

REVISED 6/5/18

**AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
June 12, 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 May 22, 2018.
 - Approval of minutes of the Budget Workshop on May 14, 2018.
 - Approval of minutes of the Budget Workshop on June 4, 2018.

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

CORRESPONDENCE:

- 1.

NEW BUSINESS:

1. City Solicitor Dan Griffith to present a draft change to Annexation of Territory, Section 2 of the City Charter related to the annexation of property into the City.
2. Peggy Geisler, Sussex County Health Coalition Executive Director and Lisa Coldiron to present information on the Seaford Drug Free Taskforce committee's "Seaford Goes Purple campaign".
3. Present the FY 2019 Budget for approval.
4. Present for approval the revised Fee and Rate Schedule.
5. First reading of an amendment to the City Municipal Code Chapter 8, Section 8.4.2 to amend the time required to apply for a Parade or Procession Permit to 45 days in advance of the event.
6. First reading of an amendment to the City Municipal Code Chapter 8, Section 8.3.3 to amend the time required to apply for a Special Event Permit to 45 days in advance of the event.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 12, 2018

NEW BUSINESS (continued):

7. First reading of an amendment to the City Municipal Code Chapter 8, Section 8.2.19 to permit the sale and or consumption of alcohol at special events or gatherings in public places with application to and approval from the City Council.
8. Present for approval revisions of the Seaford Police Department General Orders Manual Section 3/964.05 Rank Criteria; to add the rank of Master Corporal.

OLD BUSINESS:

- 1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

1. June 14 at 11:00 a.m. Seaford District Library; Seaford School District Food Services event.
2. June 15 at 8:30 a.m. Pine Street Substation ribbon cutting ceremony.
3. June 18 at 6:00 p.m. Rental Licenses informational meeting; City Hall.

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**

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: 6/5/18

Posted by: TNT

CHARTER CHANGE LANGUAGE

The entirety of section 2 shall be stricken and replaced with the following language:

The City may from time to time extend its boundaries through the process of annexation in accordance with the Delaware Code and the following procedures shall apply:

(A) Any owner of property located contiguous to the then existing corporate limits and territory of the City of Seaford, may, by written Petition, with the signature of each such Petitioner duly witnessed, request the City Council consider the annexation of the territory into the City.

(1) The petition shall be presented to the City Council shall include the tax parcel number(s), a description of the territory requested to be annexed in electronic format, a sealed survey (dated within 1 year of the petition), present and requested zoning, a statement of compliance with the Comprehensive Plan and the reasons for the requested annexation.

(2) If the City Manager deems the petition complete, the Mayor of the City of Seaford shall appoint a committee composed of not less than three (3) of the elected members of City Council ("Annexation Committee") to investigate the possibility of the annexation. Not later than 90 days following referral of the petition to the Annexation Committee, the Committee shall submit a written report containing its findings and conclusions to the Mayor and City Council of the City of Seaford. The report so submitted shall include the advantages and disadvantages of the proposed annexation, both to the City of Seaford and to the territory proposed to be annexed, and shall contain the recommendation of the Annexation Committee whether or not to proceed with the proposed annexation and the reasons therefor, as well as a recommendation of the proper zoning district for the property to be annexed.

(3) A Plan of Services for the property must be completed in accordance with Delaware Code. This Plan of Services must be completed for review and acceptance by all necessary agencies prior to final legislative action on the annexation.

(4) Within 60 days of the final recommendation by the Annexation Committee, City Council shall hold a public hearing to consider the annexation petition.

(5) Following the public hearing on the annexation petition and subject to the acceptance of the Plan of Services, City Council may then adopt an ordinance annexing such territory in to the City of Seaford. Such ordinance shall be passed by the affirmative vote of 2/3 of all the elected members of the City Council. If the ordinance fails to receive the affirmative vote of 2/3 of the elected members of the City Council, the territory proposed to be annexed shall not again be considered for annexation for a period of 1 year from the date that the ordinance failed to receive the required affirmative vote.

(6) The public notice of the annexation ordinance shall contain a description of the territory proposed to be annexed, requested zoning and shall fix a time and place for the public hearing on the subject of the proposed annexation and zoning. The public notice of the annexation ordinance

shall be published in a newspaper having a general circulation in the City of Seaford at least 1 week prior to the date set for the public hearing, and, at the discretion of the City Council, the notice may be posted in 2 public places both in the City of Seaford and in the area near the property or territory proposed to be annexed and on the City website.

(7) If the ordinance is adopted by a 2/3 affirmative vote, the City Council shall cause a description and a plot of the territory annexed to be recorded in the Office of the Recorder of Deeds, in and for Sussex County, but in no event shall said recordation be completed more than ninety (90) days following the date of the adoption of the ordinance. The territory considered for annexation shall be considered to be a part of the City of Seaford from the time of recordation. The failure to record the description of the plot within a specified time shall not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the 90 day period from the date of the favorable vote of the City Council.

(B) If 5 or more property owners, but less than all of the property owners of a territory contiguous to the then limits and territory of the City of Seaford, by written Petition with the signature of each such Petitioner duly witnessed, shall request the City Council to annex the territory in which they own property then the same procedures outlined in Section 2 (a)(1)-(a)(7) herein shall be followed.

