

REVISED - 4/14/20

AGENDA
REGULAR MEETING OF THE MAYOR AND COUNCIL
April 14, 2020
CITY HALL
414 High Street

In accordance with the proclamation issued by Governor Carney and Lieutenant Governor Hall-Long on March 13, 2020, the City Council meeting will be closed to the public and 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
- On Facebook: 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

Comments and questions may be mailed to:
Councilinfo@seafordde.com

- 7:00 P.M.** - Mayor Genshaw reopens the regular Council meeting.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to agenda for this meeting.
 - Approval of minutes of the Planning Session on February 28, 2020.
 - Approval of minutes of the regular meeting on March 10, 2020.

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

Please identify yourself before speaking or asking questions so members of the public are able to hear comments of the members of the public body.

All votes will be by roll call vote.

CORRESPONDENCE:

NEW BUSINESS:

1. Mr. Chris Simms with Smart Utility Management to present for approval 2020 Power Cost Adjustment Clause (PCAC) relevelization options and utility revenue recommendations.

AGENDA

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April 14, 2020

2. Present for approval revisions to the Fee and Rate Schedule to revise the energy supply cost and the base figure for escrow calculations effective May 1, 2020.
3. Bids - Demolitions.
4. Bids - Seaford Police Department Renovations.
5. Present for approval a request from the Sussex County Engineering Department to construct a 40'x 44' garage at 8000 Herring Run Road (the City Utility Building).
6. Present for approval 2020 health insurance renewal information.
7. Berley Mears, Director of Public Works recommendation to postpone Clean-up week. The proposed new date is June 8-12, 2020.
8. Mayor Genshaw to appoint Mrs. Virginia Hastings to the election committee to replace Mrs. Sharon Drugash as she is unable to participate on the rescheduled election date.
9. Present for approval a resolution authorizing the preparation and submission of an application to the Department of Natural Resources and Environmental Control, Financial Assistance Branch, for participation in the waste water planning advance program to receive up to \$28,000 to develop a preliminary engineering report and an engineering information document necessary to extend a twelve (12) inch gravity sewer main north on Sussex Highway (Route 13).

OLD BUSINESS:

- 1.

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- 1.

AGENDA

REGULAR MEETING OF THE MAYOR AND COUNCIL

April 14, 2020

CITY OF SEAFORD

**Municipal Election Date Has Been Revised – New Date:
May 16, 2020**

The City of Seaford Municipal Election will be held on Saturday, **May 16, 2020** 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) Mayor will be elected for a (2) year term
Two (2) Council Members will be elected for a (3) year term.

All candidates must have filed by 5:00 p.m., E.S.T., February 28, 2020.
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., February 28, 2020 will still appear on the official ballot for election.

Anyone eighteen (18) years of age or older who is a bona fide resident and US Citizen to be eligible to vote **must have been registered at the Seaford City Hall by 5:00 p.m., E.S.T., April 24, 2020 (Date Revised)**. 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 18, 2019) 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.

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 February 28, 2020:

Page 4

AGENDA

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Mayor David Genshaw has filed for re-election as Mayor
Councilman James King has filed for Mayor

Councilman Dan Henderson has filed for re-election to Council
Alan Cranston has filed for City Council
Jose Santos 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 - Councilman Matt MacCoy
5. Electric - Councilman William Mulvaney

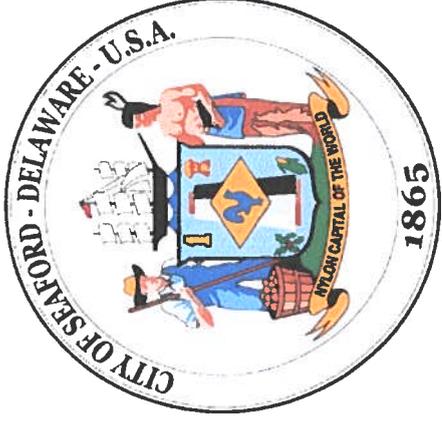
Mayor Genshaw solicits a motion to adjourn the regular Council meeting.

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: 4/14/2020

Posted by: TNT

City of Seaford



2020 PCAC Relevelization & Operating Margin Analysis

Budget Version #1 - Maintain Current Rates

Increase Operating Margin Equivalent to Preliminary Relevelized PCAC Reduction

March 11, 2020

NB #1
4.14.20

CONTENTS

- 1) *Executive Summary*
- 2) *Operating Expenses & Operating Margin Growth FYE 2011 - 2020*
- 3) *2020 Wholesale Power Supply Cost Reduction*
- 4) *Preliminary Relevelized PCAC Calculation*
- 5) *Preliminary Relevelized PCAC Impacts*
- 6) *Power Cost Recovery in Rates Adjustment*
- 7) *Final PCAC Impacts (No Change)*
- 8) *Residential Rate Comparison with DPL*
- 9) *Residential Rate Comparison with DEC*
- 10) *FYE 2021 Budget Highlights*

City of Seaford

Executive Summary

Background

The City of Seaford has not increased operating margins for the expressed purpose of covering increases in payroll, employee benefits, insurance, supplies and other expenses since July 2010.

Changes in Operating Expenses & Margins Since Fiscal Year Ending 2011

Excluding power supply costs, debt service payments and transfers to the general fund, the remaining operating expenses in fiscal year ending 2011 were \$1,529,058 and are budgeted to be \$1,876,158 for fiscal year ending 2020. This represents an increase of \$347,100 in these remaining operating expenses over this time span while the adjusted operating margins have only increased organically by \$124,763 due to customer growth over that same time period. Therefore, this increase in operating expenses has outpaced the increase in operating margins from growth by approximately \$222,337.

Opportunity to Increase Operating Margins Without Increasing Overall Rates to Residents

In order to reduce this significant annual deficiency in operating margins relative to operating expenses, the City recognizes the need to increase its Gross Operating Margin ("GOM") in order to offset the larger increase in operating costs over the past decade. Fortunately, due to a decrease in the 2020 DEMEC rate, the City has the opportunity to increase GOM without increasing retail rates to residents.

Quantifying Magnitude of GOM Increase

If the City were only to relevelize its PCAC without increasing GOM, then the PCAC would be reduced by **(\$0.00083) /kWh** from the current credit of **(\$0.01380) /kWh** to a larger credit of **(\$0.01463) /kWh**. Based on the forecast retail sales kWh for fiscal year ending 2021, this would have resulted in a reduction in retail rates to residents of **(0.7%)** or **(\$88,322)** for the year. In order to reduce the GOM inadequacy relative to operating expenses, rather than reducing retail rates at this time, the City desires to maintain the overall revenues in the current retail rates.

Implementation of Increase in GOM

Therefore, as opposed to reducing the PCAC **(\$0.00083) /kWh**, the PCAC will remain the same and the embedded rate for collection of power supply costs in base rates will be reduced by the **(\$0.00083) /kWh** from **\$0.088223 /kWh** to **\$0.087393 /kWh**. Since the retail rates in the tariff are unchanged in this step, the result is that the City will collect **(\$88,322)** less in power supply costs and **\$88,322** more in GOM on an annual basis going forward.

Fiscal Year Ending June 30, 2021 Electric Budget Forecast

The total forecasted GOM for FYE 2021 is \$5,601,418. Included in that GOM total is \$655,070 to be set aside for the current capital improvement bond debt service and an out of period power supply cost refund of **(\$127,521)** to customers in the PCAC; therefore, the City should prepare its operating budget utilizing the adjusted forecasted budgeted operating margin of \$5,073,869. This adjusted figure represents the residual revenues, over and above power supply costs, the set aside for debt service and transfers to the General Fund, available to the City to pay all other electric system operating costs (payroll, benefits, repairs, maintenance, insurance, utilities, reserves, etc.).

City of Seaford

Operating Expenses & Operating Margin Growth FYE 2011 - 2020

(A)	(B)	(C)	(E)	(F)
	Fiscal Year Ending 2011 Actual	Fiscal Year Ending 2020 Budget	Change from FYE 2011 to FYE 2020	Avg. Annual Change FYE 2011 to FYE 2020
1	Other Revenues	(\$67,134)	(\$50,838)	(3.0%)
2	Payroll & Other Costs	\$895,738	\$122,601	1.4%
3	Repairs and Maintenance	\$169,034	(\$65,495)	(5.3%)
4	Insurance	\$256,534	\$3,935	0.2%
5	Utilities	\$57,075	(\$17,075)	(3.9%)
6	Other Supplies and Expenses	\$217,811	\$353,972	11.3%
7	Operating Expenses Subtotal	\$1,529,058	\$347,100	2.3%
8				
9	Fiscal Year Ending 2011 Actual	Fiscal Year Ending 2020 Budget	Change from FYE 2011 to FYE 2020	Avg. Annual Change FYE 2011 to FYE 2020
10	Adj. Budgeted Operating Margin	(\$4,760,947)	(\$124,763)	0.3%
11				
12	Change in Operating Expenses Less Operating Margin Growth from 2011 to 2020		\$222,337	

City of Seaford

2020 Wholesale Power Supply Cost Reduction

0.9% DEMEC Rate Reduction in 2020

(A) Month / Year	(B) Wholesale Purchases		(C) Billed ¹		(D) 2019 DEMEC Costs		(E) 2020 DEMEC Costs		(F) 2020 DEMEC Rate		(G) 2020 DEMEC Energy Costs		(H) 2020 DEMEC Rate		(I) 2020 DEMEC Energy Costs	
	Metered (kWh)	Billed ¹ (kWh)	Energy Rate \$/kWh	Energy Costs \$	Energy Rate \$/kWh	Energy Costs \$	Energy Rate \$/kWh	Energy Costs \$	Energy Rate \$/kWh	Energy Costs \$	Energy Rate \$/kWh	Energy Costs \$	Energy Rate \$/kWh	Energy Costs \$		
1 Jan 2020 est.	10,688,534	10,994,333	\$0.06942	\$763,227	\$0.06879	\$756,300	\$0.06879	\$756,300	\$0.06879	\$756,300	(\$0.00063)	(\$6,926)	(\$0.00063)	(\$6,926)		
2 Feb 2020 est.	9,143,200	9,404,787	\$0.06942	\$652,880	\$0.06879	\$646,955	\$0.06879	\$646,955	\$0.06879	\$646,955	(\$0.00063)	(\$5,925)	(\$0.00063)	(\$5,925)		
3 Mar 2020 est.	9,209,444	9,472,927	\$0.06942	\$657,611	\$0.06879	\$651,643	\$0.06879	\$651,643	\$0.06879	\$651,643	(\$0.00063)	(\$5,968)	(\$0.00063)	(\$5,968)		
4 Apr 2020 est.	7,935,707	8,162,747	\$0.06942	\$566,658	\$0.06879	\$561,515	\$0.06879	\$561,515	\$0.06879	\$561,515	(\$0.00063)	(\$5,143)	(\$0.00063)	(\$5,143)		
5 May 2020 est.	8,608,972	8,855,275	\$0.06942	\$614,733	\$0.06879	\$609,154	\$0.06879	\$609,154	\$0.06879	\$609,154	(\$0.00063)	(\$5,579)	(\$0.00063)	(\$5,579)		
6 Jun 2020 est.	9,506,849	9,778,840	\$0.06942	\$678,847	\$0.06879	\$672,686	\$0.06879	\$672,686	\$0.06879	\$672,686	(\$0.00063)	(\$6,161)	(\$0.00063)	(\$6,161)		
7 Jul 2020 est.	11,350,394	11,675,129	\$0.06942	\$810,487	\$0.06879	\$803,132	\$0.06879	\$803,132	\$0.06879	\$803,132	(\$0.00063)	(\$7,355)	(\$0.00063)	(\$7,355)		
8 Aug 2020 est.	10,668,873	10,974,110	\$0.06942	\$761,823	\$0.06879	\$754,909	\$0.06879	\$754,909	\$0.06879	\$754,909	(\$0.00063)	(\$6,914)	(\$0.00063)	(\$6,914)		
9 Sep 2020 est.	9,098,479	9,358,786	\$0.06942	\$649,687	\$0.06879	\$643,791	\$0.06879	\$643,791	\$0.06879	\$643,791	(\$0.00063)	(\$5,896)	(\$0.00063)	(\$5,896)		
10 Oct 2020 est.	8,335,012	8,573,477	\$0.06942	\$595,171	\$0.06879	\$589,769	\$0.06879	\$589,769	\$0.06879	\$589,769	(\$0.00063)	(\$5,401)	(\$0.00063)	(\$5,401)		
11 Nov 2020 est.	8,423,017	8,664,000	\$0.06942	\$601,455	\$0.06879	\$595,997	\$0.06879	\$595,997	\$0.06879	\$595,997	(\$0.00063)	(\$5,458)	(\$0.00063)	(\$5,458)		
12 Dec 2020 est.	9,508,710	9,780,754	\$0.06942	\$678,980	\$0.06879	\$672,818	\$0.06879	\$672,818	\$0.06879	\$672,818	(\$0.00063)	(\$6,162)	(\$0.00063)	(\$6,162)		
13																
14 TOTALS	112,477,192	115,695,165	\$0.06942	\$8,031,558	\$0.06879	\$7,958,670	\$0.06879	\$7,958,670	\$0.06879	\$7,958,670	(\$0.00063)	(\$72,888)	(\$0.00063)	(\$72,888)		

Notes

- The billed kWh from DEMEC include metered purchases plus zonal losses of 2.8610%.

Preliminary Relevelized PCAC Calculation **City of Seaford, DE** **FOR BILLING MONTHS Aug 2019 - Jul 2021**
Prior to Equivalent Increase in Operating Margin *i.e. Usage Months Jul 2019 - Jun 2021*
Monthly Recovery of Power Cost

(A) Usage Month/Year	(B) Power Supply Cost	(C) Base Rate Debt Service Set Aside	(D) Retail Sales (kWh)	(E) Power Cost Recovery /kWh in Rates	(F) Power Cost Recovery In Rates (\$) (D) x (E)	(G) Power Cost Adjustment PCAC / KWH	(H) Power Cost Recovery in PCAC (D) x (G)	(I) Net Recovery of Power Cost (F)+(H)-(B) prior month	(J) Cumulative Power Cost Recovery
Historical									
1 Jul 2019	\$828,668	\$67,585.30	10,979,466	\$0.088223	\$968,641	(\$0.01380)	(\$151,517)	(\$11,543)	\$195,982
2 Aug 2019	\$762,271	\$62,939.18	10,224,687	\$0.088223	\$902,053	(\$0.01380)	(\$141,101)	(\$1,319)	\$184,439
3 Sep 2019	\$661,154	\$54,151.44	8,797,088	\$0.088223	\$776,105	(\$0.01380)	(\$121,400)	(\$6,449)	\$183,120
4 Oct 2019	\$580,183	\$47,233.90	7,673,310	\$0.088223	\$676,962	(\$0.01380)	(\$105,892)	(\$9,112)	\$176,671
5 Nov 2019	\$603,539	\$49,106.35	7,977,496	\$0.088223	\$703,799	(\$0.01380)	(\$110,089)	(\$9,830)	\$167,559
6 Dec 2019	\$681,430	\$55,632.43	9,037,681	\$0.088223	\$797,331	(\$0.01380)	(\$124,720)	(\$8,819)	\$157,729
7 Jan 2020 est	\$756,136	\$61,502.88	9,991,356	\$0.088223	\$881,467	(\$0.01380)	(\$137,881)	(\$12,549)	\$148,911
8 Feb 2020 est	\$627,707	\$52,424.71	8,516,576	\$0.088223	\$751,358	(\$0.01380)	(\$117,529)	\$6,122	\$136,361
9 Mar 2020 est	\$642,813	\$53,226.04	8,646,754	\$0.088223	\$762,843	(\$0.01380)	(\$119,325)	\$705	\$142,483
10 Apr 2020 est	\$524,400	\$42,709.77	6,938,350	\$0.088223	\$612,122	(\$0.01380)	(\$95,749)	(\$8,028)	\$143,188
11 May 2020 est	\$600,553	\$49,101.95	7,976,782	\$0.088223	\$703,736	(\$0.01380)	(\$110,080)	(\$6,897)	\$135,160
12 Jun 2020 est	\$669,017	\$55,285.99	8,981,401	\$0.088223	\$792,366	(\$0.01380)	(\$123,943)	(\$594)	\$128,263
13 Total	\$7,937,872	\$650,899.94	105,740,947		\$9,328,784		(\$1,459,225)	(\$68,314)	\$127,668
Forecast/Update									
14 Jul 2020 est	\$803,132	\$66,027.24	10,726,354	\$0.088223	\$946,311	(\$0.01463)	(\$156,927)	(\$13,748)	\$113,921
15 Aug 2020 est	\$754,909	\$62,851.27	10,210,407	\$0.088223	\$900,793	(\$0.01463)	(\$149,378)	(\$3,495)	\$110,426
16 Sep 2020 est	\$643,791	\$53,161.01	8,636,190	\$0.088223	\$761,911	(\$0.01463)	(\$126,347)	(\$8,228)	\$102,199
17 Oct 2020 est	\$589,769	\$48,408.35	7,864,104	\$0.088223	\$693,795	(\$0.01463)	(\$115,052)	(\$11,026)	\$91,172
18 Nov 2020 est	\$595,997	\$48,881.93	7,941,038	\$0.088223	\$700,582	(\$0.01463)	(\$116,177)	(\$11,592)	\$79,580
19 Dec 2020 est	\$672,818	\$55,374.59	8,995,793	\$0.088223	\$793,636	(\$0.01463)	(\$131,608)	(\$10,791)	\$68,790
20 Jan 2021 est	\$756,300	\$61,437.42	9,980,722	\$0.088223	\$880,529	(\$0.01463)	(\$146,018)	(\$21,789)	\$47,001
21 Feb 2021 est	\$646,955	\$53,973.09	8,768,115	\$0.088223	\$773,549	(\$0.01463)	(\$128,278)	(\$1,683)	\$45,317
22 Mar 2021 est	\$651,643	\$53,905.06	8,757,064	\$0.088223	\$772,574	(\$0.01463)	(\$128,116)	(\$7,184)	\$38,133
23 Apr 2021 est	\$561,515	\$45,719.41	7,427,276	\$0.088223	\$655,257	(\$0.01463)	(\$108,661)	(\$14,920)	\$23,214
24 May 2021 est	\$609,154	\$49,753.81	8,082,679	\$0.088223	\$713,078	(\$0.01463)	(\$118,250)	(\$14,326)	\$8,888
25 Jun 2021 est	\$672,686	\$55,535.01	9,021,854	\$0.088223	\$795,935	(\$0.01463)	(\$131,990)	(\$8,741)	\$147
26 Total	\$7,958,670	\$655,028.19	106,411,596		\$9,387,950		(\$1,556,802)	(\$127,522)	\$147
27 Total									\$147
28									0.0%

