

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**June 25, 2019**  
**SEAFORD CITY HALL - 414 HIGH STREET**

**6:30 P.M.** - Seaford Police Department Bike Patrol unit and new UTV vehicle on display for the City Council members and the public.

**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 June 11, 2019.

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

**CORRESPONDENCE:**

1.

**7:05 PUBLIC HEARING:**

1. The City of Seaford, located at 414 High St., Tax Map and Parcel # 331-5.00-4.00 are requesting to subdivide a 7-acre lot from the larger parcel in the Ross Business Park.
2. Nanticoke Memorial Hospital, located at 801 Middleford Rd., Tax Map and Parcel # 331-7.00-1.00, 2.00 and portion of 77.00, are requesting a Final Site Plan review for a proposed expansion of their existing parking lot, across from the Hospital, from 42 parking spaces to 95 spaces.
3. Seaford Townhomes LLC, Tax Map and Parcel # 531-13.06-47.00 and 47.02, are requesting a Sketch Site Plan review for a proposed apartment complex to be located on an existing lot on Porter St., Seaford, DE.

**NEW BUSINESS:**

**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 25, 2019

1. Present for approval the revised fee and rate schedule to set the City tax rate @ \$0.34/\$100 of assessed property value.
2. Present for approval the Website Redesign RFP Committee Report and Recommendation.
3. Present for approval a contract agreement with West Corporation (Civic Live) for website redesign services for the City of Seaford website.
4. Present for approval a proposal from the Superintendent of Parks and Recreation, Katie Hickey to transfer the programming of the Nanticoke Youth Soccer Association (NYSA) to the City of Seaford Parks and Recreation Department.

**OLD BUSINESS:**

- 1.

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

1. Offices will be closed on Thursday, July 4<sup>th</sup> in observance of the Independence Day holiday.
2. Riverfest - July 13<sup>th</sup> - Downtown Seaford

**COMMITTEE REPORTS:**

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

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

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**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 25, 2019

**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: 6/17/19

Posted by: TNT



MEB  
0-2-2019

# CITY OF SEAFORD

## SCHEDULE OF FEES AND RATES

Amended ~~March 12~~ June 25, 2019

Effective ~~April~~ July 1, 2019

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 20~~08~~19 market values. The City of Seaford's taxes are assessed at 100% of appraised value and taxed at \$0.~~314~~ 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 \$10.00 Per Month \*Minimum Bill \$15.00  
First 31.25 KWH \$0.160000  
Next 718.75 KWH \$0.145572  
Remaining KWH \$0.128631

#### COMMERCIAL NON-DEMAND METERING (under 3500 kwh)

Customer Charge \$12.00 Per Month \*Minimum Bill \$15.00  
First 17.65 KWH \$0.170000  
Next 732.35 KWH \$0.157000  
Remaining KWH \$0.153438

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

Customer Charge \$50.00 Per Month  
First 166.67 KWH \$0.150000  
Remaining KWH \$0.104825  
Minimum Bill \$75.00  
Demand Charge (All KW \$11.34)

#### MEDIUM GENERAL SERVICE Energy (50-300 KW)

Customer Charge \$65.00 Per Month  
First 2,574.72 KWH \$0.125000  
Remaining KWH \$0.099645  
Minimum Bill \$386.84  
Demand Charge (All KW \$10.66)

#### LARGE GENERAL SERVICE Energy (greater than 300 KW five 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% of 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)  
Demand Ratchet 70% of Previous 12 Month Maximum

**CONNECTION CHARGES**

Existing Facility, Commercial or Residential	No Charge
New Residential	No Charge
New Non-Residential	No Charge
Delinquent Charges	\$40
Residential AMI Reconnect Charges (prior to 4:00 pm Monday – Friday)	\$25
Residential AMI Reconnect Charges (after 4:00 pm Mon. – Fri., Weekends & Holidays)	\$100
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 (A surety bond may be substituted at the City's option)	\$200

**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
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**PURCHASED POWER COST ADJUSTMENT CLAUSE**

-\$0.01380 / Kwh (Effective 04/1/2019)

**ENERGY SUPPLY COST**

\$0.06942/ 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

**AUTOMATIC METER INFRASTRUCTURE (AMI) OPT-OUT FEES:**

One-time manual meter set-up fee	\$40.00
Manual meter reading	\$25.00/month
Delinquent Charges	\$40
Reconnect Charges (prior to 4:00 pm Monday – Friday)	\$40
Reconnect Charges (after 4:00 pm Monday – Friday, Weekends & Holidays)	\$100

**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 \$9.39 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.

**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
Delinquent Charges	\$40
Reconnect Charges (prior to 4:00 pm Monday – Friday)	\$40
Reconnect Charges (after 4:00 pm Monday – Friday)	\$60

**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
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**PLANNING AND ZONING HEARING:**

NON-REFUNDABLE	\$200.00
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**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
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Surety Bond Required (\$20,000)

**REFUSE HAULER LICENSE:**

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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:**

