

City of Milford



CITY COUNCIL AGENDA

May 8, 2017 - 7:00 P.M.

Joseph Ronnie Rogers Council Chambers
Milford City Hall
201 South Walnut Street
Milford, Delaware

WORKSHOP

Call to Order - Mayor Bryan Shupe

Invocation-Pastor Mike Mills/Northway Church

Pledge of Allegiance

UFS Final Cost of Service Three-Year Design Presentation

Adjourn

COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Approval of Previous Minutes

Recognition

MPD Officer of the Quarter/Captain Gary Bailey*

Proclamation 2017-11/National Public Works Week

Proclamation 2017-12/Municipal Clerks Week

Monthly Police Report

Monthly City Manager Report

Monthly Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Adoption/Ordinance 2017-12/City of Milford Code/Electric Tariff/Appendix B/Rate Amendment

Authorization/Energy Efficiency Program

Special Event Permit Discussion

New Business

Introduction/Ordinance 2017-10/Perdue/Change of Zone/Tatman Farm

Introduction/Ordinance 2017-13/City of Milford Code/Chapter 197/
Streets & Sidewalks/Temporary Closure

Greater Kent Committee/Invoice

Adoption/Resolution 2017-04/Annexation Committee Investigation/Walter V. Jr. & Barbara L. Samuels

****FY16-17 Budget Adjustment:**

Enforcement & Inspections Department/Engineering/Legal/General Expenses/Training to
Planning & Zoning Department/Engineering & Legal Expenses

Adjourn

This agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body's meeting.

SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING;
NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.

01062017 030817 031617 033017 042717 042817 *050217 **050417 Item Removed ***Late Addition/Planning & ED Director
050817 Agenda Order Changed by City Manager

City of Milford

Rate Design

4/13/2017

**Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI USA 49424
(616) 393-9722
Fax (616) 393-9721
Email: mbeauchamp@ufswb.com**

Submitted Respectfully by:
Mark Beauchamp, CPA, CMA, MBA
President, Utility Financial Solutions



City of Milford
Rate Design
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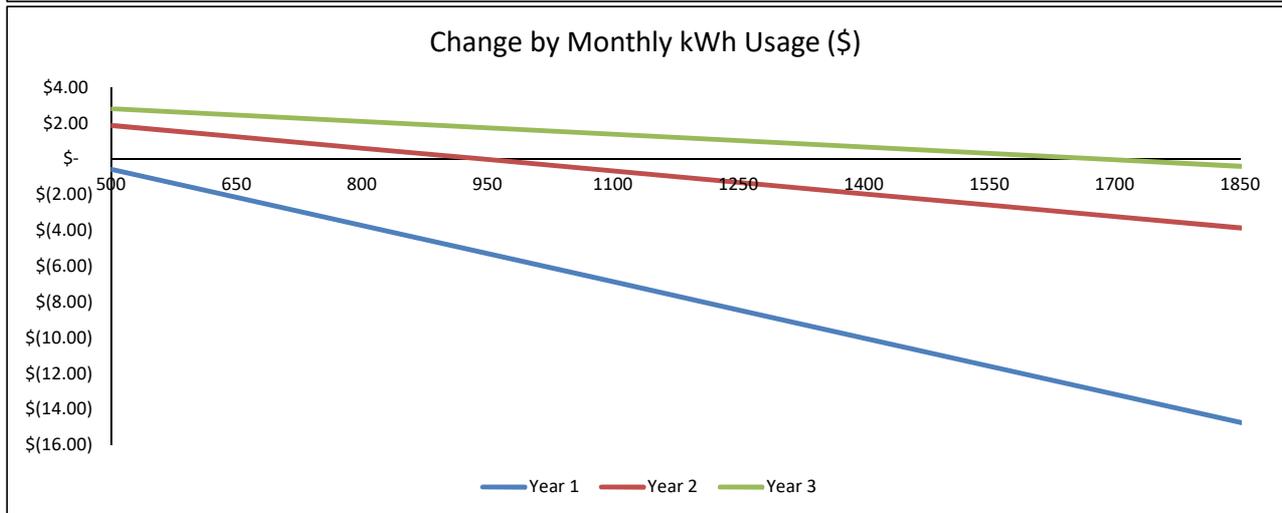
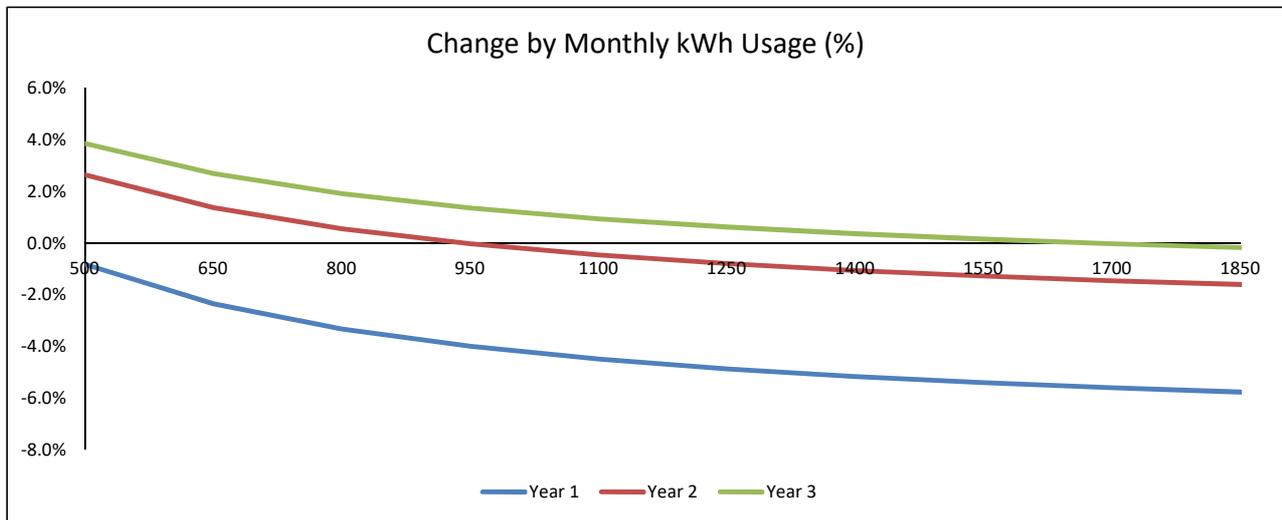
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City of Milford
Rate Design
Rate Design Summary

Customer Class	Projected Revenues Under Current Rates	Revenues Under Projected Rates Year 1	Revenues Under Projected Rates Year 2	Revenues Under Projected Rates Year 3	Change Year 1	Change Year 2	Change Year 3
Residential Service (RES)	\$ 9,770,811	\$ 9,368,134	\$ 9,351,538	\$ 9,463,756	-4.12%	-0.18%	1.20%
Small General Service (SGS)	1,312,794	1,258,691	1,256,461	1,271,539	-4.12%	-0.18%	1.20%
City Lighting	86,266	85,403	85,830	87,979	-1.00%	0.50%	2.50%
Security Lighting	27,605	26,255	26,208	26,340	-4.89%	-0.18%	0.50%
Medium General Service (MGS)	4,898,582	4,840,371	4,852,472	4,945,737	-1.19%	0.25%	1.92%
Large General Service (LGS)	820,401	784,194	782,805	792,199	-4.41%	-0.18%	1.20%
General Service Primary Voltage (GSP)	3,617,760	3,459,966	3,450,666	3,488,941	-4.36%	-0.27%	1.11%
Special Contract Service (SCS)	5,253,547	5,191,118	5,204,096	5,304,119	-1.19%	0.25%	1.92%
City Accounts	365,112	354,159	355,044	361,868	-3.00%	0.25%	1.92%
Totals	\$ 26,152,877	\$ 25,368,291	\$ 25,365,120	\$ 25,742,477	-3.00%	-0.01%	1.49%

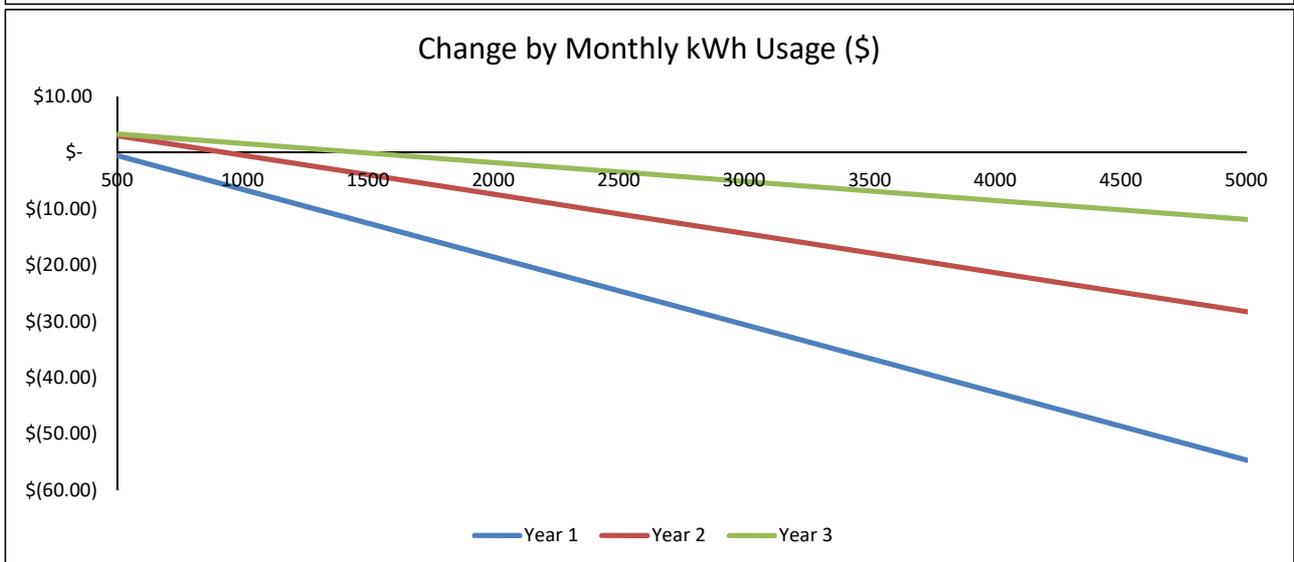
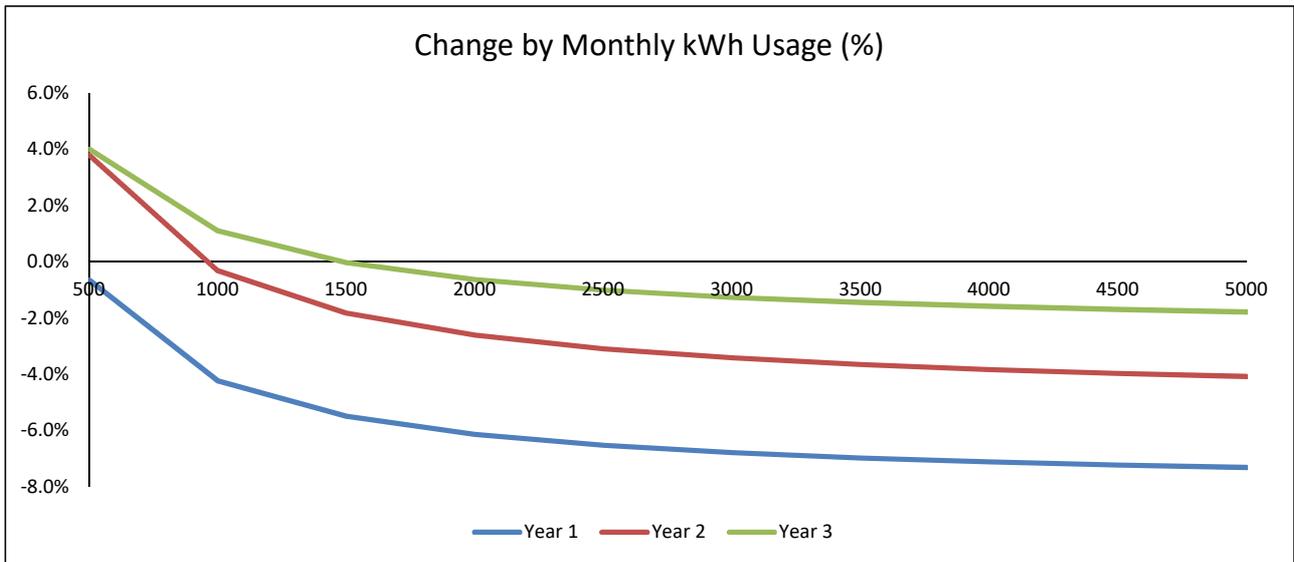
City of Milford
Rate Design
Residential Service (RES)

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 4.00	\$ 8.00	\$ 12.00	\$ 16.00
Energy Charge:				
Winter				
Winter Block 1 (0 - 5 kWh)	\$ -	\$ 0.12251	\$ 0.11825	\$ 0.11587
Winter Block 2 (6 - 2,500 kWh)	\$ 0.12800	\$ 0.12251	\$ 0.11825	\$ 0.11587
Winter Block 3 (Excess)	\$ 0.14000	\$ 0.13451	\$ 0.13025	\$ 0.12787
Summer				
Summer Block 1 (0 - 5 kWh)	\$ -	\$ 0.13251	\$ 0.12825	\$ 0.12587
Summer Block 2 (6 - 2,500 kWh)	\$ 0.13800	\$ 0.13251	\$ 0.12825	\$ 0.12587
Summer Block 3 (Excess)	\$ 0.15000	\$ 0.14451	\$ 0.14025	\$ 0.13787
Power Cost Adjustment:				
All Energy	\$ 0.00500	\$ -	\$ -	\$ -
Revenue from Rate	\$ 9,770,811	\$ 9,368,134	\$ 9,351,538	\$ 9,463,756
Change from Previous	\$ -	-4.1%	-0.2%	1.2%



City of Milford
Rate Design
Small General Service (SGS)

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 6.00	\$ 11.50	\$ 18.00	\$ 23.00
Energy Charge:				
Winter Energy	\$ 0.14000	\$ 0.13297	\$ 0.12601	\$ 0.12264
Summer Energy	\$ 0.15000	\$ 0.14297	\$ 0.13601	\$ 0.13264
Power Cost Adjustment:				
All Energy	\$ 0.00500	\$ -	\$ -	\$ -
Revenue from Rate	\$ 1,312,794	\$ 1,258,691	\$ 1,256,461	\$ 1,271,539
Change from Previous		-4.1%	-0.2%	1.2%



City of Milford
Rate Design
City Lighting

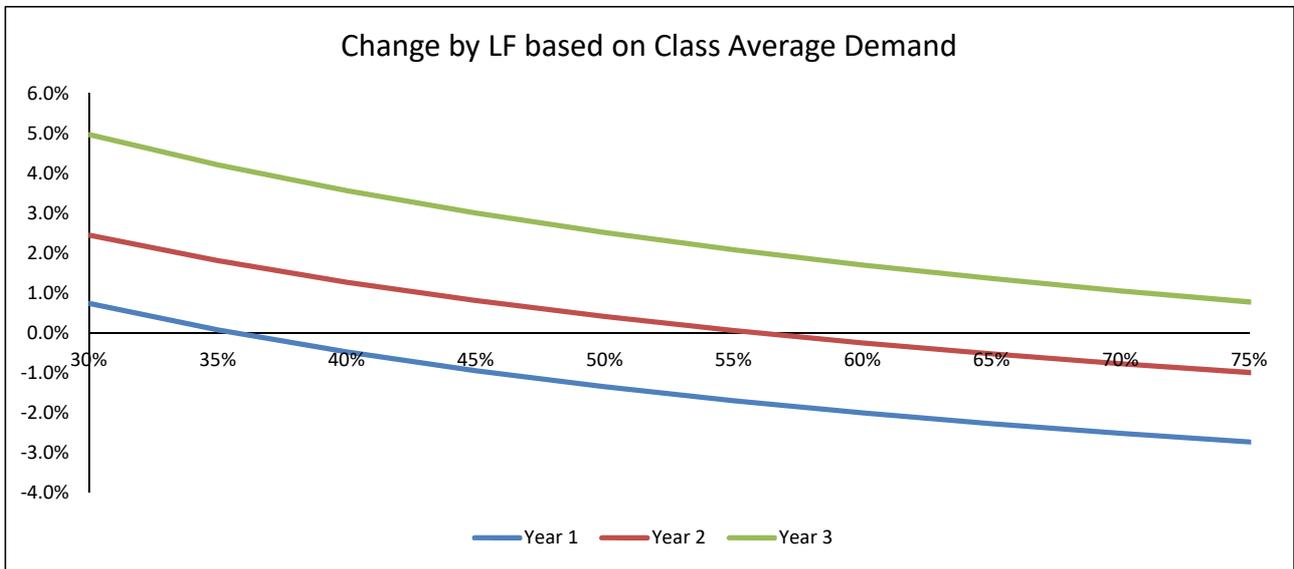
Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
City Security Lights - CISL	\$ 1,080.00	\$ 1,385.34	\$ 1,392.26	\$ 1,427.12
City Street Lights - CIST	\$ 5,681.50	\$ 5,681.50	\$ 5,709.87	\$ 5,852.84
Street Lights - State - STAT	\$ 50.12	\$ 50.12	\$ 50.37	\$ 51.63
Power Cost Adjustment:				
All Energy	\$ 0.00500	\$ -	\$ -	\$ -
Revenue from Rate	\$ 86,266	\$ 85,403	\$ 85,830	\$ 87,979
Change from Previous		-1.0%	0.5%	2.5%

City of Milford
Rate Design
Security Lighting

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
LED (100W)	\$ 8.00	\$ 7.87	\$ 7.85	\$ 7.89
LED (400W)	\$ 11.00	\$ 10.82	\$ 10.80	\$ 10.85
HPS (9500 Lumens)	\$ 8.00	\$ 7.87	\$ 7.85	\$ 7.89
HPS (16000 Lumens)	\$ 11.00	\$ 10.82	\$ 10.80	\$ 10.85
Mercury (22500 Lumens)	\$ 23.00	\$ 22.61	\$ 22.57	\$ 22.69
HPS (50000 Lumens)	\$ 24.60	\$ 24.19	\$ 24.14	\$ 24.27
Mercury (8600 Lumens)	\$ 11.50	\$ 11.31	\$ 11.29	\$ 11.34
250 Watt	\$ 12.53	\$ 12.32	\$ 12.30	\$ 12.36
MH (110000 Lumens)	\$ 54.00	\$ 53.09	\$ 53.00	\$ 53.27
MH (40000 Lumens)	\$ 24.60	\$ 24.19	\$ 24.14	\$ 24.27
Power Cost Adjustment:				
All Energy	\$ 0.00500	\$ -	\$ -	\$ -
Revenue from Rate	\$ 27,605	\$ 26,255	\$ 26,208	\$ 26,340
Change from Previous		-4.9%	-0.2%	0.5%

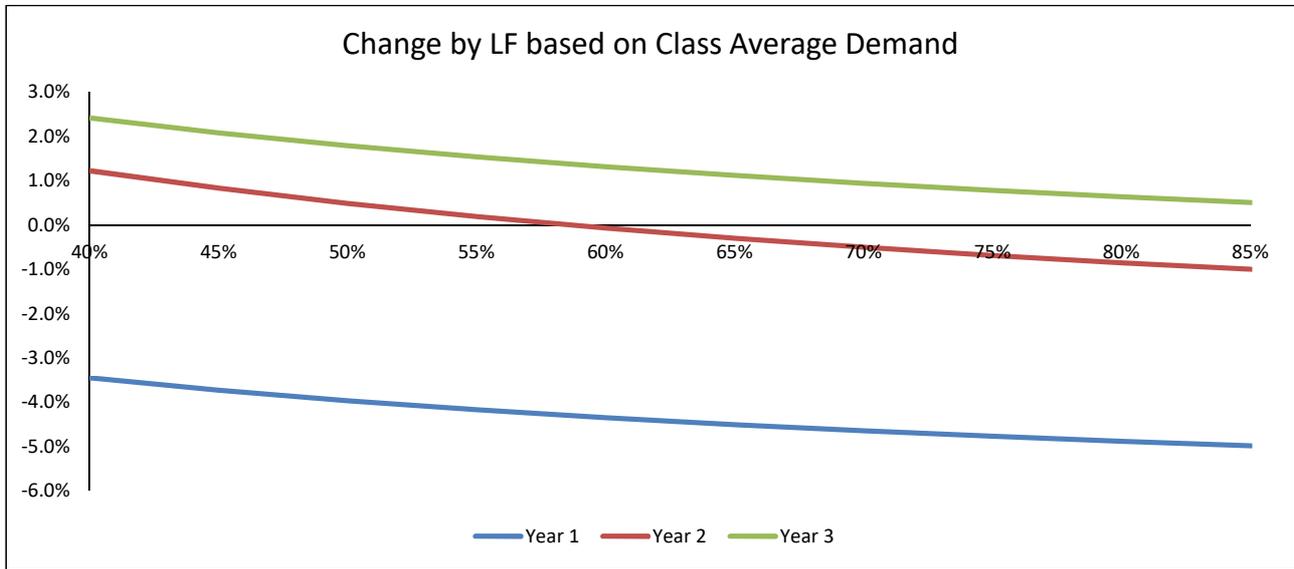
City of Milford
Rate Design
Medium General Service (MGS)

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 7.00	\$ 20.00	\$ 40.00	\$ 75.00
Energy Charge:				
Winter Energy	\$ 0.0700	\$ 0.0698	\$ 0.0660	\$ 0.0627
Summer Energy	\$ 0.0800	\$ 0.0798	\$ 0.0760	\$ 0.0727
Demand Charge:				
Winter Demand	\$ 10.50	\$ 11.25	\$ 12.25	\$ 13.25
Summer Demand	\$ 13.95	\$ 14.80	\$ 14.80	\$ 14.80
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Revenue from Rate	\$ 4,898,582	\$ 4,840,371	\$ 4,852,472	\$ 4,945,737
Change from Previous		-1.2%	0.3%	1.9%



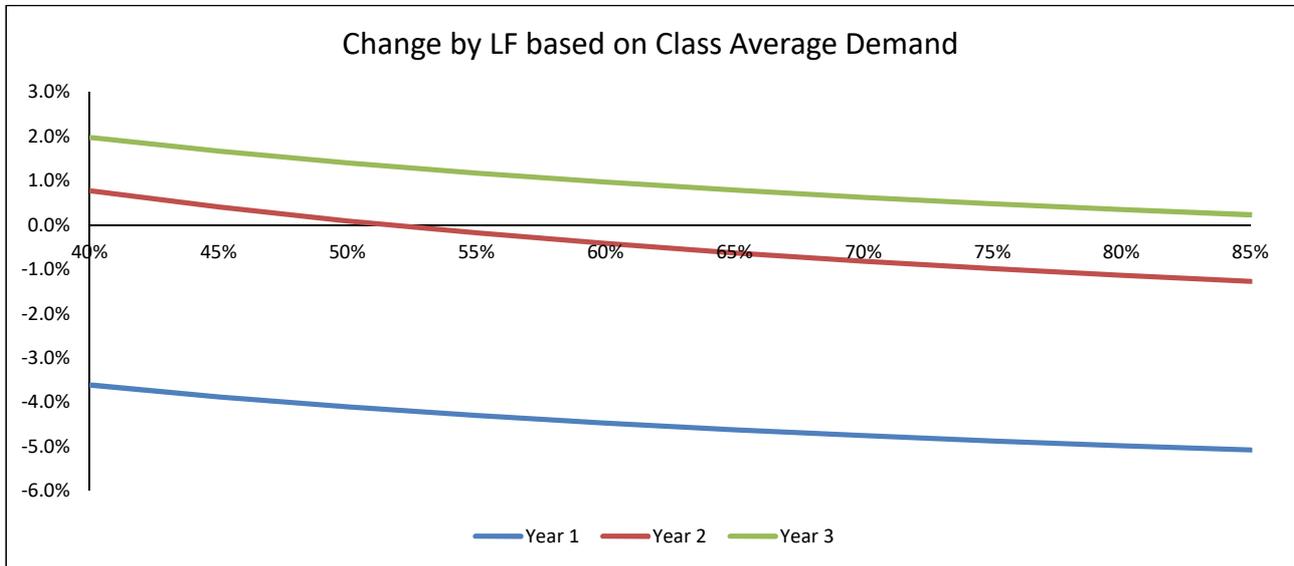
City of Milford
Rate Design
Large General Service (LGS)

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 18.00	\$ 50.00	\$ 100.00	\$ 150.00
Energy Charge:				
On Peak Energy	\$ 0.0800	\$ 0.0794	\$ 0.0764	\$ 0.0748
Off Peak Energy	\$ 0.0700	\$ 0.0694	\$ 0.0664	\$ 0.0648
Demand Charge:				
Winter Demand	\$ 10.50	\$ 10.75	\$ 11.75	\$ 12.75
Summer Demand	\$ 13.00	\$ 13.25	\$ 14.25	\$ 15.25
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Revenue from Rate	\$ 820,401	\$ 784,194	\$ 782,805	\$ 792,199
Change from Previous		-4.4%	-0.2%	1.2%



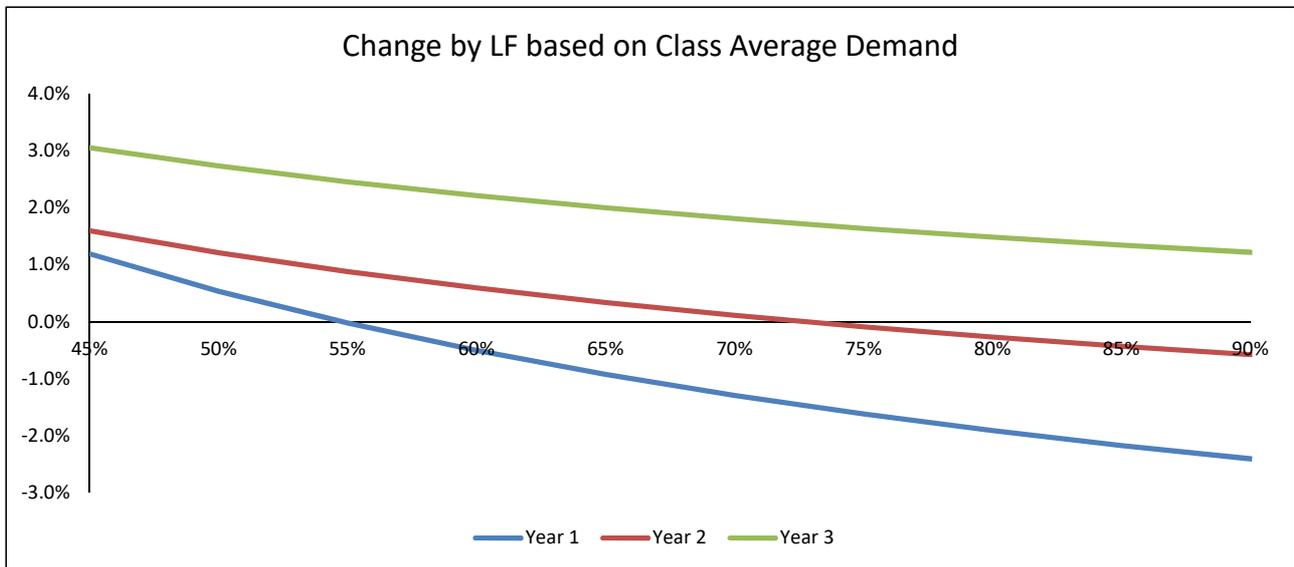
City of Milford
Rate Design
General Service Primary Voltage (GSP)

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 21.00	\$ 225.00	\$ 250.00	\$ 290.00
Energy Charge:				
On Peak Energy	\$ 0.0800	\$ 0.0794	\$ 0.0764	\$ 0.0748
Off Peak Energy	\$ 0.0700	\$ 0.0694	\$ 0.0664	\$ 0.0648
Demand Charge:				
Winter Demand	\$ 10.55	\$ 10.55	\$ 11.62	\$ 12.62
Summer Demand	\$ 12.00	\$ 12.00	\$ 13.12	\$ 14.29
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Revenue from Rate	\$ 3,617,760	\$ 3,459,966	\$ 3,450,666	\$ 3,488,941
Change from Previous		-4.4%	-0.3%	1.1%



City of Milford
Rate Design
Special Contract Service (SCS)

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ -	\$ 385.00	\$ 385.00	\$ 385.00
Energy Charge:				
On Peak Energy	\$ 0.0800	\$ 0.0794	\$ 0.0767	\$ 0.0756
Off Peak Energy	\$ 0.0700	\$ 0.0694	\$ 0.0667	\$ 0.0656
Demand Charge:				
Winter Demand	\$ 7.00	\$ 9.00	\$ 10.50	\$ 12.00
Summer Demand	\$ 8.00	\$ 10.17	\$ 11.46	\$ 12.68
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Revenue from Rate	\$ 5,253,547	\$ 5,191,118	\$ 5,204,096	\$ 5,304,119
Change from Previous		-1.2%	0.2%	1.9%



City of Milford Electric Rate Design

Mark Beauchamp, CPA, CMA, MBA
President
Utility Financial Solutions
616-393-9722

Objectives

- Review Rate Track
- Review Cost of service results
 - Cost to service each class of customers
 - Monthly Customer Charges
- Review Rate Designs

Rate Track

Fiscal Year	Projected Rate Adjustments	Debt Coverage Ratio	Projected Expenses	Projected Revenues	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash
2018	-3.0%	6.19	\$24,378,015	\$ 25,553,279	\$ 1,175,263	\$ 810,849	\$ 5,258,216	\$ 4,732,677
2019	0.0%	5.71	24,702,326	25,721,930	1,019,605	835,173	6,007,808	4,777,493
2020	1.5%	6.59	24,994,147	26,280,070	1,285,923	859,547	7,063,571	4,816,739
2021	1.5%	6.17	25,755,313	26,850,322	1,095,009	884,033	7,969,944	4,907,484
2022	1.5%	5.72	26,538,580	27,432,947	894,366	908,673	8,716,607	5,003,744

Electric Cost of Service Results

Customer Class	Cost of Service	Projected Revenues	% Change
Residential Service (RES)	\$ 9,154,781	\$ 9,770,811	-6.3%
Small General Service (SGS)	1,224,605	1,312,794	-6.7%
City Lighting	120,476	86,266	39.7%
Security Lighting	24,029	27,605	-13.0%
Medium General Service (MGS)	4,841,417	4,898,582	-1.2%
Large General Service (LGS)	768,587	820,401	-6.3%
General Service Primary Voltage (GSP)	3,338,532	3,617,760	-7.7%
Special Contract Service (SCS)	5,174,792	5,253,547	-1.5%
City Accounts	356,658	365,112	-2.3%
Total	\$ 25,003,877	\$ 26,152,877	-4.4%

Monthly Charge

Customer Class	COS Customer Charge	Current Average Customer Charge
Residential Service (RES)	\$ 16.63	\$ 4.00
Small General Service (SGS)	23.37	6.00
Medium General Service (MGS)	75.67	7.00
Large General Service (LGS)	152.78	18.00
General Service Primary Voltage (GSP)	286.89	21.00
Special Contract Service (SCS)	385.99	-

Rate Design

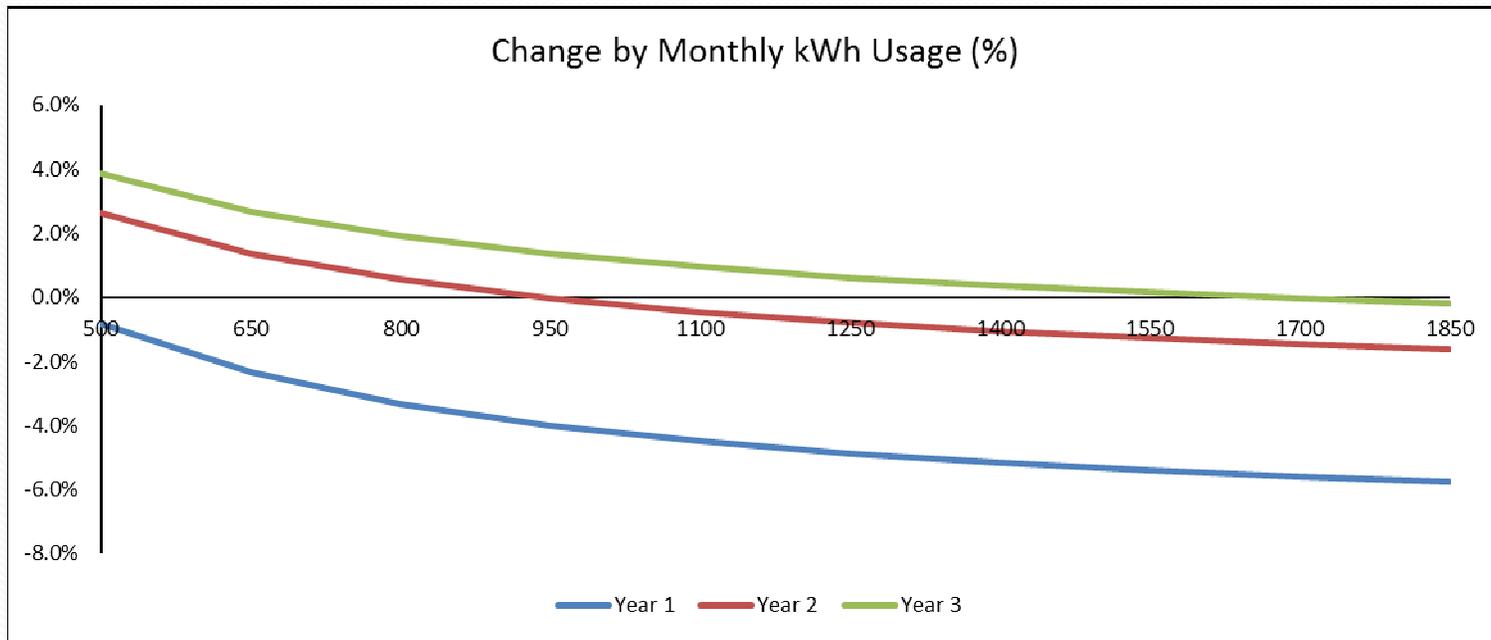
- Rate Design
 - Year 1 - 2% bandwidth (-3% rate change)
 - Largest decrease 5%
 - Smallest decrease 1%
 - Year 2 – 0.5% bandwidth (0% Rate Change)
 - Largest increase 0.5%
 - Largest decrease 0.5%
 - Year 3 – 1% bandwidth (1.5% Rate Change)
 - Largest increase 2.5%
 - Smallest increase 0.5%

Residential Rate

- Annual customer charge increase
- Reduced energy
- Merge blocks 1 and 2

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 4.00	\$ 8.00	\$ 12.00	\$ 16.00
Energy Charge:				
Winter				
Winter Block 1 (0 - 5 kWh)	\$ -	\$ 0.12251	\$ 0.11825	\$ 0.11587
Winter Block 2 (6 - 2,500 kWh)	\$ 0.12800	\$ 0.12251	\$ 0.11825	\$ 0.11587
Winter Block 3 (Excess)	\$ 0.14000	\$ 0.13451	\$ 0.13025	\$ 0.12787
Summer				
Summer Block 1 (0 - 5 kWh)	\$ -	\$ 0.13251	\$ 0.12825	\$ 0.12587
Summer Block 2 (6 - 2,500 kWh)	\$ 0.13800	\$ 0.13251	\$ 0.12825	\$ 0.12587
Summer Block 3 (Excess)	\$ 0.15000	\$ 0.14451	\$ 0.14025	\$ 0.13787
Power Cost Adjustment:				
All Energy	\$ 0.00500	\$ -	\$ -	\$ -
Change from Previous	\$ -	-4.1%	-0.2%	1.2%