(1) If an ordinance is adopted approving a petition for the annexation of 5 or more property under the procedures of Section 2 (a)(1)-(a)(7) herein it shall be subject to the approval of the property owners of the City of Seaford and the property owners in the territory to be annexed. This approval or disapproval shall be signified at a Special Election as set forth below.

(a) City Council shall order a Special Election to occur within 60 days after the adoption of the ordinance affirming the annexation.

(b) The notice of the time and place of the said Special Election shall be published within 30 days immediately preceding the date of this Special Election in at least 2 issues of a newspaper having a general circulation in the City of Seaford, and, at the discretion of the City Council, notice may also be posted in at least 2 public places within the City of Seaford, in the territory proposed to be annexed, and on the City website at least 15 days prior to the date set forth for the said Special Election.

(c) At the Special Election, every property owner, whether individual, partnership or corporation both in the City of Seaford and in the territory proposed to be annexed shall have one vote. Property held by a partnership or by a corporation shall vote only by a power of attorney, corporate resolution, or authorization affidavit duly executed. In the event that an individual holds a Power of Attorney or corporate resolution duly executed and acknowledged, specifically authorizing the said individual to vote on behalf of a partnership or by a corporation at the said Special Election, before that person votes, a duly witnessed Power of Attorney or corporate resolution, shall be filed in the Office of the City Manager of the City of Seaford. The Power of Attorney or corporate resolution so filed shall constitute conclusive evidence of the right of said person to vote in the Special Election for such partnership or for such corporation. Property

owners, individuals, or entities in the area proposed to be annexed shall have only 1 vote regardless of the number of parcels owned.

(d) Every citizen of the City of Seaford or of the territory proposed to be annexed over the age of eighteen years who is a property owner shall have one vote. In the case of property owned by husband and wife jointly, the husband and wife shall each have one vote. In the event that a person owns property both in the City of Seaford and in the territory proposed to be annexed, the person shall only have one vote. The books and records of the City of Seaford in the case of property owners and citizens of the City and the books and records of the Board of Assessment of Sussex County in the case of property and residents of the territory proposed to be annexed shall be conclusive evidence of the right of such property owners and citizens to vote at the Special Election.

(e) The City Council may cause either voting machines or paper ballots to be used in the Special Election, the form of the ballot to be printed as follows:

SPECIAL ELECTION TO CONSIDER THE ANNEXATION OF [PROPERTY ADDRESSES, TAX PARCEL NUMBERS AND GENERAL PROPERTY LOCATIONS] INTO THE CITY OF SEAFORD.

For the proposed annexation.

Against the proposed annexation.

(f) The City Council shall cause to be prepared, printed and have available a sufficient number of ballots not less than five (5) days prior to the date of the Special Election.

(g) The Mayor of the City of Seaford shall appoint 3 persons to act as a Board of Special Election, at least one of whom must reside and own property within the City of Seaford and at least one whom owns property in the territory proposed to be annexed. One of the said persons so appointed shall be designated as the Presiding Officer. Voting shall be conducted in the Municipal Building and the Board of Election from 7 a.m. prevailing time, until 3:00 p.m. prevailing time, on the date set for the special election.

(h) Immediately after the closing of the polling place, the Board of Special Election shall count the ballots for and against the proposed annexation and shall announce the result. The Board of Special Election shall then certify the votes cast for and against the proposed annexation and the number of void votes and shall file and deliver the certification to the City Council.

(i) In order for the territory to be considered annexed, a majority of the votes cast both from the residents and property owners of the City of Seaford and from the owners of the territory proposed to be annexed must have been cast in favor of the proposed annexation. If a favorable vote for annexation shall have been cast, the City Council of the City of Seaford shall cause a description and a plot of the territory so annexed to be recorded in the Office of the Recorder of Deeds, in and for Sussex County, within ninety (90) days following the favorable vote. The territory considered for annexation shall be considered to be a part of the City of Seaford from the

time of recordation. The failure of the City of Seaford to record the description and plot within ninety (90) days shall not make the annexation invalid, but such annexation shall be deemed to be effective at the expiration of the ninety (90) day period.

(j) In the event that the vote results in an unfavorable vote for the annexation, all or any part of the territory considered at the Special Election for annexation shall not again be considered for annexation for a period of one year from the date of the referendum.

(2) In the event the ordinance for annexation does not receive an affirmative vote by 2/3 of all the elected members of City Council, no Special Election shall be held and the territory previously proposed to be annexed shall not again be considered for annexation for a period of one (1) year from the date the ordinance was denied.

(C) Annexation Agreement.

(1) Notwithstanding any provision herein to the contrary, where, pursuant to §2(a) or (b) of this Charter, annexation proceedings are initiated by a property owner(s) holding record title to real property in territory contiguous to the then existing corporate limits of the City, such petition may be made contingent upon an annexation agreement with the City which agreement may address any matters which would be relevant to the subject lands, if annexed. By way of example and not in limitation, such agreement may address zoning, subdivision approval, tax relief, public utilities and public improvements. In the event the City Council approves such an agreement and votes to accept a petition under this §2 of this Charter, such Annexation Agreement shall be deemed a material part of the annexation and shall be included in all subsequent steps of the annexation procedure. City Council may vote to require the Annexation Agreement at any time before adoption of the ordinance annexing the territory into the city.

