

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**January 22, 2019**  
**SEAFORD CITY HALL - 414 HIGH STREET**

**6:30 P.M.** - Seaford Volunteer Fire Department to have new ambulance, C-87, on display for the Mayor, City Council and the public to view.

**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.
- Executive Session - Litigation
- Approval of minutes of the regular meeting on January 8, 2019.

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

Mayor Genshaw to introduce the Seaford High School Senior Class leadership members that will be observing the City Council meeting.

**CORRESPONDENCE:**

1.

**NEW BUSINESS:**

1. Mr. Eric Piner representing the City's Assessor, PTA/DelVal, Inc., to update the Council regarding the status of the 2019 General Reassessment schedule and to request approval of a proposed estimated property tax rate to be sent out to City property owners.
2. Mr. Alexander Arutynov, Account Executive with Enterprise Fleet Management, to present to the City Council a proposal and pricing analysis for a vehicle leasing program for the City of Seaford Police Department.
3. Bids - Sussex Highway Lighting.
4. Present for approval proposed changes the Seaford Police Department General Orders Manual (GOM) Section 3/791.25 to

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- revise the wording and criteria for the Dispatcher of the Year Award.
5. Present for approval the total amount to be paid to Delmarva Power and Light for the buyout of the electric service located at 1380 Middleford Road, TMP# 331-5.00-84.00 & 85.05 (Seaford Nylon Employee Council building), consisting of \$6,103.63 for the customer transfer charge and an estimated cost of \$3,000 for the system reconfiguration charge for a total estimated cost of \$9,103.63.
  6. Present for a first reading proposed amendments to Section 16.4.2 and 16.4.3 of the Seaford Municipal Code related to Rental to Home Ownership Incentive regulations.
  7. Present for consideration a letter from Mr. Craig and Vivian Scott (Booker Estate Executrix) offering the donation of 710 Third Street, Seaford, DE, TMP# 431-5.00-364.01 to the City of Seaford.
  8. Present for approval the use of E911 funds to permit the Dispatch Administrator of the Seaford 911 Center to attend the Tyler Conference held in Dallas, Texas on April 7, 2019 thru April 10, 2019.

**OLD BUSINESS:**

- 1.

**REMINDER OF MEETINGS & SETTING NEW MEETINGS:**

1. Ribbon Cutting at WSUX Radio Station, 26715 Sussex Highway, January 24<sup>th</sup> at 4:30 p.m.
2. Delaware League of Local Governments Dinner Meeting, January 24<sup>th</sup>, 5:00 p.m. at the Duncan Center, 500 W. Loockerman Street, Dover.
3. Representative Danny Short's coffee meeting, February 6<sup>th</sup> at 8:00 a.m., Nanticoke Senior Center.

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4. Seaford Police Department Awards Ceremony, February 7<sup>th</sup> at 5:00 p.m., Seaford Volunteer Fire Department.
5. Charles Anderson, City Manager will be on vacation January 28<sup>th</sup> - February 1<sup>st</sup>, 2019. Bill Bennett, Director of Electric, will be acting City Manager for the period.

## Municipal Election - April 20, 2019

The City of Seaford Municipal Election will be held on Saturday, April 20, 2019 in the City Council Chambers, City Hall, 414 High Street, between the hours of 7:00 a.m. E.S.T. and 3:00 p.m. E.S.T.

One (1) Council Member will be elected for a (3) year term.

**All candidates must have filed by 5:00 p.m. E.S.T. on February 22, 2019. Registration can be completed at City Hall, 414 High Street, Seaford, DE. Registration hours are Monday through Friday, 8 a.m. until 5:00 p.m., or by appointment if you cannot register during these normal business hours.** Any candidate who withdraws his/her name must do so in writing. Any candidate who withdraws his/her name after 5:00 p.m. E.S.T. on February 22, 2019 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m. E.S.T. on March 22, 2019.** A nonresident property owner to be eligible to vote must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 20, 2018) and shall have one vote **provided he or she is registered on the "Books of Registered Voters" maintained at the City Hall. Registration hours are Monday through Friday, 8 a.m. until 5 p.m., or by appointment if you cannot register during these normal business hours.**

The City of Seaford has independent registration procedures for the Annual Municipal Election. **To vote, you must meet the eligibility requirements and be registered on the "Books of Registered Voters" maintained at City Hall.**

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A person shall be required to register only one time. You are urged to check your registration if you did not vote in the last municipal election. If you have moved out of the City after your original registration, you will need to check your registry to assure you are an eligible voter.

All voters will need to show proof of residency which may be a State of Delaware driver's license, a State of Delaware identification card, a federal or state tax return with address, a City of Seaford utility bill or real estate property tax bill, or other acceptable proof of residency or ownership.

**CANDIDATES FILED AS OF 1/14/19:**

Matthew MacCoy has filed for City Council

**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 hold an Executive Session for the purpose of discussing litigation.

**EXECUTIVE SESSION:**

Litigation

Mayor Genshaw solicits a motion to adjourn the Executive Session.

Mayor Genshaw reopens the regular Council meeting.

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))

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**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

January 22, 2019

Date Posted: 1/14/19

Posted by: TNT

Year	Median New		Median Old	
	A/S Ratio	No. Sales	A/S Ratio	No. Sales
2015	1.070	82	1.258	72
2016	1.090	103	1.254	94
2017	0.978	111	1.227	100
2018	0.974	97	1.205	85
<b>2015-2018</b>	0.996	393	1.251	351

A/S Ratio us ( Assessment Value / Sales Price ) Ratio is ranged between >= 0.25 <= 2.0  
 this eliminates statistical outliers. Median is the mid-point statistic of all ratios ranked  
 Lowest to Highest within stated range.

Overall Changes	Summated Values					
	Old Value	New Value	Pct Chg	No. Parcels		
New Value > Old	198	Taxable	822,282,800	740,288,100	-10%	2,924
New Value = Old	119	Non-Taxable	222,095,400	222,065,800	N/A	176
New Value < Old	2,607	Overall	1,044,378,200	962,353,900	-8.50%	3,100

Revenue/Rate Estimate

Old Value	Asses. Factor	Tax Rate	Tax Revenue
\$822,282,800.00	\$100.00	\$0.31	\$2,549,076.68
<b>New Value</b>	<b>\$100.00</b>	<b>\$0.344</b>	<b>\$2,549,076.68</b>
\$740,288,100.00	\$100.00	\$0.344	
Assesment Cost	\$130,750.00	\$100.00	\$0.0177

Total Proposed Tax Rate

\$0.3620



2300 Sussex Hwy, Ste. 193, Seaford, DE 19973 • PH: (302)500-1970 • Email: PTRADelVal@gmail.com

### City of Seaford Reassessment Effective for 2019 Billing Schedule

TASK	COMMENCEMENT	PER CENT	AMOUNT
Set up Reassessment Office	DONE		
Personnel Qualifications & ID's	DONE		
Acquire MLS Data on Sales & Active Listings	DONE	2%	2,610.00
Review 2017 & Available 2018 Sales	DONE	5%	6,525.00
Property Inspection Complete	August 2018	35%	45,675.00
Present Sales Analysis Results	September 2018	2%	2,610.00
Review with Reassessment Committee	September 2018	1%	1,305.00
Mail Commercial Income & Expense Letters	September 2018	5%	6,525.00
All Data Entry Complete in Appraisal Software	October 2018	10%	13,050.00
Change CAMRA Appraisal Rate to Reflect Market Values	November 2018	2%	2,610.00
Run Final Edits	November 2018	2%	2,610.00
Review Value with City of Seaford	December 2018	2%	2,610.00
Send Appraisal Data for Notices to Printer	January 2019		
Final Sales Analysis of all 2018 Sales	January 2019	5%	6,525.00
Mail Notices to All Property Owners in the City of Seaford	January 25, 2019	10%	13,050.00
Complete Reassessment Manual	January 2019	3%	3,915.00
Last Day to Call for an Appointment for Informal Hearings	February 22, 2019		
Begin Informal Hearings	February 18, 2019		
Complete Informal Hearings	February 26, 2019	5%	6,525.00
Final Values on All Property & Data Entry	March 1, 2019	3%	3,915.00
Mail Results of Hearings	March 7, 2019	2%	2,610.00
Appeals to City Council	May 2019	6%	7,830.00
		100%	130,500.00

# Fleet Synopsis | City of Seaford

NB# 2  
1-22-19

## Impact of Partnership

### BACKGROUND

Location: Seaford, DE

Industry: City

Total Vehicles: 35

### THE SITUATION

The City is looking for a solution to lower the age of their fleet and reduce operational cost.

