

**AGENDA**  
**REGULAR MEETING OF THE MAYOR AND COUNCIL**  
**June 9, 2020**  
**SEAFORD CITY HALL - 414 HIGH STREET**

**The meeting will be streamed via live feed.**

To view a live meeting visit one of the links below:

- On our website: [www.seafordde.com/meetinglivefeed](http://www.seafordde.com/meetinglivefeed)
- On Facebook: [www.Facebook.com/cityofseaford](http://www.Facebook.com/cityofseaford)
- On YouTube: <https://www.youtube.com/channel/UCmTD6-NSvIMLwLSg3FUCzIA>

To view this meeting agenda and supporting documentation visit our website:

**[www.seafordde.com/meetings\\_and\\_agendas](http://www.seafordde.com/meetings_and_agendas)**

Comments and questions may be mailed to:

**[Councilinfo@seafordde.com](mailto:Councilinfo@seafordde.com)**

- 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 26, 2020.
  - Approval of the Budget Workshop Meeting Minutes from May 19, 2020

Judge Jennifer Sammons will give the Oath of Offices to David Genshaw for the position of Mayor and Dan H Henderson and Jose Santos for the position of Councilman

Mayor Genshaw to hold the election for Vice-Mayor

Mayor Genshaw to appoint Council liaisons

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

**CORRESPONDENCE:**

- 1.

**NEW BUSINESS:**

**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 9, 2020

1. Mr. Fred Pearson with PTA/DELVAL to present the formal tax appeal recommendations for Council action.
2. Buck Consultants to present the General Employee Pension Plan valuation results for 2019 plan year and plan information.
3. Buck Consultants to present the estimated financial impact of potential plan design changes for the General Employee Pension Plan.
4. Present an update regarding the request to suspend the demolition of 331 North Street and request approval to proceed with the code action due to lack of progress shown by the property owner.
5. Present for approval the appointment of Records Officers and Authorized Agents for FY21 to the Delaware Public Archives
6. Bids - Portable Toilets.
7. Bids - Stein Highway Church of God Paving.
8. Bids - Renovations for 400 High Street Office Building.
9. Present for approval the FY2021 Budget.
10. Berley Mears, Director of Public Works to present a plan for smoke testing portions of the City sewer network for inflow and infiltration (I&I) identification and elimination.
11. Present for approval a funding plan for Phase I of the Oyster House Park project along the Nanticoke River.
12. Present for approval a proposal to donate labor and equipment costs for electrical infrastructure modifications and installations for the Phase I Oyster House Park project along the Nanticoke River.

**AGENDA**

REGULAR MEETING OF THE MAYOR AND COUNCIL

June 9, 2020

**OLD BUSINESS:**

- 1.

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

1. Clean Up Week is June 8 - 12 for the City of Seaford residential households only. Go to [www.seafordde.com](http://www.seafordde.com) and click on home then services for the drop-down information on Clean Up week to find out what will and will not be picked up during the week.

**COMMITTEE REPORTS:**

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

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

**NOTE:** Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Date Posted: 6/1/2020

Posted by: TNT

June 9, 2020

To: Mayor and City Council

Subject: 2020 Tax Appeal Recommendations

There were five properties to make recommendations for based on this year's property tax appeals. Recommendations for those appeals are as follows.

1. 803 Griffin Street
  - a. Property owner purchased the property in May of 2019 for \$55,000.00. He feels that the assessment is too high based on what the price he paid for the property.
  - b. Recommendation: When the property was purchased, the property was unlivable. The owner has made some improvements to make the home livable. The recommendation is to decrease the assessment to \$65,000 from \$85,200.
2. Sussex Highway – TMP # 3-31-4.00-019.00
  - a. Property owner questioned the improvement value of \$40,000.00 on his property. The property has no improvements and is only land.
  - b. Recommendation: No change to current assessed value for land. After reviewing additional Commercial value, this parcel is equally valued. The zoning was also check for the property and was at least 50 acres is zoned commercial.
3. 724 Thompson Street
  - a. The property was purchased on June 7, 2019. The property owner feels that the assessed value is too high based on the age of the home.

b. Recommendation: The home is in fair to poor condition. The recommendation is to decrease the assessment to \$50,000 from \$63,100.