Check: % of Power Supply Cost:

City of Seaford

Preliminary Relevelized PCAC Impacts

Prior to Equivalent Increase in Operating Margin

	(A)	(B)	(C)	(D)
	Current Average Rates \$/kWh	Average Rates with Preliminary Relevelized PCAC \$/kWh	Average Rate Impacts From Preliminary Relevelized PCAC	
1	PCAC	(\$0.01380)	(\$0.00083)	
2	Power Cost Recovery in Rates	\$0.088223	\$0.000000	
3	Total Power Cost Collection	\$0.074423	(\$88,322)	
4				
5	Res	\$0.13737	(\$28,707)	(0.6%)
6	Com-ND	\$0.15637	(\$5,170)	(0.5%)
7	Com Demand	\$0.13866	(\$9,807)	(0.6%)
8	MGS	\$0.12300	(\$23,749)	(0.7%)
9	LGS-S	\$0.10784	(\$9,516)	(0.8%)
10	LGS-P	\$0.10513	(\$11,373)	(0.8%)
11	Total	\$0.12743	(\$88,322)	(0.7%)
12				
13	Operating Margin	\$0.053008	\$0	

Power Cost Recovery in Rates Adjustment City of Seaford, DE FOR BILLING MONTHS Aug 2019 - Jul 2021
 To Increase Operating Margin by not Adjusting the PCAC i.e. Usage Months Jul 2019 - Jun 2021
 Monthly Recovery of Power Cost

(A) Usage Month/Year	(B) Power Supply Cost	(C) Base Rate Debt Service Set Aside	(D) Retail Sales (kWh)	(E) Power Cost Recovery /kWh in Rates	(F) Power Cost Recovery In Rates (\$)	(G) Power Cost Adjustment PCAC / KWH	(H) Power Cost Recovery in PCAC	(I) Net Recovery of Power Cost (F)+(H)-(B)	(J) Cumulative Power Cost Recovery
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1 Jul 2019	\$828,668	\$67,585.30	10,979,466	\$0.088223	\$968,641	(\$0.01380)	(\$151,517)	(\$11,543)	\$184,439
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13 Total	\$7,937,872	\$650,899.94	105,740,947		\$9,328,784		(\$1,459,225)	(\$68,314)	\$127,668
Forecast/Update									
14 15 Jul 2020 est	\$803,132	\$66,027.24	10,726,354	\$0.087393	\$937,408	(\$0.01380)	(\$148,024)	(\$13,748)	\$113,921
15 16 Aug 2020 est	\$754,909	\$62,851.27	10,210,407	\$0.087393	\$892,318	(\$0.01380)	(\$140,904)	(\$3,495)	\$110,426
16 17 Sep 2020 est	\$643,791	\$53,161.01	8,636,190	\$0.087393	\$754,743	(\$0.01380)	(\$119,179)	(\$8,228)	\$102,199
17 18 Oct 2020 est	\$589,769	\$48,408.35	7,864,104	\$0.087393	\$687,268	(\$0.01380)	(\$108,525)	(\$11,026)	\$91,172
18 19 Nov 2020 est	\$595,997	\$48,881.93	7,941,038	\$0.087393	\$693,991	(\$0.01380)	(\$109,586)	(\$11,592)	\$79,580
19 20 Dec 2020 est	\$672,818	\$55,374.59	8,995,793	\$0.087393	\$786,169	(\$0.01380)	(\$124,142)	(\$10,791)	\$68,790
20 21 Jan 2021 est	\$756,300	\$61,437.42	9,980,722	\$0.087393	\$872,245	(\$0.01380)	(\$137,734)	(\$21,789)	\$47,001
21 22 Feb 2021 est	\$646,955	\$53,973.09	8,768,115	\$0.087393	\$766,272	(\$0.01380)	(\$121,000)	(\$1,683)	\$45,317
22 23 Mar 2021 est	\$651,643	\$53,905.06	8,757,064	\$0.087393	\$765,306	(\$0.01380)	(\$120,847)	(\$7,184)	\$38,133
23 24 Apr 2021 est	\$561,515	\$45,719.41	7,427,276	\$0.087393	\$649,092	(\$0.01380)	(\$102,496)	(\$14,920)	\$23,214
24 25 May 2021 est	\$609,154	\$49,753.81	8,082,679	\$0.087393	\$706,370	(\$0.01380)	(\$111,541)	(\$14,326)	\$8,888
25 26 Jun 2021 est	\$672,686	\$55,535.01	9,021,854	\$0.087393	\$788,447	(\$0.01380)	(\$124,502)	(\$8,741)	\$147
26 27 Total	\$7,958,670	\$655,028.19	106,411,596		\$9,299,629		(\$1,468,480)	(\$127,522)	\$147
28									0.0%

Check: % of Power Supply Cost:

City of Seaford

Final PCAC Impacts (No Change)

Includes Equivalent Increase in Operating Margin

	(A)	(B)	(C)	(D)
	Current Average Rates \$/kWh	Average Rates with 2020 PCAC \$/kWh	Average Rate Impacts From 2020 PCAC	
1	PCAC	(\$0.01380)	\$0.00000	
2	Power Cost Recovery in Rates	\$0.088223	(\$0.000830)	
3	Total Power Cost Collection	\$0.074423	(\$88,322)	
4				
5	Res	\$0.13737	\$0	0.0%
6	Com-ND	\$0.15637	\$0	0.0%
7	Com Demand	\$0.13866	\$0	0.0%
8	MGS	\$0.12300	\$0	0.0%
9	LGS-S	\$0.10784	\$0	0.0%
10	LGS-P	\$0.10513	\$0	0.0%
11	Total	\$0.12743	\$0	0.0%
12				
13	Operating Margin	\$0.053008	\$88,322	

City of Seaford

Residential Rate Comparison with DPL

Residential Rate Comparison with DPL Budget V1 PCAC: No Change

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
	Seaford Budget V1 Rates with 2020 PCAC		DPL Current Rates		Retail Sales (kWh)	Seaford 2020 Rates	DPL Current Rates	Amount DPL is (less)/more than Seaford	
1	Min. Bill	\$15.00			0	\$15.00	\$11.86	(\$3.14)	(20.9%)
2	Cust. Charge	\$10.00	\$11.70	Cust. Charge	50	\$17.25	\$18.04	\$0.79	4.6%
3	First 45 kWh	\$0.160000	\$0.038046	Dist. Charge	100	\$23.84	\$24.22	\$0.37	1.6%
4	Next 705 kWh	\$0.145572	1.41%	DSIC	150	\$30.44	\$30.39	(\$0.05)	(0.2%)
5	Over 750 kWh	\$0.128631	\$0.057443	Summer SOS	200	\$37.04	\$36.57	(\$0.47)	(1.3%)
6			\$0.060690	Winter SOS	300	\$50.23	\$48.92	(\$1.32)	(2.6%)
7			\$0.059608	Annualized SOS	400	\$63.43	\$61.27	(\$2.16)	(3.4%)
8			\$3.875626	Transmission SOS	500	\$76.62	\$73.62	(\$3.00)	(3.9%)
9	Green Energy	\$0.000178	\$0.000356	Green Energy Fund	600	\$89.82	\$85.97	(\$3.85)	(4.3%)
10			\$0.000095	Low Income Charge	700	\$103.01	\$98.32	(\$4.69)	(4.6%)
11			\$0.008534	Renewable Portfolio	800	\$115.36	\$110.67	(\$4.69)	(4.1%)
12			(\$0.003373)	EDIT from TCJA	900	\$126.86	\$123.02	(\$3.84)	(3.0%)
13	2020 PCAC	(\$0.01380)	(\$0.002565)	PCA	1,000	\$138.36	\$135.38	(\$2.99)	(2.2%)
15					1,250	\$167.12	\$166.25	(\$0.86)	(0.5%)
16					1,500	\$195.87	\$197.13	\$1.26	0.6%
17					1,750	\$224.62	\$228.01	\$3.39	1.5%
18					2,000	\$253.37	\$258.89	\$5.51	2.2%
19					2,500	\$310.88	\$320.64	\$9.76	3.1%
20					3,000	\$368.38	\$382.40	\$14.01	3.8%
21					3,500	\$425.89	\$444.15	\$18.26	4.3%

Notes:

- 1) DPL DE SOS rates recently became effective on January 1, 2020
- 2) DPL Rates for this class include a 175 hours usage determinant for Transmission Costs

City of Seaford

Residential Rate Comparison with DEC

Residential Rate Comparison with DEC

Budget V1 PCAC: No Change

	(A)	(B)	(C)	(D)	(A)	(B)	(C)	(D)	(E)
	Seaford Budget V1 Rates with 2020 PCAC		DEC Current Rates		Retail Sales (kWh)	Seaford 2020 Rates	DEC Current Rates	Amount DEC is (less)/more than Seaford	
1	Min. Bill	\$15.00			0	\$15.00	\$14.00	(\$1.00)	(6.7%)
2	Cust. Charge	\$10.00	\$14.00	Cust. Charge	50	\$17.25	\$19.72	\$2.47	14.3%
3	First 45 kWh	\$0.160000	\$0.024140	Dist. Charge	100	\$23.84	\$25.44	\$1.59	6.7%
4	Next 705 kWh	\$0.145572	\$0.069390	Summer SOS	150	\$30.44	\$31.16	\$0.71	2.3%
5	Over 750 kWh	\$0.128631	\$0.064390	Winter SOS < 700 kWh	200	\$37.04	\$36.87	(\$0.16)	(0.4%)
6			\$0.049090	Winter SOS > 700 kWh	300	\$50.23	\$48.31	(\$1.92)	(3.8%)
7					400	\$63.43	\$59.75	(\$3.68)	(5.8%)
8					500	\$76.62	\$71.19	(\$5.44)	(7.1%)
9					600	\$89.82	\$82.62	(\$7.19)	(8.0%)
10	Green Energy	\$0.000178	\$0.000178	Renewable Portfolio	700	\$103.01	\$94.06	(\$8.95)	(8.7%)
11	2020 PCAC	(\$0.01380)	\$0.024000	PCA	800	\$115.36	\$104.48	(\$10.88)	(9.4%)
12					900	\$126.86	\$114.90	(\$11.97)	(9.4%)
13					1,000	\$138.36	\$125.31	(\$13.05)	(9.4%)
14					1,250	\$167.12	\$151.36	(\$15.76)	(9.4%)
15					1,500	\$195.87	\$177.40	(\$18.47)	(9.4%)
16					1,750	\$224.62	\$203.45	(\$21.18)	(9.4%)
17					2,000	\$253.37	\$229.49	(\$23.88)	(9.4%)
18					2,500	\$310.88	\$281.58	(\$29.30)	(9.4%)
19					3,000	\$368.38	\$333.66	(\$34.72)	(9.4%)
20					3,500	\$425.89	\$385.75	(\$40.14)	(9.4%)

Notes:

1) DEC DE SOS rates became effective on March 1, 2019

City of Seaford

FYE 2021 Budget Highlights

FYE 2021 Budget Highlights

Budget V1 PCAC: No Change

1	\$13,560,088	Total Operating Revenue Excluding Tax & Green Energy Charges
2		
3	\$7,958,670	Total Power Supply Expenses
4		
5	\$5,601,418	Total Forecasted Gross Operating Margin FYE 2021
6		
7	(\$127,521)	Out of Period Collection/(Refund) of Power Supply Costs in the PCAC
8	\$655,070	Gross Operating Margin Set Aside for Capital Improvement Bond Debt Service
9		
10	\$5,073,869	Adjusted Forecasted Budgeted Operating Margin FYE 2021

Note: Since the Forecasted Gross Operating Margin includes the set aside in rates for debt service and the out of period collection of power supply costs in the PCAC, the City should prepare its operating budget using the Adjusted Budgeted Operating Margin which removes those two components. The Adjusted Forecasted Budgeted Operating Margin for FYE21 represents the residual revenues, over and above power supply costs, the set aside for debt service, and transfers to the General Fund available to the City to pay all other electric system operating costs (payroll, benefits, repairs, maintenance, insurance, utilities, reserves, etc.).



NB# 2
4-14-20

CITY OF SEAFORD SCHEDULE OF FEES AND RATES

Amended ~~January 14, 2020~~ April 14, 2020

Effective ~~January 14, 2020~~ May 1, 2020

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 2019 market values. The City of Seaford's taxes are assessed at 100% of appraised value and taxed at \$0.34 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.

LODGING TAX

Three percent (3%) of the rent upon every occupancy of a room or rooms in a hotel, motel or tourist home within the boundaries of the City of Seaford. Such tax shall be in addition to the lodging tax imposed by the State pursuant to 30 Del. C. § 6102.

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

PURCHASED POWER COST ADJUSTMENT CLAUSE

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

ENERGY SUPPLY COST

~~\$0.06942 / Kwh~~ \$0.06879 / Kwh (Effective 01/01/2020)

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~~ \$0.087393 / 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
Surety Bond Required (\$20,000)

REFUSE HAULER LICENSE:

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

SEPTAGE HAULER LICENSE:

Annual License Fee = \$120.00

SEPTAGE HAULER FEE:

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

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

COMMERCIAL HANDBILL DISTRIBUTOR LICENSE:

Annual License Fee = \$40.00

TRANSIENT MERCHANT LICENSE:

Annual License Fee = \$40.00
Surety Bond Required (\$1,000)

MASSAGE BUSINESS LICENSE:

Annual License Fee = \$40.00

RENTAL LICENSE:

Annual License Fee = \$50.00 per rental unit
Re-inspection Fee = \$50.00 Each Additional Inspection

SPECIAL EVENT PERMIT:

Permit fee = \$20.00 per day per event
Not for profit organizations may be exempted from this fee. Proof of 501c3 status may be required.

PARADE OR PROCESSION PERMIT:

No Charge

SEASONAL STAND PERMIT:

Stand size up to 100 s.f. = \$10.00
Stand size larger than 100 s.f. = \$25.00

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

Permit Fee = \$40.00
Insurance Certificate Required

BUILDING / SIGN / EXCAVATION / SITE WORK PERMIT FEE:

Based on the Cost of Construction:
First \$1,000 = \$25.00
Plus \$ 5.00 fee for each additional \$1,000 or any portion thereafter.

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

PLUMBING PERMIT FEE:

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

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 2020 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
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All other uses:

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

WATER TAP FEE:

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

* The City Council approved a selective elimination of the water tap fees in 2020. This fee incentive applies to the *first twenty single family detached* housing units permitted, built and receiving their certificate of occupancy in 2020. This fee reduction only applies to housing constructed within Developments in the City, where water taps have already been installed by the developer.