- 24% of the police fleet is over 10 Years Old.
- Currently police department is underfunded and there is a need for more vehicles
- Older vehicles have higher fuel costs, maintenance costs, and tend to be unreliable.
- It would take on average of 8.7 years to cycle out the entire fleet at current acquisition rates.

### THE OBJECTIVES

Enterprise Fleet Management's proposal is to save the City of Seaford resources and budget dollars through a managed vehicle program.

- Utilize an open-end lease\* as a funding mechanism, allowing The City to acquire additional vehicles while avoiding a large capital budget outlay.
- Replace aged vehicles with newer models to increase fuel efficiency and reduce maintenance expense. Maintenance and repairs can be outsourced to local businesses to further stimulate economic growth and the integration of more fuel efficient vehicles will reduce carbon footprint.
- Establish a proactive replacement plan that maximizes potential equity at time of resale, reduces operational expenses, and increases safety.

\*An open-end lease means there are no early termination, mileage, or abnormal wear and tear penalties. Leases are written to a residual balance to preserve cash flow. The City receives flexibility of ownership, as well as net equity from sale at time of disposal.

### CLIENT TESTIMONIAL

"With Enterprise Fleet Management we have begun the long overdue process to replace our aged vehicle fleet. The quality of services and attention to detail shown by our client representatives has made the process seamless and very efficient."

- Gene Dvornick – Town Manager, Town of Georgetown

### THE RESULTS

By partnering with Enterprise Fleet Management, you will have a dedicated account management team that will provide recommendations on how to improve efficiencies within the City. This team will meet with you on a quarterly basis to review maintenance cost and trends, provide updates on the used car market and make recommendations on the best time to acquire vehicles. We have been able to help Government entities across the Northeast implement safer, and more reliable vehicles, decrease liability concerns, and reduce operating expenses all while staying within their budgets.



**SAVE**  
**\$180,627**  
IN 8 YEARS



**REDUCE**

Operational Cost &  
Lower Age of the Fleet



**INCREASED VISIBILITY  
& TRACKING**



# City of Seaford - Police - Fleet Profile

## Fleet Profile

## Fleet Replacement Schedule

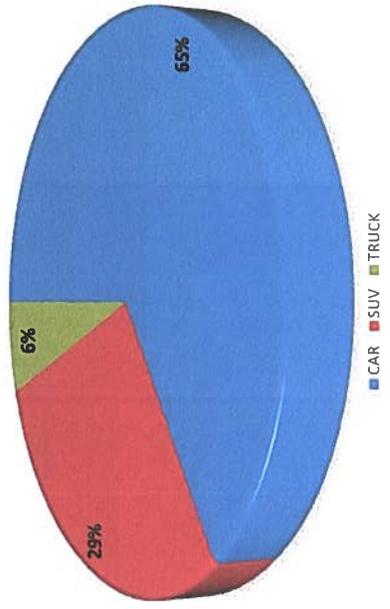
## Replacement Criteria

- \* Fiscal Year 2019 = 10 years old and older, or odometer over 100,000
- \* Fiscal Year 2020 = 6 years old and older, or odometer over 100,000
- \* Fiscal Year 2021 = 4 years old and older, or odometer over 60,000
- \* Fiscal Year 2022 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 2,500

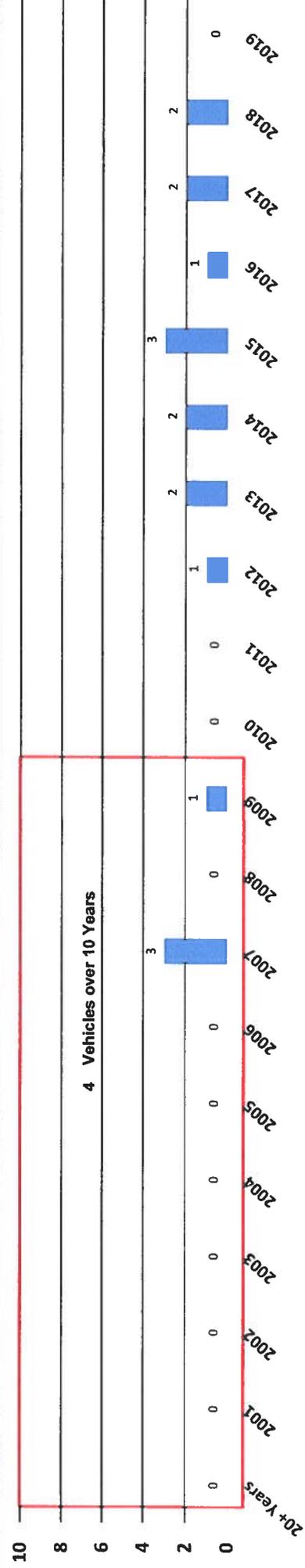
Vehicle Type	2019	2020	2021	2022	Under-Utilized
Mid-size Sedan	1	0	0	1	0
Full-size Sedan	0	4	3	2	0
Mid Size SUV 4x4	2	0	0	1	0
Full Size SUV 4x4	1	0	0	1	0
1/2 Ton Pickup Ext 4x2	1	0	0	0	0
<b>Totals/Averages</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>0</b>

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage
Mid-size Sedan	2	6.8	15,000
Full-size Sedan	9	3.9	15,000
Mid Size SUV 4x4	3	7.6	15,000
Full Size SUV 4x4	2	4.7	15,000
1/2 Ton Pickup Ext 4x2	1	11.8	15,000
<b>Totals/Averages</b>	<b>17</b>	<b>5.4</b>	<b>15,000</b>

## Vehicle Types



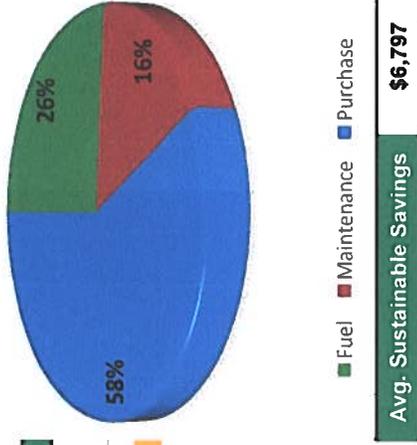
## Model Year Analysis



# City of Seaford - Police - Fleet Planning Analysis

## Fleet Costs Analysis

Current Fleet	17	Fleet Growth	0.00%	Proposed Fleet	17
Current Cycle	8.70	Annual Miles	15,000	Proposed Cycle	4.00
Current Maint.	\$108.00	Insurance	\$0.00	Proposed Maint.	\$51.42
Fuel Info		MPG	18	Price/Gallon	\$2.50



Fiscal Year	Fleet Mix						Fleet Cost			Annual Net Cash	
	Fleet Size	Annual Needs	Owned	Leased	Purchase	Insurance	Maintenance	Estimated Equity	Fuel		Fleet Budget
Average	17	2.0	17	0	77,861	0	22,032	(4,000)	35,417	131,310	0
'19	17	5	12	5	0	35,874	18,637	(12,500)	32,813	74,824	56,486
'20	17	4	8	9	0	63,371	15,921	(14,000)	30,729	96,021	35,289
'21	17	3	5	12	0	83,994	13,884	(13,500)	29,167	113,545	17,765
'22	17	5	0	17	0	87,861	10,489	(37,500)	26,563	87,413	43,897
'23	17	5	0	17	0	92,997	10,489	0	26,563	130,049	1,261
'24	17	4	0	17	0	96,902	10,489	0	26,563	133,953	-2,643
'25	17	3	0	17	0	85,077	10,489	0	26,563	122,128	9,182
'26	17	5	0	17	0	74,868	10,489	0	26,563	111,920	19,390
										8 Year Savings	\$180,627
										Avg. Sustainable Savings	\$6,797