(2) The ordinances and notices adopted by the City Council shall recite that the proposed annexation includes and is subject to an annexation agreement. The ordinances and ballots, if an election is required, annexing the territory shall recite that the annexation is subject to an annexation agreement which shall be made available in the Town Hall at least seven (7) days prior to any vote to approve the petition. An annexation agreement may be modified or amended by mutual agreement of the petitioner and the City Council at any time prior to the ordinance adopted by City Council annexing the land into the City of Seaford. In any event, the Annexation Agreement shall run with the land and be recorded with the annexation ordinance.

(D) Property shall be designated to a territory of the City of Seaford pursuant to Section 1 of this Charter when annexed into the City.

SYNOPSIS

This amendment replaces the current provisions of Section 2 of the City of Seaford Charter titled Annexation of Territory to provide a more clearly outline the process for annexation property into the City. The changes provide two distinct processes for annexation – a petition from 1-4 owners of property of land contiguous to the City limits and one for 5 or more owners of property of land contiguous to the City limits. All annexation petition approved by the City have to have a Plan of Service and be consistent with the City's Comprehensive Plan.

11/21/2018
10:12:51

**CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS
ADOPTED BUDGET _____**

	FY 2018	FY 2019	% CHANGE	\$ INCR/DECR
REVENUE				
General Fund	5,596,075	5,651,401	0.99%	55,326
Transfer from Electric Fund	3,114,412	3,227,551	3.63%	113,139
Transfer from Sewer Fund	191,719	200,000	4.32%	8,281
Transfer from Water Fund	77,102	85,000	10.24%	7,898
Municipal Golf Fund	0	0	0.00%	0
Transfer from General Fund	387,795	358,199	-7.63%	(29,596)
Transfer from Electric Fund	0	0	0.00%	0
Water Fund	1,029,574	1,126,946	9.46%	97,372
Transfer from Electric	0	0	0.00%	0
Sewer Fund	2,663,390	2,931,590	10.07%	268,200
Transfer from Electric	0	0	0.00%	0
Electric Fund	15,472,294	14,941,532	-3.43%	(530,762)
TOTAL REVENUE	28,532,361	28,522,219	-0.04%	(10,142)
REVENUE W/O INTERNAL TRANSFER	24,761,333	24,651,469	-0.44%	(109,864)
EXPENDITURES				
Executive	99,413	103,465	4.08%	4,052
Capital	0	7,900		
Administration	1,863,934	1,844,922	-1.02%	(19,012)
Capital	10,000	26,300	163.00%	16,300
Transfer to Golf Fund	387,795	358,199	-7.63%	(29,596)
Economic Development	127,806	139,885	9.45%	12,079
Capital	5,400	25,100	364.81%	19,700
Information Technology	100,994	110,400	9.31%	9,406
Capital	25,000	25,000	0.00%	0
Code	515,953	334,034	-35.26%	(181,919)
Capital	0	1,600	0.00%	1,600
Fire	258,662	307,846	19.01%	49,184
Capital	0	0	0.00%	0
Police	3,488,395	3,724,600	6.77%	236,205
Capital	75,000	89,037	18.72%	14,037
Dispatchers	617,407	632,532	2.45%	15,125
Capital	0	19,400	0.00%	19,400
Recreation	211,045	211,913	0.41%	868
Capital	0	5,400	0.00%	5,400
Parks	465,977	483,321	3.72%	17,344
Capital	38,200	29,229	-23.48%	(8,971)
Pools	38,552	36,170	-6.18%	(2,382)
Capital	0	0	0.00%	0
Streets	494,775	493,199	-0.32%	(1,576)
Capital	155,000	154,500	-0.32%	(500)
EXPENDITURES - SUBTOTAL PAGE 1	8,979,308	9,163,952	2.06%	184,644

**CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS
ADOPTED BUDGET**

	FY 2018	FY 2019	% CHANGE	\$ INCR/DECR
Municipal Golf	387,795	358,199	-7.63%	(29,596)
Capital	0	0	0.00%	0
Water	882,947	1,000,421	13.30%	117,474
Capital	69,525	41,525	-40.27%	(28,000)
Transfer to General Fund	77,102	85,000	10.24%	7,898
Sewer Collector System	459,628	593,416	29.11%	133,788
Capital	65,000	140,000	115.38%	75,000
Sewer Plant	1,721,306	1,795,602	4.32%	74,296
Capital	15,500	17,200	10.97%	1,700
Transfer to General Fund	191,719	200,000	4.32%	8,281
Compost	210,237	185,372	-11.83%	(24,865)
Capital	0	0	0.00%	0
Electric Distribution	12,285,172	11,463,781	-6.69%	(821,391)
Capital	72,710	250,200	244.11%	177,490
Transfer to General Fund	3,114,412	3,227,551	3.63%	113,139
Transfer to Golf Course Fund	0	0	0.00%	0
Transfer to Water Fund	0	0	0.00%	0
Transfer to Sewer Fund	0	0	0.00%	0
Power House	0	0	0.00%	0
Capital	0	0	0.00%	0
EXPENDITURES - SUBTOTAL PAGE 2	19,553,053	19,358,267	-1.00%	(194,786)
TOTAL EXPENDITURES	28,532,361	28,522,219	-0.04%	(10,142)
EXPENDITURES W/O INTERNAL TRANSFER	24,761,333	24,651,469	-0.44%	(109,864)
Total Revenues without Internal Transfers	24,761,333	24,651,469	-0.44%	(109,864)
Total Expenditures without Internal Transfers	24,761,333	24,651,469	-0.44%	(109,864)
Surplus (Deficit)	0	0	0.00%	0
Note: Purchased Power Electric Distribution	9,176,527	8,495,899	-7.42%	(680,628)
Note: Electric Distribution without Purchased Power	3,108,645	2,967,882	-4.53%	(140,763)