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Annual License Fee = \$120.00

**SEPTAGE HAULER FEE:**

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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:**

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Annual License Fee = \$40.00

**TRANSIENT MERCHANT LICENSE:**

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Annual License Fee = \$40.00

Surety Bond Required (\$1,000)

**MESSAGE BUSINESS LICENSE:**

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Annual License Fee = \$40.00

**RENTAL LICENSE:**

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Annual License Fee = \$50.00 per rental unit

Re-inspection Fee = \$50.00 Each Additional Inspection

**SPECIAL EVENT PERMIT:**

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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:**

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No Charge

**SEASONAL STAND PERMIT:**

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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:**

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Permit Fee = \$40.00

Insurance Certificate Required

**BUILDING / SIGN / EXCAVATION / SITE WORK PERMIT FEE:**

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Based on the Cost of Construction:

First \$1,000 = \$25.00

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

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:**

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Base Permit Fee	\$25.00
Charge per fixture or connection to be inspected	\$ 2.00

**DEMOLITION PERMIT FEE:**

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

**WATER IMPACT FEE:**

Per EDU	\$ 600.00
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\* 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
<i>All other uses:</i>	
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
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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 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:**

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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:**

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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
BSSD	Interceptor Upgrades	\$ 400.00 per EDU

**STORM WATER IMPACT FEE:**

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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
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)
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**

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**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.

June 11, 2019

City of Seaford  
Mayor & Council Members  
414 High Street  
Seaford, DE 19973

***RE: Website Redesign - RFP Committee Report and Recommendation***

The RFP committee members respectfully submits the following report and recommendation for your consideration:

Three firms submitted proposals on May 29<sup>th</sup>, 2019 for the above referenced solicitation. The firms were subsequently ranked. All of the firms submitting proposals were found to be well qualified and credible. The City's objectives required the firms to present current examples of work performed and highlight any municipal clients they have.

The committee notes the top ranked firm presented a cutting edge, clear and concise approach with regard to the outlined needs and demonstrated extensive experience with regard to web development.

After the above referenced review of proposals, the committee unanimously recommends the City award the Website Redesign contract to Civic Live, a division of West Interactive Services Corporation, for the required services.

The required selection process was a complex one and all committee members agreed the process thoroughly vetted the desired firm for the scope of work presented.

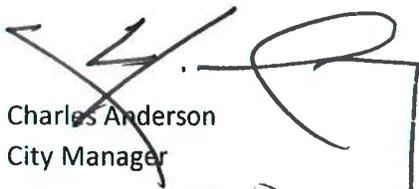
If you require additional information, feel free to contact any of the committee members.

Thank You,

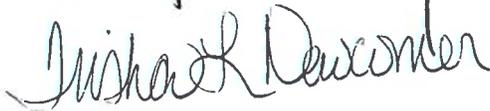
RFP Committee Members:



David Genshaw  
Mayor



Charles Anderson  
City Manager



Trisha Newcomer  
Director of Economic Development & Community Relations

Gary Andrews  
IT Coordinator



**ACCOUNT INFORMATION**

**Organization:** City of Seaford, DE

**Reference Quote:** \_\_\_\_\_ **Service Start Date:** 6/30/2019

**ACKNOWLEDGEMENTS**

West Interactive Services Corporation d/b/a CivicLive ("Provider"), will provide the named organization above ("Client") with the online communications applications further described in the Reference Quote and/or Appendices subject to the following terms and conditions:

**Order Authorization Terms.**

The terms and conditions available at <http://www.civiclive.com/webterms> will apply to this order authorization. The terms of this order will govern any conflict with the above-mentioned terms. Client's issuance of a purchase order for any or all of the items described in the Reference Quote and/or Appendices will constitute acknowledgement and acceptance of such terms, and no additional terms in Client's purchase order will apply.

**Term and Termination.**

This Agreement will commence on the Service Start Date and continue for 60 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term.

**Agreed and Acknowledged by the following who is authorized to sign on behalf of the Client:**

**Signature:**  
(or initials if signing electronically) \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**APPENDIX A – LICENSED SOFTWARE AND FEES**

The Components which are the subject of the License, the Software Licenses granted to th/e Client and the fees payable to Provider hereunder are as follows:

1. Licensed Software

The Components of the Platform Suite which are licensed to the **City of Seaford, DE** hereunder are the following:

- SitePublish Web Content Management System.

2. Software Licenses

The utilization rights of the Client are as follows:

- (a) Client is granted an Unlimited-User Software License; and
- (b) The Territory is Delaware.

3. Professional Services Fees

The following one-time Professional Services costs are included as part of the implementation:

Website Design, Development & Implementation	\$15,100.00
Online Training Sessions*	Included
Collaborative Content Migration	Included
Year Four Website Redesign Plan (if desired)**	Included

**Total Professional Services Fees: \$15,100.00**

*\*If on-site, travel expenses to be charged in addition and separately.*

*\*\*Provided that Client has a minimum contract commitment of 4 years and account is in good standing*

4. Payment Schedule re: Professional Services Fees

50% on Contract Signing.

