

****REVISED** AGENDA**
REGULAR MEETING OF THE MAYOR AND COUNCIL
February 28, 2023
SEAFORD CITY HALL - 414 HIGH STREET

The meeting will be streamed via live feed.

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

- On our website: www.seafordde.com/meetinglivefeed
- On Facebook: www.Facebook.com/cityofseaford
- On YouTube: <http://www.youtube.com/c/CityofSeafordDe19973>

To view this meeting agenda and supporting documentation visit our website: www.seafordde.com/meetings_and_agendas

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

- 7:00 P.M.** - Mayor Genshaw calls the Regular Meeting to Order.
- Invocation
 - Pledge of Allegiance to the Flag of the United States of America.
 - Changes to the agenda for this meeting.
 - Executive Session - Personnel, Staffing Needs
 - Approval of minutes of the regular meeting on February 14, 2023.

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

PUBLIC COMMENT:

1.

CORRESPONDENCE:

7:05 PUBLIC HEARING:

1. Belle Ayre Investments LLC., is seeking a rezoning request of eight (8) single family lots from R-1 Low Density Residential Zoning to R-3 High Density Residential Zoning, Tax Map and Parcel # 531-10.00-407.00 thru 414.00 to accommodate the proposed building of twelve (12) townhome units and a community building.
2. Balsamo Real Estate LLC., is requesting a preliminary site plan review for the construction of two commercial buildings and one warehouse building, to be located at N. Market St Ext., Tax Map and Parcel 331-5.00-4.14, zoned C-2 Highway Commercial District.

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3. Bradford Kauffman is requesting a subdivision of two lots into three lots, located on Pennsylvania Ave., Tax Map and Parcel #531-13.10-65.00 & 531-13.10-66.00, zoned R-1 Low Density residential.
4. Director of Public Works Berley Mears to present a proposal for community wide residential trash, leaf and limb and bulk pick up via a vendor contract.

NEW BUSINESS:

1. Chief of Police, Marshall Craft, to present a request to implement a Cadet program at the City of Seaford Police Department.
2. Mr. David Perlmutter to present a revised concept plan for the Oyster House Park project.
3. Present for a first reading an ordinance to amend Chapter 5, Article 4 Rental licenses of the Municipal Code of Seaford, Delaware relating to "Businesses" that would define and regulate nuisance properties in the City of Seaford.
4. Present for approval changes to the rental licenses re-inspection and late fee as listed in the Schedule of Fees and Rates.
5. Present for approval draft changes to Section 7 of the City of Seaford Charter that would permit artificial domestic entities, including but not limited to corporations, partnerships, trusts, and limited liability companies, in the State of Delaware the ability to vote in Municipal elections.
6. Bids - High Street Maintenance.

OLD BUSINESS:

- ~~1. Present for approval a draft Cross Connection Control Plan that would provide protections for backflow of contaminants and pollutants into the public water system.~~

REMINDER OF MEETINGS & SETTING NEW MEETINGS:

- 1.

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CITY OF SEAFORD

Municipal Election – Saturday April 15, 2023

The City of Seaford Municipal Election will be held on Saturday, April 15, 2023 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.

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., Friday, February 24, 2023. 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 24, 2023 will still appear on the official ballot for election.

To be eligible to vote, anyone eighteen (18) years of age or older who is a bona fide City of Seaford resident and US Citizen **must have been registered at the State of Delaware Department of Elections by 5:00 p.m., E.S.T. on Friday March 24, 2023.**

Nonresident property owners must be owner of record for a period of six (6) months immediately preceding the date of the Annual Municipal Election (October 16, 2022) and shall have one vote **provided he or she is registered on the “Books of Registered Voters” maintained at the City Hall by 5:00 E.S.T. on Friday, March 24, 2023. 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.**

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.

- ❖ **Councilman Jose Santos has filed for reelection.**
- ❖ **Mike Bradley has filed for Councilman.**
- ❖ **Councilman Dan Henderson has filed for reelection.**

LIAISON REPORTS:

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

Mayor Genshaw solicits a motion to hold an Executive Session for the purpose of discussing Negotiations.

EXECUTIVE SESSION:

1. Personnel, Staffing Needs.

Mayor Genshaw solicits a motion to adjourn the Executive Session.

Mayor Genshaw reopens the regular Council meeting.

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

NOTE: Agenda shall be subject to change to include or delete additional items (including executive session) which arise at the time of the meeting.
(29 Del. C. §1004 (e) (3))

Date Posted: 02/21/2023

Revised: 02/23/2023

Revised: 02/27/2023

Posted by: ASH

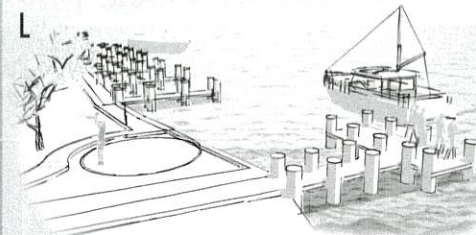
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A



SEAFORD RIVERWALK



Visitor Contact Station:
The building is located between the Amphitheater and Church Street. An education/meeting room and restrooms will be located in this space, which features roll-up glass doors. The building will feature three distinct spaces that can be used independently or in conjunction for large events.