CITY OF SEAFORD SCHEDULE OF FEES AND RATES

Amended June 12, 2018

Effective July 1, 2018

Deleted: April 25,

Deleted: May

The following fee & rate schedule contains base fees for different services and or permits obtained from the City of Seaford. The rates shown here are only current as of the date shown above. Fee calculations for permits must be performed by the City Code Department to ensure accuracy. Fee rates are never guaranteed and are subject to change at any time by an act of the City Council.

PROPERTY TAX RATE

Assessment is based on 2008 market values. The City of Seaford's taxes are assessed at 100% of appraised value and taxed at \$0.31 per \$100 of assessed value.

PROPERTY TAX RE-ASSESSMENT FEE:

As determined by current assessment charges.

* This fee applies to property tax reassessments necessary due to Sub-division Farm Land Exemption requests; Property Improvements, Subdivisions, Re-zonings and/or Annexations.

ELECTRIC UTILITY RATES

RESIDENTIAL CUSTOMERS

Customer Charge \$8.75 Per Month *Minimum Bill \$15.00
First 39.07 KWH \$0.160000
Next 710.93 KWH \$0.152817
Remaining KWH \$0.128631

COMMERCIAL NON-DEMAND METERING (under 3500 kwh)

Customer Charge \$10.50 Per Month *Minimum Bill \$15.00
First 26.48 KWH \$0.170000
Next 723.52 KWH \$0.157411
Remaining KWH \$0.156370

COMMERCIAL WITH DEMAND METERING (over 3500 kwh five or more times in 12 months, less than 50 KW)

Customer Charge \$30.00 Per Month
First 45 KWH \$0.150000
Remaining KWH \$0.107623
Demand Charge (All KW \$11.34)

MEDIUM GENERAL SERVICE Energy (50-300 KW)

Customer Charge \$50.00 Per Month
First 2,694.72 KWH \$0.125000
Remaining KWH \$0.100137
Minimum Bill \$386.84
Demand Charge (All KW \$10.66)

LARGE GENERAL SERVICE Energy (greater than 300 KW two or more times in 12 months)

Customer Charge \$200.00 Per Month
First 30,000 KWH \$0.105000 Next 220,000 KWH \$0.086620
Remaining KWH \$0.084770
Demand Charge (All KW \$10.1327)
Demand Ratchet 70% if Previous 12 Month Maximum

LARGE GENERAL SERVICE -PRIMARY Energy (same as above with primary service)

Customer Charge \$200.00 Per Month
First 30,000 KWH \$0.102500 Next 220,000 KWH \$0.085318
Remaining KWH \$0.082596
Demand Charge (All KW \$10.1327)

Deleted: FEBRUARY 13

Deleted: JANUARY 1

Demand Ratchet 70% if Previous 12 Month Maximum

CONNECTION CHARGES

Existing Facility, Commercial or Residential	No Charge
New Residential	No Charge
New Non-Residential	No Charge
Delinquent Charges (prior to 4:00 pm Monday – Friday)	\$40
Delinquent Charges (after 4:00 pm Monday – Friday, Weekends & Holidays)	\$60
Residential AMI Delinquent Charges (prior to 4:00 pm Monday – Friday)	\$25
Residential AMI Delinquent Charges (after 4:00 pm Mon. – Fri., Weekends & Holidays)	\$40
Additional Deposit	\$25
Temporary Service	\$60

CUSTOMER DEPOSIT CHARGES

Residential Property Owner	No deposit required
Residential Renters	\$200
Commercial -	The greater of an average for 12 month's bills multiplied by 2.5 or \$200 (A surety bond may be substituted at the City's option)

Deleted: 9
9

STANDARD POWER FACTOR

98.5% Lagging	
Charge per 1.0% under 98.5% per KW demand	\$0.05

NEW CONSTRUCTION AND LINE EXTENSION FEES

Paid by Applicant – Refer to section 11 of the Electric rules and regulations.

* The City Council approved a selective elimination of the charges for City Labor & City Equipment costs in 2018 related to the installation of new electric services and upgrades to existing electric services by the City Electric Department. Material costs, Non-City Labor costs & Non-City Equipment costs do not apply to this waiver.

STREET CHARGE

\$5.50 per month

GREEN ENERGY

Funding for Green Energy Programs \$0.000178 / Kwh

PURCHASED POWER COST ADJUSTMENT CLAUSE

-\$0.00827 / Kwh (Effective 05/01/2018)

ENERGY SUPPLY COST

\$0.07525/ Kwh

SECURITY LIGHTS

\$6.31 / month

METER TEST FEE

No charge for the first test at a location. After first test then greater of actual cost or:

Self Contained	\$35
Transformer Rated Meter	\$75

METER DEPOSIT INTEREST

Meter deposit interest is applied when refunded; with an interest rate based on the 1 year Treasury Constant Maturity Rate.