4. 22395 Sussex Highway – TMP 3-31-5.00-116.00

a. Property Owner purchased the two properties on July 22, 2019 for the amount of \$1,700,000. The purchase price was based on this property having a value of \$975,000.00. This building has a commercial lease that is triple net and requires the Tenant to reimburse the landlord for all taxes. With the taxes being so high, it is creating a hardship with finding tenants to occupy the space.

b. Recommendation: Currently, the Dollar Tree leases this building. There is a one year left in the lease and then the property owner will have to negotiate a new lease. After reviewing the property, I would recommend to decrease the land value from \$880,500 to \$853,000 and the improvement value from \$1,211,400 to \$701,400. This would mean that the total assessment would be \$1,554,400.

5. 22945 Sussex Highway – TMP 3-31-6.00-009.04

a. Property Owner purchased the two properties on July 22, 2019 for \$1,700,000. The purchased price as based on this property having a value of \$725,000. This building has a commercial lease that is triple net and requires the Tenant to reimburse the landlord for all taxes. With the taxes being so high, it is creating a hardship with finding tenants to occupy the space.

b. Recommendation: The suites in this complex have poor visibility from the highway as they sit back behind the Dollar Tree building. After reviewing the property, I would recommend to decrease the land value due to the acres not being correct from \$1,612,300 to \$573,700 and decrease the improvement value from \$1,123,300 to

\$365,200. This would mean that the total assessment would decrease from \$2,735,600 to \$938,900.

- The total new assessment for 22395 and 22945 Sussex Highway would be \$2,493,300.



NB#4  
6-9-20

**CITY OF SEAFORD  
CODE DEPARTMENT  
MEMORANDUM**

To: Charles Anderson, City Manager From: Michael Bailey, Building Official

Re: FY2020 Demolition Bid Date: 6/1/2020

Recommendation

CC:

Urgent  For Review  Please Comment  Please Reply

The demolition of 331 North St was stayed at the approval of Mayor and Council at the April 14, 2020 meeting. Mr. Bolden was given a list of deadlines to meet in order to retain the property and renovate it back into code compliance. He met the first deadline of having all the back taxes paid, he also met the second deadline of submitting a work plan for review for the renovations. That work plan was insufficient and rejected. He was given 10 days to resubmit a proper work plan and apply for a building permit. He has failed to submit this work plan within the 10 days. I am asking Council to allow our contractor East Coast Structural Movers to proceed with the demolition of this property.

Thank You,

Michael Bailey

Building Official



NB#5  
6-1-20

121 Martin Luther King Jr. Blvd. North | Dover, DE 19901 | (302) 744-5000  
AnalystTeam@delaware.gov

### APPOINTMENT OF RECORDS OFFICER AND AUTHORIZED AGENTS FOR FY2021

**ALL FIELDS MUST BE COMPLETED**

MUNICIPALITY/COUNTY/DEPARTMENT: City of Seaford  
DIVISION: City Hall RECORD GROUP NUMBER: 7200  
SECTION: Administration PROGRAM/LOCATION: \_\_\_\_\_

#### SECTION I: APPOINTMENT OF RECORDS OFFICER

**(THIS SECTION TO BE USED ONLY FOR THE DIVISION OR DEPARTMENTAL RECORDS OFFICER APPOINTMENT.)**

In accordance with [Title 29 Delaware Code, Section, 521](#), I appoint the following person as records officer to serve as liaison with the Delaware Public Archives for all agency records administration functions including requests for records retention scheduling, storage, and destruction services.

NAME Tracy Torbert		TITLE City Clerk	
E-MAIL ADDRESS Ttorbert@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE 7200	MAILING ADDRESS (Include: Street, Building, Town/City, State, Zip) 414 High Street, Seaford, De 19973		

#### SECTION II: APPOINTMENT OF AUTHORIZED AGENT(S)

In accordance with [Delaware Public Archives \(DPA\) policy](#), I appoint the following person(s) to serve as authorized agent(s). Authorized agents are personnel designated by their agency head and/or records officer to sign DPA transfer documents, destruction notices and record service forms authorizing the transfer of records to the DPA for storage, requests for destruction authorization, requests for information retrieval and to submit agency publications.