Native Plant Walk:
An accessible walk will wind through a garden featuring native pollinator species, grasses and perennials, shrubs, understory and canopy trees. Species may include Coneflower, Echinacea, Switchgrass, Fothergilla, Sweetbay Magnolia, Oaks, and Maples.

South Cannon Street:
A T-shaped turnaround allows Emergency and User vehicles room to maneuver and gives access to the Riverwalk. Cannon Street provides pedestrian access from the Mt. Olivet Church City Parking Lot (57 spaces) and High Street businesses. Pervious paving will channel runoff into underground storage which will manage stormwater quantity and treat stormwater quality before it is released to the river.

Native Plantings - Chesapeake Bay & Delaware Riparian:
The existing steep hill will be regraded and a retaining wall will be used to create a gentle slope that will be planted with native, riparian woody and herbaceous species. This will offer 4-season interest and can act as a demonstration garden. Further, a buffer between the park and the adjacent residential use will be established. Native plantings, including a meadow, canopy and flowering trees, shrubs and flowers, will be established throughout the site.

South Pearl Street:
A T-shaped turnaround allows Emergency and User vehicles room to maneuver and gives an access path to the Amphitheater. A drop-off is available with ramp and stair access to the Bulkhead City Dock. Pervious paving will channel runoff into underground storage which will manage stormwater quantity and treat stormwater quality before it is released to the river.



LEGEND

A	Riverwalk Mixed Use - Phase I	I	Seaford Riverwalk Entrance Signage
B	Outdoor Dining Patio	J	Retaining Wall
C	Riverwalk Amphitheater	K	Truck Loading Zone
D	Oyster House Park Welcome Center	L	New Boat Docks
E	Passenger Loading/Unloading Zone	M	Pedestrian Riverwalk
F	New Parking Lot	N	Pedestrian Walking Path
G	Future Mixed Use - Phase II	O	Stairs from Church Street to Riverwalk
G.I	Future Phase II Expansion	P	Riverplace Apartments
H	Future Mixed Use - Phase III		

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Hispanic Access Foundation

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Saving the Chesapeake's Great Rivers and Special Places



716 Giddings Avenue, Suite 42 | Annapolis, MD 21401
www.chesapeakeconservancy.org | 443.321.3610

Charles Anderson
City of Seaford
414 High Street
Seaford, DE 19973

Dear Charles,

The Chesapeake Conservancy is proud to partner with the City of Seaford in conserving the City's riverfront and to create river access for public enjoyment. In this endeavor we have built relationships with private and public funders whose generous donations and grants enabled the acquisition of Oyster House Park and its early phases of park development.

Randall Larrimore, the Conservancy's Board Chairman, participated in the February 10 meeting when David Perlmutter presented a Riverwalk concept plan encompassing the riverfront including Oyster House Park. Randy offered comments at that time regarding the new concept, which seem to have been accepted.

Thank you for sharing the second Riverwalk concept plan with the Conservancy and asking our team to review it and share our analysis with you. We understand the importance of serving both residents and the visiting public. We believe this new plan with a restaurant has the potential of reinvigorating downtown Seaford. Moving forward, we will evaluate both the Riverwalk concept presented by Mr. Perlmutter and the Oyster House Park Master Plan to determine how those plans achieve our mutually shared vision and how they best fit with the grants and donations entrusted to the Conservancy for the park. We will respond very soon and hope that working together to obtain funding we can find a way to create additional excitement for Seaford.

As your partner, we will continue to work with you to create spaces and conserve places that celebrate nature, history, heritage, and culture.

Sincerely,

Joel Dunn, President and CEO
President & CEO

NB#3
2/20/23

ORDINANCE #201723-03 --

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF SEAFORD, an ordinance to amend Chapter 5, of the Municipal Code of Seaford, Delaware relating to "Businesses", in the manner following, to wit:

Chapter 5 of the Municipal Code of Seaford, Delaware is hereby amended by adding § 5.4.9 Nuisance Property. ARTICLE 4 "RENTAL LICENSE" to read as shown on the following pages.

<u>7-/11-/17-</u>	First Reading Date
<u>-8/-22/17-</u>	Second Reading Date & Adoption
<u>9-/07/17-</u>	Advertisement Date
<u>7-/01-/18-</u>	Effective Date of Ordinance

The City of Seaford

By: _____ Witness: _____
Mayor

Attest: _____
City Manager

CHAPTER 5 – BUSINESSES

ARTICLE 4 – RENTAL LICENSE*[Amended on 08/22/2017 by Ordinance #2017-03]***§ 5.4.1 Definitions.**

For the purposes of this article, the following definitions shall apply:

Dwelling Unit - Consists of one (1) or more rooms for living purposes containing separate cooking and sanitary facilities and is accessible from the outdoors either directly or through an entrance hall shared with other dwelling units and is used or intended to be used by one (1) or more persons living together and maintaining a common household, but with no more than three (3) unrelated persons within the unit.