SEWER IMPACT FEE:

 Per EDU \$1,400.00

* The City Council approved a selective discount of the sewer impact fee in 2020 as an economic incentive to flexible warehousing space in any M-1 Light Industrial District. This incentive is targeted to spur growth through incubator business spaces. The discount is applied to the sewer impact fee based on the normal EDU calculation for the space. The following chart gives the discount amount based on the size of the flexible warehousing unit:

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

SEWER TAP FEE:

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

* The City Council approved a selective elimination of the sewer tap fees in 2020. This fee incentive applies to the *first twenty single family detached* housing units permitted, built and receiving their certificate of occupancy in 2020. This fee reduction only applies to housing constructed within Developments in the City, where sewer taps have already been installed by the developer.

DOWNSTREAM SEWER ASSESSMENT FEE:

Lift Station #1	Methodist Manor House Drainage Shed	\$ 400.00 per EDU
Lift Station #2	Route 13 South Drainage Shed	\$ 800.00 per EDU
Lift Station #3	Route 13 North (SVSC) Drainage Shed	\$ 800.00 per EDU
Lift Station #4	Retirement Living Drainage Shed	\$ 400.00 per EDU
Lift Station #5	Western Auto Drainage Shed	\$ 400.00 per EDU
Lift Station #6	Virginia Commons Drainage Shed	\$ 400.00 per EDU
Lift Station #7	ShIPLEY 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:

 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

RESIDENTIAL FIRE SPRINKLER INCENTIVE:

Developers and Home Builders who elect to install a fire sprinkler system in new one and two family dwellings that meets the requirements of IRC section P2904 and NFPA 13D shall receive a \$3,000 credit towards fees charged to them at permit issuance.

Owners of existing one and two family dwellings can qualify to receive a \$3,000 credit on their future City tax billings if they retrofit their one or two family dwelling and install a fire sprinkler system that meets the requirements of IRC section P2904 and NFPA 13D.

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

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.



NB# 3
4.4.20

CITY OF SEAFORD CODE DEPARTMENT MEMORANDUM

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

Re: FY2020 Demolition Bid Date: 03/19/2020
Recommendation

CC:

Urgent For Review Please Comment Please Reply

I'm recommending that we accept the Bid for the "Demolition of Structures" from the apparent low bidder, East Coast Structural Movers., for all locations for the total of \$80,598.00.

Bidder	Location 1 811 Hurley Park Dr	Location 2 331 North St	Location 3 200 N Front St	Bond	Total Lump Sum Bid
Ward Plumbing	\$120,000.00	\$55,000.00	\$235,000.00		\$410,000.00
John Macklin & Son Inc.	\$19,500.00	\$14,400.00	\$62,200.00	\$2,402.50	\$98,502.50
East Coast Structural Movers	\$16,223.00	\$13,081.00	\$51,294.00		\$80,598.00
Site Services	\$41,100.00	\$28,950.00	\$67,000.00		\$137,050.00

Thank You,
Michael Bailey
Building Official

NB# 4
4-14-20

◆◆◆◆

**ARCHITECTS
ENGINEERS**

206 WEST MAIN STREET
SALISBURY, MD 21801
PH: 410.742.3115
PH: 800.789.4462
FAX: 410.548.5790

SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com

◆◆◆◆

April 13, 2020

City of Seaford
414 High Street
Seaford, DE 19973

Attn: Mr. Charles Anderson
City Manager

Re: Selected Renovations
Seaford Police Department
Seaford, Delaware
GMB Project No. 180150.A

Dear Charles:

On April 8, 2020, bids for the Seaford Police Department project were received, opened and read publicly. A total of seven (7) bids were submitted by contractors from Maryland and Delaware. The base bid amounts (Tabulation Attached) ranged from Six Hundred Sixty-Five Thousand Dollars (\$665,000.00) to Nine Hundred Sixty-One Thousand Four Hundred Seventy Dollars (\$961,470.00), not including bid alternates.

The lowest base bid was submitted by The Whayland Company of Laurel, Delaware. Delmarva Veteran Builders (DVB) of Salisbury, Maryland submitted the second low bid of Six Hundred Ninety-Seven Thousand Dollars (\$697,000.00) The cost difference between the two lowest bids is \$32,000, which represents a 5% spread.

The remaining five (5) bids were spread across the spectrum between high and low bids.

GMB reviewed the bids and we offer the following comments:

- All seven (7) bidders submitted apparently responsive and complete bids in accordance with the contract documents.
- Both low bidders submitted identical values for Deduct Cost Alternates #2 and #3. Whayland Company submitted a value of Zero Dollars (\$0.00) for Deduct Cost Alternate #1.
- Whayland Company submitted a total cost value for Unit Cost #1 while DVB submitted a square foot unit cost for the same item. The remaining unit costs were similar in values submitted.
- Whayland Company as the apparent low bidder was contacted by GMB to provide a schedule of values which is also attached for reference.
- The deduct alternates does not change Whayland Company as the apparent low bidder.

JAMES H. WILLEY, JR., PE
PETER A. BOZICK, JR., PE
JUDY A. SCHWARTZ, PE
CHARLES M. O'DONNELL, III, PE
W. BRICE FOXWELL, PE
A. REGGIE MARINER, JR., PE
JAMES C. HOAGESON, PE
STEPHEN L. MARSH, PE
DAVID A. VANDERBEEK, PE
ROLAND E. HOLLAND, PE
JASON M. LYTLE, PE
CHRIS B. DERBYSHIRE, PE
W. MARK GARDOCKY, PE
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, PE

JOHN E. BURNSWORTH, PE
MICHAEL G. KOBIN, PE
VINCENT A. LUCIANI, PE
ANDREW J. LYONS, JR., PE
W. NICHOLAS LLOYD
AUTUMN J. WILLIS

- Whayland Company was contacted to verify any additional subcontractors since they listed themselves under several categories. They plan to employ K.L.H. ENTERPRISES to do the concrete work.
- GMB did verify that the lightening system will be recertified as a part of this work.
- Both GMB and the City has experience working with the Whayland Company.

Based on the bids as submitted and a telephone discussion about the completeness of their bid to clear up minor discrepancies in their cost alternate and unit cost values, we recommend contract award be made to the Whayland Company.

If you have any questions please do not hesitate to call at 410.742.3115 or contact me via e-mail at mhelfrich@gmbnet.com. Thank you.

Sincerely,



Morgan H. Helfrich, AIA, LEED AP
Senior Project Architect

MHH/slh

Enclosures: Bid Tabulation
The Whayland Company Schedule of Values

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

The Whayland Company, LLC

AIA DOCUMENT G703
APPLICATION NO.
APPLICATION DATE:
PERIOD TO:

Seaford Police Department

In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECTS PROJECT #: **180150-A**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED & STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
1	Performance & Payment Bond	\$8,900.00					\$0.00	\$8,900.00	\$0.00
2	Builders Risk Insurance	\$1,800.00					\$0.00	\$1,800.00	\$0.00
3	General Conditions	\$108,200.00					\$0.00	\$108,200.00	\$0.00
4	Site / Demolition	\$24,100.00					\$0.00	\$24,100.00	\$0.00
5	Concrete	\$25,700.00					\$0.00	\$25,700.00	\$0.00
6	Masonry	\$32,700.00					\$0.00	\$32,700.00	\$0.00
7	Woods & Plastics	\$13,400.00					\$0.00	\$13,400.00	\$0.00
8	Thermal & Moisture Protection	\$143,700.00					\$0.00	\$143,700.00	\$0.00
9	Doors & Windows	\$37,300.00					\$0.00	\$37,300.00	\$0.00
10	Finishes	\$77,200.00					\$0.00	\$77,200.00	\$0.00
11	Specialties	\$85,800.00					\$0.00	\$85,800.00	\$0.00
12	Furnishings	\$1,200.00					\$0.00	\$1,200.00	\$0.00
13	Plumbing	\$41,500.00					\$0.00	\$41,500.00	\$0.00
14	HVAC	\$27,900.00					\$0.00	\$27,900.00	\$0.00
15	Electrical	\$35,600.00					\$0.00	\$35,600.00	\$0.00
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
SUB TOTALS		\$665,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$665,000.00	\$0.00

CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

The Whayland Company, LLC

AIA DOCUMENT G703

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

Seaford Police Department

ARCHITECTS PROJECT #:

180150-A

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED	G TOTAL COMPLETED & STORED TO DATE	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	%					
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
GRAND TOTALS		\$665,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$665,000.00	\$0.00

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

SECTION 00 41 13

BID FORM

TO:

SEAFORD POLICE DEPARTMENT
300 VIRGINIA AVENUE
SEAFORD, DELAWARE

SELECTED RENOVATION FOR
SEAFORD POLICE
DEPARTMENT

I have received the construction documents titled Selected Renovation for Seaford Police and 911 Center. I have also received Addenda Nos. 1, 2, 3, and have included their provisions in this Proposal. I have examined both the documents and the site and submit the following bid.

In submitting this bid, I agree:

1. To hold my bid open until 90 days after bids are opened.
2. To enter into and execute a Contract, if awarded on the basis of this bid, and to furnish Performance and Labor and Material Payment Bonds in accord with the Supplementary Instructions to AIA Document A701.
3. To accomplish the work in accord with the Contract Documents.
4. To complete the work to Substantial Completion as certified in writing by the Architect within 150 calendar days following receipt of written notice to proceed. Project closeout including completed punch list items shall be complete within 60 calendar days.
5. Bidder agrees to pay a penalty of \$250.00 per calendar day in Liquidated Damages if the building and site are not substantially complete, operational and functional within the specified times.

The Whayland Company, LLC will construct this project for the lump sum price of:

Six Hundred Sixty Five Thousand Dollars (\$ 665,000.00)

Included within the lump sum price is \$ 8,600.00 for the full payment & performance bond premium. Bond amount shown is for the larger of Bid Price 1 and Bid Price 2.

I include a copy of my current Delaware Contractor's license, and other local licenses if applicable, with my bid.

I include an executed copy of AIA Document A305 "Contractor's Qualification Statement"

with my bid.

I include the required Bid Security with my bid.

I include the following DEDUCTIVE ALTERNATES. Seaford Police Department reserves the right to incorporate alternates, in part or in total, it deems to be in its own best interests.

ALTERNATE NO. 1: Delete the replacement of any acoustical lay-in ceiling tiles and grid in the basement.

DEDUCT \$ 0.00

ALTERNATE NO. 2: Delete the roof replacement on the drive thru canopy.

DEDUCT \$ 9,700.00

ALTERNATE NO. 3: Reuse existing gutter and downspout on the main police station building. Repair as required.

DEDUCT: \$ 2,150.00

I include the following ALL OWANCES and UNIT costs in Lump Sum Bid Price No. 1.

1. Include the following Unit cost to replace up to 40% of the existing Acoustical ceiling tile and grid system in the existing Police Department building
\$ 2,500.00
2. Allow Three Thousand Dollars (\$3,000.00) to clean and repoint the exterior stair retaining wall as required.
3. Provide Unit cost for dumping temporary Shower/bathroom trailer each occasion. Estimate forty (40) dumps.
DUMP COST EACH TIME \$ 135.00
4. Allow for 10% Replacement of existing joists in existing garage and provide unit cost per linear foot to replace damaged joists in existing garage building.
UNIT COST PER LF TO REPLACE DAMAGED JOISTS \$ 5.00

SUBCONTRACTORS (REVIEW SCOPE OF WORK & UPDATE TRADES AS NEEDED)

The undersigned BIDDER proposes to use the following named SUBCONTRACTORS:

CONCRETE The Whayland Company, LLC Laurel, DE

MASONRY D.W. Masonry, Inc. Denton, MD

STEEL The Whayland Company, LLC Laurel, DE

CARPENTRY The Whayland Company, LLC Laurel, DE

FRAMING The Whayland Company, LLC Laurel, DE

DOORS AND HARDWARE The Whayland Company, LLC Laurel, DE

DRYWALL C&C Drywall Contractors North Dover, DE

ROOFING Apostle Expert Exteriors Salisbury, MD

HVAC D&C Mechanical, LLC Greenwood, DE

ELECTRICAL Gerone C. Hudson Electrical Contractor Franford, DE

PLUMBING Prestigue Plumbing & HVAC Salisbury, MD

The following Corporation is chartered in the State of Delaware

Witness  Signature 

CORPORATE SEAL

President
Title

The Whayland Company, LLC
Firm Name

100 West 10th Street

April 8, 2020
Date

Laurel, DE 19956
Business Address

2013601100
Delaware Contractor's License #

END OF SECTION

AIA Document A310™ - 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
The Whayland Company LLC
100 West 10th St Laurel, DE 19956

SURETY:
(Name, legal status and principal place of business)
Selective Insurance Company of America
40 Wantage Avenue Branchville, NJ 07890

OWNER:
(Name, legal status and address)
Seaford Police Department
300 Virginia Ave Seaford, DE 19973

BOND AMOUNT: 5 % Percent of the Total Bid Amount

PROJECT:
(Name, location or address, and Project number, if any)
Seaford Police Department - Renovations and Addition

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

ELECTRONIC COPYING of any portion of this AIA Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

Signed and sealed this 6, day of April, 2020

M. [Signature]

(Witness)

[Signature]

(Witness)

The Whayland Company LLC

(Contractor as Principal)

(Seal)

(Title)

Selective Insurance Company of America

(Surety)

(Seal)

(Title) Victoria M Bradford, Attorney-in-Fact

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

SURETY CONSENT

In consideration of the sum of One Dollar, lawful money of the United States, the receipt whereof is hereby acknowledged, and for other valuable considerations, Selective Insurance Company of America, herein called the Company, consents and agrees that if the contract for Seaford Police Department - Renovations and Addition

for which the preceding proposal is made be awarded to Whyland Company, LLC

of 100 West 10th Street, Laurel, DE 19956, herein called the Bidder, the Company will become bound as Surety for its faithful performance and will execute the final bonds required, and if the Bidder shall omit or refuse to execute such contract when notified or awarded then the Company will pay to Seaford Police Department

, herein called the Obligee, the difference between the amount of the Bidder's bid or proposal, and the lowest amount in excess of said bid, or proposal, for which the Obligee may be able to award said contract within a reasonable time.

Signed, sealed and dated April 6, 2020

SELECTIVE INSURANCE COMPANY OF AMERICA

BY: Victoria M Bradford

Attorney-in-Fact

Victoria M. Bradford

SELECTIVE

BE UNIQUELY INSURED™

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

BondNo.B 1229124

POWER OF ATTORNEY

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

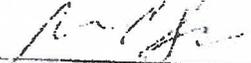
does hereby appoint Victoria M Bradford

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: One Million Dollars (\$1,000,000.00)

Signed this 6th day of April, 2020

CERTIFIED COPY

SELECTIVE INSURANCE COMPANY OF AMERICA

By: 

Brian C. Sarisky

Its SVP, Strategic Business Units, Commercial Lines



STATE OF NEW JERSEY :

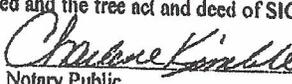
:ss. Branchville

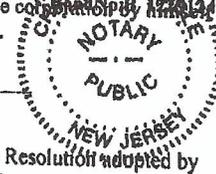
COUNTY OF SUSSEX :

On this 6th day of April, 2020 before me, the undersigned officer, personally appeared Brian C. Sarisky, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Sr. Vice President, being duly sworn to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation as Sr. Vice President and that the same was his free act and deed and the free act and deed of SICA.