## Current Fleet Equity Analysis

YEAR	2019	2020	2021	2022
QTY	5	4	3	5
RESALE	\$2,500	\$3,500	\$4,500	\$7,500
TOTAL	\$12,500	\$14,000	\$13,500	\$37,500
Estimated Current Fleet Equity**				\$77,500

## Summary

8 Year Savings	\$180,627
Net Cash ***	\$180,627

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

\*\* In Years 5-8 Enterprise has included only half of the aftermarket cost assuming half of the equipment can be transferred to the new vehicle

\*\*Enterprise is unable to fix and guarantee maintenance cost on ERV units - Proposed Rate is and Estimated Cost

## Key Objectives

- Lower the Average Age of The Fleet**
  - > 24% of the police fleet over 10 years old
  - > Goal is to reduce Total Cost of Ownership by reducing the average age.
  - > Current Cycle is 8.7 years based on purchasing trends, which we would reduce to a 4 year cycle
- Reduce Operating Cost**
  - > Newer vehicles have a significantly lower maintenance expense
  - > Goal is to reduce the overall maintenance budget.
  - > New vehicles have increased fuel efficiency with new technology implemented. Analysis assumes 18 MPG today vs 24 MPG on average with a new fleet on a 4 year cycle
- Maintain a Manageable Vehicle Budget**
  - > Goal is a sustainable replacement plan that drives down Total Cost of Ownership
  - > The Goal is to bridge any gaps between capital and operating budgets and annual replacement needs.



FLEET MANAGEMENT

**City of Seaford**

<u>Police Comparison</u>	2019 F150 Police Responder XL	2019 Chevy Tahoe (Police) 4x4	2019 Dodge Durango	2020 Ford Police Utility Interceptors- Hybrid Engine	2020 Ford Police Utility Interceptors- Standard Engine
					
Term	48 months	48 months	48 months	48 months	48 months
Delivery Time Frame	16-18 weeks	12-14 weeks	10-12 weeks	16-18 weeks	16-18 weeks
Annual Mileage (No Mileage or Wear & Tear)	15,000	15,000	15,000	15,000	15,000
Delivered Price	\$36,722	\$37,022	\$29,462	\$36,872	\$33,519
Monthly Payment	\$793	\$799	\$637	\$796	\$724
Reduce Book Value	\$5,907	\$5,956	\$4,746	\$5,932	\$5,395
Estimated Resale Value	\$13,500	\$14,000	\$9,500	\$11,250	\$11,250
Estimated Equity at End of Term	\$7,593	\$8,044	\$4,754	\$5,318	\$5,855
Total Cost of Ownership	\$23,222	\$23,022	\$19,962	\$25,622	\$22,269
Net Payment	\$635	\$631	\$538	\$685	\$602

NB#3  
1-22-19

MEMORANDUM

TO: Charles Anderson, City Manager  
FR: Bill Bennett, Director of Electric  
**RE: Street Lighting – Sussex Highway Bid**  
DT: 1/14/19

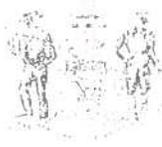
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The City of Seaford received two bids for the street lighting-Sussex Highway.

<b>Bidder</b>	<b>Price per fixture (47 total)</b>	<b>Total Bid</b>
Anixter	\$996.80	\$46,849.60
Rusmsey Electric Company	\$938.00	\$44,086.00

Both bids met the requirements for the street lighting fixtures. The money for this purchase is CTF from Rep. Danny Short and Sen. Bryant Richardson. I recommend going with the low bid from Rumsey electric Company in the amount of \$44,086.00.

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



NB Hg  
1-22-17

STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
800 BAY ROAD  
P.O. BOX 778  
DOVER, DELAWARE 19903

LENNIE C. O'BAN  
SECRETARY

August 30, 2018

Mr. David Genshaw  
Mayor  
City of Seaford  
P.O. Box 1100  
Seaford, DE 19973

Dear Mr. Genshaw:

Enclosed is one fully executed original of agreement # **19-P-PROG-18** pertaining to the transfer of \$24,000 from the Delaware Department of Transportation to City of Seaford for lighting project as outlined in the referenced agreement. This is your notice to proceed.

Any request for payment will require a written request for payment with supporting documentation. Please include the agreement number, location and the amount of funding requested. In addition to the letter actual invoices are required to support the request for payment. Invoices from contractors should note the locations being billed.

Please feel free to contact me if you have any additional questions or concerns at 760-2759. Thank you for your assistance with this matter.

Sincerely,

Geri C. Larson  
Legislative Projects Manager  
Statewide Support Services  
(302) 760-2759  
[Geri.Larson@state.de.us](mailto:Geri.Larson@state.de.us)

GCL  
Enclosure  
cc: T201909601, Project File



**AGREEMENT**  
**MISCELLANEOUS TRANSPORTATION PROJECTS**  
**CITY OF SEAFORD**  
**SUSSEX COUNTY**

**RECEIVED**  
AUG 09 2018  
**BUSINESS MANAGEMENT**

This **AGREEMENT** made this 15<sup>th</sup> day of August 2018 by and between the state of Delaware, Department of Transportation, acting by and through the Community Transportation Fund (CTF) Coordinator, (hereinafter referred to as “**DeIDOT**”), as party of the first part, and the City of Seaford, acting by and through David Genshaw, Mayor (hereinafter referred to as “**CITY**”), as party of the second part.

**WITNESSETH:**

**WHEREAS**, **DeIDOT**’s Annual Capital Improvement Program as approved in the FY19 Bond Bill, provides funding in the amount of Twenty Four Thousand Dollars (\$24,000) for the following Lighting Project:

1. \$24,000 City Of Seaford - Sussex Highway From Sussex Highway To Sussex Highway (Short,D, Richardson)

**WHEREAS**, the purpose of these monies is to provide for improvements to transportation related projects dedicated to public use in the **CITY**, and

**WHEREAS**, these improvements fall within the jurisdictional provinces of **CITY** rather than the **DeIDOT**,

Now therefore, **DeIDOT** and **CITY**, for and in consideration of the mutual covenants hereinafter stipulated to be kept and performed, agree as follows:

**SECTION I**

**CITY** shall be fully responsible for complying with all relevant state, federal and local laws, for example Americans with Disability Act compliance and federal requirements in relation to railroad crossings.

**SECTION II**

**CITY** agrees to the following terms:

- A. **DelDOT** is not responsible for the maintenance of the improvements which are the subject of this agreement.
- B. These funds will only be expended for the projects previously noted in this agreement. Any changes to the scope of work, location or cost of the project will require an amendment to the agreement.
- C. **CITY** will comply with their **CITY** charter or ordinances regarding advertising and awarding contracts. If there are no such provisions, **CITY** will comply with state procurement laws for these projects. Prevailing wage rates under 29 Del.C. Section 6960 are generally not required when using Community Transportation Funds. If the Community Transportation Funds are combined with funds that require prevailing wage rates, then prevailing wage rates must be used. See 29 Del.C. Section 6960. It is your obligation to determine whether or not prevailing wage rates must be used on this project.
- D. **DelDOT** will forward the fully executed agreement once **DelDOT** has established a purchase order. Receipt of the fully executed agreement will act as Notice to Proceed. The balance of the project's funding will be transferred to the **CITY** once **DelDOT** has received sufficient documentation to support payment. **CITY** shall bill **DelDOT** on a regular schedule.
- E. **CITY** will maintain accurate records of the expenditure of these funds by separate fiscal years and will advise **DelDOT** in writing when the project(s) is completed and return any unused funds to **DelDOT** within 90 days of completion of project (s). All records pertaining to the projects listed in this agreement must be kept until a final audit has been performed.
- F. **DelDOT** may audit expenditures subject to this agreement.