DELAWARE STATE UTILITY TAX

Industrial/Commercial Facility	4.25%
Qualified Manufacturing Facility	2.00%

RETURN PAYMENT FEE

\$40

Deleted: FEBRUARY 13

Deleted: JANUARY 1

AUTOMATIC METER INFRASTRUCTURE (AMI) OPT-OUT FEES:

One-time manual meter set-up fee	\$40.00
Manual meter reading	\$25.00/month
Delinquent Charges (prior to 4:00 pm Monday - Friday)	\$40
Delinquent Charges (after 4:00 pm Monday - Friday, Weekends & Holidays)	\$60

LATE PAYMENT CHARGE

1.5% per month on outstanding balance

BASE FIGURE FOR ESCROW CALCULATIONS

\$0.088223/Kwh

WATER AND SEWER UTILITY RATES

All water and sewer rates are based on Equivalent Dwelling Units (EDU), which is equal to 9,000 gallons per month, (300 g.p.d.), with a minimum billing of 1 EDU per month, \$22.61 for water* and \$44.99 for sewer.

*Water rate adjustment for large users: The first 667,000 gallons are billed at the rate of \$22.61 per 9,000 gallons/month; from 667,001-1,333,333 at \$11.30 per 9,000 gallons/month; with the remaining usage at \$9.99 per 9,000 gallons/month.

*Properties outside of the city limits, which have water and/or sewer service, are charged an annual fee equal to 1/3 of the city property tax rate.

Deleted: 21.95
Deleted: 44.30
Deleted: 21.95
Deleted: 0
Deleted: 97
Deleted: 12

WATER AND SEWER CONNECTION SERVICE CHARGES

Turn service valve on/off for:

Repairs (During City Business Hours):	No Charge
Repairs (After City Business Hours):	\$60
Non-Repair shutoff/reconnect for more than 1 week (During City Business Hours only):	\$40

INDUSTRIAL PRETREATMENT ORDINANCE:

WASTEWATER DISCHARGE PERMIT:

Significant Industrial User (SIU)	\$1,000.00 per issuance + \$500 Annual Monitoring Fee
Categorical Industrial User (CIU)	\$1,000.00 per issuance + \$500 Annual Monitoring Fee
Other Industrial User (OIU)	\$1,000.00 per issuance + \$500 Annual Monitoring Fee

OTHER FEES:

Permit Amendment	\$500.00 per issuance
Permit Variance (s)	\$500.00 per issuance

GREASE INTERCEPTOR/TRAP INSPECTION FEE:

First inspection =	No charge
Second and each additional inspection =	\$50.00

BOARD OF ADJUSTMENT HEARING:

NON-REFUNDABLE	\$300.00
----------------	----------

PLANNING AND ZONING HEARING:

NON-REFUNDABLE	\$200.00
----------------	----------

PLUMBER LICENSE:

Annual License Fee =	\$40.00
Surety Bond Required (\$5,000)	
State of Delaware Master Plumber License Required	

EXCAVATOR LICENSE:

Annual License Fee =	\$40.00
Surety Bond Required (\$20,000)	

REFUSE HAULER LICENSE:

Deleted: FEBRUARY 13
Deleted: JANUARY 1

Annual License Fee = \$50.00 for the first 5 trucks working in the City,
Plus \$10.00 for each additional truck working in the City

SEPTAGE HAULER LICENSE:

Annual License Fee = \$120.00

SEPTAGE HAULER FEE:

Septage Discharge Rate = \$0.065/ gallon up to 1,000,000 gallons per calendar year
\$0.055/ gallon 1,000,001 and above gallons per calendar

year

* Fee is charged on maximum truck volume; not gallons unloaded.

COMMERCIAL HANDBILL DISTRIBUTOR LICENSE:

Annual License Fee = \$40.00

TRANSIENT MERCHANT LICENSE:

Annual License Fee = \$40.00

Surety Bond Required (\$1,000)

MASSAGE BUSINESS LICENSE:

Annual License Fee = \$40.00

RENTAL LICENSE:

Annual License Fee = \$50.00 per rental unit

Re-inspection Fee = \$50.00 Each Additional Inspection

SPECIAL EVENT PERMIT:

Permit fee = \$20.00 per day per event

Not for profit organizations may be exempted from this fee. Proof of 501c3 status may be required.

PARADE OR PROCESSION PERMIT:

No Charge

SEASONAL STAND PERMIT:

Stand size up to 100 s.f. = \$10.00

Stand size larger than 100 s.f. = \$25.00

TEMPORARY CONTAINER (In R.O.W.) PERMIT:

Permit Fee = \$40.00

Insurance Certificate Required

BUILDING / SIGN / EXCAVATION / SITE WORK PERMIT FEE:

Based on the Cost of Construction:

First \$1,000 = \$25.00

Plus \$ 5.00 fee for each additional \$1,000 or any portion thereafter.

Deleted: WORK PERMIT

All NEW residential construction shall be based on the latest edition of the Building Valuation Data table as published by the International Code Council (ICC). All other work must be accompanied by a written estimate.