Charlene Kimble

Notary Public of New Jersey
My Commission Expires 6/2/2021


Notary Public



The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolutions in full force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

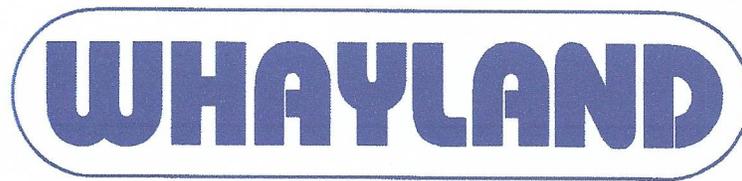
Signed this 6th day of April, 2020


Michael H. Lanza, SICA Corporate Secretary



Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

B91 (4-14)



Qualification Statement

**Seaford Police Department
Renovations
GMB FILE NO. 180150-A**



Seaford DE

**SUBMITTED
April 8, 2020**

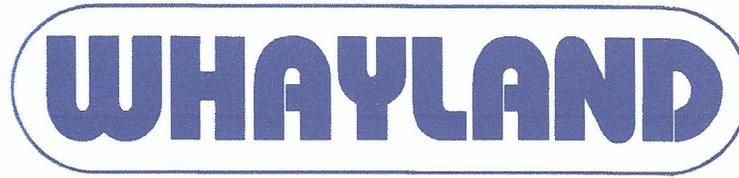
WHAYLAND

Seaford Police Department Renovations GMB FILE NO. 180150-A



TABLE OF CONTENTS

Section 1	Company Overview
Section 2	Project Team
Section 3	Whayland Experience
Section 4	Company References
Section 5	Value Engineering
Section 6	Cost Saving Strategies



THE WHAYLAND COMPANY

OVERVIEW

Years in business: 70

Market Area: Delmarva Peninsula

Delivery Systems: Project/ Construction Mgmt., General Contracting

Average Annual Volume*: \$10 Million

***does not include construction hard costs on CM projects where the Owner holds the trade contracts**

High Volume Year: \$20 million

Low Volume Year: \$1 Million

Bonding: \$3,000,000 per project, \$6,000,000 total through Selective Insurance

Self-Perform: Supervision, Carpentry, General Labor, PEMB

Bank Reference: Bank of Delmarva Michele Thomas, V. Pres. 410-548-1100

Bankruptcies: None

Lawsuits: None

Agency Violations: None

The Whayland Company was originally established as Mayhew Whayland Construction Company in 1950 by the late Mayhew Whayland, Jr. The firm functioned during the early years as a builder of small to mid-sized residences in the Salisbury, Maryland area. Mr. Whayland, through his talents as a carpenter and cabinetmaker, established a reputation for quality workmanship. By the end of the decade, the firm was

constructing some of the finest custom-built homes in the area. Most of his work was accomplished on a negotiated basis, and the firm virtually withdrew from the "bid" market.

In the early 1960's The Whayland Company added commercial and industrial construction to its portfolio. This work was approached with the same standards of quality as its residential construction. The firm gradually withdrew from the residential market, concentrated its effort on commercial, community, and industrial projects, and became a permanent fixture in that market.

Through the 1970's and 1980's the firm focused primarily on public bid work and became active in the pre-engineered building business. The design/build approach to construction came to our area and began to grow as an alternative means to traditional project delivery. Construction Management also came into vogue during this period.

In 1988, The Whayland Company became a wholly owned subsidiary of the Knott Company, an old-line general contracting firm in Baltimore, Maryland. This action was the result of a long and mutually profitable relationship between the two firms. For years The Whayland Company had acted as the Knott Company's construction resource on the Eastern Shore, used mainly to perform work for the Knott Company in the Ocean City market. Whayland management felt that its interests would be best served if it could avail itself of the Knott Company's developer marketing resources on a continuous basis. Similarly, the Knott Company desired a fixed presence on the Eastern Shore, hence the transaction. The arrangement worked well for several years; however, as the management of the Knott Company approached retirement age a decision was made to offer The Whayland Company for sale.

Bob Wheatley purchased certain assets and liabilities of The Whayland Company in 1993. The bulk of Bob's experience is in the design/build "team" approach to construction with an orientation toward providing value and service as well as competitive pricing. Since 1993, we have focused on serving the project delivery needs of private commerce and industry with a total project management approach. In 2013, a five-year business succession plan was implemented with Steve Hentschel as the

incoming principal. Steve and Bob worked shoulder to shoulder over the next several years to ensure that the Whayland legacy of customer service and value are enhanced and preserved.

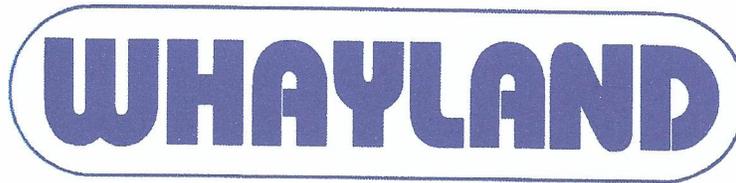
Whayland takes a hands-on approach to the construction process and concentrates on providing excellent construction value, i.e., finding the best balance between quality and price based on the client's needs. We encourage our clients to take a participative role in the design phase with emphasis on the efficient internal flow of work and site utilization. To that we add our expertise in materials, methods, and code requirements to yield a facility truly suited to the client's needs, delivered on time and on budget.

During the construction phase, we use a variety of contracting methods depending on job size and the Owner's needs. A popular form is the Construction Management approach. This is an "open book" format that allows the client to be involved in the value engineering and buyout process in an effort to provide greater value and realize cost savings while providing the assurance of a guaranteed maximum price.

There is an old saying that, "To a man with only a hammer in his toolbox, everything looks like a nail." Whayland builds with a variety of construction types and combinations including masonry, structural steel, wood or metal framing, and Butler pre-engineered steel building systems, whichever construction type or combination best meets the Owner's needs. Whayland also uses a variety of project delivery techniques including traditional spec and bid from the Owner's design, design/build, and total project / construction management.

Whayland is committed personal service and owner advocacy. Steve Hentschel and Vice President John Russ will personally oversee project management and act as your primary point of contact. From Preconstruction to Completion, we are your advocate for design, permits, and construction. It is our sincere belief that construction is a service business, and we are committed to being a leader in providing construction project services on Delmarva.

For more information, please visit us on the web at www.whayland.com



PROJECT TEAM

Administrator/ Controller – Shirley Prettyman, Secretary-Treasurer

Shirley@whayland.com 302.875.5445 x106 Responsible for all aspects of financial management, job cost accounting, general office management. Graduated Sussex Central High School 1974, attended Brandywine College, employed by W. B. Venables and Sons, Inc. a large general contracting firm where she performed all aspects of financial, accounting, and office management functions and ultimately became Controller. Joined Whayland in 2002 in the accounting department, became Controller in 2004. Shirley is a pivotal “go-to” person at The Whayland Company.

Cost Estimator – Mark Figgs, Senior Estimator / Senior Project Manager

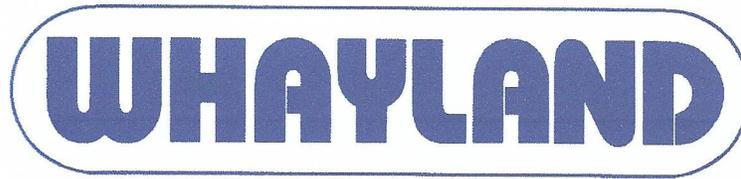
Mark@whayland.com 302.875.5445 x104 Responsibilities include preparing bids and negotiating contracts for all types of projects, contract administration for both general contracting and construction management projects, project management with an emphasis on project schedules and budget controls. Graduated Delaware Technical & Community College 1976 Associate of Science Architectural / Engineering. Over 40 years of experience working for General Contractors involving projects in every county on Delmarva.

Construction Operations– John Russ, Vice President John@whayland.com

302.875.5445 x111 Responsible for the overall coordination from the office to the field, Owner, Designer and Architect coordination with the office and the field and facilitator of documentation between all parties. Served in the United States Marine Corps where he developed leadership skills and a life approach to adapt, overcome and improvise to get the Project completed. Has over 15 years in the construction industry including electrical, HVAC, estimating and as an Operations Manager for a multi-faceted construction company. John is able to relate to Owners and subcontractors alike and bring them together to bring a Project in successfully on time and on budget despite the stresses of job costs and schedules.

Team Leader – Steve Hentschel, President Steve@whayland.com 302.875.5445 x110

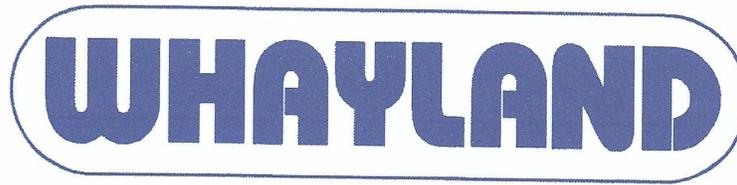
Responsible for overall management of the project and processes, architect liaison, and general management of the business. Attended Salisbury University with a concentration in Business. Has over 20 plus years of experience in the construction industry. From 2000-2012 was with a large Ocean City, MD based general contractor as controller, then general manager/senior project manager for multiple projects from \$500,000 to \$40,000,000. Joined Whayland in 2013 as principal. Steve brings a high level of expertise in project management as he is accustomed to managing multiple projects simultaneously and delivering them on time and on budget. Steve will be directly involved in making your project happen as promise



WHAYLAND EXPERIENCE

Last 5 Years

<u>Owner/Project</u>	<u>Year Comp.</u>	<u>Type</u>	<u>Cost</u>	<u>Architect</u>
General Refrigeration	2019	New Construction	\$1,500,000	Moonlight Architects
Waste Management	2019	Renovation	\$950,000	Cooperson Associates
Kings Creek Country Club	2019	Addition	\$2,528,000	Design Delmarva
Community Bank DE	2019	Addition	\$2,191,000	Element Designs
Plantation Lakes Clubhouse	2019	New Construction	\$4,400,000	DW Taylor
Sharp Energy, Dover	2018	New Construction	\$2,253,900	Tevebaugh AIA
Coastal Club Indoor Pool	2018	New Construction	\$1,276,000	Design Delmarva
McCabe Mechanical Building	2018	Addition	\$360,000	W. F. Horn, AIA
Branchway Office/Shops	2018	New Construction	\$590,400	Design Delmarva
SVN 2nd Floor Offices	2018	Tenant Build Out	\$295,000	W. F. Horn, AIA
Fixer Upper Fitness	2017	Tenant Build Out	\$148,200	Fisher Architecture
Pelican Point Clubhouse	2017	New Construction	\$1,982,100	Design Delmarva
The Reserves Clubhouse	2017	New Construction	\$1,195,000	Daniel Ball & Assoc.
Enterprise Truck Rental	2017	Tenant Build Out	\$195,000	W. F. Horn, AIA
Merck Innovax	2017	Addition	\$2,850,000	Genesis
3C Church	2017	Addition	\$1,250,000	Patrick Engel Designs
Coastal Club Clubhouse	2017	New Construction	\$4,400,000	Design Delmarva
Delaware Eye Institute	2017	Addition	\$1,300,000	Delaware Architects
Atlantic General Hospital	2016	Tenant Build Out	\$2,000,000	Mitchell Architecture
Kent County WWTP	2016	New Construction	\$1,950,000	Pennoni
The Peninsula Clubhouse	2016	New Construction	\$5,815,000	Design Delmarva
Perdue AgriSoil	2016	New Construction	\$9,500,000	Moonlight Architects
Cambridge International	2016	Renovation	\$1,500,000	W. F. Horn, AIA



REFERENCES

PERFORMANCE

1. Becker Morgan Group
Ron Morgan, AIA
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2. Design Delmarva
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Dr. Lucinda K. Bunting
302-424-7976
drlucib@aol.com
5. 2423 S Salisbury BLVD, LLC
Wade Mayberry
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BANKING

1. Bank of Delmarva
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mthomas@bankofdelmarva.com

REFERENCES (CONT'D)

INSURANCE

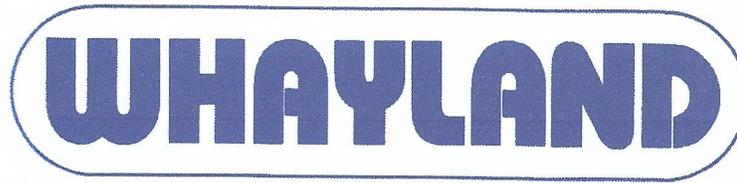
1. Avery Hall Agency
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LEGAL/ACCOUNTING

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- PKS & Company, PA
John Stern, CPA
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jsfern@pkscpa.com

TRADE

1. Bayside Fire Protection
Phil Benvenuto, Owner
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pbenvenuto@baysidefire.net
2. D and C Mechanical, LLC
Carl Fasano, Owner
302-604-9025 (cell)
carlfdcm@aol.com
3. Daniel G. Bebee, Inc. dba Tri-County Electrical Services
Daniel Bebee, President
443-359-1542 (cell)
dawn@TriCountyElectrical.com



VALUE ENGINEERING

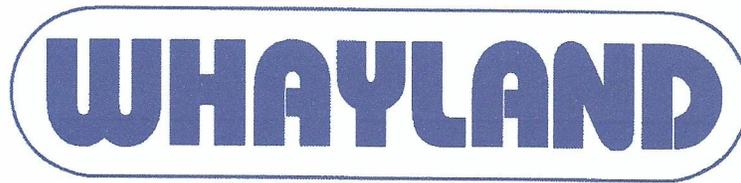
“Value Engineering” at its heart is simply looking at a project to see if there are ways to achieve the same end result by using less expensive or more efficient means thereby creating value for the Owner. Value engineering begins in the Design Development stage before extensive detail drawings are completed. It continues through final design, however, the payback may be lessened if extensive redesign is required. Value Engineering does take place during construction, but by then it is mostly limited to material substitutions, since the cost of redesign, rework or time loss offsets the savings. To get the maximum benefit from the value engineering process, the project management professional should be part of the project team very early, while the vision is still being fleshed out. The project management professional deals with actual construction costs and methods every day and can bring that practical experience to bear on the more theoretical process of design. Also, the project management professional is aware of new and creative approaches being used in the field that may have application on another project.

Listed below are a few “real-life” examples of value engineering to illustrate the point.

Sussex County Association of Realtors office – We changed the floor design from wood frame to slab-on-grade saving \$11,000.00. We re-engineered the interior movable partition to use a less expensive partition with the same sound deadening rating saving \$5,000.00. We pursued a “controlled buy-out” strategy in a downward trending market that saved \$40,000.00.

Johnny Janosik World of Furniture 200,000 sq. ft. retail store – We developed a systems building solution with maximum thermal characteristics and combined it with an innovative application of ammonia-based cooling technology to save approximately \$150,000.00 per year in energy costs. We identified construction related tax incentive opportunities for the Owner, which could yield a tax savings of \$100,000.00 - \$200,000.00. With the architect’s supervision we pursued material substitutions and trade packaging to keep the project under budget in an upward-trending market.

Laurel Volunteer Fire Company brought us in after design was complete to value-engineer and build their new 5,000 square foot substation facility on Fire Tower Road and remodel their existing 20,000 square foot facility on 10th Street. We were able to reduce costs by 25% without reducing size, utility, or quality by re-specifying certain products, changing the HVAC configurations, smart use of interior finish products, and aggressive purchasing in a downward trending market



COST SAVING STRATEGIES

There are primarily three ways to provide maximum value – planning, procurement, and productivity. Planning is the most critical because in that process we can choose from a broad array of available options before we are committed to a course of action that precludes other savings opportunities. Putting the project team together typically yields a return many times the investment. Also, it avoids the disconnect that frequently occurs when the design function is performed without input from the construction side. Even the most value oriented architects and engineers cannot be expected to know all current cost and market conditions. Providing the designers with meaningful construction input during the design process offers the Owner the best opportunity to get the desired project at an affordable price. That is truly “value engineering”.

Procurement is pursued differently depending on the market. If the market is trending down, the strategy is to delay purchases as long as possible to take advantage of falling prices. This approach must be monitored carefully because long lead time items and the general shrinking of supplier inventories do impact the project schedule. Waiting too long can cost valuable time, which of course is money. In an upward trending market, an effort is made to purchase early to avoid price increases. In this scenario there is less time to “shop”, less time to research cost-saving alternatives. In either case, the project schedule and production needs must be balanced with the procurement process.

Productivity is the most difficult area in which to realize value because it is affected by factors beyond our control—weather, availability of skilled labor, trade contractor quality, and the like. Productivity can be maximized primarily by pre-qualifying trade contractors, publishing a project schedule *and using it as a management tool*, and consistent job site work planning. Job site planning will be especially important on this project because of the logistical considerations, which emphasizes the need for the full-time on-site supervision we provide.

LICENSE NO. 2013601100	STATE OF DELAWARE		VALID
POST CONSPICUOUSLY	DIVISION OF REVENUE		01/01/20 - 12/31/22 NOT TRANSFERABLE
DLN 19 97160 09	331	CONTRACTOR-RESIDENT	
DATE ISSUED: 12/02/19	**VALIDATED**		2022
LICENSE FEE \$ 225.00	BUSINESS LICENSE		BUSINESS LOCATION
MAILING ADDRESS			
WHAYLAND COMPANY LLC THE 100 W 10TH ST LAUREL DE 19956-1904	WHAYLAND COMPANY LLC THE 100 W 10TH ST LAUREL DE 19956-1904		
<small>SHOULD BE DISPLAYED IN A PUBLIC AREA OR IN VIEW OF THE OCCUPATION OR BUSINESS ACTIVITY RELATIVE ABOVE IN ACCORDANCE WITH THE LICENSE APPLICATION AS FILED PURSUANT TO TITLE 30, DELAWARE.</small>		JENNIFER R HUDSON DIRECTOR OF REVENUE	

IMPORTANT - TEAR AT ABOVE PERFORATION AND DISPLAY IN A PUBLIC LOCATION

LICENSE NO. 2013601100 Business Code 331 Activity CONTRACTOR-RESIDENT
 STATE OF DELAWARE 817827/14053 001 Renew Date

The State of Delaware Business License printed above must be posted in a public area at the location address listed. If you have any questions regarding this license, please call (302) 577-8778.

REPLACEMENT LICENSES

Keep this portion of your license separate, in case you need a replacement for any lost, stolen or destroyed license. A \$15 fee will be charged for the replacement of a license. Send the \$15 along with a copy of this form or provide your Federal Employer Identification Number, or Social Security Number, suffix, Business Code, Business Name and address to Delaware Division of Revenue, Attn.: Business Master File, PO Box 8750, Wilmington, DE 19899-8750. You will receive your replacement license within three to four weeks.

OTHER IMPORTANT INFORMATION

Most licensees are also required to pay either gross receipts or excise taxes in addition to the license fee. You can file these taxes online or obtain a paper form from our website at www.revenue.delaware.gov. You must submit all business tax returns filed with the Division of Revenue under the same identification number. If you are a sole-proprietor, and have a federal employer identification number, use the employer identification number, not your social security number. Only sole proprietors with no employees are allowed to file under their social security number. Inquiries regarding your coupon booklets to pay withholding, corporate tentative, and Sub Chapter "S" estimated taxes, or to make changes to your name, address, or identification number, should be directed to the Business Master File Unit at (302) 577-8778.

RECEIVED MAR 05 2019

INTERNET SITE

The Division of Revenue web address is: www.revenue.delaware.gov. Visit our web site for tax tips, links to telephone numbers, forms that you can download, links to other State agencies, the Delaware Code, the publication "Delaware Guide for Small Business" and lots more. Internet filing of personal income tax returns via the Division of Revenue's website is available. Internet filing for Withholding, Gross Receipts and Corporate Tentative payments is also available.



NB#6
4.14.20

Benefits are an important part of an employer's ability to hire and retain good employees. Cost is also a key component of being able to offer an affordable benefit plan to retain and hire good employees. INTEGRA Administrative Group works with the employer to find a balance in offering a competitive benefit program that is affordable. This is done with forward thinking programs that assist in keeping benefits affordable now and in the future.

City of Seaford Benefit Plan Renewal Letter

2020/2021



The Perfect Place to Start.





Table of Contents

Presentation Letter	Page 1 - 2
Quote Analysis	Page 3 - 4
2020 Plan Benefits	Page 5 - 9
2019 Plan Benefits	Page 10 - 14
Pillar RX.....	Page 15 - 16
SwiftMD Program	Page 17 - 18
Medtipster Program	Page 19 - 20
Care Management Program.....	Page 21 - 22

To: City of Seaford Council & Mayor

Date: April 14th, 2020

**Re: The Medical & Life Insurance Benefits for the Employees
& Retirees of the City for the 2020/2021 Benefit Plan Year**

Kris L Smith
President
INTEGRA (IAG)
110 S. Shipley Street
P.O. Box 650
Seaford, DE 19973

302-629-3518
Fax: 302-629-2566
E-mail: kris@integraTPA.com

On behalf of the staff at INTEGRA, we would like to thank the City of Seaford for their continued confidence in our organization as the administrator of the City's employee benefit programs.

We submitted a request for proposals from four carriers that are rated A or better by the A.M. Best rating agency. We presented the top two carrier quotes to the City: Westport Insurance Company (Incumbent) and Nationwide Life Insurance Company (Nationwide). Based on the teleconference meetings I had with the City's management team, and a thorough review of the current and expected claims experience, the recommendation is to accept the Nationwide Option 4a offer for the 2020/2021 benefit plan year. This change is a financial one and will have no impact on the employees or their benefits. The current Prescription Benefit Manager, EnvolvRX, has contracted with a specialty pharmacy coupon vendor called PillarRx. PillarRx enables the City to receive manufacturer coupons on high cost specialty pharmacy medications. This program will allow for additional pharmacy savings and will not cost the member any more out of their pocket than currently for their medications. There are no other benefit plan changes being recommended at this time.

The current benefit plan costs have run slightly above projections to date but are trending lower on an aggregate basis as we approach the June 1st renewal date. Due to the no increase on the premium costs by moving to Nationwide and the addition of the PillarRx coupon program, the 2020/2021 renewal costs are projected to increase by .03% after a .74% increase last plan year. This percentage is below the 2020 Segal Health Plan Cost Trend Survey which forecasts medical inflation trend to be 6.8%.

Nationwide's Premium Rewards Program is included in their proposed offer. It offers a refund of premium if Nationwide's paid claim costs are lower than what they have budgeted in the premium during the benefit plan year (possible refund of approximately \$24,500 if claims run well). The City would need to renew with Nationwide next renewal year to qualify for this premium refund benefit. The City will not be receiving a premium refund from Westport Insurance Company this year due to the claim experience.

The retiree benefit program is insured through the Hartford Group Retiree Insurance Trust. The renewal for the Medicare eligible retiree program is January 1, 2020. For the 2020 plan year the increase to the rates was 4%. The 2020 retiree member rate is \$497.39. The retiree dental and vision benefits are administered by INTEGRA.

The Life Insurance is currently through Sun Life effective 9/1/19. The Sun Life contracted rates are firm for 2 years and will be subject to change 9/1/2021.

Additional Points:

- 1. Health Reform/ACA is continuing to impact health plan benefits & costs. Compliance requirements for the June 1, 2020 renewal plan year include: Patient-Centered Outcomes Research Institute (PCORI) fee (last year of this fee) of \$2.45 per covered person -- due July 31st 2020; No benefit lifetime maximums; No pre-existing conditions for any covered person on the plan; 90 day maximum limit on waiting periods; Establish maximum in-network medical & prescription out of pocket limits to no more than \$8,150 an individual and \$16,300 a family. All employers are required to provide 1095C forms (proving the benefits provided to the employee is affordable and meets the minimum value standards set by the ACA law) to employees by March 31st, 2020. INTEGRA will assist in providing data needed to prepare these documents.**
- 2. SwiftMD Telemedicine Program. This program allows the employees and dependents covered on the City's benefit plan to call a doctor 24/7/365 at a -0- co-pay. It is a convenient way to speak with a doctor in the evenings or on weekends when primary doctors or urgent care centers are not available or open.**
- 3. Medtipster Free Generic Prescription Program. This program allows the employees and dependents to present their City health plan card (with Medtipster logo on it) at participating pharmacies for free generic prescriptions. Approximately 40% of generic medications are available in the Medtipster program.**
- 4. INETICARE's Healthy Lifestyle Partnership Program. This voluntary program allows for employees and eligible dependents with Diabetes, Chronic Obstructive Pulmonary Disease including Emphysema (COPD), Asthma, Congestive Heart Disease and Coronary Artery Disease to participate with a nurse care manager to assist the member to better manage their medical condition. If the member participates in the Healthy Lifestyle Partnership Program, they will be eligible to receive prescriptions for the medical condition at a -0- co-pay. This could save the member hundreds of dollars a year and positively impact the health of the member. If the medical condition meets the criteria, a nurse care manager may contact the member to discuss participation in this beneficial program.**
- 5. Dentamax dental network. This network allows employees and dependents on the benefit program to receive discounts for dental related services. There are limited dentists in most dental networks in Delmarva.**
- 6. Outlook Vision Services. This network allows for employees and dependents on the benefit plan to see discounts for vision related services. These providers are mainly national chains compared to local chains available in the HPN network.**
- 7. Employee Benefit Educational Renewal Booklet Provided Each Year Includes: Current year Plan Sheet; Prior Year Plan Sheet to include the HPN network information; Urgent Care Centers; Preferred Labs Centers; One Call Medical MRI/CAT/PET Scan Facilities; Sample Health/Prescription card; INTEGRA Employee Website Help Pages; Retail Pharmacy Listing & Cost Comparison Sheet; EnvolvRx Website to Include Mail Order & Prescription Information; Mobil Application for Pharmacy; Federal Notices and Information required for distribution each year.**

Thank you for your time this evening!

The City Of Seaford
Quote Analysis for 2020-2021 Contract Year



	Current		
	Projected	Actual	Option 4a
1 Plan Description	HPN/FH, MTP, IAG Agg, \$33.9K possible ERO	HPN/FH, MTP, IAG Agg, \$33.9K possible ERO	HPN/FH, MTP, IAG Agg, \$24.3K possible ERR, FIRM
2 Stop Loss Carrier	Westport Ins	Westport Ins	Nationwide
3 Specific Contract	12/24	12/24	12/24
4 Benefits Included	Med/Rx	Med/Rx	Med/Rx
5 Contract Deductible	\$75K	\$75K	\$75K
6 Maximum	Unlimited	Unlimited	Unlimited
7 Run-in Limitations	None	None	None
8 Aggregating Specific	None	None	None
9 Laser Risk	None	None	None
10 Aggregate Contract	IAG - Paid	IAG - Paid	IAG - Paid
11 Benefits Included	Med/Rx/Dent/Vis	Med/Rx/Dent/Vis	Med/Rx/Dent/Vis
Fixed Costs (Annual)			
12 Total Annual Fixed Costs	\$373,464	\$373,464	\$372,895
	Including Life/AD&D	Including Life/AD&D	Including Life/AD&D
13 Fixed Cost Increase			-\$568
Projected Plan Costs (Annual)			
14 Total Annual Projected Costs	\$1,098,581	\$1,124,252	\$1,098,862
	Including Life/AD&D	Including Life/AD&D	Including Life/AD&D
15 % Increase in Projected Costs		2.34%	0.03%
16 Projected Cost Increase		\$25,670	\$300
17 Projected Cost Increase PEPM		\$28	\$0
Maximum Plan Costs (Annual)			
18 Total Annual Maximum Costs	\$1,353,411	\$1,124,252	\$1,352,843
	Including Life/AD&D	Including Life/AD&D	Including Life/AD&D
19 % Increase in Maximum Costs		-16.93%	-0.04%
20 Maximum Cost Increase		-\$229,159	-\$568
21 Maximum Cost Increase PEPM		-\$256	-\$1

The City Of Seaford
Quote Analysis for 2020-2021 Contract Year



Plan Information	Current	
	Projected	Actual
1 Plan Description	HPN/FH, MTP, IAG Agg. \$33.9K possible ERO	HPN/FH, MTP, IAG Agg. \$33.9K possible ERO
2 Stop Loss Carrier	Westport Ins	Westport Ins
3 Specific Contract	12/24	12/24
4 Benefits Included	Med/Rx	Med/Rx
5 Contract Deductible	\$75K	\$75K
6 Maximum	Unlimited	Unlimited
7 Run-in Limitations	None	None
8 Aggregating Specific	None	None
9 Laser Risk	None	None
10 Aggregate Contract	IAG - Paid	IAG - Paid

Monthly Rates

Life/AD&D (NOT included in the Billing/Projected Rates listed below)	\$43.59	\$43.59
11 Per Employee per Month	\$43.59	\$43.59

Med/Rx Billing/Projected Rates (Not including Dental/Vision Rates below)

12 Single	\$665.29	\$689.91
13 Employee & Spouse	\$1,597.81	\$1,669.79
14 Employee & Children	\$1,230.23	\$1,269.58
15 Family	\$1,597.81	\$1,640.11
16 Retiree	\$0.00	\$0.00

Dental Projected Rates (Not included in the above Billing/Projected Rates)

17 Single	\$35.26	\$32.15
18 Employee & Spouse	\$82.43	\$66.84
19 Employee & Children	\$56.47	\$54.70
20 Family	\$82.43	\$87.09
21 Retiree	\$30.73	\$19.59

Vision Projected Rates (Not included in the above Billing/Projected Rates)

22 Single	\$18.69	\$14.97
23 Employee & Spouse	\$44.84	\$31.13
24 Employee & Children	\$30.45	\$25.48
25 Family	\$44.84	\$40.56
26 Retiree	\$12.49	\$9.12

Anticipated Maximum Monthly Rates

27 Single	\$881.76	\$881.76
28 Family	\$2,020.91	\$2,020.91
29 Retiree	\$53.72	\$44.19

Total Annual Projected Medical Costs

30	\$1,037,956	\$1,063,626
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31 Employee Withholding	(\$213,600)	(\$213,600)
32 Retiree Contributions	\$0	\$0
33 Est. S125 Tax Savings	\$0	\$0
34 COBRA Payments	\$0	\$0
35 Net Projected Company Health Cost	\$824,356	\$850,026

Net Projected Health Cost PEPM

\$920

\$949

**THE CITY OF SEAFORD
HPN PLAN OF BENEFITS - Effective June 1, 2020**

	<u>HPN & FIRST HEALTH</u>	<u>OUT - OF - NETWORK</u>	
Individual Deductible (If Applicable)	\$250	\$250	Deductible Year: January 1 – December 31
Family Deductible (If Applicable)	\$500	\$500	
Individual Out-of-Pocket (*Medical Co-pays apply)	\$1,000	\$1,250	
Family Out-of-Pocket (*Medical Co-pays apply)	\$2,000	\$2,500	
Individual Annual Maximum	UNLIMITED		

**Medical Co-pays will not continue when out of pocket is met. RX Co-pays do not apply.*

Pre Certification is **MANDATORY** for all In-Patient Admissions, Out-Patient Surgery, IV Infusion Therapy, Durable Medical Equipment (DME) and Home Health Care. For Pre Certification, please call Välenz: 1-877-608-2200.
Pre Authorization **MUST BE APPROVED** for non-routine diagnostics for suspicion of cancer and prior to the inception of any chemotherapy regimen. For Pre Authorization call Välenz: 1-877-208-5002

<u>DESCRIPTION OF SERVICES</u>	<u>HIGH PERFORMANCE NETWORK (HPN)</u> <small>(Charges above negotiated amounts are not billable to the Member)</small>	<u>FIRST HEALTH PROVIDERS</u> <small>(Charges above negotiated amounts are not billable to the Member)</small>	<u>OUT - OF - NETWORK PROVIDERS</u> <small>(Charges above Reasonable & Customary (R & C) amounts are permitted & are billable to the Member)</small>
<u>FACILITY CHARGES</u>			
Urgent Care Facility	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%
In-Patient Hospital (Semi Private Room) (per stay)	You pay \$100 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 90%	After Deductible is met, Plan pays 70%
Emergency Room Emergency Use	You pay \$150 Co-pay, Plan pays 100%	You pay \$150 Co-pay, Plan pays 90%	You pay \$150 Co-pay, Plan pays 90%
Non Emergency	You pay \$50 Co-pay, Plan pays 50%	After Deductible is met, Plan pays 50%	After Deductible is met, Plan pays 50%
Ambulance to Hospital	Plan pays 100%	Plan pays 100%	Plan pays 100%
<i>SwiftMD - FREE telemedicine consult: Schedule a telemedicine consultation with a doctor 24/7 by calling 833-SWIFTMD (833-794-3863) or by going online to www.swiftmd.com</i>			
<u>PROFESSIONAL SERVICES</u>			
In - Patient Surgeon Hospital or Surgical Facility	You pay \$50 Co-pay, Plan pays 100%	You pay 10%, Plan pays 90%	After Deductible is met, Plan pays 70%
Out - Patient Surgery Doctor's Office	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
Surgical Facility	You pay \$75 Co-pay, Plan pays 100%	You pay \$75 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
Anesthesia	Plan pays 100%	You pay 10% Plan pays 90%	After Deductible is met, Plan pays 70%
Hospital Visits	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>OFFICE VISIT</u>	You pay \$15 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 70%

PREVENTIVE CARE: (go to <https://www.healthcare.gov/coverage/preventive-care-benefits/> for covered services)
(Preventive Care also covers annual Adult vision screening)

Plan pays 100%	Plan pays 100%	You pay 30% Plan pays 70%
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Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.