50% on Website GoLive or 6 months after Service Start Date, whichever is earlier.

5. Communicate- Mass Notification System

GroupCast Complete- 1000 contacts

One-time Set up Fee- (to include 5 admin accounts)

GroupCast Complete, Social Media Edition- annual fee \$1,500.00

Total Year 1 \$1,500.00

## **APPENDIX B – SAAS: HOSTING, MAINTENANCE AND SUPPORT; Mass Notification System, CRS, and More**

### 1. Software-as-a-Service (SAAS)

The following are included as part of the Software-as-a-Service (SAAS):

- a) Enterprise-grade Data Protection and Unlimited-Bandwidth Website Hosting Services
- b) CMS Software Version Upgrades & Maintenance
- c) Unlimited Access to Technical Support

Client will pay Provider each year (each such term is referred to here as an "Annual Hosting, Maintenance & Support Term") an **annual fee of \$2,600.00**\*\* due to Provider hereunder and is payable annually in advance.

0This annual fee may be increased annually by no more than 5% by Provider by providing Client with notice of not less than thirty (30) days prior to the end of any given annual term.

*\*The initial Annual Hosting, Maintenance & Support Term is effective as of the Service Start Date, and will remain in force for twelve (12) months ("Contract Year 1"). There is no annual fee charged for Contract Year 1.*

*\*\*The annual fee for Contract Year 2 will be invoiced upon the expiry of Contract Year 1, as defined above.*

## **APPENDIX C – MARKETING**

1. Client will make a reasonable attempt to work with the Provider's Marketing Department to gather information and meet deadlines associated with website award contest entries throughout the term of this Agreement.
2. Client permits Provider to include an example of the Client's home page and a link to the Client's website on the Provider's corporate website(s).
3. Client will make a reasonable attempt to work with the Provider Marketing Department to create a case study related to their website.
4. Client agrees to allow Provider to display a "Powered by CivicLive" insignia and web link at the bottom of their web pages.
5. Client understands that the pricing and any related discount structure provided under this Agreement assumes such perpetual permission.



# MEMORANDUM

NB# 4  
CA-25-19

TO: Charles Anderson, City Manager

FR: Katie Hickey, Supt. of Parks and Recreation

RE: *Seaford Recreation Dept. Acquiring the Nanticoke Youth Soccer Association*

DT: June 18, 2019

City Manager Anderson, Supt. of Parks & Rec, Katie Hickey, and Recreation Coordinator, Tina Hurley met with Beth and Brian Griner, the current owners/operators of the Nanticoke Youth Soccer Association on June 4<sup>th</sup>, 2019 to discuss the possibility of the city taking over management of the association. Mr. & Mrs. Griner have been the head of this association for 25 years and are seeking new point personnel to run all aspects of the association.

A little background about the Nanticoke Youth Soccer Association: there are two seasons, one in the Fall and one in the Spring. Each season, around 250 children are registered for only \$10 per player. They also offer a 2-day clinic "Kiddie Kicks" for 2-4 year-olds in August. They host one fundraiser per year; a Joe Corbi's fundraiser to help pay for operational costs (marking paint, goals, jerseys, etc.) Upon providing proof of insurance, they lease the fields from West Seaford Elementary from August through November and March through June at no cost to the association. This also includes a storage shed for equipment.

In the Fall, they play only on Saturdays, and in the Spring, Sundays. They have U6 (6 years old and under) through U13 (13 years old and under) teams. All referees for U8 and under are youth volunteers and referees for U10 and U13 are paid either \$20 or \$30. Mr. & Mrs. Griner stated they would reach out to their volunteer-base in order to keep the program a success. The city would also need to work on gaining a committed group of volunteers in order to keep up with the large amount of players the program hosts each season. NYSA currently pays to be members of the Delaware Youth Soccer Association (DSYA). This provides them with insurance and background checks for each volunteer. This association can also be used as a reference to finding out the rules, field sizes, and regulations for the program.

The following suggested changes would be made, should the city acquire this program:

- No longer host a fundraiser and raise the registration fee to \$15 or \$20 per child.
- Fall Season sign-ups would occur in the month of July, followed by practices in August and games in September and October. (Currently 8-week season at one game per week, per team)
- Spring Season sign-ups would occur in February, followed by practices in March and games in April and May. (Currently 8-week season at one game per week, per team)
- All practices and games would relocate from West Seaford Elementary to the Seaford Sports Complex to utilize the city's fields.

- It was discussed that the NYSA would make a monetary donation, as well as an equipment donation, to the City of Seaford should this change of management be approved.

Through combined efforts between the Parks & Recreation Department and Mr. & Mrs. Griner, it is my recommendation that the Seaford Recreation Department make the necessary actions and changes it requires to successfully manage and operate the Nanticoke Youth Soccer Association.

Should you have any questions, please contact me.

Thank you.