Residential Change (%) by Usage



Residential Change Monthly \$ by Usage

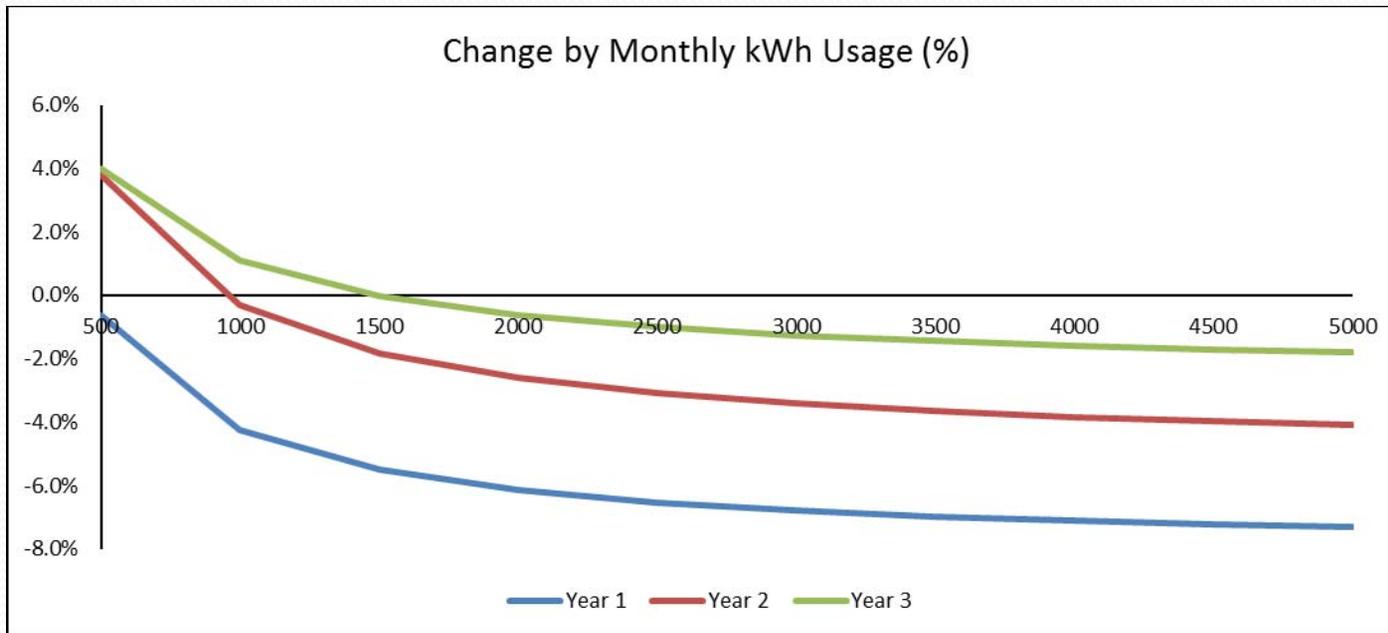
Usage	Change in Monthly Bill		
	Year 1	Year 2	Year 3
500 \$	(0.59) \$	1.87 \$	2.81
650 \$	(2.16) \$	1.24 \$	2.45
800 \$	(3.74) \$	0.60 \$	2.09
950 \$	(5.31) \$	(0.04) \$	1.73
1100 \$	(6.89) \$	(0.68) \$	1.38
1250 \$	(8.46) \$	(1.32) \$	1.02
1400 \$	(10.04) \$	(1.95) \$	0.66
1550 \$	(11.61) \$	(2.59) \$	0.30
1700 \$	(13.18) \$	(3.23) \$	(0.06)
1850 \$	(14.76) \$	(3.87) \$	(0.41)

Small General Rate

- Annual customer charge increase
- Reduced energy

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 6.00	\$ 11.50	\$ 18.00	\$ 23.00
Energy Charge:				
Winter Energy	\$ 0.14000	\$ 0.13297	\$ 0.12601	\$ 0.12264
Summer Energy	\$ 0.15000	\$ 0.14297	\$ 0.13601	\$ 0.13264
Power Cost Adjustment:				
All Energy	\$ 0.00500	\$ -	\$ -	\$ -
Change from Previous		-4.1%	-0.2%	1.2%

Small General Change (%) by Usage



Small General Change Monthly \$ by Usage

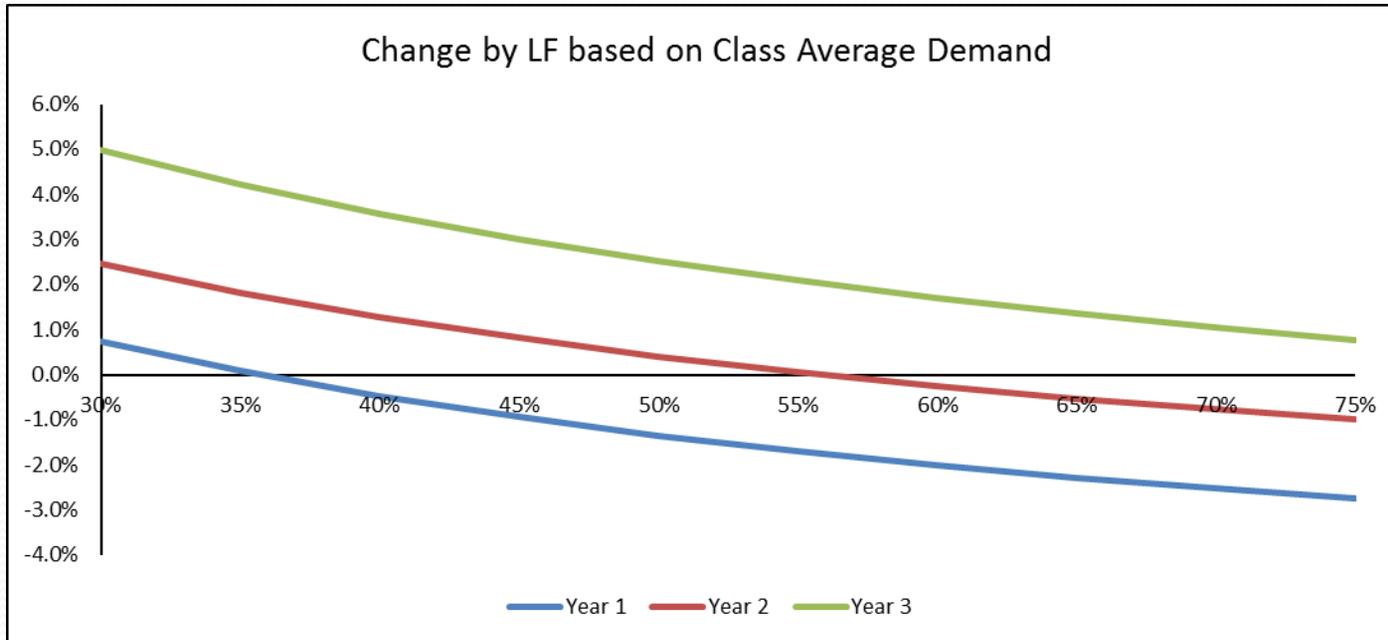
Usage	Change in Monthly Bill		
	Year 1	Year 2	Year 3
500 \$	(0.52) \$	3.02 \$	3.31
1000 \$	(6.53) \$	(0.46) \$	1.63
1500 \$	(12.55) \$	(3.93) \$	(0.06)
2000 \$	(18.56) \$	(7.41) \$	(1.75)
2500 \$	(24.58) \$	(10.89) \$	(3.43)
3000 \$	(30.60) \$	(14.37) \$	(5.12)
3500 \$	(36.61) \$	(17.84) \$	(6.81)
4000 \$	(42.63) \$	(21.32) \$	(8.50)
4500 \$	(48.64) \$	(24.80) \$	(10.18)
5000 \$	(54.66) \$	(28.28) \$	(11.87)

Medium General Rate

- Annual customer charge increase
- Demand charge increase
- Reduced energy

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 7.00	\$ 20.00	\$ 40.00	\$ 75.00
Energy Charge:				
Winter Energy	\$ 0.0700	\$ 0.0698	\$ 0.0660	\$ 0.0627
Summer Energy	\$ 0.0800	\$ 0.0798	\$ 0.0760	\$ 0.0727
Demand Charge:				
Winter Demand	\$ 10.50	\$ 11.25	\$ 12.25	\$ 13.25
Summer Demand	\$ 13.95	\$ 14.80	\$ 14.80	\$ 14.80
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Change from Previous		-1.2%	0.3%	1.9%

Medium General Change (%) by Load Factor

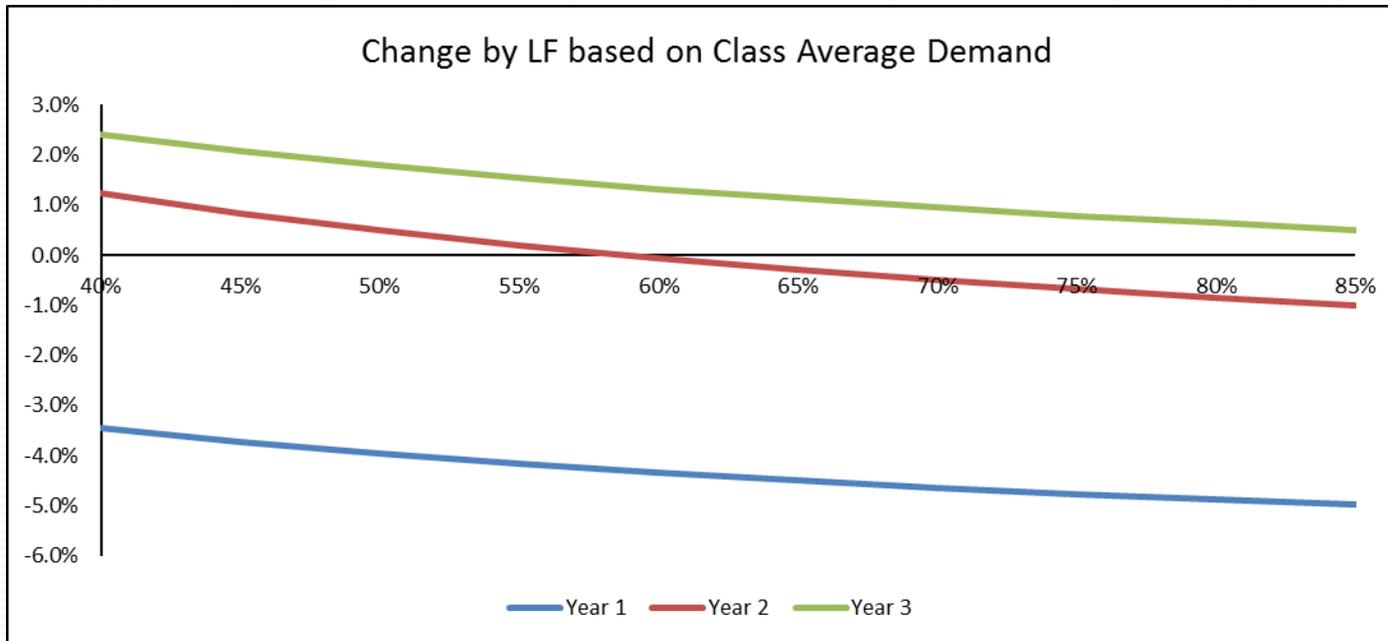


Large General Rate

- Annual customer charge increase
- Demand charge increase
- Reduced energy

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 18.00	\$ 50.00	\$ 100.00	\$ 150.00
Energy Charge:				
On Peak Energy	\$ 0.0800	\$ 0.0794	\$ 0.0764	\$ 0.0748
Off Peak Energy	\$ 0.0700	\$ 0.0694	\$ 0.0664	\$ 0.0648
Demand Charge:				
Winter Demand	\$ 10.50	\$ 10.75	\$ 11.75	\$ 12.75
Summer Demand	\$ 13.00	\$ 13.25	\$ 14.25	\$ 15.25
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Change from Previous		-4.4%	-0.2%	1.2%

Large General Change (%) by Load Factor

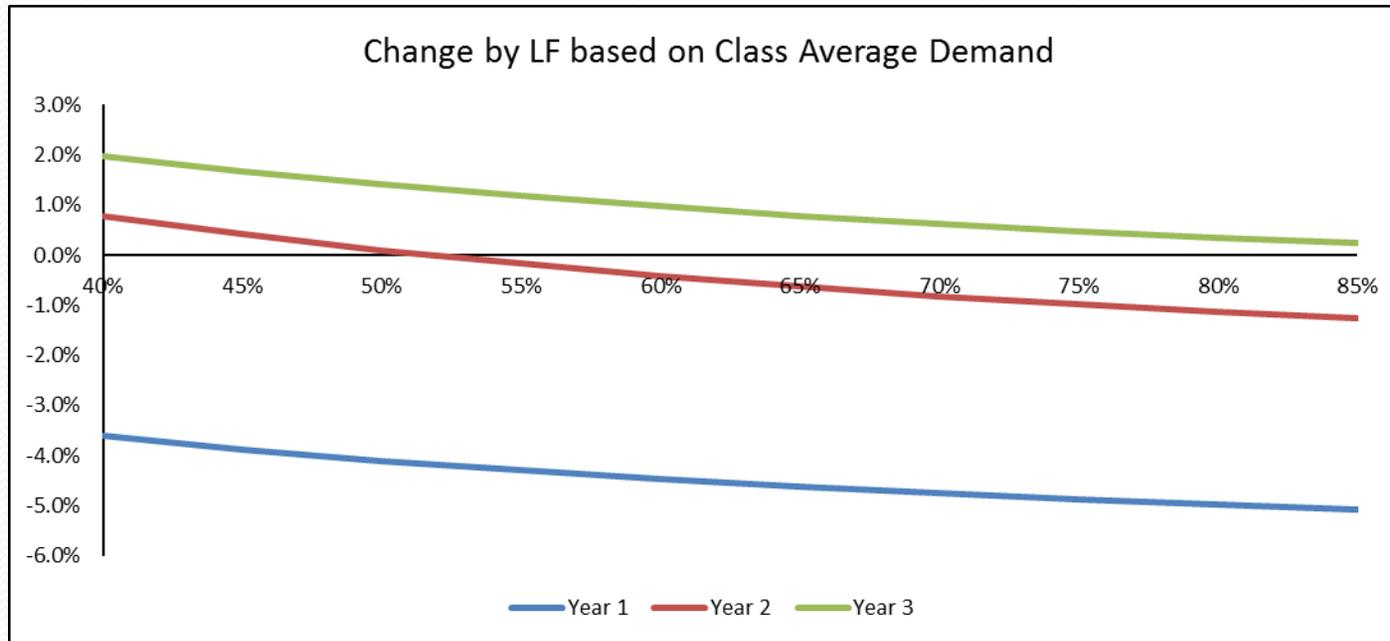


General Service Primary Rate

- Annual customer charge increase
- Demand charge increase
- Reduced energy

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 21.00	\$ 225.00	\$ 250.00	\$ 290.00
Energy Charge:				
On Peak Energy	\$ 0.0800	\$ 0.0794	\$ 0.0764	\$ 0.0748
Off Peak Energy	\$ 0.0700	\$ 0.0694	\$ 0.0664	\$ 0.0648
Demand Charge:				
Winter Demand	\$ 10.55	\$ 10.55	\$ 11.62	\$ 12.62
Summer Demand	\$ 12.00	\$ 12.00	\$ 13.12	\$ 14.29
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -
Change from Previous		-4.4%	-0.3%	1.1%

General Service Primary (%) Change by Load Factor

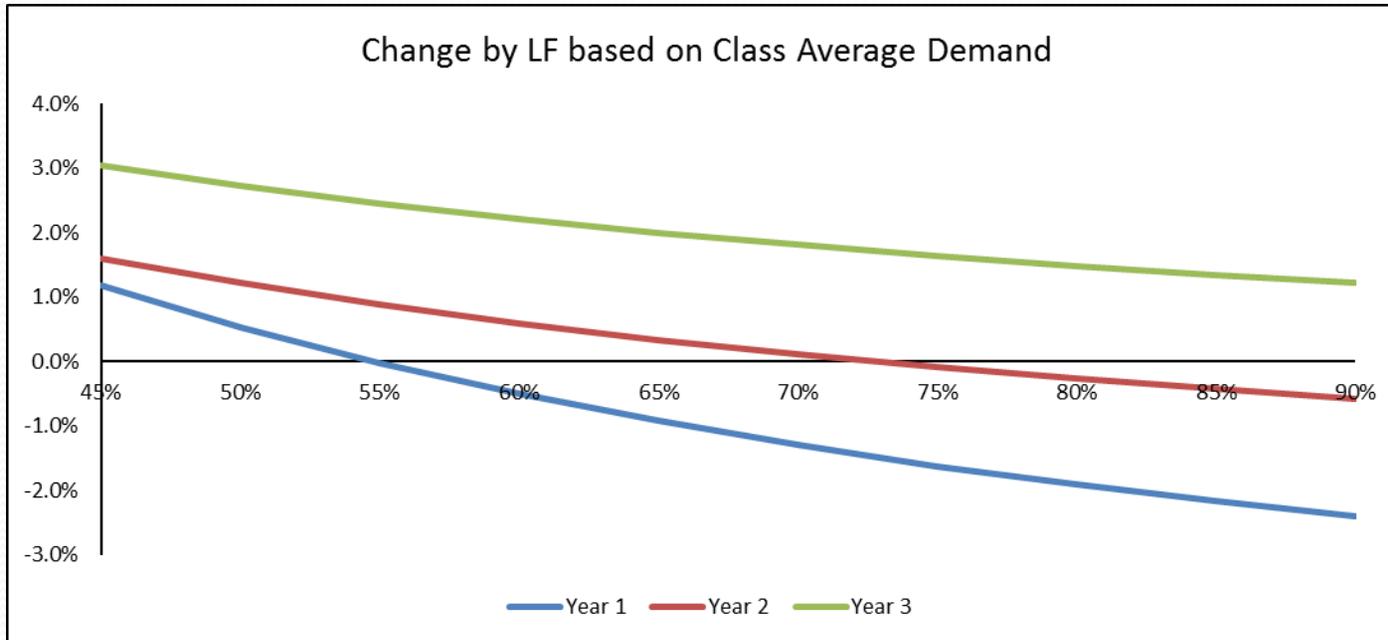


Special Contract Service Rate

- Annual customer charge increase
- Demand charge increase
- Reduced energy

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ -	\$ 385.00	\$ 385.00	\$ 385.00
Energy Charge:				
On Peak Energy	\$ 0.0800	\$ 0.0794	\$ 0.0767	\$ 0.0756
Off Peak Energy	\$ 0.0700	\$ 0.0694	\$ 0.0667	\$ 0.0656
Demand Charge:				
Winter Demand	\$ 7.00	\$ 9.00	\$ 10.50	\$ 12.00
Summer Demand	\$ 8.00	\$ 10.17	\$ 11.46	\$ 12.68
Power Cost Adjustment:				
All Energy	\$ 0.0050	\$ -	\$ -	\$ -

Special Contract Service (%) Change by Load Factor



City of Milford



PROCLAMATION 2017-11 NATIONAL PUBLIC WORKS WEEK

Whereas, Public Works Services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of Public Works Systems and programs such as water, sewers, streets and highways, public buildings and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design and construction, are vitally dependent upon the efforts and skills of Public Works Officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff our Public Works Departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.

Now, Therefore, I, Therefore, I, Bryan W. Shupe, Mayor of the City of Milford, do hereby proclaim the week of May 21st through May 27th, 2017, as

National Public Works Week

in the City of Milford and I call upon all citizens and civic organizations to recognize the contributions that Public Works Officials make everyday to our health, safety, comfort and quality of life in this community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 8th day of May 2017.

Mayor Bryan W. Shupe

Attest:

City Clerk Teresa K. Hudson



International Institute of Municipal Clerks

Professionalism in Local Government

CONTACT: Chris Shalby
Executive Director

FOR IMMEDIATE RELEASE
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IIMC ANNOUNCES 48th ANNUAL MUNICIPAL CLERKS WEEK May 7 – 13, 2017

RANCHO CUCAMONGA – January 2017 -- The International Institute of Municipal Clerks (IIMC), a professional non-profit association with 14,500 members comprised of City, Town, Township, Village, Borough, Deputy and County Clerks throughout the United States, Canada and 15 other countries, announces its 48th Annual Municipal Clerks Week—May 7 through May 13, 2017. This event features a weeklong series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community.

IIMC has sponsored Municipal Clerks Week since 1969. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government. During this week, Municipal Clerks throughout the world will host open houses and tours of the Municipal Clerk's office, visit local schools and participate in other various events.

"The true worth of the Municipal and Deputy Clerk is often not realized," said IIMC President Vincent Buttiglieri, MMC, and Municipal Clerk for the Township of Ocean, New Jersey. "But Clerks perform some of the principal functions of the democratic process."

"One of the most important responsibilities Clerks administer is advising their municipality's council of the legislative restrictions that apply to the ordinances and resolutions they wish to enact," said Buttiglieri.

MORE

Municipal Clerks Week
2-2-2-2-2

Municipal and Deputy Clerks' main function is to serve as the council's foundation. Other duties include, but are not limited to, preparing agendas, taking minutes, maintaining ordinance and resolutions files, keeping the municipality's historical records, processing permits and serving as the clearinghouse for information about the local government.

They also record the actions of the various commissions and committees appointed by the council. Many serve as financial officers or treasurers and, in small municipalities, may act as chief administrative officers. Another important responsibility is administering part or all of the local election functions.

"The public often takes the administration of an election for granted," stated Buttiglieri. "In reality, it takes Municipal Clerks months to organize and prepare this key element in the democratic process which must be done correctly for the whole system to work."

One of local government's oldest positions is the Municipal Clerk. Their duties have expanded over the years and, today, modern technology assists them with their increasing responsibilities. To stay abreast of new computer applications, records management and other relevant information, many Municipal and Deputy Clerks return to the classroom to increase their knowledge of these issues, learn new material and sharpen old skills.

"Because some elements of government are constantly changing, Clerks must stay current of changes so they can advise their council and inform their community," said Buttiglieri. "As the focus of each level of government changes, Clerks must also adapt."

Founded in 1947, IIMC is a professional nonprofit association with more than 14,500 members throughout North America and 15 other countries, representing municipalities with populations of 1,000 to more than 8 million. IIMC prepares its membership to meet the challenge of the diverse role of the Municipal Clerk by providing services and continuing educational development opportunities in 46 permanent college-and university-based learning centers. IIMC offers Municipal and Deputy Clerks a Certified Municipal Clerk Program (CMC), a Master Municipal Clerk (MMC) Program and other opportunities to benefit members and the government entities they serve. A 26-member Board of Directors governs IIMC.

City of Milford



PROCLAMATION 2017-12 MUNICIPAL CLERKS WEEK

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Whereas, Bryan W. Shupe, Mayor of the City of Milford, do recognize the week of May 7 through May 13, 2017 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk Teresa Hudson and Deputy City Clerk Christine Crouch and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 8th day of May 2017.

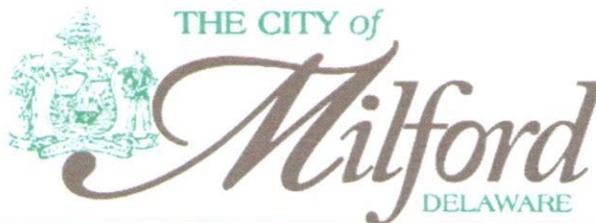
Mayor Bryan W. Shupe

Attest:

City Clerk Teresa K. Hudson



OFFICE OF THE CHIEF OF POLICE
KENNETH L. BROWN
kenneth.brown@cj.state.de.us



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police
DATE: May 4, 2017
RE: Activity Report/April 2017

Monthly Stats:

A total of 588 arrests were made by the Milford Police Department during April 2017. Of these arrests, 129 were for criminal offenses and 459 for traffic violations. Criminal offenses consisted of 30 felonies and 99 misdemeanors. Traffic violations consisted of 132 Special Duty Radar, 2 Drunk-Driving charges, 325 other.

Police officers investigated 69 accidents during the month and issued 87 written reprimands. In addition, they responded to 1156 various complaints including city requests and other agency assistance.

Monthly Activities:

Chief Brown and 2 additional officers attended a week long FBI-LEEDA Supervisors Training Course in Dover.

Two officers attended Signal 13, Interview & Interrogation training course at Ocean View Police Department.

Three officers attended the Protecting Delaware Children Conference at the Chase Center in Wilmington DE.

Two officers attended Legal Updates Training Course at Delaware State Police Academy.

One Officer attended the SABRE Chemical Training at Ocean View Police Department.

SRO:

Sgt. Masten, assisted by the DEA, conducted a prescription drug take back.

Sgt. Masten and Cpl. Bloodsworth attended an annual Victim's Rights Memorial event at Delaware State University.

Cpl. Bloodsworth attended a law enforcement job fair at Delaware Technical and Community College at the Terry Campus.

Milford Police Recognized the Communications Division as part of National Public Safety Communicators Week.

The Community Policing Unit attended the annual Bug and Bud Festival.

Cpl. Bloodsworth attended a community Easter egg hunt at Benjamin Banneker Elementary School.

Plans have begun for a "Seatbelt Awareness" campaign with the Delaware Office of Highway Safety to be held in May at Milford Senior High School.

Plans for the 23rd Annual Milford's Night Out have begun with a substantial commitment already being made to the event by Allen Harim Foods. This year's event will be held on August 1st.

Pfc. Stanton met with Special Olympics of Delaware staff and other Delaware Law Enforcement personnel as plans are being made for the upcoming summer events, including the Torch Run that will travel through Milford.

Through a grant provided by State Farm, Sgt. Masten obtained 3x5 banners with photos of Milford High teams on them to promote seat belt use. This has been a yearlong campaign with the new spring sports banners going up in April. This initiative kicked off in the fall with a national known speaker talking to students about the loss of her sister in a motor vehicle collision. The Delaware Office of Highway Safety has been a great help with this campaign. DOHS staff has acknowledged the speaker was contacted by several Milford High students in the months following the presentation thanking her for sharing her story and expressing how valuable the presentation was. Milford High staff has been pleased with the response of the campaign and hope we can find grant funding to continue this in future school years.

K9 Unit:

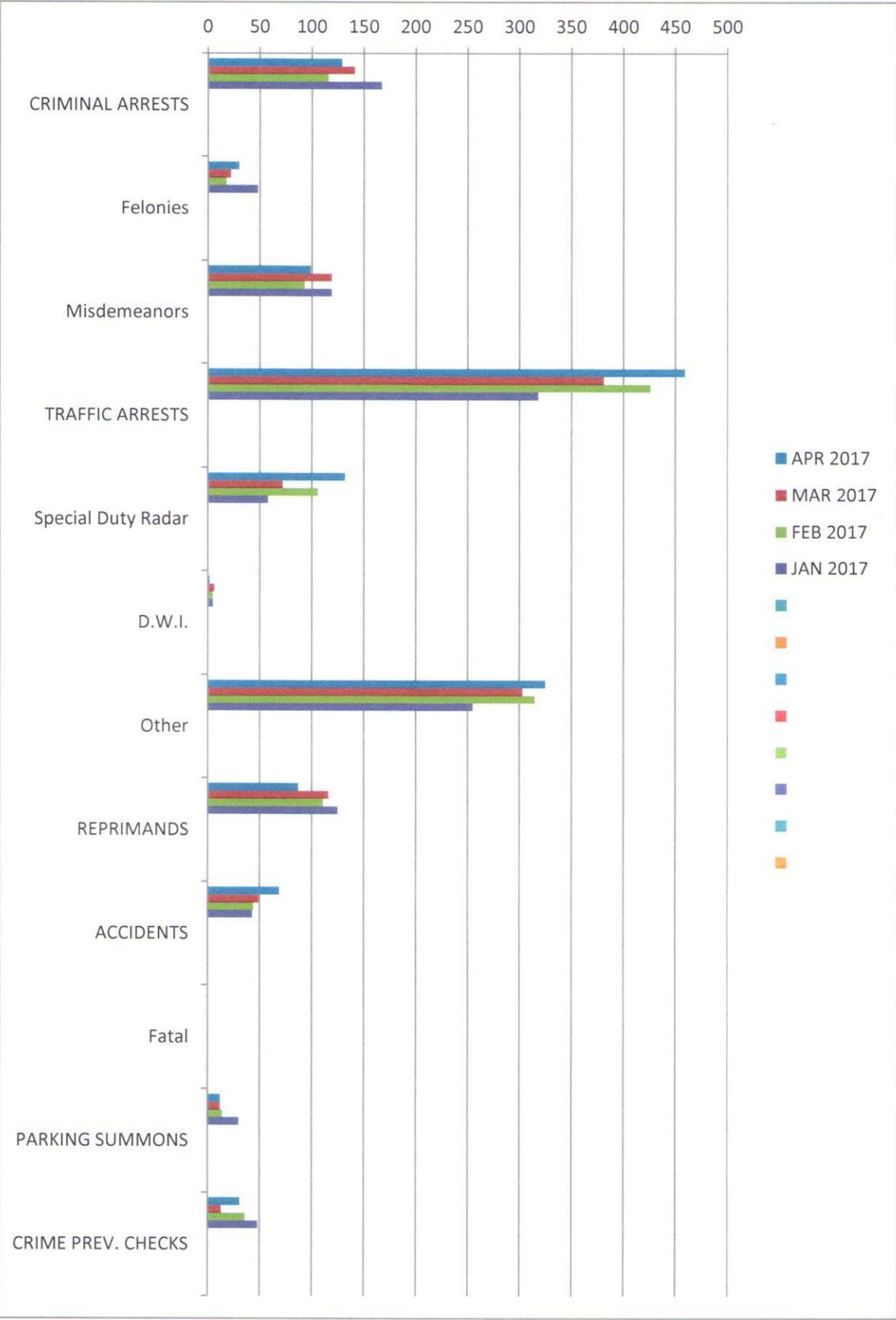
For the month of April 2017 the Milford Police Department K9 unit had the following stats:

- Utilized 11
- Drugs 3
- Crowds 0
- Assist Other Agencies 3
- Building Searches 1
- Deployed as Precaution 2
- Area Search 0
- Article Search 0
- Bite Apprehensions 0
- No Bite Apprehensions 1
- Tracks 2
- Demo 0

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
• Marijuana	12.5 grams	
• Heroin	44 dosages	\$440.00
• Cocaine	0	
• Crack	0	
• Methamphetamine	0	
• Hashish	0	
• Pills	0	
• Currency	\$229.99	\$229.99
• Gun	0	
• Vehicles	0	
• Other	0	

APR 2017 ACTIVITY REPORT

	APR 2017	TOTAL 2017	APR 2016	TOTAL 2016
COMPLAINTS	1156	4559	1210	4640
CRIMINAL ARRESTS	129	553	170	669
Felonies	30	118	45	219
Misdemeanors	99	430	125	450
TRAFFIC ARRESTS	459	1584	316	1506
Special Duty Radar	132	368	108	423
D.W.I.	2	18	6	21
Other	325	1198	202	1093
REPRIMANDS	87	439	107	423
ACCIDENTS	69	205	56	206
Fatal	0	0	2	2
PARKING SUMMONS	12	68	3	22
CRIME PREV. CHECKS	31	128	15	96
FINES RECEIVED	\$10,661.11	\$ 33,748.53	\$ 8,378.42	\$ 28,358.71



City Manager's Report May 8, 2017

ADMINISTRATION

Parks & Recreation

- The annual spring clean up alongside the riverbanks and right of ways, which included assistance from Perdue, resulted in over 250 lbs. of debris and trash being picked up and removed.
- The annual community egg hunt was held at Bicentennial Park attended by over 250 kids aged 3-8, who came to see the Easter Bunny, hunt for eggs and get some free prizes. This year we added an area for some spring related games to entertain the kids while they were waiting for the big event.
- Irrigation system at the Dog Park was flushed, turned on for the season, and minor repairs were made to sprinkler heads.
- Water fountains at both the Dog Park and Tony Silicato Memorial park were repaired, made operational and are up and running for the season.
- Crews installed over 75 cubic yards of playground specific mulch at our playgrounds. This is a different type of mulch and is to help prevent children from getting injured if they fall off a swing, etc.
- Over 40 people attended the Spring Break trip to the Washington Zoo.
- Mary Betts represented the Department at the April Milford Rotary Club meeting and received a donation of \$500 which will be used to replace old gymnastic equipment.
- Youth soccer practice continues and games have begun with over 200 kids and 24 teams aged 6-13. Nine games are played on Saturday and three on Sunday.
- Yoga continues through the month of April and has being a new addition to our programming.
- Superintendent Ralph Skinner, Jr. was appointed to the newly created Safety Committee and coordinated a tour/inspection of the parks in preparation of the Bug and Bud Festival.
- A lot of time and effort was involved in preparation of the Bug and Bud Festival. This included installing lady bug banners, mowing all of the park lands in the downtown, cleaning parking lots, weed eating, building a temporary dock for the paddle boats, getting the paddle boats on the river, coordinating tent and port-a-john locations, building a stage for performers, setting up tables and chairs, assisting with vendor layout, street closures, and coordinating food vendors the night before. The day of the event the entire department started at 5:00 am and was involved in helping set up, running kids games, and trash pick-up. Staff remained after the event to ensure everything was cleaned up. It was estimated that over 8,500-9,000 visitors attended the festival.

FINANCE DEPARTMENT

Customer Service Division

- No report provided.

Information Technology Division

- No report provided.

PLANNING DEPARTMENT

Code Enforcement & Licensing Division

Case Activity

New Cases: 137

Closed Cases: 1

Open at Start of Month: 97

Open at End of Month: 243

Violation Activity

Abandoned Vehicle: 0

Dangerous Tree: 0

Furniture: 0

Generic: 1

Property Maintenance: 4

Rubbish & Garbage: 4

Weeds & Grass: 126

Zoning Use: 1

Total: 137

Rental Inspections Performed: 0

Rental Licenses Issued: 30

Vendor Licenses Issued: 3

Contractors Licenses Issued: 22

Building Inspections & Permitting Division

Building Permits Issued

Commercial Foundation: 1

Commercial Building Permit: 7

Demolition: 0

Residential New Construction: 4

Residential Renovation/Accessory Structure: 13

Roof/Siding: 9

Solar Panels: 3

Utility (Electric/Water): 2

Total: 39

Planning & Zoning Division

-Planning Commission completed edits on the 2017 Comprehensive Plan and authorized the release of the draft for public comment. The draft plan can be found on the City's website and copies are available for review at City Hall.

Economic Development Division

-The Economic Development Committee met to discuss the results of the Washington Street Land Development RFP. As a result, staff was directed to continue discussions with the developer and work with the State on relocating protected lands.

PUBLIC WORKS DEPARTMENT

Electric Division

Power Outages: 0

Poles replaced due to either age, rot or damage: 3

Closed Work Orders: 9

Trouble Service Calls: 23
 New Electric Services Installed: 2
 Preventative Maintenance/Trees Trimmed: 2
 Miss Utility Locates: 197

- Work continues at the Rt 1 substation.
- Replaced old service with new at Milford Plaza.
- Replaced overhead service with underground service at Silver Hill apartments.

Water & Wastewater Division

- Began removing flags from fire hydrants.
- Began trimming around existing meter pits in preparation of change out.
- Routine trouble shooting of water leaks and sewer calls.

Streets & Solid Waste Division

- Bulk Pick Ups: 16
- Additional Containers: Trash-1; Recycle-1; Yard Waste-0
- Service Terminated: 0
- Change Container Size: 0
- Damaged/Replaced Container: 8
- After Hours Calls: 0
- Painted faded yellow curbing on North and South Walnut Streets, S Washington St, and SE Front St.
- Hauled 1.08 tons of tires to landfill.
- Received 250 new trash and recycle containers with new City logo.
- Crew saved 12 ducklings from stormdrain near Burger King on Rt 113.
- The new automated trash truck is in service.
- Changes to routes and pick up days has been communicated to residents via the city website, social media and local newspapers. In addition, residents will be notified via their May utility bill.
- Spring Cleanup week was another successful year as our tonnage increased by 26.5% in bulk items. The City saved \$1400 in disposal fees which equates to 16.47 tons of bulk.
- Special thanks to Representative Harvey Kenton for the Community Cleanup donation.
- 2017 Spring Cleanup tonnage: 94.05 tons; 2016 Spring Cleanup tonnage: 74.32 tons

Monthly Diversion Report*

	Solid Waste	Curbside Recycling	Drop-Off Recycling	Yard Waste	Total	Diversion
Jan-17	262.81	51.05	34.26	16.34	364.46	27.9%
Feb-17	218.05	44.12	26.63	14.41	303.21	28.1%
Mar-17	251.73	54.83	32.34	26.01	364.91	31.0%

	Solid Waste	Curbside Recycling	Drop-Off Recycling	Yard Waste	Total	Diversion
2015	3077.95	642.20	259.49	446.27	4425.91	30.5%
2016	3104.05	651.45	415.39	462.27	4633.16	33.0%
2017 (YTD)	732.59	150	93.23	56.76	1032.58	29.1%

*The amount of waste diverted from the landfill through recycling and yard waste program.