**DeIDOT** and the **CITY** agree that this agreement is the entire and complete Agreement between the parties and that no alterations, modifications or amendments of this Agreement shall be made or deemed valid unless approved in writing and signed by both parties.

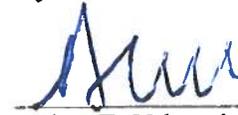
**IN WITNESS THEREOF**, the parties hereunto have caused this Agreement to be executed in quadruplicate, the day and year first above written. This agreement may be executed in counterparts, each of which shall be an original, and such counterparts shall be construed together as one instrument.

**DEPARTMENT OF TRANSPORTATION**

Approved as to form:

  
Deputy Attorney General

By:

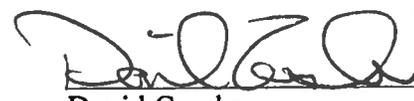
  
Brian T. Urbanek  
CTF Coordinator

**CITY OF SEAFORD**

Approved as to form:

  
City Manager

By:

  
David Genshaw  
Mayor, City of Seaford

NB# 4  
1-22-19

A suggestion which resulted in measurable monetary savings or improved operational efficiency.

It is associated with administrative, career development, and general public service or community relations achievements rather than patrol or investigative performance.

The recipient is personally selected by the Chief of Police.

**3/791.10 LIFE SAVING AWARD**

The recipient is to receive an award along with a ribbon that is red, white and blue in color. The red portion of the ribbon shall be worn to the left for the purpose of continuity.

The Life Saving Award may be awarded to any member of the Department who performs a life-saving service or action for a critically ill or injured person, and a doctor indicates that the employee's initiation of the first aid technique was instrumental in saving a life.

**3/791.15 UNIT CITATION**

The recipients will receive an award along with a ribbon blue in color with four red stripes.

The Unit Citation may be awarded to any section, squad, or unit which is represented by two or more employees who, while acting in conjunction, qualify with exemplary performance.

The task may be operations oriented, such as a barricade situation, or other operational action.

This award is not intended as recognition of a unit's long-term general quality of service.

**3/790.20 OFFICER OF THE YEAR AWARD**

The recipient is to receive an award will be denoted by the issuance of a ribbon solid red in color.

The Employee of the Year will be selected from among that year's award recipients or employees of the month.

**3/791.25 DISPATCHER OF THE YEAR**

The Dispatcher of the Year award will be awarded to the dispatch employee maintaining the highest overall performance, contributions to the Seaford Police Department's 911 Center, and job excellence.

**3/791.30 EMPLOYEE OF THE MONTH**

The recipient will receive a certificate along with his or her photograph being displayed on the wall of the common area for one year.

**Delaware Customers: SGS**

WP# 5

1-22-19

Customer	Address	3x Gross Annual Delivery Revenues	System Reconfiguration Cost (estimate)	PARTIAL Transfer Cost
Seaford	Seaford Nylon Council	\$6,013.63	\$3,000.00	\$6,013.63

Note -

System Reconfiguration Cost will include:  
depreciated cost of equipment, labor and overheads.

Value shown is an estimate. The Actual Cost incurred by DPL for reconfiguration will be billed.



**2016**

Enter Total Monthly Energy (Kwh)	823	1,091	415	89	78	98	141	161	152	152	155	522	12
	January	February	March	April	May	June	July	August	September	October	November	December	Subtotals
<b>Delivery Service Charges:</b>													
CUSTOMER CHARGE	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56
DISTRIBUTION CHARGE	\$42.00	\$55.67	\$21.18	\$5.05	\$3.98	\$5.00	\$7.19	\$8.22	\$7.76	\$7.76	\$7.91	\$26.64	\$26.64
ENVIRONMENTAL FUND	\$0.29	\$0.39	\$0.15	\$0.04	\$0.03	\$0.03	\$0.05	\$0.06	\$0.05	\$0.05	\$0.06	\$0.19	\$0.19
LOW INCOME FUND	\$0.08	\$0.10	\$0.04	\$0.01	\$0.01	\$0.01	\$0.01	\$0.02	\$0.01	\$0.01	\$0.01	\$0.05	\$0.05
	<b>\$57.93</b>	<b>\$71.72</b>	<b>\$36.92</b>	<b>\$20.66</b>	<b>\$19.58</b>	<b>\$20.60</b>	<b>\$22.82</b>	<b>\$23.85</b>	<b>\$23.38</b>	<b>\$23.38</b>	<b>\$23.54</b>	<b>\$42.43</b>	<b>\$386.82</b>
<b>Transmission Service Charges:</b>													
TRANSMISSION	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30
RENEWABLE PORTFOLIO CHARGE	\$3.83	\$5.08	\$1.93	\$0.46	\$0.36	\$0.46	\$0.66	\$0.75	\$0.71	\$0.71	\$0.72	\$2.43	\$2.43
	<b>\$8.13</b>	<b>\$9.38</b>	<b>\$6.23</b>	<b>\$4.76</b>	<b>\$4.66</b>	<b>\$4.76</b>	<b>\$4.96</b>	<b>\$5.05</b>	<b>\$5.01</b>	<b>\$5.01</b>	<b>\$5.02</b>	<b>\$6.73</b>	<b>\$69.71</b>
<b>Electric Supply Service Charges:</b>													
SOS CHARGE	\$48.84	\$64.74	\$24.63	\$5.87	\$4.63	\$5.64	\$8.12	\$9.27	\$8.75	\$9.02	\$9.20	\$30.97	\$30.97
	<b>\$48.84</b>	<b>\$64.74</b>	<b>\$24.63</b>	<b>\$5.87</b>	<b>\$4.63</b>	<b>\$5.64</b>	<b>\$8.12</b>	<b>\$9.27</b>	<b>\$8.75</b>	<b>\$9.02</b>	<b>\$9.20</b>	<b>\$30.97</b>	<b>\$229.68</b>
<b>Monthly Totals \$</b>	<b>\$114.90</b>	<b>\$145.84</b>	<b>\$67.78</b>	<b>\$31.29</b>	<b>\$28.87</b>	<b>\$31.01</b>	<b>\$35.90</b>	<b>\$38.17</b>	<b>\$37.15</b>	<b>\$37.41</b>	<b>\$37.76</b>	<b>\$80.14</b>	<b>\$686.21</b>