**Attach Additional pages if more space if needed.**

NAME Charles Anderson		TITLE City Manager	
E-MAIL ADDRESS Canderson@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE 7200	MAILING ADDRESS (Include: Street, Building, Town/City, State, Zip) 414 High Street, Seaford, De 19973		
NAME Trisha Newcomer		TITLE Director Of Economic Development & IT	
E-MAIL ADDRESS Tbooth@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE 7200	MAILING ADDRESS (Include: Street, Building, Town/City, State, Zip) 414 High Street, Seaford, De 19973		
NAME June Merritt		TITLE Director Of HR & Finance	
E-MAIL ADDRESS Jmerritt@Seafordde.Com		TELEPHONE #: 3026299173	FAX #: 3026299307
STATE LOCATOR CODE 7200	MAILING ADDRESS (Include: Street, Building, Town/City, State, Zip) 414 High Street, Seaford, De 19973		
NAME		TITLE	
E-MAIL ADDRESS		TELEPHONE #:	FAX #:
STATE LOCATOR CODE	MAILING ADDRESS (Include: Street, Building, Town/City, State, Zip)		

**IMMEDIATELY NOTIFY THE DELAWARE PUBLIC ARCHIVES AS CHANGES OCCUR TO SECTIONS I or II ABOVE.**

EFFECTIVE DATE:

7/1/2020

APPROVED BY:

Agency Head (NAME)  
City Manager

Records Officer

Title of Agency Head

NB#6  
6-9-20

## MEMORANDUM

**TO: Mayor and City Council**

**FR: Charles Anderson, CM** 

**RE: Porto-John Bids, 2020**

**DT: June 3, 2020**

**The City received two bid responses on 6/3/20 to the above referenced bid advertisement. Please see the attached spread sheet tabulation.**

**We have worked with this firm in the past.**

**It is our recommendation to award the bid to the low bidder; Arrow Sanitation Services in the amount of \$13,832.50 for year one of the contract.**

**Should you have any questions, please contact me.**

**Thank you.**

**City of Seaford  
2020 Porta John Bid Tabulation**

	<b>Arrow Sanitary Service</b>	<b>Annual</b>	<b>Peninsula</b>	<b>Annual</b>
Soroptimist Park	\$230.00	\$1,610.00	\$260.00	\$1,820.00
Nutter Park	\$75.00	\$525.00	\$50.00	\$350.00
Boat Ramp	\$115.00	\$805.00	\$210.00	\$1,470.00
Hooper's - Year Round	\$460.00	\$5,520.00	\$360.00	\$4,320.00
Hooper's - Seasonal	\$135.00	\$810.00	\$180.00	\$1,080.00
Jay's Nest - Year Round	\$135.00	\$1,620.00	\$180.00	\$2,160.00
Jay's Nest - Seasonal	\$115.00	\$805.00	\$130.00	\$910.00
Football Fields	\$75.00	\$412.50	\$50.00	\$275.00
Softball Fields	\$345.00	\$1,725.00	\$390.00	\$1,950.00
	<b>2020-2021 Total</b>	<b>\$13,832.50</b>	<b>2020-2021 Total</b>	<b>\$14,335.00</b>

	<b>Arrow Sanitary Service</b>	<b>Annual</b>	<b>Peninsula</b>	<b>Annual</b>
Soroptimist Park	\$230.00	\$1,610.00	\$260.00	\$1,820.00
Nutter Park	\$75.00	\$525.00	\$50.00	\$350.00
Boat Ramp	\$115.00	\$805.00	\$210.00	\$1,470.00
Hooper's - Year Round	\$460.00	\$5,520.00	\$360.00	\$4,320.00
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Jay's Nest - Year Round	\$135.00	\$1,620.00	\$180.00	\$2,160.00
Jay's Nest - Seasonal	\$115.00	\$805.00	\$130.00	\$910.00
Football Fields	\$75.00	\$412.50	\$50.00	\$275.00
Softball Fields	\$345.00	\$1,725.00	\$390.00	\$1,950.00
	<b>2021-2022 Total</b>	<b>\$13,832.50</b>	<b>2021-2022 Total</b>	<b>\$14,335.00</b>