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: MARCH 2017

Cash Balance - General Fund Bank Balance	\$3,607,261
Cash Balance - Electric Fund Bank Balance	\$4,422,671
Cash Balance - Water Fund Bank Balance	\$1,380,303
Cash Balance - Sewer Fund Bank Balance	\$1,340,021
Cash Balance - Trash Fund Bank Balance	\$370,468

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Solid Waste Reserves</u>
Beginning Cash Balance	362,737	1,247,081	1,881,598	0
Deposits			67,104	
Interest Earned this Month	159	597	933	
Disbursements this Month	(30,209)		(41,667)	(250,000)
Investments				250,000
Ending Cash Balance	\$332,687	\$1,247,678	\$1,907,968	\$0

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	1,557,321	7,219,307	3,441,994	6,946,192
Deposits				
Interest Earned this Month		1,513	744	1,448
Disbursements this Month		(769)	(290,454)	(736)
Investments	250,000			
Ending Cash Balance	\$1,807,321	\$7,220,051	\$3,152,284	\$6,946,904

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	\$1,596,701	1,019,246	470,465	453,804
Deposits	13,130	6,940	4,800	
Interest Earned this Month				
Disbursements this Month				(\$23,200)
Investments				
Ending Cash Balance	\$1,609,831	\$1,026,186	\$475,265	\$430,604

INTEREST THROUGH THE NINTH MONTH OF THE FISCAL YEAR:

General Fund	17,412	Water Fund	6,347
GF Capital Reserves	11,030	Water Capital Reserves	49,280
Municipal Street Aid	4,009	Sewer Fund	5,213
Real Estate Transfer Tax	6,069	Sewer Capital Reserves	24,227
Electric Fund	13,271	Trash Fund	5,841
Electric Reserves	47,145		

TOTAL INTEREST EARNED TO DATE \$189,844

REVENUE REPORT

Page Two

Date: March 2017	AMOUNT BUDGETED	MTD	YTD	75% of Year Expended YTD%
ACCOUNT				
Economic Development Fund	201,255	0	98,000	48.69%
General Fund Reserves	421,000	996	58,085	13.80%
Realty Transfer Tax-Police	500,000	41,667	375,000	75.00%
Real Estate Tax	3,762,970	21,223	3,787,573	100.65%
Business License	106,250	6,250	36,175	34.05%
Rental License	85,000	1,550	77,550	91.24%
Building Permits	75,000	8,879	79,069	105.43%
Planning & Zoning	15,000	13,466	25,992	173.28%
Grasscutting Revenue	16,000	0	16,000	100.00%
Police Revenues	440,000	11,165	314,805	71.55%
Misc. Revenues	272,820	36,780	215,650	79.04%
Transfers From	3,300,000	275,000	2,475,000	75.00%
Total General Fund Revenues	\$9,195,295	\$416,976	\$7,558,899	82.20%
Water Revenues	2,730,500	358,230	2,081,836	76.24%
Sewer Revenues	2,506,500	338,781	1,919,888	76.60%
Kent County Sewer	1,850,000	249,426	1,352,806	73.12%
Solid Waste Revenues	1,360,440	129,744	1,027,413	75.52%
Electric Revenues	24,935,790	3,040,973	19,561,832	78.45%
TOTAL REVENUES	\$42,578,525	\$4,534,130	\$33,502,674	78.68%
YTD Enterprise Expense		58,875		
YTD Enterprise Revenue		75,697		
LTD Carlisle Fire Company Building Permit Fund		244,957		

EXPENDITURE REPORT

Page Three

Date: March 2017

75% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	461,930	\$39,593	343,008	74.26%	118,922
O&M	259,095	\$11,073	96,746	37.34%	162,349
Capital	0	\$0	0		0
Total City Manager	\$721,025	\$50,666	\$439,754	60.99%	281,271
Planning & Zoning					
Personnel	184,400	\$13,935	129,369	70.16%	55,031
O&M	67,975	\$1,356	49,997	73.55%	17,978
Capital	0	\$0	0		0
Total P, C & I	\$252,375	\$15,291	\$179,366	71.07%	73,009
Code Enforcement & Inspections					
Personnel	215,210	\$6,385	106,273	49.38%	108,937
O&M	79,290	\$2,064	30,087	37.95%	49,203
Capital	25,000	\$0	0	0.00%	25,000
Total P, C & I	\$319,500	\$8,449	\$136,360	42.68%	183,140
Council					
Personnel	31,225	\$2,568	22,103	70.79%	9,122
O&M	54,650	\$3,586	35,203	64.42%	19,447
Council Expense	17,000	\$383	15,585	91.68%	1,415
Contributions	206,000	\$0	206,000	100.00%	0
Codification	9,500	\$0	6,196	65.22%	3,304
Employee Recognition	11,000	\$0	9,656	0.00%	1,344
Insurance	21,740	\$0	19,636	90.32%	2,104
Christmas Decorations	15,000	\$0	10,355	69.03%	4,645
Economic Development	15,000	\$0	1,096	7.31%	13,904
Resident Survey	15,000	\$0	0	0.00%	15,000
Armory Expenses	10,000	\$161	11,614	116.14%	(1,614)
Total Council	\$406,115	\$6,698	\$337,444	83.09%	68,671
Finance					
Personnel	418,395	\$21,952	270,593	64.67%	147,802
O&M	62,270	\$5,226	41,782	67.10%	20,488
Capital	0	\$0	0		0
Total Finance	\$480,665	\$27,178	\$312,375	64.99%	168,290
Information Technology					
Personnel	148,680	\$11,493	101,666	68.38%	47,014
O&M	177,450	\$7,346	70,267	39.60%	107,183
Capital	55,000	\$0	51,855	94.28%	3,145
Total Information Technology	\$381,130	\$18,839	\$223,788	58.72%	157,342

EXPENDITURE REPORT**Page Four**

Date: March 2017

75% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	3,944,180	\$302,436	2,881,345	73.05%	1,062,835
O&M	507,360	\$20,923	331,558	65.35%	175,802
Capital	71,600	\$0	66,942	93.49%	4,658
Total Police	\$4,523,140	\$323,359	\$3,279,845	72.51%	1,243,295
Streets & Grounds Division					
Personnel	476,960	\$20,010	273,494	57.34%	203,466
O&M	407,905	\$24,807	236,023	57.86%	171,882
Capital	211,000	\$0	0	0.00%	211,000
Debt Service	16,475	\$0	15,523	94.22%	952
Total Streets & Grounds	\$1,112,340	\$44,817	\$525,040	47.20%	587,300
Parks & Recreation					
Personnel	605,635	\$47,315	437,821	72.29%	167,814
O&M	267,370	\$28,588	189,517	70.88%	77,853
Capital	126,000	\$0	41,099	32.62%	84,901
Total Parks & Recreation	\$999,005	\$75,903	\$668,437	66.91%	330,568
Total General Fund					
Operating Budget	\$9,195,295	\$571,200	\$6,102,409	66.36%	3,092,886

EXPENDITURE REPORT

Page Five

Date: March 2017

75% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	314,350	\$20,693	224,242	71.34%	90,108
O&M	1,111,675	\$65,850	740,410	66.60%	371,265
Capital	402,730	\$24,419	33,826	0.00%	368,904
Debt Service	901,745	\$421,542	724,752	80.37%	176,993
Total Water	\$2,730,500	\$532,504	\$1,723,230	63.11%	1,007,270
Sewer Division					
Personnel	314,350	\$20,691	224,232	71.33%	90,118
O&M	1,144,955	\$69,830	680,663	59.45%	464,292
Capital	434,725	\$741	119,388	0.00%	315,337
Debt Service	612,470	\$2,168	201,803	32.95%	410,667
Sewer Sub Total	\$2,506,500	\$93,430	\$1,226,086	48.92%	1,280,414
Kent County Sewer	1,850,000	\$123,721	1,352,805	73.12%	497,195
Total Sewer	\$4,356,500	\$217,151	\$2,578,891	59.20%	1,777,609
Solid Waste Division					
Personnel	401,470	\$26,665	248,213	61.83%	153,257
O&M	717,970	\$49,891	495,886	69.07%	222,084
Capital	241,000	\$220,291	220,291	91.41%	20,709
Total Solid Waste	\$1,360,440	\$296,847	\$964,390	70.89%	396,050
Total Water, Sewer Solid Waste					
	\$8,447,440	\$1,046,502	\$5,266,511	62.34%	3,180,929
Electric Division					
Personnel	1,254,300	\$94,971	882,059	70.32%	372,241
O&M	1,785,045	\$130,610	1,268,484	71.06%	516,561
Transfer to General Fund	2,500,000	\$208,333	1,875,000	75.00%	625,000
Capital	450,000	\$34,957	66,248	14.72%	383,752
Debt Service	346,445	\$0	0	0.00%	346,445
Electric Sub Total	\$6,335,790	\$468,871	\$4,091,791	64.58%	2,243,999
Power Purchased	18,600,000	\$1,430,816	13,974,081	75.13%	4,625,919
Total Electric	\$24,935,790	\$1,899,687	\$18,065,872	72.45%	6,869,918
TOTAL OPERATING BUDGET					
	\$42,578,525	\$3,517,389	\$29,434,792	69.13%	13,143,733

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: March 2017

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	75% of Year Expended	UNEXPENDED BALANCE
				YTD%	
Garage					
Personnel	89,850	6,851	63,987	71.22%	25,863
O&M	78,135	5,075	55,451	70.97%	22,684
Capital	0	0	0		0
Total Garage Expense	\$167,985	11,926	\$119,438	71.10%	48,547
Public Works					
Personnel	199,550	16,823	140,353	70.33%	59,197
O&M	185,772	7,920	138,342	74.47%	47,430
Capital	21,708	0	21,708	100.00%	0
Total Public Works Expense	\$407,030	24,743	\$300,403	73.80%	106,627
Billing & Collections					
Personnel	532,230	40,958	380,917	71.57%	151,313
O&M	225,530	17,878	156,975	69.60%	68,555
Capital	0	0	0		0
Total Billing & Collections	\$757,760	58,836	\$537,892	70.98%	219,868
City Hall Cost Allocation					
Personnel	0	0	0		0
O&M	61,000	2,308	43,121	70.69%	17,879
Capital	0	0	0		0
Total City Hall Cost Allocation	\$61,000	2,308	\$43,121	70.69%	17,879

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.



**DELAWARE LEAGUE OF LOCAL GOVERNMENTS
MONTHLY DINNER MEETING
THE DUNCAN CENTER
500 W. LOOCKERMAN STREET, 5TH FLOOR, DOVER**

THURSDAY, MAY 25, 2017

REGISTRATION/SOCIAL HOUR: 5:30 P.M. - 6:15 P.M.

DINNER: 6:30 P.M. – 7:15 P.M.

PROGRAM: 7:15 P.M.

PROGRAM:

The League is pleased to welcome the Honorable Congresswoman Lisa Blunt Rochester as keynote speaker in May. Lisa was elected in 2016 to the United States House of Representatives and is the first woman and person of color to represent the State of Delaware in Congress. She serves on the House Committee on Education and Workforce and House Committee on Agriculture.

A brief presentation will be made by DNREC to introduce the Resilient and Sustainable Communities League to members. RASCL is a resource network and forum for local governments to promote their resiliency and sustainability plans and accomplishments.

The DLLG wishes to thank Zelenkofske Axelrod for sponsoring this month’s dinner meeting and complimentary social hour drinks.

Next Meeting: Thursday, June 22, 2017

WE MUST HAVE YOUR RESERVATIONS NO LATER THAN MAY 19, 2017

Mail To/Make Payable to: Delaware League of Local Governments • P.O. Box 484 • Dover, DE 19903-0484
Phone: 302-678-0991 • Email: cfluft@udel.edu

_____ will have _____ attendees
(Municipality/County/Agency)

PLEASE LIST THE NAMES OF THOSE ATTENDING

<u>Name</u>	<u>Title</u>
_____	& _____
_____	& _____
_____	& _____
_____	& _____
_____	& _____
_____	& _____

- () Check enclosed for () dinners @ \$30 each
- () Payment will be made at the door
- () Check mailed for () dinners @ \$30 each



The Delaware Municipal Electric Corporation
Board of Directors

cordially invites you to the

2017 Annual
Joint Council Briefing

PRESENTER

Patrick E. McCullar

President & CEO, DEMEC

Thursday, June 8th, 2017

4:00pm to 7:00pm

(Dinner to be provided)

Dover Downs Hotel & Conference Center

Ballroom A

1131 North DuPont Highway

Dover, Delaware 19901

R.S.V.P. to Kendra by May 25th, 2017 at (302) 653-2733 or kfriel@demecinc.net



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

YOUR SOLID WASTE COLLECTION SERVICES ARE CHANGING!!

The City of Milford Public Works Department is pleased to announce improved services to your refuse, recycling, and bulk waste collection effective **June 19, 2017**. Customers will begin receiving **weekly** recycling and yard waste services. Recycling collection will be on the same day as your refuse collection. In addition, we are pleased to once again offer brush collection.

In order to implement these changes, four new routes have been created, **so your refuse or recycling collection day may be changing**. Yard waste will be collected on Mondays (except on holidays). Enclosed with your May Utility bill you will find a new 2017-2018 Solid Waste Schedule with your New Collection Days. You may also visit our website at www.cityofmilford.com/solidwaste for a street-by-street listing schedule.

The acquisition and deployment of automated collection equipment has enabled us to provide the improved services. Automated collection is a safer collection method, reducing the risk of injury to employees from exposure to sharp items and household hazardous waste, dust, weightlifting, and vehicular collisions. Additionally, current City employees will remain employed to enhance services. The new collection equipment will not result in lay-offs.

While we strive to better serve you, we need your assistance in moving forward. Here are a few helpful tips that will make this any easy transition.

- ❖ Place carts within 3 feet from curb.
- ❖ Carts must be at least 3-5 feet apart, away from trees, mailboxes, parked cars or fixed objects.
- ❖ Wheels on the cart must face the house.
- ❖ All material must fit within the cart, with the lid closed. (Please call for additional containers, if needed)
- ❖ Please do not use bungee cords or weights (bricks, rocks, etc.) on cart lids.
- ❖ Excess trash/yard waste outside cart will not be collected.
- ❖ Personal containers will not be collected.
- ❖ Please call to schedule bulk and brush collection (Each week has a limit on number of collections)

Your participation in the collection of recycling materials and yard waste, helps keep your refuse bills low. Recycling materials are deposited at no charge, and yard waste is deposited for about 1/3 of the cost of landfilling. Landfilling these materials presently costs \$83 per ton. However, we need your help in the proper placement of materials. The mixing of materials creates additional costs. Placing refuse in yard waste and recycling containers, or recycling materials in yard waste containers, or yard waste in refuse containers results in contamination of your materials. City collection of contaminated materials results in the contamination of the entire truckload of material, and the City is subject to steep fines by the State and our compost vendor for this type of contamination. For this reason, we will not service your container if we find that it is contaminated.

You may receive colored informational tags on your cart regarding placement, trash overflow, contamination, etc. The tags are used to communicate with customers, so that they may help us be as efficient as possible.

For information regarding these new changes, please review the information enclosed with your May utility bill or visit www.cityofmilford.com/solidwaste or contact Customer Service at 302-422-6616.

THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING WHILE WE IMPLEMENT THESE CHANGES!!

RIVER TOWN • ART TOWN • HOME TOWN

HELPFUL INFORMATION & REMINDERS

TIME/PLACEMENT: City containers should be placed at the curb by 7 a.m. the day of collection and be removed by 7 p.m. the day of collection. Please place carts within 3 feet of the curb, at least 5 feet apart, and ideally on either side of the driveway with wheels facing your house. Please do not place carts near trees, mailboxes or other fixed objects. All material must be placed in City provided carts as our equipment cannot collect personal containers. All materials must fit within the cart, with the lid closed. Excess trash and yard waste outside cart will not be collected. Please do not use bungee cords or weights (bricks, rocks, etc.) on cart lids. Additional containers are available, please call Customer Service for fees at 302-422-6616.

EXCLUDED ITEMS: Tree stumps, rocks, dirt, sod, bricks, tires, iron, wet paint, construction materials, automobile batteries, propane tanks, flammables, hazardous & toxic waste and as well as other items are restricted by the landfill and cannot be collected. Visit our website, www.cityofmilford.com/solidwaste or www.dswa.com for more details on what is not accepted at the landfill.

CONTAMINATION: Placing refuse in recycling or yard waste containers is prohibited and will be cause for non-collection of the container. Residents can be subject to a fine in accordance with the City of Milford Code. The issuance of three (3) problem notice tags will result in removal of City container. Additional containers are available, please call Customer Service for fees at 302-422-6616.

BULK/BRUSH SERVICE

- Pre-scheduled Bulk Waste/Brush will be collected each Monday, with the exception of holidays.
- Each customer will receive two bulk waste/brush collections (maximum of 4 cubic yards) per calendar year at no extra charge, up to 4 cubic yards each collection (bulk or brush).
- Additional collection beyond the two (2) no charge collections will be charged at a rate of \$50 for each 4 cubic yards per stop, with a maximum of 20 cubic yards in a calendar year. Charges will be billed to the utility account.
- Bulk trash is defined as "Large items". Furniture, appliances, mattress, lawn mowers, BBQ grills, TV's, air conditioners, water heaters, doors, cabinets and other types of large household items that require special handling.
- Brush must be placed neatly at the curb, butt end toward the street, cut in lengths and stacked that one person can handle, and be no greater than 4" in diameter. Please do not place brush in streets and do not block sidewalks.
- Customers are required to call 302-422-6616 to schedule a pick-up. There are a limited number of pick-ups each Monday, and they will be scheduled on a first-come, first served basis. Once the schedule for the week is full, you will be scheduled for the next available pick-up day. Please do not place items for collection until you have confirmed your scheduled pick-up.
- Customers without prior pickup arrangements will be tagged and notified of subsequent billing. Items not removed by customer within 48 hours will be removed by the City and billed accordingly.

RECYCLING SERVICE

- **Weekly recycling service** is offered with your refuse collection, and will be collected on the same day as refuse collection
- Please rinse metal cans, and plastic and glass containers from food particles; break down cardboard boxes; and place loose paper in a paper bag (to prevent paper from blowing) before placing the items in your cart for collection.
- Please visit our website at www.cityofmilford.com/solidwaste or www.dswa.com if you have any questions on what is acceptable or unacceptable for recycling.
- Placing trash or yard waste in recycling containers is prohibited and will be cause for non-collection of the container. The issuance of three (3) problem notice tags will result in removal of the City container.

YARD WASTE SERVICE

- **Weekly yard waste service** is offered year-round on Mondays, with the exception of holidays.
- Yard waste piles and limbs outside of the container will be collected on a scheduled basis and is considered "Brush Collection". Please see, **Bulk/Brush Service for more information.** Alternative places to take excess yard waste: **Blessings Greenhouse 302-684-8990 or DSWA Milford Transfer Station 302-424-2968.**
- It is unacceptable to place any yard waste into a City issued trash or recycle container. Trash, Recycling and Yard Waste must be kept in their respective containers.
- Placing trash or recycling materials in yard waste containers is prohibited and will be cause for non-collection of the container. The issuance of three (3) problem notice tags will result in removal of City container.
- Additional yard waste containers are available for a monthly fee of \$12.00. Please call our Customer Service Department at 302-422-6616 for more details.

FALL LEAF COLLECTION

- **Bi-weekly leaf collection** is provided for the months of November through December and a **weekly collection** in January. For more details on a collection schedule, please visit the city website at www.cityofmilford.com/solidwaste and watch for ads in the local newspapers in October.
- Leaves must be raked to the curb or to the furthest point of the lawn by 7:00 A.M. on Mondays of your collection week.
- Leaves cannot block the sidewalk or be raked into the roadway.
- You may wish to place a tarp over your leaves to keep leaves from blowing.
- Due to equipment and personnel limitations, each area may take several days to collect and subjected to weather conditions and demand. Please be patient as our crews work as expeditiously as possible to provide this service.

FOR QUESTIONS, PLEASE CALL CUSTOMER SERVICE AT (302) 422-6616



2017-2018 Solid Waste Schedule

Jun-17						
S	M	T	W	T	F	S
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jul-17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug-17						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct-17						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov-17						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dec-17						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan-18						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Mar-18						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Apr-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May-18						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jun-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- City Holiday - NO SOLID WASTE COLLECTIONS
- City Wide - Yard Waste & Scheduled Bulk/Brush
- ROUTE 1
- ROUTE 2
- ROUTE 3
- ROUTE 4
- HOLIDAY COLLECTION - ROUTES 1 & 2 (NO RECYCLING COLLECTION - July 5 & Dec 27)
- HOLIDAY COLLECTION - ROUTES 3 & 4 (NO RECYCLING COLLECTION - Nov 9, Nov 24, Mar 29)

SOLID WASTE "NEW" TRASH ROUTES

MONDAY – CITY WIDE YARD WASTE & SCHEDULED BULK/BRUSH COLLECTION (NO COLLECTION ON MONDAY HOLIDAYS)

ROUTE 1 – NORTH OF RT. 14 (NW/NE FRONT ST.)

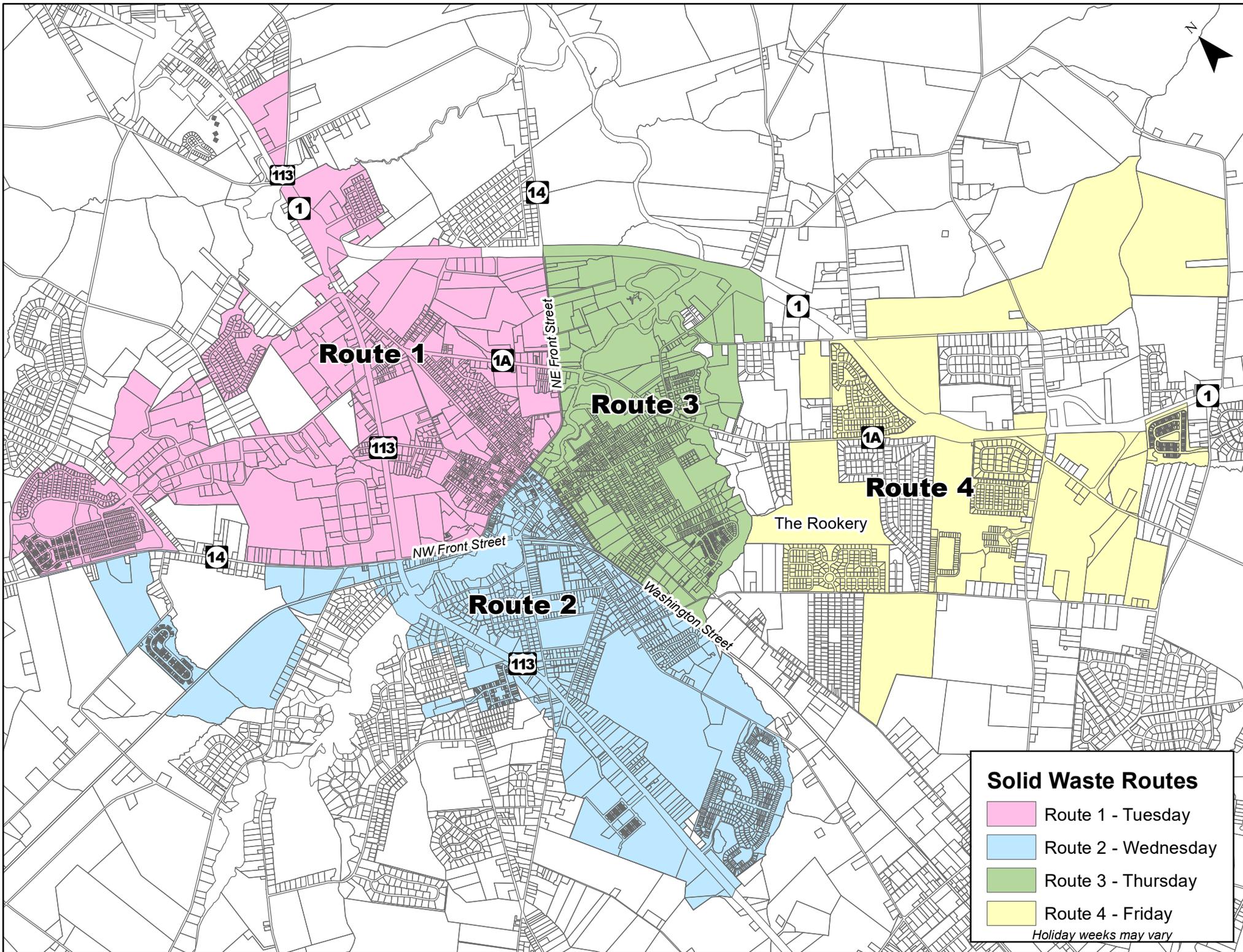
ROUTE 2 – SOUTH OF RT. 14 (NW FRONT ST.) & WEST OF WASHINGTON ST.

ROUTE 3 – SOUTH OF RT. 14 (NE FRONT ST.) & EAST OF WASHINGTON ST. & NORTH OF THE ROOKERY, A.K.A. SHAWNEE COUNTRY CLUB.

ROUTE 4 – SOUTH OF THE ROOKERY, A.K.A. SHAWNEE COUNTRY CLUB & EAST OF WASHINGTON ST. (HEARTHSTONE MANOR, MEADOWS AT SHAWNEE, MAITLAND ESTATES, ORCHARD HILL)

FOR A STREET-BY-STREET LISTING, VISIT WWW.CITYOFMILFORD.COM/SOLIDWASTE.

PLEASE CALL THE CUSTOMER SERVICE DEPARTMENT AT 422-6616 FOR QUESTIONS OR TO SCHEDULE A BULK/BRUSH COLLECTION.



Solid Waste Routes

- Route 1 - Tuesday
- Route 2 - Wednesday
- Route 3 - Thursday
- Route 4 - Friday

Holiday weeks may vary



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Recommended Changes to the Electric Tariff
Date: May 3, 2017

Based on an analysis and study by Utility Financial Solutions (UFS), LLC, as well as recommended changes by DEMEC and the Public Works Department Electric Division staff, Council is requested to adopt the proposed Electric Tariff

Rate Changes (Tariff Pages 41 – 59):

The rate changes proposed will adopt the electric rates for the next three (3) years. The rate change calculates to an overall decrease in electric rates for the next two (2) years, and a slight increase in rates in Year 3. If adopted, the new rates will become effective on June 1, 2017, and effective for Summer 2017 rates. The “Power Cost Adjustment” will remain an option to adjust rates due to an increase or decrease in overall power costs to the City.

The primary focus of the rate change is an increase to the “Customer Charge” with a corresponding decrease in the energy charge. The incremental increases to the customer charge is necessitated to preserve income to cover infrastructure costs, including eventual replacement.

A representative from UFS will be in attendance to answer any questions Council members may have on the proposed rate changes.

Supply Service Charge and Supply Service Rates (New addition to Tariff):

In addition, DEMEC recommends that Supply Service Rate and Supply Service Charges be clearly defined by each municipal electric utility’s regulatory body in their published electric tariffs as follows:

Supply Service Charge and Supply Service Rate – This charge shall be used at the end of an annualized billing period in a calculation to pay Net Energy Metering (“NEM”) customers who request payment for any regulatory defined and eligible excess kWh credits. Supply Service Charge and Supply Service Rate components will be a combination of power and average power cost adjustment (“PCA”) rates. The power rate will be calculated by dividing a member’s 12-month total power cost by the associated 12 months of total kWh billings. The PCA rate will be calculated by averaging the last 12 months of each full requirement member’s power cost adjustments. The two rates will be combined to establish the Supply Service Charge or Supply Service Rate.

Deletions

Lastly, staff recommends the following deletions from the existing tariff:

LCSS - Load Control Service Schedule (Tariff Page 51) - Environmental Statute *1144 Control of Stationary Generator Emissions* which was passed in 2006, prohibits the City from using individual power generators during peak shaving periods due to the emissions.

RTP - Real Time Pricing (Tariff Page 54) – this rate has never been used. Originally, the rate was designed for large power use customers to allow them to be billed for their real-time energy charge at an applicable hourly Real Time Localized Margin Price established by PJM.

CC: Jennifer Anderson, Electric Operations Manager
Rick Carmean, Electric Superintendent

PUBLIC NOTICE

NOTICE is hereby given the following Ordinance is currently under review by Milford City Council on the dates as noted:

CITY OF MILFORD
ORDINANCE 2017-12

Electric Rules and Regulations Including the Electric Tariff

APPENDIX B ELECTRIC RULES AND REGULATIONS

WHEREAS, the City of Milford provides utility services including electric, water and sewer to residents, businesses and industries within its service territory; and
WHEREAS, Appendix B-Electric Rules and Regulations of the City of Milford Code provides that charges and rates for utility services provided by the utility department, including electric, shall be established and modified from time to time by City Council; and
WHEREAS, in March 2016, City Council authorized a Cost of Services Analysis and Rate Study be performed by Utility Financial Solutions (UFS) and those findings have been presented to the City Public Works Staff and City Council, and
WHEREAS, in addition, there is need to define the Supply Service Rate and Supply Service Charges in the Net Metering Rules to comply applicable laws and regulations; and
WHEREAS, the City Council finds that a modification to Net Metering and the City's electric rates will ensure that the Electric Division can meet its obligations, as well as provide an efficient rate structure for the economic use of energy; and
WHEREAS, it is appropriate that electric rates be modified annually, beginning June 1, 2017, for a period of three years, in accordance with the findings contained in the UFS study presented to City Council at its meeting on May 8, 2017.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

APPENDIX B - ELECTRIC RULES AND REGULATIONS

That Appendix B-Electric Rules and Regulations, of the Code of the City of Milford is hereby amended in the following manner:

Section 1. Certain sections and portions of sections of Section 24, Fee Schedule, are hereby amended, deleted or added to as more specifically set forth in this appendix. Stricken text will be deleted and added text displayed in red bold italic print.

Section 2. Section 24 is amended by changing its title from Fee Schedule to Fees, Classifications and Schedules.

Section 3. Section 24 is amended by creating a new section 24-1 entitled Fee Schedule.

Section 4. Subsection 24-2, RES-Residential Service Schedule, is amended by adding a new paragraph 8 and subsequently number the existing paragraph 8 and the remaining paragraphs.

Section 5. Subsection 24-12, Net Metering Service, Paragraph 6, Rate, is amended by identifying the existing subparagraph as “A” and adding a new subparagraph “B”.

Section 6. Subsection 24-12, Net Metering Service, Paragraph 9, Failure to Comply, is amended by removing reference to Section 23.3.C.

Section 7. Section 24 is amended by numbering each remaining subsection.

Section 8. Appendix B is amended by deleting reference to Section 22 in Appendix 1.

SECTION 24 - ~~FEE SCHEDULE~~ **FEES, CLASSIFICATIONS AND SCHEDULES**

24-1. FEE SCHEDULE

SERVICE CLASSIFICATIONS

24-2. RES—RESIDENTIAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies to residences throughout the territory served by the City. Single phase electric Service will also be rendered to the dwelling appurtenances of single private family residences for domestic requirements and also for related farm or domestic purposes when such Service is supplied through one meter.

2. TERM OF SERVICE

Residential service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.6 of Rules and Regulations.

3. MONTHLY RATES

<u>Energy Charge</u>	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
First 5 kWh Or Less	\$4.00 flat charge	\$4.00 flat charge
6-2500 kWh	\$0.1380/kWh	\$0.1280/kWh
Excess kWh Over 2500	\$0.1500/kWh	\$0.1400/kWh

RATES	Year 1	Year 2	Year 3
<i>Monthly Facilities Charge:</i>			
<i>All Customers</i>	<i>\$ 8.00</i>	<i>\$ 12.00</i>	<i>\$ 16.00</i>

<i>Energy Charge:</i>			
<i>Winter*</i>			
<i>Winter Block 1 (0 - 5 kWh)</i>	<i>\$ 0.12251</i>	<i>\$ 0.11164</i>	<i>\$ 0.10351</i>
<i>Winter Block 2 (6 - 2,500 kWh)</i>	<i>\$ 0.12251</i>	<i>\$ 0.11164</i>	<i>\$ 0.10351</i>
<i>Winter Block 3 (Excess)</i>	<i>\$ 0.13451</i>	<i>\$ 0.12364</i>	<i>\$ 0.11551</i>
<i>Summer**</i>			
<i>Summer Block 1 (0 - 5 kWh)</i>	<i>\$ 0.13251</i>	<i>\$ 0.14251</i>	<i>\$ 0.15251</i>
<i>Summer Block 2 (6 - 2,500 kWh)</i>	<i>\$ 0.13251</i>	<i>\$ 0.14251</i>	<i>\$ 0.15251</i>
<i>Summer Block 3 (Excess)</i>	<i>\$ 0.14451</i>	<i>\$ 0.15451</i>	<i>\$ 0.16451</i>

**October through May*

***June through September*

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charges under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section ~~22~~ **24**)

8. MONTHLY FACILITIES CHARGE

A MONTHLY CHARGE TO COVER THE FIXED COST OF SUPPLYING POWER TO A CUSTOMER.

~~8~~9. MINIMUM CHARGE

~~The minimum monthly charge shall be the "first 5 KWH or less" flat charge plus any applicable Purchased Power Cost Adjustment charge and Green/Renewable Energy Fund Rate. Minimum charge shall not be prorated for periods of less than one month.~~

MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.

~~9~~10. LOAD MANAGEMENT

~~The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS—Load Control Service Schedule and Net Metering Service.~~

~~10~~11. RULES AND REGULATIONS

City's Department Rules and Regulations shall govern the supply of Service under this Service Classification.

24-3. SGS—SMALL GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City. Service will be rendered through a single meter for general lighting and/or power requirements of offices, institutions, professional, or commercial establishments, and other applications outside the scope of other Rate Schedules.

When a portion of the consumption of this Service is used for residential purposes, it will be supplied under SGS rate. If the Customer desires the application of Service Schedule RES to the residential service portion of the facility, the Customer should separate and arrange his wiring so that domestic use can be separately metered. In such case the Customer is also required to complete a separate application for Residential Service.

This rate is available to any Customer having a maximum monthly usage of less than 3,500 KWH and desiring Service at secondary voltage as defined in Section 12.8 of the Rules and Regulations. Any Customer taking Service under this Service Classification whose KWH usage for any four consecutive billing months is equal to or exceeds 3,500 KWH shall be automatically transferred to Service Classification MGS, effective with the next succeeding billing month. Any Customer so transferred shall remain on MGS for at least 12 billing months, even though the Customer's monthly usage in succeeding billing months may be less than 3,500 kWh. After 12 billing months, at the Customer's request or when the City observes that the Customer has not exceeded 3,500 KWH upon a periodic review of the Customer's records, the Customer will be transferred back to this Service Classification (SGS) provided that the Customer has not used more than 3,500 kWh for any two consecutive billing months within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

<u>Energy Charge</u>	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Customer Charge	\$6.00/month	\$6.00/month
Energy Charge	\$0.1500/kWh	\$0.1400/kWh

RATES	Year 1	Year 2	Year 3
<i>Monthly Facilities Charge:</i>			

<i>All Customers</i>	<i>\$ 11.50</i>	<i>\$ 18.00</i>	<i>\$ 23.00</i>
<i>Energy Charge:</i>			
<i>Winter*</i>	<i>\$ 0.13297</i>	<i>\$ 0.12601</i>	<i>\$ 0.12264</i>
<i>Summer**</i>	<i>\$ 0.14297</i>	<i>\$ 0.13601</i>	<i>\$ 0.13264</i>

**October through May*

***June through September*

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this Service Classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. ~~CUSTOMER CHARGE~~ **MONTHLY FACILITIES CHARGE**

A monthly charge to cover the fixed cost of supplying power to a Customer.

9. MINIMUM CHARGE

The minimum charge shall be the ~~Customer Charge~~ **MONTHLY FACILITIES CHARGE**. Minimum charge shall not be prorated. ~~for periods of less than one month.~~

10. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

11. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer and will be billed at all applicable kWh related rates under the SGS Rate Schedule.

12. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

13. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-4. MGS—MEDIUM GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of offices, institutions, professional or commercial establishments, and other applications outside the scope of other rate schedules.

This rate is available to any Customer having a maximum measured demand of less than 300 kW or a minimum of 3500 kWh and desiring service at the available secondary voltage as defined in Section 12.8. Any Customer taking service under this service classification whose measured demand in any four consecutive months is equal to or exceeds 300 kW shall be automatically transferred to Service Classification LGS, effective with the next succeeding billing month. Any Customer so transferred will remain on LGS, for at least 12 billing months, even though the Customer's maximum measured demand in succeeding months may be less than 300 kW.

After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to this service classification (MGS) provided that the Customer's monthly demand measurement has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.

3. MONTHLY RATES

<u>Energy Charge</u>	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Customer Charge	\$7.00/month	\$7.00/month
Demand Charge	\$13.95/KW	\$10.50/KW
Energy Charge	\$0.0800/KWH	\$0.0700/KWH

RATES	Year 1	Year 2	Year 3
<i>Monthly Facilities Charge:</i>			
<i>All Customers</i>	\$ 20.00	\$ 40.00	\$ 75.00
<i>Energy Charge:</i>			
<i>Winter*</i>	\$ 0.0698	\$ 0.0660	\$ 0.0627
<i>Summer**</i>	\$ 0.0798	\$ 0.0760	\$ 0.0727
<i>Demand Charge:</i>			
<i>Winter*</i>	\$ 11.25	\$ 12.25	\$ 13.25

<i>Summer**</i>	<i>\$ 14.80</i>	<i>\$ 14.80</i>	<i>\$ 14.80</i>
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**October through May*

***June through September*

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charges under this service classification may be subject to General Cost Adjustment Charges (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. ~~CUSTOMER CHARGE~~ **MONTHLY FACILITIES CHARGE**

A monthly charge to cover the fixed cost of supplying power to a Customer.