**2017**

Enter Total Monthly Energy (Kwh)	1,036	1,177	922	207	35	79	93	144	158	175	170	254	12
	January	February	March	April	May	June	July	August	September	October	November	December	Subtotals
<b>Delivery Service Charges:</b>													
CUSTOMER CHARGE	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56
DISTRIBUTION CHARGE	\$52.87	\$60.06	\$47.05	\$10.56	\$1.79	\$4.03	\$4.75	\$7.35	\$8.06	\$8.93	\$8.67	\$12.96	\$12.96
ENVIRONMENTAL FUND	\$0.37	\$0.42	\$0.33	\$0.07	\$0.01	\$0.03	\$0.03	\$0.05	\$0.06	\$0.06	\$0.06	\$0.09	\$0.09
LOW INCOME FUND	\$0.10	\$0.11	\$0.09	\$0.02	\$0.00	\$0.01	\$0.01	\$0.01	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
	<b>\$68.89</b>	<b>\$76.15</b>	<b>\$63.02</b>	<b>\$26.22</b>	<b>\$17.36</b>	<b>\$19.63</b>	<b>\$20.35</b>	<b>\$22.97</b>	<b>\$23.69</b>	<b>\$24.57</b>	<b>\$24.31</b>	<b>\$28.64</b>	<b>\$415.80</b>
<b>Transmission Service Charges:</b>													
TRANSMISSION	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30
RENEWABLE PORTFOLIO CHARGE	\$4.82	\$5.48	\$4.29	\$0.96	\$0.16	\$0.37	\$0.43	\$0.67	\$0.74	\$0.81	\$0.79	\$1.18	\$1.18
	<b>\$9.13</b>	<b>\$9.78</b>	<b>\$8.59</b>	<b>\$5.26</b>	<b>\$4.46</b>	<b>\$4.67</b>	<b>\$4.73</b>	<b>\$4.97</b>	<b>\$5.04</b>	<b>\$5.12</b>	<b>\$5.09</b>	<b>\$5.48</b>	<b>\$72.33</b>
<b>Electric Supply Service Charges:</b>													
SOS CHARGE	\$61.47	\$69.84	\$54.71	\$12.28	\$2.08	\$4.55	\$5.36	\$8.29	\$9.10	\$10.38	\$10.09	\$15.07	\$15.07
	<b>\$61.47</b>	<b>\$69.84</b>	<b>\$54.71</b>	<b>\$12.28</b>	<b>\$2.08</b>	<b>\$4.55</b>	<b>\$5.36</b>	<b>\$8.29</b>	<b>\$9.10</b>	<b>\$10.38</b>	<b>\$10.09</b>	<b>\$15.07</b>	<b>\$263.22</b>
<b>Monthly Totals \$</b>	<b>\$139.49</b>	<b>\$155.77</b>	<b>\$126.33</b>	<b>\$43.76</b>	<b>\$23.90</b>	<b>\$28.84</b>	<b>\$30.44</b>	<b>\$36.24</b>	<b>\$37.83</b>	<b>\$40.07</b>	<b>\$39.49</b>	<b>\$49.19</b>	<b>\$751.36</b>

2018

Enter Total Monthly Energy (Kwh)	1,909	1,162	1,064	699	157	170	167	141	313	400	310	0	11
	January	February	March	April	May	June	July	August	September	October	November	December	Subtotals
<b>Delivery Service Charges:</b>													
CUSTOMER CHARGE	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$15.56	\$0.00
DISTRIBUTION CHARGE	\$97.41	\$59.29	\$54.29	\$35.67	\$8.01	\$8.67	\$8.52	\$7.19	\$15.97	\$20.41	\$15.82	\$0.00	\$0.00
ENVIRONMENTAL FUND	\$0.68	\$0.41	\$0.38	\$0.25	\$0.06	\$0.06	\$0.06	\$0.05	\$0.11	\$0.14	\$0.11	\$0.00	\$0.00
LOW INCOME FUND	\$0.18	\$0.11	\$0.10	\$0.07	\$0.01	\$0.02	\$0.02	\$0.01	\$0.03	\$0.04	\$0.03	\$0.00	\$0.00
	\$113.83	\$75.38	\$70.33	\$51.54	\$23.64	\$24.31	\$24.16	\$22.82	\$31.67	\$36.15	\$31.52	\$0.00	\$505.36
<b>Transmission Service Charges:</b>													
TRANSMISSION	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$4.30	\$1,085.56	\$1,387.30	\$1,075.16	\$0.00	\$0.00
RENEWABLE PORTFOLIO CHARGE	\$8.89	\$5.41	\$4.96	\$3.26	\$0.73	\$0.79	\$0.78	\$0.66	\$1.46	\$1.86	\$1.44	\$0.00	\$0.00
	\$13.19	\$9.71	\$9.26	\$7.56	\$5.03	\$5.09	\$5.08	\$4.96	\$1,087.02	\$1,389.16	\$1,076.60	\$0.00	\$3,612.66
<b>Electric Supply Service Charges:</b>													
SOS CHARGE	\$113.28	\$68.95	\$63.14	\$41.48	\$9.32	\$9.79	\$9.62	\$8.12	\$18.02	\$23.74	\$18.39	\$0.00	\$0.00
	\$113.28	\$68.95	\$63.14	\$41.48	\$9.32	\$9.79	\$9.62	\$8.12	\$18.02	\$23.74	\$18.39	\$0.00	\$383.83
<b>Monthly Totals \$</b>	\$240.30	\$154.04	\$142.72	\$100.58	\$37.99	\$39.19	\$38.85	\$35.90	\$1,136.72	\$1,449.05	\$1,126.51	\$0.00	\$4,501.85

Number of Months of History Used **36**  
 Enter Compensation Factor **3**

Months Included in Totals:	36	Avg. Monthly Billing \$	Avg. Annual Billing \$	Customer Comp. \$	% of Total
<b>Delivery Service Charges:</b>	\$1,342.02	\$37.28	\$447.34	\$1,342.02	22.3%
Transmission Service Charges:	\$3,773.57	\$104.82	\$1,257.86	\$3,773.57	62.8%
Electric Supply Service Charges:	\$898.04	\$24.95	\$299.35	\$898.04	14.9%
<b>36 Month Total</b>	\$6,013.63	\$167.05	\$2,004.54	\$6,013.63	
Average Monthly Billing \$	\$167.05				
Average Annual Revenue \$	\$2,004.54				
<b>Customer Compensation Amount \$</b>	\$6,013.63				

\$6,013.63

p 331-5.00-84.00 and 331-5.00-85.05.

## C. Anderson

---

**From:** Garbini, Marjorie A:(PHI) <Marj.Garbini@pepcoholdings.com>  
**Sent:** Monday, January 7, 2019 9:45 AM  
**To:** C. Anderson  
**Cc:** Seaford Electric; Razze, Scott C:(PHI)  
**Subject:** RE: Delmarva Power Electric Buyout  
**Attachments:** SGS - Seaford Nylon Council.xlsx

Here is the calculation for the customer transfer charge. The charge comes to \$6,103.63. I have not yet gotten the estimate for reconfiguration. Will get that to you as soon as I have it.

Please let me know if you have any questions.

*Marj*

### Marjorie Garbini

Principal Contract Specialist  
Transmission Arrangements

401 Eagle Run Road, Newark, DE 19702

Office: 302 454 4078 | Mobile: 302 530 6281

[marj.garbini@pepcoholdings.com](mailto:marj.garbini@pepcoholdings.com)



**From:** C. Anderson <canderson@seafordde.com>  
**Sent:** Friday, January 4, 2019 2:11 PM  
**To:** Garbini, Marjorie A:(PHI) <Marj.Garbini@pepcoholdings.com>  
**Cc:** Seaford Electric <seafordelectric@seafordde.com>  
**Subject:** FW: Delmarva Power Electric Buyout

Marj,

Please see the email below from Mark Melson regarding permission to share the DPL billing information for the property located at 1380 Middleford Road as you requested.

Please let us know if you need anything additional.

Thanks

Charles Anderson

**From:** Mark <[markdmelson@comcast.net](mailto:markdmelson@comcast.net)>  
**Sent:** Friday, January 4, 2019 12:13 PM

**To:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>

**Subject:** Re: Delmarva Power Electric Buyout

Yes, I grant permission to share DPL billing information.

Sent from my iPhone

On Dec 27, 2018, at 9:14 AM, C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)> wrote:

All,

My email below has an error.

The property address is 1380 Middleford Road not 1320.

Sorry for the confusion.

Charles

**From:** C. Anderson

**Sent:** Thursday, December 27, 2018 7:51 AM

**To:** Mark <[markdmelson@comcast.net](mailto:markdmelson@comcast.net)>

**Cc:** Garbini, Marjorie A:(PHI) <[Marj.Garbini@pepcoholdings.com](mailto:Marj.Garbini@pepcoholdings.com)>; Seaford Electric <[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>

**Subject:** FW: Delmarva Power Electric Buyout

Mark,

I hope your Holiday was restful.

We are working with DP&L regarding the potential transfer of electric services at the SNEC building @ 1320 Middleford Road. Can you as the property owners representative provide permission share your DPL billing info with the City for the period December 2015 through November 2018?

You can just respond to this email and that will be sufficient.

If you have any questions call or email me.

Thanks in advance.