**THE CITY OF SEAFORD
HPN PLAN OF BENEFITS - Effective June 1, 2020**

<u>DESCRIPTION OF SERVICES</u>	<u>HIGH PERFORMANCE NETWORK (HPN)</u> (Charges above negotiated amounts are not billable to the Member)	<u>FIRST HEALTH PROVIDERS</u> (Charges above negotiated amounts are not billable to the Member)	<u>OUT - OF - NETWORK PROVIDERS</u> (Charges above Reasonable & Customary (R & C) amounts are permitted & are billable to the Member)
<u>THERAPY</u> (Including Physical)	You pay \$15 Co-pay, Plan pays 100%	You pay \$15 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 75%
<u>DIAGNOSTIC LAB</u>	<u>Beebe Express Labs,</u> <u>Nanticoke Hospital Labs,</u> <u>LabCorp Or PRMC Offsite Labs</u> You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>DIAGNOSTIC X-RAY</u>	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>MRI/CAT/PET</u>	You pay \$20 Co-pay, Plan pays 90%	<u>Request One Call Medical</u> You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>CHIROPRACTIC</u>	You pay \$15 Co-pay, Plan pays 100%	You pay \$15 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 75%
<u>OTHER COVERED CHARGES</u>	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>MENTAL DISORDERS/SUBSTANCE ABUSE</u>			
In-Patient (per stay)	You pay \$100 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 90%	After Deductible is met, Plan pays 70%
Out-Patient	You pay \$15 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 70%

Organ and Tissue transplantation is provided under a separate fully insured policy with UnitedHealthcare Insurance Company (UHIC). This transplant benefit is managed by OptumHealth, a UnitedHealthcare company, who has contracted with Transplant Centers of Excellence (COE) Facilities nationwide. These COE Facilities have the highest survival rates and volumes for the best clinical outcomes. Please see the Annual Employee Booklet for details on the Transplant Benefit.

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.

THE CITY OF SEAFORD
HPN PLAN OF BENEFITS - Effective June 1, 2020

PRESCRIPTION DRUG CARD:

Deductible Year: June 1 – May 31

There is a \$25 Prescription Deductible per person per plan year, \$50 per family, that is separate from your Plan Year Medical Deductible.

Maximum OOP: \$5,600 Individual. \$11,200 Family

After the Plan Year Prescription Deductible has been met, then the following Co-pays apply:

30 DAY SUPPLY:

- You pay \$10 Co-pay for Generic Drugs
- You pay the Greater of \$20 or 25% for Preferred Brand Name Drugs
- You pay the Greater of \$30 or 30% for Non-Preferred Brand Name Drugs

90 DAY SUPPLY & MAINTENANCE DRUGS WITH ENVOLVE PHARMACY SOLUTIONS:

- You pay \$15 Co-pay for Generic Drugs at Retail or with Envolve Pharmacy Solutions Mail Order
- You pay the Greater of \$40 or 20% for Preferred Brand Name Drugs with Envolve Pharmacy Solutions Mail Order
- You pay the Greater of \$60 or 25% for Non-Preferred Brand Name Drugs with Envolve Pharmacy Solutions Mail Order

Pillar RX: The specialty pharmacy benefit includes a variable copay with a minimum of \$100, not to exceed the prescription drug maximum out of pocket. The variable copay allows the Plan to access manufacturer coupons to assist in the cost of the specialty drug. It does not increase the \$100 copay responsibility of the member.

OVER THE COUNTER (OTC) PROGRAM THRU ENVOLVE PHARMACY SOLUTIONS:

(Must have a Prescription from your Doctor and show your Medical / RX I.D. Card at the time of purchase.)

You pay \$10 copay. See List below for the participating OTC Medications:

Digestive/Gastrointestinal:

Axid AR, Cimetidine, Famotidine, Nexium 24 HR OTC, Omeprazole, Pepcid Complete, Pepcid AC, Prevacid 24HR Cap, Prilosec OTC, Ranitidine, Tagamet HB, Zantac, Zegerid OTC

Respiratory:

Alavert, Allegra, Allegra-D, Cetirizine, Claritin, Claritin D, Dimetapp ND, Fexofenadine, Fexofenadine-Pseudoephedrine, Loratadine, Tavist ND, Triminic Tab, Xyzal OTC, Zyrtec, Zyrtec D

List is subject to changes.

Medtipster program:

\$0 copayment applies on qualifying Medtipster generic drugs at preferred retail pharmacies.
Detailed information available at: www.medtipsterfree.com.

Visit www.integratpa.com, click on the Envolve Pharmacy Solutions link and login to access helpful information about your prescription services.

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.

**THE CITY OF SEAFORD
DENTAL PLAN OF BENEFITS - Effective June 1, 2020**

7/5/19

DENTAL PLAN:

Plan Year: June 1 - May 31

Maximum Dental Benefit per Individual (Plan reimburses up to)	\$500
Maximum Dental Benefit per Family (Plan reimburses up to)	\$1,500

Orthodontics:

(Limited to dependent children to age 26)

DENTISTS:

Employees and their dependents can see the dentist of their choice.

You may access a list of HPN providers available at cityofseaford.claimsbridge.com.

HPN providers may be a lesser out of pocket cost for you.

ELIGIBLE EMPLOYEE/DEPENDENTS:

All full time employees (30 hours per week) are eligible.

Your spouse, unless you are legally separated or divorced.

Your dependent children less than twenty six (26) years of age.

LIMITS AND EXCLUSIONS:

This plan does not cover expenses due to:

- 1) Free dental treatment or charges that in the absence of this plan you are not required to pay.
- 2) Services that are payable or covered by a law or agency of a government. This includes Worker's Compensation and Occupational Disease Laws.
- 3) Missed appointments, filling out claim forms, or dietary instruction.
- 4) Replacing a lost or stolen appliance.

COORDINATION OF BENEFITS:

Dental benefits of this plan coordinate with benefits of other plans that also provide dental benefits. The benefits of the plan which covers the person directly (that is, as an employee, member or subscriber), are considered first (primary) to those of the plan which covers the person as a dependent. If eligible dependent children are covered under both parents, the plan of the parent whose birthday falls earliest in a year will be the primary benefit plan (Birthday Rule).

REQUEST FOR BENEFITS FOR DENTAL:

The employee or provider of service must submit receipts or a proposed treatment plan to INTEGRA Administrative Group, Inc. The receipt must have charges clearly defined and any charges for appliances clearly separated from any other charges.

After review by INTEGRA Administrative Group, Inc., plan reimbursement will be made directly to the employee or to the provider of service if an assignment of benefits is on file.

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Booklet for specific information on Plan.

**THE CITY OF SEAFORD
VISION & HEARING PLAN OF BENEFITS - Effective June 1, 2020**

7/5/19

VISION PLAN:

Plan Year: June 1 – May 31

Maximum Vision Benefit per Individual (Plan reimburses up to)	\$400
Maximum Vision Benefit per Family (Plan reimburses up to)	\$1,200

Vision Benefit applies to Vision Hardware, Contact Lens Fitting Exam and Contact Lenses.

LIMITS AND EXCLUSIONS:

This plan does not cover expenses due to:

- 1) Free vision treatment or charges that in the absence of this plan you are not required to pay.
- 2) Services that is payable or covered by a law or agency of a government. This includes Worker's Compensation and Occupational Disease Laws.
- 3) Missed appointments, filling out claim forms.
- 4) Replacing lost or stolen glasses.
- 5) Lasik surgery
- 6) Vision Exam is covered under the Medical Plan. If you are not covered under the Medical Plan, then a Vision Exam is covered under the Vision Plan up to \$70 per year.

OPTOMETRISTS:

Employees and their dependents can see the Optometrist of their choice.

You may access a list of HPN providers available at cityofseaford.claimsbridge.com.

HPN providers may be a lesser out of pocket cost for you.

COORDINATION OF BENEFITS

Vision benefits of this plan coordinate with benefits of other plans that also provide Vision benefits. The benefits of the plan which covers the person directly (that is, as an employee, member or subscriber), are considered first (primary) to those of the plan which covers the person as a dependent. If eligible dependent children are covered under both parents, the plan of the parent whose birthday falls earliest in a year will be the primary benefit plan (Birthday Rule).

ELIGIBLE EMPLOYEE/DEPENDENTS:

All full time employees (30 hours per week) are eligible.

Your spouse, unless you are legally separated or divorced.

Your dependent children less than twenty six (26) years of age.

HEARING AIDES:

The Plan will pay a 50% Benefit up to \$750 per Hearing Aide to a Maximum Benefit of \$1,500 (every 3 years).

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.

**THE CITY OF SEAFORD
HPN PLAN OF BENEFITS - Effective June 1, 2019**

	<u>HPN & FIRST HEALTH</u>	<u>OUT - OF - NETWORK</u>	
Individual Deductible (If Applicable)	\$250	\$250	Deductible Year: January 1 – December 31
Family Deductible (If Applicable)	\$500	\$500	
Individual Out-of-Pocket (*Medical Co-pays apply)	\$1,000	\$1,250	
Family Out-of-Pocket (*Medical Co-pays apply)	\$2,000	\$2,500	
Individual Annual Maximum	UNLIMITED		5/7/19

**Medical Co-pays will not continue when out of pocket is met. RX Co-pays do not apply.*

Pre Certification is **MANDATORY** for all In-Patient Admissions, Out-Patient Surgery, IV Infusion Therapy, Durable Medical Equipment (DME) and Home Health Care. For Pre Certification, please call: iNeticare 1-877-608-2200.
Pre Authorization **MUST BE APPROVED** for non-routine diagnostics for suspicion of cancer and prior to the inception of any chemotherapy regimen. For Pre Authorization call iNeticare: 1-877-208-5002.

<u>DESCRIPTION OF SERVICES</u>	<u>HIGH PERFORMANCE NETWORK (HPN)</u> (Charges above negotiated amounts are not billable to the Member)	<u>FIRST HEALTH PROVIDERS</u> (Charges above negotiated amounts are not billable to the Member)	<u>OUT - OF - NETWORK PROVIDERS</u> (Charges above Reasonable & Customary (R & C) amounts are permitted & are billable to the Member)
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FACILITY CHARGES

Urgent Care Facility	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%
In-Patient Hospital (Semi Private Room) (per stay)	You pay \$100 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 90%	After Deductible is met, Plan pays 70%
Emergency Room			
Emergency Use	You pay \$150 Co-pay, Plan pays 100%	You pay \$150 Co-pay, Plan pays 90%	You pay \$150 Co-pay, Plan pays 90%
Non Emergency	You pay \$50 Co-pay, Plan pays 50%	After Deductible is met, Plan pays 50%	After Deductible is met, Plan pays 50%
Ambulance to Hospital	Plan pays 100%	Plan pays 100%	Plan pays 100%

SwiftMD - FREE telemedicine consult: Schedule a telemedicine consult with a doctor 24/7 by calling toll free 877-WWW-SWIFT (877-999-7943) or by going online to www.swiftmd.com

PROFESSIONAL SERVICES

In - Patient Surgeon			
Hospital or Surgical Facility	You pay \$50 Co-pay, Plan pays 100%	You pay 10%, Plan pays 90%	After Deductible is met, Plan pays 70%
Out - Patient Surgery			
Doctor's Office	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
Surgical Facility	You pay \$75 Co-pay, Plan pays 100%	You pay \$75 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
Anesthesia	Plan pays 100%	You pay 10% Plan pays 90%	After Deductible is met, Plan pays 70%
Hospital Visits	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>OFFICE VISIT</u>	You pay \$15 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 70%

PREVENTIVE CARE: (go to <https://www.healthcare.gov/coverage/preventive-care-benefits/> for covered services)
(Preventive Care also covers annual Adult vision screening)

Plan pays 100%	Plan pays 100%	You pay 30% Plan pays 70%
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Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific information on Plan.

**THE CITY OF SEAFORD
HPN PLAN OF BENEFITS - Effective June 1, 2019**

<u>DESCRIPTION OF SERVICES</u>	<u>HIGH PERFORMANCE NETWORK (HPN)</u> (Charges above negotiated amounts are not billable to the Member)	<u>FIRST HEALTH PROVIDERS</u> (Charges above negotiated amounts are not billable to the Member)	<u>OUT - OF - NETWORK PROVIDERS</u> (Charges above Reasonable & Customary (R & C) amounts are permitted & are billable to the Member)
<u>THERAPY</u> (Including Physical)	You pay \$15 Co-pay, Plan pays 100%	You pay \$15 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 75%
<u>DIAGNOSTIC LAB</u>	<u>Beebe Express Labs,</u> <u>Nanticoke Hospital Labs,</u> <u>LabCorp Or PRMC Offsite Labs</u> You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>DIAGNOSTIC X-RAY</u>	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>MRI/CAT/PET</u>	You pay \$20 Co-pay, Plan pays 90%	<u>Request One Call Medical</u> You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>CHIROPRACTIC</u>	You pay \$15 Co-pay, Plan pays 100%	You pay \$15 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 75%
<u>OTHER COVERED CHARGES</u>	You pay \$20 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 90%	After Deductible is met, Plan pays 70%
<u>MENTAL DISORDERS/SUBSTANCE ABUSE</u>			
In-Patient (per stay)	You pay \$100 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 90%	After Deductible is met, Plan pays 70%
Out-Patient	You pay \$15 Co-pay, Plan pays 100%	You pay \$20 Co-pay, Plan pays 100%	After Deductible is met, Plan pays 70%

Organ and Tissue transplantation is provided under a separate fully insured policy with UnitedHealthcare Insurance Company (UHIC). This transplant benefit is managed by OptumHealth, a UnitedHealthcare company, who has contracted with Transplant Centers of Excellence (COE) Facilities nationwide. These COE Facilities have the highest survival rates and volumes for the best clinical outcomes. Please see the Annual Employee Booklet for details on the Transplant Benefit.

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.

THE CITY OF SEAFORD
HPN PLAN OF BENEFITS - Effective June 1, 2019

PRESCRIPTION DRUG CARD:

Deductible Year: June 1 – May 31

There is a \$25 Prescription Deductible per person per plan year, \$50 per family, that is separate from your Plan Year Medical Deductible.

Maximum OOP: \$5,600 Individual. \$11,200 Family

After the Plan Year Prescription Deductible has been met, then the following Co-pays apply:

30 DAY SUPPLY:

- You pay \$10 Co-pay for Generic Drugs
- You pay the Greater of \$20 or 25% for Preferred Brand Name Drugs
- You pay the Greater of \$30 or 30% for Non-Preferred Brand Name Drugs

90 DAY SUPPLY & MAINTENANCE DRUGS WITH MAGELLAN RX MANAGEMENT:

- You pay \$15 Co-pay for Generic Drugs at Retail or with **Envolve Pharmacy Solutions Mail Order**
- You pay the Greater of \$40 or 20% for Preferred Brand Name Drugs with **Envolve Pharmacy Solutions Mail Order**
- You pay the Greater of \$60 or 25% for Non-Preferred Brand Name Drugs with **Envolve Pharmacy Solutions Mail Order**

OVER THE COUNTER (OTC) PROGRAM THRU **ENVOLVE PHARMACY SOLUTIONS:**

(Must have a Prescription from your Doctor and show your Medical / RX I.D. Card at the time of purchase.)

You pay \$10 copay. See List below for the participating OTC Medications:

Digestive/Gastrointestinal:

Axid AR, Cimetidine, Famotidine, Nexium 24 HR, Omeprazole OTC, Pepcid Complete, Pepcid AC, Prevacid 24HR, Prilosec OTC, Ranitidine, Tagamet Tab, Zantac, Zegerid OTC

Respiratory:

Alavert, Allegra, Allegra-D, Cetirizine, Claritin, Claritin D, Dimetapp ND, Fexofenadine, Fexofenadine-Pseudoephedrine, Loratadine, Tavist ND, Triminic Tab, Xyzal OTC, Zyrtec, Zyrtec D

List is subject to changes.

Medtipster program:

\$0 copayment applies on qualifying Medtipster generic drugs at preferred retail pharmacies.
Detailed information available at: www.medtipsterfree.com.

Visit www.integratpa.com, click on the **Envolve Pharmacy Solutions** link and login to access helpful information about your prescription services.

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.

THE CITY OF SEAFORD
DENTAL PLAN OF BENEFITS - Effective June 1, 2019

5/7/19

DENTAL PLAN:

Plan Year: June 1 – May 31

Maximum Dental Benefit per Individual (Plan reimburses up to)	\$500
Maximum Dental Benefit per Family (Plan reimburses up to)	\$1,500

Orthodontics:

(Limited to dependent children to age 26)

DENTISTS:

Employees and their dependents can see the dentist of their choice.

You may access a list of HPN providers available at cityofseaford.claimsbridge.com.

HPN providers may be a lesser out of pocket cost for you.

ELIGIBLE EMPLOYEE/DEPENDENTS:

All full time employees (30 hours per week) are eligible.

Your spouse, unless you are legally separated or divorced.

Your dependent children less than twenty six (26) years of age.

LIMITS AND EXCLUSIONS:

This plan does not cover expenses due to:

- 1) Free dental treatment or charges that in the absence of this plan you are not required to pay.
- 2) Services that are payable or covered by a law or agency of a government. This includes Worker's Compensation and Occupational Disease Laws.
- 3) Missed appointments, filling out claim forms, or dietary instruction.
- 4) Replacing a lost or stolen appliance.

