtown and uses City streets), please submit a site plan that shows the start location, direction of pedestrian flow, and end location. Please include a written course description as well.

LIABILITY

Applicant agrees to submit, upon request of the City of Seaford, any additional information required to evaluate this application and permit. Applicant certifies that all information contained herein and any other information submitted in support of this application and permit is true and correct to the best of their knowledge.

Applicant agrees that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies, procedures and ordinances established by the City of Seaford or any conditions or restrictions imposed upon the permit by the Seaford Police Department or any other City Department is cause for revocation of the Special Event Permit. Applicant further agrees the permit may be revoked at any time by the Seaford Police Department, the Parks & Recreation Superintendent, or the City Manager (or designee).

Applicant agrees to protect, defend, indemnify and hold the City of Seaford, its elected and appointed officials in their individual and official capacities, its employees, volunteers, principals, agents, officers, directors, predecessors, successors, and assigns (collectively, "City") harmless from any and all losses, damages, claims for damages, liability, suits, judgements, expense or cost arising from any injury or death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, court costs and expert fees) of any nature whatsoever arising out of or attributed to issuance of the Special Event Permit herein identified or the authorization thereof regardless of where the injury, death, or damage may occur, unless such injury, death or damage is caused by the sole negligence or willful misconduct of the City.

Signature of Applicant

Printed Name

Date

ROUTING FORM FOR DEPARTMENT APPROVAL

Economic Development / IT Department	Approved by: _____	Date: _____
Comments: _____ _____		
Electric Department	Approved by: _____	Date: _____
Comments: _____ _____		
Code Department	Approved by: _____	Date: _____
Comments: _____ _____		
Administration Department	Approved by: _____	Date: _____
Comments: _____ _____		
Public Works Department	Approved by: _____	Date: _____
Comments: _____ _____		
Parks & Recreation Department	Approved by: _____	Date: _____
Comments: _____ _____		
Police Department	Approved by: _____	Date: _____
Comments: _____ _____		
City Manager	Approved by: _____	Date: _____
Comments: _____ _____		



ALCOHOLIC BEVERAGES

If your event is providing, distributing, selling, or dispensing alcoholic beverages, it may require a temporary alcohol permit, and if so, you will need to submit an application for a permit to the Delaware Office of Alcoholic Beverage Control Commissioner which can be reached at (302) 577- 5222. Applications are available at:

<http://date.delaware.gov/OABCC/forms-applications.shtml>

Check all that apply:

- Free Alcohol
- Alcohol Sales
- Free and Sale Alcohol
- Sampling of Alcohol
- Beer
- Beer and Wine
- Beer, Wine, and Distilled Spirits

Do you plan to secure a:

- Gathering License
- Extension of Premises License

Please describe your security plan to ensure the safe offering of alcohol at your event.

If applying for a Gathering License, the following must be provided:

Organization Name	IRS 501(C)3#
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Name of contact at Organization	Phone
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On-site Agent Responsible for Alcohol

How will attendees over the age of 21 be identified?

What controls will be used to keep attendees under the age of 21 from obtaining alcohol at the event?