	<b>Arrow Sanitary Service</b>	<b>Annual</b>	<b>Peninsula</b>	<b>Annual</b>
Soroptimist Park	\$0.00	\$0.00	\$260.00	\$1,820.00
Nutter Park	\$0.00	\$0.00	\$50.00	\$350.00
Boat Ramp	\$115.00	\$805.00	\$210.00	\$1,470.00
Hooper's - Year Round	\$460.00	\$5,520.00	\$360.00	\$4,320.00
Hooper's - Seasonal	\$135.00	\$810.00	\$180.00	\$1,080.00
Jay's Nest - Year Round	\$135.00	\$1,620.00	\$180.00	\$2,160.00
Jay's Nest - Seasonal	\$115.00	\$805.00	\$130.00	\$910.00
Football Fields	\$75.00	\$412.50	\$50.00	\$275.00
Softball Fields - Peak	\$345.00	\$1,725.00	\$390.00	\$1,950.00
	<b>2022-2023 Total</b>	<b>\$11,697.50</b>	<b>2022-2023 Total</b>	<b>\$14,335.00</b>

<b>Arrow 3-Year Total</b>	<b>\$39,362.50</b>	<b>Peninsula 3-Year Total</b>	<b>\$43,005.00</b>
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# MEMORANDUM

**TO: Charles Anderson, CM**

**FR: Berley Mears, Director of Public Works**

**RE: Church of God Paving bid**

**DT: June 4, 2020**

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

<b>Bidder</b>	<b>Total Bid</b>
Terra Firma of Delaware	\$63,713.71
Jerry's Paving	\$74,511.40
George & Lynch	\$77,344.44
Delmarva Paving	\$105,984.50

**It is my recommendation to award the Church of God paving bid to Terra Firma of Delaware Inc. for the total of \$63,713.71. Terra Firma of Delaware Inc. is the lowest bidder and they have met all of the bidding requirements.**

**This project was funded by Representative Short in the amount of \$88,752.20 based on the estimate. I would like to get a price from the contractor to upgrade the striping from latex paint to a thermo application for longevity. We have more than enough contingency to get this done.**

**Please present this information to Mayor and Council at their June 9, 2020 meeting for their consideration.**

**Please contact me should you have any questions.**

NB# 8  
6-9-20

# MEMORANDUM

**TO: Mayor and City Council**  
**FR: Charles Anderson, CM**  
**RE: 400 High Street Office Renovations**  
**DT: May 27, 2020**

The City received two responses for the above referenced bid solicitation. Please see the table below that summarizes the results:

Bidder	Total Bid
BRS Consulting, Inc.	\$57,000
The Whayland Company, LLC	\$83,000

Judy Schwartz, P.E. reviewed the submitted bid documents and checked several of the references provided by the low bidder.

Please accept our recommendation to award the renovations for 400 High Street office building bid to BRS Consulting Inc., the low bidder in the amount of \$57,000.

This project is proposed to be funded with GMB rent reserves.

Should you have any questions, please contact me.

Thank you.