~~9~~**10.** MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of the month as measured by demand meter, taken to the nearest whole kilowatt.

~~10~~**11.** BILLING DEMAND

The billing demand for each billing month shall be the maximum measured demand as created during each month.

~~11~~**9.** MINIMUM CHARGE

The minimum charge shall be the ~~Customer Charge~~ **MONTHLY FACILITIES CHARGE**. Minimum charge shall not be prorated.

12. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

13. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer. All the increases in the Billing Demand caused by the irrigation usage will be averaged over the 12 calendar month period which may require an annual true-up of the Customer's Billing Demand and charges required by the use of the average of the monthly Billing Demands.

14. PUBLIC UTILITIES TAX

In addition to the charges stated in this service classification, including power cost adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

15. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-5 LGS—LARGE GENERAL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City. Service will be rendered through a single metering installation for general lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments desiring Service under the conditions which follow.

This rate is available to Customers having a maximum Measured Demand of 300 kW or greater who receive Service at the available secondary voltage as defined in Section 12.8. Any Customer served under this Service Classification shall remain on this Service Classification for at least 12 billing months, even though such Customer's maximum Measured Demand in succeeding months may be less than 300 kW. After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to Service Classification MGS provided that the Customer's monthly Measured Demand has not exceeded 300 kW during any month within the most recent 12 months.

2. TERM OF SERVICE

Service is offered on a month-to-month basis until terminated subject to the minimum period specified above and unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

<u>Energy Charge</u>	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Customer Charge	\$18.00/month	\$18.00/month
Demand Charge	\$13.00/kW	\$10.50/kW
<u>Energy:</u>		
— On Peak	\$0.0800/kWh	\$0.0800/kWh
— Off Peak	\$0.0700/kWh	\$0.0700/kWh

RATES	Year 1	Year 2	Year 3
<i>Monthly Facilities Charge:</i>			
<i>All Customers</i>	<i>\$ 50.00</i>	<i>\$ 100.00</i>	<i>\$ 150.00</i>
<i>Energy Charge:</i>			
<i>On Peak</i>	<i>\$ 0.0794</i>	<i>\$ 0.0764</i>	<i>\$ 0.0748</i>
<i>Off Peak</i>	<i>\$ 0.0694</i>	<i>\$ 0.0664</i>	<i>\$ 0.0648</i>
<i>Demand Charge:</i>			
<i>Winter*</i>	<i>\$ 10.75</i>	<i>\$ 11.75</i>	<i>\$ 12.75</i>
<i>Summer**</i>	<i>\$ 13.25</i>	<i>\$ 14.25</i>	<i>\$ 15.25</i>

**October through May*

***June through September*

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification shall be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

8. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

9. ON-PEAK **AND OFF-PEAK** HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. ~~CUSTOMER CHARGE~~ **MONTHLY FACILITIES CHARGE**

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum monthly charge shall be the ~~Customer Charge~~ **MONTHLY FACILITIES CHARGE**, plus ~~Demand Charge~~, but shall not be less than the ~~Demand Charge~~ for 50 kW. ~~Minimum charges will not be prorated for periods of less than one month.~~ **MINIMUM CHARGE SHALL NOT BE PRORATED.**

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

15. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

16. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

17. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-6. GSP—GENERAL SERVICE-PRIMARY VOLTAGE SCHEDULE

1. AVAILABILITY

This rate applies to existing GSP Customers throughout the territory served by the City. Service will be rendered through a single metering installation under this Rate Schedule for lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments at primary voltage when the Customer owns and maintains the required transforming, switching and protection equipment and expected peak loads will be greater than 500 kW.

2. TERM OF SERVICE

Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.

3. MONTHLY RATES

<u>Energy Charge</u>	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
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Customer Charge	\$21.00/month	\$21.00/month
Demand Charge	\$12.000/kW	10.55/kW
Energy:		
On-Peak	\$0.0800/kWh	\$0.0800/kWh
Off-Peak	\$0.0700/kWh	\$0.0700/kWh

RATES	Year 1	Year 2	Year 3
<i>Monthly Facilities Charge:</i>			
<i>All Customers</i>	\$ 225.00	\$ 250.00	\$ 290.00
<i>Energy Charge:</i>			
<i>On Peak</i>	\$ 0.0794	\$ 0.0764	\$ 0.0748
<i>Off Peak</i>	\$ 0.0694	\$ 0.0664	\$ 0.0648
<i>Demand Charge:</i>			
<i>Winter*</i>	\$ 10.55	\$ 11.62	\$ 12.62
<i>Summer**</i>	\$ 12.00	\$ 13.12	\$ 14.29

**October through May*

***June through September*

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA) charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. GREEN/ RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/ Renewable Energy Fund Rate. (See Section 22)

8. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

9. ON-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. ~~CUSTOMER CHARGE~~ **MONTHLY FACILITIES CHARGE**

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum monthly charge shall be the ~~Customer Charge~~ **MONTHLY FACILITIES CHARGE**, plus ~~Demand Charge~~, but not less than the Demand Charge for 100 kW. ~~Minimum charges will not be prorated for periods of less than one month.~~ **MINIMUM CHARGE SHALL NOT BE PRORATED.**

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

15. AGRICULTURAL IRRIGATION USAGE

If a part of the power supplies, under this rate schedule, is used for commercial agricultural irrigation purpose, such consumption will not be used for changing the rate classification of the Customer.

16. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential Services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

17. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-7. SCS—SPECIAL CONTRACT SERVICE-PRIMARY VOLTAGE SCHEDULE

1. AVAILABILITY

This rate applies to customers throughout the territory served by the City. Service will be rendered through a single metering installation under this rate schedule for lighting and/or power requirements of offices, institutions, and professional, commercial, or industrial establishments at primary voltage when the Customer has executed an Electric Service Agreement with the City for full requirements Service with a term of at least five years, and the Customer owns and maintains the required transforming, switching, and protection equipment, and expected peak loads will be greater than 500 kW.

2. TERM OF SERVICE

Service under this Service Schedule is available for the initial term and subsequent renewal terms as stated in the Electric Service Agreement. Upon expiration or cancellation of the Service Agreement, continued Service will be available under the appropriate Service Schedule then in effect.

3. MONTHLY RATES

<u>Energy Charge</u>	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Demand Charge	\$8.00/kW	\$7.00/kW
Energy:		
On Peak	\$0.0800/kWh	\$0.0700/kWh
Off Peak	\$0.0700/kWh	\$0.0700/kWh

RATES	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<i>Monthly Facilities Charge:</i>			
<i>All Customers</i>	\$ 385.00	\$ 385.00	\$ 385.00
<i>Energy Charge:</i>			
<i>On Peak</i>	\$ 0.0794	\$ 0.0767	\$ 0.0756
<i>Off Peak</i>	\$ 0.0694	\$ 0.0667	\$ 0.0656
<i>Demand Charge:</i>			
<i>Winter*</i>	\$ 9.00	\$ 10.50	\$ 12.00
<i>Summer**</i>	\$ 10.17	\$ 11.46	\$ 12.68

**October through May*

***June through September*

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the rate stated herein.

5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment (PPCA charges. (Reference: Section 19)

6. GENERAL COST ADJUSTMENT

The monthly charge under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)

7. MEASURED DEMAND

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.

8. GREEN/ RENEWABLE ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification will be subject to Green/ Renewable Energy Fund Rate. (Reference: Section 22)

9. ON-PEAK HOURS

On-peak hours are 6:00 AM to 10:00 PM Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.

10. POWER FACTOR

The average power factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below or above a Base Power Factor as defined in Section 12.6 for any given month, the billing demand will be adjusted as per Section 12.6 of the Rules and Regulations.

11. BILLING DEMAND (TIME-OF-USE)

The Billing Demand shall be the maximum Measured Demand during On-Peak Hours in each month.

12. ~~CUSTOMER CHARGE~~ **MONTHLY FACILITIES CHARGE**

A monthly charge to cover the fixed cost of supplying power to a Customer.

13. MINIMUM CHARGE

The minimum charge shall be the ~~demand charge, but not less than the demand charge for 100KW. Minimum charges will not be prorated for periods of less than one month~~ **MONTHLY FACILITIES CHARGE. MINIMUM CHARGE SHALL NOT BE PRORATED.**

14. LOAD MANAGEMENT

The City encourages its Customers to implement renewable energy and load management resources. The City offers two rate options for this purpose. These are LCSS - Load Control Service Schedule and Net Metering Service.

15. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, including Purchased Power Cost Adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential Services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)

16. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

LCSS - LOAD CONTROL SERVICE SCHEDULE

1. AVAILABILITY

This rate applies to throughout the territory served by the City and is available to all Customers Service will be rendered through a single metered installation with a single point of delivery. This rate may be made available, at the City's sole discretion, to any Customer having a generator capable of carrying their entire load and/or a Demand Side Management (DSM) Resource. The City maintains the ability to control Customer generated load and/or DSM Resource during specified periods, not to exceed 240 hours per calendar year, when the City is actively managing system load. Customer load will be transferred using an open transition transfer switch approved by the City.

The City is not responsible for the malfunction of generators and DSM Resources or problems with other Customer owned equipment, caused by transfer to Customer generator or use of the DSM Resource.

~~2. TERM OF SERVICE~~

~~Unless restricted by the term of the applicable Service Classification, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3 of Rules and Regulations.~~

~~3. MONTHLY RATES~~

<u>Residential Customers</u>		
	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Customer Charge	\$4.00	\$4.00
<u>Normal Service</u>		
Energy Charge	\$0.1170/kWh	\$0.1085/kWh
<u>Control Periods (For Amounts Generated or Curtailed thru the Use of the DSM Resource)</u>		
Energy Charge	\$0.00	\$0.00
<u>Control Period (If Fails to Generate or Curtail Load thru the Use of DSM Resource)</u>		
Energy Charge	\$0.1650/kWh	\$0.1530/Kw

<u>SGS Customers</u>		
	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>

Customer Charge	\$4.00	\$4.00
<u>Normal Service</u>		
Energy Charge	\$0.1275 cents/kWh	\$0.1012/kWh
<u>Control Periods (For Amounts Generated or Curtailed thru the Use of the DSM Resource)</u>		
Energy Charge	\$0.00	\$0.00
<u>Control Period (If Fails to Generate or Curtail Load thru the Use of DSM Resource)</u>		
Energy Charge	\$0.1800/kWh	\$0.1680/Kw

<u>MGS Customers</u>		
	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Customer Charge	\$7.00	\$7.00
<u>Normal Service</u>		
Demand Charge	\$11.86/kW	\$8.95/kW
Energy Charge	\$0.0776/kWh	\$0.0680/kWh
<u>Control Periods (For Amounts Generated or Curtailed thru the Use of the DSM Resource)</u>		
Energy Charge	\$0.00	\$0.00
<u>Control Period (If Fails to Generate or Curtail Load thru the Use of DSM Resource)</u>		
Demand Charge	\$16.74/kW	\$12.60/kW
Energy Charge	\$0.0880/kWh	\$0.0770/Kw

<u>LGS Customers</u>		
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	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
Customer Charge	\$18.00	\$18.00
<u>Normal Service</u>		
Demand Charge	\$11.00/kW	\$8.90/kW
Energy Charge		
On Peak	\$0.0776/kWh	\$0.0776/kWh
Off Peak	\$0.0680/kWh	\$0.0680/kWh
<u>Control Periods (For Amounts Generated or Curtailed thru the Use of the DSM Resource)</u>		
Energy Charge	\$0.00	\$0.00
<u>Control Period (If Fails to Generate or Curtail Load thru the Use of DSM Resource)</u>		
Demand Charge	\$15.60/kW	\$12.60/kW
Energy Charge		
On Peak	\$0.0880/kWh	\$0.0880/kWh
Off Peak	\$0.0770/kWh	\$0.0770/kWh

<u>GSP Customers</u>		
	<i>Summer</i> Billing Months <i>June through September</i>	<i>Winter</i> Billing Months <i>October through May</i>
Customer Charge	\$21.00	\$21.00
<u>Normal Service</u>		
Demand Charge	\$10.20/kW	\$8.97/kW

Energy Charge		
On-Peak	\$0.0776/kWh	\$0.0776/kWh
Off-Peak	\$0.0680/kWh	\$0.0680/kWh
<u>Control Periods (For Amounts Generated or Curtailed thru the Use of the DSM Resource)</u>		
Energy Charge	\$0.00	\$0.00
<u>Control Period (If Fails to Generate or Curtail Load thru the Use of DSM Resource)</u>		
Demand Charge	\$14.40/kW	\$12.66/kW
Energy Charge		
On-Peak	\$0.0880/kWh	\$0.0880/kWh
Off-Peak	\$0.0770/kWh	\$0.0770/kWh

<u>SCS Customers</u>		
	<i>Summer</i> Billing Months <u>June through September</u>	<i>Winter</i> Billing Months <u>October through May</u>
<u>Normal Service</u>		
Demand Charge	\$7.60/kW	\$6.650/kW
Energy Charge		
On-Peak	\$0.0780/kWh	\$0.0780/kWh
Off-Peak	\$0.0700/kWh	\$0.0700/kWh
<u>Control Periods (For Amounts Generated or Curtailed thru the Use of the DSM Resource)</u>		
Energy Charge	\$0.00	\$0.00
<u>Control Period (If Fails to Generate or Curtail Load thru the Use of DSM Resource)</u>		

Demand Charge	\$12.65/kW	\$10.10/kW
Energy Charge		
On-Peak	\$0.5500/kWh	\$0.5500/kWh
Off-Peak	\$0.2800/kWh	\$0.2800/kWh

~~4. OTHER TERMS AND CONDITIONS~~

~~All other terms and conditions of the City's Tariff and the applicable Rate schedule will be applicable to Rate Schedule LCS.~~

~~RTP REAL TIME PRICING SCHEDULE~~

~~1. AVAILABILITY~~

~~This rate is available upon request by GSP Service and SCS Service Customers throughout the territory served by the City. Service will be rendered through a single metering installation under this Rate Schedule for lighting and/or power requirements of offices, institutions, professional, commercial, or industrial establishments at primary voltage when the Customer owns and maintains the required transforming, switching and protection equipment and the Customer's expected maximum peak loads will be equal to or greater than 1,000 kW.~~

~~2. TERM OF SERVICE~~

~~Service is offered for minimum of a twelve (12) month period or multiples of 12-month periods and a special contract is required.~~

~~3. MONTHLY RATES~~

Customer Charge	\$0
Distribution Service Demand Charge	\$6.00/kW
Power Supply Demand Charge	\$8.00/kW
Energy Charge	Applicable Real Time Hourly PJM LMP
Energy Charge Adder	\$0.006/kWh

~~4. BILLING PERIOD~~

~~Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on rates stated herein.~~

~~5. GENERAL COST ADJUSTMENT~~

~~The monthly charges under this service classification may be subject to General Cost Adjustment Charge. (Reference: Section 20)~~

~~6. GREEN/RENEWABLE ENERGY FUND RATE~~

~~All kilowatt hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)~~

~~7. MEASURED DISTRIBUTION SERVICE DEMAND~~

~~The measured demand shall be the greatest demand established by the Customer during any sixty (60) minute demand interval of a clock hour of the month during On-Peak hours as measured by the demand meter, taken to the nearest whole kilowatt.~~

~~8. MEASURED POWER SUPPLY DEMAND~~

~~The measured demand shall be the Customer's load during a sixty (60) minute demand interval of a clock hour, as measured by the demand meter, taken to the nearest whole kilowatt, coincident with the combined load of all of the Members of Delaware Municipal Electric Corporation, Inc. ("DEMEC").~~

~~9. BILLED ENERGY~~

~~Energy charges will be based on the Customer's metered energy in whole kilowatt hours multiplied by a loss factor of 1.08. This loss factor may be changed by the City of Milford.~~

~~10. HOURLY PJM LMP~~

~~The Customer's billed energy will be charged at an applicable hourly Real Time Locational Marginal Price (LMP) established by PJM~~

~~11. METERING REQUIREMENT~~

~~A time of use meter capable of providing hourly integrated readings based on 60 minute intervals is required. If the Customer does not have this type of meter, the City will install such a meter at the Customer's expense.~~

~~12. ON PEAK HOURS~~

~~On peak hours are the 16 hours beginning at 6:00 AM and ending at 10:00 PM, Monday through Friday, excluding NERC holidays falling on weekdays. All other hours are Off-Peak hours.~~

~~13. POWER FACTOR~~

~~The average Power Factor of the Customer's installation, expressed to the nearest whole percent, shall be determined by metering installed by the City ratcheted to prevent reverse registration. If the actual average Power Factor is determined to be below the Base Power Factor as defined in Section 12.6 for any given month, the Billing Demand will be adjusted as per Section 12.6 of Rules and Regulations 1.~~

~~14. MINIMUM CHARGE~~

~~The minimum monthly charge shall be the demand charge, but not less than the Distribution Service Demand charge for 300 kW. Minimum charges will not be pro-rated for periods of less than one month. There is no minimum charge for the power supply demand.~~

~~15. PUBLIC UTILITIES TAX~~

~~In addition to the charges stated in this Service Classification, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential Services, unless the~~

~~Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21)~~

~~16. RULES AND REGULATIONS~~

~~The City's Rules and Regulations shall govern the supply of Service under this Service Classification.~~

24-8 PL—PRIVATE AREA LIGHTING SCHEDULE

1. AVAILABILITY

This rate applies throughout the territory served by the City for lighting of Customer's private property and is available to Customers presently taking Service under any other Service Classification also.

2. CHARACTER OF SERVICE

Service shall be rendered by use of LED light sources. Wattage ratings are based on nominal lamp ratings as listed by the manufacturer.

3. TERM OF SERVICE

Standard Service shall be for an initial term of one (1) year and thereafter from month to month and may be terminated by at least thirty (30) days' notice from either party. Bills will be rendered monthly in accordance with the charges shown in the Rate Table below.

4. BILLING PERIOD

Rates are stated on a monthly basis and bills are rendered monthly following the supply of Service based on the Rate Table presented below in Section 7.

5. DESCRIPTION OF EQUIPMENT TO BE SUPPLIED

The City will install, own, and maintain standard private area lighting equipment including the luminaire and bracket mounted on an existing City pole or an approved pole owned by the Customer. The City will connect to existing secondary facilities and will install one (1) additional 100 foot span of aerial secondary Service.

6. TERMS AND CONDITIONS OF SERVICE

- a. Private Lighting Service is available to individual Customers provided the City has in place existing secondary Service facilities.
- b. When additional circuits or poles are required on the Customer's premises, such additional circuits and poles shall be paid for, owned and maintained by Customer.
- c. Any additional secondary circuits or equipment necessary on City's poles shall be installed by City at Customer's expense but will be owned and maintained by the City. The Customer will bear the cost of any new poles or conductor over 100 feet in length.
- d. Where the lighting unit is attached to a City owned pole and is located along a public right-of-way, the lighting unit furnished under this Service Classification must then extend over the Customer's property and not over the public right-of-way unless written permission is received from the government entity responsible for the right-of-way. The decision as to the location of a private lighting unit on City poles or other structures rests solely with the City.

- e. The City will maintain and service only equipment which it owns.
- f. Lamps shall be lighted from dusk to dawn each night, approximately 4,300 hours per year.
- g. New installations shall remain in Service for a minimum of one (1) year. The City may require payment for removals or relocation of new installations in Service for less than one (1) year. A Service call fee may be charged for such Service. (See Chargeable Service Call in the Fee Schedule, Appendix 1)
- h. The City will supply electricity, revamp when necessary, and maintain the equipment and optics which it owns. All other maintenance such as repairs/replacement of Customer owned pole will be at Customer's expense.
- i. It is the Customer's responsibility to notify the City of any outage or problem with the operation of the Customer's private area light. No prorated credit on the Customer's bill will be allowed by the City for lack of Service when the City has not been notified of a problem.
- j. Lamp renewals and/or maintenance will be performed during normal working hours within a reasonable period following notification of a problem by the Customer to the City.
- k. All Private Area Lighting installations must be accessible to the City's maintenance trucks and personnel for revamping and repairs.
- l. The City reserves the right to discontinue Service where cost of Service is excessive because of vandalism or other reasons.

7. Rate Schedules by equipment installation

4. Monthly Rate			
Enclosed Asymmetric Luminaire with 2 1/2, 4 or 8 ft.			
	Bracket Only	Charge	Monthly Average kWh
LED			
(1)	100W (Equivalent)	\$8.00	
(2)	400W (Equivalent)	\$24.60	
Mercury*			
(1)	175W	\$11.50	070
(2)	400W	\$23.00	155
High Pressure Sodium*			

	(1)	100W	\$8.00	49
	(2)	150W	\$11.00	69
	(3)	400W	\$24.60	164
Metal Halides*				
	(1)	150 W	\$24.60	164
	(2)	400 W	\$54.00	360
* The City does not offer Mercury, HPS, or Metal Halide lighting to any new Customer at this time.				

Enclosed Asymmetric Luminaire with 2-1/2, 4 or 8 ft.

<i>Rates Current</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
<i>Monthly Facilities Charge:</i>			
<i>LED (100W)</i>	<i>\$ 7.87</i>	<i>\$ 7.85</i>	<i>\$ 7.89</i>
<i>LED (400W)</i>	<i>\$ 10.82</i>	<i>\$ 10.80</i>	<i>\$ 10.85</i>
<i>HPS (9500 Lumens)</i>	<i>\$ 7.87</i>	<i>\$ 7.85</i>	<i>\$ 7.89</i>
<i>HPS (16000 Lumens)</i>	<i>\$ 10.82</i>	<i>\$ 10.80</i>	<i>\$ 10.85</i>
<i>Mercury (22500 Lumens)</i>	<i>\$ 22.61</i>	<i>\$ 22.57</i>	<i>\$ 22.69</i>
<i>HPS (50000 Lumens)</i>	<i>\$ 24.19</i>	<i>\$ 24.14</i>	<i>\$ 24.27</i>
<i>Mercury (8600 Lumens)</i>	<i>\$ 11.31</i>	<i>\$ 11.29</i>	<i>\$ 11.34</i>
<i>250 Watt</i>	<i>\$ 12.32</i>	<i>\$ 12.30</i>	<i>\$ 12.36</i>
<i>MH (110000 Lumens)</i>	<i>\$ 53.09</i>	<i>\$ 53.00</i>	<i>\$ 53.27</i>
<i>MH (40000 Lumens)</i>	<i>\$ 24.19</i>	<i>\$ 24.14</i>	<i>\$ 24.27</i>

The City does not offer Mercury, HPS, or Metal Halide lighting to any new Customer at this time.

8. GENERAL COST ADJUSTMENT

The monthly charges under this Service Classification may be subject to General Cost Adjustment Charge. (Reference: Section 20).

9. GREEN ENERGY FUND RATE

All kilowatt-hours billed under this Service Classification may be subject to Green/Renewable Energy Fund Rate. (Reference: Section 23).

10. RULES AND REGULATIONS

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

11. PUBLIC UTILITIES TAX

In addition to the charges stated in this Service Classification, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate (Reference: Section 21).

24-9 EDR—ECONOMIC DEVELOPMENT RATE SCHEDULE

1. PURPOSE

The purpose of this Economic Development Rate (EDR) is to provide a discount from the City's regular tariffs rates for Service to certain new and existing commercial and industrial Customers of the City if they make substantial new capital investments or create new employment opportunities and, in doing so, add or retain load in the City's Service territory.

2. AVAILABILITY

Customers to whom EDR is available are: (1) Customers eligible for or taking Service from the City under Service Classifications "MGS", "LGS", or "GSP"; (2) Whose operations at a facility in the City's Service territory, for which a discount under this Rate Schedule is sought, fall primarily under Standard Industrial Code classifications 20 through 38, and 60 through 67 except 65; (3) Who apply to the City in writing, for a discount under this Rate; and (4) Who satisfy all other EDR criteria described below.

Discounts under this Rate are available for New Load associated with either initial permanent Service (a "New Customer") or an expansion of existing Service (an "Expansion Customer") at a single integrated facility. The New Load of a New Expansion Customer must be at least 50 kW with a minimum of 60% load factor and the new Customer must have added at least 25 Investment Units as of the Operational Date. Discounts under this Rate may be available to the existing Customers, with a minimum load of 2,000 kW and a monthly load factor of 60% for enabling them to retain their loads.

The City shall have sole discretion in determining eligibility for discounts under this Rate, and the availability of such discounts may be limited or discontinued from time to time, as the City determines it is appropriate to do so. Examples of situations where discounts under this Rate are not available include when: (1) the identity of a Customer to whom the City currently provides, or has provided, Service has changed solely due to a name change, purchase, merger, consolidation, or reorganization; (2) A Customer has substituted one Service address in the City's Service territory for another; (3) Strikes, equipment failures, temporary plant shutdowns; or other similar circumstances are what allow the Customer to claim eligibility for discounts under this Rate; or (4) The economic development purpose of this Rate is not being served.

3. DEFINITIONS

3.1 New Load - For a New Customer, New Load is the total Metered Demand and Energy attributable to initial permanent Service. For an Expansion Customer, New Load is the net demand and energy attributable to the expansion, as determined by the City.

3.2 Investment Unit - An investment Unit is equal to 1 non-seasonal, full-time job or \$100,000 in capital investment.

3.3 Operational Date - The Operational Date for a New or Expansion Customer shall be the first day of full operation of the new or expanded facility. In no event, however, shall the Operational Date be later than 2 years after the New Customer or Expansion Customer applies for the discount available under this Rate.

4. DETERMINATION OF THE DISCOUNT

After the receipt of the Customer's application, the City and the Customer will negotiate the Discount to be given to the Customer for his New Load. The period for which the Discount will be applied will also be negotiated.

5. APPLICATION OF DISCOUNT

The Discount will be applied to the total bill, before the application of the Delaware Utility Tax, for Service of the New Load of the New Customer or Expansion Customer during the periods specified below as long as the New Customer or Expansion Customer remains eligible for the Discount under this Rate.

6. SERVICE AGREEMENT

A New Customer or Expansion Customer shall execute a Service Agreement with the City providing that, for the period during which Discount is provided under this Rate, a minimum of 5 years, the New Customer or Expansion Customer shall purchase its total electric requirements from the City. At the City's sole discretion, a New Customer or Expansion Customer may be able to increase the Discount available under this Rate by executing a Service Agreement providing that the New Customer or Expansion Customer shall purchase its total electric requirements for a longer period commensurate with the amount of the Discount sought.

7. GENERAL PROVISIONS

A New Customer or Expansion Customer must submit a written application to the City for the Discount under this Rate and such application must be approved by the City before the Operational Date. The application must include a description of the amount and source of the New Load and the basis on which the New Customer or Expansion Customer believes itself to be eligible for Discount under this Rate.

For an Expansion Customer, the City may install metering equipment necessary to measure the Expansion Customer's New Load separately from loads already served by the City. The City reserves the right to determine how such New Load will be metered. If the City determines that separate metering is impractical, unduly expensive, or otherwise unnecessary, the City will administratively determine the New Load eligible for Discount under this Rate and the City's determination will be controlling.

New Customers or Expansion Customers will give the City access to information reasonably required by the City to determine continuing eligibility. Unless expressly altered by this Rate, the terms and conditions of Service to a New Customer or an Expansion Customer will be governed by the Tariff and Service Agreement under which the City provides Service to the New Customer or Expansion Customer.

Incremental transmission and distribution investment costs associated with specifically serving a Customer who otherwise qualifies for this rate will be separately recovered from the Customer.

8. LOSS OR REDUCTION OF NEW LOAD

If during the initial term of its Service Agreement with the City, the New Customer or Expansion Customer ceases or substantially reduces its operations at the facility where Discount has been provided for New Load under this Rate, a New Customer or Expansion Customer will refund to the City Discounts provided under this Rate. A substantial reduction in operations shall be deemed to have occurred where the New Load of the New Customer or Expansion Customer falls below 50 kW for a period of 3 or more months.

A substantial reduction in operations also shall be deemed to have occurred where the energy usage of the New Customer or the Expansion Customer in 6 consecutive months is 25% or more below the energy usage in the same billing months of the prior year.

Such refunds shall be equal to the Discounts actually received by the Customer on that portion of load that is lost or reduced, as determined by comparing bills for Service with and without the Discount provided under this Rate. Refunds shall be due and payable in full within 30 days after the City renders a bill for such refunds.

9. OTHER TERMS AND CONDITIONS

All other terms and conditions of the City's tariff and the applicable Rate Schedule shall be applicable to Rate Schedule EDR.

24-10. EXTRA FACILITIES SCHEDULE

24-11. VGRE—VOLUNTARY GREEN/ RENEWABLE ENERGY SCHEDULE

24-12. NET METERING SERVICE

6. RATE

A. The monthly billing shall be as stated in the Rate Schedule applicable to the Customer. Under the NMS Rider, only the per kWh charge component billed for electricity delivered by the Customer is affected. The Customer will pay for all kWh delivered by the City to the Customer. If the Customer has delivered electricity to the City system, the City will provide for Customers to be credited in kilowatt hours valued at an amount per kilowatt hour equal to the sum of Delivery Service charges and Supply Service charges for Residential Customers, and the sum of the volumetric energy (kWh) components of the Delivery Service charges and Supply Service charges for non-Residential Customers for any excess energy production of their generating facility that exceeds the Customer's on-site consumption of kWh in a billing period. Excess kWh credits shall be credited to subsequent billing periods to offset a Customer's consumption in those billing periods. At the end of the calendar year, a Customer may request a payment from the City for any excess kWh credit. The payment will be calculated by multiplying the excess kWh credits by the Supply Service rate applicable to the Customer. The Customer-generator retains ownership of Renewable Energy Credits (REC) associated with electric energy produced and consumed by the Customer-generator.

B. *Supply Service Charge and Supply Service Rate – This charge shall be used at the end of an annualized billing period in a calculation to pay Net Energy Metering (“NEM”) customers who request payment for any regulatory defined and eligible excess kWh credits. The payment for residential customer accounts shall be calculated by multiplying the excess kWh credits by the Customer's Supply Service Charges based on a weighted average of the first block of the summer (June through September) and winter Supply Service Charges (October through May) in effect at the end of the Customer's Annualized Billing Period and the preceding 11 billing periods, excluding non-volumetric charges, such as the transmission capacity charge and/or demand charges. The payment for nonresidential customer accounts shall be calculated by multiplying the excess kWh credits by the Customer's Supply Service Charges that would otherwise be applicable at the end of the Customer's Annualized Billing Period. A Customer's*

Supply Service Charge or Supply Service rate shall be calculated using the utility's wholesale rate minus non-volumetric charges.

9. FAILURE TO COMPLY

The City may disconnect the Customer Service from the City's electric system if the Customer fails to comply with any of the provisions of the NMS Rider, ~~as prescribed in Section 23.3.C above,~~ The City also retains the right to disconnect the Customer Generator if it interferes with the City's Service or is poses a safety risks to the City's electric system. The Customer shall also be responsible for all the penalties and costs caused by Customer's failure to comply with this Section.

APPENDIX 1 - FEE SCHEDULE (~~Section 22~~)

Section 9. Dates:

Introduction: April 24, 2017

Adoption (Proposed): May 8, 2017

Effective:

Year 1 - June 1, 2017

Year 2 – June 1, 2018

Year 3 – June 1, 2019

To review the entire Appendix or a complete list of City of Milford Ordinances, please access the City of Milford website at www.cityofmilford.com or contact the City Clerk's Office at 302-422-1111.



Energy Efficiency Program Proposal for Milford, DE

Patrick E. McCullar, President & CEO, DEMEC
Dave Cawley, Efficiency Smart

May 8, 2017



Overview

- Follow-up to March 6, 2017 presentation to Milford City Council re: efficiency program
- Program affordability
- Proposal summary

Efficiency Program is Affordable

Efficiency Smart Proposal

- Annual cost is \$0.90 per wholesale MWh
- Cost is already included (and set-aside) in DEMEC wholesale rate
- Equivalent to \$0.0009 per kWh

Cost to Residential Customers

- Average residential customer using 750 kWh/Month:
- \$0.675 per month
- \$8.10 per year
- Represents 0.63% of annual electric cost

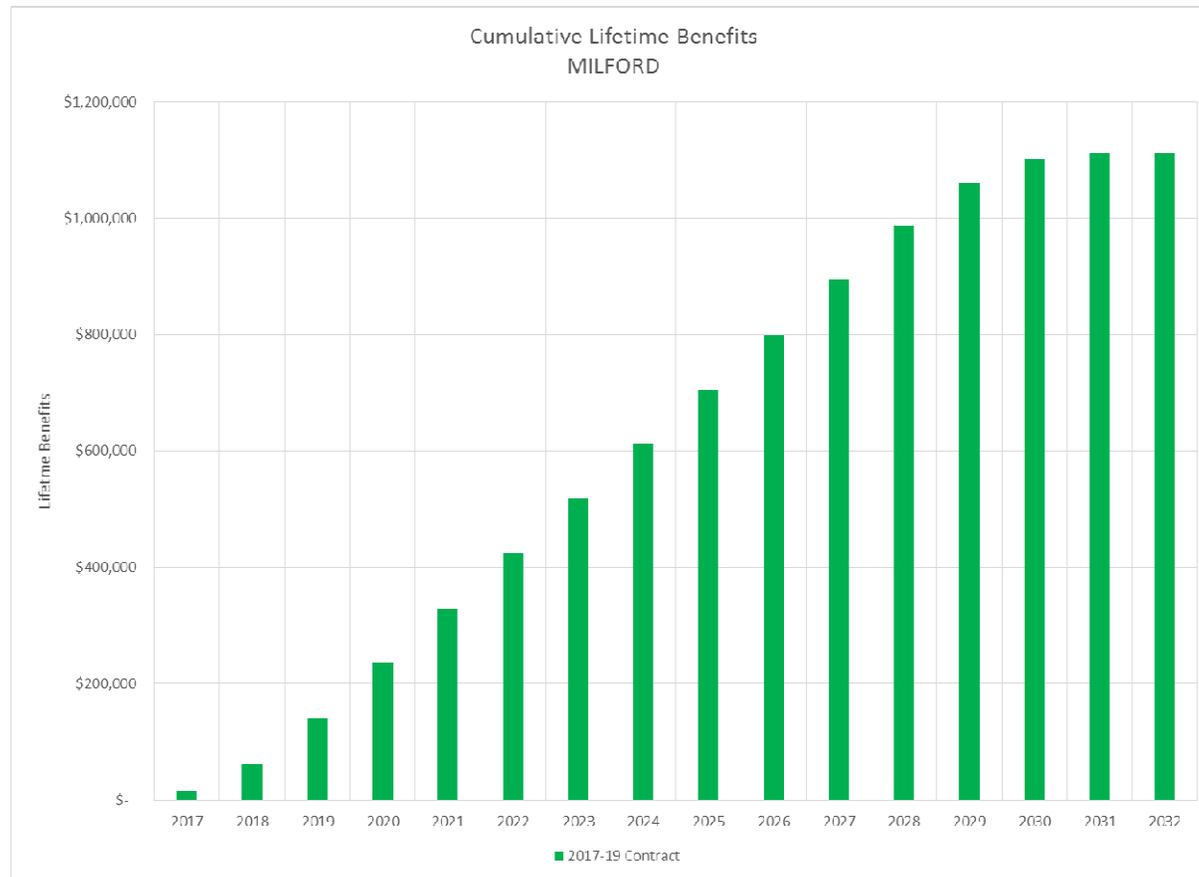
Customer Actions to Offset Program Cost

Customer	Annual Usage (kWh)	Annual Program Cost	Quantity of LED lights replacing 75 W Incandescent lamps to offset annual cost	Lifetime Cost Savings
Residential	9,000	\$8.10	1	\$72
Small Business	25,000	\$22.50	4	\$131
Medium Business	150,000	\$135.00	22	\$722
Large Business	500,000	\$450.00	75	\$1,188

Example of Total Savings for an LED Replacement for that a Residential Customer

	Without Efficiency Smart	With Efficiency Smart	Savings with Efficiency Smart
Purchase light bulb	Incandescent 75W @ \$1.00	13 LED Discounted from \$2.50 to \$1.00	Discounted LED \$1.50
Annual Energy Cost	\$7.28	\$1.26	\$6.02
Number of replacements in 12 years	9 @\$1.00 = \$9.00	0	\$9.00
Lifetime energy cost	\$87.36	\$15.12	\$72.24
Total	\$97.36	\$16.12	\$82.74

Cumulative Lifetime Benefits to Milford as the Efficiency Measures Continue to Save



A Community Resource

- Providing assistance for small business, residential customers, community service organizations
- Complementing and leveraging state energy programs
- Participating in community events and education
- Milford's Smart Meter deployment will enhance customer's understanding of the benefits of Efficiency Smart



Benefits & Costs for City of Milford	
Basic Comprehensive services to residential, commercial, and industrial customers	Reduce electric wholesale MWh by 0.25% annually
Annual MWh Savings	1,674
Lifetime MWh Savings	19,783
Lifetime Benefits	\$1,197,900
Average Life of Savings	11.8 years
Unit Price	\$0.90 per wholesale MWh annually
Annual Cost	\$200,933
3-year Cost	\$602,800
Benefit to Cost Ratio	1.99
Levelized Cost per MWh	\$30.47

Thanks for Your Consideration

Patrick E. McCullar

President & CEO

Delaware Municipal Electric Corporation

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Dave Cawley

Business Development Manager

Efficiency Smart

dcawley@efficiencysmart.org

877-889-3777 ext 7723



May 5, 2017

TO: Mayor and City Council
FROM: Eric Norenberg and Terri Hudson
SUBJECT: Special Event Application

Purpose and Background

Last summer, City of Milford department heads were discussing some challenges with a couple of events that were pending, as well as issues with events that had taken place in prior years. There was consensus that we want to welcome safe, well-planned events in our community and we wanted to find a better way to support special events, and preserve the safety of the community and event participants. The conclusion of the discussion was that we didn't need new rules or regulations, but we could provide information about the current regulations and make it easier to find and complete applicable forms to get approvals.