Charles

**From:** Garbini, Marjorie A:(PHI) <[Marj.Garbini@pepcoholdings.com](mailto:Marj.Garbini@pepcoholdings.com)>

**Sent:** Wednesday, December 26, 2018 11:39 AM

**To:** Seaford Electric <[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>

**Cc:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>

**Subject:** RE: Delmarva Power Electric Buyout

Bill, Thank you for sending the spreadsheet. That was very helpful.

I have the calculations of the customer transfer charge complete. The last thing I need before I send it to you is permission from the owner of the property to share their DPL billing info with you for the period December 2015 through November 2018.

An email from the owner will be sufficient.

Thank you,

*Marj*

**Marjorie Garbini**

Principal Contract Specialist  
Transmission Arrangements

401 Eagle Run Road, Newark, DE 19702

Office: 302 454 4078 | Mobile: 302 530 6281

[marj.garbini@pepcoholdings.com](mailto:marj.garbini@pepcoholdings.com)

<image001.png>

**From:** Seaford Electric <[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>  
**Sent:** Monday, December 24, 2018 8:29 AM  
**To:** Garbini, Marjorie A:(PHI) <[Marj.Garbini@pepcoholdings.com](mailto:Marj.Garbini@pepcoholdings.com)>  
**Cc:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>  
**Subject:** [EXTERNAL] FW: Delmarva Power Electric Buyout

Marj

Here is the letter that includes the replacement value. I never got the cost from Bill Whitaker, I guess he sent those to Dolores.. I hope you have a Merry Christmas and a Happy New Year.

---

***Bill Bennett***  
**Director of Electric**

**From:** Tracy Torbert <[ttorbert@seafordde.com](mailto:ttorbert@seafordde.com)>  
**Sent:** Wednesday, May 31, 2017 8:51 AM  
**To:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>; [jmerritt@seafordde.com](mailto:jmerritt@seafordde.com); D. Slatcher <[dslatcher@seafordde.com](mailto:dslatcher@seafordde.com)>; [mbailey@seafordde.com](mailto:mbailey@seafordde.com); Seaford Electric <[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>  
**Subject:** Delmarva Power Electric Buyout

Attached is the information for the Delmarva Power Electric buyout for your records.

Tracy Torbert  
Executive Secretary  
City Of Seaford

## C. Anderson

---

**From:** Garbini, Marjorie A:(PHI) <Marj.Garbini@pepcoholdings.com>  
**Sent:** Monday, January 7, 2019 12:24 PM  
**To:** C. Anderson  
**Cc:** Seaford Electric; Razze, Scott C:(PHI)  
**Subject:** RE: Delmarva Power Electric Buyout  
**Attachments:** SGS - Seaford Nylon Council.xlsx

The attached contains DPL's estimated cost for system reconfiguration. The estimated cost is \$3,000. Please let me know if you wish to move forward with this. If you are moving forward with this customer transfer provide a contact person at the City of Seaford who our district engineering group can contact regarding reconfiguration work.

*Marj*

### Marjorie Garbini

Principal Contract Specialist  
Transmission Arrangements

401 Eagle Run Road, Newark, DE 19702

Office: 302 454 4078 | Mobile: 302 530 6281

[marj.garbini@pepcoholdings.com](mailto:marj.garbini@pepcoholdings.com)



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**Cc:** Seaford Electric <seafordelectric@seafordde.com>; Razze, Scott C:(PHI) <scott.razze@pepcoholdings.com>

**Subject:** RE: Delmarva Power Electric Buyout

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Please let me know if you have any questions.

*Marj*

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Principal Contract Specialist  
Transmission Arrangements

401 Eagle Run Road, Newark, DE 19702



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Marj,

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Please let us know if you need anything additional.

Thanks

Charles Anderson

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<[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>

**Subject:** FW: Delmarva Power Electric Buyout

Mark,

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**To:** Seaford Electric <[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>

**Cc:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>

**Subject:** RE: Delmarva Power Electric Buyout

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Office: 302 454 4078 | Mobile: 302 530 6281

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<image001.png>

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**To:** C. Anderson <[canderson@seafordde.com](mailto:canderson@seafordde.com)>; [jmerritt@seafordde.com](mailto:jmerritt@seafordde.com); D. Slatcher <[dslatcher@seafordde.com](mailto:dslatcher@seafordde.com)>; [mbailey@seafordde.com](mailto:mbailey@seafordde.com); Seaford Electric <[seafordelectric@seafordde.com](mailto:seafordelectric@seafordde.com)>  
**Subject:** Delmarva Power Electric Buyout

Attached is the information for the Delmarva Power Electric buyout for your records.

Tracy Torbert  
Executive Secretary  
City Of Seaford  
302.629.9173  
302.629.9307 (fax)

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NB# 6  
1-22-19

**ORDINANCE #2019-01**

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD, an ordinance to amend Chapter 16, of the Municipal Code of Seaford, Delaware relating to "Rental to Home Ownership Incentive", in the manner following, to wit:

Chapter 16, of the Municipal Code of Seaford, Delaware is hereby amended by amending §16.4.2 & §16.4.3, to read as shown on the following pages.

01/22/2019	Date of First Reading
??/??/2019	Date of Second Reading & Adoption
??/??/2019	Date of Advertisement
??/??/2019	Date the Ordinance is Effective

**CITY OF SEAFORD**

By: \_\_\_\_\_  
Mayor

Witness: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Manager

**ARTICLE 4 – RENTAL TO HOME OWNERSHIP INCENTIVE**

[Amended on 09/12/2017 by Ordinance #2017-05]

**§16.4.1 Purpose.**

In an effort to aid in home ownership within the City of Seaford and the conversion of residential rental properties to owner occupied housing, an incentive, as described below, may be provided to qualifying properties.

**§16.4.2 Qualifying Properties.**

A qualifying property is one that:

- A. Involves an existing building used as a single-family residence within the Seaford City limits;
- B. The residence was used exclusively as a rental property for a minimum of ~~five~~ three years immediately prior to conversion to an owner-occupied property;
- C. The new owner must occupy the property within one year of the date of purchase;
- D. Has been recommended by the Economic Development Committee and approved by the Seaford City Council;
- E. Organizations with non-profit status do not qualify for the provisions of this ordinance;
- F. The property owner must be in good standing with all City accounts at a zero balance within terms in order to receive any incentive.

**§16.4.3 Amount of Incentive.**

- G. For the Buyer: The City will abate the City property tax charge for a qualifying property for five years after occupancy by the property owner. The City will graduate the City property tax charge for a five-year period i.e. (year 1= No Property Tax Charge; Year 2 = 20% of the tax assessment) until year six; when the property will be charged the full property tax assessment in effect at such time. The tax incentive is non-transferable.
- H. For the Seller: The City will provide an incentive equal to five times the full property tax ~~assessment charge~~ in effect at the time of transfer to a qualifying property owner. The City will disburse the Seller incentive once the qualifying buyer occupies the property.

**§16.4.4 Requirements.**

- I. In order to be considered for incentive benefits, the owner(s) of the property must:
  - 1. Submit an Incentive Application;

- J. An agreement outlining the terms and uses of the incentive must be formed between the property owner(s), the seller and the City of Seaford before funds are distributed to the seller or property taxes are reduced for the buyer.

**§16.4.4 through §16.4.99    RESERVED**

**C. Anderson**

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**From:** Craig Scott <CraigScott@bluehenhomes.com>  
**Sent:** Monday, December 31, 2018 11:00 AM  
**To:** C. Anderson  
**Subject:** 710 3rd Street, Seaford DE

NBA 7  
1-22-19

Hi Charles,

As you requested I'm sending this email to confirm the intentions of my wife, Vivian Outland Scott, the offer to donate the property located at 710 3rd Street, Seaford DE, parcel ID 431-5.00-364.01 to the Town of Seaford. My wife is the executrix of Booker and his wife Mary's estate.

Over this past weekend Booker's wife, Mary, passed away. We have all the necessary paperwork naming Vivian as the executrix if needed. The estate attorney is Stephen Ellis of Ellis & Szabo located in Georgetown.