NBH  
6-1-20

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

	FY 2020	FY 2021	% CHANGE	\$ INCR/DECR
<b><u>REVENUE</u></b>				
General Fund	6,676,699	6,444,136	-3.48%	(232,563)
Transfer from Electric Fund	2,823,931	3,255,409	15.28%	431,478
Transfer from Sewer Fund	477,698	488,000	2.16%	10,302
Transfer from Water Fund	0	30,400	0.00%	30,400
Municipal Golf Fund	15,000	25,000	66.67%	10,000
Transfer from General Fund	347,973	308,736	-11.28%	(39,237)
Transfer from Electric Fund	0	0	0.00%	0
Water Fund	1,603,665	1,093,119	-31.84%	(510,546)
Transfer from Electric	0	0	0.00%	0
Sewer Fund	2,799,667	3,522,220	25.81%	722,553
Transfer from Electric	0	0	0.00%	0
Electric Fund	14,319,207	14,926,830	4.24%	607,623
<b>TOTAL REVENUE</b>	<b>29,063,840</b>	<b>30,093,850</b>	<b>3.54%</b>	<b>1,030,010</b>
<b>REVENUE W/O INTERNAL TRANSFER</b>	<b>25,414,238</b>	<b>26,011,305</b>	<b>2.35%</b>	<b>597,067</b>
<b><u>EXPENDITURES</u></b>				
Executive	108,198	108,572	0.35%	374
Capital	0	3,800	0.00%	3,800
Administration	1,712,232	1,937,060	13.13%	224,828
Capital	110,017	33,458	-69.59%	(76,559)
Transfer to Golf Fund	347,973	308,736	-11.28%	(39,237)
Economic Development	176,668	228,223	29.18%	51,555
Capital	0	22,000	0.00%	22,000
Information Technology	132,409	131,287	-0.85%	(1,122)
Capital	25,000	44,000	76.00%	19,000
Code	396,147	310,911	-21.52%	(85,236)
Capital	2,000	29,324	1366.20%	27,324
Fire	309,501	369,393	19.35%	59,892
Capital	0	0	0.00%	0
Police	3,552,849	3,774,052	6.23%	221,203
Capital	768,925	842,961	9.63%	74,036
Dispatchers	651,609	332,964	-48.90%	(318,645)
Capital	5,500	0	-100.00%	(5,500)
Recreation	210,370	193,026	-8.24%	(17,344)
Capital	2,800	3,924	40.14%	1,124
Parks	580,672	577,177	-0.60%	(3,495)
Capital	36,190	80,500	122.44%	44,310
Pools	35,877	38,217	6.52%	2,340
Capital	0	0	0.00%	0
Streets	543,861	555,830	2.20%	11,969
Capital	269,530	292,530	8.53%	23,000
<b>EXPENDITURES - SUBTOTAL PAGE 1</b>	<b>9,978,328</b>	<b>10,217,945</b>	<b>2.40%</b>	<b>239,617</b>

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

	FY 2020	FY 2021	% CHANGE	\$ INCR/DECR
Municipal Golf	362,973	333,736	-8.05%	(29,237)
Capital	0	0	0.00%	0
Water	1,023,656	1,029,643	0.58%	5,987
Capital	580,009	33,076	-94.30%	(546,933)
Transfer to General Fund	0	30,400	0.00%	30,400
Sewer Collector System	506,410	474,489	-6.30%	(31,921)
Capital	0	105,000	0.00%	105,000
Sewer Plant	1,614,536	1,816,266	12.49%	201,730
Capital	32,000	568,190	1675.59%	536,190
Transfer to General Fund	477,698	488,000	2.16%	10,302
Compost	169,023	70,275	-58.42%	(98,748)
Capital	0	0	0.00%	0
Electric Distribution	11,386,626	10,957,696	-3.77%	(428,930)
Capital	108,650	713,725	556.90%	605,075
Transfer to General Fund	2,823,931	3,255,409	15.28%	431,478
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
<b>EXPENDITURES - SUBTOTAL PAGE 2</b>	<b>19,085,512</b>	<b>19,875,905</b>	<b>4.14%</b>	<b>790,393</b>
<b>TOTAL EXPENDITURES</b>	<b>29,063,840</b>	<b>30,093,850</b>	<b>3.54%</b>	<b>1,030,010</b>
<b>EXPENDITURES W/O INTERNAL TRANSFER</b>	<b>25,414,238</b>	<b>26,011,305</b>	<b>2.35%</b>	<b>597,067</b>
Total Revenues without Internal Transfers	25,414,238	26,011,305	2.35%	597,067
Total Expenditures without Internal Transfers	25,414,238	26,011,305	2.35%	597,067
Surplus (Deficit)	0	0	0.00%	0
Note: Purchased Power Electric Distribution	8,247,695	8,247,695	0.00%	0
Note: Electric Distribution without Purchased Power	3,138,931	2,710,001	-13.66%	(428,930)
<b>Total Capital</b>	<b>1,940,621</b>	<b>2,772,486</b>	<b>42.87%</b>	<b>831,867</b>