As a result, the group (including, the City Clerk, the Parks and Recreation Director, the City Planner, the Police Chief, the Public Works Director and the City Manager) agreed that the City should develop an informational and comprehensive Special Event Application packet. During the remainder of 2016 and early-2017, this staff team worked to refine the application packet. Duane Fox also participated as both a Deputy State Fire Marshal and then-Chief of the Carlisle Fire Company.

Discussion

Goals

The reasons that cities across the country require special events to be permitted are fairly common: Protect public safety, protect the city from risk, and prevent or limit any adverse impact on the surrounding community.

Public Safety: Many types of events can have direct and indirect impacts on the transportation system. Events that have direct impacts to the transportation system are those that require full roadway or lane closures to accommodate the needs of the event. Events having indirect impacts to the transportation system or those types of events that attract large crowds which could affect normal traffic flow on Delaware's roadways. In Delaware, the majority of roadways are the responsibility of DelDOT. DelDOT requires events with direct or indirect impacts to have a permit that may require review and approval of temporary traffic control that is necessary for the event to occur. DelDOT reserves the right to revoke this permit at any time if the special event creates major traffic problems or the safety of the event participants and/or the traveling public is compromised.

Risk: Events that happen on public property (including parks, sidewalks, parking lots, and streets) can be unique and fun experiences (like Eat in the Street). However, there can be risk to the property owner and/or the agency granting permission. Requiring insurance, indemnification and reviews by public safety agencies, ensures that the City is not exposed to financial damages if something goes

wrong. Beer and wine can be an important draw to special events. However, events that serve alcohol can create greater risk for the event organizer and the community. As a result, the Delaware Office of the Alcoholic Beverage Control requires a permit and the City should do its due diligence in reviewing the plans for security and safety of the event.

Adverse Impact: Almost any special event that takes place is, by its definition, an out of the ordinary happening. Though a positive experience for participants, there may be anticipated and unanticipated negative experiences for others. Well-planned events at a minimum should include adequate notification and communication with nearby residents or property owners. Whether it is a 5K run that temporarily blocks access to homes or businesses or a festival with amplified music, ample notification should take place so that needs can be accommodated and residents can anticipate when conditions will return to normal.

Application Packet Features

The resulting Special Event Application packet is comprehensive because so it can serve as a planning tool for event planners. The informational portion of the packet ensures they know about all of the approvals that are needed and prompt them to think about extra considerations that might be needed for certain events (porta-potties, security, police for road crossings for races, EMTs, etc.) The resulting application pack may seem long, but much of the packet is information and most events will not need to complete all of the pages (or even most of the pages).

To simplify event planning for regular, annual events, we designed the document so that annual events will only need to fill out the full packet once and then in following years only complete a shorter form to accompany the prior year's approved permit to let us know what changed (e.g. dates, contact information, site plan, etc.). This will simplify the application process both for the event planner and reduce the time for staff review.

Staff Assistance

For many years, City staff have worked with event planners to as we strive to protect the public, minimize risk and limit adverse impacts. Previously, this could mean multiple visits, calls and emails with staff from the Police Department, the City Clerk's Office, Public Works and Parks and Recreation. By collaborating to develop a consolidated process and document, the information that would be required by several areas can be supplied once. Questions can be anticipated and information assembled without requiring repeat visits.

Other Benefits

As we discussed with Council in the fall, having an approved Special Event Permit now provides a way to approve food trucks and other vendors for special events without secondary approval by the City. This will allow Third Thursday, Bug and Bud, the Farmers Market, the Community Parade, etc. to exempt their vendors, including food trucks, from the normally-required City vendor/merchant permits.

Feedback

In recent weeks, we have held conversations or meetings with representatives of the following organizations:

- Chamber of Commerce for Greater Milford (staff and Board)
- Downtown Milford, Inc. (staff and Board)
- Mispillion Art League
- Milford Hospitality Association

- Milford Senior Center
- Second Street Players
- Sussex County Meals on Wheels

In addition, we have met with elected officials, residents and businesspersons. Many questions have been answered and valuable feedback has been received.

Key suggestions that have been offered include:

- Convert the form to a fillable PDF
- Add additional links or contact information
- Consider separating forms from the instructions/posting supplemental forms online to download if needed
- Recommend/require a fire extinguisher be available for vendors that are cooking or heating food
- Issue a press release when the final permit released
- Clarify certain terms, City services/resources and the circumstances or events that make the permit applicable. For example: On page 2 of the packet, there is a description of when an event organizer will need a special event permit. It has been suggested that this section be revised as follows so that a permit is required if the event falls under one or more of the following criteria:

1. An athletic event such as a 5/10K run, marathon, bicycle race or fundraising walk that uses a City street, sidewalk, alley, or other right-of-way that obstructs, delays or interferes with the normal flow of vehicular or pedestrian traffic, or does not comply with traffic laws and controls.

2. A block party that requires a closure of a street or portion of a street to vehicular traffic.

3. A street fair, circus, farmer's market, street market, art and craft show, exhibition (i.e. car show, air show), carnival, festival, indoor or outdoor musical concert, or other social event or gathering that takes place on a City street, sidewalk, alley or other right-of-way, City park or City facility.

4. An event or gathering on private property:

- a. That is likely to obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic;
- b. Whose participants are likely not to comply with traffic laws and controls;
- c. That involves the use of, or possible impacts upon other public property or facilities and the provision of public safety services in the response thereto.

Conclusion

With this process, we hope to prevent the possibility of a poorly planned event creating problems for neighbors, public safety forces, traffic, etc. that could reflect negatively on the City and the event organizer. Rather, we hope to help planners host events that are successful and result in satisfied participants and visitors that return to Milford in the future.

We hope this memo has provided more background about this process and the Special Event Application packet. We will be happy to answer additional questions during the City Council meeting on Monday. Once we receive remaining feedback from the Mayor and City Council, we will blend that with the feedback received from other stakeholders and prepare a revised, final version.



PLANNING & ZONING DEPARTMENT
P 302.424.8396 F: 302.424.3558

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

DATA SHEET FOR PERDUE FOODS LLC

Planning Commission Public Hearing: April 18, 2017

City Council Public Hearing: May 22, 2017

Application Number / Name	:	17-005 / Perdue Foods, LLC
Applicant	:	Perdue Foods, LLC. 31149 Old Ocean City Road Salisbury, MD 21804
Owner	:	same
Application Type	:	Change of Zone
Present Zoning District	:	R-2 (Residential District)
Proposed Zoning District	:	I-2 (General Industrial District)
Present Use	:	Agriculture/Vacant
Proposed Use	:	Poultry Processing Plant
Size and Location	:	13.87 +/- acres located on the north side of NE Front Street, east of Rehoboth Boulevard.
Tax Map & Parcel	:	MD-16-183.07-01-16.00-000

ENC: Staff Recommendation Report
Exhibit A – Location & Zoning Map
Exhibit B – 2008 Comprehensive Plan – Future Land Use Exhibit
Exhibit C – Survey



PLANNING & ZONING DEPARTMENT
P 302.424.8396 F: 302.424.3558

201 SOUTH WALNUT STREET
MILFORD, DE 19963

www.cityofmilford.com

STAFF RECOMMENDATION REPORT
March 13, 2017

Application Number / Name	:	17-005 / Perdue Foods, LLC
Present Zoning District	:	R-2 (Residential District)
Proposed Zoning District	:	I-2 (General Industrial District)
Present Use	:	Agricultural/Vacant
Proposed Use	:	Poultry Processing Plant
Tax Map & Parcel	:	MD-16-183.07-01-16.00-000
Size and Location	:	13.87 +/- acres located along the north side of NE Front Street east of Rehoboth Boulevard.

I. BACKGROUND INFORMATION:

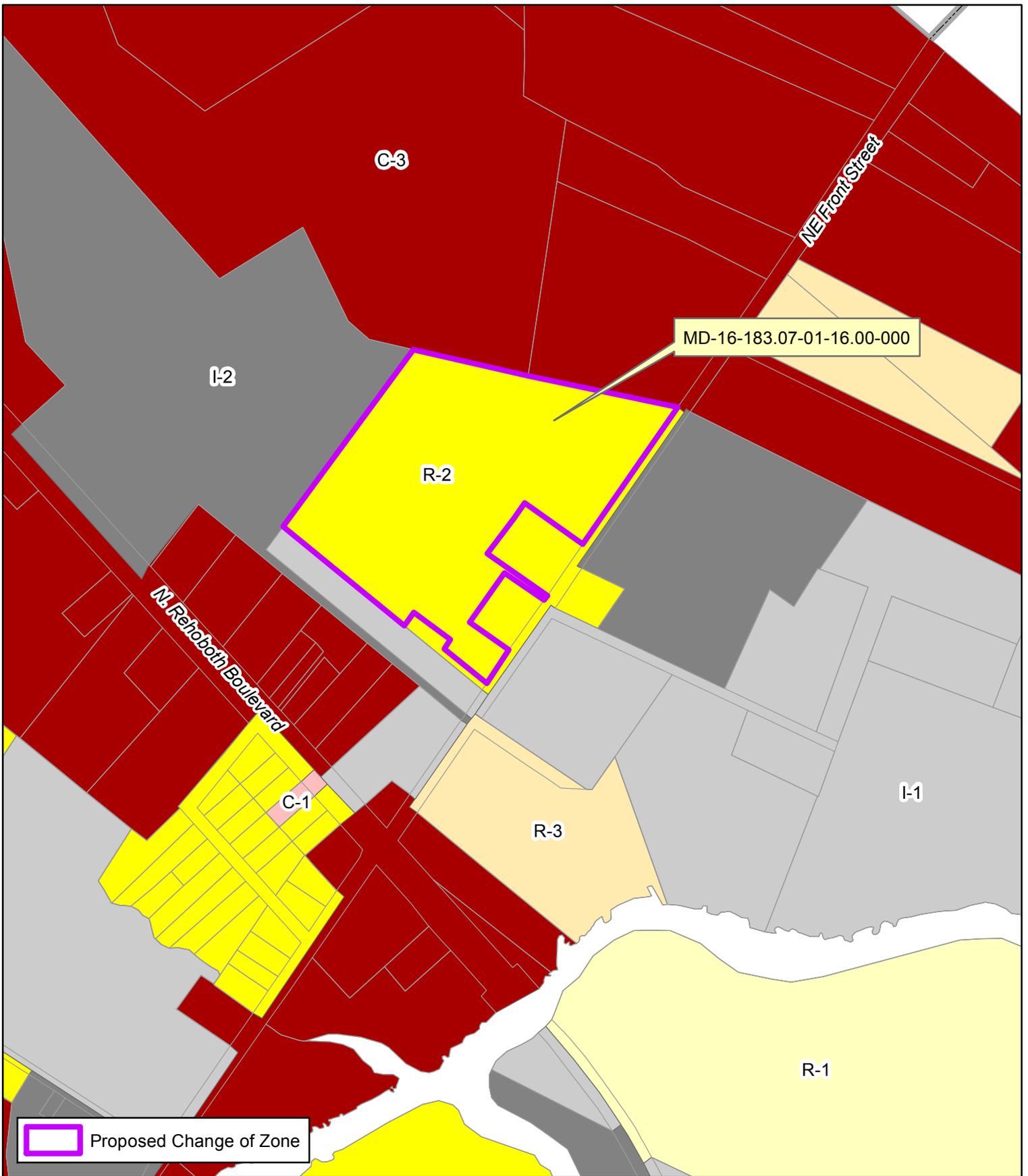
- The owner/applicant has requested a change of zone from R-2 to I-2 for 13.87 acres of agricultural land located adjacent to the existing Perdue poultry processing plant. Any expansion or improvement to the site will require site plan review and approval by the City.

II. STAFF RECOMMENDATION:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request to amend the Zoning Map:

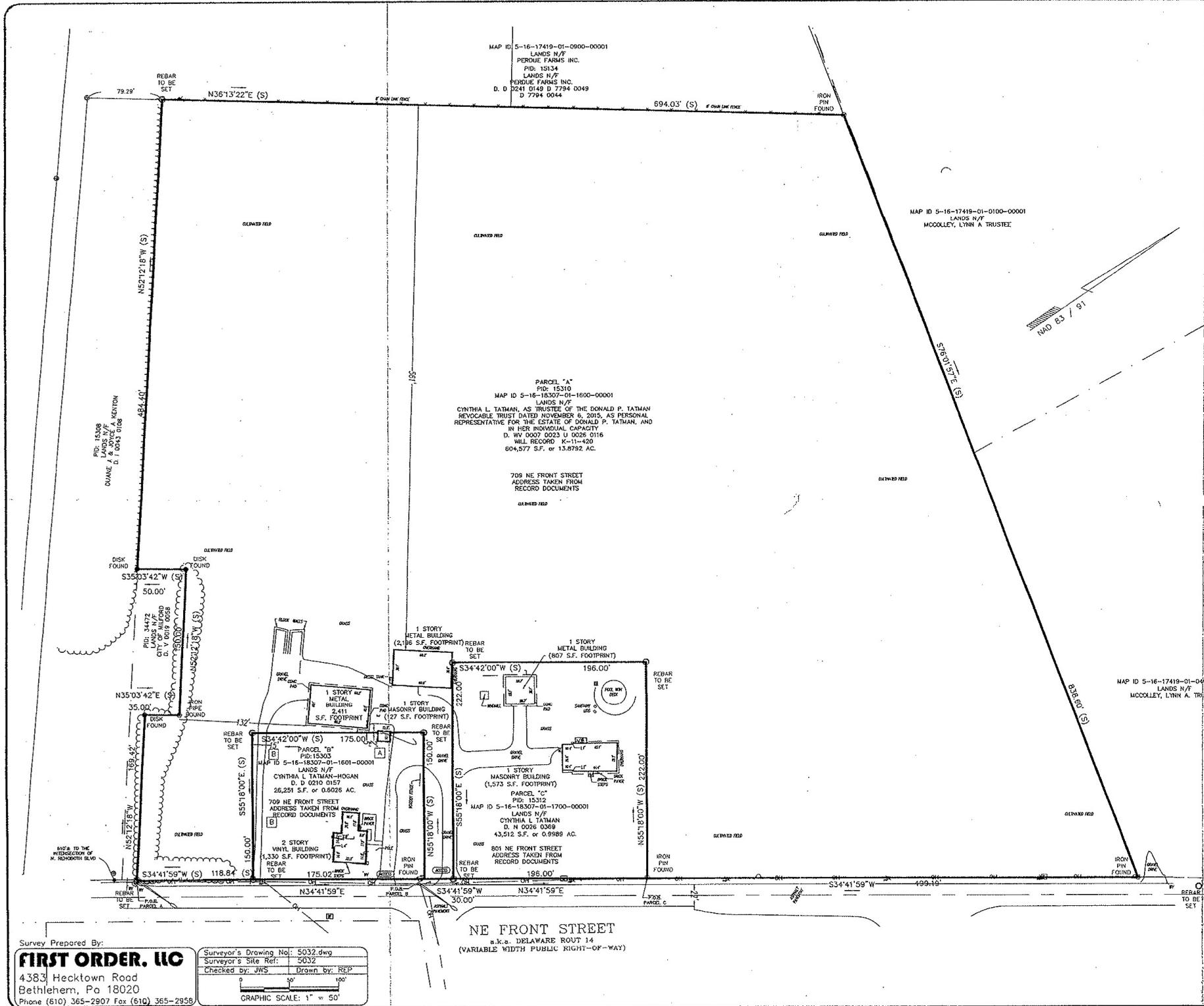
- The property is bound on the north by the existing poultry processing plant that is currently zoned I-2. The property is bound on the east by undeveloped C-3 Highway Commercial land, and to the south and west by I-1 Limited Industrial uses. There are a few residential lots located along NE Front Street in the vicinity of the limited industrial uses.
- The proposed change of zone meets all area regulations outlined in Chapter 230-17 – I-2 General Industrial District.
- The proposed rezoning conforms to the future land use exhibits of the Comprehensive Plan. Please note the current R-2 zoning designation is not in compliance with the Comprehensive Plan.

- The project site will be served by City water, sewer and electrical services. The site shall gain access from the current poultry processing plant or NE Front Street and shall coordinate any entrance or right-of-way work with DelDOT. The property is subject to site plan review by the City. The Public Works Department, School District, Fire Marshall and other State Agencies will have the opportunity to review and provide comment during the site plan process.



	Scale: Feet 0 200 400	Title: Change of Zone Perdue Farms, Inc. Location & Zoning Map
	Drawn by: WRP Date: 03/10/17	
Filepath: ChangeZone_PerdueFarms.mxd		

LEGEND OF SYMBOLS & ABBREVIATIONS		
BOUNDARY SYMBOLS		
(H) RECORD DATA	(E) ELECTRIC METER	(S) SKH
(S) SURVEYED DATA	(E) ELEC. TRANSFORMER	(S) SPOT LIGHT
(M) MEASURED DATA	(H) FIRE HYDRANT	(S) STREET LIGHT POLE
(M) MONUMENT FOUND	(F) FLAG POLE	(S) STORM DRAIN MANHOLE
(M) MONUMENT SET	(G) GAS LINE	(S) STREET LIGHT POLE
(M) M.P. NAIL FOUND	(G) GAS MANHOLE	(S) TELEPHONE BOX
(M) M.P. NAIL SET	(G) GAS METER	(S) TELEPHONE LINE
(M) R.R. SPIKE FOUND	(G) GAS VALVE	(S) TELEPHONE MANHOLE
(M) R.R. SPIKE SET	(G) GUY WIRE	(S) TELEPHONE POLE
(M) FOUND X MARK	(K) KEY PAD	(S) TRAFFIC SIGNAL
(M) SET X MARK	(L) LANDSCAPING	(S) TRAFFIC SIGNAL BOX
	(L) LIGHT POLLARD	(S) TRAFFIC MANHOLE
	(L) LIGHT POLE	(S) TRAFFIC POLES
(A) AIR COMPRESSOR	(M) METAL	(S) TREE
(A) AIR CONDITIONER	(M) METAL TANK COVER	(S) UNDERGROUND CABLE
(B) BACK SET LINE	(M) MONITORING WELL	(S) UNDERGROUND ELECTRIC
(B) BOLLARD	(O) OVERHEAD ELECTRIC	(S) UNDERGROUND GAS
(B) BORE HOLE	(P) PARKING METER	(S) UNDERGROUND TELEPHONE
(B) CABLE BOX	(P) PAY PHONE	(S) UNKNOWN MANHOLE
(B) CABLE TELEVISION	(P) PLASTIC PIPE	(S) VARIUM SYSTEM
(B) CLEAN GUT	(P) POWDERHOLE	(S) WATER LINE
(B) CORRUGATED METAL PIPE	(R) REINFORCED CONCRETE PIPE	(S) WATER MANHOLE
(B) CURB INLET	(R) RIGHT OF WAY	(S) WATER METER
(B) ELEC. MANHOLE	(S) SANITARY SEWER MANHOLE	(S) WATER VALVE
		(S) FENCE LINE



William T. Derry
Surveyor's Signature

Professional Land Surveyor: William T. Derry
Registration Number: 652
In the State of Delaware
Date of Plot or Map: February 7, 2017
Date of Last Revision: February 23, 2017

PROJECT NAME: KENT COUNTY MKA PROJECT No.: 5922-17-4397
ADDRESS: 709 & 801 NE Front Street CITY: Milford STATE: DE

For Inquiries Concerning This Survey Contact MKA
National Coordinators of Land Survey Services
6593 Commerce Court - Warrenton, Virginia 20187
Phone: (540) 428-3550 Fax: (540) 428-3560
Email: comments@mkaassociates.com
www.mkaassociates.com

Survey Prepared By:
FIRST ORDER, LLC
4383 Hecktown Road
Bethlehem, Pa 18020
Phone (610) 365-2907 Fax (610) 365-2958

Surveyor's Drawing No: 5032.dwg
Surveyor's Site Ref: 5032
Checked by: JWS Drawn by: REP

GRAPHIC SCALE: 1" = 50'

GENERAL NOTES

- The bearing base for this survey originated from NAD 83.
- This property has an area of:
Parcel "A" = 604,577 S.F. or 13.8792 Ac.
Parcel "B" = 26,251 S.F. or 0.6026 Ac.
Parcel "C" = 43,512 S.F. or 0.9989 Ac.
Total = 674,340 S.F. or 15.4807 Ac.
- This property is designated by Kent County, as Tax Map Parcel MD-16-183.07-01-17.00-000, MD-16-183.07-01-16.00-000, and MD-16-183.07-01-16.01-000.
- There was no observable evidence of cemeteries found at the time of this survey.
- The property has access via NE Front Street, which is a public right of way.
- Interior roadways appear to be private, variable in width and unnamed, unless otherwise shown.
- In response to ALTA/NSPS Table A Item 11, the location of utilities shown herein are from observed evidence of above ground appearances and surface markings pursuant to one call request for ground markings of underground utility lines.
- In response to ALTA/NSPS Table A Item 16, there was no observable evidence of earth moving work, building construction or building additions within recent months.
- In response to ALTA/NSPS Table A Item 19, there are no offsite easements or servitudes benefiting the subject property as disclosed by the title commitment provided for this site.
- Parcels A, B, & C are contiguous with no gaps, gores, or strips along common boundary lines. The legal description constitutes a mathematically closed figure.

SCHEDULE B - TITLE EXCEPTION NOTES

This survey is based on a title report prepared by First American Title Insurance Company, Commitment No. 124443-S-PERDUE, dated January 2, 2017 at 09:00 A.M.

Items not listed below are standard title exceptions and/or are not matters or issues that pertain to this survey.

NO SURVEY RELATED EXCEPTIONS.

SIGNIFICANT OBSERVATIONS

- [A] Shed crosses onto property, without the benefit of an easement, by up to 2 feet.
- [B] Farm road crosses through adjoining property, without the benefit of an easement, by up to 15 feet.

ZONING NOTES

The zoning information shown below was taken from a series of letters written by Rob Pierce, City Planner, Planning & Zoning Department, City of Milford, Delaware dated February 13, 2017.

Use and area regulations for the R-2 Residential zoning district are governed by the City of Milford Code, §230-10.

Map ID #: 16-18307-01-1600-000
Zoned: R-2 - Residential District
Permitted Use Classification: Residential
Observed Use(s): Farm

Map ID #: 16-18307-01-1601-000
Zoned: R-2 - Residential District
Permitted Use Classification: Residential
Observed Use(s): Residential

Map ID #: 16-18307-01-1700-000
Zoned: R-2 - Residential District
Permitted Use Classification: Residential
Observed Use(s): Residential

Total regular spaces provided: 0
Total handicap spaces provided: 0
Total combined spaces provided: 0

FLOOD ZONE NOTE

By graphic plotting only, this property is in Zone "X" (unshaded) of the Flood Insurance Rate Map, Community Panel No. 10005C0041K, which bears an effective date of March 16, 2015 and IS NOT in a Special Flood Hazard Area. By telephone call to the National Flood Insurance Program (800-638-6620) we have learned this community DOES currently participate in the program. No field surveying was performed to determine this zone and an elevation certificate may be needed to verify this determination or apply for a variance from the Federal Emergency Management Agency.

Survey Prepared by:

FIRST ORDER, LLC

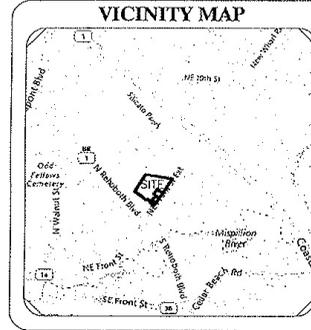
4383 Hecktown Road
Bethlehem, Pa 18020
Phone (610) 365-2907 Fax (610) 365-2958

Surveyor's Drawing No.	5032.dwg
Surveyor's Site Ref.	5032
Checked by: JWS	Drawn by: REP
GRAPHIC SCALE: 1" = 50'	

LEGEND OF SYMBOLS & ABBREVIATIONS

BOUNDARY SYMBOLS		ELECTRIC METER		SIGN	
(R) RECORD DATA	(E) ELECTRIC METER	↑	↑	↑	↑
(S) SURVEYED DATA	(E) ELEC. TRANSFORMER	↑	↑	↑	↑
(M) MEASURED DATA	(E) FIRE HYDRANT	↑	↑	↑	↑
(M) MONUMENT FOUND	(E) FLAG POLE	↑	↑	↑	↑
(M) MONUMENT SET	(E) GAS LINE	↑	↑	↑	↑
(M) P.K. NAK. FOUND	(E) GAS MANHOLE	↑	↑	↑	↑
(M) P.K. NAK. SET	(E) GAS METER	↑	↑	↑	↑
(M) R.R. SPIKE FOUND	(E) GAS VALVE	↑	↑	↑	↑
(M) R.R. SPIKE SET	(E) GAS WIRE	↑	↑	↑	↑
(M) FOUND X MARK	(E) KEY PAD	↑	↑	↑	↑
(M) SET X MARK	(E) L/S. LANDSCAPING	↑	↑	↑	↑
(M) AIR COMPRESSOR	(E) LIGHT BOLLARD	↑	↑	↑	↑
(M) AIR CONDENSER	(E) LIGHT POLE	↑	↑	↑	↑
(M) BACK SET LINE	(E) METAL	↑	↑	↑	↑
(M) BENCHMARK	(E) METAL TANK COVER	↑	↑	↑	↑
(M) BOLLARD	(E) MONITORING WELL	↑	↑	↑	↑
(M) BORE HOLE	(E) OVERHEAD ELECTRIC	↑	↑	↑	↑
(M) BUREAU BOX	(E) PARKING METER	↑	↑	↑	↑
(M) CABLE TELEVISION	(E) PAY PHONE	↑	↑	↑	↑
(M) CLEAN OUT	(E) PVC PLASTIC PIPE	↑	↑	↑	↑
(M) CORRUGATED METAL PIPE	(E) POWERPOLE	↑	↑	↑	↑
(M) CURB INLET	(E) REINFORCED CONC. PIPE	↑	↑	↑	↑
(M) ELEC. MANHOLE	(E) RIGHT OF WAY	↑	↑	↑	↑
	(E) SANITARY SEWER MANHOLE	↑	↑	↑	↑
	(E) SIGN	↑	↑	↑	↑
	(E) SPOT LIGHT	↑	↑	↑	↑
	(E) STORM DRAIN MANHOLE	↑	↑	↑	↑
	(E) STORM INLET	↑	↑	↑	↑
	(E) STREET LIGHT POLE	↑	↑	↑	↑
	(E) TELEPHONE BOX	↑	↑	↑	↑
	(E) TELEPHONE LINE	↑	↑	↑	↑
	(E) TELEPHONE MANHOLE	↑	↑	↑	↑
	(E) TREE	↑	↑	↑	↑
	(E) TRAFFIC SIGNAL	↑	↑	↑	↑
	(E) TRAFFIC SIGNAL BOX	↑	↑	↑	↑
	(E) TRAFFIC MANHOLE	↑	↑	↑	↑
	(E) TRAFFIC POLES	↑	↑	↑	↑
	(E) UNDERGROUND CABLE	↑	↑	↑	↑
	(E) UNDERGROUND ELECTRIC	↑	↑	↑	↑
	(E) UNDERGROUND GAS	↑	↑	↑	↑
	(E) UNDERGROUND TELEPHONE	↑	↑	↑	↑
	(E) UNKNOWN MANHOLE	↑	↑	↑	↑
	(E) WALKWAY SYSTEM	↑	↑	↑	↑
	(E) WATER LINE	↑	↑	↑	↑
	(E) WATER MANHOLE	↑	↑	↑	↑
	(E) WATER METER	↑	↑	↑	↑
	(E) WATER VALVE	↑	↑	↑	↑
	(E) FENCE LINE	↑	↑	↑	↑

VICINITY MAP



LEGAL DESCRIPTION

Surveyor's Description

PARCEL "A"
ALL that certain lot, piece and parcel of land, lying and being in the City of Milford, Kent County, Delaware, fronting on the northwesterly side of NE Front Street, more particularly described as follows:
BEGINNING at a rebar set of the northwest side of NE Front Street, a.k.a. Delaware Route 14, thence along lands of the City of Milford the following four courses: N 52°12'18" W a distance of 169.42' to a disk found; thence N 35°03'42" E a distance of 35.00' to an iron pipe found; thence N 52°12'18" W a distance of 150.00' to a disk found; thence S 55°03'42" E a distance of 50.00' to a disk found; thence along lands of Duane A. and Joyce A. Kenton, N 52°12'18" W a distance of 484.40' to a rebar set; thence along lands of Perdue Farms Inc., N 36°13'22" E a distance of 694.03' to an iron pin found; thence along lands of Lynn A. McColley, Trustee, S 76°01'57" E a distance of 838.60' to an iron pin found on the northwest side of NE Front Street; thence along NE Front Street S 34°41'59" W a distance of 499.19' to an iron pin found; thence along lands of Cynthia L. Tolman the following three courses: N 55°18'00" W a distance of 222.00' to a rebar set; thence S 34°42'00" W a distance of 196.00' to a rebar set; thence S 55°18'00" E a distance of 222.00' to a rebar set on the northwest side of NE Front Street; thence along NE Front Street S 34°41'59" W a distance of 30.00' to a rebar set; thence along lands of Cynthia L. Tolman-Hogan the following three courses: N 55°18'00" W a distance of 150.00' to a rebar set; thence S 34°42'00" W a distance of 175.00' to a rebar set; thence S 55°18'00" E a distance of 150.00' to a rebar set on the northwest side of NE Front Street; thence along NE Front Street S 34°41'59" W a distance of 118.84' to a rebar set, the Point of Beginning.
Being a part of that some property conveyed unto Margaret B. Tolman by deed of Lawrence Tolman dated December 3, 1970 and recorded in the Office of the Recorder of Deeds of Kent County, Delaware in Deed Book U, Volume 26, Page 116.
Being a part of that some property passing unto Donald P. Tolman by the Last Will and Testament of Margaret B. Tolman of record in the Register of Wills of Kent County, Delaware in Will Book V, Volume 7, Page 23.
Donald P. Tolman departed this life on September 20, 2016 and his Last Will and Testament is of record in the Register of Wills of Kent County, Delaware in Will Book K, Volume 11, Page 420.
Being PID 15310 and Map ID 5-16-18307-01-1600-00001 in the records of Kent County.

Surveyor's Description (cont.)

PARCEL "B"
ALL that certain lot, piece and parcel of land, lying and being in the City of Milford, Kent County, Delaware, fronting on the northwesterly side of NE Front Street, more particularly described as follows:
BEGINNING at a point on the northwest side of NE Front Street, a.k.a. Delaware Route 14, thence along other lands now or formerly of Cynthia L. Tolman the following three courses: N 52°18'00" W a distance of 150.00' to a rebar set; thence S 34°42'00" W a distance of 175.00' to a rebar set; thence S 55°18'00" E a distance of 150.00' to a rebar set on the northwest side of NE Front Street; thence along NE Front Street N 34°41'59" E a distance of 175.02' to a point, the Point of Beginning.
Being that same property conveyed unto Cynthia L. Tolman by deed dated March 25, 1997 and recorded in the Office of the Recorder of Deeds of Kent County, Delaware in Deed Record D, Volume 210, Page 157.
Being PID 15303 and Map ID 5-16-18307-01-1601-00001 in the records of Kent County.

PARCEL "C"
ALL that certain lot, piece and parcel of land, lying and being in the City of Milford, Kent County, Delaware, fronting on the northwesterly side of NE Front Street, more particularly described as follows:
BEGINNING at an iron pin found on the northwest side of NE Front Street, a.k.a. Delaware Route 14, thence along other lands now or formerly of Cynthia L. Tolman the following three courses: N 55°18'00" W a distance of 222.00' to a rebar set; thence S 34°42'00" W a distance of 196.00' to a rebar set; thence S 55°18'00" E a distance of 222.00' to a rebar set on the northwest side of NE Front Street; thence along NE Front Street N 34°41'59" E a distance of 196.00' to an iron pin found, the Point of Beginning.
Being that some property conveyed unto Donald P. Tolman and Cynthia L. Tolman by deed dated July 31, 1970 and recorded in the Office of the Recorder of Deeds of Kent County, Delaware in Deed Record N, Volume 26, Page 369.
Donald P. Tolman departed this life on September 20, 2016 and his Last Will and Testament is of record in the Register of Wills of Kent County, Delaware in Will Book K, Volume 11, Page 420.
Being PID 15312 and Map ID 5-16-18307-01-1700-00001 in the records of Kent County.
Being the same tracts of land described in a Title Report prepared by First American Title Insurance Company, Commitment No. 124443-S-PERDUE, dated January 2, 2017 at 09:00 A.M.

ALTA/NSPS LAND TITLE SURVEY

Kent County
709 & 801 NE Front Street
Milford, DE
Surveyor's Certification

To: Perdue Foods LLC, Venable LLP; First American Title Insurance Company, and its agents; and MKAssociates, Inc.

This is to certify that this map or plot and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS and includes Items 1, 2, 3, 4, 6(a), 6(b), 8, 11, 13, 16, 19, 20, and 21 of Table A thereof.

The field work was completed on January 12, 2017.