PLUMBING PERMIT FEE:

Base Permit Fee \$25.00

Charge per fixture or connection to be inspected \$ 2.00

Deleted: FEBRUARY 13

Deleted: JANUARY 1

DEMOLITION PERMIT FEE:

Structures WITH utilities	\$50.00
Structures WITHOUT utilities	\$10.00

WATER IMPACT FEE:

Per EDU	\$ 600.00
---------	-----------

* The City Council approved a selective discount of the water impact fee in 2018 as an economic incentive to flexible warehousing space in any M-1 Light Industrial District. This incentive is targeted to spur growth through incubator business spaces. The discount is applied to the water impact fee based on the normal EDU calculation for the space. The following chart gives the discount amount based on the size of the flexible warehousing unit:

Gross Floor Area Range (square feet)	Discount applied to normal water impact fee
0 to 2,000	70%
2,001 to 4,000	60%
4,001 to 6,000	50%
6,001 to 8,000	40%
8,001 to 10,000	30%

WATER CAPACITY CHARGE:

Residential Unit without a fire suppression system	\$ 100.00 per EDU
--	-------------------

All other uses:

1" Water Tap	\$ 375.00
2" Water Tap	\$ 750.00
3" Water Tap	\$1,500.00
4" Water Tap	\$3,000.00
6" Water Tap	\$3,500.00
8" Water Tap	\$4,000.00
10" Water Tap or large	\$6,000.00

WATER TAP FEE:

1"	\$ 725.00	plus \$300 to open street
1-1/2"	\$ 930.00	plus \$300 to open street
2"	\$1,325.00	plus \$300 to open street

* The City Council approved a selective elimination of the water tap fees in 2018. This fee incentive applies to the first *eighteen single family detached* housing units permitted, built and receiving their certificate of occupancy in 2018. This fee reduction only applies to housing constructed within Developments in the City, where water taps have already been installed by the developer.

SEWER IMPACT FEE:

Per EDU	\$1,400.00
---------	------------

* The City Council approved a selective discount of the sewer impact fee in 2018 as an economic incentive to flexible warehousing space in any M-1 Light Industrial District. This incentive is targeted to spur growth through incubator business spaces. The discount is applied to the sewer impact fee based on the normal EDU calculation for the space. The following chart gives the discount amount based on the size of the flexible warehousing unit:

Deleted: FEBRUARY 13
Deleted: JANUARY 1

Gross Floor Area Range (square feet)	Discount applied to normal sewer impact fee
0 to 2,000	70%
2,001 to 4,000	60%
4,001 to 6,000	50%
6,001 to 8,000	40%
8,001 to 10,000	30%

SEWER TAP FEE:

4" diameter	\$1,050.00	plus \$600 to open street
6" diameter or larger	\$1,050.00	plus \$600 to open street

* The City Council approved a selective elimination of the sewer tap fees in 2018. This fee incentive applies to the first eighteen single family detached housing units permitted, built and receiving their certificate of occupancy in 2018. This fee reduction only applies to housing constructed within Developments in the City, where sewer taps have already been installed by the developer.

DOWNSTREAM SEWER ASSESSMENT FEE:

Lift Station #1	Methodist Manor House Drainage Shed	\$ 400.00 per EDU
Lift Station #2	Route 13 South Drainage Shed	\$ 800.00 per EDU
Lift Station #3	Route 13 North (SVSC) Drainage Shed	\$ 800.00 per EDU
Lift Station #4	Retirement Living Drainage Shed	\$ 400.00 per EDU
Lift Station #5	Western Auto Drainage Shed	\$ 400.00 per EDU
Lift Station #6	Virginia Commons Drainage Shed	\$ 400.00 per EDU
Lift Station #7	Shipleigh Center Drainage Shed	\$ 400.00 per EDU
Lift Station #8	Hurley Heights Drainage Shed	\$ 400.00 per EDU
Lift Station #9	Cedar Avenue Drainage Shed	\$ 400.00 per EDU
Lift Station #10	Industrial Park Drainage Shed	\$ 400.00 per EDU
Lift Station #11	Dulany Street Drainage Shed	\$ 400.00 per EDU
Lift Station #12	North Ross Drainage Shed	\$ 400.00 per EDU
Lift Station #13	Governor's Grant Drainage Shed	\$ 400.00 per EDU
Lift Station #14	Mears Campus Drainage Shed	\$ 1,200.00 per EDU
Lift Station #15	Herring Run Drainage Shed	\$ 1,200.00 per EDU

STORM WATER IMPACT FEE:

Per square foot of developable land \$0.10

ELECTRIC SYSTEM COST RECOVERY FEE:

Residential Service Single Phase (120/240)

100 amp	\$ 187.50
200 amp	\$ 375.00
300 amp	\$ 562.50
400 amp	\$ 750.00

Commercial Service 3 phase (120/208) & (120/240)

200 amp	\$ 750.00
400 amp	\$1,500.00
600 amp	\$2,245.00
800 amp	\$2,995.00

Commercial Service 3 phase (277/480)

200 amp	\$ 1,730.00
400 amp	\$ 3,455.00

Deleted: FEBRUARY 13

Deleted: JANUARY 1

600 amp \$ 5,200.00
 800 amp \$ 6,915.00

Industrial Service 3 phase (120/208) & (120/240)

200 amp \$ 935.00
 400 amp \$ 1,870.00
 600 amp \$ 2,810.00
 800 amp \$ 3,745.00
 1,000 amp \$ 4,680.00

Industrial Service 3 phase (277/480)

200 amp \$ 2,160.00
 400 amp \$ 4,320.00
 600 amp \$ 6,500.00
 800 amp \$ 8,640.00
 1,000 amp \$10,790.00
 2,000 amp \$21,580.00
 3,000 amp \$32,500.00