Sheet 11  
6.9.20

SOUTH PEARL STREET

SOUTH CANNON STREET

CHURCH STREET

NANTICOKE RIVER

51-7-00-22-00 TRUSTE  
CITY OF SEAFORD  
DEPT. 1087 / 325

51-7-00-24-00 TRUSTE &  
51-7-00-25-00 TRUSTE  
CITY OF SEAFORD  
DEPT. 1087 / 325

51-7-00-31-00  
CITY OF SEAFORD  
DEPT. 1087 / 325

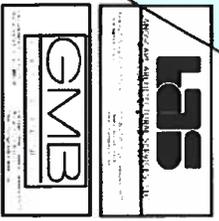
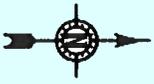
51-7-00-32-00 TRUSTE  
CITY OF SEAFORD  
DEPT. 1087 / 325

51-7-00-20-00 TRUSTE  
CITY OF SEAFORD  
DEPT. 1087 / 325

51-7-00-20-00 TRUSTE  
CITY OF SEAFORD  
DEPT. 1087 / 325

Bulkhead

Pier, Gangway & Flaring Docks



Oyster House Park  
City of Seaford, Delaware

Master Plan - Phase 1  
Not for Permits Not for Construction

Phasing revised 9-23-2019  
per Chesapeake Conservancy Grant Submission



LANDSCAPE  
ARCHITECTURAL  
SERVICES, L.L.C.

115# 11  
6-1-20

**Oyster House Park  
Probable Cost Estimate: Phase 1**

**Date: 5-28-2020  
Revised: 6-1-20 per Team Conference Mtg. 5-28-20**

Quantity	Description	Unit Cost	Total
	Demolish & Dispose existing Bulkhead	LS	20,000.
167 LF	Repair / Replace Bulkhead: Composite Sheet piling w concrete dead-man tiebacks, cap and backfill	1,000.00	167,000.
2,548 SF	Raised Boardwalk: TSYP structure and composite decking	80.00	203,840.
68 EA	12" diam. X 25' SYP 2.5 CCA Wood Piles	1,000.00	68,000.
650 LF	Boardwalk Railing: Wood Posts & Aluminum Rails & Pickets	110.00	71,500.
468 LF	4x4 Wood Railing Posts	10.00	4,680.
3 EA	4' Bench	2,500.00	7,500.
4 EA	Information Panels supplied by Owner - installed by Contractor	500.00	2,000.
1,014 SF	Composite Boardwalk on 4x4 Sleepers	50.00	50,700.
155 SF	Pier: TSYP structure and composite decking	80.00	12,400.
6 EA	12" x 25' SYP 2.5 CCA Wood Piles	1,500.00	9,000.
40 LF	Aluminum Gangway	LS	15,000.
2 EA	8x20 Floating Aluminum Kayak Launch	LS	50,000.
5 EA	12" diam. X 25' Timber SYP 2.5 CCA Wood Piles	1,500.00	7,500.
1,135 EA	Wetland Planting Replacement 1 quart pot @18" AC	20.00	22,700.
	City of Seaford Underground Electric	LS	99,399.
875 SF	Water Front Deck TSYP structure with composite decking	80.00	70,000.
		Subtotal	881,219.
	General Contractor's Overhead & Profit	15%	132,183.
	Mobilization & General Conditions	10%	88,122.
	Contingency	15%	132,183.
	Professional fees for Limited Contract Administration	LS	65,000.
<b>TOTAL ESTIMATED PROBABLE COST: Phase 1</b>			<b>\$1,298,707.</b>

**NOTE:**

**Costs may vary with Time of Implementation, Final Design and Materials selections. These costs are based on recent bids and industry cost standards. True and final costs will be determined by the successful bidder based on the bidding climate at that time and on other factors over which LAS, LLC and their consultants have no control.**



# Memorandum

112 #12  
6-7-20

To: Mayor & Council

From: Trisha Newcomer, Director of Economic Development & Community Relations



Date: June 4, 2020

RE: Donation of Labor & Equipment Costs for Phase I – Oyster House Park Project

In February 2020, City Council approved the Master Plan for the Oyster House Park, which is located along the banks of the Nanticoke River, at the south end of Cannon Street and contiguous to our Riverwalk which ends just west of S. Pine Street.