Please let me know if you have any questions.

Thank you.

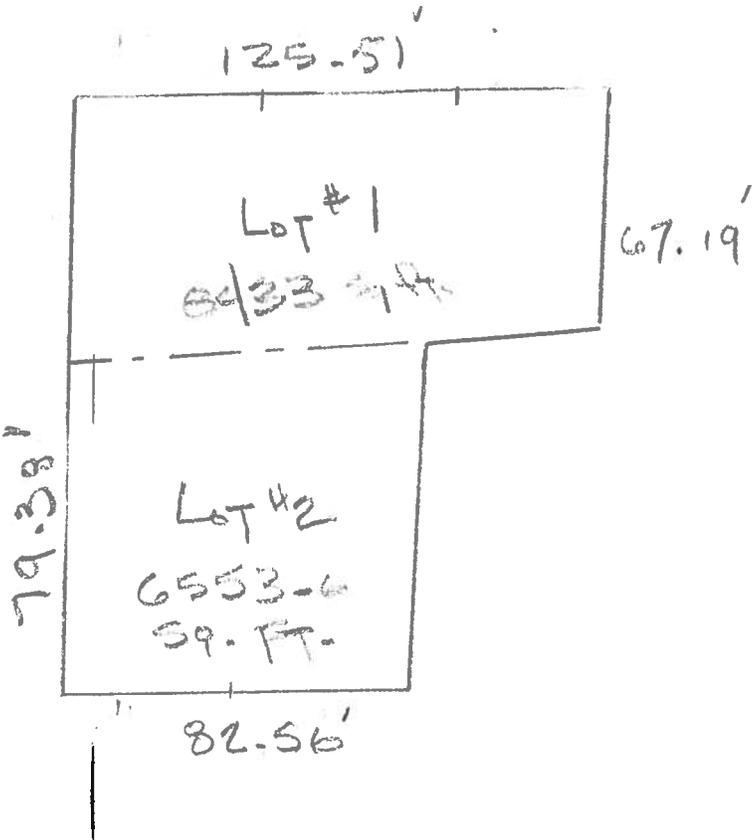
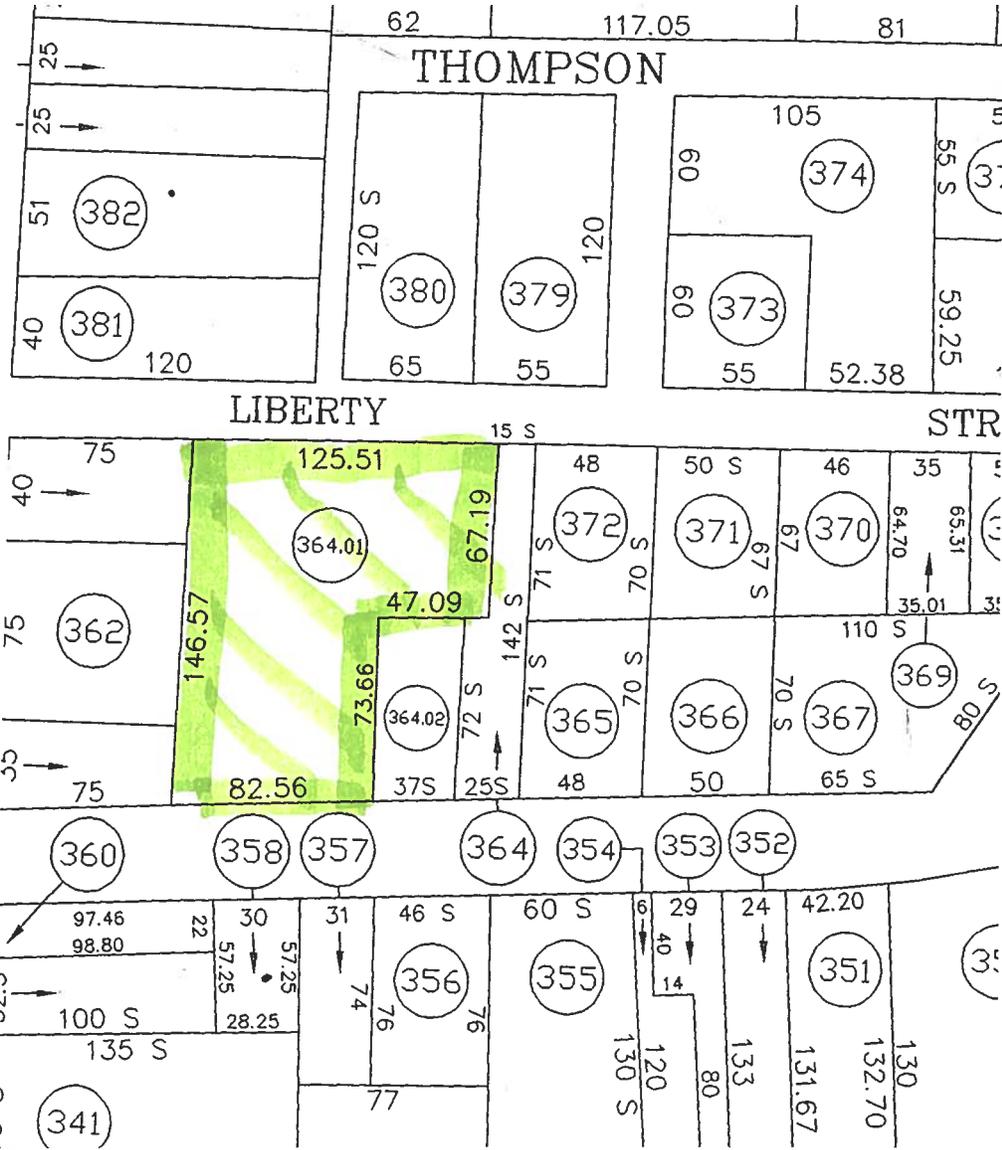
Craig

Craig Scott  
REALTOR®SRES  
Wilmington-Newark-Middletown  
Patterson Schwartz Real Estate  
Office: 302-733-7000  
Direct: 302-733-7086  
**Mobile/Text: 302-562-5842**