WATER METER & WATER METER PIT PRICES:

As determined by the Director of Public Works

REPRODUCTION FEES – (i.e. - FREEDOM OF INFORMATION ACT)

Document Copies \$0.25 per page (\$1.00 minimum charge)
 Duplicate Bill Fee \$2.50
 Print Account History \$2.50
 All other records Actual cost of reproduction

COMMERCIAL PROPERTY LISTING ON CITY WEBSITE

Per Property \$25

CITY EQUIPMENT & TOOL RATES

The following fees shall be charged for City of Seaford projects and code related actions in accordance with City Policy. This equipment (and/or tools) is not intended to be rented by or to the general public. All City equipment shall be operated by City personnel at all times. Personnel costs shall be charged at the current prevailing rate.

Electric Line Truck	\$40 per hour (minimum 1 hour)
Electric Bucket Truck	\$40 per hour (minimum 1 hour)
Electric Pole Trailer	\$25 per hour (minimum 1 hour)
Pick-Up/Service Truck	\$25 per hour (minimum 1 hour)
Trencher - Walk Behind	\$30 per hour (minimum 1 hour)
Trencher - Ride On w/backhoe	\$40 per hour (minimum 1 hour)
Flat Bed Dump Truck	\$35 per hour (minimum 1 hour)
Regular Dump Truck	\$35 per hour (minimum 1 hour)
Back Hoe/Loader	\$35 per hour (minimum 1 hour)
Skid Steer Loader	\$35 per hour (minimum 1 hour)
Mini Excavator	\$35 per hour (minimum 1 hour)
Tractor Mower "Bush Hog" (Ride On)	\$50 per hour (minimum 1 hour)
Tractor Mower "Cub Cadet" (Ride On)	\$50 per hour (minimum 1 hour)
Lawn Mower "Zero Turn" (Ride On)	\$20 per hour (minimum 1 hour)
Lawn Mower (Push)	\$15 per hour (minimum 1 hour)
Back Pack Blower	\$15 per hour (minimum 1 hour)
Weed Cutter (Gas Powered)	\$15 per hour (minimum 1 hour)
Chain Saw (Gas Powered)	\$15 per hour (minimum 1 hour)

Deleted: FEBRUARY 13

Deleted: JANUARY 1

Generator (19-29 KVA)	\$30 per hour (minimum 1 hour)
Generator (125-149 KVA)	\$55 per hour (minimum 1 hour)
Sewer Rodder	\$50 per hour (minimum 1 hour)
Air Compressor	\$25 per hour (minimum 1 hour)
Weed Sprayer	\$15 per hour (minimum 1 hour)
Paint Machine	\$25 per hour (minimum 1 hour)
Power Sweeper	\$50 per hour (minimum 1 hour)
Video Camera with Trailer	\$100 per hour (minimum 1 hour)
Hydra-stop with Trailer	\$100 per hour (minimum 1 hour)

(Cost of the Hydra-stop sleeve is an additional charge; contact the Director of Public Works for pricing)

PARK RENTAL FEES

SOROPTIMIST PARK:

Front Pavilion	\$30 per day
Back Pavilion	\$20 per day

SPORTS COMPLEX:

- Sports fields: \$75 per field per day
 - Use of field lights: \$25 per field per hour (in addition to the daily field rental fee)
- The *JAY'S NEST PLAYGROUND*, which is located within the *SPORTS COMPLEX*, may not be rented.

ALL OTHER CITY PARKS:

May be rented on a case by case basis, and must obtain a Special Event Permit.

Deleted: FEBRUARY 13
 Deleted: JANUARY 1

13E 8/20
10/2/18

ORDINANCE #2018-??

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD, an ordinance to amend Chapter 8, of the Municipal Code of Seaford, Delaware relating to "Parade or Procession Permits", in the manner following, to wit:

Chapter 8, of the Municipal Code of Seaford, Delaware is hereby amended by amending §8.4.2 Permit application; fee; contents, to read as shown on the following pages.

??/??/2018	Date of First Reading
??/??/2018	Date of Second Reading & Adoption
??/??/2018	Date of Advertisement
??/??/2018	Date the Ordinance is Effective

CITY OF SEAFORD

By: _____
Mayor

Witness: _____

Attest: _____
City Manager

- A. Any person who desires a Parade Permit shall make an application during regular business hours in writing not less than forty five (45) calendar days in advance of the time and date of the parade or procession.

11/14/18
11-18

ORDINANCE #2018-??

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD, an ordinance to amend Chapter 8, of the Municipal Code of Seaford, Delaware relating to “Special Event Permits”, in the manner following, to wit:

Chapter 8, of the Municipal Code of Seaford, Delaware is hereby amended by amending §8.3.3 Application for Permit; Investigation, to read as shown on the following pages.

??/??/2018	Date of First Reading
??/??/2018	Date of Second Reading & Adoption
??/??/2018	Date of Advertisement
??/??/2018	Date the Ordinance is Effective

CITY OF SEAFORD

By: _____
Mayor

Witness: _____

Attest: _____
City Manager

- A. Application for a Special Event Permit shall be signed by the parties conducting the affair and shall be filed with the City Manager not less than forty five (45) calendar days in advance of the event.

ORDINANCE #2018-??