We are currently working with Landscape Architectural Services, LLC (LAS) and our project partner, the Chesapeake Conservancy, to prepare the documents for bidding Phase I. Phase I of this project includes construction of the Riverwalk extension, underground electric service, replacement of bulkhead, construction of pier, gangway and floating docks. Estimated probable construction Cost for Phase I, includes 15% contingency and professional fees for contract administration; \$1,298,707.

We would like to ask City Council to consider a project contribution, by waiving the cost of labor and equipment that would be incurred in the burial of the underground electrical service. The labor and equipment cost are estimated at \$30,333.04. Currently the cost to bury the service is \$99,930.46. Waiving the cost of labor and equipment would lower the cost to materials only in the estimated amount of \$69,597.42.

We are excited to begin moving into this new phase of the project and even more excited by what the overall project could provide our downtown, our community and our area. Thank you for your careful consideration of our request.

**ELECTRICAL WORK FORM**  
**PROJECT DESCRIPTION: Oyster House**  
**DATE: 7/26/19**

NB#12  
6-9-20

**I. MATERIALS**

<u>STOCK NO.</u>	<u>NO. REQ'D.</u>	<u>DESCRIPTION OF ITEM</u>	<u>PRICE EACH</u>	<u>TOTAL PRICE</u>
tran-0007	1	150 KVA transformer	\$ 6,448.96	\$ 6,448.96
metr-0038	1	pre-wired meter socket	\$ 253.82	\$ 253.82
metr-105	1	9S meter	\$ 285.77	\$ 285.77
ct-0009	3	400/5 CT	\$ 88.95	\$ 266.85
arm-0001	1	CIA bracket	\$ 61.54	\$ 61.54
lag-0001	20	3/8" drive lag	\$ 0.39	\$ 7.80
bolt-0063	2	5/8" x 12" thru bolt	\$ 1.16	\$ 2.32
bolt-0065	8	5/8" x 16" thru bolt	\$ 1.40	\$ 11.20
wash-0003	10	5/8" curved washer	\$ 1.47	\$ 14.70
bolt-0046	12	1/2" x 1 1/2" ss bolt	\$ 0.65	\$ 7.80
bolt-0048	4	1/2" x 2 1/2" ss bolt	\$ 1.65	\$ 6.60
nut-0019	20	1/2" ss nut	\$ 0.25	\$ 5.00
wash-0018	16	1/2" ss lock washer	\$ 0.16	\$ 2.56
spde-0026	4	spade adapter	\$ 14.40	\$ 57.60
rod-0002	9	5/8" ground rod	\$ 12.09	\$ 108.81
clmp-0007	9	5/8" ground rod clamp	\$ 1.03	\$ 9.27
wire-0019	500	1/0 al underground wire	\$ 2.09	\$ 1,045.00
cuto-0001	4	100 amp cut out	\$ 108.00	\$ 432.00
arre-0001	7	9KV lightning arrestor	\$ 33.03	\$ 231.21
fuse-0012	4	line fuse 20 amp	\$ 3.07	\$ 12.28
sppt-0006	12	support grip for 750	\$ 12.50	\$ 150.00
clmp-0022	6	pac 7 clamp	\$ 7.19	\$ 43.14
conn-0006	6	# 2/0 copper connector	\$ 5.46	\$ 32.76
conn-0002	10	# 4 copper connector	\$ 1.55	\$ 15.50
crmp-0006	6	H-tap 450	\$ 2.65	\$ 15.90
wire-0041	1700	750 MCM underground wire	\$ 7.24	\$ 12,308.00
swch-0010	2	PMH-9 switch	\$ 12,000.00	\$ 24,000.00
swch-0003	1	GOABS	\$ 4,080.00	\$ 4,080.00
term-0008	12	750 terminator	\$ 136.16	\$ 1,633.92
pvc-0007	300	4" pvc conduit	\$ 1.65	\$ 495.00
elbo-0025	6	4" pvc elbow	\$ 8.65	\$ 51.90
coup-0015	12	4" pvc coupling	\$ 2.07	\$ 24.84
adap-0009	6	4" pvc female adapter	\$ 2.92	\$ 17.52
strp-0007	10	4" strap	\$ 2.11	\$ 21.10
elbo-0028	3	4" steel 90 degree elbow	\$ 67.74	\$ 203.22
bell-0001	9	4" pvc end bell	\$ 10.13	\$ 91.17
term-0010	9	1/0 terminator	\$ 54.05	\$ 486.45
term-0007	3	1/0 terminator elbow	\$ 31.32	\$ 93.96
brak-0015	2	terminator bracket	\$ 390.46	\$ 780.92
cap-0002	3	insulated cap	\$ 25.19	\$ 75.57
elbo-0030	12	6" 90 degree steel elbow	\$ 222.96	\$ 2,675.52
adap-0010	24	6" female threaded adapter	\$ 7.87	\$ 188.88
cond-0007	10	6" steel conduit	\$ 16.90	\$ 169.00
pvc-0008	1000	6" pvc conduit	\$ 3.12	\$ 3,120.00
coup-0005	6	6" pvc coupling	\$ 3.54	\$ 21.24
concrete	1		\$ 500.00	\$ 500.00