COORDINATION OF BENEFITS:

Dental benefits of this plan coordinate with benefits of other plans that also provide dental benefits. The benefits of the plan which covers the person directly (that is, as an employee, member or subscriber), are considered first (primary) to those of the plan which covers the person as a dependent. If eligible dependent children are covered under both parents, the plan of the parent whose birthday falls earliest in a year will be the primary benefit plan (Birthday Rule).

REQUEST FOR BENEFITS FOR DENTAL:

The employee or provider of service must submit receipts or a proposed treatment plan to INTEGRA Administrative Group, Inc. The receipt must have charges clearly defined and any charges for appliances clearly separated from any other charges.

After review by INTEGRA Administrative Group, Inc., plan reimbursement will be made directly to the employee or to the provider of service if an assignment of benefits is on file.

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Booklet for specific information on Plan.

**THE CITY OF SEAFORD
VISION & HEARING PLAN OF BENEFITS - Effective June 1, 2019**

5/7/19

VISION PLAN:

Plan Year: June 1 – May 31

Maximum Vision Benefit per Individual (Plan reimburses up to)_____	\$400
Maximum Vision Benefit per Family (Plan reimburses up to)_____	\$1,200

Vision Benefit applies to Vision Hardware, Contact Lens Fitting Exam and Contact Lenses.

LIMITS AND EXCLUSIONS:

This plan does not cover expenses due to:

- 1) Free vision treatment or charges that in the absence of this plan you are not required to pay.
- 2) Services that is payable or covered by a law or agency of a government. This includes Worker's Compensation and Occupational Disease Laws.
- 3) Missed appointments, filling out claim forms.
- 4) Replacing lost or stolen glasses.
- 5) Lasik surgery
- 6) Vision Exam is covered under the Medical Plan. If you are not covered under the Medical Plan, then a Vision Exam is covered under the Vision Plan up to \$70 per year.

OPTOMETRISTS:

Employees and their dependents can see the Optometrist of their choice.

You may access a list of HPN providers available at cityofseaford.claimsbridge.com.

HPN providers may be a lesser out of pocket cost for you.

COORDINATION OF BENEFITS

Vision benefits of this plan coordinate with benefits of other plans that also provide Vision benefits. The benefits of the plan which covers the person directly (that is, as an employee, member or subscriber), are considered first (primary) to those of the plan which covers the person as a dependent. If eligible dependent children are covered under both parents, the plan of the parent whose birthday falls earliest in a year will be the primary benefit plan (Birthday Rule).

ELIGIBLE EMPLOYEE/DEPENDENTS:

All full time employees (30 hours per week) are eligible.

Your spouse, unless you are legally separated or divorced.

Your dependent children less than twenty six (26) years of age.

HEARING AIDES:

The Plan will pay a 50% Benefit up to \$750 per Hearing Aide to a Maximum Benefit of \$1,500 (every 3 years).

Benefit Plan Sheet is for Informational Purposes ONLY. Please see Plan Document for specific Information on Plan.



CUSTOMIZED PHARMACY SOLUTIONS

IPC Copay Assistance Program

FREQUENTLY ASKED QUESTIONS

In keeping with our efforts to provide a robust, yet cost-effective, prescription drug program for you and your family, *The City of Seaford* has retained PillarRx Consulting, LLC to implement the IPC Copay Assistance Program.

What is Copay Assistance?

Copay assistance is a process in which drug manufacturers provide financial support to patients by covering all or most of the copay applied to a specialty medication.

Who is IPC Copay Assistance?

The IPC Copay Assistance Program is a team of professionals that assists members in obtaining copay assistance from drug manufacturers to reduce their out of pocket expenses for eligible medications. Using the IPC Copay Assistance program may result in a savings for you and your family.

How will the IPC Copay Assistance Program save me and my health plan money?

Currently, you must pay a higher coinsurance for specialty medications. Enrolling in copay assistance with the specialty medication manufacturer will substantially reduce or completely cover your payment for the medication as well as the amount your Plan pays.

This means that the *City of Seaford* will save money because it will be covering a smaller percentage of the cost of certain specialty medications. Likewise, because you will be receiving copay assistance that will cover all or a portion of your out-of-pocket costs, you may pay less as well.

What can I expect from the IPC Copay Assistance Team?

If you currently take one or more medications for which copay assistance is available, you can expect a phone call from IPC Copay Assistance Team to help you enroll in the applicable copay assistance program. The Team will continue to monitor your claims while you are taking your specialty medication and check in periodically to ensure that your copays are processing as expected and applied to your out of pocket costs appropriately.

What else do I need to know?

Your Plan applies your out-of-pocket prescription costs to your annual out-of-pocket maximum. Most of your copay will be paid for by the copay assistance program. Any portion of the copay paid by you must be submitted to ensure that your actual out-of-pocket expenses are credited toward your out-of-pocket maximum. Please submit your pharmacy receipt to the following:

Email:

receipts@PillarRx.com

Attn: IPC Copay Assistance Program

Mail:

PillarRx Consulting

Attn: IPC Copay Assistance Coordinator

1839 Lake St. Louis Blvd

Lake St. Louis, MO 63367

This will allow the Plan to better monitor the actual out-of-pocket expenses you've incurred when determining whether you have reached the applicable maximum annual out-of-pocket limit. Any copay assistance you receive will not qualify for and cannot be applied to your total out-of-pocket limit for the year. In addition, if *the City of Seaford* is not informed of any copay assistance you may have received, we have the right to recover amounts improperly credited to your out-of-pocket limit, or improperly paid by the Plan under the mistaken belief you have reached your out-of-pocket limit. Please contact the IPC Copay Assistance Team at **636-614-3126** with questions.

IPC Copay Assistance Program for Specialty Medications

In keeping with their efforts to provide a robust yet cost-effective prescription drug program for you and your family, **The City of Seaford** is pleased to announce they have retained PillarRx Consulting to implement the IPC Copay Assistance Program for certain specialty medications.

Who is PillarRx Consulting?

PillarRx Consulting is a prescription benefit consulting company that facilitates the provision of the copay assistance from drug manufacturers to participants who purchase certain specialty medications. The copay assistance is used to reduce the out-of-pocket expenses that participants incur for eligible drugs. Consequently, using the IPC Copay Assistance Program may result in a savings for you and your family.

*How will IPC Copay Assistance Program save me and the **City of Seaford** money?*

Currently, you must pay a *coinsurance/copay* rate of **Current Member Share Amount** for specialty medications. However, your overall payment is capped at the **Maximum Copay Amount**. The **City of Seaford** covers the remaining cost of the medication.

Effective July 1, 2020, specialty medications included in the IPC Copay Assistance Program will be subject to a 30% coinsurance rate, with no payment maximum. However, the manufacturer assistance you receive for the specialty medication will substantially reduce or completely cover your coinsurance for the medication. In any event, your payment will not exceed the old per prescription cap of **Maximum Copay Amount**.

This means that the **City of Seaford** will save money because it will be covering a smaller percentage of the cost of certain specialty medications, but you will not spend more and may actually pay less. This Program is brought to you by the City of Seaford to ensure that you are able to receive your much needed medications at a fraction of the cost.

What can I expect from PillarRx Consulting?

If you currently take one or more medications for which copay assistance is available, you will receive a *Welcome Letter* from PillarRx Consulting that provides specific information about the IPC Copay Assistance Program as it pertains to your medication. You will also receive a phone call from the IPC Copay Assistance Team after receipt of the initial letter so they may help you enroll in the applicable copay assistance program and work with the pharmacy to ensure proper claim processing.

What else do I need to know?

You must report to the **City of Seaford** if and when you receive copay assistance through PillarRx Consulting. This will allow the Fund to better monitor the actual out-of-pocket expenses you've incurred when determining whether you have reached the applicable maximum annual out-of-pocket limit. Any copay assistance you receive will not qualify for and cannot be applied to your total out-of-pocket limit for the year. In addition, the **City of Seaford** has the right to recover amounts improperly credited to your out-of-pocket limit, or improperly paid by the **City of Seaford** under the mistaken belief you have reached your out-of-pocket limit, if *the City of Seaford* is not informed of any copay assistance you may have received.



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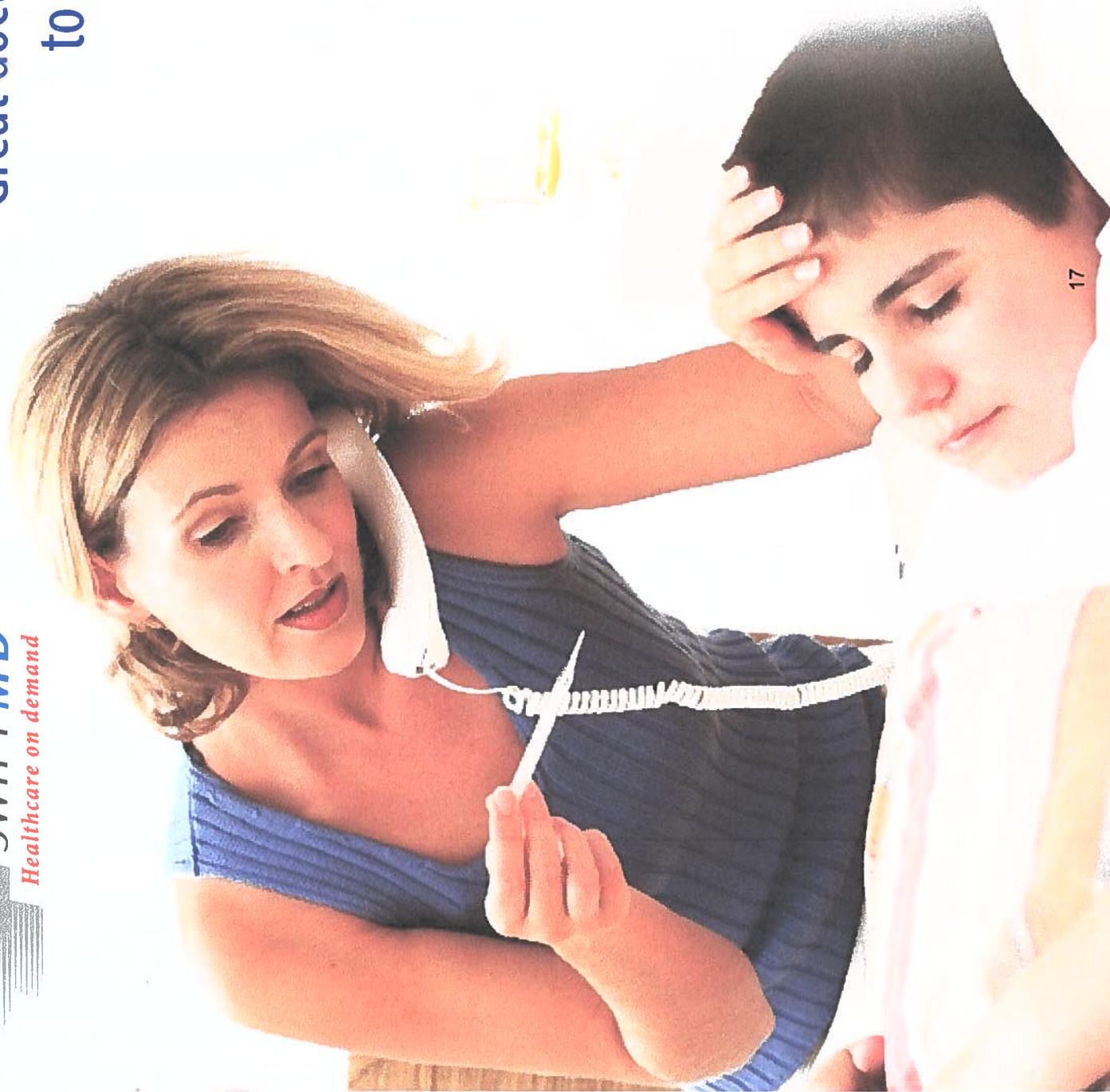
SwiftMD is a telemedicine service that delivers quality health care directly to patients in need. Benefits that SwiftMD members enjoy include:

- 24/7/365 nationwide access to U.S. Board-Certified physicians from your home, office, or on the road.
- Consults with doctors via phone or videoconference; doctor makes diagnosis and recommends treatment.
- Doctor calls in prescription when appropriate.
- SwiftMD's Personal Health Record allows members to store, update and manage personal health information.
- Members can access Treatment Guidelines for 30+ common medical conditions.
- Members can avoid unnecessary visits to the ER, or long waits for an appointment at your doctor's office.

mySwiftMD.com

1-877-www-Swift

support@swiftmd.com



Conditions We Treat

For many members, SwiftMD is the first call they make at the onset of illness or injury. In fact, many routine and non-urgent cases can be safely treated by a SwiftMD physician over the phone or videoconference.

Please feel free to call with any medical concern or question. However, if you believe you're experiencing an emergency, call 911 immediately.

Telemedicine is appropriate for many common medical conditions, including:

- Allergies and rashes
- Arthritis pain
- Back pain or injury
- Bone or joint pain, strain or injury
- Chickenpox
- Cold sores
- Ear ache
- Eczema
- Eye problems, conjunctivitis or pink eye
- Fever and Flu
- Headache
- Insect Bites and Stings
- Lice
- Lyme Disease
- Nasal or respiratory congestion
- Respiratory problems, infections, asthma
- Sinusitis
- Smoking cessation
- Soft tissue and muscle injuries or pain
- Sore throat
- Stomach problems, nausea, vomiting, diarrhea
- Upper respiratory infection
- Upset stomach
- Urinary tract infection
- Vomiting
- Your individual medical concerns

Your SwiftMD membership

Your SwiftMD membership is a health benefit provided to you and your family by your employer.

Our U.S. Board-Certified doctors are available for consults over the phone or Internet, from your home, office, or on the road. SwiftMD physicians can diagnose, recommend treatment, and submit prescriptions to your pharmacy of choice.

As a SwiftMD member, you can talk to a doctor 24/7!

- Call toll free 1-877-WWW-SWIFT (1-877-999-7943).
- Go online at www.mySwiftMD.com.

Getting started

- Remember you can use SwiftMD anytime, simply by calling toll free 1-877-WWW-SWIFT (1-877-999-7943).
- To use SwiftMD online, go to mySwiftMD.com. Activate your account with your username and password, or your company Group Passcode. If you don't have this information, email support@swiftmd.com for help.
- Once you log in, provide an email address that you would like SwiftMD to use to communicate important information about your membership. SwiftMD never sells this information to third parties, and your Personal Health Information will never be included in an email.
- Please take a few minutes to enter your medical history before talking to a SwiftMD doctor. After a consultation you will be able to review the visit notes in your Personal Health Record online.

Your Family Members

- Each adult family member (age 18 and over) has an individual profile with a unique SwiftMD username and password.
- Parents or Guardians are required to oversee the telemedicine consultations of dependents under the age of 18, and adult wards.
- Young children under age 3 are not eligible for telemedicine consults. When a child is unable to describe his or her symptoms, it is important to see a pediatrician or family doctor who can provide a physical examination to diagnose the patient.
- Please visit SwiftMD.com and click the Members tab for more information about your membership.

If you have any questions about your membership, or need assistance scheduling a telemedicine consultation, contact us at 1-877-WWW-SWIFT (1-877-999-7943) or support@swiftmd.com.

SwiftMD Physicians

Quality physicians are at the core of what we do. We employ excellent, American-trained, board-certified Emergency and Family Practice doctors. Our doctors:

- Are U.S.-trained in Emergency or Family Medicine, and are Board-Certified.
- Are trained in telemedicine.
- Are experienced at diagnosing a range of illnesses and injuries.
- Have a minimum of ten years practicing medicine.

While SwiftMD can provide many healthcare services to you at your convenience, it is not designed to replace your Primary Care Doctor, or Specialists managing complex medical conditions. For more information, please refer to the *Exclusionary Criteria* posted on mySwiftMD.com.





Did You Know?
 Generic equivalents are often up to 80% less than their brand-name counterparts. It is estimated that generics account for two-thirds of all prescriptions filled in the US.

Can I trust generics?

Generics are every bit as trustworthy as their brand-name counterparts. They must meet strict federal guidelines. They are also rigorously supervised by the FDA to ensure that they meet the highest standards: namely that they are safe and they work. It may surprise you to know that many of the same companies who make brand-name drugs also manufacture the generics.



Top 10 Generic Drugs Dispensed at Retail Pharmacies Nationwide

Average Cost - \$31.46
 Find them free at medtipsterfree.com

1	Lisinopril	Generic	Antihypertensives
2	Simvastatin	Generic	Antihyperlipidemics
3	Trazodone Hcl	Generic	Antidepressants
4	Hydrochlorothiazide	Generic	Diuretics
5	Metoprolol Succinate	Generic	Beta Blockers
6	Atenolol	Generic	Beta Blockers
7	Amlodipine Besylate	Generic	Calcium Channel Blockers
8	Sertraline Hcl	Generic	Antidepressants
9	Metoprolol Tartrate	Generic	Beta Blockers
10	Fexofenadine Hcl	Generic	Antihistamines

Summary

Many brand-name drugs have lower priced alternatives that are available. These are called generic equivalents, and they could save you money. Generics are very safe and effective, since they are required by the FDA to be the same in terms of active ingredients and effectiveness. To learn more, ask your physician or pharmacist. Check out what the federal government has to say at www.fda.gov or visit medtipsterfree.com.