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD, an ordinance to amend Chapter 8, of the Municipal Code of Seaford, Delaware relating to "Prohibited Activities", in the manner following, to wit:

Chapter 8, of the Municipal Code of Seaford, Delaware is hereby amended by adding § 8.2.19 Intoxicating Liquors or Beverages, to read as shown on the following pages.

??/??/2018	Date of First Reading
??/??/2018	Date of Second Reading & Adoption
??/??/2018	Date of Advertisement
??/??/2018	Date the Ordinance is Effective

CITY OF SEAFORD

By: _____
Mayor

Witness: _____

Attest: _____
City Manager

§ 8.2.19 Intoxicating Liquors or Beverages

- A. No person shall drink any intoxicating liquors on any street, highway, parking lot, or in any motor vehicle not on private property or upon private property without the express consent of the owner. Intoxicating liquors or beverages may be sold and consumed at special events or gatherings in public places, upon application to and approval of the City Council.

NB#8
6/12/18

3/964.05 RANK CRITERIA

To be eligible for consideration for promotion, each candidate must meet the following minimum requirements:

Patrolman First Class:

- ◆ Must submit an application within the specified time frame. Refer 3/963.10.
- ◆ Satisfactory completion of 2 years continuous time-in-service from the date of employment as a full-time police officer with the department.
- ◆ Not on probation or serving a re-evaluation period in connection with a Notice of Unsatisfactory Performance as of the effective date of the promotion.
- ◆ Annual performance evaluations within the preceding 2-year-period have met minimum standards of the department; with no single rating category of Unsatisfactory.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Not currently under investigation for a departmental infraction at time of promotional consideration.

Corporal:

- ◆ Must submit an application within the specified time frame. Refer 3/963.10.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Not currently under investigation for a departmental infraction at the time of promotional consideration.
- ◆ Satisfactory completion of three years in grade at the rank of Patrolman First Class.
- ◆ Annual performance evaluations within the preceding 2 years have met minimum standards of the department, with no single rating category of “Unsatisfactory”.
- ◆ Successful completion of a written examination with a minimum test score of at least seventy percent (70%).

Senior Corporal:

- ◆ Must submit an application within the specified time frame. Refer 3/963.10.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Not currently under investigation for a departmental infraction at the time of promotional consideration.
- ◆ Must currently hold the rank of Corporal with three (3) years time-in-grade.
- ◆ Annual performance evaluations within the preceding 2 year period have met the minimum standards of the department, with no single rating category of Unsatisfactory.
- ◆ Successful completion of a written examination with a minimum test score of at least seventy percent (70%).

Master Corporal:

- ◆ Must submit an application within the specified time frame. Refer 3/963.10.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Not currently under investigation for a departmental infraction at the time of promotional consideration.

Service Requirements:

- Must have 15 years of law enforcement experience.
- Must have at least 10 years of continuous service with the Seaford Police Department.

Annual Requirements: (Must complete **ONE** of the following)

- FTO once in a two (2) year period for at least four (4) weeks during one FTO cycle.
- Instruct a total of sixteen (16) hours per year.
- Instruct eight (8) hours per year **AND** perform three (3) Community Service Presentations per year.
- Perform five (5) Community Service presentations per year.
- Serve as an assistant shift supervisor for at least six (6) months during the year.

- ◆ Must currently hold the rank of Corporal with two (2) years time-in-grade, or currently hold the rank of Senior Corporal.
- ◆ Annual performance evaluations within the preceding two (2) year period have met the minimum standards of the department, with no single rating category of Unsatisfactory.
- ◆ Successful completion of a written examination with a minimum test score of at least seventy percent (70%).

Sergeant:

- ◆ Must submit an application within the specified time frame. Refer 3/963.10.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Not currently under investigation for a departmental infraction at the time of promotional consideration.
- ◆ Must currently hold the rank of Corporal, with two (2) years time-in-grade or hold the rank of Senior Corporal for the remaining years to have five (5) years time-in-grade for eligibility.
- ◆ Annual performance evaluations within the preceding 2 year period have met the minimum standards of the department, with no single rating category of Unsatisfactory.
- ◆ Successful completion of a written examination with a minimum test score of at least seventy percent (70%).

Lieutenant:

- ◆ Must submit an application within the specified time frame. Refer 3/963.10.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Not currently under investigation for a departmental infraction at the time of promotional consideration.
- ◆ Must currently hold the rank of Sergeant with two (2) years time-in-grade.

- ◆ Annual performance evaluations within the preceding 2 year period have met the minimum standards of the department, with no single rating category of Unsatisfactory.
- ◆ Successful completion of a written examination with a minimum test score of at least seventy percent (70%).

Deputy Chief:

Promotional considerations for this position will be comprised of the following:

- ◆ Notification in writing, to the Chief of Police for promotional consideration to the rank of Captain within the specified time frame. Refer 3/963.10.
- ◆ Must currently hold the rank of Sergeant with two (2) years time-in-grade or hold the rank of Lieutenant.
- ◆ Education.
- ◆ Law enforcement experience.
- ◆ Must have received consecutive “promotable” Performance Evaluations within the designated promotion period.
- ◆ Annual performance evaluations within the preceding 2 years have met minimum standards of the department, with no single rating category of “Unsatisfactory”.
- ◆ Not currently under investigation for a departmental infraction at the time of promotional consideration.