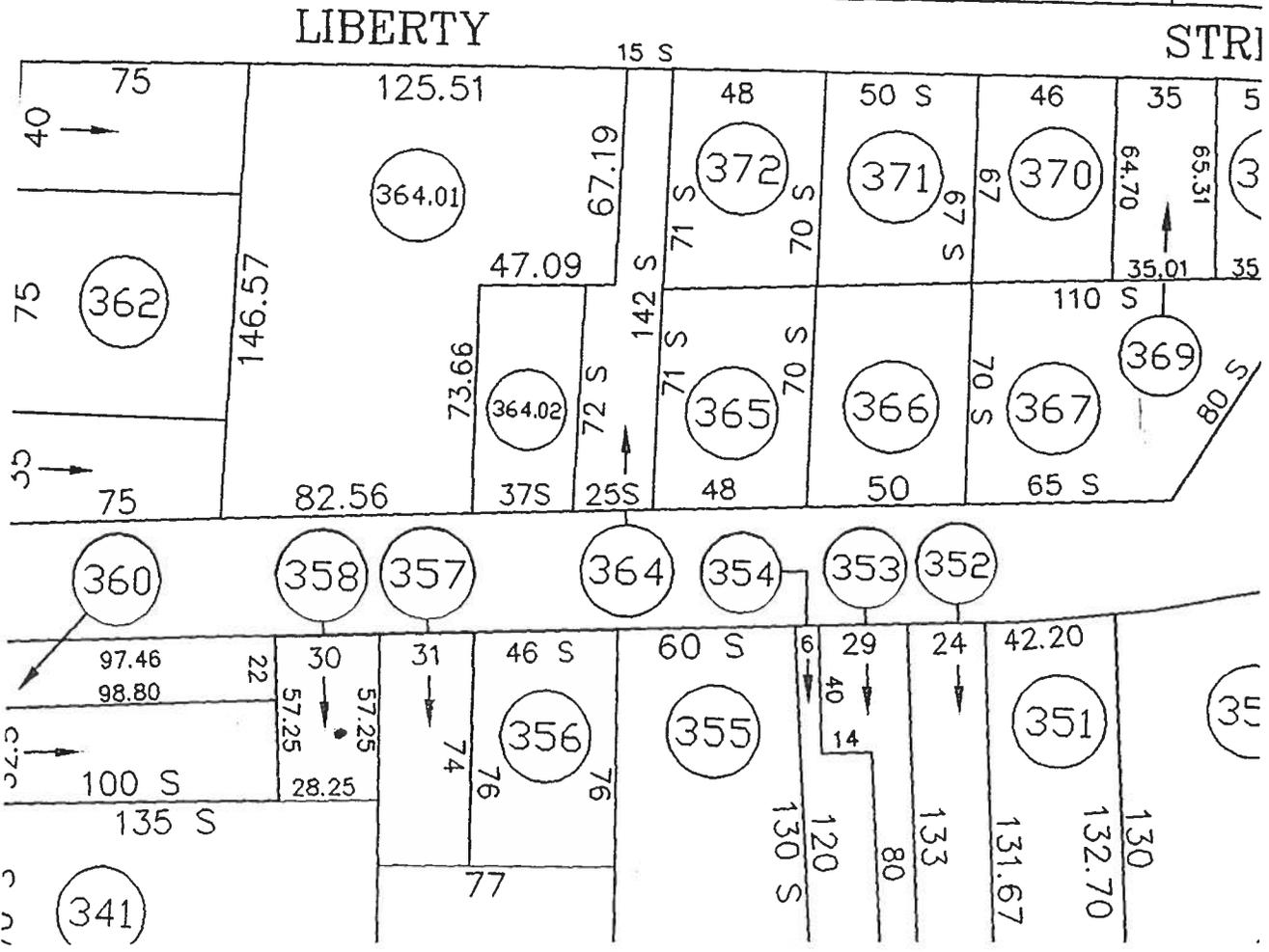
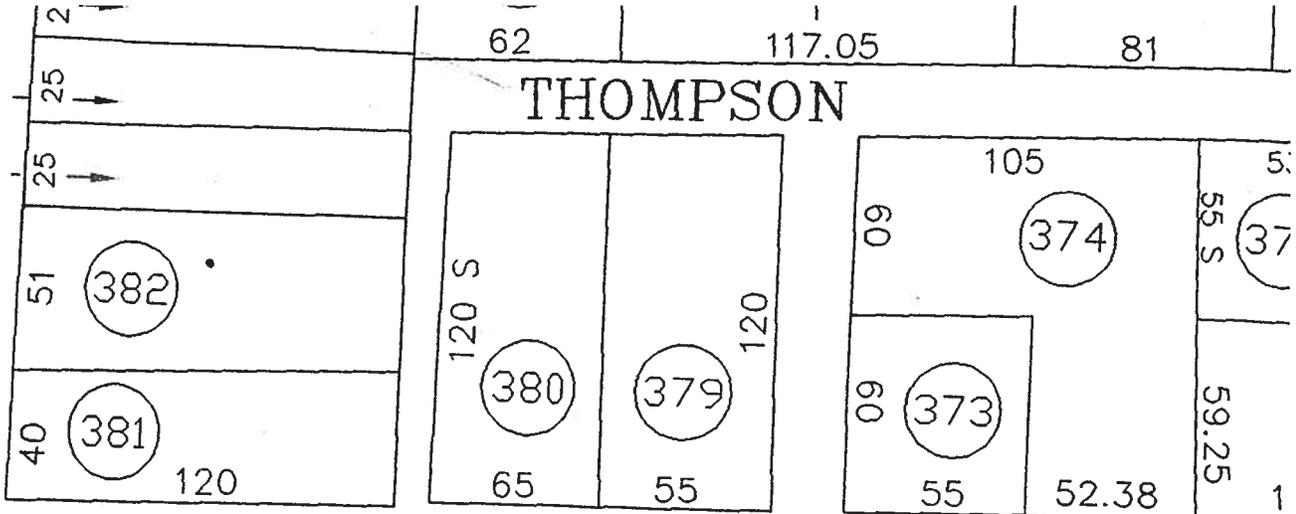
Delaware law requires real estate salespersons and brokers to provide a Consumer Information Statement (CIS) to you at the earlier of your first scheduled appointment or the first showing of a property. If this is your first contact with Patterson Schwartz Real Estate, please read the CIS available at the link below. If this

does not appear as an active link you may copy and paste it in your browser bar. You must read and complete this CIS before you list your home for sale or go with a sales person or broker to view homes to buy.

<https://dprfiles.delaware.gov/realestate/CIS-Residential-1-4-Families.pdf>



LAND ZONED - R-2  
 MIN LOT AREA = 4500<sup>sq ft</sup>  
 MIN LOT WIDTH = 35'



LIBERTY

STRI

Hide search results >>

# Search results

Clear Selected

Selected Features:

Parcels (1) ▼

1) 431-5.00-364.01

Zoom

<i>Book</i>	0
<i>Page</i>	0
<i>Owner Name</i>	OUTLAND BOOKER T
<i>Mailing Address</i>	20433 SUSSEX HWY
<i>City</i>	BRIDGEVILLE
<i>State</i>	DE
<i>Description</i>	710 THIRD STREET
<i>Description 2</i>	LIBERTY STREET
<i>Land Code</i>	RS
<i>Town Code</i>	SF
<i>CAP</i>	0
<i>BLDG Improvement</i>	45500
<i>LND Improvement</i>	3400
<i>PIN with Unit</i>	431-5.00-364.01
<i>PIN</i>	431-5.00-364.01
<i>Zipcode</i>	19933
<i>Frontage</i>	83
<i>Depth</i>	147
<i>Fire District</i>	87

Selected Features (1)

NB# 8  
1-22-19

**City of Seaford**

# Memo

**To:** Mayor & Council  
**From:** June Merritt, Director of Finance & HR  
**cc:** Charles Anderson  
**Date:** January 17, 2019  
**Re:** Use of E911 Funds – Nonbudgeted Expenditure

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I received the attached request from Anita Bell, Dispatch Manager, to attend the annual Tyler (New World CAD) Conference from April 7 -10, 2019 in Dallas, Texas. The Dispatch Department travel/training expenditure account has already been expended for this budget year. Therefore, she is requesting to utilize E911 Reserve Funds in the approximate amount of \$1,750.00. As of today the E911 Reserve Fund has a balance of \$38,079.96.

Hotel	\$1,101.89
Airfare	317.96
Meals	160.00
Parking/Trans	132.00
Miscellaneous	<u>38.15</u>
<b>TOTAL</b>	<b><u>\$1,750.00</u></b>

NR# 3  
1-22-19

Mayor and Council

I would like to request attending the Tyler (New World CAD) Conference April 7, 2019 – April 10, 2019 in Dallas Texas and E911 Funds should be utilized for payment of conference.

Funds requested from E911 are:

\$1101.89 – Omni Hotel, Dallas Texas April 7, 2019 thru April 10, 2019

Reserved on my personal credit card. Check will be needed from E911 funds to pay for room.

\$317.96 – Air fare – Southwest round trip (price quoted on December 18, 2018).

Needs to be booked and secured in my name with city credit card and reimbursed by E911 funds.

(Southwest Flight 2741 from Baltimore to Dallas on April 7, 2019)

(Southwest Flight 2167 from Dallas to Baltimore on April 10, 2019)

\$200.00 meals (\$50.00 a day)

\$32.00 airport parking (\$8.00 a day)

\$100.00 transportation to hotel 25 miles away from airport and return

The State of Delaware E911 Board pays for the registration cost for 1 PSAP Manager from each 911 Center to attend in the amount of \$950.00.

The Tyler Conference occurs every year and provides a vast selection of classes that provide additional resources for public safety to the community and first responders.