Date of Plot or Map: February 7, 2017
Date of Last Revision: February 22, 2017

William T. Derry
Surveyor's Signature



Professional Land Surveyor: William T. Derry
Registration Number: 652
in the State of Delaware

[Insert Surveyor's Signature/Seal]

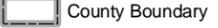
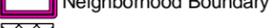
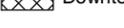
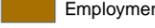
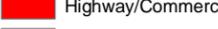
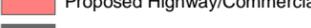
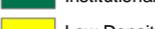
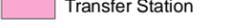
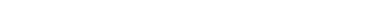
PROJECT NAME: KENT COUNTY MIKA PROJECT No.: 5922-17-4397
ADDRESS: 709 & 801 NE Front Street CITY: Milford STATE: DE

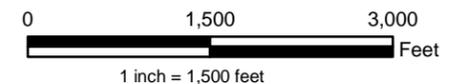
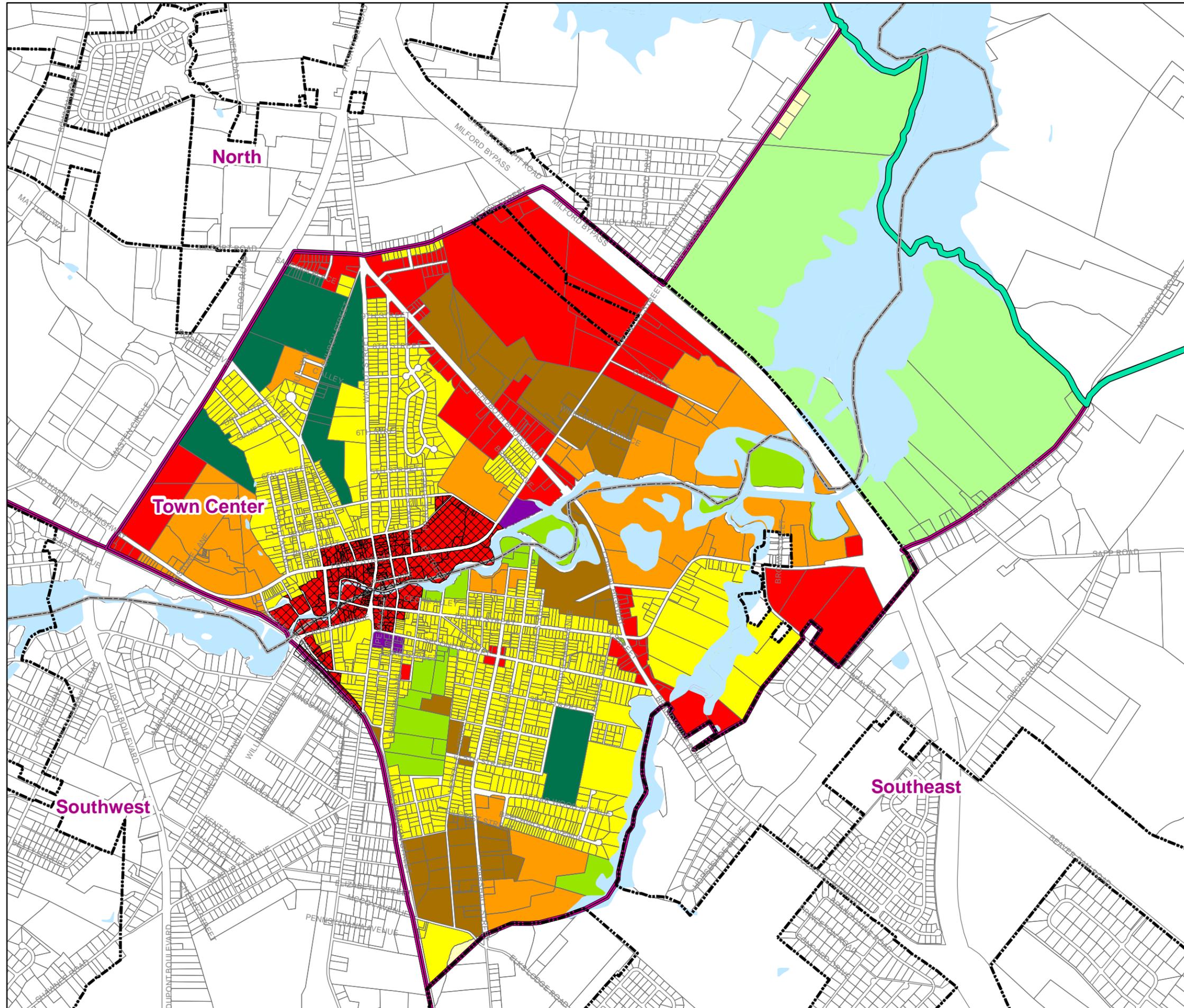
For Inquiries Concerning This Survey Contact MKA
National Coordinators of Land Survey Services
6593 Commerce Court - Warrenton, Virginia 20187
Phone: (540) 428-3550 Fax: (540) 428-3560
Email: comments@mkassociates.com www.mkassociates.com

Milford Comprehensive Plan

Figure 14D Neighborhood Map - Town Center

Legend

-  City Boundary
 -  County Boundary
 -  Urban Growth Boundary
 -  Water
 -  Neighborhood Boundary
 -  Downtown
- ### Future Land Use
-  Business Park
 -  Government
 -  Employment
 -  Highway/Commercial
 -  Proposed Highway/Commercial
 -  Industrial
 -  Institutional
 -  Low Density Residential
 -  Proposed Low Density Residential
 -  Moderate Density Residential
 -  Proposed Moderate Density Residential
 -  Open Space
 -  Proposed Institutional
 -  Proposed Open Space
 -  Transfer Station
 -  Proposed Thompsonville Intersestion



Data Sources:
 Roads - DELDOT
 State, County, Municipal Boundaries - State of Delaware
 Future Land Use, Neighborhood Boundaries - City of Milford

§ 230-17. - I-2 General Industrial District.

[Added 7-9-1990]

In an I-2 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

- A. The purpose of the I-2 General Industrial District shall be to provide locations for the development of large or heavy manufacturing, warehousing, wholesale and research establishments, which may include those that may produce some objectionable conditions, and also to concentrate the more intensive industrial uses in areas that would least impact neighboring zoning districts or uses.
- B. Permitted uses. Permitted uses for the I-2 District shall be as follows:
 - (1) All items allowed in the I-1 District.
 - (2) Heavy manufacturing, assembling, converting, altering, finishing, cleaning or any other processing, handling or storage of products or materials, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices, cafeterias and recreational facilities for the exclusive use of in-house staff and employees.
 - (3) Research, design and development laboratories.
 - (4) Wholesale storage and warehousing.
 - (5) Building contractors' yards.
 - (6) Large public utility facilities, or major uses thereof.
- C. Prohibited uses. The following are expressly prohibited in an I-2 District:
 - (1) Residences.
 - (2) Manufacturing uses involving primary production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals: carbide, ammonia, aniline dyes, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (manufactured and natural) of an explosive nature, potash, petro chemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, gelatin, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); soaps, including fat rendering; and starch.
 - (3) Dumps, junkyards, automobile salvage and dismantling plants/yards, public storage areas or operations for the storage or resale of used automotive or other machine parts.
 - (4) Operations involving slaughterhouses, stockyards or slag piles.
 - (5) Quarries, stone crushers, screening plants and all associated uses.
 - (6) The following processes: nitrating of cotton or other materials; magnesium foundry; milling or processing of flour; large-scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; distillation of wood or bones; and reduction and processing of wood pulp and fiber, including paper mill operations and sawmills.
 - (7) Storage of explosives and bulk or wholesale storage of gasoline above ground.
- D. Conditional uses. The following uses are permitted in the I-2 District in accordance with the provisions within Article IX (conditional use portion) of this chapter:
 - (1) Airfields or airpark facilities.
 - (2) Tractor-trailer storage and parking facilities.

- (3) Farm machinery and truck manufacture, sales, storage and repairs.
 - (4) Fertilizer storage and distribution centers.
 - (5) Heating, ventilating, cooling and refrigeration manufacturing.
 - (6) Trash compaction: transfer station and solid waste management system, not to include hazardous waste.
 - (7) Recycling or collection facilities for paper, glass, plastics and metal.
 - (8) Grain storage and processing.
 - (9) Meat processing, chicken processing and seafood processing.
 - (10) Aluminum recycling and smelting (small scale).
 - (11) Food and vegetable cleaning, canning and freezing.
- E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by the Planning Commission.
- (1) Accessory uses shall not be permitted without a principal use.
 - (2) Any uses not permitted, as previously listed, are prohibited.
 - (3) All uses shall be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except in areas approved by the Planning Commission during the site plan review hearing.
 - (4) In a planned industrially zoned I-2 District, no building/structure, accessory structure or sign shall be located closer than 250 feet to any existing nonindustrial district boundary.
 - (5) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.
 - (6) Fencing is required in any and all areas which would pose a threat to public safety and the security of the facility. All fencing shall be properly maintained.
 - (7) All front yard areas shall be maintained in a neat and attractive condition. All side and rear yard areas shall be kept uncluttered and free from any conditions that would constitute a safety hazard for employees or anyone visiting the site.
 - (8) All loading operations shall be conducted at the side or rear of the building. In the unloading or loading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.
 - (9) All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks or chimneys and internal combustion engines must comply with the requirements set forth by the DNREC, State of Delaware.
 - (10) Dust or particulate debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements of DNREC, State of Delaware.
 - (11) All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved.
 - (12) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.
 - (13) The proposed use shall not endanger the surrounding facilities or communities to the possibility of fire or explosion. All uses shall comply with state regulations which control or govern their

operation. There shall be no allowances for the storage of radioactive materials or those materials deemed to be toxic or dangerous.

(14) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties.

(15) All I-2 District projects and proposals are subject to site plan review by the Planning Commission.

F. Area and height regulations.

(1) Minimum lot area shall be 2 1/2 acres.

(2) Maximum lot coverage shall be 50%, with the remainder being that of grass and landscaped areas. Parking areas shall be landscaped.

(3) Minimum lot width shall be 150 feet.

(4) Maximum building height shall be 50 feet.

(5) Minimum front yard setback shall be 75 feet.

(6) Minimum side yard setback shall be 50 feet.

(7) Minimum rear yard setback shall be 50 feet.

(8) Off-street parking. See Article IV of this chapter.

(9) Landscape screening. See Article V of this chapter.

(10) Sign requirements. See Article VI of this chapter.

(11) Accessory structures shall occupy no more than 10% of the lot area.

(12) Accessory structures shall be located in the side and rear lot areas.

(13) Accessory structures shall be located at least 50 feet from the rear lot line.

NOTICE OF PUBLIC HEARINGS

PLANNING COMMISSION PUBLIC HEARING: APRIL 18, 2017
CITY COUNCIL PUBLIC HEARING: MAY 22, 2017

NOTICE IS HEREBY GIVEN the Planning Commission of the City of Milford will hold a Public Hearing on Tuesday, April 18, 2017 at 7:00 p.m. or as soon thereafter as possible.

A FINAL PUBLIC HEARING is scheduled on Monday, May 22, 2017 at 7:00 p.m. before Milford City Council. Following the hearing, the ordinance may be adopted, with or without amendments.

ORDINANCE 2017-10

Change of Zone/Lands belonging to Perdue Foods LLC
Tax Parcel MD-16-183.07-01-16.00
North side of NE Front Street, Milford, Delaware
13.87 +/- Acres

Current Zone R2 (Residential)/Proposed Zone I2 (General Industrial)

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by rezoning 13.87 +/- acres of real property from R2 (Residential) to I2 (General Industrial) on the north side of NE Front Street, Milford, Delaware. Present Use: Vacant/Agricultural. Proposed Use: Poultry Processing Plant. Tax Map and Parcel: MD-16-183.07-01-16.00

WHEREAS, the City of Milford Planning Commission will consider the change of zone application at a Public Hearing on April 18, 2017; and

WHEREAS, Milford City Council will hold a Public Hearing on May 22, 2017 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to allow a change of zone as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:

Upon the adoption of this ordinance, tax map and parcel MD-16-183.07-01-16.00, owned by Perdue Foods LLC located on the north side of NE Front Street, is hereby zoned I2.

Dates:

Planning Commission Review & Public Hearing: April 18, 2017

City Council Introduction: May 8, 2017

City Council Public Hearing: May 22, 2017

Adoption: May 22, 2017

Effective: June 1, 2017

This ordinance shall take effect and be in force ten days after its adoption.

For additional information, please contact Rob Pierce in the Planning Department at Milford City Hall, via e-mail at RPierce@milford-de.gov or by calling 302.424.8396 x1311.

Advertised: Beacon 032917

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PLANNING COMMISSION PUBLIC HEARING: APRIL 18, 2017
CITY COUNCIL PUBLIC HEARING: MAY 22, 2017

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Advertised: Beacon 032917

Ordinance 2017-13

Chapter 197-Streets and Sidewalks

WHEREAS, certain conditions arise from time that requires the temporary closure or blockage of streets and/or sidewalks; and

WHEREAS, the City Manager of the City of Milford shall arrange for the temporary closure of streets and traffic rerouting to minimize hazardous conditions and allow for orderly movement of traffic; and

WHEREAS, the City Clerk is to communicate needed temporary street and sidewalk closures to City and Police Departments and the Carlisle Fire Company to ensure proper notification.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. An Ordinance to Amend the Code of the City of Milford by Amending Chapter 197 entitled Streets and Sidewalks.

Chapter 197 - STREETS AND SIDEWALKS

ARTICLE II - Miscellaneous Provisions

Section 2. Section 197-15 is hereby amended by removing text indicated in strikethrough and incorporating new paragraphs (A)(1) and (B) as underlined:

§ 197-15. - Authority to temporarily close or block streets and sidewalks.

~~Both the city manager and/or designee and chief of police and/or designee shall have the authority to temporarily close streets, sidewalks or private entrances onto public streets to vehicular and pedestrian traffic when necessary for the public safety or convenience or to conduct work on streets or sidewalks.~~

(A) The City Manager and/or designee shall have the authority to temporarily close or block streets, sidewalks or private entrances onto public streets to vehicular and pedestrian traffic when necessary for the public's safety or to conduct work on streets or sidewalks. Permission shall be granted in the form of a permit issued by the Office of the City Clerk. Permit shall at all times, when streets or sidewalks are closed, be in the possession of a person at the site of the temporary closure and provided to any Police Officer or employee of the City upon request.

(1) Notification shall be provided to Milford Police Department, City Departments and the Carlisle Fire Company.

(B) The Chief of Police and/or designee is hereby authorized to close temporarily any street or roadway in an impending or existing emergency or when in his/her opinion, there is reasonable justification for the closing of such street or roadway.

(C) This section shall not apply to those governmental agencies which are otherwise authorized to close streets. Any roadway, lane or sidewalk closure request having direct and indirect impacts on a State of Delaware right-of-way must inform the Special Events Manager in Delaware Department of Transportation Traffic Safety Section.

Section 3. Dates.

Introduction: 05/08/2017

Adoption (Projected): 05/22/2017

**Greater Kent Committee
59 Roosevelt Ave
Dover, DE 19901**

Dues Invoice

Bryan Shupe
City of Milford
201 S. Walnut Street
Milford, DE 19963

Date	Invoice #
1/16/2017	2058

		Terms	Due Upon Receipt
Description		Amount	
Annual Program Support x 1/2 (January through June)			750.00

We now accept credit cards! Please include your account number with card type and expiration date along with the invoice if you select this method of payment. Thank you.

Total	\$750.00
--------------	-----------------

If you would like to also make a donation to the Greater Kent Committee please include with your payment and a receipt will be mailed to you for tax purposes

Payments/Credits	\$0.00
Balance Due	\$750.00



Annexation Application

File Name: Samuels, Walter & Barbara

Date Stamp

File Number: 17-008

A Land Use Application for Annexation is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

Current County Zoning: AR-1 Requested Zoning: C-3 Comprehensive Plan Designation: Comm.

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input checked="" type="checkbox"/>	1. Land Use Application Cover Sheet.		
<input checked="" type="checkbox"/>	2. Petition for annexation, signed by ALL property owners with signature of each petitioner duly witnessed; petition must contain:		
	A. Site address;		
	B. Tax map number (s);		
	C. Size of property in acres;		
	D. Reasons for request;		
	E. General location description (proximity to closest roadways, streets and intersections).		
<input checked="" type="checkbox"/>	3. A full legal description of the property in Word format.		
<input checked="" type="checkbox"/>	4. Current recorded deed showing legal description and ownership.		
<input checked="" type="checkbox"/>	5. Current sealed survey (no larger than 11" x 17"), drawn to scale, showing:		
	A. Property identified for annexation which clearly shows the parcel(s) and demonstrates contiguity to the City;		
	B. Date, scale and north arrow;		
	C. Existing right-of-ways and improvements;		
	D. Existing utilities;		
	E. Existing natural features;		
	F. Existing structures and other improvements;		
	G. All structures, natural features and other improvements on abutting property.		
<input type="checkbox"/>	6. Application fee (see page 2).		

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: Barbara L. Samuels Date: 4/25/17
 Signature of Applicant: Walter Samuels Jr Date: 4/25/17
Barbara L. Samuels Date: 4/25/17

FOR STAFF USE ONLY

City Council	Annexation Committee	Planning Commission	City Council
Applicant			
Owner			

REVISED: 01.2014

Merestone Consultants, Inc.
Legal Description
8 February 2017

Project: 7237 Cedar Creek Road
Project No.: 23840N

Description of Property situate in Cedar Creek Hundred, Sussex County, State of Delaware, being 7237 Cedar Creek Road, as shown on a Boundary Survey Plan prepared by Merestone Consultants, dated 27 December 2017, said Property being more particularly bounded and described as follows, to wit: 16

Beginning at a rebar set on the northeasterly right of way line of Cedar Creek Road, at 80 feet wide, a common corner of the lands of, now or formerly, Frederick A. Duffy and Delema M. Duffy, point being located 720 feet more or less from the southerly right of way line of Wilkins Road ;

Thence leaving Cedar Creek Road and following said lands of Duffy North $86^{\circ}17'13''$ East, 287.52 feet, to a found iron pipe, a corner of lands, now or formerly, of Nelson W. Hall Trustee;

Thence along the lands of Nelson W. Hall Trustee, South $04^{\circ}19'49''$ East, 153.54 feet, to a found iron pipe, a corner of lands, now or formerly, of Patrick F. Gorman and Jacquelyn A. Gorman;

Thence along said lands of Gorman, South $86^{\circ}57'44''$ West, 290.00 feet, to a rebar set on the northeasterly side of Cedar Creek Road;

Thence along said Cedar Creek Road by a curve to the left having a radius of 13,917.35 feet an arc distance of 150.12 feet (chord equivalent: North $03^{\circ}24'14''$ West, 150.12 feet) to the first mentioned point and place of Beginning...

Containing within the said described metes and bounds 1.005 Acres of land.

Prepared DTG Checked by: Michael J. Early, DE PLS 504

TAX PARCEL NO: 8-30-11-6
PREPARED BY: WALTER G. FEINDT
P.O. BOX 1184
MILFORD, DE. 19963

5750

BOOK 1776 PAGE 123

INDIVIDUAL DEED—Typewriter
Sold by YOUNG & REVEL Inc. Stationers
MILFORD, DELAWARE

This Deed, MADE THE

8th day of April

in the year of our LORD,

one thousand nine hundred and ninety one

Between

FRANCIS A. WEBB, IV and MARY LOU WEBB,
R.D. #1, Box 96, Lincoln, Delaware 19960
parties of the first part,

-AND-

WALTER V. SAMUELS, JR. and BARBARA L. SAMUELS, his wife,
901 E. Slocumb, Philadelphia, Pa. 19150
parties of the second part,

Witnesseth,

That the said parties

of the first part, for and in consider-

ation of the sum of TEN DOLLARS (\$10.00)

lawful money of the United States of America,

the receipt whereof is hereby acknowledged, hereby grant

and convey

unto

the said parties of the second part.

All, that certain lot, piece and parcel of land, lying and being in Cedar Creek Hundred, Sussex County and State of Delaware, fronting on the easterly side of the 60 foot wide right-of-way of State Route 30, adjoining lands now or formerly of grantors, other lands of grantors and lands of Brown P. Thawley, Jr., and more particularly described as follows, to wit:
BEGINNING at an iron pipe set on the easterly right-of-way line of State Route 30 at a corner of lands now or formerly of grantors and distant, on a bearing of South 07 degrees 22 minutes 57 seconds East 781.21 feet from the point at which the centerlines of County Road 206 and State Route 30 intersect; thence proceeding with said lands now or formerly of grantors North 86 degrees 17 minutes 13 seconds East 297.52 feet to an iron pipe set on line of other lands of grantors; thence running with said other lands of grantors South 04 degrees 19 minutes 49 seconds East, 153.54 feet to an iron pipe set on line of lands of Brown P. Thawley, Jr.; thence running with said Thawley lands South 86 degrees 57 minutes 44 seconds West 300.00 feet to an iron pipe found on aforementioned right-of-way line of State Route 30; thence finally following said right-of-way line and deflecting left along a 13,907.52 foot radius curve, the chord of which bears North 03 degrees 24 minutes 14 seconds West 150.00 feet an arc distance of 150.00 feet to the place of beginning; containing 1.04 acres of land, more or less.

BEING part of the same lands conveyed unto FRANCIS A. WEBB, IV and MARY LOU WEBB by deed of MARY SUE PAQUETTE and L. FRANK PAQUETTE, JR., dated 8/30/79 and recorded in Sussex County Deed Book 969, at Page 165.

THIS CONVEYANCE is made subject to the following restrictions.

1. Any ranch style or one story residence constructed on the lot shall have a minimum of 2,000 square feet of living space.
2. Any two story residence constructed on the lot shall have a minimum of 2,250 square feet of living space.

0177 04-12-91 18000

6947 333 4/12/91 TR-TX CD 360.00

PP

In Witness Whereof, The said parties of the first part have hereunto set their hand and seal, the day and year aforesaid.

SEALED AND DELIVERED

in the presence of

Walter G. Feindt
(Seal)

Francis A. Webb IV (Seal)
FRANCIS A. WEBB, IV

Mary Lou Webb (Seal)
MARY LOU WEBB

..... (Seal)
..... (Seal)

PURCHASERS REPORT
MADE THIS DATE

APR 15 1991

ASSESSMENT DIVISION
OF SUSSEX CTY.

State of Delaware, }
SUSSEX County. } ss.

Be It Remembered, that on this _____ day of April in the year of our Lord one thousand nine hundred and ninety one personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, FRANCIS A. WEBB, IV and MARY LOU WEBB,

Parties to this Indenture, known to me personally to be such, and they did acknowledge this Indenture to be their Deed.

GIVEN under my hand and Seal of Office, the day and year aforesaid

Walter G. Feindt
Notary Public

WALTER G. FEINDT
ATTORNEY AT LAW

DALLAS D. GREEN
DOC. SURCHARGE PAID

91 APR 12 AM 8:37

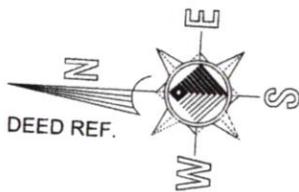
RECORDER OF DEEDS
SUSSEX COUNTY

*Walter Feindt, Atty
4-22-91*

PLAN #23840N-128078

PARCEL NO. 3-30-11.00-6.04

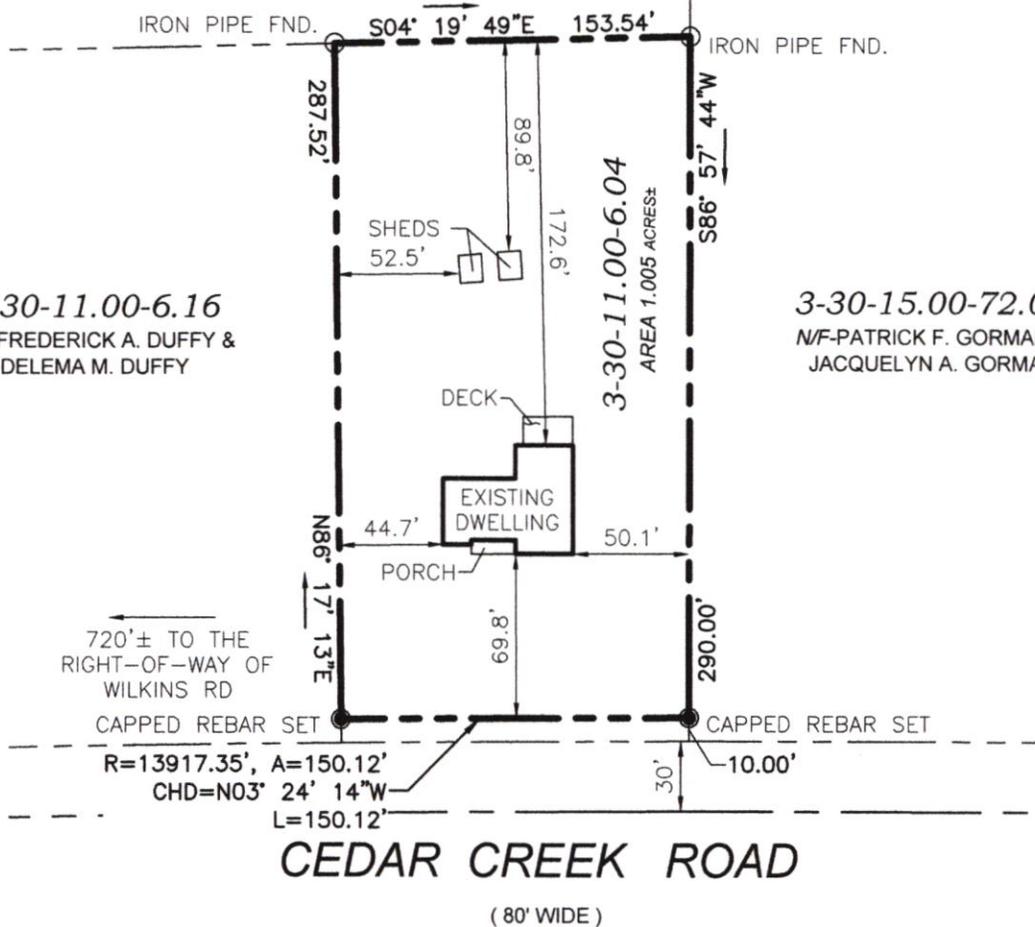
DEED REF: DEED BOOK 1776, PAGE 123



3-30-11.00-6.00
N/F-NELSON W. HALL TRUSTEE
CURRENTLY ANNEXED

3-30-11.00-6.16
N/F-FREDERICK A. DUFFY &
DELEMA M. DUFFY

3-30-15.00-72.00
N/F-PATRICK F. GORMAN &
JACQUELYN A. GORMAN



BOUNDARY SURVEY PLAN
FOR THE ANNEXATION INTO THE CITY OF MILFORD

PREPARED FOR:
WALTER V. SAMUELS, JR. & BARBARA L. SAMUELS

PROPERTY KNOWN AS:
7237 CEDAR CREEK ROAD

SITUATE IN:
CEDAR CREEK HUNDRED
SUSSEX COUNTY - STATE OF DELAWARE

SCALE: 1" = 80'
DATE: 27 DECEMBER 2016

NOTES:

1. THIS PLAN IS VALID ONLY WHEN SIGNED IN RED INK AND EMBOSSED WITH A RAISED IMPRESSION SEAL AND WAS PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARD OF ACCURACY FOR A RURAL CLASSIFICATION.
2. LAND ACQUIRED BY DELDOT PER DEED BOOK 3996, PAGE 294 AND DEPICTED ON DELDOT CONTRACT NO. T2008-122-01.
3. NO EASEMENTS OTHER THAN SHOWN WERE PROVIDED.



M E R E S T O N E
C O N S U L T A N T S , I N C .

ENGINEERS - PLANNERS - SURVEYORS

5215 WEST WOODMILL DRIVE
WILMINGTON, DE 19808
PHONE: 302-992-7900

33516 CROSSING AVENUE, UNIT 1
FIVE POINTS SQUARE
LEWES, DE 19958
PHONE: 302-226-5880

[Signature]
PROFESSIONAL LAND SURVEYOR

1/25/17
DATE



Land Use Application Cover Sheet

File Name: Samuels, Walter & Barbara

Date Stamp

File Number: 17-008

Instructions for Applicants:

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. No applications will be accepted/processed if violations exist or if any fees are owed to the City.

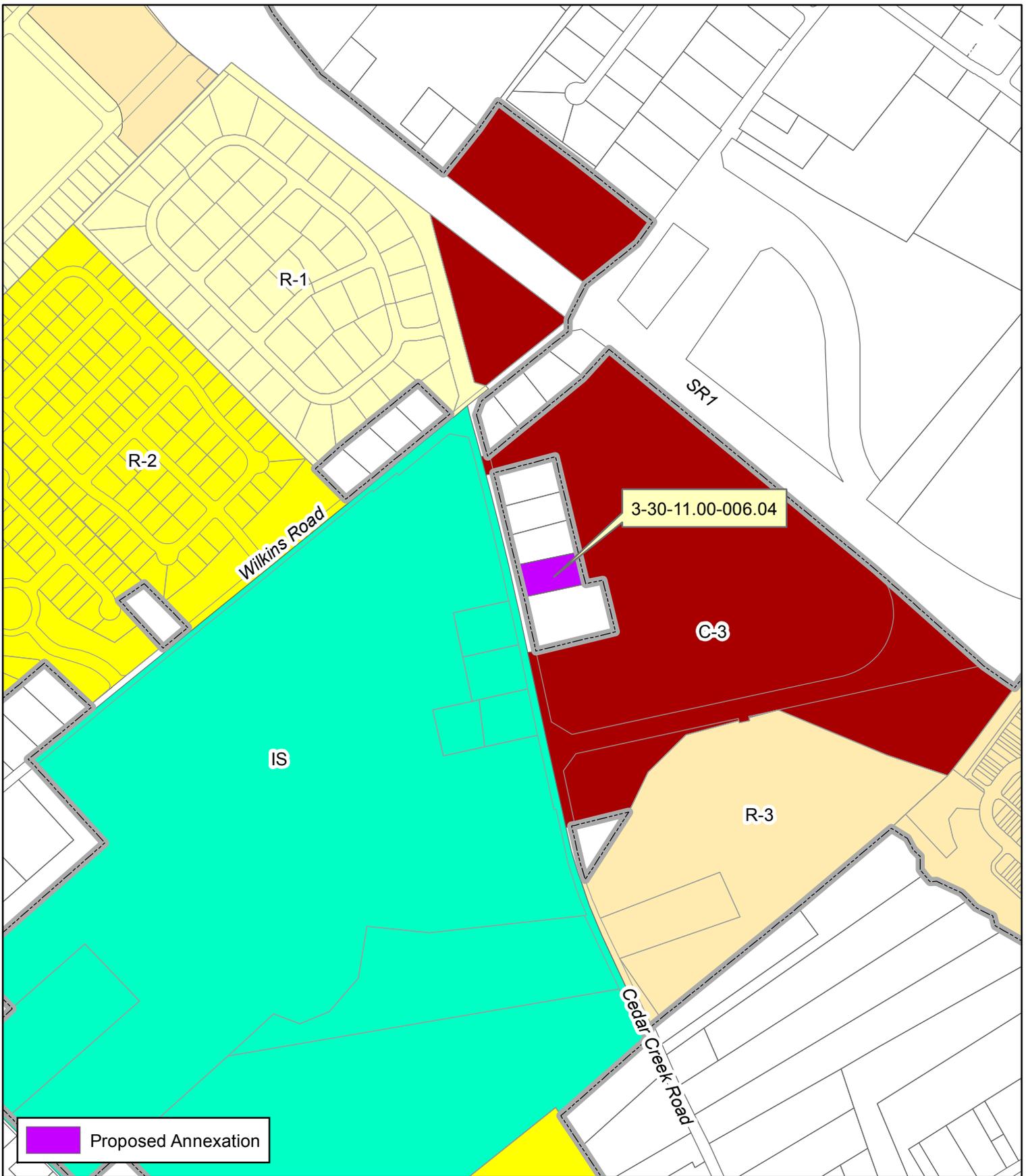
Specify Type of Land Use Application to be submitted (check all that apply):

- Preliminary Site Plan
- Preliminary Major Subdivision
- Final Minor Subdivision
- Final Site Plan
- Final Major Subdivision
- Variance/Appeal
- Change of Zone
- Conditional Use
- Annexation

Please Type or Print Legibly

Property Owner(s): <u>WALTER + BARBARA SAMUELS JR</u>			Phone: <u>302-422-2831</u>
Address: <u>7237 CEDAR CREEK RD</u>			Cell: <u>—</u>
City: <u>LINCOLN</u>	State: <u>DE</u>	Zip: <u>19960</u>	Fax: <u>—</u>
E-Mail: <u>N/A</u>			
Applicant Name and Company: <u>WALTER + BARBARA SAMUELS</u>			Phone: <u>302-422-2831</u>
Address: <u>7237 CEDAR CREEK RD</u>			Cell: <u>—</u>
City: <u>LINCOLN</u>	State: <u>DE</u>	Zip: <u>19960</u>	Fax: <u>—</u>
E-Mail: <u>N/A</u>			
Surveyor or Engineer: <u>MERESTONE CONSULTANTS, INC,</u>			Phone: <u>302-726-5800</u>
Address: <u>33516 CROSSING AVE, UNIT 1 J</u>			Cell: <u>—</u>
City: <u>LEWES</u>	State: <u>DE</u>	Zip: <u>19958</u>	Fax: <u>—</u>
E-Mail: <u>—</u>			
Site Address: <u>7237 CEDAR CREEK RD LINCOLN DE 19960</u>			Zoning: <u>C-3</u>
Tax Map & Parcel Number(s): <u>3-30-11.00-006.04</u>			Acreeage: <u>1.005</u>
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge.			
Signature of Property Owner(s): <u>Walter Samuel Jr + Barbara L. Samuel</u>			Date: <u>4/25/17</u>
Signature of Applicant(s): <u>Walter Samuel Jr</u>			Date: <u>4/25/17</u>
Office Use Only:			
<input type="checkbox"/> Current on Utilities <input type="checkbox"/> Current on Taxes <input type="checkbox"/> No Outstanding Violations			

REVISED: 05.2016



 Proposed Annexation



Scale:  Feet
0 300 600

Drawn by: WRP Date: 04/25/17

Title:

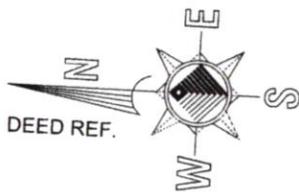
Annexation
Lands of Walter & Barbara Samuels
Location & Zoning Map

Filepath: Annexation_Samuels.mxd

PLAN #23840N-128078

PARCEL NO. 3-30-11.00-6.04

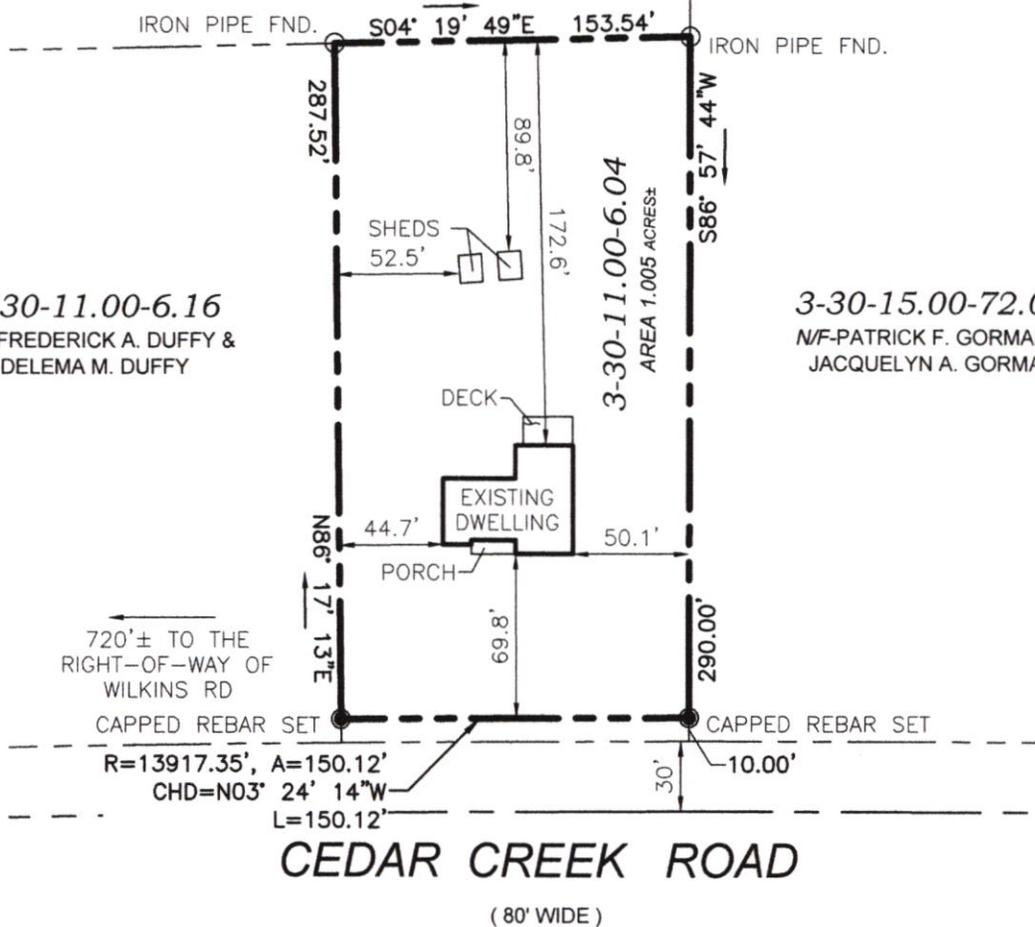
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CONSULTANTS, INC.

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PHONE: 302-226-5880

[Signature]
PROFESSIONAL LAND SURVEYOR

1/25/17
DATE

TAX PARCEL NO: 8-30-11-6
PREPARED BY: WALTER G. FEINDT
P.O. BOX 1184
MILFORD, DE. 19963

5750

BOOK 1776 PAGE 123

INDIVIDUAL DEED—Typewriter
Sold by YOUNG & REVEL Inc. Stationers
MILFORD, DELAWARE

This Deed, MADE THE

8th day of April

in the year of our LORD,

one thousand nine hundred and ninety one

Between FRANCIS A. WEBB, IV and MARY LOU WEBB,
R.D. #1, Box 96, Lincoln, Delaware 19960
parties of the first part,

-AND-

WALTER V. SAMUELS, JR. and BARBARA L. SAMUELS, his wife,
901 E. Slocomb, Philadelphia, Pa. 19150
parties of the second part,

Witnesseth, That the said parties of the first part, for and in consideration of the sum of

TEN DOLLARS (\$10.00)

lawful money of the United States of America,

the receipt whereof is hereby acknowledged, hereby grant and convey unto the said parties of the second part,

All, that certain lot, piece and parcel of land, lying and being in Cedar Creek Hundred, Sussex County and State of Delaware, fronting on the easterly side of the 60 foot wide right-of-way of State Route 30, adjoining lands now or formerly of grantors, other lands of grantors and lands of Brown P. Thawley, Jr., and more particularly described as follows, to wit:
BEGINNING at an iron pipe set on the easterly right-of-way line of State Route 30 at a corner of lands now or formerly of grantors and distant, on a bearing of South 07 degrees 22 minutes 57 seconds East 781.21 feet from the point at which the centerlines of County Road 206 and State Route 30 intersect; thence proceeding with said lands now or formerly of grantors North 86 degrees 17 minutes 13 seconds East 297.52 feet to an iron pipe set on line of other lands of grantors; thence running with said other lands of grantors South 04 degrees 19 minutes 49 seconds East, 153.54 feet to an iron pipe set on line of lands of Brown P. Thawley, Jr.; thence running with said Thawley lands South 86 degrees 57 minutes 44 seconds West 300.00 feet to an iron pipe found on aforementioned right-of-way line of State Route 30; thence finally following said right-of-way line and deflecting left along a 13,907.52 foot radius curve, the chord of which bears North 03 degrees 24 minutes 14 seconds West 150.00 feet an arc distance of 150.00 feet to the place of beginning; containing 1.04 acres of land, more or less.