Are your generics free?
Generic Drugs

what you need to know



Compelling Numbers

According to a study by IMS health, over the past 10 years, Americans have saved **\$734 billion** through the use of generic drugs.

Exactly what is a generic drug?

A generic drug is a lower-priced version of a brand-name drug that can be produced once the patent from the original pharmaceutical company expires. Generic equivalents are the same as the brand-name drug in terms of active ingredients and therapeutic effectiveness. All generics are tested and approved by the FDA.

Is there any way that generics are different?

Other than the price, the only differences are minor and essentially inconsequential. Generics are required by law to look different than the original brand-name drug, so generics often come in a different color or size, and in less expensive packaging. You'll find that generics do not have catchy names. Their names are their exact chemical name.

What about effectiveness?

The FDA requires that all generics be equal to the brand-name drug in terms of effectiveness and chemical composition. They also must be dispensed in the same form, whether it's oral or through IV. In addition, generics are required to work the same



way in the body: they take the same amount of time to take effect and carry the exact same risk factors and side effects.

Can I trust generics?

Generics are every bit as trustworthy as their brand-name counterparts. They must meet strict federal guidelines. They are also rigorously supervised by the FDA to ensure that they meet the highest standards: namely that they are safe and they work. The FDA inspects the drug companies' production facilities every year, doing thorough quality checks to make sure that generics are safe, pure and effective. It may surprise you to know that many of the same companies who make brand-name drugs also manufacture the generics.

Why not just stick with the brand-name drug?

Plain and simple, generics are less expensive. They typically cost anywhere from 30-60% less than brand-name drugs for the same results. With healthcare costs being what they are, generic drugs are an easy way for you to save a significant amount of money.

Where can I get generics?

You get generics in the exact same place that you get your brand-name prescriptions: at your local pharmacy. Visit medtipsterfree.com for more info.

Do I need a prescription?

Some are available over the counter, and some require prescriptions. If the brand-name drug requires a prescription, then its generic equivalent also will. Unless the doctor has written "dispense as written," a generic can be substituted by the pharmacist. Ask your doctor to prescribe a generic if it is available.

Anything else I need to know?

If your doctor recommends a drug without a generic equivalent, there are often other similar

drugs that can be substituted and that do have generic equivalents. For example, if your doctor prescribes Crestor for high cholesterol, there is no generic equivalent for that. But it is possible that Zocor could be prescribed instead, and it does have a generic equivalent that can save you money. These similar drugs are called therapeutic alternatives. Ask for them, or go to medtipsterfree.com to find them.

Is there always a generic or equivalent for brand-name drugs?

Over two-thirds of all brand-name drugs are available as generics. The others are still under patent protection. Often there is more than one drug available to treat a condition, so be sure to ask your physician if there is a generic option for you, particularly in the case of any medications that you take regularly.



What is medtipsterfree.com?

Medtipsterfree.com allows Medtipster members to search online for generic drugs that are available for free or for an ultra-low price. The drug search



engine is free to members and is easy to use. Members just enter the drug name, dosage and zip code.

Medtipsterfree.com will do the rest, searching through its database of thousands of generic drugs at over 60,000 pharmacies for the best price on that drug, often for free, at the nearest location.

Välenz Care Disease Management

Välenz Care Healthy Lifestyle Partnership Program is designed with your health and wellness in mind.

This accredited program positively impacts your quality of life by providing access to a Välenz Care skilled Nurse Care Managers who share valuable educational resources and information related to your condition.

Your personal Välenz Care Manager will guide you towards proper medical treatment options and beneficial activities resulting in improved health and wellness.

YOU are expected to play an active role in managing your condition(s).

Chronic Conditions include:

- Diabetes
- Chronic Obstructive Pulmonary Disease (COPD, including Emphysema)
- Asthma
- Congestive Heart Disease
- Coronary Artery Disease

Interactions may include:

- Educational Discussions & Resources
- Treatment Guidelines
- Patient & Provider Reminders
- Coordination of support services with local, regional & national organizations

CRITICAL UNDERSTANDINGS

Four of the most important lessons patients with chronic conditions must understand are:

1 Your Illness is Serious.

People still believe they have a “not-so-serious” kind of illness. If you don’t believe your condition is a problem, you may never make changes to improve your health.

2 Your Condition Can Be Self-Managed.

Every decision people make, from what you eat to whether you walk or ride the bus, has an impact on your health. You are the most important individual in managing your illnesses.

3 You Have Opinions.

There is rarely one perfect way of treating a condition. You need to understand the different treatment options that are available and should be encouraged to look at the personal costs and benefits of each. Only you can decide if these benefits are greater than the costs.

4 You Can Change Your Behavior.

Rarely do people leave the doctor’s office and immediately enact whatever change or changes that were recommended. The reality is that it often has to be spread out into a series of steps. We teach you that significant behavioral changes can be made by setting goals, taking that first step and figuring out what you learn about yourself along the way.



Why You Need to Participate in Disease Management

Evidence shows that self-management interventions such as self-monitoring and decision-making lead to improved health outcomes and health status.

Quality Disease Management Programs combined with patient self-management help improve chronic conditions and reduce overall costs. Individuals who make educated daily decisions related to diet, exercise and medications are more fully engaged and play an important role in determining their healthy pathways.

To be successful in fully understanding & managing chronic disease conditions, individuals need the support of their health care professionals and wellness advocates.

Välenz skilled Nurse Care Managers help guide participants through these decisions by supplying information, education and resources related to their condition. INETICO’s Nurse Care Managers then provide ongoing support for maintaining successful activities that continue to improve long-term health.

Välenz Care

\$0 Copay Program

Do you want to be in better health and save money at the same time?

The \$0 Copay Incentive Program can do just that very thing.

An Välenz Nurse Care Manager will contact you soon to discuss the incentive options available.

IT'S EASY!

- Agree to **PARTICIPATE**
- Actively **COMMUNICATE** with your Nurse Care Manager
 - Set **GOALS**
 - Work to **ACHIEVE GOALS**
- **RECEIVE** your \$0 Copay Benefit

You must remain **actively involved** with your Nurse Care manager to have your maintenance medication* copay waived.

**Copay benefit may be applied to generic medications only at the time of prescription pick-up or may be reimbursed later as determined by your Plan Administrator*

**TO ENROLL: CALL INTEGRA
(800) 959-3518**

Välenz Care Management Programs



ACCREDITED
Disease Management
Expires 01/01/2016

Smarter, better, faster healthcare



\$0 Maintenance Medication* Copay Incentive Program



877-608-2200

nursing@valenzhealth.com



Maintenance Medication* Program

The Second-Best Benefit, Next to
Your Improved Health!



NR#7
4-14-20

Memo

To: Charles Anderson
From: Berley Mears
CC: Tracy Torbert
Date: March 25, 2020
Re: Clean-up week 2020

With the current COVID-19 Pandemic I would like to recommend moving Clean-up Week from May 11-15 to June 8-12. This will move it out of the current Governor's State of Emergency timeframe. This date is also subject to change should this pandemic run further into the summer. Please present this to Mayor and Council for their approval.

NR# 9
4.14.20

RESOLUTION

THIS RESOLUTION AUTHORIZING THE PREPARATION AND SUBMISSION OF AN APPLICATION TO THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL, FINANCIAL ASSISTANCE BRANCH, FOR PARTICIPATION IN THE WASTE WATER PLANNING ADVANCE PROGRAM IN ORDER TO RECEIVE UP TO \$28,000 TO DEVELOP A PRELIMINARY ENGINEERING REPORT AND AN ENGINEERING INFORMATION DOCUMENT NECESSARY TO EXTEND A TWELVE (12) INCH GRAVITY SEWER MAIN NORTH ON ROUTE 13 (SUSSEX HIGHWAY) APPROXIMATELY FOUR THOUSAND, FIVE HUNDRED, AND FIFTY (4,550) LINEAR FEET TO SERVE EXISTING ANNEXED PROPERTY WITHIN THE CITY OF SEAFORD.

WHEREAS, the City of Seaford (hereinafter "City") recently submitted for funding assistance to the Delaware Department of Natural Resources and Environmental Control, Financial Assistance Branch (hereinafter "DNREC FAB") for a project planning advance to prepare a Preliminary Engineering Report (PER) and an Engineering Information Document (EID) for the Rt 13 sewer extension project (hereinafter "Advance"); and

WHEREAS, the Advance provides participants an opportunity to receive funding to develop the PER and EID to extend 4,550 linear feet of 12" gravity sewer main north on Route 13 (Sussex Highway) to serve existing annexed property; and

WHEREAS, the funding available to participants through the Advance to include: up to \$28,000.00 to develop and implement the required documentation, and

WHEREAS, applications for participation in the Advance may be submitted at any time during the year, and applicants will be recommended for funding by the Delaware Water Infrastructure Advisory Council on a first-come, first-serve basis, based upon receipt of an approved application meeting all requirements; and

WHEREAS, the Mayor and City Council of Seaford believe that it is in the best interest of the City to submit an application for participation in the Advance so that the City might receive the funding described above, specifically up to \$28,000.00, to develop a PER and EID to extend 4,550 linear feet of 12" gravity sewer main north on Route 13 (Sussex Highway) to serve existing annexed property.

NOW THEREFORE, BE IT HEREBY RESOLVED AND DETERMINED by the Mayor and City Council of the City of Seaford, in session met, a quorum pertaining at all times thereto, that the preparation and submission of an application for participation in DNREC FAB's Planning Advance Program to receive up to \$28,000.00, in order to prepare a PER and EID to extend 4,550 linear feet of 12" gravity sewer main north on Route 13 (Sussex Highway) to serve existing annexed property, is hereby authorized.

BE IT FUTHER RESOLVED, that the City (upon Advance award) intends to retain the professional engineering and consulting services of George, Miles & Buhr, to assist with the preparation of the necessary documents for the project described herein. This action was taken in order to develop a PER and EID to extend 4,550 linear feet of 12" gravity sewer main north on Route 13 (Sussex Highway) to serve existing annexed property.

BE IT FUTHER RESOLVED, that the Mayor, David C. Genshaw, is hereby authorized and directed, on behalf of the Mayor and City Council of the City of Seaford, to execute and deliver such documents, affidavits, agreements, certificates and instruments, including but not limited to this Resolution, as he shall deem necessary or appropriate to complete the application process herein described.

I, David C. Genshaw, Mayor of the City of Seaford, do hereby certify that the foregoing is a true and correct copy of a Resolution passed by the Mayor and City Council at its Regular Meeting held on April 14, 2020, at which a quorum was present and voting throughout and that the same is still in full force and effect.

David C. Genshaw
Mayor

Project Planning Advances for Wastewater, Surface Water, and Drinking Water Projects

Guidelines and Application



State Of Delaware
DNREC/Office of the Secretary/Environmental Finance and DHSS/Division of Public
Health/ODW

Delaware Water Infrastructure Advisory Council

July 2015

GENERAL INFORMATION

Funding in form of a Project Planning Advance is available to assist municipalities in preparing Preliminary Engineering Reports (PERs) and Environmental Information Documents (EIDs). Upon completion of the reports, municipalities will be required to submit a CWSRF or DWSRF Project Notice-of-Intent (NOI) for the proposed project and subsequently apply for an SRF Loan. The project planning advances are funded from the respective Non-Federal Administrative Accounts for the CWSRF and DWSRF programs.

Municipalities are eligible to receive up to \$100,000 to complete a CWSRF or a DWSRF PER and EID per year. Municipalities are allowed to submit two applications per state fiscal year. The Water Infrastructure Advisory Council (WIAC) may adjust or recommend additional funding allocation if needed based on CWSRF and DWSRF Non-Federal Administrative Account budget constraints.

ELIGIBLE APPLICANTS AND PROJECTS

- a) Only municipalities are eligible to submit applications for project planning advances.
- b) Only PERs and EIDs are eligible to be funded through project planning advances.
- c) PER for projects jointly funded with USDA are eligible

FUNDING LIMITATIONS, PRIORITY, AND APPROVAL

Each fiscal year the WIAC allocates funding from the CWSRF Non-Federal Administrative Account (NFAA) to fund the project planning advances. Funds are available until exhausted. A brief overview of each application that meets the requirements will be presented to the WIAC for approval. Although WIAC approval is required for each application, the Secretaries of DNREC and DHSS have sole authority for approval of funds from the SRF Non-Federal Administrative Accounts. After approval from the respective departments, a purchase order will be created for the full amount of the PER and/or EID report.

SUBMISSION DATES

Municipalities may submit a Project Planning Advances Application at any time during the year. Environmental Finance or DWSRF program will presents project planning advances to the WIAC at the next meeting. .

ROLE OF THE PROJECT MANAGER

An Environmental Finance or DWSRF program project manager will be assigned to each project planning advance. The role of the project manager is to review the pay requests and project deliverables. The project manager will also request periodic status reports from those doing the work. Payment will not be made until the assigned project manager has signed off on the work completed.

After the PER and EID documents have been completed, one hundred percent (100%) of the cost of the reports will be reimbursed. After the proposed CWSRF or DWSRF loan has closed, fifty percent (50%) of the costs would be funded from the loan proceeds and reimburse the NFAA. If a public referendum for a proposed CWSRF or DWSRF project or loan fails to pass, a municipality would be required to submit documentation; project or loan information provided to the public; notice of the public referendum and official outcome. In the case of a failed public referendum one hundred percent (100%) of the project planning advance would be forgiven.

REPORT GUIDELINES

A **Preliminary Engineering Report (PER)** is an engineering plan of study that must follow the PER guidelines from the CWSRF/DWSRF Governmental Funding Application or the Interagency PER format.

An **Environmental Information Document (EID)** is a document that discusses the proposed project and its possible environmental impacts. The EID must follow the EID guidelines from the CWSRF/DWSRF Governmental Funding Application.

INSTRUCTIONS

A. Application Cover Sheet and Check List: Self Explanatory

1. The municipality must submit a resolution adopted by the governing body approving the planning project advance.
2. In cases when a municipality is sending wastewater to a treatment plant under the control of another entity, the municipality must submit a copy of a letter sent to the regional (or county) wastewater utility advising the regional (or county) utility of the municipality's planning activities. The letter must address coordination of the local utility planning process with that of the regional (or county) utility.

B. Information Sheet: Self Explanatory

C. Scope of Work Document: This document should be no longer than two or three pages and address *all* of the following items:

1. A description of the work to be completed.
2. Planning period.
3. Date of the most recent wastewater facilities plan (if applicable).
4. Deliverables associated with the project planning advance: Preliminary Engineering Report and the Environmental Information Document.

D. Please attach the Scope of Work document to the application.

A. Application Cover Sheet and Check List

Wastewater or Drinking Water Utility Name: The City of Seaford

Date of Application: 4/2/20

Check List for Application Materials

- Cover Sheet (This sheet)
- Project Planning Advance Application (attached to application)
- Approval Resolution (attached to application)
- Letter(s) to the Regional Wastewater Facility (attached to application), if applicable
- Scope of Work Document (attached to application)
- Annual Project Budget (attached to application)

B. Information Sheet

Municipality Contact Information:

Contact Name: Berley Mears
Contact Phone: (302) 629-8307
Contact Email: publicworks@seafordde.com

Consultant Contact Information:

Consulting Firm: George, Miles & Buhr
Contact Name: Judy Schwartz, P.E.
Contact Phone: (302) 628-1421
Contact Email: jschwartz@gmbnet.com

Project Name, Description, and Dates:

Project Name: Route 13 Sewer

Project Description

TO DEVELOP A PER AND EID NECESSARY TO EXTEND A TWELVE (12) INCH GRAVITY SEWER MAIN NORTH ON ROUTE 13 (SUSSEX HIGHWAY) APPROXIMATELY FOUR THOUSAND, FIVE HUNDRED, AND FIFTY (4,550) LINEAR FEET TO SERVE EXISTING ANNEXED PROPERTY WITHIN THE CITY OF SEAFORD.

Project Start Date: 7/1/20

Project Completion Date: 10/30/20

Cost Summary:

Project Planning Advance Request: \$28,000

Estimated Total Project Cost: \$28,000

Name of Authorizing Representative: Charles Anderson

Signature of Authorizing Representative

Date