Person(s) - Individuals, partnerships, firms, companies, associations and corporations.

Rental unit - A dwelling unit, as defined in this code, which is rented or leased to a person or persons, who is not the owner of the dwelling unit.

§ 5.4.2 Annual license required; applicability.

No person(s) shall engage in the business of providing dwelling units for rent &/or lease within the City limits without first having paid the prescribed fee and having obtained from the City of Seaford an annual license for each rental dwelling unit. This ordinance shall apply to all dwelling units within the City of Seaford, Delaware.

§ 5.4.3 Application procedure.

- A. New applications for a license required by §5.4.2 hereof, shall be made on the prescribed form to the City of Seaford, and no license shall be granted until the license fee shall have been paid in full.
- B. Each such license and such application shall specify to whom it shall be issued and give the following information:
 1. The home and business address, email address, and telephone numbers of the applicant including cell phone if one is owned.
 2. If the applicant is a partnership, the names and addresses, email addresses and telephone numbers including cell phone of the individuals composing the partnership.
 3. If the applicant is a corporation, the names and addresses, email addresses, and telephone numbers including cell phone of the principal officers of the corporation.
 4. A full description of the person(s) to whom the unit is leased or rented.
 5. The specific location of the rental unit.
 6. The number of rental units &/or number of rental rooms during the license year.
- C. Each license applicant and each licensee shall certify in writing, on a form prepared by the City, as follows:

1. The information on the application is true and correct and that a false answer can subject the application to denial of a license or revocation of a license;
 2. The applicant has consistently complied with all provisions of this chapter and all other laws and ordinances of the City of Seaford and other jurisdictions relating to the enterprise for which the license is required, including applicable zoning and building codes, and shall continue to do so throughout the term of the license;
 3. Yearly renewal applications for a license required by § 5.4.2 shall validate the renewal information on the form generated by the City of Seaford and make any changes and/or corrections as needed. No license shall be granted until the license fee shall have been paid in full and the renewal form signed.
- D. Address corrections and/or changes to existing licenses may be made on the yearly renewal form or a change of address form to the City of Seaford. It is the responsibility of the license holder to notify the City of Seaford in writing of any changes. It is further the responsibility of the license holder to notify the City of Seaford in writing if it is no longer valid.

§ 5.4.4 Investigation of applicants.

- A. The City Manager or designee may, when cause appears, investigate and review all applications for licenses within the limits of the City of Seaford, to determine:
1. If the activity for which a license has been requested is prohibited by any ordinance of the City or law of the State of Delaware;
 2. Whether or not a functioning smoke-detector device is located within a rental unit;
 3. Whether or not the number of persons in a leased dwelling unit or building is in compliance with the Housing Code and other codes;
 4. If the license holder or applicant otherwise lacks qualifications to hold a license, pursuant to the terms of this chapter, the City Manager or designee shall not issue any license;
 5. The City Manager or designee may revoke or suspend a license, in part or in its entirety, if it is found that the license holder or applicant does not comply with the requirements of this chapter.

§ 5.4.5 Appeals from decisions of the City Manager.

- A. Any person aggrieved by the decision of the City Manager may, within five business days, make an appeal to the City Council by giving written notice of his or her election to do so to the office of the City Manager and upon payment of a fee as published in the "City of Seaford Schedule of Fees and Rates".
- B. The City Manager shall notify the Mayor, who shall schedule the appeal hearing at a regular City Council meeting after giving notice of the hearing in a newspaper of local circulation at least 10 days prior to said hearing.

§ 5.4.6 License fees.

- A. License fees, as established by City Council, shall be paid to the City of Seaford for the renting/leasing of dwelling units.
- B. License fees shall not be prorated.
- C. All license fees shall be due and payable to the City of Seaford no later than the first business day of January of each year, and all licenses shall expire on the 31st day of December following.

§ 5.4.7 License restriction; revocation.

- A. It shall be a condition to the issuance of any and all licenses under this chapter that the units licensed shall be used and operated only for lawful purposes.
- B. The right of the City Council or its other representative in its discretion to refuse to grant any license and to revoke any license previously granted, for failure to comply with the requirements of this chapter, is hereby specifically reserved.

§ 5.4.8 Governmental organizations.

No license fee shall be charged for a license issued to any Federal, State, County or City of Seaford building or unit.

§ 5.4.9 Nuisance Property.

- A. Any property that violates the provisions of the adopted codes of the City of Seaford and/or generates any criminal nuisance violations three (3) times within a twelve (12) month period shall be considered a nuisance property.
- B. Notice of violations shall be sent to the owner of record via certified mail at the last known address with return receipt requested.
- C. After a property is deemed a nuisance property all fees and fines defined in this chapter shall be tripled for a term of five (5) years.
- D. If violations under subsection A of this section continue during the five (5) year term the owner's rental license shall be revoked for the subject rental unit and the property will be condemned and unoccupied for a minimum of one (1) year.
- E. A nuisance property designation shall be removed only after the five (5) year term, or the property changes ownership to a legal entity which is not owned or controlled by the current owner.
- F. Any person aggrieved by an action taken from this section may appeal such action as outlined in § 5.4.5 of this article.

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§ 5.4.910 Violations and penalties.

- A-G. Any person violating any part of this chapter shall, on conviction, be punished for each offense by a fine of not less than \$75 nor more than \$500, plus court costs and Victims Compensation Fund assessment, and each separate day in which any of

the provisions of this chapter are violated shall constitute a separate and distinct offense.

B.H. In addition to the penalties prescribed in Subsection A of this section, the City Council may direct the City Solicitor to proceed at law or in equity against the person responsible for the violation for the purpose of ordering that person to restrain from any act in violation of these licensing provisions.

§ 5.4.101 License Transferability.

- A. Upon transfer of property ownership the licenses holder shall immediately notify the City of Seaford.
- B. The new property owner shall provide all necessary and required information to the City Manager or designee within 30 days of transfer.
- C. No prorated fee shall be charged for the remainder of the year.

§ 5.4.112 through § 5.4.99 RESERVED



NB#4
2/28/23

CITY OF SEAFORD

SCHEDULE OF FEES AND RATES

Amended ~~December 13, 2022~~ February 28, 2023

Effective ~~January 1~~ February 28, 2023

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	\$20.00 Per Month
First 45 KWH	\$0.185000
Next 705 KWH	\$0.132098
Remaining KWH	\$0.128631

COMMERCIAL NON-DEMAND METERING (under 3500 kwh)

Customer Charge	\$22.50 Per Month
First 45 KWH	\$0.190000
Next 705 KWH	\$0.146357
Remaining KWH	\$0.144389

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

Customer Charge	\$53.26 Per Month
First 141.09 KWH	\$0.154087
Remaining KWH	\$0.105963
Minimum Bill	\$75.00
Demand Charge	(All KW \$12.08)

MEDIUM GENERAL SERVICE Energy (50-300 KW)

Customer Charge	\$69.76 Per Month
First 2703.60 KWH	\$0.127752
Remaining KWH	\$0.100542
Minimum Bill	\$415.15
Demand Charge	(All KW \$11.44)

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

Customer Charge	\$216.43	Per Month
First 30,000 KWH	\$0.106446	Next 220,000 KWH \$0.087670
Remaining KWH	\$0.085820	
Demand Charge	(All KW \$10.9650)	
Demand Ratchet	70% of Previous 12 Month Maximum	

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

Customer Charge	\$216.88	Per Month
First 30,000 KWH	\$0.103775	Next 220,000 KWH \$0.086318
Remaining KWH	\$0.083596	
Demand Charge	(All KW \$10.9877)	
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 \$200 (A surety bond may be substituted at the City's option)

STANDARD POWER FACTOR

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

NEW CONSTRUCTION AND LINE EXTENSION FEES

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

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

STREET CHARGE

\$5.50 per month

GREEN ENERGY

Funding for Green Energy Programs	\$0.000178 / Kwh
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PURCHASED POWER COST ADJUSTMENT CLAUSE

\$0.00532 / Kwh (Effective 01/1/2023)

ENERGY SUPPLY COST

\$0.06947 / Kwh (Effective 01/01/2021)

• Rate set by DEMEC contract

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

\$0.087393 / Kwh

EV (ELECTRIC VEHICLE) CHARGING FEES:

Public Access and Use

Chargers up to 10 kW Maximum Output - \$1.00/Hour

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, \$25.74 for water* and \$50.17 for sewer.

*Properties outside of the city limits, which have water and/or sewer service, will be charged at one and a half (1.5) times the current EDU rate. Effective January 1, 2023.

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 = \$0.075/ gallon

* 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~~100.00 Each Additional Inspection
Late Fee = ~~\$25-100.00~~ Each License not paid after the first of each year

SPECIAL EVENT PERMIT:

Nonrefundable Deposit = \$100.00 per event*
Park/Facility Usage = \$150.00 per event
Police Special Duty Officer = \$69.35 per hour (3-hour min)
Specialty Electric Panel = \$550.00 per event
*Tax-Exempt organizations may be exempted from this fee. Proof of 501c3 status is 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 \$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 202~~23~~ 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 202~~23~~. This fee incentive applies to the first ~~twenty-two~~~~three~~ single family detached housing units permitted, built and receiving their certificate of occupancy in 202~~23~~. This fee reduction only applies to housing constructed within Developments in the City, where water taps have already been installed by the developer.

SEWER IMPACT FEE:

Per EDU	\$1,400.00
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* The City Council approved a selective discount of the sewer impact fee in 202~~23~~ 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 202~~23~~²³. This fee incentive applies to the *first twenty-two~~where~~ single family detached* housing units permitted, built and receiving their certificate of occupancy in 202~~23~~²³. 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
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ELECTRIC SYSTEM COST RECOVERY FEE:

<u>Residential Service Single Phase (120/240)</u>		<u>Industrial Service 3 phase (120/208) & (120/240)</u>	
100 amp	\$ 187.50	200 amp	\$ 935.00
200 amp	\$ 375.00	400 amp	\$ 1,870.00
300 amp	\$ 562.50	600 amp	\$ 2,810.00
400 amp	\$ 750.00	800 amp	\$ 3,745.00
<u>Commercial Service 3 phase (120/208) & (120/240)</u>		<u>Industrial Service 3 phase (277/480)</u>	
200 amp	\$ 750.00	200 amp	\$ 2,160.00
400 amp	\$1,500.00	400 amp	\$ 4,320.00
600 amp	\$2,245.00	600 amp	\$ 6,500.00
800 amp	\$2,995.00	800 amp	\$ 8,640.00
<u>Commercial Service 3 phase (277/480)</u>		1,000 amp	\$10,790.00
200 amp	\$ 1,730.00	2,000 amp	\$21,580.00
400 amp	\$ 3,455.00	3,000 amp	\$32,500.00
600 amp	\$ 5,200.00		
800 amp	\$ 6,915.00		

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)
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Duplicate Bill Fee	\$2.50
Print Account History	\$2.50
All other records	Actual cost of reproduction

SEAFORD POLICE DEPARTMENT FEES

Video Requests \$50/Hour (Minimum of \$50 – Maximum \$300)

Note: All video footage requests will be reviewed to determine if the video is a matter of "public record" under FOIA, before release.

Video footage that constitutes "investigatory files compiled for civil or criminal law-enforcement purposes will not be released, 29 Del. C. 10002 (o)(3).

Fingerprinting Fees \$25 for the first two cards (\$10 for each additional card)

**Check, Money Order and/or exact change is required (Payable to the Seaford Police Department)*

Collision Report Fees \$20 for Collision Report

\$60 for Fatal Collision Report

**Insurance company may submit a written request for a copy of the report*

**Must include a self-addressed stamped envelope and check or money order payable to the Seaford Police Department*

Special Duty Rates \$69.35/Hour – Minimum of three hours (Officer & Vehicle)

- \$55.00/Hour/Officer – Minimum of three hours
 - Rate set by Union
- \$14.35/Hour/Vehicle – Minimum of three hours
 - Rate set by City
- \$69.35/Hour Total: Payable to the City of Seaford

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	\$50 per day (due with rental form)
Back Pavilion	\$40 per day (due with rental form)

Park/Open Space Rentals:

All park rentals are \$50 per day. The following parks are eligible to be rented on a first come, first served basis. Groups, with the exception of sports tournaments, hosting two hundred (200) people or more will be required to fill out a Special Event Permit Application and pay the fees associated with that permit.

- Sports Complex Open Field
- Gateway Park
- Kiwanis Park
- Market Street Grass Lot
- High Street Grass Lot
- Riverview Park
- Oyster House Park

Field Rentals:

Non-Refundable Deposit:	\$50 per event (due with rental form)
Softball Field #1	\$100 per day
Softball Field #2	\$100 per day
Football Field – Field of Dreams*	\$100 per day
Football Field – Pine Street*	\$100 per day
Soccer Field #1**	\$50 per day
Soccer Field #2**	\$50 per day
Use of field lights:	\$30 per field per hour (Softball field #1 & #2, Field of Dreams)

*Football Field markers can be set-up for an additional \$25 per field

**Soccer field lines & goals can be set-up for an additional \$25 per field

ALL OTHER CITY PARKS:

The *JAY'S NEST PLAYGROUND*, which is located within the *SPORTS COMPLEX*, may not be rented.

NB #5

CHARTER OF SEAFORD

of Seaford shall serve as Mayor or City Councilperson during such time as he/she is a full-time employee of the City of Seaford; and

- (2) At least eighteen (18) years of age; and
- (3) A non-delinquent taxpayer of all capitation and property taxes of the City of Seaford for at least one (1) year next preceding the annual election. 65 Del. Laws, c. 249
- (4) shall not have been convicted of a felony. 76 Del. Laws, c. 153

Method Of Making Nominations For Mayor And City Councilman.

Section 6. The candidates for Mayor and City Councilman shall be nominated as follows:

- (a) For each election of Mayor and City Councilman, the City Manager shall post a notice of solicitation of candidates conspicuously in the City Hall at least twenty (20) days prior to the filing deadline for the offices up for election. Such notice shall include the term(s) of each office up for election, the dead line and procedure for declaring candidacy for an office up for election, the qualifications for holding each office and information about how to obtain absentee ballots.
- (b) Each candidate shall notify the City Manager in writing of their candidacy for the office of either Mayor or City Councilman; or five (5) or more persons qualified to vote in the annual election may file the name of the candidate for the office of Mayor or City Councilman with the City Manager provided that the candidate endorses his/her written consent thereon.
- (c) All such notifications of candidacy must be filed with the City Manager on or before the close of business on the Last Friday in February in the year of the annual election next ensuing; and thereupon, it shall be the duty of the City Manager to have a list of names of all candidates so filed with him/her printed in a newspaper published in the City of Seaford on the First Thursday in the month of April in the year of the said annual election next ensuing; or in the event that no newspaper is published in the said City, publication may be had in a newspaper having general circulation in the community. 76 Del. Laws, c. 153; 80 Del. Laws, c. 101; 83 Del. Laws, c. 64;

Manner Of Holding Annual Elections.

Section 7.

The annual municipal election shall be held on the Third Saturday in April of each and every year. The polls shall be opened at Seven (7) a.m. and shall close at three (3) p.m. prevailing time unless only one (1) candidate has been nominated for each office which has expired and for which nominations have been received. If there is only one (1) official candidate for any office and no formal opponent, the official candidate shall assume office without the holding of a formal election for that office. All voting shall take place in the City Hall of the City of Seaford. 80 Del. Laws, c. 101

(A)

(A) Voter Qualifications.

At such Annual Election, the following shall be permitted to vote:

(1) Every natural person, male or female who shall have attained the age for voting as established by the State of Delaware for voting in a General Election and who shall be a bona fide resident of the City of Seaford as of the day of final registration next preceding the Annual Election shall have one (1) vote. For purposes of this provision, "bona fide resident" means a permanent, full-time resident of the City.

(2) Every owner of property in the City as of the day of final registration next preceding the Annual Election, whether a natural person or artificial entity, including but not limited to corporations, partnerships, trusts, and limited liability companies, and who is registered to vote in the book of registered voters maintained at City Hall, shall have one (1) vote. An artificial entity shall be a domestic entity in the State of Delaware and each non-resident natural person of the City of Seaford who shall have obtained the age for voting established by the State of Delaware for voting in a General Election and who shall have been a freeholder of property in the City of Seaford for a period of six (6) months immediately preceding the date of the Annual Election shall have one (1) vote provided he or she is registered according to at least one (1) of the following methods:

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(3) These provisions shall be construed in accordance with the principle of "one person/entity/one vote." Where a voter is entitled to vote by virtue of being both a resident and an owner of real property, that voter shall be entitled to only one (1) vote; where a voter is entitled to vote by ownership of two (2) or more parcels of real property, that voter shall be entitled to only one (1) vote.

(4) Any legal entity, other than a natural person entitled to vote, must cast its vote by a duly executed and notarized power of attorney from the legal entity granting the authority to cast its vote to its designated attorney-in-fact. Such power of attorney shall be surrendered to the election officials as of the day of final registration next preceding the Annual Election and the election officials shall file the same at City Hall. Such power of attorney so filed shall constitute conclusive evidence of the right of said person to vote in the election on behalf of the legal entity granting the power. The person casting the ballot for such entity shall be age 18 on or before the date of the election and a citizen of the United States.

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(B) Voter Registration

Registration of qualified voters shall be as follows:

(B)

- (i) Commencing with the 2022²⁴ municipal election, voter registration for natural persons residents and artificial entities residing inside the City of Seaford limits shall be done through the State of Delaware, Department of Elections and by electronic registration pursuant to the Online Registration System of the State of Delaware; and:
- (ii) Non-resident property owners shall be registered in the "Book of Registered Voters" of the City of Seaford. The City Council of the City of Seaford shall provide one (1) register to be known as the "Book of Registered Voters" which is to be kept at City Hall. The Book of Registered Voters shall contain the following information for each registrant: the name of the registered voter arranged in alphabetical order, the permanent address of the voter, the date the registrant became a resident of the City of Seaford, the date the registrant became a freeholder of the City of Seaford, the birth date of the voter and any other pertinent information. No person shall be registered upon the Book of Registered Voters unless such person will have acquired the qualifications to vote in the Annual Election for the year in which such person

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or numbering

registers. A person shall be required to register only one (1) time; provided, however, that the name of a registered voter shall be removed from the Book of Registered Voters by the City Manager upon the death of the registered voter, removal from the City of a registered voter, or loss of any other qualification to vote as prescribed herein, and notice sent to said registered voter at his last known address by certified mail with return receipt requested advising such registered voter that his name has been removed from the Book of Registered Voters and that it will be necessary to register again in order to be eligible to vote in the Annual Election except that no notice be sent when removal is caused by the death of the registered voter. The Book of Registered Voters shall be maintained in the office of the City Manager and shall be conclusive evidence of the right of any person to vote in the Annual Election. A person may register at City Hall during the regular business hours of such office until the close of business of such office on the Fourth Friday in the month of March by completing such forms as may be required by the City. For all purposes of this Charter, a freeholder shall be deemed to include any natural person who holds fee simple title to real property to his own name or who holds title to an undivided interest in real property, or who holds title to real estate as a joint tenant or as a tenant by the entirety. 83 Del. Laws, c. 64;

- (C) Absentee voting shall be permitted in all municipal elections in conformity with Chapter 75 of Title 15 of the Delaware Code.
- (D) The Mayor shall submit to the City Council, for its approval, the names of three individuals to serve as the City's Board of Elections pursuant to 15 Del.C. § 7551. The purpose of the Board of Elections shall be to oversee the municipal election in conformity with Chapter 75 of Title 15 of the Delaware Code. The Mayor shall also submit to the City Council, for its approval, the names of five (5) individuals to serve as the City's Election Officers pursuant to 15 Del. C. § 7556. The Election Officers and the members of the Board of Elections shall serve for such term as determined by the City Council. 83 Del. Laws, c. 64;
- (E) All municipal elections of the City of Seaford shall be conducted in conformity with Chapter 75 of Title 15 of the Delaware Code. 76 Del. Laws, c. 153

Organization And Annual Meeting Of Council.

Section 8.

Before entering upon the duties of their respective offices, the Mayor elect, and the Councilmen elect, shall be sworn by a Notary Public to faithfully and impartially perform the duties of their respective offices with fidelity. At 7:00 o'clock P. M. on the Second Tuesday in the Month of May following the annual election, the Mayor and City Council shall meet at the Council Chamber and the newly elected officers shall assume the duties of office, being first duly sworn or affirmed to perform their duties with fidelity as aforesaid.

- (B) At this annual meeting, on the Second Tuesday in the month of May in each and every year, the City Council shall organize and elect, by ballot, Vice-Mayor, who shall hold office for the term of one year, or until his successor shall be duly elected.
- (C) There shall be twenty-four stated regular meetings of the City Council to be held on the second and fourth Tuesday of each month. The City Council shall have the power to enact ordinances, adopt resolutions, pass motions, make orders and transact all business at these executive meetings. The regular meeting held on the Fourth Tuesday of each month shall be open to the public and the City Council shall have the power to enact ordinances, adopt resolutions, pass motions, make orders and transact all necessary business at these open meetings. The date of any regular meeting of the City Council, as defined in this Act may be changed by resolution passed by a majority of the elected members of the City Council without notice to the general public. 66 Del. Laws, c. 327; 83 Del. Laws, c. 64;

Special Meetings.

Section 9.

A special meeting may be called by the Mayor upon his own motion and shall be called by him upon the request of a majority of the elected members of the Council. The said date, hour, and place of such special meeting shall be designated by the Mayor, but in no event shall it be later than five (5) days after the written request is made by the members of the City Council. Failure to call such a meeting may be cause for removal of the Mayor. The City Council shall have the same power and authority to enact all ordinances, adopt all resolutions, pass all motions, make all orders, and transact all other

of Seaford shall serve as Mayor or City Councilperson during such time as he/she is a full-time employee of the City of Seaford; and

- (2) At least eighteen (18) years of age; and
- (3) A non-delinquent taxpayer of all capitation and property taxes of the City of Seaford for at least one (1) year next preceding the annual election. 65 Del. Laws, c. 249
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- (b) Each candidate shall notify the City Manager in writing of their candidacy for the office of either Mayor or City Councilman; or five (5) or more persons qualified to vote in the annual election may file the name of the candidate for the office of Mayor or City Councilman with the City Manager provided that the candidate endorses his/her written consent thereon.
- (c) All such notifications of candidacy must be filed with the City Manager on or before the close of business on the Last Friday in February in the year of the annual election next ensuing; and thereupon, it shall be the duty of the City Manager to have a list of names of all candidates so filed with him/her printed in a newspaper published in the City of Seaford on the First Thursday in the month of April in the year of the said annual election next ensuing; or in the event that no newspaper is published in the said City, publication may be had in a newspaper having general circulation in the community. 76 Del. Laws, c. 153; 80 Del. Laws, c. 101; 83 Del. Laws, c. 64;

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(2) Every owner of property in the City as of the day of final registration next preceding the Annual Election, whether a natural person or artificial entity, including but not limited to corporations, partnerships, trusts, and limited liability companies, and who is registered to vote in the book of registered voters maintained at City Hall, shall have one (1) vote. An artificial entity shall be a domestic entity in the State of Delaware.

(3) These provisions shall be construed in accordance with the principle of "one person/entity/one vote." Where a voter is entitled to vote by virtue of being both a resident and an owner of real property, that voter shall be entitled to only one (1) vote; where a voter is entitled to vote by ownership of two (2) or more parcels of real property, that voter shall be entitled to only one (1) vote.

- (4) Any legal entity, other than a natural person entitled to vote, must cast its vote by a duly executed and notarized power of attorney from the legal entity granting the authority to cast its vote to its designated attorney-in-fact. Such power of attorney shall be surrendered to the election officials as of the day of final registration next preceding the Annual Election and the election officials shall file the same at City Hall. Such power of attorney so filed shall constitute conclusive evidence of the right of said person to vote in the election on behalf of the legal entity granting the power. The person casting the ballot for such entity shall be age 18 on or before the date of the election and a citizen of the United States.

(B) Voter Registration

Registration of qualified voters shall be as follows:

- (i) Commencing with the 2024 municipal election, voter registration for natural persons and artificial entities residing inside the City of Seaford limits shall be done through the State of Delaware, Department of Elections and by electronic registration pursuant to the Online Registration System of the State of Delaware; and:
- (ii) Non-resident property owners shall be registered in the "Book of Registered Voters" of the City of Seaford. The City Council of the City of Seaford shall provide one (1) register to be known as the "Book of Registered Voters" which is to be kept at City Hall. The Book of Registered Voters shall contain the following information for each registrant: the name of the registered voter arranged in alphabetical order, the permanent address of the voter, the date the registrant became a resident of the City of Seaford, the date the registrant became a freeholder of the City of Seaford, the birth date of the voter and any other pertinent information. No person shall be registered upon the Book of Registered Voters unless such person will have acquired the qualifications to vote in the Annual Election for the year in which such person

registers. A person shall be required to register only one (1) time; provided, however, that the name of a registered voter shall be removed from the Book of Registered Voters by the City Manager upon the death of the registered voter, removal from the City of a registered voter, or loss of any other qualification to vote as prescribed herein, and notice sent to said registered voter at his last known address by certified mail with return receipt requested advising such registered voter that his name has been removed from the Book of Registered Voters and that it will be necessary to register again in order to be eligible to vote in the Annual Election except that no notice be sent when removal is caused by the death of the registered voter. The Book of Registered Voters shall be maintained in the in the office of the City Manager and shall be conclusive evidence of the right of any person to vote in the Annual Election. A person may register at City Hall during the regular business hours of such office until the close of business of such office on the Fourth Friday in the month of March by completing such forms as may be required by the City. For all purposes of this Charter, a freeholder shall be deemed to include any natural person who holds fee simple title to real property to his own name or who holds title to an undivided interest in real property, or who holds title to real estate as a joint tenant or as a tenant by the entirety. 83 Del. Laws, c. 64;

- (C) Absentee voting shall be permitted in all municipal elections in conformity with Chapter 75 of Title 15 of the Delaware Code.
- (D) The Mayor shall submit to the City Council, for its approval, the names of three individuals to serve as the City's Board of Elections pursuant to 15 Del.C. § 7551. The purpose of the Board of Elections shall be to oversee the municipal election in conformity with Chapter 75 of Title 15 of the Delaware Code. The Mayor shall also submit to the City Council, for its approval, the names of five (5) individuals to serve as the City's Election Officers pursuant to 15 Del. C. § 7556. The Election Officers and the members of the Board of Elections shall serve for such term as determined by the City Council. 83 Del. Laws, c. 64;
- (E) All municipal elections of the City of Seaford shall be conducted in conformity with Chapter 75 of Title 15 of the Delaware Code. 76 Del. Laws, c. 153

Organization And Annual Meeting Of Council.

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Before entering upon the duties of their respective offices, the Mayor elect, and the Councilmen elect, shall be sworn by a Notary Public to faithfully and impartially perform the duties of their respective offices with fidelity. At 7:00 o'clock P. M. on the Second Tuesday in the Month of May following the annual election, the Mayor and City Council shall meet at the Council Chamber and the newly elected officers shall assume the duties of office, being first duly sworn or affirmed to perform their duties with fidelity as aforesaid.

- (B) At this annual meeting, on the Second Tuesday in the month of May in each and every year, the City Council shall organize and elect, by ballot, Vice-Mayor, who shall hold office for the term of one year, or until his successor shall be duly elected.
- (C) There shall be twenty-four stated regular meetings of the City Council to be held on the second and fourth Tuesday of each month. The City Council shall have the power to enact ordinances, adopt resolutions, pass motions, make orders and transact all business at these executive meetings. The regular meeting held on the Fourth Tuesday of each month shall be open to the public and the City Council shall have the power to enact ordinances, adopt resolutions, pass motions, make orders and transact all necessary business at these open meetings. The date of any regular meeting of the City Council, as defined in this Act may be changed by resolution passed by a majority of the elected members of the City Council without notice to the general public. 66 Del. Laws, c. 327; 83 Del. Laws, c. 64;

Special Meetings.

Section 9.

A special meeting may be called by the Mayor upon his own motion and shall be called by him upon the request of a majority of the elected members of the Council. The said date, hour, and place of such special meeting shall be designated by the Mayor, but in no event shall it be later than five (5) days after the written request is made by the members of the City Council. Failure to call such a meeting may be cause for removal of the Mayor. The City Council shall have the same power and authority to enact all ordinances, adopt all resolutions, pass all motions, make all orders, and transact all other

NB#6
2/24/23

MEMORANDUM

TO: Charles Anderson, City Manager
Trisha Newcomer, Director of ED and CR

FR: Katie Hickey, Supt. of Parks and Recreation

RE: ***2023 High Street Maintenance Bid***

DT: February 23, 2023

The City received one bid in response to our bid advertisement for the above referenced services on February 22, 2023. Please see the tabulation of the bids received below:

**City of Seaford
Landscaping Maintenance
Bid Tabulation - 2023**

Bidder	2023	2024	2025	TOTAL
Designscapes, LLC	\$10,712.00	\$10,816.00	\$10,080.00	\$31,608.00

We have reviewed the detailed specification documentation submitted by the bidder. It is my recommendation the bid be awarded to the lowest bidder, Designscapes, LLC.

The funds for this service are part of the FY23 and FY24 Parks Beautification Contractor budget.

Should you have any questions, please contact me.

Thank you.