BEING part of the same lands conveyed unto FRANCIS A. WEBB, IV and MARY LOU WEBB by deed of MARY SUE PAQUETTE and L. FRANK PAQUETTE, JR., dated 8/30/79 and recorded in Sussex County Deed Book 969, at Page 165.

THIS CONVEYANCE is made subject to the following restrictions.

1. Any ranch style or one story residence constructed on the lot shall have a minimum of 2,000 square feet of living space.
2. Any two story residence constructed on the lot shall have a minimum of 2,250 square feet of living space.

0177 04-12-91 18000

6947 333 4/12/91 TR-TX CD 360.00

PP

In Witness Whereof, The said parties of the first part have hereunto set their hand and seal, the day and year aforesaid.

SEALED AND DELIVERED

in the presence of

Walter G. Feindt
(Seal)

Francis A. Webb IV (Seal)
FRANCIS A. WEBB, IV

Mary Lou Webb (Seal)
MARY LOU WEBB

_____ (Seal)
_____ (Seal)

PURCHASERS REPORT
MADE THIS DATE

APR 15 1991

ASSESSMENT DIVISION
OF SUSSEX CTY.

State of Delaware, }
SUSSEX County. } ss.

Be It Remembered, that on this _____ day of April _____ in the year of our Lord one thousand nine hundred and ninety one _____ personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, FRANCIS A. WEBB, IV and MARY LOU WEBB,

Parties to this Indenture, known to me personally to be such, and they did acknowledge this Indenture to be their Deed.

GIVEN under my hand and Seal of Office, the day and year aforesaid

Walter G. Feindt
Notary Public

WALTER G. FEINDT
ATTORNEY AT LAW

DALLAS D. GREEN
DOC. SURCHARGE PAID

91 APR 12 AM 8:37

RECORDER OF DEEDS
SUSSEX COUNTY

*Walter Feindt, Atty
4-22-91*

City of Milford
RESOLUTION 2017-04

Annexation/Lands belonging to Walter V. Jr. & Barbara L. Samuels
7237 Cedar Creek Road, Lincoln, DE 19960
Tax Parcel No. 3-30-11.00-6.04
1.005 +/- Acres
Current Zone AR-1/Proposed Zone C-3

COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owner and duly witnessed, requesting annexation into the City of Milford, situated northeast of Cedar Creek Road (SR 30), 763 feet southeast of Wilkins Road (CR 206) along the east side of Cedar Creek Road, in Cedar Creek Hundred, being 7237 Cedar Creek Road, shown on a Boundary Survey Plan prepared by Merestone Consultants and dated December 27, 2016, legally described as:

Beginning at a rebar set on the northeasterly right of way line of Cedar Creek Road, at 80 feet wide, a common corner of the lands of, now or formerly, Frederick A. Duffy and Delema M. Duffy, point being located 720 feet more or less from the southerly right of way line of Wilkins Road ;

Thence leaving Cedar Creek Road and following said lands of Duffy North $86^{\circ}17'13''$ East, 287.52 feet, to a found iron pipe, a corner of lands, now or formerly, of Nelson W. Hall Trustee;

Thence along the lands of Nelson W. Hall Trustee, South $04^{\circ}19'49''$ East, 153.54 feet, to a found iron pipe, a corner of lands, now or formerly, of Patrick F. Gorman and Jacquelyn A. Gorman;

Thence along said lands of Gorman, South $86^{\circ}57'44''$ West, 290.00 feet, to a rebar set on the northeasterly side of Cedar Creek Road;

Thence along said Cedar Creek Road by a curve to the left having a radius of 13,917.35 feet an arc distance of 150.12 feet (chord equivalent: North $03^{\circ}24'14''$ West, 150.12 feet) to the first mentioned point and place of beginning and

Containing within the said described metes and bounds 1.005 Acres of land.

has been submitted to the City Council of the City of Milford.

Now, Therefore, a Committee, composed of three (3) elected members of City Council and one (1) member of the Planning Commission has been appointed by the Mayor to investigate the possibility of annexing said property, said Committee to be comprised of Chair Katrina Wilson, Douglas Morrow, Arthur Campbell and Planning Commission Chairman Marvin Sharp.

Be It Further Resolved, that said Committee shall submit a written report containing its findings and conclusions, including the advantages and disadvantages of the proposed annexation both to the City and to the property proposed to be annexed and said report shall further contain the committees' recommendations whether or not to proceed with the proposed annexation and the reasons therefor.

NOW, THEREFORE, I, Teresa K. Hudson, City Clerk of the City of Milford, do hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Milford at a Council Meeting held the 8th day of May 2017 by a majority vote.

City Clerk

TO: Mayor and City Council

FROM: Rob Pierce, Coordinator of Planning & Economic Development Activities

CC: Eric Norenberg, City Manager
Jeff Portman, Finance Director

DATE: May 2, 2017

RE: Transfer of Funds from Enforcement & Inspections to Planning & Zoning

The Planning & Zoning Department is requesting a transfer of funds from the Enforcement & Inspections Department to the Planning & Zoning Department to cover current and projected legal and engineering expenses for the remainder of the fiscal year. The increase in legal expenses can be attributed to an increase in review of site plan and land development items, the Comprehensive Plan update process and several economic development agreements. The increase in engineering expenses is attributed to an increase in the number of site plan and land development items being reviewed by Davis, Bowen & Friedel. The majority of the legal and engineering expenses are billed as encumbered and reimbursed by the applicant, however, collection of such fees may take several months.

The Planning & Zoning Department requests a transfer from the Enforcement & Inspections Department in the amounts of \$1,000.00 from *Engineering* (101-1045-429.30-50), \$1,500 from *Legal* (101-1045-429.30-20), \$1,000 from *General Expenses* (101-1045-429.60-11) and \$3,000 from *Training* (101-1045-429.50-90) to the Planning & Zoning Department budget in the amounts of \$2,500 for *Engineering* (101-1035-419.30-50) and \$4,000 for *Legal* (101-1035-419.30-20).

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 10, 2017

A Meeting of the City of Milford Police Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, April 10, 2017.

PRESIDING: Chairman James Burk

IN ATTENDANCE: Committee Members:
Councilmember Owen Brooks Jr.

Mayor Bryan Shupe

City Clerk Terri Hudson

Chairman Burk called the Committee Meeting to order at 6:00 p.m.

EXECUTIVE SESSION

Councilmember Brooks moved to go into Executive Session reference the below statute, seconded by Chairman Burk:

{Pursuant to 29 Del. C. §10004(b)(9)} Personnel Matter

Motion carried.

Chairman Burk recessed the Council Meeting at 6:01 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Brooks moved to return to the Regular Session, seconded by Chairman Burk. Motion carried.

City Council returned to Open Session at 6:46 p.m.

No motion needed.

ADJOURN

There being no further business, Chairman Burk adjourned the Police Committee Meeting at 6:47 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 10, 2017

The City Council of the City of Milford met in Workshop Session on Monday, April 10, 2017 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Ingram Peel, James Burk, Owen Brooks Jr., Douglas Morrow, James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

Mayor Shupe called the Council Workshop to order at 7:01 p.m.

Strategic Planning Presentation

City Manager Norenberg introduced Associate Policy Scientist Fran Fletcher and Assistant Policy Scientist Leeann Moore from the University of Delaware's Institute of Public Administration.

He recalled the Council Retreat at which time the goals and priorities for the current and new budget year were discussed and how a strategic plan would help establish goals and priorities, as well as future action plans.

Mr. Norenberg said that this will help Ms. Fletcher and Ms. Moore provide a final cost proposal which can be included in next year's budget.

Ms. Moore explained they will provide an overview of a plan in addition to what Milford's plan could look like. They will discuss options to consider, time frames, how in-depth the plan should be and determine who should be involved and how.

Ms. Moore then reported the following:

Strategic planning is a systematic process that identifies why your local government exists, who it serves both inside and outside the city, what benefits will be derived from the services it provides and the vision of how best to serve Milford's citizens.

Some benefits include the clarification of future directions, establishment of priorities and the alignment of financial and human resources with those goals and visions.

Once the brand is in place, a very effective strategy can be developed with actionable items that will provide step by step ways to get to the larger vision. It will also explain those priorities in a streamlined way to ensure everyone is on the same page as Council, but also as a City and as part of the larger Delaware community.

The plan will determine how to get to the main goal and provide the specific benchmarks needed along the way.

It will apply proactive planning toward a unified direction, promote inclusiveness, accountability and transparency to ensure everyone's voice is heard.

It builds and nurtures collaboration with community partners, encourages effective policy making and government planning while improving the confidence of the citizens in the capability of its city leaders by allowing them to know what is occurring throughout the process.

It will be used to guide budget decision-making and performance appraisals.

Ms. Moore reminded Council that they went over some pre-planning considerations during the Council retreat. Included should be those items Council hopes to gain from a strategic plan; that can be incorporated into the plan but not the whole plan. The plan will then address how the City of Milford will use a strategic plan. For example it could only be used for budgeting purposes though social programming may also be considered. It can also be a combination of multiple items.

Milford will need to determine if it has the appropriate resources, including personnel, financial, time and the technology, to create a solid strategic plan and who should be involved. The other option is for Ms. Fletcher and Ms. Moore to facilitate everything though the intent is for Councilmembers to be engaged which will result in a better reaction from constituents with Council trying to get opinions if they have the time and commitment needed to accomplish that.

Council will also need to decide who should be involved and not just City Council, HOA's and local businesses. They may need to consider others who have not been involved in planning decisions up to this point.

Components of a typical strategic plan can vary. Ms. Moore then discussed the more common elements.

One is a SWOT (strengths, weaknesses, opportunities and threats) which Council addressed at its previous retreat. That would be expanded to a larger level and possible time frame.

An environmental scan is a process that systematically surveys and interprets relevant data to identify external opportunities and threats. Information would be gathered and incorporated from other plans such as the comprehensive plan and downtown plans.

It prioritizes issues and groups into themes economically, socially, infrastructure, etc. though that would be determined but provides an easy manner for the public to digest all the information.

Strategic initiatives and strategic issues include those items that need to be started, as well as any push backs and how to address them before they happen.

Once those components are identified, a vision will be developed. The mission statement supports the vision and serves to communicate purpose and direction. The core values are distinctive core beliefs and an essential part of developing the strategy. They are based on guiding principles which navigate you to guide the conduct, activities and goals of the City. They establish why you do and what you stand for.

In looking ahead, the goals need to be considered, the objective and anticipated outcome. Specific steps need to be taken as well as specific periods of time and who is going to be responsible for monitoring and taking the responsibility on.

Ms. Fletcher recalled that a mini SWOT was done during the Council retreat in September when it was viewed from a number of directions in terms of economic development, social programs, financial aspects, etc. Though that was Council's thinking, those questions would be the things taken outside.

She noted that a big component is the update of the City's Comprehensive Plan. The Rivertown Rebirth Plan will also provide a great deal of information. In 2012, the University of Delaware did a Complete Community report which contains a lot of detailed data. Each is a piece similar to a puzzle while some connect though others do not.

A strategic plan looks at each of these items and utilizes the important elements needed to proceed.

Ms. Fletcher explained that because the City already has these items, is the reason a strategic plan was needed. She explained all of those items should be brought together into a single focus to become a measurable piece of information Council can use to drive decisions moving forward. As an example, property taxes can be based on the things that need to be done while still giving the community input. In that manner, there is no big uproar when and if taxes need to be increased.

The strategic plan will streamline all those type decisions for personnel, finances, etc. while moving into the future.

When asked why planning is important, Ms. Fletcher referenced the major changes occurring in Milford including the new Bayhealth Campus southeast of Milford and the purchase of the current Milford Memorial Hospital Site by Nationwide Healthcare.

She also pointed out the importance of considering those City employees who may be transitioning out for retirement and who could replace them. All those decisions will tie into this plan.

Other considerations are hiring for future priorities and whether or not the City has the resources needed in terms of the real people doing the real work.

In all these situations, budget constraints must be considered that could impact the direction the City wants to go.

Consideration must be given to those who will be affected by it, monitor it and implement it. She said that will involve the Mayor, City Council and City Staff internally. In addition, sources externally must also be taken into account. That can range from landlords to healthcare providers to community and school groups and other political leaders. There is a range of persons that may be able to participate and Council will need to decide at what level that will be.

Participation could be through interviews (individual and/or group), meetings (in house and/or existing meetings), surveys, community workshops, social media, the farmer's market, park concerts, etc. Ms. Fletcher pointed out it does not have to require people to participate in City Hall and instead involve them during the activities where they are involved outside the City.

The City has the ability to be as creative as they want to be.

There being no questions from City Council, Ms. Fletcher concluded her presentation.

City Manager Norenberg stated that a Citizen Survey was budgeted this year that will provide additional data that is part of the environmental analysis and feed into the strategic plan. That process will soon start with the results in hand by the end of the summer.

He will ask Ms. Moore and Ms. Fletcher to put together a proposal for the Fiscal Year beginning July 2017.

Mr. Norenberg asked anyone with feedback to contact him with any recommendations or anyone who wishes to be engaged in the process with neighborhood groups or service clubs to get feedback from the community.

Mayor Shupe thanked Ms. Fletcher, in addition to the Community Affairs Committee, who has reviewed and recommends approval of the strategic plan to aid the future of Milford with the new Bayhealth Health Campus and the reuse of the current Milford Hospital by Nationwide Healthcare Services, as well as the impact of DE Turf Sports Complex in Frederica. He emphasized the importance of the strategic planning and the need to be proactive in our planning for the betterment of the City as well as our residents.

The Mayor then thanked Community Affairs Chairman Peel for all her work with the strategic plan. Councilwoman Peel said she likes having a hand in the change versus waiting until it happens. She feels that planning is a way to get a heads up.

There being no further business, Mayor Shupe adjourned the Council Workshop at 7:23 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 10, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 10, 2017.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Ingram Peel, James Burk, Owen Brooks Jr, Douglas Morrow, James Starling, Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:23 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilmember Starling.

APPROVAL OF PREVIOUS MINUTES

Motion to approve the March 13, 2107 and March 27, 2017 Committee and Council Meetings made by Councilmember Brooks, seconded by Councilmember Starling. Motion carried.

RECOGNITION

Jefferson Awards Foundation/MHS/Santa's Workshop Grant Program

Mayor Shupe introduced National Director Michele Fidance. He explained this is a national program that highlights the great things that are occurring in various communities throughout the country, particularly with youth groups who do extraordinary things without the expectation of recognition.

Kenny Monroe then introduced himself as a Sophomore at the University of Delaware studying Entrepreneurship and Innovative Technology, in addition to being an intern for the Jefferson Awards Foundation. He reported that Lead360 is a youth service contest in America that offers an opportunity for young people to get involved and positively impact their communities.

This is the seventh year of the Lead360 Challenge and to date, more than 6,500 projects and more than one million young people participate. Only five of the projects submitted are chosen as national finalists. This year, Delaware was home to two of the finalists.

Also this year, seven Delaware Mayors have promoted and hosted the Lead360 in their cities and this will be Milford's first year.

He then advised that this year during Phase I in Delaware, 104 Projects participated resulting in a financial impact of more than \$938,000. Five were from Milford.

The following groups were then recognized:

*Greater Milford Boys & Girls Club Hope for Haiti Donation Drive

*Lake Forest High School Interact Club Project Hope

*Lake Forest High School JDG Salvation Army Red Kettle

Mayor Shupe's top project for Milford is the Milford High School Jobs for Delaware Graduates Santa's Workshop Grant Program in which Milford High School students and JDG classes transformed their school into a Christmas Festival where over 450 students from surrounding elementary schools attended the event.

The Lead360 totals from City of Milford included five Projects accumulating over a \$52,000 financial impact.

Phase 2 of Lead360 is the activation stage in which schools, clubs and other organizations pledge to carry out a nationalist finalist project from the previous year. He thanked all the organizations across Delaware who activated last year's winning service project.

He also acknowledged the University of Delaware Parking Services, William Henry Middle School Stars Program and Seaford High Schools Job for Delaware Graduates for having the maximum impact in Phase 2.

The three national projects included Score on Hunger, Teddy-Grams For Troops and Survivor Packs.

The 2017 National Phase 2 Winner Emma Stumpf of Greenwood, Indiana and her project Arts Carts is to provide arts supplies to every child on every floor of every hospital, every Ronald McDonald House, Community Center, Family Home and Shelter and After Care Program across the country. The project was chosen from more than 5,000 projects and ideas.

He concluded by stating the Jefferson Awards Foundation encourages everyone around the State of Delaware to activate the project for maximum impact in 2017. Awards will be given in 2018 to those who had the largest impact in their communities.

Mr. Monroe thanked Mayor Shupe and those who attended to support the challenge.

Mayor Shupe acknowledged all the groups that participated, then pointed out it was very difficult to choose one winner and he encourages everyone to continue this work.

Proclamation 2017-09/Chamber of Commerce for Greater Milford Week

The following proclamation was read into record by Mayor Shupe:

Whereas, the Chamber of Commerce for Greater Milford, Incorporated has contributed to the civic, industrial, commercial, educational, agricultural, social and quality of life interests in our community since its founding in 1989; and

Whereas, the Chamber of Commerce serves its business community as a resource information center, referral source and networking base to facilitate actively promoting Milford as an outstanding location for business growth and relocation; and

Whereas, serving as a forum to address contemporary issues facing the Greater Milford area, the Chamber of Commerce and its 324 members are dedicated to strengthening the business community and helping the economic climate thrive to ensure the City of Milford continues to be a great place to live and work; and

Whereas, the Chamber of Commerce Office has recently relocated into the historic Windsor Building in the Downtown Development District at 24 Northwest Front Street; and

Whereas, it is with great pride that we join the Chamber of Commerce for Greater Milford in celebrating their new location with an Official Ribbon Cutting on Thursday, April 13, 2017 followed by an Open House.

Now, Therefore, I, Bryan W. Shupe, Mayor of the City of Milford, do hereby proclaim April 10-15, 2017 as Chamber of Commerce for Greater Milford Week and call its significance to the citizens of Milford by reminding them to support local businesses within our community, many of whom are joining in the festivities by offering specials and discounts throughout this week in observance of this momentous occasion.

It was then presented to Chamber Executive Director Jo Schmeiser, President Cheryl Doucette and Treasurer Alicia Hollis.

Proclamation 2017-10/National Service Week

Mayor Shupe followed with a reading of the following proclamation:

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with city officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and city officials across the country for the Mayor and County Recognition Day for National Service on April 4, 2017.

THEREFORE, BE IT RESOLVED that I, Bryan W. Shupe, Mayor of the City of Milford, do hereby proclaim April 4, 2017, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.

The proclamation will be forwarded to the National and Community Service organization.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report on behalf of Chief Brown. He reported the Department remains busy and continues to provide ongoing training to its officers.

Councilwoman Wilson moved to accept the March 2017 report, seconded by Councilman Mergner. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his monthly report noting that the Public Works Department recently removed its snow removal equipment from its vehicle. In addition, they presented the new Vector and Solid Waste Trucks to City Council which are now in use.

A letter from City Solicitor David Rutt to the General Assembly transmitting the updated Charter for their review and

approval before the end of the legislative session was included in the packet.

Mr. Norenberg recalled when approximately a year ago when Councilwoman Wilson expressed concerns related to our Haitian Creole population. Meetings have been held during that time and recently, Pastor Amos Regsume reported that great strides have been made. Members of his congregation feel a greater comfort in the community and appreciate the assistance with healthcare and communication.

Councilman Morrow moved to accept the City Manager Report, seconded by Councilwoman Wilson. Motion carried.

Mayor Shupe thanked Councilwoman Wilson for her work with these residents. In turn, she thanked City Manager Norenberg for carrying the banner when she was unable to attend meetings and assisting in a number of matters.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the eighth month of Fiscal Year 2016-2017 with 67% of the year having passed, 68% of revenues have been received and 60% of the operating budget expended.

Councilmember Burk moved to accept the February 2017 Finance Report, seconded by Councilmember Campbell. Motion carried.

COMMITTEE & WARD REPORTS

Public Works Committee

Chairman Brooks announced that April 24th thru 28th is Spring Clean Up Week in Milford.

Mr. Norenberg announced this will be the final one-week for bulk item pickup. He reminded Council that tires, chemicals and hazard waste materials are prohibited.

Beginning July 1, 2017, every resident will have the opportunity for two bulk pickups on their schedule at no cost throughout the year which can be scheduled at their convenience. Additional information is being provided to residents.

COMMUNICATIONS & CORRESPONDENCE

Special Event Application

Councilman Burk reported that he received feedback on the new 28-page event document that was reviewed by the Parks and Recreation Committee last July. The main issue is that it regulates private property in addition to public space.

He forwarded that information to Mayor Shupe and City Manager Norenberg.

Councilwoman Peel stated she received the same complaints. After speaking with Mayor Shupe, she will refer any additional people with concerns to the Mayor or City Manager.

Mr. Norenberg said he received an email with two questions today that were addressed quickly. He emphasized that he is still taking feedbacks and tweaking the application as needed and welcomes any comments.

Lighthouse Christian Center

Mayor Shupe reported that the church on Calvary Road north of Milford on Route 1, held their official opening this past Sunday. During the service, Pastor Andrus thanked the City of Milford for their assistance in seeing this new church and school come to fruition.

UNFINISHED BUSINESS

None to report.

NEW BUSINESS

Certification/2017 City of Milford Voter Registration List

With one change, Councilmember Mergner moved to certify the City of Milford Voter Registration for the April 22, 2017 election, seconded by Councilmember Peel. Motion carried.

Introduction/Ordinance 2017-11/Amending Chapter 168/Peddling, Soliciting and Transient Merchants

City Manager Norenberg recalled the amendment to Chapter 168 that was adopted in December. This ordinance mainly involves some technical corrections related to food trucks that will be discussed more in depth at the next Council Meeting:

The following ordinance was then introduced for Council review:

WHEREAS, there is a need to adjust regulations for certain services from time to time and incorporate adjusted and/or new fees for licensing and permitting services; and

WHEREAS, it is found appropriate to update the language in Chapter 168 by which the City reviews, evaluates and acts upon applications for Peddling, Soliciting and Transient Merchants.

NOW THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Chapter 168 - PEDDLING, SOLICITING AND TRANSIENT MERCHANTS

Section 1. Chapter 168 “Peddling, Soliciting and Transient Merchants” of the Code of the City of Milford is hereby amended as set forth below.

Section 2. Section 168-1 “Definitions and Word Usage” is hereby amended by adding Subparagraph 3c shown:

§ 168-1. Definitions and word usage.

- (1) SOLICITING — The seeking or taking of contracts or orders for any goods, wares, merchandise or services for future delivery or for subscriptions or contributions upon any streets or sidewalks or from house to house within the City.
- (2) PEDDLING — The selling or offering for sale of any goods, wares, merchandise or services for immediate delivery which the person selling or offering for sale carries with him/her in traveling or has in his/her possession or control upon any of the streets or sidewalks or from house to house within the City.
- (3) Neither the word "soliciting" nor "peddling" shall apply to:
 - a. Farmers seeking or taking orders for or selling or offering for sale their own produce.
 - b. Vendors at farmer's markets or special events that are approved by the City to use public streets, parks and facilities for their event.
 - c. Mobile Food Vehicles (as defined below) that are parked at a Special Event, a Private Party (as defined below), or otherwise permitted to operate at a fixed location in accordance with this Chapter.**

Section 3. Section 168-3(A) “Information to be Supplied” is hereby amended by adding new text shown as shown and removing text indicted by striking through:

§ 168-3. Information to be supplied.

- A. Every **solicitor, peddler or transient merchant desiring to conduct business person desiring to engage in soliciting or peddling** in the City shall first register, under oath, with the Code Official. Upon such application, such person shall give his/her name, address and age; **undergo his previous a criminal background check through the Delaware State Bureau of Identification record, with the report sent to the Code Official any**; the name and address of the person for whom he/she works and a letter appended

to the application authorizing the applicant to represent the firm the applicant purports to represent, if any; the type or types of article, device, subscription, contribution, service or contract which he/she desires to sell or for which he wishes to solicit within the City; the length of time he wishes to be registered; the type of vehicle he/she uses, if any, and its registration number; and the name, address and title of a company officer upon whom process or other legal notice may be served, if the applicant is a corporation or company.
Solicitors and peddlers shall be required to undergo a criminal background check through the Delaware State Bureau of Identification, with report sent to the Code Official.

Section 4. Section 168-5 “Issuance of License or Permit; List of Vendors” is hereby amended by adding new text shown and removing text indicated by striking through in Paragraph A and Paragraph B:

§ 168-5. Issuance of license or permit; list of vendors.

A. Upon registering with the City as aforesaid, each solicitor, ~~or~~ peddler **or transient merchant** shall be issued, unless he shall have been convicted of a crime involving moral turpitude, a license or permit and may, unless he shall have been convicted of a crime involving moral turpitude, a license or permit and may be permitted to solicit or peddle or act as a transient merchant within the City for the licensed period beginning on the date such license or permit is issued and ending on the expiration date thereof. Such license or permit shall not be transferable.

(1) No license or permit shall be issued to any person or business unless all taxes, assessments, sewer, water, electric, trash charges and any other fees due the City are paid and in good standing.

B. Notwithstanding the provisions of Subsection A. hereof, organizers of special events that are approved by the City to use public streets, parks and facilities for their event may restrict or select the vendors or transient merchants that can participate at their farmer’s market or event, provided that any Mobile Food Vehicles are properly permitted by **the Delaware Department of Health and Social Services Division of Public Health and the Delaware Department of Transportation in accordance with the provisions of this Chapter.** Event organizers shall provide a list of the approved vendors (including Mobile Food Vehicles) to the City no less than one week prior to the event. **The Code Official shall be authorized to delegate the issuance of transient merchant licenses to the owner of any validly existing marketplace for casual retail sales and barter by independent vendors upon condition that said owner shall provide to the Code Official a complete list of vendors to whom licenses were issued.**

(1) **The list required by this subsection shall contain a statement on behalf of said owner as follows: "This list constitutes a complete list of vendors for the reporting period. Each of said vendors was/is in compliance with requirements of the City of Milford Municipal Code."**

(2) **The list shall be provided at least once each month or as required by the Code Official.**

Section 5. Section 168-13 “Exemptions from License Requirements” is hereby amended by adding Paragraphs D and E and text as shown:

§ 168-13. Exemptions from license requirements.

The following persons/**activities** are exempt from the license requirements of this chapter:

- A. Farmers engaged in selling only produce of their own farms from a truck or other vehicle.
- B. Persons engaged in the sale of goods, wares and merchandise, the proceeds whereof are to be applied to any charitable or philanthropic purpose.
- C. Persons 16 years of age or under.
- D. Persons attempting to enlist support for or against a particular religion, political party, candidate, cause or issue.**
- E. Solicitations, sales, or distributions made by a charitable organization recognized as tax exempt under the Internal Revenue Code, a religious organization recognized as such under the laws of the State of Delaware, or an organization authorized by any school within the Milford School District.**

Section 6. Dates.

City Council Introduction: April 10, 2017

City Council Adoption: April 24, 2017

Effective (Projected): May 4, 2017

Public Works Director Mark Whitfield reported he is recommending a contract award for professional services for the following three projects:

Northeast and Northwest Front Street Sanitary Sewer Rehabilitation Project #P0052A17.021

Northeast and Northwest Front Street Waterline Replacement Project #P0052A17.022

Shawnee Acres Sewage Pump Station Replacement Project #P0052A16.019

He shared that the Shawnee Acres pump station project is needed due to the increase flow from the Bayhealth Campus as well as any projected new developments.

The Public Works Director recalled that DelDOT is planning a rehab of Northeast and Northwest Front Streets in 2018-2019. Prior to that work being done, the City will replace transite and ductile iron waterlines, as well as rehab various sewer lines within the roadway.

Mr. Whitfield noted that the sewer line work is not as extensive and a good portion can be slip-lined. However, reports of a lot of inflow/infiltration continue to be high which has cost the City a lot of money in past years for treatment and an ongoing problem in that area.

Lining and rehabbing the pipes will also be done prior to the resurfacing of the roadway by DelDOT.

Mr. Whitfield recommends the award of all three professional services contracts to DBF with a not-to-exceed number.

Councilman Brooks confirmed that additional funding in the amount of \$211,781 will be paid from the Sewer Reserve Fund. Mr. Whitfield said that will depend on the amount of the bid because this is an estimate at this point. Two of the three projects will be funded from the USDA loan/grant. Unfortunately the waterline project is not an eligible-grant project though there is other eligible money. He recommends the work be funded using Water Reserve Funds.

Councilwoman Wilson moved to award the Professional Services Contract for the Shawnee Acres Sewage Pump Station Replacement Project, for an amount not to exceed \$188,350, seconded by Councilman Starling. Motion carried.

Councilwoman Wilson moved to award the Professional Services Contract for the Northeast and Northwest Front Street Sanitary Sewer Rehabilitation Project, for an amount not to exceed \$230,100, seconded by Councilman Mergner. Motion carried.

Councilwoman Wilson moved to award the Professional Services Contract for the Northeast and Northwest Front Street Waterline Replacement Project, for an amount not to exceed \$202,500, seconded by Councilman Mergner. Motion carried.

Councilman Brooks asked if a motion was needed to take the money out of reserves; City Manager Norenberg stated this is only for design though that may be needed in the near future. When the project is bid, he will have more information on the project costs of the construction.

EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference the below statutes, seconded by Councilmember Starling:

{Pursuant to 29 Del. C. §10004(b)(4)} Collective Bargaining Matters

{Pursuant to 29 Del. C. §10004(b)(9)} Personnel Matters

Motion carried.

Mayor Shupe recessed the Council Meeting at 8:02 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Burk moved to return to the Regular Session, seconded by Councilmember Mergner. Motion carried. City Council returned to Open Session at 8:15 p.m.

Personnel Matter

Councilmember Campbell moved to accept the Police Committee's recommendation regarding the Police Chief's evaluation, as was discussed in Executive Session, seconded by Councilmember Mergner. Motion carried with no one opposed.

IBEW Local Union 126 Matter

Mayor Shupe announced that no action was required on the union matter.

ADJOURN

There being no further business, Councilmember Mergner moved to adjourn the Council Meeting, seconded by Councilmember Wilson. Motion carried.

The Council Meeting adjourned at 8:16 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 22, 2017

A Meeting of the City of Milford Board of Elections was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Saturday, April 22, 2017.

PRESIDING: Inspector Karen Boone

IN ATTENDANCE: Board Members Joanne Leuthauser & Katrina White

STAFF: City Clerk/Recorder Terri Hudson

Board Member/Inspector Karen Boone called the Election Certification Meeting to order at 8:16 p.m.

CERTIFICATION OF APRIL 22, 2017 ELECTION RESULTS

The members of the Board reviewed the machine tapes and absentee ballots to ensure that the numbers in the election report matched the total number of votes.

A motion was made by Ms. Leuthauser, seconded by Ms. White, to certify the results of the April 22, 2017 City Election as follows:

Total Votes Cast:	131
Absentee Ballots	13
Machine Votes	118

Ward One Council Seat Votes:	
John D. Bechtold	27
James F. Burk	104

Motion passed unanimously by a vote of 3-0.

The Meeting was adjourned by Board Member/Inspector Boone at 8:18 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 24, 2017

A Meeting of the City of Milford Economic Development Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, April 24, 2017.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:
Councilman James Starling Sr.

Mayor Bryan Shupe

City Manager Eric Norenberg & City Clerk Terri Hudson

Chairman Mergner called the Committee Meeting to order at 6:13 p.m.

Recommendation/Washington Street Property RFP

Planning/Economic Development Coordinator Rob Pierce was also present.

Mr. Pierce referenced the memo and original RFP that was advertised on the City website and well as several newspapers. Only one proposal from Milford Development Associates LLC was received prior to the March 10, 2017 deadline.

Mr. Pierce reported that the proposal is for a mixed use structure with commercial on the first floor and forty market-rate apartment units above. Parking is proposed to be onsite with a portion possibly beneath the building. The apartments would contain a mixture of one, two and three bedroom units. Also included are amenities such as a potential fitness center as well as rooftop terraces.

The site is the former Washington Street Water Treatment Plant across from Milford Public Library.

Two additional outbuildings proposed along the Riverwalk would contain retail. Included is enhanced landscaping on the property edges and the enhancement of the existing park space on the north side of the river. The developer is considering a small amphitheater or some improvement on the north side of the green area.

The developer anticipates the project cost to be between \$4 and \$5 million dollars and anticipates completion within thirty-six (36) months of construction commencement.

The RFP requires staff to evaluate the proposal based on responsibility and responsiveness. Staff believes that the development team has the ability, capacity and skill to design and construct the proposal and the character, integrity, reputation and experience to complete the work.

The developer recently completed a similar type project in the City of Seaford though it was mainly apartment or residential uses and no commercial component. They are also working in the City of Salisbury on a similar waterfront redevelopment project.

Mr. Pierce noted that the proposal is consistent with the City's Comprehensive Plan, Downtown Master Plan and the goals and objectives outlined in the City's Downtown Development District Plan. The proposed mixed use structure will provide residential options in the downtown area while engaging the river, promoting positive activities and providing additional commercial retail space.

The project is anticipated to provide new jobs and an influx of people into the downtown area, as well as increase the City's property tax base.

The Coordinator reported that the proposer submitted an offer of \$1.00 to purchase the land though City Council will need to approve that value for the purchase. They also requested a waiver from the performance bond requirement for the construction

of the building.

The project site is severally impacted by some items outside the control of the development team including the floodplain, the well-head protection area and a portion of the land that is under conservation easements with the State of Delaware and the Federal Government.

The City will need to work toward relocating some of the facilities to provide a more defined project area. Mr. Pierce said he has been working with the State the past few months on some possible resolutions.

Mr. Pierce then referred to the artist renderings of the proposed buildings. He reported the developer has requested a five -story complex (not six as depicted in the rendering). However, City code only allows four stories.

He also recommends input from City Council regarding the exterior look as it relates to the compatibility of surrounding architecture and uses.

The City has 180 days to award the contract from March 10th. If City Council agrees to move forward, the City would enter into a sixty-day negotiating period with the Development Team followed by the execution of a Land Purchase Agreement.

Mr. Pierce informed the Committee that because only one proposal was submitted, he recommends the proposer present their ideas and vision for the property.

Principal Keith Fisher of Fisher Architecture addressed the Committee stating he will be working with Developer David Perlmutter and his team from Milford Development Associates LLC on this project. He spoke about their project 'The Residences at River Place, LLC' in Seaford, a waterfront property on the Nanticoke River and the difference it has made to that community by giving the City an identity and a lifestyle. He sees that transcending into this project as well.

Similar to what they did in Seaford, Mr. Fisher said they plan to meet with a lot of people and not only City employees and officials, but people in the community that will be impacted. By doing that, they were able to garner a significant amount of feedback that shaped the project in its final stages.

He explained that the rendering is simply his team's vision and an image of what could be done though that does not mean it will be identical. Instead, they want feedback and are willing to work with the City to find solutions to the land trust and wellhead protection issues. Those pieces will shape their site plan and ultimately create the program.

Mr. Fisher believes the area will be an even better project than what has been done, particularly because they learned a lot during the Seaford project.

When asked about their planned project in Salisbury, Mr. Perlmutter shared that it involved a long term land lease in the area of the City parking lot and the Port of the Salisbury Marina next to Brew River. Mr. Fisher confirmed that current River Place Apartments complex is a tax credit development that was done by another developer. North of that is a vacant piece of land where a similar project will be developed.

A land disposition agreement is already in place and site plan approval has been granted.