	1	10% contingency	\$ 9,030.82	\$ 9,030.82
				\$ -
		<b>MATERIALS TOTAL \$:</b>		<b>\$ 69,597.42</b>

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**II. EQUIPMENT USED**

	<u>NO. HRS.</u>	<u>COMMENTS</u>	<u>\$/HR</u>	<u>TOTAL PRICE</u>
LG. TRENCHER			\$ 40.00	\$ -
SM. TRENCHER			\$ 30.00	\$ -
LINE TRUCK	3		\$ 40.00	\$ 120.00
LG. BUCKET	128		\$ 40.00	\$ 5,120.00
SM. BUCKET			\$ 40.00	\$ -
PICK-UP	64		\$ 25.00	\$ 1,600.00
EXCAVATOR	40		\$ 40.00	\$ 1,600.00
OTHER		[ ] \$/Hr Varies According to Equipment Type	\$ -	\$ -
OTHER		[ ] \$/Hr Varies According to Equipment Type	\$ -	\$ -
			\$ -	\$ -
<b>EQUIPMENT TOTAL \$:</b>				<b>\$ 8,440.00</b>

**III. LABOR EXPENSE**

Effective 7/1/07

<u>NAME</u>	<u>NO. HRS.</u> (At 1 1/2 Time)	<u>REG. TIME</u>	<u>COMMENTS</u>	<u>\$/HR.</u>	<u>TOTAL PRICE</u>
ED T.		64		\$ 50.41	\$ 3,226.24
BILL B.		10		\$ 51.96	\$ 519.60
GREG S.		64		\$ 45.51	\$ 2,912.64
BLAKE C.		64		\$ 43.85	\$ 2,806.40
NICK S.		64		\$ 29.01	\$ 1,856.64
DANNY P.		64		\$ 37.86	\$ 2,423.04
JORDAN M.		64		\$ 22.52	\$ 1,441.28
JOHN H.		64		\$ 37.66	\$ 2,410.24
DANNY W.		64		\$ 36.19	\$ 2,316.16
GREG B.		64		\$ 30.95	\$ 1,980.80
<b>LABOR TOTAL \$:</b>					<b>\$ 21,893.04</b>
<b>TOTALS FOR: MATERIALS</b>					<b>\$ 69,597.42</b>
<b>EQUIPMENT</b>					<b>\$ 8,440.00</b>
<b>LABOR</b>					<b>\$ 21,893.04</b>
<b>GRAND TOTAL:</b>					<b>\$ 99,930.46</b>

**ADDITIONAL COMMENTS**