He advised there was a significant amount of Program Open Space monies that had gone into the marina project. Neither the City of Salisbury nor the developer were aware of that when the project was planned. As a result, it was financially infeasible for the developer to buy the land. They got creative with portions of the property purchased for the upland portion while other areas were leased. As a result, there was a lot of arranging and evolving that went into the project.

Chairman Mergner then referenced the forty plus units in Milford and asked if that is a concrete number or whether it was based on other projects. Mr. Perlmutter responded by stating that developers always more than they can physically fit though that is just 'the nature of the game'.

Chairman Mergner believes that is a big number in his opinion. Mr. Fisher said they had the same feedback in Seaford initially.

Mr. Perlmutter explained that in Seaford, the first phase consisted of two buildings; the first had thirty-six units and was just completed. They are preparing to start the second building. They have pre-leased approximately thirty units and anticipate they will be 100% leased over the next two weeks.

He pointed out that the market is there and the leases are market-rental rates. He anticipates that Milford's rental rate may be slightly higher than Seaford. They are planning to attract professionals, particularly with the new Bayhealth campus being built. They also feel Milford has a good market of retirees and with its close proximity to the beach, many people locate here who cannot afford beach properties.

Mr. Perlmutter shared that the units will be good quality construction with granite countertops, stainless appliances, nine-foot ceilings, trash shoots in the hallway and elevator buildings. He emphasized this will be luxury, vacation living in a downtown community.

The properties will be managed themselves and though there will be no full-time maintenance person, the residents will have a number to call at which time someone will be dispatched.

When asked how much experience Mr. Perlmutter has in renting retail space, he stated that his family has been developing commercially for sixty years in the Washington, D.C. area. He has done a number of shopping centers with retail leasing. They are currently working with a big restaurant group for the Salisbury project and a restaurant group that is interested in the Milford project.

Mr. Fisher noted that with Seaford project at the point it is, their team now has more available resources to meet the City's schedule and work toward what is needed to get this project accomplished. He emphasized the need for the land disposition agreement to be worked out so that Mr. Perlmutter can proceed. He agreed there will be a number of details that need to be worked out though they are ready when the City is.

When asked if the Committee had any concerns, Chairman Mergner said he is comfortable with moving forward with the next steps; Councilman Starling agreed.

Mayor Shupe said that in talking with Mr. Perlmutter, he wants the City to be in the room and at the table when making many of the decisions and stressed that this will be a "Milford" project. In that manner, some of the aesthetics and many of the little things that are important to this community can be worked in. He looks forward to developing the project together and believes this will be a great asset to this area.

Chairman Mergner appreciates Mr. Perlmutter's interest and agrees this needs to be more unique to Milford with its own touch and the input of the public. He feels the City wants this to be very successful and looks forward to being involved.

Mr. Pierce explained the next step will be to draft the land disposition agreement though he is sure the Economic Development Committee and City Council will want to see more detail before the City signs off.

Chairman Mergner asked that Council be involved as well. City Manager Norenberg asked at what point he recommends Council involvement; Chairman Mergner suggests Council see it as we proceed.

Mr. Fisher stated that considering their experience, they are willing to put together a rough draft of the agreement for the City to review and comment.

Mr. Pierce said there will be some insurances in the agreement that whatever is developed is some thing the City desires versus totally signing over the right to develop that land. He said the City will be fully engaged throughout the project in terms of site design and architectural review.

Mr. Fisher pointed out that ultimately they will be subject to Planning Commission review and other development approval and reviews.

City Manager Norenberg recalled the conversations he and Mayor Shupe have had with a number of groups about potentially using the armory. He recalled the deed restrictions associated with the acquisition of the facility from the State of Delaware that requires the use to be for public purposes.

The Parks and Recreation will have more extensive uses of the storage buildings at the back of the Armory property for parks maintenance. They had been using a couple off-site buildings for storage in the past though they are being sold or will no longer be available. As a result, three buildings at the back of the site will now be used for this purpose.

That leaves only the main building and the front half of the site to be discussed.

Mr. Norenberg advised the Civil Air Patrol is requesting to use the lower level of the building and a Community Gardening group is proposing a pilot community garden on a portion of the land.

He then introduced Lieutenant Colonel Richard Senato, Recruiting and Retention Officer out of Dover Air Force Base.

Colonel Senato then introduced Lieutenant Fox who will possibly be the Immediate Commander until Senior Member Stokes becomes the Permanent Commander upon completion of her training.

Colonel Senato then provided a brief background on the Civil Air Patrol (CAP). The organization was founded in December 1941, one week before the Japanese attack on Pearl Harbor, as a result of more than 150,000 citizens concerned about the defense of America's coastline. It was composed of pilots that were unable to join the military at that time.

Delaware is home to one of the original Coastal Patrol units, based in Rehoboth Beach

A number of submarine patrols were done and the CAP pilots were credited with sinking two German submarines.

After World War II, the CAP became the auxiliary of the U.S. Air Force and was charged with three primary missions-- aerospace education, cadet programs and emergency services.

Colonel Senato is attached to the Squadron at Dover Air Force Base who primarily handles search and rescue. Approximately 85% of the Air Force's search and rescue duties within the United States are handled by this unit who possesses the largest civilian aircraft fleet in the country.

The cadet program, a paramilitary organization guided by the Air Force, consists of male and females between the ages of 12 and 18 years old. The cadets are trained in search and rescue, communication, rocketry, flight, customs, etc. The Senior Program participates with the cadet squadrons. The CAP also regularly assists DelDOT through the use of their planes, as well as Homeland Security.

Colonel Senato announced their purpose is to start a unit in Milford. He explained they are a volunteer operation whose money comes from members' donations. They typically meet in churches, on military bases, in armories and airports throughout the country. They understand the responsibility of maintaining any facility they are using. Their cooperation with any organization that allows them to use a facility has always been 125% in addressing any problems during their weekly meetings.

He believes that Milford is prime for a cadet program for the youth of this City and this will be a unique opportunity for the armory to be used. Their intent is to use the lower level. Being a paramilitary organization, they need an office area, office space, drilling and muster area and primarily classrooms. Colonel Senato feels the lower level of the armory would meet those needs.

Most buildings used by the CAP throughout the country are multi-usage with the areas they use available for use by other organizations. He feels with this being an ex-military building, will very efficiently serve the Dover and Milford areas.

Councilmember Mergner asked how many cadets Colonel Senato anticipates; the Colonel said it is difficult to estimate, but Dover Air Force has a cadet squadron of 31. The current minimum is three senior members and eight cadets though there are no limitations to their numbers. They have a lot of ex Air Force that work with the cadets. There is also a unit in Georgetown and Milford being in the middle would be a good nucleus to bring in more youngsters.

He confirmed there is a program within the school system and recruiting usually begins in the elementary schools though that is not the case in the Milford School District or the private schools in this area.

Mr. Norenberg said a potential draft lease was prepared considering there is a considerable amount of space that would be a shared common area with at least one other tenant. They would be jointly responsible for utilities and maintaining the common areas of the building though the entity using the upper level would be responsible for that refurbishment.

He is hoping to find a positive use that will not require the City to do a lot of maintenance on the building prior to it being leased. If they are willing to remodel the basement and bring the building up to code and collaborate with the other tenant, this could be a win-win for the community.

The City Manager noted there has been other interest though there were conflicts with the deed restrictions as a result of those potential uses.

He will be bringing back a negotiated lease to Council for their consideration if the committee does not object to this use.

Chairman Mergner recommends pursuing this use as he believes it will be a positive influence for the City and a great fit. Councilman Starling agreed.

Community Garden/R. Blake Moore, CCA, Delaware Department of Agriculture

Mr. Norenberg then referenced the grass area to the north of the parking lots adjacent to the cemetery and east of the fence that is being proposed for a small community garden.

Blake Moore of the State Department of Agriculture said he is representing LEADelaware and Milford Resident Juanita Smith who would like to start a Community Garden.

He explained that LEADelaware is a two-year leadership program that is overseen by the University of Delaware Extension and Delaware Department of Agriculture. It is designed to promote leadership in the next generation of leaders in the agriculture and natural resources sectors in Delaware.

Each class is assigned a two-year program to create something in a Delaware community that would be a long-term resource and a place the community can come together, all while leaving behind a legacy.

LEADelaware Class IV consists of ten fellows who have until March 2018 to work on the project.

In April, of last year, they met with Mayor Shupe and talked about the community garden. At the same time, Juanita Smith was hosting an interest meeting.

Mr. Moore commented that Juanita Smith had indicated there was plenty of interest from the community though she was unable to get the support needed to move forward with its creation. Since that time, LEADelaware has agreed to work with her and the City of Milford to create a community garden in Milford.

They have since been working with the City Manager on locations and an opportunity to start the community garden.

Any upkeep would be overseen by Mr. Moore and Ms. Smith, as well as any addition community members who choose to be elected to the board.

Chairman Mergner asked why that location and if there may be a more appropriate location in Milford; Mr. Norenberg shared that they had considered two locations because there is very limited City property available. The other site is the vacant lot next to the City's new well behind City Hall. There was also some support from Kent County though that may not be available at this site. He feels it would positive to have that activity in this particular neighborhood and this site would have easy access for the public.

In regard to the lease, though there are a couple details that still need to be worked out, there is also a water line which runs

across this site that will have to be avoided.

Mr. Norenberg reported that he wanted to present the information to the committee for their opinion considering this will be a three to five-year pilot program even though the garden could be easily moved if necessary at some point in the future.

When asked how large it will be; Mr. Moore explained that it can be big or small depending on who is interested. It can anywhere from two raised beds to twenty or thirty. He has participated in a community garden on the Herman Holloway Campus in New Castle County which is used for many different things. It is a therapeutic garden for some of the patients at the hospital and a CSA (community supported agriculture method) to raise funds for the gardens. Local education including food preparation and programs on how to grow and use fresh vegetables are part of their training programs.

Mr. Moore announced they have also received a \$1,000 micro-grant from the Delaware Department of Agriculture to get the project started.

With no objection from the Committee, Mr. Norenberg will continue to work on the lease. In the meantime, more soil testing will be done to ensure there are no environmental hazards.

Chairman Mergner and Councilman Starling both recommended proceeding.

New Economic Development Opportunities/Strategies for Maximum Benefits

City Manager Norenberg said he wanted to discuss some strategies we should be thinking about considering the economic opportunities as a result of DE Turf and the new Bayhealth Campus.

Chamber of Commerce Executive Director Jo Schmeiser and DMI Board President Lisa Fitzgerald were also in attendance.

Ms. Schmeiser reported that she is a member of the DE Turf Usage Committee. At this point, they have been working with the 81-room Hampton Inn and local hotels and businesses to provide information. Bayhealth was generous in donating several hundred bags that will be filled with the Quality of Living book, Milford map and other items from local businesses. They want to encourage those visitors and participants at the sports complex to come to Milford versus going to the beach towns. She is also meeting with Kent County Tourism who is considering a mobile site at the sports complex and is willing to provide information from Milford though she will be able to report more on that after she meets with them tomorrow.

The goal is to disseminate a lot of information from Milford retailers and Downtown Milford, Inc. as a way to get people here to support our businesses economically and in particular, get them to return and visit on a future vacation.

Mr. Norenberg advised there have been a number of meetings in recent weeks though this is an area where staff and other officials want to make sure we are capitalizing on the opportunity and taking advantage of the many visitors to DE Turf.

Mayor Shupe advised he will be meeting with the DE Turf Director on May 1st to discuss how Milford can be more active with DE Turf. He wants to discuss at what point we need to connect with the individuals who are planning to attend these tournaments and whether Milford could be included at the registration point, when they are searching for information or at the point they physically show up on site.

The Mayor is unsure if that requires a partnership with the business community or if the City of Milford should be responsible. He thinks it is important that these people understand that Milford is only two miles to the south of the site.

He commended Ms. Schmeiser on the great job she has done for the Chamber and the reason he will discuss this from the City side in some form of a partnership.

Chairman Mergner stressed that from his involvement in that lifestyle over the past eight years with his children, it is all about DE Turf and how they want to help Milford. When they call or go online, Milford would be linked to their site and would direct them. For example, the user would have the ability to click on links for lodging, restaurants, etc. He feels their site will heavily dictate where these people end up and if it is in Milford or Dover or the resort area.

The Chairman also suggests getting the local restaurant owners to meet with DE Turf and as a group, talk about what they can do to attract people to Milford. He recommends vouchers, coupons, specials be considered as part of their tournament packet, for example.

Chairman Mergner agrees the first thing they will want to do is go to the beach and Milford needs to reach out in an appealing manner that will need the group effort of local businesses.

Mayor Shupe believes there may be a more unique way of addressing it which could possibly be through a sponsorship at DE Turf such as having a field named after the City. Chairman Mergner disagrees that it needs to be more on a personal level.

Councilmember Burke arrived during the meeting and referenced the electronic billboard in the southbound lane by the sports complex that rotates every eight seconds. There is a second one being added as well that could be considered.

Chairman Mergner feels it will mean much if they are provided with something they can use or get in an email such as a 10% discount at a Milford restaurant or store. He feels it is very important to have some kind of promotional strategy.

Mayor Shupe stated that this needs to be done through the Milford business community and he encourages finding more details about those opportunities.

Chairman Mergner reiterated that a community strategy meeting needs to be scheduled with DE Turf and local businesses. Included should be DMI and the Chamber. He recalled Kent Economic Partnership Board Director James Waddington offering their assistance when this project was only a vision.

It was discussed that DE Turf was willing to find ways to add links to the Chamber, DMI and City of Milford website though that has not yet happened. Mr. Norenberg hopes that is still being explored because the construction is not yet complete and they are still working through a lot of issues.

Solicitor Rutt also arrived during the meeting and announced that he is a member of the DE Turf Board and an Open House is scheduled on May 13th beginning at 9:00 a.m. He encouraged the Committee and Council Members to attend.

Due to the scheduled time of the Council meeting, Councilman Starling moved to adjourn the meeting, seconded by Chairman Mergner. Motion carried.

The other agenda items will be added to the next meeting.

The Economic Development Committee meeting adjourned at 7:13 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 24, 2017

Milford City Council held a Public Hearing on Monday, April 24, 2017 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Bryan Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Peel,
James Burk, Owen Brooks Jr. and James Starling Sr.

City Manager Eric Norenberg, Police Chief Kenneth Brown and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

Mayor Shupe called the Public Hearing to order at 7:14 p.m.

City Planning Coordinator Rob Pierce was also present.

Virginia Short on behalf of RVS, LLC
Final Minor Subdivision
.352 +/- acres in an R2 (Residential District) Zoning District
304 & 306 Claude Street, Milford, Delaware
Present Use: Two Single Family Dwellings on One Parcel
Proposed Use: Two Single Family Dwellings on Two Parcels
Tax Map 3-30-11.05-046.00

Planning Coordinator Pierce reviewed the application noting that the property contains two existing homes at 304 and 306 Claude Street. A variance was required because the minor subdivision does not meet the minimum lot area and lot width requirements for the R-2 (Residential District). The applicant applied for a variance to allow the minimum interior lot area to be 7,705 square feet and 7,711 square feet and the minimum interior lot width to be 65 feet and 65.33 feet. This was needed for the purpose of subdividing the parcel.

The Board of Adjustment granted the relief on April 13, 2017 contingent upon the minor subdivision's approval by City Council.

On April 18, 2017, the Planning Commission reviewed the application after which they recommended approval with a 7-0 vote.

This subdivision will allow the property owner to re-establish a boundary line and sell the homes individually.

Mr. Pierce confirmed there were no written or verbal comments received in relation to the request though property owners were notified and a public notice published in the local newspaper.

Virginia Short then stated, for the record, she is a member of the RVS, LLC. She is requesting the two homes that are currently on one deed, be separated, for the purpose of selling the homes individually or re-renting.

Solicitor Rutt asked Ms. Short if at the time she purchased the property, both homes were on the same deed; she stated that is correct.

Solicitor Rutt asked if each home has separate utility accounts; Ms. Short stated yes.

Mayor Shupe then opened the floor to public comment; no one responded. He then closed the public comment portion of

the hearing.

Councilwoman Peel moved to approve the Final Major Subdivision by Virginia Short on behalf of RVS, LLC of .352 +/- acres at 304 & 306 Claude Street, Milford, Delaware, Tax Map 3-30-11.05-046.00, seconded by Councilman Mergner.

Motion carried by the following 6-0 vote:

Councilmember Mergner votes yes based on the review and recommendation of the Planning Commission.

Councilmember Campbell votes yes based on the Planning Commission recommendation.

Councilmember Peel votes yes based on the unanimous vote of the Planning Commission for recommendation.

Councilmember Burk votes yes based on the Planning Commission recommendation.

Councilmember Brooks votes yes the same as the Council people.

Councilmember Starling votes yes based on the recommendation as was stated.

There being no further business, Mayor Shupe adjourned the Public Hearing at 7:22 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 24, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 24, 2017.

PRESIDING: Mayor Bryan W. Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Ingram Peel, James Burk, Owen Brooks Jr., Douglas Morrow and James Starling Sr.

City Manager Eric Norenberg, Police Chief Kenneth Brown and City Clerk Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:22 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed the invocation given by Councilmember Starling.

COMMUNICATIONS & CORRESPONDENCE

City Manager Norenberg reminded Council of the Organization Meeting next Monday night, May 1st at 7:00 p.m. at which time the recently elected Councilmembers will be sworn in.

UNFINISHED BUSINESS

*Adoption/Ordinance 2017-11/Chapter/168/Ordinance 2017-11
Amendment/Peddling, Soliciting and Transient Merchants Chapter*

City Manager Norenberg recalled that last fall Council updated Chapter 168 which added some language regarding food trucks as well as a couple other housekeeping items. At that time, there was an intent to make it easier for a vendor at a special event, including food trucks or someone selling items from a table at a festival or a farmer's market. As a result they would be exempt from the licensing requirement in the City. Their only requirement was to have any associated State License such as the Delaware Division of Public Health Permit or any permit required by the Department of Transportation.

The intent of the amendment is to prevent an additional step to apply for a City license.

There is a current need to correct some conflicting language.

There were also some background check requirements added to the code at time. Chief Brown and the City Manager found another unintended consequence that involved food truck vendors who are typically at a fixed location such as a business or a special event. The background check requirement was intended to apply to peddlers and transient vendors going door to door in neighborhoods. For example, an ice cream truck who may be playing music to encourage children to come out. Those type of vendors were the concern of the Police Department and will now be required to have proper background checks.

An amendment is needed to clarify which type of vendors would need those background checks.

When consulting with the City Solicitor on the ordinance amendment, Mr. Rutt directed Mr. Norenberg to the section of the Smyrna code that he recommends adding regarding Freedom of Speech. As a result, an amendment is proposed to exempt persons from attempting to enlist support, for or against a particular religion, political party, candidate, cause or issue that

would relate to the First Amendment. And, given the stricter background check requirement, it is proposed that solicitation by charitable organizations would also be exempt as described in the proposed ordinance.

The final amendment will exempt charitable organizations like girl scouts or public schools who solicit for their sports team or sell cookies.

Councilman Brooks recalled that Milford Community Parade organizer Jim Gray was upset last year about the \$50 fee and how some food vendors paid and some did not. Mr. Norenberg explained that if the food vendor is registered as part of the special event, then organizations like the Community Parade Committee can select and identify whom they want at their event. The difficulty comes with enforcing it because the parade is spread out over a long area which provides a number of parking lots and other sites which he understands is a challenge for them. The intent of this ordinance is to prevent having all of the parade's vendors register separately with the City and instead allow the event organizer to handle it.

Councilman Campbell asked if a permit is needed for a fundraising event involving several food trucks; Mr. Norenberg explained if it is determined to be a special event, that will depend on the location and whether there are traffic impacts or public safety implications.

Mayor Shupe confirmed the intent is to proceed with the background requirements for anyone going door to door or street by street attracting customers; however, a food truck hired by a business for a particular event is not required to obtain a second license. Mr. Norenberg stated that is correct and the revised language would state 'upon application the person has to get name, address, age' and identify the business they are working with while providing some basic facts and information. Additionally those solicitors and peddlers would have to undergo the background check.

The City Manager further explained that based on the definitions in the code, solicitors or peddlers are the type of vendors who go door to door selling an item. Mobile food vendors are not identified as a solicitor/peddler.

Mr. Norenberg further clarified that a food truck operating in the City would need to have an annual permit from the City. A driver of a food truck parked at a particular location would not be required to have a background check.

Councilwoman Peel asked how people will understand if it is this confusing for Council.

Solicitor Rutt explained that simply put, they are separated into two categories. If you are associated with a special event, such as the Bug and Bud or Freedom Festival, they are the clearinghouse. Those vendors would fall under the umbrella of the special event and not need an individual permit.

Mr. Rutt continued by explaining that a food truck that is not at a special event would be required to apply for the permit.

Any person doing door-to-door solicitation, regardless, would be required to have a license and a background check.

Councilman Burk recalled his concerns about the 28-page special event application. He asked how we ended up with a 28-page form for Milford. He tried to figure out where it came from. He looked at Wilmington and found their application is 19 pages. Dover's application is three pages, Lewes' application is one page, Milton's application is three pages to use the park and two pages for a parade and a public assembly, Rehoboth's application is three pages and a map, Middletown has a four-page application to use their pavilion, one page for a parade or a public assembly and one page for a 5K.

Councilman Burk said he then found the following information on the first page of Oberlin's application:

A street fair, circus, farmer's market, street market, art and craft show, exhibition (i.e., car show, air show), carnival, festival, indoor or outdoor musical concert, or other social event or gathering that takes place on a city street, sidewalk, alley or other street right-of-way, city park or city facility and/or:

- a. That is likely to obstruct, delay or interfere with the normal flow of vehicular or pedestrian traffic;
- b. Whose participants are likely not to comply with traffic laws and controls;
- c. That involves the use of, or impacts upon other public property or facilities and the provision of public safety services

in the response thereto.

He compared that to Milford's application and found that Milford's added the language "and/or an event or gathering on private property". He feels that may have come from the department heads but that wording is what has jumped out at people. He found that this form was brought up in July 2016 at the Parks and Recreation Committee. He asked the Parks and Recreation Committee members explain how we got to where we are today.

Councilman Burk pointed out that we are now cleaning up the code to prevent any conflict that was caused as a result of the form.

Solicitor Rutt pointed out the amendment has nothing to do with the application. Mr. Norenberg agreed the two items are completely separate in terms of the ordinance that is front of Council tonight.

Councilman Burk asked when we are going to talk about the form. He did not recall any press release about it.

Solicitor Rutt emphasized the agenda item is the amendment to the code and has nothing to do with the special event application. Therefore, this conversation is off the agenda. He said if Councilman Burk feels that is an issue, he should have it put on a future agenda.

Councilman Burk said that is the feedback he keeps getting and wants it added to the agenda for the next meeting.

Councilman Starling recalled an event that has been held behind Banneker School for the past several years. They have always gone through the Parks and Recreation Department. He asked if they will still go to them or if something different needs to be done.

Mr. Norenberg explained that any events that are strictly in the parks, such as a family gathering or a church group, who may be renting the park for a day, do not have any adverse effect on public safety or traffic. They will still require a park permit as has been the case in the past.

Councilwoman Peel asked if those type of special events would only need a park form or some other form. She feels we need to determine if anything else may be needed.

Mr. Norenberg responded by stating the park permit is something that is strictly attached to the parkland. He reiterated that the ordinance on the agenda tonight was created to clean up some of the language that was added in the fall. It had nothing to do with the special event permit that was just released.

However, the creation and development of that application was well underway at the time the ordinance was being written. There was some language added that relates to special events because they wanted to eliminate any perception as to the duplication of efforts. For example, the code needed to be clear there was never an attempt for two permits or to require every vendor at a special event (Bug and Bud for example) to get a separate permit. Unfortunately, a number of those sections existed before any changes were made to the code. As a result, some of the events were happening with vendors and other merchants coming to those events without any permits. He did not want to require one of our employees to be there on Saturday just to verify the vendors are compliant with the ordinance. He would rather simplify the process by allowing the vendors to fall under the umbrella of the special event permit and allow the event organizers to determine which vendors are legal and properly permitted by the State of Delaware.

He felt this was a way for the City to be more busy-friendly and allow the event organizers to handle the vendors as Councilman Brooks alluded to when the Community Parade organizers learned there were vendors at their parade who had not registered through them.

Mayor Shupe asked if there is a way for private businesses within our community who has food trucks to not require those food trucks to register through the City. Instead make it the business owners' responsibility to assure the other non-City licenses are in place.

Councilwoman Peel asked what qualifies as a special event and how the vendors will know if they are exempt from the permit process; Councilman Mergner then asked what would happen if a business was having a one-night grand opening or similar event. Mr. Norenberg stated that in terms of the approved special event, the organizer would have completed the form which requires a review by all impacted City departments. He stressed that he is referring to major events like the Bug and Bud Festival where vendors would fall under their umbrella.

Councilman Morrow arrived at this time.

Mr. Norenberg continued by explaining that if a small businessperson asked to park a couple of food trucks in their parking lot would not qualify as a special event. However, Mayor Shupe is asking to consider the idea of creating another exemption within the ordinance. At this point, the code already restricts food trucks from operating on certain properties without a permit. The property would need to be properly zoned as well.

Mayor Shupe feels it is important that the police have the background checks of people who are going down every street and especially those that are playing music and enticing children to come out to their truck. However, if it is occurring at a private business who may be holding a grand opening with food trucks should not be required to get a City permit.

Councilman Campbell asked if a permit would be required if a church decided to have an event on a Sunday with food trucks.

Mr. Norenberg reiterated that this chapter was established to register peddlers, vendors and transient merchants before food trucks were in the picture many years ago. Last year there was language added specific to food trucks. When that was added, some language needed to be clarified or simplified in other areas of the code. If the City does not want any regulations, that is a different story. However, there have been problems with them locating on various properties throughout the City. We have even received complaints about them parking on public property without permission and simply showing up and parking somewhere which was exactly the Parade Committee's complaint that Councilman Brooks alluded to earlier.

Councilman Burk asked how many times that happened; he is only aware of the coffee truck on Walnut Street. Mr. Brooks stated that he had one parked next to the 7-11 store during the Halloween Parade. Councilman Morrow agreed that he had the store owner call him and Councilman Brooks to complain about it. Because it wasn't registered, the City had no information on it so nothing could be done.

Councilman Burk then made a motion to postpone any further action until we can do more research. Councilwoman Peel said she has concerns because it has special events in it that cannot be defined.

Solicitor Rutt said it appears there are two different items. One is the definition of what a special event is and the second is the definition of a private party. He said that typically that would be where someone who owns or leases property that has a food truck on their property that is completely under their control. The other is a commercial site such as a drug store who is having a grand opening and tells their food truck to park in the lot across the street. In that case, they would need a permit.

Mr. Rutt feels if those two things are defined, it will help.

Councilwoman Peel seconded the motion to postpone action. Motion carried.

NEW BUSINESS

Bid Award/Airport Road Improvements Project

Public Works Director Mark Whitfield reported that sealed bids were opened on April 13, 2017 at City Hall. Five bids were received and low bidder was Diamond Materials, LLC of Newport, Delaware that came in with a total base bid of \$1,655,177.50. The bid was approximately \$168,000 less than the engineer's estimate and under the budgeted amount as a result.

The Public Works Director referred to a recommendation from DBF's P.E. Jason Loar, who reviewed the bid and recommends the bid be awarded to Diamond Material LLC, which Mr. Whitfield concurs with.

Mr. Whitfield reported that Mr. Loar did check references, in addition to obtaining feedback from DelDOT. All responses were very favorable with no reservations about recommending the contractor.

He reminded Council there are a lot of unknowns with the project because of the way the roadway was originally built. However, there is some cushion with regard to change orders because of the anticipated unforeseen situations.

Councilman Morrow asked if the \$168,000 could be used toward sidewalks on Airport Road to the Boys and Girls Club; it was noted that would only cover a very small percentage of those costs.

The City Manager added that we will also have some expenses associated with the inspection and monitoring of the project which Mr. Whitfield will be bringing to Council in the near future.

Councilman Burk moved to award the Airport Road Construction Project to Diamond Materials, LLC of Newport, Delaware in the amount of \$1,655,177.50, seconded by Councilman Brooks. Motion carried with no one opposed.

Introduction/Ordinance 2017-12/City of Milford Electric Tariff Appendix B/Rate Amendment

City Manager Norenberg referred to the ordinance in the packet which will be discussed at the May 8th Council Meeting following the Cost of Service Rate Design Study presentation by UFS.

The amendment incorporates the new rates which will hopefully be considered for adoption at that time.

Adoption/Resolution 2017-03/Annexation Committee Investigation/Patrick & Jacqueline Gorman

Planning Coordinator Rob Pierce asked for authorization to proceed with the annexation of a two-acre parcel of land located at 7255 Cedar Creek Road, Lincoln on the east side of the road adjacent to the hospital site.

Councilman Morrow moved to forward the request to the Annexation Committee by adopting Resolution 2017-03, seconded by Councilman Starling:

City of Milford
RESOLUTION 2017-03

Annexation/Lands belonging to Patrick F. & Jacquelyn A. Gorman
7255 Cedar Creek Road, Lincoln, DE 19960
Tax Parcel No. 3-30-15.00-72.00
2.095 +/- Acres
Current Zone A-R/Proposed Zone C-3

COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owner and duly witnessed, requesting annexation into the City of Milford, situated approximately 870 +/- feet south of the intersection of Cedar Creek Road (SR 30) and Wilkins Road (CR 206) along the east side of Cedar Creek Road, in Cedar Creek Hundred, legally described as:

Tax Parcel No. 3-30-15.00-72.00

Beginning at a rebar set on the northeasterly right of way line of Cedar Creek Road, at 80 feet wide, a common corner of the lands of, now or formerly, Walter V. Samuels, Jr. & Barbara L. Samuels, point being located 870 feet more or less from the southerly right of way line of Wilkins Road;

Thence leaving Cedar Creek Road and following said lands of Samuels North 87°07'00" East, 365.00 feet, to a set rebar, passing over a found iron pipe at 290.00 feet, a corner of lands, now or formerly, of Nelson W. Hall Trustee;

Thence along the lands of Nelson W. Hall Trustee, the following two (2) courses;

1. South 02°53'00" East, 250.00 feet, to a found rebar;
2. South 87°07'00" West 365.00 feet, to a rebar set on the northeasterly side of Cedar Creek Road;

Thence along said Cedar Creek Road North 02°53'00" West, 250.00 feet to the first mentioned point and place of beginning,

CONTAINING within the said described metes and bounds 2.095 acres of land, more or less,

has been submitted to the City Council of the City of Milford.

Now, Therefore, a Committee, composed of three (3) elected members of City Council and one (1) member of the Planning Commission has been appointed by the Mayor to investigate the possibility of annexing said property, said Committee to be comprised of Chair Katrina Wilson, Douglas Morrow, Arthur Campbell and Planning Commission Chairman Marvin Sharp.

Be It Further Resolved, that said Committee shall submit a written report containing its findings and conclusions, including the advantages and disadvantages of the proposed annexation both to the City and to the property proposed to be annexed and said report shall further contain the committees' recommendations whether or not to proceed with the proposed annexation and the reasons therefor.

NOW, THEREFORE, I, Teresa K. Hudson, City Clerk of the City of Milford, do hereby certify that the foregoing resolution was duly and regularly adopted by the City Council of the City of Milford at a Council Meeting held the 24th day of April 2017 by a majority vote.

Motion carried.

EXECUTIVE SESSION

Councilmember Mergner moved to go into Executive Session reference below statutes, seconded by Councilmember Starling:

{Pursuant to 29 Del. C. §10004(b)(4)} Collective Bargaining Matters

Motion carried.

Mayor Shupe recessed the Council Meeting at 7:55 p.m. for the purpose as permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Peel moved to return to the Regular Session, seconded by Councilmember Mergner. Motion carried.

City Council returned to Open Session at 8:04 p.m.

Mayor Shupe announced that no action is needed as a result of the discussion in Executive Session.

ADJOURN

There being no further business, Councilmember Mergner moved to adjourn the Council Meeting, seconded by Councilmember Morrow. Motion carried.

The Council Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 1, 2017

The Annual Organizational Meeting of Milford City Council was held Monday, May 1, 2017 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware.

PRESIDING: Honorable Mayor Bryan W. Shupe

IN ATTENDANCE: Councilpersons Christopher Mergner, Arthur Campbell, Lisa Ingram Peel, James Burk, Owen Brooks Jr., Douglas Morrow, James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg and City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt

CALL TO ORDER

Mayor Shupe called the Annual Organization Meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE

The invocation, given by Councilman Starling, followed the Pledge of Allegiance.

CERTIFICATION BY BOARD OF ELECTION

Mayor Shupe referenced the Certification Letter submitted by the 2017 City of Milford of Elections which states as follows:

Honorable Mayor and Members of City Council:

As members of the City of Milford Board of Election and in accordance with 15 Del. C. § 7558(d), we hereby certify the results of the April 22, 2017 Annual Election in which one office was contested, to be as follows:

<u>Total Votes Cast:</u>		131
	Absentee Ballots	13
	Machine Votes	118

Ward One Council Seat Votes:		
	John D. Bechtold	27
	James F. Burk	104

Hence, James F. Burk is hereby re-elected as Ward Two Councilperson for a two-year term to begin May 1, 2017.

There being only one candidate for the Office of Councilperson in Ward One, Ward Three and Ward Four, the Election Board of the City of Milford hereby declares the following candidates elected for a two-year term beginning May 1, 2017:

Christopher H. Mergner - Ward One
Douglas E. Morrow - Ward Three
James S. Starling Sr. - Ward Four

The above three candidates are entitled to assume office without a formal election pursuant to 15 Del. C. §7555(j).

Respectfully submitted,

*City of Milford Board of Elections**s/Board Member Karen Boone, Inspector s/Board Member Joanne Leuthauser s/Board Member Katrina White*

ELECTION REPORT

The official 2017 City of Milford Election report was then read into record:

On behalf of the Board of Elections whose members were appointed by the City Council of the City of Milford on March 13, 2017, I, Eric Norenberg, City Manager, do hereby report the certified results of the April 22, 2017 City of Milford Annual Election to be as follows:

With only one contested Council race in the Second Ward, a total of 131 persons voted, at which time John D. Bechtold received 27 votes and James F. Burk received 104 votes. As a result, James F. Burk has been declared the winner. Following his Oath of Office, Councilman Burk's second two-year term will commence this date, the 1st day of May 2017.

Given:

1st Ward Councilperson Christopher H. Mergner,

3rd Ward Councilperson Douglas E. Morrow

and

4th Ward Councilperson James S. Starling Sr.

each ran unopposed, an Election for those Offices was not required (pursuant to 15 Del. C. §7555(j)).

Each office carries a two-year term that commences this 1st day of May 2017.

OATH OF OFFICE

Mayor Shupe announced that Honorable John D. McKenzie, State of Delaware Justice of the Peace, was present to administer the Oath of Office to the re-elected members of City Council.

After the swearing in procedure concluded, each Councilperson signed their Oaths of Office and was issued Certificates of Office.

Judge McKenzie congratulated the incumbents adding it has been a pleasure.

Mayor Shupe also congratulated the Councilmembers sworn in tonight adding that he is very pleased all four members were re-elected due to the great things this Council has accomplished for the City of Milford over the years. He feels this is a diverse group that has come together and puts what is best for the City ahead of everything else.

VICE MAYOR NOMINATION & ELECTION

Mayor Shupe then opened the floor to nominations for Vice Mayor.

Councilman Burk moved to nominate Councilman Douglas Morrow to serve as Vice Mayor for a one year term, seconded by Councilman Brooks.

There being no further nominations, City Council voted unanimously to elect Councilman Morrow as Vice Mayor.

CITY SOLICITOR APPOINTMENT

On motion of Councilwoman Peel, seconded by Councilman Mergner, Esquire David Rutt was reappointed Solicitor for the City of Milford with all present voting in favor and no one opposed.

CITY COUNCIL COMMITTEE CONSIDERATIONS

Mayor Shupe announced that at this time, there will be no changes made to committee appointments.

Councilman Starling moved to accept the recommendation of the Mayor that no changes be made to the current committee assignments, seconded by Councilman Mergner. Motion carried.

WORKFORCE DEVELOPMENT COMMISSION REAPPOINTMENTS

Motion made by Councilman Burk, seconded by Councilwoman Peel, to reappoint the following persons as Workforce Development Commissioners with the new DMI Director filling the vacant position at the time of their hiring:

Mayor Bryan Shupe
Shawn Snyder*
Councilwoman Katrina Wilson
Grant Curtis
Anne Villalobos
Cheryl Doucette
VACANCY*

*DMI Designee (To be named)

Motion carried with no one opposed.

ADJOURN

Councilman Mergner moved to adjourn the Annual Organizational Meeting, seconded by Councilman Starling. Motion carried.

The Annual Organizational Meeting adjourned at 7:19 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder