

City of Milford



CITY COUNCIL AGENDA

June 12, 2017 - 7:00 P.M.

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

COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Proclamation 2017-13/Relay for Life Day

Proclamation 2017-15/MHS Lady Buccaneers/2017 State Softball Championship

Carlisle Fire Company/Financial Report**

Monthly Police Report

Monthly City Manager Report

Monthly Finance Report

Committee & Ward Reports

Annexation Committee Reports/Gorman & Samuels Requests

Communication & Correspondence

Unfinished Business

City of Milford Charter Amendment/Update*

Adoption/Resolution 2017-05/City of Milford Fiscal Year 2017-2018 Annual & Capital Budget

Adoption/Ordinance 2017-11/Chapter/168
Amendment/Peddling, Soliciting and Transient Merchants Chapter

New Business

Introduction/Ordinance 2017-14
Joseph Petrosky on behalf of KP Realty Holdings, LLC for a Conditional Use
675 N DuPont Boulevard, Milford, Delaware.
Tax Map MD-16-183.05-01-04.08-000

Introduction/Ordinance 2017-15
Bayhealth Medical Center, Inc for a Conditional Use
800 N DuPont Boulevard, Milford, Delaware
Tax Map MD-16-174.17-01-28.00

Bid Award/SE Regional Pump Station Project

Proposed Change Order/Washington Street Altitude Valve and Tank Project

Rental Fee Late Charges

Authorization/Time Line Extension/Touch of Italy Restaurant/Economic Development Agreement***

Service Club Sign Display/Location Options*****

Rivertown Rebirth Update*****

Adjourn

Recess into Executive Session

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

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

Return to Open Session

IBEW Local Union 126 Matter

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 040817 051017 051917 053017

*060617 Late Info Received/Result City Solicitor Meeting - **Late Addition/Request of City Manager ***Late Addition/Request of Planning Coordinator

****060917 Late Addition by Mayor (Info Received this date) *****Late Addition by Planning Coordinator

City of Milford



PROCLAMATION 2017-13 “RELAY FOR LIFE DAYS-20TH ANNIVERSARY”

WHEREAS, cancer is a group of diseases characterized by uncontrolled growth and spread of abnormal cells which, if not controlled, can result in premature death; and

WHEREAS, since 1913, the American Cancer Society, our nation's largest and most respected voluntary health organization, has funded research contributing to every known method for detecting cancer and techniques for treating cancer which have increased cancer survival rates from 10% to over 65%; and

WHEREAS, the signature activity of the American Cancer Society, Relay for Life, is a community-affirming event, during which time participants remember those lost to cancer, comfort and console one another and dedicate the night to celebrating those who have survived; and

WHEREAS, more than just a fundraiser, Relay for Life is truly a life-changing experience in which every member of the community has a chance to join countless others around the globe as part of this worldwide movement to end cancer; and

WHEREAS, the success of Relay For Life in Milford is in direct correlation to the efforts of its volunteers and participants, whose involvement is, and always has been, characterized by an impressive commitment, an unbridled enthusiasm and an uncompromising standard of excellence in all endeavors on behalf of the organization and the community it serves.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, am justly proud to commemorate the 20th Anniversary of the American Cancer Society's Relay For Life of Milford, Delaware beginning this date, and do hereby proclaim June 16, 2017 and June 17, 2017 as

Relay for Life Days

in the City of Milford and encourage our citizens to join in the Relay for Life Events and the celebration of twenty years of steadfast allegiance to the fight against cancer.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 12th day of June 2017.

Mayor Bryan W. Shupe

Attest:

City Clerk

City of Milford



PROCLAMATION 2017-15

Congratulating the DIAA State Champions MHS Softball Team

- WHEREAS, The Milford High School Softball Team won the DIAA State Championship on May 30, 2017, capping a storybook season and bringing home the third state softball trophy; and
- WHEREAS, During the State Championship matchup at Lower Sussex Little League in Roxana, Milford defeated No. 9-seeded Delmar 17-9 with the help of five home runs; and
- WHEREAS, Milford, ranked 11th in the 16-team field, averaged 13.8 runs and outscored opponents 55 to 27 in their four tournament games; and
- WHEREAS, Members of the Milford High School Softball Team, of which there are only four seniors, exhibited determination and perseverance that contributed to the State Championship victory; and
- WHEREAS, Head Coach Sean Brennan and his Assistants instilled confidence in their players and implored the team to keep digging deep throughout the tournament; and
- WHEREAS, The Milford Buccaneers 18-4 season was one for the ages: the team finished third in the Henlopen South regular-season standings but still ended up winning the top prize thus distinguishing themselves as talented and disciplined athletes who consistently demonstrate excellence in their endeavors; and
- WHEREAS, The City of Milford recognizes the hard work of the team and congratulates Players Nia Bowe, Julia Reed, Rajene Bowe, Genesis Chamberlayne, Darby Brennan, Megan Fry, Macey Myers, Courtney Kohel, Morgan Abbott, Kalaysia Reynolds, Emily Sickles, Morgan Petty, Khya Reynolds, Head Coach Sean Brennan, Assistants Kevin Barkley, Rick Andrews, Rob Masten, Brittany O'Neil, Brian Rogers, Softball Operations Director Trevell Palmer and Trainer Staci Trice for a thrilling and outstanding season.

NOW, THEREFORE, BE IT PROCLAIMED, that I, Bryan W. Shupe, Mayor of the City of Milford, hereby congratulate and commend the 2017 Milford High School Softball Team on a much deserved State Championship. Their success has brought wonderful exposure to Milford High School and pride and enthusiasm throughout our Community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 12th day of June 2017.

Mayor Bryan W. Shupe

Attest:

City Clerk

Carlisle Fire Company, Inc.
PO Box 292 - 615 NW Front Street
Milford, DE 19963
Phone: 302-422-8001 Fax: 302-422-2146 Secretary: 302-422-2178

12 Jun 17

City Leaders,

We would like to start by saying Thank You for allowing us this opportunity to be in attendance this evening to discuss and provide answers to any questions you may have regarding the Carlisle Fire Company request for \$140K in support of our operational budget for our upcoming fiscal year. We understand the on-going challenges you face providing quality services to the citizens of the community and planning for future needs while still maintaining a balanced budget.

We hope the included documents provide a clearer understanding of how the City's financial support is utilized in our budget to help off-set costs for equipment purchases as well as the emergency services we provide. We want to express our appreciation for your support throughout the years and look forward to continuing an open dialogue and relationship with our city leadership.

In partnership,

Kevin Donovan, President

Joseph Mriss, Treasurer

Marvin Sharp, Past President

Steve Ellingsworth, Past Vice President

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INCOME SOURCES
TO SUPPORT OPERATIONAL BUDGET

City of Milford

County appropriations

State appropriations

Ambulance billing for service

Ambulance club

Fire fund drive

Fire hall/classroom rental

Public donations

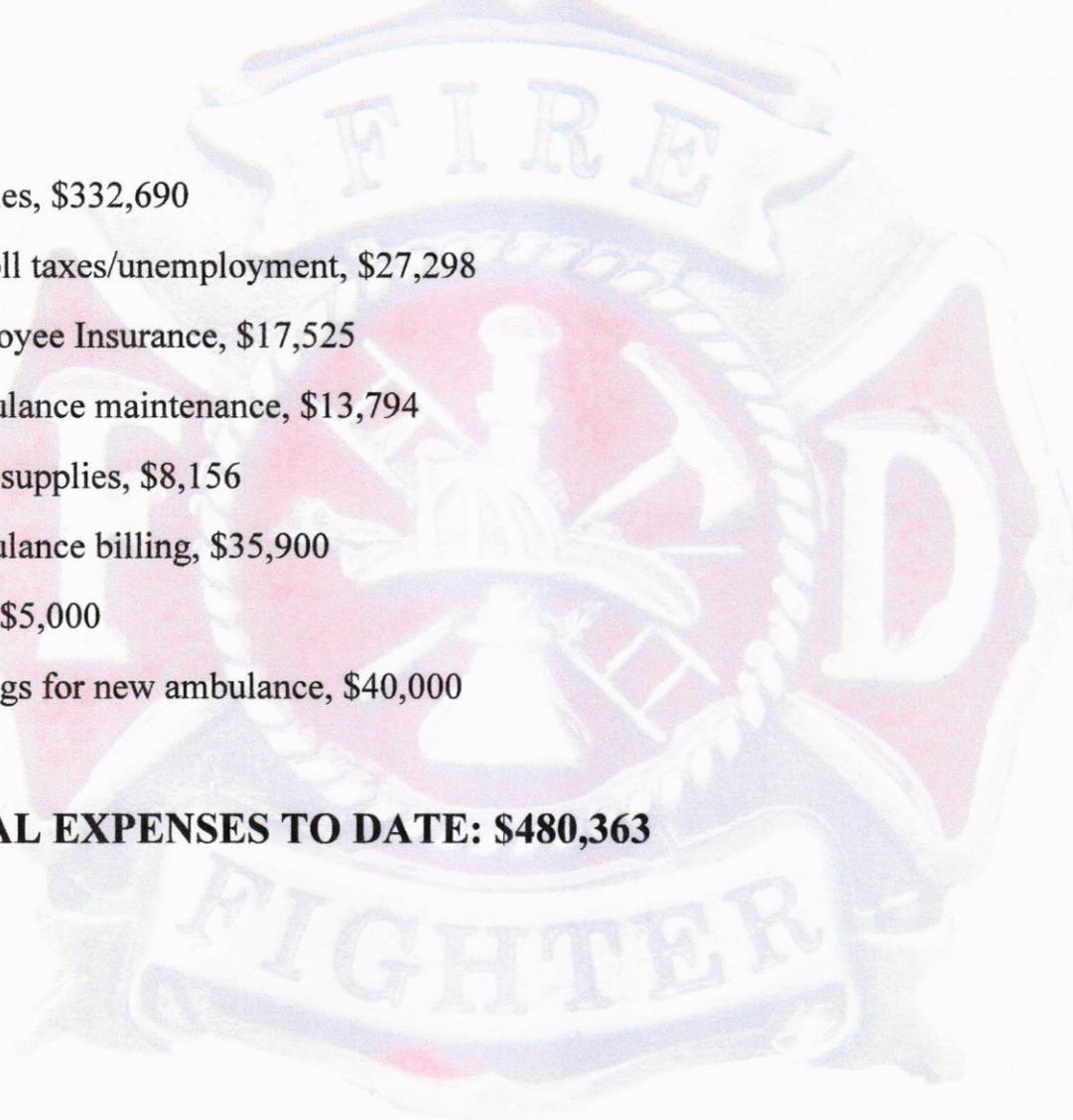
Total Operational budget for 2016-2017 budget year: **\$1,252,500**

Carlisle Fire Company, Inc.
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AMBULANCE EXPENSES TO DATE

- Salaries, \$332,690
- Payroll taxes/unemployment, \$27,298
- Employee Insurance, \$17,525
- Ambulance maintenance, \$13,794
- EMS supplies, \$8,156
- Ambulance billing, \$35,900
- Fuel, \$5,000
- Savings for new ambulance, \$40,000

TOTAL EXPENSES TO DATE: \$480,363



Carlisle Fire Company, Inc.
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CARLISLE FIRE COMPANY

BUDGET YEAR

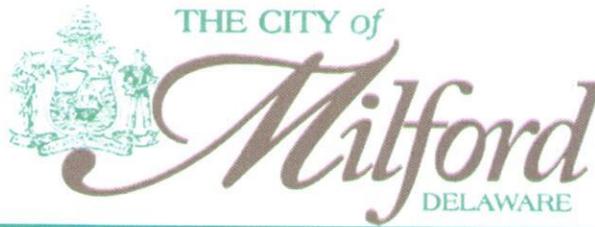
1 JUL 2016-30 JUN 2017

\$140K from the City of Milford budgeted for the following:

- City utilities, \$20K To date: \$28,766
- Ambulance maintenance, \$15K To date: \$13,794
- EMS supplies, \$10K To date: \$8,156
- New ambulance purchase, \$40K
- Salaries, \$25K
- New PPE, \$30K
- includes coat, pants, helmet, boots, gloves, nomex hood



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 *KLB*
DATE: June 6, 2017
RE: Activity Report/May 2017

Monthly Stats:

A total of 559 arrests were made by the Milford Police Department during May 2017. Of these arrests, 126 were for criminal offenses and 433 for traffic violations. Criminal offenses consisted of 11 felonies and 115 misdemeanors. Traffic violations consisted of 184 Special Duty Radar, 3 Drunk-Driving charges, 246 other.

Police officers investigated 43 accidents during the month and issued 134 written reprimands. In addition, they responded to 1310 various complaints including city requests and other agency assistance.

Monthly Activities:

Chief Brown and 1 additional officer attended a week long FBI-LEEDA Conference in Jacksonville, Florida.

Lt. Huey attended a week long New World/Tyler Conference in San Antonio, Texas.

One officer attended Doppler Radar training at the DSP Academy.

One Officer attended Drug Investigation training at the DSP Academy.

SRO:

Cpl. Bloodsworth and school counselors from the Milford Central Academy gave an evening presentation to parents about dangers of improper social media use. This also included a showing of the movie Screenagers. For more information about this you could visit Screenagersmovie.com

Sgt. Masten and school counselors from the Milford Central Academy gave presentations to 6th, 7th, and 8th graders about proper use of social media and the dangers that exist with improper use.

Cpl. Bloodsworth attended a ceremony for Police Week at Sussex Tech that was put on by criminal justice students.

Sgt. Masten assisted Milford Senior High School staff with the annual Senior Cruise and the inaugural “Grad Walk”. The “Grad Walk” was a new event in which Sgt. Masten and Pfc. Stanton escorted the class of 2017 to Milford Central Academy, Benjamin Banneker, Lulu Ross, and Mispillion and the seniors walked the halls and were recognized by students in those buildings.

Cpl. Bloodsworth organized a safety day for students at Mispillion Elementary, which included an appearance by NASCAR Xfinity Driver Ross Chastain. Our partnership with Ross and the Delaware Office of Highway Safety has allowed us to have Ross visit Milford elementary schools while he’s in Dover for race weekends each year. Ross does a wonderful job engaging with students and promoting seatbelt and helmet use under the Buckle Up Delaware and Protect Your Melon campaigns.

K9 Unit:

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

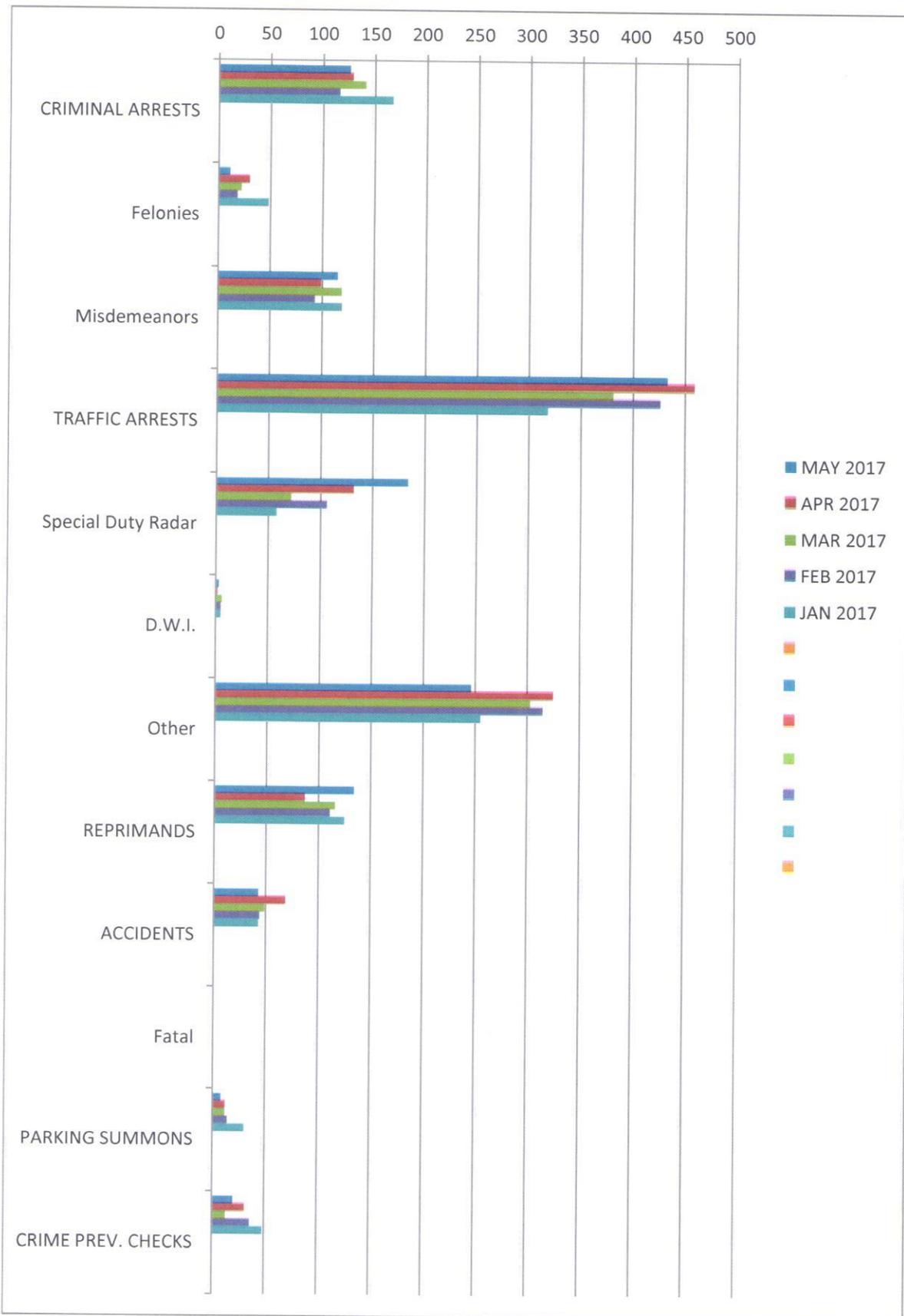
- Utilized 10
- Drugs 1
- Crowds 0
- Assist Other Agencies 1
- Building Searches 0
- Deployed as Precaution 3
- Area Search 0
- Article Search 0
- Bite Apprehensions 0
- No Bite Apprehensions
- Tracks
- Demo 3
- Foot Patrols 5
- Drug Sniff 2
- Open Door 1

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
• Marijuana	5.2 grams	
• Heroin	0	
• Cocaine	0	
• Crack	0	
• Methamphetamine	.6 grams	
• Hashish	0	
• Pills	0	
• Currency	0	
• Gun	0	
• Vehicles	0	
• Other	0	

Both K9’s conducted their 2 day annual NPCA Certification Course

MAY 2017 ACTIVITY REPORT

	MAY 2017	TOTAL 2017	MAY 2016	TOTAL 2016
COMPLAINTS	1310	5869	1365	6005
CRIMINAL ARRESTS	126	679	149	818
Felonies	11	129	39	258
Misdemeanors	115	545	110	560
TRAFFIC ARRESTS	433	2017	519	2025
Special Duty Radar	184	552	195	618
D.W.I.	3	21	5	26
Other	246	1444	319	1412
REPRIMANDS	134	573	112	535
ACCIDENTS	43	248	60	266
Fatal	0	0	0	2
PARKING SUMMONS	8	76	1	23
CRIME PREV. CHECKS	20	148	40	136
FINES RECEIVED	\$9,068.93	\$ 42,817.46	\$ 7,181.69	\$ 35,540.40





City Manager's Report June 12, 2017

ADMINISTRATION

Parks & Recreation

- A state-wide three day training course for Playground Safety Inspection Training was held at MP&R, attended by 40 participants. The course which focuses on making sure playgrounds are inspected routinely for potential hazards. By hosting the course, the department receives payment which goes back into youth programs.
- Summer registration began Saturday, May 13, with the following activities offered: day camp, kiddie camp, tennis, yoga, fitness instruction, field hockey, a volleyball clinic and soccer camps.
- Staff prepared and installed 74 hanging baskets in the downtown area, in preparation for Milford in Bloom with DMI volunteers.
- Daily watering of plants began the week of May 22.
- The large dog park was temporarily closed to make repairs and perform some maintenance to the facility.
- Staff was awarded a \$3,000 grant from the Milford Lions Club which will be used to replace very old gymnastic equipment and purchase additional padding for safety for indoor soccer.
- The new logo approved by Council has been put into effect and staff have begun rebranding department vehicles and signs.
- In preparation for new flooring at the MP&R building, carpet was removed by staff and concrete repairs were performed by staff.
- An improved Park Rental Application was created to include all City regulations and fees.

FINANCE DEPARTMENT

Customer Service Division

Accounts Billed for the Month	
Residential	5899
Small General	746
Medium General Service	352
Contract Services	3
Large General Service	6
General Service Primary	13
City Accounts	49
Street/Security Lights	189
Total	7,257

Payments Processed	
Cash	\$172,575.87
Check	\$1,768,871.00
Money Orders	\$15,848.41
Direct Deposit	\$650,913.94

Credit Card (Utilities)	\$117,363.00
Online Credit Card (Utilities)	\$235,340.67
Online Credit Card (Taxes)	\$6,215.87
Online E-Check (Utilities)	\$77,283.83
Online E-Checks (Taxes)	\$5,007.93
City Accounts	\$36,811.55
Total	\$3,086,232.07

Payment Plan/Delinquent/New Accounts/ Terminated Accounts	
Payment Plans Arranged	279
Sent to Collections	22
Delinquent Notices Mailed	1,910
Disconnected for Non-Payment	117
Accounts Not Re-Connected	8
Door Tags (requesting customer contact us)	51
Final Bills Mailed	84
New Services Set Up	142
Services Terminated	104
Total	2717

- Staff researched tax accounts shown as exempt and gathered supporting documentation for each account.
- Quarterly assessment changes were mailed, as required by Charter, no appeals filed therefore interim tax bills were mailed.
- DeVisser tax credit preparations have begun.
- Smart Metering project preparation continues.
- Billing for grass cutting code violations is done weekly.

Information Technology Division

Issues Addressed	
Administration/Council	8
Customer Service	17
Finance	2
Planning	4
Police	1
Public Works	19
Information Technology	90
Total	144

- Issues include performing daily backups, perform server updates, connection failures, etc.

PLANNING DEPARTMENT

Code Enforcement & Licensing Division

Case Activity	
New Cases	55
Closed Cases	51
Open at Start of Month	243
Open at End of Month	246

Violation Activity	
Abandoned Vehicle	0
Dangerous Tree	0
Furniture	0
Generic	0
Property Maintenance	2
Rubbish & Garbage	0
Weeds & Grass	53
Zoning Use	0
Total	55

Rental Inspections Performed	0
Rental Licenses Issued	182
Vendor Licenses Issued	0
Contractors Licenses Issued	24

Building Inspections & Permitting Division

Building Permits Issued	
Commercial Foundation	1
Commercial Building Permit	11
Demolition	0
Residential New Construction	2
Residential Renovation/Accessory Structure	10
Roof/Siding	5
Solar Panels	1
Utility (Electric/Water)	2
Total	32

Planning & Zoning Division

- Public information sessions were held at the Milford Public Library on May 3, 2017 regarding the Comprehensive Plan Update. Approximately 20 members of the community and other concerned organizations attended the sessions. Copies of the draft plan were available for review, along with two dozen poster exhibits and an interactive online land use mapping application. A brief summary of the plan was presented by staff followed by individual and small group conversations. The public was given the opportunity to provide both written and oral comments.
- Planning Commission held a public hearing on the 2017 draft Comprehensive Plan and authorized approval to submit the draft plan to the Office of State Planning Coordination for Preliminary Land Use Service (PLUS) review.
- Staff met with a representative from DNREC Parks & Recreation to review the former Washington Street water treatment plant and park area site for the potential RiverPlace mixed use development. The City is in the process of working with DNREC on relocating protected lands in and around the site for the proposed development. DNREC has provided the City with a checklist of items that will be required for any potential conversion. The City will need to identify equitable replacement land that is not currently used for recreational purposes nor owned by the City of Milford. Once land is identified, a narrative outlining the purpose for the conversion, evaluation of alternatives, land appraisals, an environmental assessment of the property and a Section 106 historic review will need to be prepared and/or conducted on both sites. The City has a few questions regarding current use of the protected lands and is awaiting feedback from the State and Federal government.

- Staff met with representatives of the United States Postal Service to review a request from the City of Milford to modify the zip code boundaries for Lincoln and Milford so that all properties within the City of Milford would be located within 19963, including the new hospital campus.

Economic Development Division

- An update of Milford’s Downtown Development District program was presented to the State of Delaware and other municipalities at an annual update held by OSPC and DSHA.

PUBLIC WORKS DEPARTMENT

Electric Division

Power Outages	0
Poles replaced due to either age, rot or damage	0
Closed Work Orders	5
Trouble Service Calls	26
New Electric Services Installed	3
Preventative Maintenance/Trees Trimmed	0
Miss Utility Locates	144

- Crew went out to visually assess meters for deterioration, etc. in preparation for the changeover to smart metering.
- Crew pulled wire into the next phase at Watergate. Contractors had previously installed conduit.
- Crew installed infrastructure to Phase 2 in Walnut Village.

Water & Wastewater Division

- Completed water line flushing in all wards.
- Resolved a sewer back up on Charles Street.
- Oversaw Milford Ponds sewer line cleaning and camera.
- Continue to monitor Fisher Avenue Pump Station project.
- Active shooter training was attended by two staff.
- Resolved sewer issue at 309 S Walnut Street with Code Enforcement.
- Calibrated water and sewer flow meters.

Streets & Solid Waste Division

Bulk Pick Ups	15
Additional Containers	Trash-0; Recycle-2; Yard Waste-0
Service Terminated	0
Change Container Size	2
Damaged/Replaced Container	10
After Hours Calls	0

- Staff visited several residents who were continually receiving tags from the Solid Waste crew for incorrect container placement to explain. Also resident who needed further explanation of recycling of yard waste and household items. Information packets and recycling magnets were given out to the residents. It was a very successful outing and will continue to make contact will the community.

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%
Apr-17	254.18	44.77	31.44	45.51	375.90	32.4%
TOTAL	986.77	194.77	124.67	102.27	1408.48	29.9%

	Solid Waste	Curbside Recycling	Drop-Off Recycling	Yard Waste	Total	Diversion
2014	3206.04	645.88	243.90	472.08	4567.90	29.8%
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)	986.77	194.77	124.67	102.27	1408.48	29.9%

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





**CITY OF MILFORD
FUND BALANCES REPORT**

Date: APRIL 2017

Cash Balance - General Fund Bank Balance
 Cash Balance - Electric Fund Bank Balance
 Cash Balance - Water Fund Bank Balance
 Cash Balance - Sewer Fund Bank Balance
 Cash Balance - Trash Fund Bank Balance

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	332,687	1,247,678	1,907,968	430,604
Deposits			58,952	
Interest Earned this Month	144	539	832	
Disbursements this Month	(416)		(41,666)	(\$1,096)
Investments				
Ending Cash Balance	\$332,415	\$1,248,217	\$1,926,086	\$429,508

	<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	7,220,051	3,152,284	6,946,904
Deposits				
Interest Earned this Month	371	917	451	878
Disbursements this Month	(18,691)			
Investments	250,000			
Ending Cash Balance	\$1,789,001	\$7,220,968	\$3,152,735	\$6,947,782

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>
Beginning Cash Balance	\$1,609,831	1,026,186	475,265
Deposits	42,016	24,207	10,800
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$1,651,847	\$1,050,393	\$486,065

INTEREST THROUGH THE TENTH MONTH OF THE FISCAL YEAR:

General Fund	18,885	Water Fund	6,989
GF Capital Reserves	11,415	Water Capital Reserves	51,003
Municipal Street Aid	4,548	Sewer Fund	5,809
Real Estate Transfer Tax	6,901	Sewer Capital Reserves	25,074
Electric Fund	15,249	Trash Fund	6,004
Electric Reserves	48,794		

TOTAL INTEREST EARNED TO DATE \$200,671

REVENUE REPORT

Page Two

83% of Year Expended

Date: April 2017	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	201,255	1,096	99,096	49.24%
General Fund Reserves	610,088	0	58,085	9.52%
Realty Transfer Tax-Police	500,000	41,667	416,667	83.33%
Real Estate Tax	3,762,970	2,526	3,790,099	100.72%
Business License	106,250	2,650	38,825	36.54%
Rental License	85,000	2,150	79,700	93.76%
Building Permits	75,000	18,898	97,967	130.62%
Planning & Zoning	15,000	4,400	30,392	202.61%
Grasscutting Revenue	16,000	0	16,000	100.00%
Police Revenues	440,000	12,221	327,026	74.32%
Misc. Revenues	272,820	5,697	221,347	81.13%
Transfers From	3,300,000	275,000	2,750,000	83.33%
Total General Fund Revenues	\$9,384,383	\$366,305	\$7,925,204	84.45%
Water Revenues	2,730,500	217,865	2,299,701	84.22%
Sewer Revenues	2,506,500	198,024	2,117,912	84.50%
Kent County Sewer	1,850,000	138,571	1,491,377	80.61%
Solid Waste Revenues	1,360,440	115,913	1,143,326	84.04%
Electric Revenues	24,935,790	2,103,591	21,665,423	86.88%
TOTAL REVENUES	\$42,767,613	\$3,140,269	\$36,642,943	85.68%
YTD Enterprise Expense		66,832		
YTD Enterprise Revenue		81,172		
LTD Carlisle Fire Company Building Permit Fund		248,967		

EXPENDITURE REPORT

Page Three

Date: April 2017

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	472,655	\$37,828	380,836	80.57%	91,819
O&M	259,095	\$12,170	108,916	42.04%	150,179
Capital	0	\$0	0		0
Total City Manager	\$731,750	\$49,998	\$489,752	66.93%	241,998
Planning & Zoning					
Personnel	177,263	\$14,158	143,527	80.97%	33,736
O&M	67,975	\$4,023	54,020	79.47%	13,955
Capital	0	\$0	0		0
Total P, C & I	\$245,238	\$18,181	\$197,547	80.55%	47,691
Code Enforcement & Inspections					
Personnel	215,210	\$6,388	112,661	52.35%	102,549
O&M	79,290	\$10,052	40,139	50.62%	39,151
Capital	25,000	\$0	0	0.00%	25,000
Total P, C & I	\$319,500	\$16,440	\$152,800	47.82%	166,700
Council					
Personnel	31,225	\$2,372	24,475	78.38%	6,750
O&M	54,650	\$6,697	41,900	76.67%	12,750
Council Expense	17,000	\$222	15,807	92.98%	1,193
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	\$300	1,396	9.31%	13,604
Resident Survey	15,000	\$9,800	9,800	65.33%	5,200
Armory Expenses	10,000	\$160	11,774	117.74%	(1,774)
Total Council	\$406,115	\$19,551	\$356,995	87.90%	49,120
Finance					
Personnel	418,395	\$21,990	292,583	69.93%	125,812
O&M	62,270	\$3,360	45,142	72.49%	17,128
Capital	0	\$0	0		0
Total Finance	\$480,665	\$25,350	\$337,725	70.26%	142,940
Information Technology					
Personnel	148,680	\$11,389	113,055	76.04%	35,625
O&M	177,450	\$96,587	166,854	94.03%	10,596
Capital	55,000	\$0	51,855	94.28%	3,145
Total Information Technology	\$381,130	\$107,976	\$331,764	87.05%	49,366

EXPENDITURE REPORT

Page Four

Date: April 2017

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	4,129,680	\$294,575	3,175,920	76.90%	953,760
O&M	507,360	\$24,333	355,891	70.15%	151,469
Capital	71,600	\$0	66,942	93.49%	4,658
Total Police	\$4,708,640	\$318,908	\$3,598,753	76.43%	1,109,887
Streets & Grounds Division					
Personnel	474,431	\$19,773	293,267	61.81%	181,164
O&M	410,434	\$28,720	264,743	64.50%	145,691
Capital	211,000	\$0	0	0.00%	211,000
Debt Service	16,475	\$952	16,475	100.00%	0
Total Streets & Grounds	\$1,112,340	\$49,445	\$574,485	51.65%	537,855
Parks & Recreation					
Personnel	605,635	\$54,633	492,454	81.31%	113,181
O&M	267,370	\$10,612	200,129	74.85%	67,241
Capital	126,000	\$0	41,099	32.62%	84,901
Total Parks & Recreation	\$999,005	\$65,245	\$733,682	73.44%	265,323
Total General Fund					
Operating Budget	\$9,384,383	\$671,094	\$6,773,503	72.18%	2,610,880

EXPENDITURE REPORT

Page Five

Date: April 2017

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	314,350	\$19,930	244,172	77.68%	70,178
O&M	1,111,675	\$62,407	802,817	72.22%	308,858
Capital	402,730	\$0	33,826	0.00%	368,904
Debt Service	901,745	\$0	724,752	80.37%	176,993
Total Water	\$2,730,500	\$82,337	\$1,805,567	66.13%	924,933
Sewer Division					
Personnel	314,350	\$19,928	244,160	77.67%	70,190
O&M	1,144,955	\$69,212	749,875	65.49%	395,080
Capital	434,725	\$0	119,388	0.00%	315,337
Debt Service	612,470	\$0	201,803	32.95%	410,667
Sewer Sub Total	\$2,506,500	\$89,140	\$1,315,226	52.47%	1,191,274
Kent County Sewer	1,850,000	\$138,571	1,491,376	80.61%	358,624
Total Sewer	\$4,356,500	\$227,711	\$2,806,602	64.42%	1,549,898
Solid Waste Division					
Personnel	395,634	\$25,940	274,153	69.29%	121,481
O&M	723,806	\$108,681	604,567	83.53%	119,239
Capital	241,000	\$0	220,291	91.41%	20,709
Total Solid Waste	\$1,360,440	\$134,621	\$1,099,011	80.78%	261,429
Total Water, Sewer Solid Waste	\$8,447,440	\$444,669	\$5,711,180	67.61%	2,736,260
Electric Division					
Personnel	1,254,300	\$93,980	976,039	77.82%	278,261
O&M	1,785,045	\$112,265	1,380,749	77.35%	404,296
Transfer to General Fund	2,500,000	\$208,333	2,083,333	83.33%	416,667
Capital	450,000	\$48,695	114,943	25.54%	335,057
Debt Service	346,445	\$0	0	0.00%	346,445
Electric Sub Total	\$6,335,790	\$463,273	\$4,555,064	71.89%	1,780,726
Power Purchased	18,600,000	\$1,202,688	15,176,769	81.60%	3,423,231
Total Electric	\$24,935,790	\$1,665,961	\$19,731,833	79.13%	5,203,957
TOTAL OPERATING BUDGET	\$42,767,613	\$2,781,724	\$32,216,516	75.33%	10,551,097

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: April 2017

ACCOUNT	AMOUNT BUDGETED	MTD	83% of Year Expended		UNEXPENDED BALANCE
			YTD	YTD%	
Garage					
Personnel	89,850	6,854	70,841	78.84%	19,009
O&M	78,135	5,128	60,579	77.53%	17,556
Capital	0	0	0		0
Total Garage Expense	\$167,985	11,982	\$131,420	78.23%	36,565
Public Works					
Personnel	199,550	16,864	157,217	78.79%	42,333
O&M	185,772	13,075	151,417	81.51%	34,355
Capital	21,708	0	21,708	100.00%	0
Total Public Works Expense	\$407,030	29,939	\$330,342	81.16%	76,688
Billing & Collections					
Personnel	532,230	41,428	422,345	79.35%	109,885
O&M	225,530	19,379	176,354	78.20%	49,176
Capital	0	0	0		0
Total Billing & Collections	\$757,760	60,807	\$598,699	79.01%	159,061
City Hall Cost Allocation					
Personnel	0	0	0		0
O&M	61,000	3,532	46,653	76.48%	14,347
Capital	0	0	0		0
Total City Hall Cost Allocation	\$61,000	3,532	\$46,653	76.48%	14,347

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.

TO: Mayor Bryan Shupe & City of Milford Council Members
FROM: Annexation Committee
DATE: May 8, 2017
RE: Annexation Committee Report

A public meeting was held in Council Chambers on May 8, 2017 to consider the annexation request for lands described as:

Property Owner:	Patrick & Jacquelyn Gorman
Location:	7255 Cedar Creek Road
Size:	2.095 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	C-3 (Highway/Commercial District)
Tax Map and Parcel Number:	3-30-15.00-072.00

APPLICANT

A petition by the property owners was submitted on March 9, 2017 to annex 2.095 +/- acres into the corporate limits of the City of Milford.

LOCATION

The property is identified as Sussex County tax parcels 3-30-15.00-072.00 and would be located in the 1st Ward of the City of Milford. The property is located along Cedar Creek Road, south of the Wilkins Road intersection. The property is currently improved with a single-family detached dwelling unit.

STREETS

The property currently has an entrance along Cedar Creek Road. Any commercial development would gain access from Cedar Creek Road or through the Hall property to the east. Internal drive aisles and parking areas associated with a commercial site plan would not be maintained by the City and would be private.

DRAINAGE

Any development of this parcel will be subject to DNREC storm-water regulations and the developer would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned AR-1 in Sussex County under the Sussex County Zoning Ordinance. The applicant requests the property to be zoned C-3 (Highway/Commercial District) under the City of Milford's Zoning Ordinance.

SEWER

The property is currently served by an individual septic system. The owner will be allowed to continue the use of this onsite system until such time that sewer becomes technically available. Any residential or commercial redevelopment will require the connection to City sewer at the expense of the property owner/developer. The property would be served by the planned southeast regional pumping station. Additional fees, including County and City impact fees, will be required at time of development.

WATER

The property is currently served by an onsite well. The owner will be allowed to continue the use of the onsite well until such time that water becomes technically available. Any residential or commercial redevelopment of the property will require the connection to City water at the expense of the property owner/developer. The area will be served with a water main extension from existing infrastructure in the southeast neighborhood. Additional fees, including City impact fees, will be required through the individual lot permitting.

ELECTRIC

The property is currently provided electric service by the Delaware Electric Cooperative. The owner will continue to use the services of the DEC until such time the property is redeveloped for residential or commercial purposes. Costs of the improvements needed to provide electric service to the property shall be the responsibility of the owner. Additional fees, including City impact fees, will be required through the building permitting and site plan process.

UTILITY AGREEMENT

A utility agreement regarding all infrastructure costs will be required as part of the major subdivision or site plan approval process.

TRAFFIC

Any development of these parcels will be subject to DelDOT approval for access along Cedar Creek Road. There are no anticipated traffic impacts associated with this annexation request.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Environmental Navigator website, the property does not contain state mapped wetlands. Also, the property is not located within an excellent groundwater recharge area nor is it located within the 100-year floodplain.

AREA LAND USES

The parcel is bound on the north by residential properties that are currently in the unincorporated area of Sussex County. The property to the south and west is undeveloped land within City limits that is zoned C-3 Highway Commercial. The property to the west, across Cedar Creek Road, is zoned IS (Institutional Service District) and is currently being developed as a regional health campus by Bayhealth.

FIRE AND POLICE

The Carlisle Fire Dept. will provide fire and EMS coverage to this area. The City will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation is consistent with the amended 2008 Comprehensive Plan and SE Master Plan Future Land Use exhibits is designated as Highway/Commercial.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

It is anticipated that the property taxes, after development, will increase on this property and the City would benefit from the revenues received from building permits. Construction costs as well as user service fees cannot be determined at this time, as the applicant has not proposed a project to assess.

ADVANTAGES TO THE CITY

- 1. The property would be within the planning area of the City of Milford.
- 2. The City would receive revenues (property tax, building permits, etc.) for activity on the property.
- 3. Potential for additional water, sewer and electric customers.
- 4. Identified within the annexation as shown on the SE Master Plan and 2008 Comprehensive Plan.
- 5. Consistent with the Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

- 1. None.

RECOMMENDATION

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

- 1. Annexation is consistent with the “Comprehensive Land Use Plan” and “SE Master Plan”.
- 2. Property is contiguous to existing City Limits.
- 3. Any changes to the property are subject to review by the City of Milford Planning Commission and/or City Council.
- 4. Property will be served by City Electric (future development), Sewer, and Water. At present, these utilities are not available, but the property owner shall be responsible for any expenses associated with extension to the property.
- 5. The annexation will benefit the City through additional revenues, including property taxes.
- 6. An executed Annexation Agreement is required prior to final City Council approval.
- 7. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: C-3 (Highway Commercial)

Council Representative/Committee Chairman

Date

Council Representative

Date

Council Representative

Date

Planning Commission Chairman

Date

TO: Mayor Bryan Shupe & City of Milford Council Members

FROM: Annexation Committee

DATE: May 8, 2017

RE: Annexation Committee Report

A public meeting was held in Council Chambers on May 8, 2017 to consider the annexation request for lands described as:

Property Owner:	Walter & Barbara Samuels
Location:	7237 Cedar Creek Road
Size:	1.005 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	C-3 (Highway/Commercial District)
Tax Map and Parcel Number:	3-30-11.00-006.04

APPLICANT

A petition by the property owners was submitted on April 25, 2017 to annex 1.005 +/- acres into the corporate limits of the City of Milford.

LOCATION

The property is identified as Sussex County tax parcels 3-30-11.00-006.04 and would be located in the 1st Ward of the City of Milford. The property is located along Cedar Creek Road, south of the Wilkins Road intersection. The property is currently improved with a single-family detached dwelling unit.

STREETS

The property currently has an entrance along Cedar Creek Road. Any commercial development would gain access from Cedar Creek Road or through the Hall property to the east. Internal drive aisles and parking areas associated with a commercial site plan would not be maintained by the City and would be private.

DRAINAGE

Any development of this parcel will be subject to DNREC storm-water regulations and the developer would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned AR-1 in Sussex County under the Sussex County Zoning Ordinance. The applicant requests the property to be zoned C-3 (Highway/Commercial District) under the City of Milford's Zoning Ordinance.

SEWER

The property is currently served by an individual septic system. The owner will be allowed to continue the use of this onsite system until such time that sewer becomes technically available. Any residential or commercial redevelopment will require the connection to City sewer at the expense of the property owner/developer. The property would be served by the planned southeast regional pumping station. Additional fees, including County and City impact fees, will be required at time of development.

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ELECTRIC

The property is currently provided electric service by the Delaware Electric Cooperative. The owner will continue to use the services of the DEC until such time the property is redeveloped for residential or commercial purposes. Costs of the improvements needed to provide electric service to the property shall be the responsibility of the owner. Additional fees, including City impact fees, will be required through the building permitting and site plan process.

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A utility agreement regarding all infrastructure costs will be required as part of the major subdivision or site plan approval process.

TRAFFIC

Any development of these parcels will be subject to DelDOT approval for access along Cedar Creek Road. There are no anticipated traffic impacts associated with this annexation request.

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The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Environmental Navigator website, the property does not contain state mapped wetlands. Also, the property is not located within an excellent groundwater recharge area nor is it located within the 100-year floodplain.

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The parcel is bound on the north by residential properties that are currently in the unincorporated area of Sussex County. The property to the south and west is undeveloped land within City limits that is zoned C-3 Highway Commercial. The property to the west, across Cedar Creek Road, is zoned IS (Institutional Service District) and is currently being developed as a regional health campus by Bayhealth.

FIRE AND POLICE

The Carlisle Fire Dept. will provide fire and EMS coverage to this area. The City will provide police service.

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The annexation is consistent with the amended 2008 Comprehensive Plan and SE Master Plan Future Land Use exhibits is designated as Highway/Commercial.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

It is anticipated that the property taxes, after development, will increase on this property and the City would benefit from the revenues received from building permits. Construction costs as well as user service fees cannot be determined at this time, as the applicant has not proposed a project to assess.

ADVANTAGES TO THE CITY

- 1. The property would be within the planning area of the City of Milford.
- 2. The City would receive revenues (property tax, building permits, etc.) for activity on the property.
- 3. Potential for additional water, sewer and electric customers.
- 4. Identified within the annexation as shown on the SE Master Plan and 2008 Comprehensive Plan.
- 5. Consistent with the Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

- 1. None.

RECOMMENDATION

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

- 1. Annexation is consistent with the “Comprehensive Land Use Plan” and the “SE Master Plan”.
- 2. Property is contiguous to existing City Limits.
- 3. Any changes to the property are subject to review by the City of Milford Planning Commission and/or City Council.
- 4. Property will be served by City Electric (future development), Sewer, and Water. At present, these utilities are not available, but the property owner shall be responsible for any expenses associated with extension to the property.
- 5. The annexation will benefit the City through additional revenues, including property taxes.
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- 7. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The property should be annexed with the following zoning classification: C-3 (Highway Commercial)

Council Representative/Committee Chairman

Date

Council Representative

Date

Council Representative

Date

Planning Commission Chairman

Date

AMENDMENT TO CITY OF MILFORD CHARTER:

SPONSOR: Sen. Simpson & Rep. Kenton
Reps. Postles, Wilson

DELAWARE STATE SENATE
149th GENERAL ASSEMBLY
SENATE BILL NO. 82

NOTIFICATION REQUIREMENT OF ONE YEAR ADDED BACK TO SECTION 3.04. LANGUAGE EXISTS IN CURRENT CHARTER.

359 3.04 - Notice of Action.

360 No action, suit or proceeding shall be brought or maintained against the City of Milford, the Mayor or the City
361 Council of the City of Milford for damages on account of physical injuries, death or injury to property by reason of the
362 negligence of the City of Milford or any of its departments, offices, agents or employees thereof, **unless the person by or on
behalf of whom such claim or demand is asserted shall, within one (1) year of the occurrence of such injury, notify the
City Manager in writing of the time, place, cause and character of the injuries sustained.**

ORIGINAL SECTION 3.04

3.04 - Notice of Action.

*No action, suit or proceeding shall be brought or maintained against the City of Milford, the Mayor or the City Council of the
City of Milford for damages on account of physical injuries, death or injury to property by reason of the negligence of the City of
Milford or any of its departments, offices, agents or employees thereof, unless the person by or on behalf of whom such claim or
demand is asserted shall, within one (1) year of the occurrence of such injury, notify the City Manager in writing of the time, place,
cause and character of the injuries sustained.*

“IMPROVEMENTS” changed to “INFRASTRUCTURE” to clarify intent.

919 ~~7.09.~~ 7.08 - Taxes on Utility Improvements **Infrastructure**.

920 The City Council shall also have the right to levy and collect taxes on all underground cables installations, and
921 upon all telephone, telegraph or power poles or other erections of like character erected or any utility improvements
infrastructure.

922 installed within the limits of the City, together with the wires and appliances thereto or thereon attached, that are now
923 assessable and taxable, and to this end, may at any time direct the same be included in or added to the City Assessment. In
924 case the owner or lessee of such poles, erections, installations or appliances utility improvements **infrastructure** shall neglect
or refuse to

925 pay the taxes that may be levied thereon, the said taxes may be collected by the City in the same manner as other taxes, and
926 upon continued non-payment, the City Council shall have the authority to cause the same to be removed.

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 BUDGET SUMMARY ANALYSIS**

DEPARTMENT	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND				
ADMINISTRATION	\$634,470	\$0	\$0	\$634,470
PLANNING & ZONING	\$188,055	\$0	\$0	\$188,055
CODE ENFORCEMENT & INSPECTION	\$247,580	\$0	\$0	\$247,580
FINANCE	\$490,160	\$0	\$0	\$490,160
INFORMATION TECHNOLOGY	\$345,145	\$0	\$63,000	\$408,145
POLICE	\$4,523,155	\$0	\$83,340	\$4,606,495
STREETS	\$778,910	\$0	\$538,000	\$1,316,910
PARKS & RECREATION	\$927,135	\$0	\$115,000	\$1,042,135
COUNCIL	\$389,425	\$0	\$0	\$389,425
TOTAL GENERAL FUND	\$8,524,035	\$0	\$799,340	\$9,323,375
WATER	\$1,475,070	\$724,765	\$534,665	\$2,734,500
SEWER	\$3,315,920	\$658,680	\$383,400	\$4,358,000
SANITATION	\$1,134,315	\$0	\$236,350	\$1,370,665
ELECTRIC	\$24,153,005	\$192,965	\$670,030	\$25,016,000
TOTAL BUDGET	\$38,602,345	\$1,576,410	\$2,623,785	\$42,802,540

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 REVENUE

GENERAL FUND PAGE 2

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
101-0000	GENERAL FUND REVENUE			
390-10-10	GENERAL FUND CAPITAL RESERVES	280,000	411,000	585,000
390-10-20	GF RESERVES-ECONOMIC DEV. FUNDS	173,440	201,255	95,000
	REAL ESTATE TAX			
311-10-10	PROPERTY TAXES: CURRENT LEVY	3,701,000	3,732,970	3,820,560
311-10-30	PROPERTY TAXES: PENALTIES	30,000	30,000	30,000
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	500,000	500,000	500,000
	TOTAL REAL ESTATE TAXES	3,731,000	4,262,970	4,350,560
	LICENSES & PERMITS			
321-10-10	CONTRACTORS LICENSE	35,000	43,750	45,000
321-10-20	RENTAL LICENSE	85,000	85,000	80,000
322-10-00	BUILDING PERMIT FEES	60,000	75,000	80,000
322-15-00	PLANNING & ZONING FEES	15,000	15,000	15,000
328-10-30	GRASSCUTTING REVENUE	16,000	16,000	16,000
	TOTAL LICENSES & PERMITS	211,000	234,750	236,000
	POLICE DEPARTMENT			
342-10-10	FINES	135,000	135,000	110,000
342-10-60	MISCELLANEOUS REVENUE	5,000	5,000	5,000
342-10-90	ACCIDENT COPIES	9,000	10,000	14,000
342-10-70	STATE POLICE PENSION	130,000	130,000	130,000
342-10-92	SALE OF VEHICLES & EQUIPMENT	5,000	5,000	5,000
342-10-98	SPECIAL DUTY OVERHEAD	3,000	5,000	5,000
342-10-99	SRO OFFICERS SCHOOL FUNDED	200,000	150,000	177,750
	TOTAL POLICE DEPARTMENT	487,000	440,000	446,750

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 REVENUE

GENERAL FUND PAGE 3

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
	GENERAL FUND REVENUE			
	MISCELLANEOUS REVENUE			
359-10-20	SPRINT TOWER RENTAL	16,480	17,300	17,300
359-10-25	VERIZON TOWER RENTAL	22,845	22,845	25,590
359-10-30	AT&T TOWER RENTAL	16,800	16,800	16,800
359-10-40	CHESAPEAKE GAS	38,000	36,000	36,000
359-10-50	CATV FRANCHISE FEES	100,000	106,000	113,000
359-10-55	POLE RENTAL FEES-CATV	6,835	6,835	6,835
359-10-60	FIBER OPTIC RENTAL	27,540	27,540	27,540
359-10-65	CEMETERY FUNDS	32,000	32,000	32,000
359-10-99	MISCELLANEOUS REVENUE	1,000	1,000	1,000
361-10-00	EARNINGS ON INVESTMENTS	6,500	6,500	10,000
	TOTAL MISCELLANEOUS REVENUE	268,000	272,820	286,065
391-10-10	OTHER - INTERDEPARTMENTAL	715,480	800,000	824,000
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000
	TOTAL TRANSFERS- GENERAL FUND	3,215,480	3,300,000	3,324,000
	TOTAL GENERAL FUND REVENUES	8,865,920	9,185,295	9,323,375

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 4A-1
 CITY ADMINISTRATION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
GENERAL GOVERNMENT					
ADMINISTRATION					
101-1010					=
413-10-10	SALARIES & WAGES	396,795	320,220	341,865	=
413-10-11	SALARIES & WAGES-VACATION SELLBACK	1,510	2,760	2,845	=
413-10-30	SALARIES & WAGES-OVERTIME	3,000	3,000	8,000	=
413-30-10	CONTRACT SERVICES	1,000	1,000	25,000	=
413-30-11	CONTRACT SERVICES-TAX ASSESSOR	10,000	15,000	MOVED	=
413-30-12	CONTRACT SERVICES-COMP. STUDY	0	25,000	0	=
413-30-13	CONTRACT SERVICES-POLICE STUDY	0	95,000	0	=
413-30-20	LEGAL SERVICE	18,000	21,000	16,000	=
413-30-30	AUDITING SERVICE	1,000	1,000	1,000	=
413-30-50	ENGINEERING	12,500	5,000	0	=
413-50-20	INSURANCE & BONDING	5,815	5,160	5,500	=
413-50-30	TELEPHONE	1,200	1,200	2,400	=
413-50-40	ADVERTISING & PRINTING	16,500	22,500	20,500	=
413-50-61	WEBSITE MAINTENANCE	3,100	3,500	3,500	=
413-50-62	CAMA SOFTWARE	6,500	6,760	MOVED	=
413-50-90	TRAINING	5,000	10,500	12,500	=
413-60-10	MATERIALS & SUPPLIES	4,000	4,500	3,000	=
413-60-11	GENERAL EXPENSE	8,000	9,600	9,150	=
413-60-12	COMPUTER	6,500	1,650	4,100	=
413-60-13	COPIER	3,000	6,000	3,000	=
413-60-15	POSTAGE	400	750	1,100	=
413-67-11	DISCRETIONARY FUNDS	7,590	15,000	15,000	=
413-90-80	COST ALLOCATION-CITY HALL BUILDING	10,800	8,975	7,500	=
	TOTAL ADMIN. GEN. EXPENSE	522,210	585,075	481,960	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 4A-2
 CITY ADMINISTRATION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1010	GENERAL GOVERNMENT EMPLOYEE BENEFITS				=
413-20-10	MEDICAL	29,205	54,730	65,475	=
413-20-20	SOCIAL SECURITY	29,675	25,230	27,160	=
413-20-30	RETIREMENT	30,335	40,230	45,080	=
413-20-50	UNEMPLOYMENT COMPENSATION	1,800	1,655	1,520	=
413-20-60	WORKMAN'S COMPENSATION	1,195	1,475	1,480	=
413-20-70	GROUP LIFE INSURANCE	2,820	3,595	2,760	=
413-20-80	RETIREE MEDICAL BENEFITS	8,420	9,035	9,035	=
	TOTAL EMPLOYEE BENEFITS	103,450	135,950	152,510	=
	TOTAL GEN. GOV'T. - O & M	625,660	721,025	634,470	=
413-70-40	CAPITAL-EQUIPMENT	0	0	0	=
	TOTAL GENERAL GOV. CAPITAL	0	0	0	=
	TOTAL GENERAL GOVERNMENT	625,660	721,025	634,470	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 4B-1
 PLANNING & ZONING

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1035	GENERAL GOVERNMENT ADMINISTRATION				=
419-10-10	SALARIES & WAGES	115,435	117,490	87,850	=
419-10-30	SALARIES & WAGES-OVERTIME	3,500	2,500	2,500	=
419-30-10	CONTRACT SERVICES	0	30,000	0	=
419-30-20	LEGAL SERVICE	10,250	15,000	20,000	=
419-30-30	AUDITING SERVICE	1,000	1,000	1,000	=
419-30-50	ENGINEERING	8,000	6,000	6,000	=
419-50-20	INSURANCE & BONDING	630	300	325	=
419-50-30	TELEPHONE	700	700	150	=
419-50-60	SOFTWARE MAINTENANCE	0	0	4,000	=
419-50-90	TRAINING	5,000	1,000	2,500	=
419-60-10	MATERIALS & SUPPLIES	1,000	3,000	2,400	=
419-60-11	GENERAL EXPENSE	500	1,000	2,500	=
419-60-12	COMPUTER	2,000	0	0	=
419-60-13	COPIER	0	0	3,500	=
419-60-15	POSTAGE	250	1,000	1,000	=
419-90-80	BUILDING MAINT.-XFER TO CITY HALL	10,800	8,975	7,500	=
	TOTAL ADMIN. GEN. EXPENSE	159,065	187,965	141,225	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 4B-2
 PLANNING & ZONING

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1035	GENERAL GOVERNMENT EMPLOYEE BENEFITS				=
419-20-10	MEDICAL	21,790	37,290	26,860	=
419-20-20	SOCIAL SECURITY	9,145	9,205	6,990	=
419-20-30	RETIREMENT	12,075	15,140	11,330	=
419-20-50	UNEMPLOYMENT COMPENSATION	835	760	430	=
419-20-60	WORKMAN'S COMPENSATION	595	630	515	=
419-20-70	GROUP LIFE INSURANCE	1,355	1,385	705	=
	TOTAL EMPLOYEE BENEFITS	45,795	64,410	46,830	=
	TOTAL GENERAL GOV.-O & M	204,860	252,375	188,055	=
419-70-40	CAPITAL-EQUIPMENT	0	0	0	=
	TOTAL GENERAL GOV. CAPITAL	0	0	0	=
	TOTAL GENERAL GOVERNMENT	204,860	252,375	188,055	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 4C-1
 CODE ENFORCEMENT & INSPECTION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
101-1045	GENERAL GOVERNMENT ADMINISTRATION			
429-10-10	SALARIES & WAGES	111,975	154,265	86,950
429-10-30	SALARIES & WAGES-OVERTIME	2,500	1,500	2,000
429-30-10	CONTRACT SERVICES	0	0	72,000
429-30-20	LEGAL SERVICE	3,000	3,000	2,500
429-30-30	AUDITING SERVICE	1,000	1,000	1,000
429-30-50	ENGINEERING	1,000	1,000	1,000
429-40-29	MAINT. & REPAIR - VEHICLE LABOR	1,500	1,500	1,500
429-40-30	MAINT. & REPAIR - VEHICLES	1,000	1,000	1,000
429-50-20	INSURANCE & BONDING	1,440	2,815	2,050
429-50-30	TELEPHONE	0	0	600
429-50-31	CELLPHONE	1,200	1,000	300
429-50-90	TRAINING	5,000	5,000	2,000
429-60-10	MATERIALS & SUPPLIES	2,500	2,500	2,500
429-60-11	GENERAL EXPENSE	2,500	2,500	2,000
429-60-12	COMPUTER	0	2,000	0
429-60-15	POSTAGE	2,500	2,500	2,500
429-60-17	GASOLINE & OIL	1,500	1,500	1,500
429-60-18	UNIFORMS	1,000	1,000	1,000
429-68-10	DEMOLITIONS	16,000	16,000	0
429-68-20	PROPERTY MAINTENANCE	16,000	16,000	16,000
429-90-80	BUILDING MAINT.-XFER TO CITY HALL BLDG.	10,800	8,975	7,500
	TOTAL ADMIN. GEN. EXPENSE	182,415	225,055	205,900

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 4C-2
 CODE ENFORCEMENT & INSPECTION

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 15-16 -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	=
101-1045	GENERAL GOVERNMENT EMPLOYEE BENEFITS				=
429-20-10	MEDICAL	12,955	37,290	24,335	=
429-20-20	SOCIAL SECURITY	8,815	11,895	6,650	=
429-20-30	RETIREMENT	11,315	16,300	8,915	=
429-20-50	UNEMPLOYMENT COMPENSATION	835	1,140	600	=
429-20-60	WORKMAN'S COMPENSATION	705	1,000	445	=
429-20-70	GROUP LIFE INSURANCE	1,320	1,820	735	=
	TOTAL EMPLOYEE BENEFITS	35,945	69,445	41,680	=
	TOTAL GENERAL GOV.-O & M	218,360	294,500	247,580	=
429-70-42	CAPITAL-VEHICLE	0	25,000	0	=
	TOTAL GENERAL GOV. CAPITAL	0	25,000	0	=
	TOTAL GENERAL GOVERNMENT	218,360	319,500	247,580	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

CITY HALL BUILDING : O&M PAGE 5

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
225-6320	CITY HALL COST ALLOCATION			
481-30-10	CONTRACT SERVICES	3,000	2,700	1,300
481-30-15	CLEANING SERVICE	6,500	5,700	6,000
481-30-30	AUDITING SERVICES	1,000	1,000	1,000
481-40-31	BUILDING MAINT. & REPAIRS	15,000	15,000	9,000
481-50-30	TELEPHONE	2,500	2,500	0
481-60-10	MATERIALS & SUPPLIES	1,000	800	2,000
481-60-14	POSTAGE MACHINE	1,230	1,100	1,100
481-60-22	ELECTRIC	16,000	13,500	13,500
481-60-23	WATER	1,400	1,200	1,200
481-60-24	FUEL OIL	10,000	7,500	7,500
225-0000	TOTAL CITY HALL ALLOCATION EXPENSES	57,630	51,000	42,600
331-10-01	LESS INTERSERVICE BILLING-CITY ADMIN.	(10,800)	(8,975)	(7,500)
331-10-02	LESS INTERSERVICE BILLING-CITY COUNCIL	(19,230)	(17,950)	(15,000)
331-10-03	LESS INTERSERVICE BILLING-CODE ENF.	(10,800)	(8,975)	(7,500)
331-10-04	LESS INTERSERVICE BILLING-IT	(6,000)	(6,125)	(5,100)
331-10-05	LESS INTERSERVICE BILLING-P&Z	(10,800)	(8,975)	(7,500)
	NET CITY HALL COST	0	0	0

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 6A
 FINANCE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
GENERAL GOVERNMENT				
ADMINISTRATION				
101-1310				
415-10-10	SALARIES & WAGES	269,920	299,545	290,550
415-10-11	SALARIES & WAGES-VACATION SELLBACK	4,255	3,120	985
415-30-10	CONTRACT SERVICES	10,000	10,000	10,000
415-30-11	CONTRACT SERVICES-TAX ASSESSOR	0	0	16,100
415-30-15	CLEANING SERVICES	9,000	9,000	9,000
415-30-30	AUDITING SERVICE	1,000	1,000	1,000
415-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	500	500
415-40-30	MAINT. & REPAIR-VEHICLE	500	500	500
415-50-20	INSURANCE & BONDING	630	1,445	1,500
415-50-30	TELEPHONE	1,800	1,850	1,200
415-50-31	CELLPHONE	1,200	1,000	900
415-50-62	CAMA TAX SOFTWARE	0	0	7,000
415-50-90	TRAINING	6,000	9,000	9,000
415-60-10	MATERIALS & SUPPLIES	8,000	8,000	8,000
415-60-11	GENERAL EXPENSE	2,000	2,000	2,000
415-60-12	COMPUTER	4,000	4,000	4,000
415-60-13	COPIER	1,000	1,000	1,000
415-60-15	POSTAGE	2,750	2,500	2,500
415-60-17	GAS & OIL	250	250	250
	TOTAL ADMIN. GEN. EXPENSE	322,805	354,710	365,985

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 6B
 FINANCE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
	GENERAL GOVERNMENT				=
	EMPLOYEE BENEFITS				=
415-20-10	MEDICAL	24,540	50,890	50,475	=
415-20-20	SOCIAL SECURITY	21,805	23,445	22,895	=
415-20-30	RETIREMENT	32,835	35,025	35,770	=
415-20-50	UNEMPLOYMENT COMPENSATION	1,665	1,900	1,715	=
415-20-60	WORKMAN'S COMPENSATION	825	945	780	=
415-20-70	GROUP LIFE INSURANCE	3,170	3,525	2,340	=
	TOTAL EMPLOYEE BENEFITS	84,840	115,730	113,975	=
	FINANCE BUILDING				=
415-40-31	MAINTENANCE & REPAIRS	5,000	5,000	5,000	=
415-60-22	ELECTRIC	5,000	5,000	5,000	=
415-60-23	WATER	225	225	200	=
	TOTAL MUN. BLDG. GEN. EXP	10,225	10,225	10,200	=
	TOTAL GENERAL GOV.-O & M	417,870	480,665	490,160	=
415-70-40	CAPITAL-EQUIPMENT	6,425	0	0	=
	TOTAL GENERAL GOV. CAPITAL	6,425	0	0	=
	TOTAL GENERAL GOVERNMENT	424,295	480,665	490,160	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 7A
 INFORMATION TECHNOLOGY

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
GENERAL GOVERNMENT					
ADMINISTRATION					
101-1510					=
418-10-10	SALARIES & WAGES	121,265	107,310	114,995	=
418-10-11	SALARIES & WAGES-VACATION SELLBACK	1,545	1,580	1,630	=
418-30-10	CONTRACT SERVICES	1,150	1,300	1,300	=
418-30-30	AUDITING	1,000	1,000	1,000	=
418-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	500	500	=
418-40-30	MAINT. & REPAIR-VEHICLE	500	500	500	=
418-50-20	INSURANCE & BONDING	630	700	750	=
418-50-30	TELEPHONE	300	300	600	=
418-50-31	CELLPHONE	1,200	1,000	1,000	=
418-50-60	SOFTWARE MAINTENANCE	117,000	124,225	134,000	=
418-50-90	TRAINING	5,000	5,000	6,400	=
418-60-10	MATERIALS & SUPPLIES	6,000	6,000	6,000	=
418-60-11	GENERAL EXPENSE	500	500	500	=
418-60-12	COMPUTER	35,000	30,000	30,000	=
418-60-17	GASOLINE & OIL	700	300	300	=
					=
	TOTAL ADMIN. GEN. EXPENSE	292,290	280,215	299,475	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PAGE 7B
 INFORMATION TECHNOLOGY

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1510	GENERAL GOVERNMENT				=
	EMPLOYEE BENEFITS				=
418-20-10	MEDICAL	39,220	18,710	18,710	=
418-20-20	SOCIAL SECURITY	9,595	8,525	9,130	=
418-20-30	RETIREMENT	14,755	10,485	11,065	=
418-20-50	UNEMPLOYMENT COMPENSATION	835	760	685	=
418-20-60	WORKMAN'S COMPENSATION	370	340	310	=
418-20-70	GROUP LIFE INSURANCE	1,425	970	670	=
	TOTAL EMPLOYEE BENEFITS	66,200	39,790	40,570	=
	MUNICIPAL BUILDING				=
418-40-31	COST ALLOCATION-CITY HALL BUILDING	6,000	6,125	5,100	=
	TOTAL GENERAL GOV.-O & M	364,490	326,130	345,145	=
418-70-40	CAPITAL-EQUIPMENT	62,760	55,000	63,000	=
	TOTAL GENERAL GOV. CAPITAL	62,760	55,000	63,000	=
	TOTAL GENERAL GOVERNMENT	427,250	381,130	408,145	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
101-1610	POLICE DEPARTMENT			
421-10-10	SALARIES & WAGES-SWORN OFFICERS	1,886,195	1,850,185	1,954,115
421-10-11	SALARIES & WAGES-VACATION SELLBACK	10,810	11,590	14,695
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	148,875	164,000	164,000
421-10-31	SALARIES & WAGES-SPECIAL DUTY RADAR	15,000	0	0
421-10-35	SALARIES & WAGES-OFFICERS COURT/ STANDBY	35,000	35,000	35,000
421-10-50	SALARIES & WAGES-OFFICERS ON CALL	55,000	55,000	55,000
421-10-55	SALARIES & WAGES-SHIFT DIFFERENTIAL.	16,000	16,000	16,000
421-10-60	SALARIES & WAGES-DOWNTOWN PATROL	0	14,000	14,000
421-11-10	SALARIES & WAGES-CIVILIAN	390,765	395,225	399,625
421-11-11	SALARIES & WAGES-VACATION SELLBACK	2,400	2,445	2,570
421-11-30	SALARIES & WAGES-CIVILIAN OVERTIME	30,000	30,000	30,000
421-11-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	4,800	4,800	4,800
421-12-10	SALARIES & WAGES-CROSS. GUARDS	10,300	10,300	10,300
421-13-10	SALARIES & WAGES-SEASONAL CADETS	10,000	0	0
421-30-10	CONTRACT SERVICES	27,500	31,950	30,000
421-30-20	LEGAL EXPENSE	25,000	50,000	50,000
421-30-30	AUDITING	5,000	5,000	5,000
421-50-20	INSURANCE	38,380	49,020	51,500
421-50-30	TELEPHONE	7,500	6,500	6,500
421-50-31	CELLPHONE	14,900	14,500	9,500
421-50-40	ADVERTISING & PRINTING	5,000	5,000	5,000
421-50-90	TRAINING	39,000	42,000	42,000
421-60-10	MATERIALS & SUPPLIES	20,000	20,000	20,000
421-60-11	GENERAL EXPENSE	5,000	7,500	7,500
421-60-18	UNIFORMS & EQUIPMENT	32,500	32,500	32,500
421-65-11	SENIOR PATROL	1,000	1,000	1,000
421-65-13	CRIMINAL INVESTIGATION FUND	2,500	2,500	2,500
421-65-14	COMMUNITY POLICING	3,000	5,000	5,000
421-65-15	CADET SEASONAL OFFICER SUPPLIES	4,000	0	0
421-65-16	K-9 UNIT EXPENSE	3,500	3,500	3,500
421-65-17	SPECIAL OPS GROUP EXPENSE	<u>7,500</u>	<u>7,500</u>	<u>4,000</u>
	TOTAL POLICE GEN. SERV. EXPENSE	2,856,425	2,872,015	2,975,605

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1610	POLICE DEPARTMENT EMPLOYEE BENEFITS				=
421-20-10	MEDICAL	526,675	601,170	603,095	=
421-20-20	SOCIAL SECURITY	201,070	198,820	206,965	=
421-20-30	RETIREMENT	395,680	388,230	352,060	=
421-20-50	UNEMPLOYMENT COMPENSATION	18,380	16,600	14,930	=
421-20-60	WORKMAN'S COMPENSATION	121,455	124,590	130,285	=
421-20-70	GROUP LIFE INSURANCE	<u>26,530</u>	<u>26,225</u>	<u>19,365</u>	=
	TOTAL EMPLOYEE BENEFITS	1,289,790	1,355,635	1,326,700	=
	VEHICLE EXPENSE				=
421-40-29	MAINTENANCE-GARAGE LABOR	31,000	40,000	38,000	=
421-40-30	MAINTENANCE-PARTS & REPAIRS	25,000	28,000	28,000	=
421-50-21	INSURANCE	18,865	25,090	26,350	=
421-60-17	GASOLINE & OIL	<u>70,000</u>	<u>60,000</u>	<u>60,000</u>	=
	TOTAL VEHICLE EXPENSE	144,865	153,090	152,350	=
	HEADQUARTERS EXPENSE				=
421-40-31	MAINTENANCE & REPAIR BUILDING	12,000	15,000	15,000	=
421-40-32	MAINTENANCE & REPAIR OF EQUIPMENT	15,000	15,000	15,000	=
421-60-12	COMPUTERS	7,000	7,000	7,000	=
421-60-13	COPIERS	2,000	2,000	2,000	=
421-60-15	POSTAGE	1,500	1,500	1,500	=
421-60-22	ELECTRIC	20,000	20,000	21,000	=
421-60-23	WATER	2,800	2,800	3,000	=
421-60-24	FUEL OIL	<u>10,000</u>	<u>7,500</u>	<u>4,000</u>	=
	TOTAL HEADQUARTERS EXPENSE	70,300	70,800	68,500	=
	POLICE CAPITAL				=
421-70-40	CAPITAL-EQUIPMENT	10,000	0	0	=
421-70-42	CAPITAL-VEHICLES	74,000	71,600	83,340	=
	TOTAL POLICE CAPITAL	84,000	71,600	83,340	=
	TOTAL POLICE BUDGET	4,445,380	4,523,140	4,606,495	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

GENERAL FUND PAGE 10

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
101-1810	STREETS & GROUNDS DIVISION			
431-10-10	SALARIES & WAGES	275,815	277,305	213,660
431-10-11	SALARIES & WAGES-VACATION SELLBACK	2,510	2,560	1,495
431-10-20	SALARIES & WAGES-TEMPORARY	1,000	1,000	1,000
431-10-30	SALARIES & WAGES-OVERTIME	8,000	8,000	8,000
431-10-50	SALARIES & WAGES-ON CALL	10,500	10,500	10,500
431-30-10	CONTRACT SERVICES	58,000	30,000	12,000
431-30-30	AUDITING	2,000	2,000	2,000
431-30-50	ENGINEERING SERVICES	10,000	10,000	2,500
431-40-29	MAINT. & REPAIR-VEHICLE LABOR	29,000	29,000	30,000
431-40-30	MAINT. & REPAIR-VEHICLES	40,000	40,000	30,000
431-50-20	INSURANCE	16,545	18,165	19,000
431-50-30	TELEPHONE	500	500	400
431-50-31	CELLPHONE	1,800	800	800
431-50-40	ADVERTISING & PRINTING	1,500	1,500	1,500
431-50-90	TRAINING	1,000	1,000	2,500
431-60-10	MATERIALS & SUPPLIES	7,000	7,000	8,000
431-60-11	GENERAL EXPENSE	500	500	500
431-60-17	GASOLINE & OIL	25,000	18,000	13,000
431-60-18	UNIFORMS & EQUIPMENT	5,800	5,800	6,100
431-60-19	RADIO	0	0	1,650
431-60-70	STREET SIGNS & MARKERS	15,000	10,000	10,000
431-60-71	STREET & ROAD MATERIALS	35,000	25,000	20,000
431-60-72	SNOW & ICE REMOVAL	20,000	20,000	16,000
431-60-73	STORM SEWERS & DRAINS	10,000	10,000	8,000
431-60-75	SIDEWALKS & CURBS	30,000	30,000	30,000
431-60-76	STREET LIGHTS	92,000	92,000	92,000
431-90-80	TRANSFER TO PUBLIC WORKS	52,060	55,240	91,095
	TOTAL S & G GEN. EXPENSE	750,530	705,870	631,700

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1810	STREETS & GROUNDS DIVISION				=
	EMPLOYEE BENEFITS				=
431-20-10	MEDICAL	98,920	101,490	88,905	=
431-20-20	SOCIAL SECURITY	22,915	23,025	17,755	=
431-20-30	RETIREMENT	30,960	32,745	25,010	=
431-20-50	UNEMPLOYMENT COMPENSATION	2,710	2,465	1,765	=
431-20-60	WORKMEN'S COMPENSATION	14,160	14,805	11,615	=
431-20-70	GROUP LIFE INSURANCE	3,040	3,065	1,860	=
	TOTAL EMPLOYEE BENEFITS	172,705	177,595	146,910	=
	BUILDING EXPENSES				=
431-40-31	MAINTENANCE & REPAIR BUILDING	1,000	1,000	0	=
431-60-22	ELECTRIC	4,500	0	0	=
431-60-23	WATER	400	400	300	=
	TOTAL BUILDING EXPENSE	5,900	1,400	300	=
	TOTAL S & G DIVISION O & M	929,135	884,865	778,910	=
431-70-20	CAPITAL-BUILDING	0	0	25,000	=
431-70-40	CAPITAL-EQUIPMENT	0	0	60,000	=
431-70-42	CAPITAL-VEHICLES	120,000	145,000	173,000	=
431-70-44	CAPITAL-STREETS	0	66,000	280,000	=
431-80-10	1996 BOND DEBT-PRINCIPAL	14,665	14,360	0	=
431-80-11	1996 BOND DEBT-INTEREST	2,475	2,115	0	=
	TOTAL S & G DIV. CAPITAL & DEBT	137,140	227,475	538,000	=
	TOTAL S & G DIVISION	1,066,275	1,112,340	1,316,910	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

GENERAL FUND PAGE 12

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
101-1910	PARKS & RECREATION				=
451-10-10	SALARIES & WAGES	303,235	308,420	323,020	=
451-10-11	SALARIES & WAGES-VACATION SELLBACK	2,725	4,455	4,700	=
451-10-15	SALARIES-SUMMER PLAYGROUND	14,000	14,000	14,000	=
451-10-20	SALARIES-TEMPORARY WAGES	70,000	90,000	90,000	=
451-10-22	SALARIES-TEMP. WAGES CEMETERY	32,000	32,000	32,000	=
451-10-30	SALARIES-TEMP.-OVERTIME	0	0	2,500	=
451-30-10	CONTRACT SERVICES	20,000	24,000	24,000	=
451-30-11	BOYS AND GIRLS CLUB RENTAL	31,000	32,000	33,000	=
451-30-20	LEGAL	1,000	1,000	1,000	=
451-30-30	AUDITING	2,000	2,000	2,000	=
451-30-50	ENGINEERING	2,000	2,000	2,000	=
451-40-29	MAINT. & REPAIR-VEHICLES LABOR	19,000	19,000	19,000	=
451-40-30	MAINT. & REPAIR-VEHICLES	15,000	15,000	15,000	=
451-40-31	MAINTENANCE & REPAIR-BUILDING	23,800	21,000	25,000	=
451-40-34	MAINTENANCE & REPAIR-FACILITIES	80,000	80,000	80,000	=
451-50-20	INSURANCE	11,300	12,615	13,500	=
451-50-30	TELEPHONE	950	950	1,500	=
451-50-31	CELLPHONE	1,450	1,000	0	=
451-50-40	ADVERTISING & PRINTING	3,500	3,500	5,500	=
451-50-60	SOFTWARE MAINTENANCE	2,915	3,005	3,100	=
451-50-90	TRAINING	3,000	5,000	4,200	=
451-60-10	MATERIALS & SUPPLIES	3,000	3,000	3,000	=
451-60-11	GENERAL EXPENSES	1,000	1,000	1,000	=
451-60-12	COMPUTER	0	2,000	4,000	=
451-60-13	COPIER	2,500	2,500	3,300	=
451-60-15	POSTAGE	800	800	800	=
451-60-17	GASOLINE & OIL	16,000	14,000	14,000	=
451-60-22	ELECTRIC	10,000	10,000	18,000	=
451-60-23	WATER	12,000	12,000	12,000	=
	TOTAL P&R GENERAL EXPENSE:	684,175	716,245	751,120	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
101-1910	PARKS & RECREATION			
	EMPLOYEE - BENEFITS			
451-20-10	MEDICAL	61,025	65,490	82,890
451-20-20	SOCIAL SECURITY	25,080	25,590	26,640
451-20-30	RETIREMENT	34,695	37,050	38,995
451-20-50	UNEMPLOYMENT COMPENSATION	2,815	2,595	2,315
451-20-60	WORKMAN'S COMPENSATION	13,290	14,130	14,805
451-20-70	GROUP LIFE INSURANCE	3,565	3,635	2,685
451-20-80	RETIREE HEALTH INSURANCE	16,250	8,270	7,685
	TOTAL P&R EMPLOYEE BENEFITS	156,720	156,760	176,015
	TOTAL P&R OPERATIONAL EXPENSES:	840,895	873,005	927,135
	PARKS & RECREATION CAPITAL			
451-70-20	CAPITAL-BUILDING	7,000	7,000	25,000
451-70-40	CAPITAL-EQUIPMENT	53,000	39,000	40,000
451-70-50	CAPITAL-PARKS	160,000	80,000	50,000
	TOTAL P&R CAPITAL	220,000	126,000	115,000
201-7010	PARKS & RECREATION ENTERPRISE FUND			
347-10-10	EXPENDITURES	100,000	100,000	90,000
451-69-10	ENTERPRISE PROGRAM REVENUES	<u>(100,000)</u>	<u>(100,000)</u>	<u>(90,000)</u>
	TOTAL P&R ENTERPRISE EXPENSE	0	0	0
	TOTAL PARKS & REC. BUDGET	1,060,895	999,005	1,042,135

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

GENERAL FUND PAGE 14

ACCOUNT CODE	DESCRIPTION	BUDGET FY15-16	BUDGET FY16-17	BUDGET FY17-18	=
GENERAL GOVERNMENT					
101-1110	COUNCIL				=
411-10-10	SALARIES & WAGES-COUNCIL	16,000	16,000	16,000	=
411-10-10	SALARIES & WAGES-MEETING TRANSCRIPTION	14,000	14,000	14,000	=
411-20-20	SOCIAL SECURITY	1,225	1,225	1,225	=
411-30-10	CONTRACT SERVICE-RECORDING EQUIP.	1,250	1,200	1,200	=
411-30-20	LEGAL	20,000	20,500	20,000	=
411-40-31	CITY HALL BUILDING EXPENSES	19,230	17,950	15,000	=
411-68-11	PUBLIC OFFICIALS & LIABILITY INSURANCE	32,990	21,740	23,000	=
411-68-12	CHRISTMAS DECORATIONS	0	15,000	10,000	=
411-68-13	COUNCIL EXPENSE	17,000	17,000	20,000	=
411-68-14	EMPLOYEE RECOGNITION	9,000	11,000	11,000	=
411-68-15	CODIFICATION	4,000	9,500	10,000	=
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	140,000	=
411-68-17	MUSEUM	26,000	26,000	26,000	=
411-68-19	DOWNTOWN MILFORD INC.	40,000	40,000	40,000	=
411-68-22	CEMETERY EXPENSE	5,000	0	0	=
411-68-34	ECONOMIC DEVELOPMENT	0	15,000	5,000	=
411-68-37	ARMORY EXPENSE	20,000	10,000	12,000	=
411-68-38	DEDO/DOWNTOWN PLANNING GRANT	23,250	0	0	=
411-68-39	RESIDENT SURVEY	0	15,000	0	=
411-68-40	STRATEGIC PLAN	0	0	20,000	=
101-1210	ELECTIONS				=
414-10-10	SALARIES-ELECTIONS	4,000	4,000	4,000	=
414-60-12	SUPPLIES-ELECTIONS	1,000	1,000	1,000	=
	TOTAL COUNCIL AND ELECTIONS O & M	393,945	396,115	389,425	=
	TOTAL GENERAL FUND BUDGET	8,865,920	9,185,295	9,323,375	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 REVENUES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
202-2020	WATER DIVISION				=
344-10-10	SERVICE BILLINGS	2,600,000	2,700,000	2,700,000	=
344-10-20	LATE PENALTIES	3,500	3,000	3,000	=
344-10-40	CONNECT AND RECONNECT FEES	20,000	15,000	15,000	=
344-10-45	NEW METER CONNECTIONS	8,000	10,000	12,000	=
359-10-99	MISCELLANEOUS	500	500	500	=
361-10-00	EARNINGS ON INVESTMENTS	3,500	2,000	4,000	=
390-20-10	TRANSFER FROM CAPITAL RESERVES	266,430	0	0	=
	TOTAL WATER REVENUES	2,901,930	2,730,500	2,734,500	=
203-3030	WASTEWATER DIVISION				=
344-10-09	KENT COUNTY COST ADJUSTMENTS	1,700,000	1,850,000	1,850,000	=
344-10-10	SERVICE BILLINGS	2,300,000	2,500,000	2,500,000	=
344-10-20	PENALTIES	5,000	5,000	5,000	=
361-10-00	EARNINGS ON INVESTMENTS	1,500	1,500	3,000	=
390-10-10	TRANSFER FROM CAPITAL RESERVES	0	0	0	=
	TOTAL WASTEWATER REVENUES	4,006,500	4,356,500	4,358,000	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

WATER FUND: O&M PAGE 16

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
202-2020	WATER DIVISION				=
432-10-10	SALARIES WAGES	172,710	175,590	158,275	=
432-10-11	SALARIES WAGES-VACATION SELLBACK	1,145	495	700	=
432-10-30	SALARIES WAGES-OVERTIME	15,875	15,875	15,875	=
432-10-50	SALARIES WAGES-ON CALL	13,800	13,800	13,800	=
432-30-10	CONTRACT SERVICES	45,000	45,000	50,000	=
432-30-20	LEGAL EXPENSES	2,500	2,500	2,500	=
432-30-30	AUDITING	8,000	8,000	8,000	=
432-30-50	ENGINEERING	20,000	25,000	25,000	=
432-40-10	WATER METERS	49,000	49,000	49,000	=
432-40-11	WELLS	80,000	80,000	100,000	=
432-40-12	MAINS	30,000	30,000	30,000	=
432-40-13	CHEMICALS	95,000	125,000	125,000	=
432-40-14	SERVICE CONNECTIONS	12,000	12,000	12,000	=
432-40-15	PUMPING - POWER PURCHASED	217,000	250,000	240,000	=
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	8,000	8,000	8,000	=
432-40-30	MAINT. & REPAIR-VEHICLES	8,000	8,000	8,000	=
432-40-31	MAINT. & REPAIR-BUILDING	8,000	10,000	10,000	=
432-40-34	MAINT. & REPAIR-WATER TOWERS	52,650	52,650	52,650	=
432-50-19	MAINT. & REPAIR - SCADA	10,000	10,000	20,000	=
432-50-20	INSURANCE	16,780	16,090	17,000	=
432-50-30	TELEPHONE	3,000	3,000	300	=
432-50-31	CELLPHONE	5,700	3,000	3,000	=
432-50-40	ADVERTISING & PRINTING	1,000	1,000	1,000	=
432-50-90	TRAINING	2,500	2,500	2,500	=
432-60-10	MATERIALS & SUPPLIES	8,000	8,000	8,000	=
432-60-11	GENERAL EXPENSE	1,650	2,000	2,000	=
432-60-17	GASOLINE & OIL	10,000	8,000	8,000	=
432-60-18	UNIFORMS	2,700	1,500	2,500	=
432-60-19	RADIO	0	0	600	=
432-69-30	DEBT EXPENSE	0	700	700	=
	TOTAL WATER DIVISION O&M EXP	900,010	966,700	974,400	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

WATER FUND: O&M PAGE 17

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
202-2020	WATER DIVISION				=
	EMPLOYEE BENEFITS				=
432-20-10	MEDICAL	57,940	57,020	52,725	=
432-20-20	SOCIAL SECURITY	15,595	15,795	14,430	=
432-20-30	RETIREMENT	20,510	22,090	20,180	=
432-20-50	UNEMPLOYMENT COMPENSATION	1,540	1,405	1,175	=
432-20-60	WORKMEN'S COMPENSATION	9,710	10,210	9,370	=
432-20-70	GROUP LIFE INSURANCE	<u>2,030</u>	<u>2,070</u>	<u>1,310</u>	=
	TOTAL EMPLOYEE BENEFITS	107,325	108,590	99,190	=
432-90-30	INTERDEPARTMENTAL TRANSFERS	154,190	170,000	175,100	=
432-90-80	TRANSFER TO PUBLIC WORKS	63,215	67,070	109,315	=
432-90-82	TRANSFER TO BILLING	<u>115,275</u>	<u>113,665</u>	<u>116,410</u>	=
	TOTAL WATER DIVISION - O&M	1,340,015	1,426,025	1,474,415	=
	DEBT SERVICE				=
432-80-10	G O BONDS 2011(96)-PRINCIPAL	51,315	50,245	0	=
432-80-11	G O BONDS 2011(96)-INTEREST	8,660	7,395	0	=
432-80-13	1992 CAB BONDS-PRINCIPAL	465,000	395,000	395,000	=
432-80-15	G O BONDS 2011(92)-PRINCIPAL	106,250	104,035	0	=
432-80-16	G O BONDS 2011(92)-INTEREST	17,930	15,310	0	=
432-80-23&24	2012 USDA LOAN	186,000	186,000	186,005	=
432-80-02&03	2012 WASHINGTON ST. LOAN	<u>143,760</u>	<u>143,760</u>	<u>143,760</u>	=
	TOTAL WATER DIVISION DEBT	978,915	901,745	724,765	=
	WATER CAPITAL				=
432-70-40	CAPITAL OUTLAY-EQUIPMENT	78,000	10,000	0	=
432-70-42	CAPITAL OUTLAY-VEHICLE	58,000	25,000	0	=
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	447,000	50,000	45,000	=
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	0	317,730	490,320	=
	TOTAL WATER DIVISION	2,901,930	2,730,500	2,734,500	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

SEWER FUND: O & M PAGE 18

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
203-3030	WASTEWATER DIVISION			
432-10-10	SALARIES & WAGES	172,710	175,590	158,275
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,145	495	700
432-10-30	SALARIES & WAGES-OVERTIME	15,875	15,875	15,875
432-10-50	SALARIES & WAGES-ON CALL	13,800	13,800	13,800
432-30-10	CONTRACT SERVICES	25,000	25,000	30,000
432-30-20	LEGAL EXPENSE	2,000	2,000	2,000
432-30-30	AUDITING	8,000	8,000	8,000
432-30-50	ENGINEERING EXPENSE	20,000	25,000	25,000
432-40-12	MAINS	20,000	20,000	20,000
432-40-13	CHEMICALS	33,000	33,000	33,000
432-40-14	SERVICE CONNECTIONS	4,000	4,000	4,000
432-40-15	PUMPING - POWER PURCHASED	25,000	25,000	25,000
432-40-17	LIFT STATIONS	85,000	85,000	85,000
432-40-18	FACILITIES	4,000	5,000	5,000
432-40-19	WASTEWATER TREATMENT	1,700,000	1,850,000	1,850,000
432-40-20	WASTEWATER TREATMENT-I & I	529,000	500,000	475,000
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	8,000	8,000	8,000
432-40-30	MAINT. & REPAIRS-VEHICLES	5,500	5,500	5,500
432-40-32	MAINT. & REPAIRS-EQUIPMENT	5,000	5,000	5,000
432-50-19	MAINT. & REPAIRS-SCADA	20,000	20,000	20,000
432-50-20	INSURANCE	5,180	5,420	5,700
432-50-30	TELEPHONE	1,000	400	300
432-50-40	ADVERTISING & PRINTING	1,000	1,000	1,000
432-50-90	TRAINING	1,500	1,500	1,500
432-60-10	MATERIALS & SUPPLIES	3,000	3,000	3,000
432-60-11	GENERAL EXPENSES	1,000	1,500	1,500
432-60-17	GASOLINE & OIL	10,000	8,000	8,000
432-60-18	UNIFORMS	2,000	1,500	2,500
432-60-19	RADIO	0	0	1,200
432-69-30	BOND DEBT SERVICE EXPENSE	700	1,400	1,400
	TOTAL WASTEWATER GEN. EXP	2,722,410	2,849,980	2,815,250

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

SEWER FUND: O & M PAGE 19

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
203-3030	WASTEWATER DIVISION EMPLOYEE BENEFITS			
432-20-10	MEDICAL	57,940	57,020	52,725
432-20-20	SOCIAL SECURITY	15,595	15,795	14,430
432-20-30	RETIREMENT	20,510	22,090	20,180
432-20-50	UNEMPLOYMENT COMPENSATION	1,540	1,405	1,175
432-20-60	WORKMEN'S COMPENSATION	9,710	10,210	9,370
432-20-70	GROUP LIFE INSURANCE	<u>2,030</u>	<u>2,070</u>	<u>1,310</u>
	TOTAL EMPLOYEE BENEFITS	107,325	108,590	99,190
432-90-40	INTERDEPARTMENTAL TRANSFERS	154,190	170,000	175,100
432-90-80	TRANSFER TO PUBLIC WORKS	63,215	67,070	109,315
432-90-82	TRANSFER TO BILLING DEPT.	115,275	113,665	116,410
	TOTAL WASTEWATER DIVISION - O&M:	3,162,415	3,309,305	3,315,265
	DEBT SERVICE			
432-80-10	G O BONDS 2011(1996)-PRINCIPAL	67,780	66,365	0
432-80-11	G O BONDS 2011(1996)-INTEREST	11,440	9,765	0
432-80-12	2000 STATE REV. FUND LOAN-PRINCIPAL	92,525	95,785	362,000
432-80-28	2000 STATE REV. FUND LOAN-INTEREST	20,695	17,885	8,590
432-80-04	2011 BOND ISSUE-PRINCIPAL	140,000	140,000	75,000
432-80-05	2011 BOND ISSUE-INTEREST	108,365	105,565	60,980
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	48,990	49,975	50,980
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	16,715	15,730	14,725
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	23,165	23,690	24,230
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	27,780	27,255	26,715
432-80-25+26	2015 USDA LOAN	<u>0</u>	<u>60,455</u>	<u>35,500</u>
	TOTAL WASTEWATER DEBT	557,455	612,470	658,720
	CAPITAL			
432-70-42	CAPITAL OUTLAY-VEHICLE	130,000	130,000	60,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	102,500	15,000	65,000
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	<u>54,130</u>	<u>289,725</u>	<u>259,015</u>
	TOTAL WASTEWATER DIVISION	4,006,500	4,356,500	4,358,000

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 REVENUE

SOLID WASTE FUND PAGE 20

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
204-4040	SOLID WASTE DIVISION				=
344-10-70	SERVICE BILLINGS-COMMERCIAL	55,000	42,000	43,000	=
344-10-71	SERVICE BILLINGS-RESIDENTIAL	970,000	1,000,000	1,040,000	=
344-10-72	SERVICE BILLINGS-BULK TRASH	25,000	10,000	10,000	=
344-10-74	REBATE	0	18,000	0	=
344-10-20	LATE PENALTIES	3,500	3,500	3,500	=
361-10-00	EARNINGS ON INVESTMENTS	6,500	4,500	2,000	=
399-40-00	BUDGETED FUND BALANCE	53,855	32,440	45,165	=
399-40-00	BUDGETED FUND BAL.-NEW TRUCK	0	250,000	227,000	=
	TOTAL SOLID WASTE REVENUE:	1,113,855	1,360,440	1,370,665	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

SOLID WASTE FUND PAGE 21

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
204-4040	SOLID WASTE DIVISION				=
432-10-10	SALARIES & WAGES	230,080	234,190	188,465	=
432-10-11	SALARIES & WAGES-VACATION SELLBACK	740	0	390	=
432-10-20	SALARIES & WAGES-TEMPORARY	20,000	20,000	20,000	=
432-10-30	SALARIES & WAGES-OVERTIME	11,000	11,000	11,000	=
432-30-10	CONTRACT SERVICE	20,500	21,700	25,550	=
432-30-30	AUDITING	6,000	6,000	6,000	=
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	21,000	18,000	18,000	=
432-40-30	MAINT. & REPAIR-VEHICLE	40,000	35,000	40,000	=
432-42-10	LANDFILL FEES	265,000	265,000	250,000	=
432-50-20	INSURANCE	10,780	11,365	12,000	=
432-50-31	CELLPHONE	0	0	1,200	=
432-50-40	ADVERTISING AND PRINTING	4,500	4,000	5,000	=
432-50-60	SOFTWARE MAINTENANCE	0	0	3,600	=
432-50-90	TRAINING	1,000	1,000	3,000	=
432-60-10	MATERIALS & SUPPLIES	5,500	3,500	3,000	=
432-60-11	GENERAL EXPENSES	1,000	1,000	1,000	=
432-60-15	POSTAGE	1,000	500	750	=
432-60-17	GASOLINE & OIL	30,000	20,000	20,000	=
432-60-18	UNIFORMS	6,000	6,000	4,450	=
432-60-21	NATURAL GAS	7,500	6,000	5,000	=
432-61-10	TRASH & RECYCLING CONTAINERS	18,000	20,000	48,000	=
432-61-11	YARD WASTE CONTAINERS	15,000	10,000	8,000	=
432-61-12	DUAL CONTAINERS	0	0	24,450	=
432-90-50	INTERDEPARTMENTAL TRANSFERS	102,930	100,000	103,000	=
432-90-80	TRANSFER TO PUBLIC WORKS	52,060	55,240	91,095	=
432-90-82	TRANSFER TO BILLING DEPT.	115,275	113,665	116,410	=
					=
	TOTAL SOLID WASTE O & M EXP.	984,865	963,160	1,009,360	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

SOLID WASTE FUND PAGE 22

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
204-4040	SOLID WASTE DIVISION				=
	EMPLOYEE BENEFITS				=
432-20-10	MEDICAL	65,565	70,365	72,690	=
432-20-20	SOCIAL SECURITY	18,895	19,130	15,305	=
432-20-30	RETIREMENT	27,575	29,385	23,650	=
432-20-50	UNEMPLOYMENT COMPENSATION	2,710	2,465	1,715	=
432-20-60	WORKMEN'S COMPENSATION	11,535	12,165	9,925	=
432-20-70	GROUP LIFE INSURANCE	2,710	2,770	1,670	=
	TOTAL EMPLOYEE BENEFITS	128,990	136,280	124,955	=
432-70-40	CAPITAL-EQUIPMENT	0	0	9,350	=
432-70-42	CAPITAL-VEHICLE	0	261,000	227,000	=
	TOTAL SOLID WASTE CAPITAL	0	261,000	236,350	=
	TOTAL SOLID WASTE EXPENSES	1,113,855	1,360,440	1,370,665	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 REVENUE

ELECTRIC REVENUE PAGE 23

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
205-0000	ELECTRIC DIVISION REVENUE				=
344-10-10	SERVICE BILLING	25,625,000	24,730,790	24,815,000	=
344-10-20	LATE PENALTIES	60,000	60,000	60,000	=
344-10-30	RETURNED CHECKS	3,000	3,000	4,000	=
344-10-40	CONNECTION FEES	80,000	90,000	100,000	=
344-10-41	UNDERGROUND FEES	8,000	10,000	20,000	=
359-10-99	MISCELLANEOUS	5,000	5,000	5,000	=
361-10-00	EARNINGS ON INVESTMENTS	6,000	5,000	10,000	=
392-10-10	SALE OF PROPERTY OR EQUIPMENT	2,000	2,000	2,000	=
390-10-10	TRANSFER FROM RESERVES	273,315	0	0	=
	TOTAL ELECTRIC DIVISION REVENUE	26,062,315	24,905,790	25,016,000	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ELECTRIC FUND O&M PAGE 24

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
205-5050	ELECTRIC DIVISION				=
432-10-10	SALARIES & WAGES	781,210	788,235	788,430	=
432-10-11	SALARIES & WAGES-VACATION SELLBACK	2,765	1,895	3,320	=
432-10-30	SALARIES & WAGES-OVERTIME	35,225	35,225	35,225	=
432-10-50	SALARIES & WAGES-ON CALL	42,640	42,640	42,640	=
432-30-10	CONTRACT SERVICES	34,350	30,000	30,000	=
432-30-12	CONTRACT SERVICES-SMARTMETERING	0	0	50,000	=
432-30-20	LEGAL SERVICE	2,500	2,500	100,000	=
432-30-30	AUDITING	8,000	8,000	8,000	=
432-30-50	ENGINEERING SERVICE	20,000	20,000	20,000	=
432-40-10	METERS	30,000	45,000	45,000	=
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	21,000	22,000	22,000	=
432-40-30	MAINT. & REPAIRS-VEHICLES	33,000	43,000	43,000	=
432-40-31	MAINT. & REPAIRS-BUILDING	5,000	0	0	=
432-44-20	RENTAL OF EQUIPMENT	2,500	2,500	2,500	=
432-50-10	TRAFFIC SIGNALS	5,000	5,000	5,000	=
432-50-11	SUB-STATIONS	50,000	50,000	50,000	=
432-50-12	DISTRIBUTION LINES	300,000	300,000	350,000	=
432-50-20	INSURANCE	83,025	83,810	88,000	=
432-50-30	TELEPHONE	5,000	5,000	3,000	=
432-50-31	CELLPHONE	6,000	3,600	3,100	=
432-50-40	ADVERTISING & PRINTING	2,500	2,500	2,500	=
432-50-90	TRAINING	19,725	36,000	34,000	=
432-60-10	MATERIALS & SUPPLIES	5,000	5,000	5,000	=
432-60-11	GENERAL EXPENSE	2,000	2,000	2,000	=
432-60-17	GASOLINE & OIL	28,000	22,000	22,000	=
432-60-18	UNIFORMS	7,000	10,000	15,000	=
432-60-19	RADIO	2,500	5,000	5,000	=
432-60-25	SMALL TOOLS	6,000	7,500	7,500	=
432-60-26	BOOTS & SAFETY GEAR	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	=
	SUB-TOTAL ELECTRIC O & M EXP.	1,554,940	1,593,405	1,797,215	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ELECTRIC FUND O&M PAGE 25

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
205-5050	ELECTRIC DIVISION O & M CONTINUED	-----	-----	-----	=
432-50-13	ENVIRONMENTAL COMPLIANCE	31,000	31,000	31,000	=
432-50-14	VEGETATION CONTROL	75,000	75,000	75,000	=
432-50-15	WAREHOUSE EXPENSE	3,500	3,500	3,500	=
432-50-17	FIBER MAINTENACE	35,000	10,000	10,000	=
432-50-19	SCADA	0	0	25,000	=
432-50-60	SOFTWARE MAINTENANCE	4,000	4,000	4,000	=
432-58-40	INVENTORY EXPENSE	25,000	25,000	25,000	=
432-69-20	OFFICE EQUIPMENT	8,000	8,000	8,000	=
432-69-30	BANK CHARGES-BOND ISSUE	700	700	700	=
432-69-41	ECONOMIC INCENTIVE REBATE	10,000	0	0	=
432-80-30	METER DEPOSIT INTEREST EXPENSE	1,000	1,000	1,000	=
					=
	TOTAL ELECTRIC O & M EXPENSE	1,748,140	1,751,605	1,980,415	=
					=
	EMPLOYEE BENEFITS				=
432-20-10	MEDICAL	184,010	165,125	155,415	=
432-20-20	SOCIAL SECURITY	66,830	67,665	67,560	=
432-20-30	RETIREMENT	89,780	98,200	95,930	=
432-20-50	UNEMPLOYMENT COMPENSATION	6,495	5,540	4,795	=
432-20-60	WORKMEN'S COMPENSATION	38,675	40,485	40,505	=
432-20-70	GROUP LIFE INSURANCE	<u>9,175</u>	<u>9,290</u>	<u>6,530</u>	=
					=
	TOTAL EMPLOYEE BENEFITS	394,965	386,305	370,735	=
					=
	TRANSFERS TO OTHER FUNDS				=
432-90-20	TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	=
432-90-60	INTERDEPARTMENTAL TRANSFERS	304,170	360,000	370,800	=
432-90-80	TRANSFER TO PUBLIC WORKS	88,185	94,670	151,825	=
432-90-82	TRANSFER TO BILLING DEPT.	<u>422,260</u>	<u>416,765</u>	<u>427,595</u>	=
					=
	TOTAL TRANSFERS	3,314,615	3,371,435	3,450,220	=
					=
	TOTAL ELECTRIC OPERATING EXPENSE:	5,457,720	5,509,345	5,801,370	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ELECTRIC POWER & CAPITAL PAGE 26

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 15-16 -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	=
205-5050	ELECTRIC DIVISION				=
	POWER PURCHASED				=
432-50-16	DEMEC	19,625,000	18,600,000	18,300,000	=
	DEBT SERVICE				=
432-80-21	2011 BOND DEBT-PRINCIPAL	155,000	160,000	85,000	=
432-80-22	2011 BOND DEBT-INTEREST	189,595	186,445	107,965	=
	TOTAL BOND DEBT	344,595	346,445	192,965	=
	CAPITAL OUTLAY				=
432-70-20	BUILDING-NEW BILLING FACILITY	0	0	0	=
432-70-40	EQUIPMENT	0	0	30,000	=
432-70-42	VEHICLES	400,000	265,000	238,000	=
432-70-44	PROJECTS	235,000	185,000	238,000	=
432-90-10	TRANSFER TO RESERVES	0	0	215,665	=
	TOTAL ELECTRIC FUND CAPITAL	635,000	450,000	721,665	=
	TOTAL ELECTRIC FUND EXPENDITURES	26,062,315	24,905,790	25,016,000	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PUBLIC WORKS : O&M PAGE 27

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
222-6120	PW COST ALLOCATION				=
435-10-10	SALARIES & WAGES	118,245	141,390	303,420	=
435-10-30	SALARIES & WAGES-OVERTIME	2,000	2,000	2,000	=
435-30-10	CONTRACT SERVICES	9,000	11,700	9,600	=
435-30-15	CLEANING	21,000	20,000	20,000	=
435-30-20	LEGAL	2,000	2,000	0	=
435-30-30	AUDITING	3,000	3,000	3,000	=
435-30-50	ENGINEERING	12,000	12,000	2,500	=
435-40-29	MAINT. & REPAIR-GARAGE LABOR	1,400	1,400	0	=
435-40-30	MAINT. & REPAIR-VEHICLES	500	500	0	=
435-40-31	MAINT. & REPAIR-BUILDING	52,200	20,200	18,700	=
435-50-20	INSURANCE	2,925	3,145	3,300	=
435-50-30	TELEPHONE	1,200	1,000	1,200	=
435-50-31	CELLPHONE	800	500	1,500	=
435-50-60	SOFTWARE MAINTENANCE	0	0	4,425	=
435-50-90	TRAINING	3,000	7,000	5,000	=
435-60-10	MATERIALS & SUPPLIES	11,500	8,500	8,500	=
435-60-11	GENERAL EXPENSE	2,000	1,500	2,500	=
435-60-13	COPIER	1,000	1,000	1,000	=
435-60-15	POSTAGE	600	600	600	=
435-60-17	GASOLINE & OIL	2,000	1,000	0	=
435-60-18	UNIFORMS	250	0	250	=
435-60-19	RADIO	2,000	2,000	2,000	=
435-60-21	NATURAL GAS	30,000	15,000	18,000	=
435-60-22	ELECTRIC	45,000	55,000	52,000	=
435-60-23	WATER	4,700	4,700	4,700	=
435-60-90	COMPUTERS	0	0	2,000	=
435-69-20	OFFICE EQUIPMENT	0	0	1,100	=
					=
	PUBLIC WORKS EXPENSES	328,320	315,135	467,295	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

PUBLIC WORKS : O&M PAGE 28

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
222-6120	PW COST ALLOCATION				=
	EMPLOYEE BENEFITS				=
435-20-10	MEDICAL	20,270	29,280	64,830	=
435-20-20	SOCIAL SECURITY	9,205	10,720	23,670	=
435-20-30	RETIREMENT	10,035	12,845	32,765	=
435-20-50	UNEMPLOYMENT COMPENSATION	970	895	1,760	=
435-20-60	WORKMEN'S COMPENSATION	685	855	3,470	=
435-20-70	GROUP LIFE INSURANCE	1,310	1,565	2,410	=
	TOTAL EMPLOYEE BENEFITS	42,475	56,160	128,905	=
	PUBLIC WORKS CAPITAL				=
435-70-20	CAPITAL-BUILDING	0	23,235	0	=
435-70-40	CAPITAL-EQUIPMENT	0	0	11,100	=
	TOTAL PUBLIC WORKS COST	370,795	394,530	607,300	=
331-10-10	INTERSERVICE-GARAGE	(52,060)	(55,240)	(54,655)	=
331-10-20	INTERSERVICE-WATER	(63,215)	(67,070)	(109,315)	=
331-10-30	INTERSERVICE-SEWER	(63,215)	(67,070)	(109,315)	=
331-10-40	INTERSERVICE-SOLID WASTE	(52,060)	(55,240)	(91,095)	=
331-10-50	INTERSERVICE-ELECTRIC	(88,185)	(94,670)	(151,825)	=
331-10-60	INTERSERVICE-STREETS	(52,060)	(55,240)	(91,095)	=
331-10-94	INTERSERVICE-BILLING	0	0	0	=
	TOTAL INTERSERVICE BILLINGS	(370,795)	(394,530)	(607,300)	=
	NET PUBLIC WORKS COST	0	0	0	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

GARAGE FUND PAGE 29

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18
221-6010	GARAGE-INTERSERVICE FUND			
434-10-10	SALARIES & WAGES	54,255	54,955	56,125
434-10-11	SALARIES & WAGES-VACATION SELLBACK	1,040	1,055	1,080
434-10-30	SALARIES & WAGES-OVERTIME	1,000	1,000	1,000
434-30-10	CONTRACT SERVICES	500	500	500
434-30-30	AUDITING	2,000	2,000	2,000
434-40-29	MAINT. & REPAIR-GARAGE LABOR	1,000	1,000	1,000
434-40-30	MAINT. & REPAIR-VEHICLES	1,000	1,000	1,000
434-40-31	MAINT. & REPAIR-BUILDING	1,000	1,000	1,000
434-40-34	FACILITY MAINT. & REPAIR - GAS TANKS	4,000	4,000	4,000
434-50-20	INSURANCE	1,370	3,745	4,000
434-50-30	TELEPHONE	200	150	200
434-50-31	CELLPHONE	450	300	300
434-60-10	MATERIALS & SUPPLIES	2,000	2,000	2,000
434-60-17	GASOLINE & OIL	2,000	1,200	1,200
434-60-18	UNIFORMS & EQUIPMENT	2,000	2,000	2,000
434-60-60	GARAGE EXPENSE	4,000	4,000	4,000
434-90-80	TRANSFER TO PUBLIC WORKS	52,060	55,240	54,655
434-70-42	CAPITAL-VEHICLE	0	0	0
	TOTAL GARAGE ADMIN EXPENSE	129,875	135,145	136,060
	EMPLOYEE BENEFITS			
434-20-10	MEDICAL	16,250	17,445	18,710
434-20-20	SOCIAL SECURITY	4,420	4,465	4,550
434-20-30	RETIREMENT	6,670	7,070	7,420
434-20-50	UNEMPLOYMENT COMPENSATION	420	380	345
434-20-60	WORKMEN'S COMPENSATION	2,685	2,830	2,890
434-20-70	GROUP LIFE INSURANCE	640	650	470
	TOTAL EMPLOYEE BENEFITS	31,085	32,840	34,385
	TOTAL GARAGE BUDGET	160,960	167,985	170,445
331-10-10	(LESS INTERSERVICE BILLINGS)	<u>(160,960)</u>	<u>(167,985)</u>	<u>(170,445)</u>

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
BILLING INTERSERVICE FUND					
224-1410	ADMINISTRATION				=
416-10-10	SALARIES & WAGES	343,325	330,935	344,860	=
416-10-11	SALARIES & WAGES-VACATION SELLBACK	1,095	1,890	1,950	=
416-10-30	SALARIES & WAGES-OVERTIME	6,000	6,000	6,000	=
416-10-50	SALARIES & WAGES-ON CALL	3,500	3,500	3,500	=
416-30-10	CONTRACT SERVICES	23,500	20,000	23,000	=
416-30-12	CONTRACT SERVICES-PINNACLE	43,000	46,000	46,000	=
416-30-20	LEGAL-COLLECTION LAWYER	6,000	6,000	6,000	=
416-30-30	AUDITING SERVICE	2,000	2,000	2,000	=
416-30-60	COLLECTION EXPENSE	4,000	4,000	4,000	=
416-40-29	MAINT.&REPAIR-VEHICLE LABOR	3,000	3,000	2,400	=
416-40-30	MAINT.&REPAIR-VEHICLES	1,000	1,000	1,000	=
416-40-31	BUILDING MAINTENANCE	0	4,530	500	=
416-50-20	INSURANCE	2,920	4,000	4,200	=
416-50-30	TELEPHONE	3,000	3,000	3,000	=
416-50-31	CELLPHONE	1,000	1,000	300	=
416-50-61	PITNEY BOWES EQUIPMENT	6,500	6,500	6,500	=
416-50-90	TRAINING	5,000	5,000	5,000	=
416-60-10	MATERIALS & SUPPLIES	13,000	13,000	13,000	=
416-60-11	GENERAL EXPENSE	1,000	1,000	1,000	=
416-60-12	COMPUTER	10,000	10,000	10,000	=
416-60-13	COPIER	6,000	6,000	6,000	=
416-60-15	POSTAGE	14,000	14,000	14,000	=
416-60-17	GAS & OIL	5,000	3,000	2,000	=
416-60-18	UNIFORMS	0	0	675	=
416-60-22	ELECTRIC	12,000	12,000	11,000	=
416-60-23	WATER	500	500	400	=
416-69-29	BANK CHARGES-SERVICE CHARGES	0	6,000	0	=
416-69-30	BANK CHARGES-CREDIT CARD FEES	46,000	54,000	60,000	=
					=
	TOTAL ADMIN. GEN. EXPENSE	562,340	567,855	578,285	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 15-16	BUDGET FY 16-17	BUDGET FY 17-18	=
224-1410	BILLING INTERSERVICE FUND EMPLOYEE BENEFITS				=
416-20-10	MEDICAL	109,985	117,070	123,505	=
416-20-20	SOCIAL SECURITY	26,865	25,325	26,520	=
416-20-30	RETIREMENT	38,665	37,595	39,730	=
416-20-50	UNEMPLOYMENT COMPENSATION	3,330	3,035	2,815	=
416-20-60	WORKMAN'S COMPENSATION	2,890	2,975	2,935	=
416-20-70	GROUP LIFE INSURANCE	4,010	3,905	3,035	=
	TOTAL EMPLOYEE BENEFITS	185,745	189,905	198,540	=
	TOTAL BILLING - O & M	748,085	757,760	776,825	=
416-70-40	CAPITAL-EQUIPMENT	20,000	0	0	=
	TOTAL BILLING EXPENSES	768,085	757,760	776,825	=
	LESS INTERSERVICE BILLING				=
331-10-20	INTERSERVICE-WATER	(115,275)	(113,665)	(116,410)	=
331-10-30	INTERSERVICE-SEWER	(115,275)	(113,665)	(116,410)	=
331-10-40	INTERSERVICE-SOLID WASTE	(115,275)	(113,665)	(116,410)	=
331-10-50	INTERSERVICE-ELECTRIC	(422,260)	(416,765)	(427,595)	=
	LESS TOTAL INTERSERVICE BILLING	(768,085)	(757,760)	(776,825)	=
		0	0	0	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 IMPACT FEE FUNDS

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
128-0000	WATER IMPACT FEE			=
	BALANCE PRIOR YEAR	1,473,910	1,678,910	=
355-30-10	IMPACT FEE REVENUE	205,000	205,000	=
	BALANCE	1,678,910	1,883,910	=
129-0000	SEWER IMPACT FEE			=
	BALANCE PRIOR YEAR	955,730	1,065,730	=
355-30-10	IMPACT FEE REVENUE	110,000	110,000	=
	BALANCE	1,065,730	1,175,730	=
132-0000	ELECTRIC IMPACT FEE			=
	BALANCE PRIOR YEAR	429,915	495,915	=
355-30-10	IMPACT FEE REVENUE	66,000	66,000	=
	BALANCE	495,915	561,915	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 WATER RESERVES

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
212-0000	WATER CAPITAL RESERVES			=
	BALANCE PRIOR YEAR	7,292,769	7,360,021	=
361-20-10	INTEREST INCOME	44,430	50,000	=
395-10-20	DEPOSIT-FUND BALANCE	500,000	0	=
395-10-20	BUDGETED XFER. TO RESERVES	317,730	\$490,320	=
432-95-00	FY 16 BUDGETED CAPITAL	(28,450)	(382,656)	=
	FY 16 CAPITAL APPROVED PROJECTS	(85,119)	(64,881)	=
	FY 14 CAPITAL BUDGET	(1,861)	0	=
	FRONT STREET	0	(1,500,000)	=
	SE 2ND STREET	0	(1,550,000)	=
	SMART METETERING	0	(800,000)	=
	AIRPORT ROAD	0	(375,000)	=
	BOND REDEMPTION	(679,478)	0	=
	BALANCE AVAILABLE	7,360,021	3,227,804	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 GENERAL FUND RESERVES

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18
140-0000	GENERAL FUND CAPITAL RESERVES		
	BALANCE PRIOR YEAR	2,027,585	2,224,323
361-20-10	INTEREST	9,832	10,000
395-10-10	DEPOSIT-FUND BALANCE	500,000	0
	FY16		
413-70-44	CEMETARY ROAD	(5,845)	(27,000)
413-70-44	POLICE CAD SYSTEM	(2,129)	0
413-70-44	PARKS-GOAT ISLAND EDUC. PAVILION	(50,000)	0
413-70-44	PARKS-GOAT ISLAND OVERLOOKS	(21,945)	(8,055)
413-70-44	PARKS-RIVERWALK DECKING	0	(50,000)
413-70-44	GOAT ISLAND CAUSEWAY REMOVAL	(4,135)	(45,865)
413-70-44	POLICE UNION CONTRACT	(28,807)	0
413-70-44	STREETS-DUMP TRUCK	(114,996)	0
413-70-44	COUNCIL EXP. & EMPLOYEE RECOGNITION	(4,300)	0
	FY17		
413-70-44	STREETS-BRIDGEHAM AND LINSTONE LANE	0	(66,000)
413-70-44	STREET SWEEPER-1/2 FY17 + 1/2 FY18	0	(145,000)
413-70-44	POLICE STUDY-OPERATIONS & FACILITY	(7,379)	0
413-70-44	PARKS-RIVERWALK DECKING	0	(50,000)
413-70-44	PARKS-FLOATING KAYAK DOCK	(1,018)	(28,982)
413-70-44	PAINT CITY HALL	(9,301)	0
413-70-44	BOND REDEMPTION	(63,239)	0
	FY18		
413-70-44	FY 18 BUDGETED CAPITAL	0	(585,000)
	BALANCE	2,224,323	1,228,421

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 MUNICIPAL STREET AID

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
123-0000	MUNICIPAL STREET AID			=
	BALANCE OF STREET FUNDS	1,118,818	1,227,157	=
	BALANCE OF BRIDGE FUNDS	78,673	78,673	=
361-10-00	INTEREST	5,550	2,500	=
335-30-10	MUNICIPAL STREET AID GRANT	226,450	226,450	=
	BALANCE AVAILABLE	1,429,491	1,534,780	=
	STREET EXPENDITURES			=
431-70-45	NORTH MARSHALL STREET	0	(150,000)	=
431-70-45	2016 TRUITT AVENUE	(123,661)	0	=
431-70-45	AIRPORT ROAD	0	(1,300,000)	=
	TOTAL STREET EXPENDITURES	(123,661)	(1,450,000)	=
	RESTRICTED FUNDS			=
	RESERVED FOR BRIDGE WORK		(78,673)	=
	BALANCE	1,305,830	6,107	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 GENERAL IMPROVEMENT FUND

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
122-0000	GENERAL IMPROVEMENT FUND			=
	BALANCE PRIOR YEAR	396,435	268,226	=
361-10-00	INTEREST	1,600	1,700	=
335-20-10	STATE FUNDS-RECEIVABLE	0	502,424	=
335-20-10	STATE CTF FUNDS-RECEIVED	70,825	0	=
	BALANCE AVAILABLE	468,860	772,350	=
	STREET EXPENDITURES			=
431-70-80	NE FRONT ST-UTILITY RELOCATION	(6,756)	0	=
431-70-82	USDA GRANT	(5,500)	0	=
431-70-82	DNREC-CAUSEWAY	(7,153)	(42,847)	=
431-70-82	DTF-GOAT ISLAND	(50,000)	0	=
431-70-82	CTF-CEMETARY ROAD	(10,000)	0	=
431-70-82	CTF-KAYAK DOCK	(11,247)	(55,311)	=
431-70-82	CTF-AIRPORT ROAD	(109,638)	(176,228)	=
431-70-82	DNREC-WATER & SEWER GRANTS	(340)	(49,660)	=
	TOTAL STREET EXPENDITURES	(200,634)	(324,046)	=
	BALANCE	268,226	448,304	=
127-0000	SIDEWALK FUNDS			=
355-20-10	BALANCE AVAILABLE	11,998	11,998	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 SEWER RESERVES

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18
213-0000	SEWER CAPITAL RESERVES		
	BALANCE PRIOR YEAR	3,848,759	4,161,445
361-20-10	INTEREST-CD PROGRAM FEE	21,796	24,000
432-90-10	DEPOSIT-FUND BALANCE	850,000	0
432-90-10	BUDGETED XFER TO RESERVES	289,725	259,015
432-90-10	BOND REFINANCING SAVINGS	210,377	0
	TOTAL FUNDS AVAILABLE	5,220,657	4,444,460
	EXPENDITURES		
	CAPITAL BUDGET FY14	(73,670)	0
	CAPITAL BUDGET FY15	(163,793)	0
	CAPITAL BUDGET FY16	(134,842)	(47,764)
	FISHER AVENUE(USDA PROJECT)	(394,623)	0
	SHAWNEE ACRES PUMP STATION	0	(211,000)
	AIRPORT ROAD	0	(375,000)
	BOND REDEMPTION	(292,284)	0
	SRF LOAN REDEMPTION	0	(210,377)
	SE 2ND STREET	0	(1,550,000)
	TOTAL EXPENDITURES	(1,059,212)	(2,394,141)
	BALANCE AVAILABLE	4,161,445	2,050,319

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 ELECTRIC RESERVES

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
215-0000	ELECTRIC CAPITAL RESERVES			=
	BALANCE PRIOR YEAR	6,979,664	8,233,163	=
361-20-10	INTEREST-CD PROGRAM FEE	42,480	45,000	=
395-10-50	DEPOSIT-FUND BALANCE	1,000,000	0	=
395-10-50	BUDGETED XFER. TO RESERVES	0	215,665	=
395-10-50	BOND REDEMPTION SAVINGS	284,481	0	=
	FUNDS AVAILABLE	8,306,625	8,493,828	=
	EXPENDITURES			=
	BUDGETED FY 16 CAPITAL	(71,294)	(464,740)	=
	McCRONE ENGINEERING	(2,168)	0	=
	AIRPORT ROAD	0	(375,000)	=
	SMARTMETERING	0	(1,600,000)	=
	TOTAL EXPENDITURES	(73,462)	(2,439,740)	=
	BALANCE AVAILABLE	8,233,163	6,054,088	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 REAL ESTATE TRANSFER TAX FUND

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
124-0000	REAL ESTATE TRANSFER TAX			=
	BALANCE PRIOR YEAR	1,647,814	2,042,642	=
361-10-00	INTEREST	8,500	8,750	=
319-30-10	R/E TRANSFER TAX REVENUE	886,328	600,000	=
480-71-99	TRANSFER TO POLICE DEPT. BUDGET	(500,000)	(500,000)	=
	BALANCE	2,042,642	2,151,392	=

CITY OF MILFORD
 BUDGET FISCAL YEAR 2017-2018
 ECONOMIC DEVELOPMENT FUND

ACCOUNT CODE	DESCRIPTION	BUDGET FY16-17	BUDGET FY17-18	=
101-0000	ECONOMIC DEVELOPMENT FUND			=
	BALANCE PRIOR YEAR	635,258	350,953	=
392-20-10	SALE OF BUSINESS PARK LAND	0	100,000	=
413-70-44	DMI	(40,000)	(40,000)	=
413-70-44	PLANNER/ECONOMIC DEVELOPER-FY17	(116,255)	0	=
413-70-44	M & T PARKING LOT IMPROVEMENTS	(23,200)	(91,800)	=
413-70-44	USDA RURAL ECONOMIC DEV. PLAN	0	(60,000)	=
413-70-44	COMPREHENSIVE PLAN ASSISTANCE	(20,000)	(10,000)	=
413-70-44	ECONOMIC DEVELOPMENT EXPENSES	(1,396)	(5,000)	=
413-70-44	PURCHASE BUSINESS PARK LOT	(81,454)	0	=
413-70-44	USDA RURAL TOURISM STUDY	(2,000)	0	=
	TOTAL EXPENDITURES	(284,305)	(206,800)	=
	BALANCE	350,953	244,153	=

City of Milford



RESOLUTION 2017-05

ADOPTING THE CITY OF MILFORD *FISCAL YEAR 2017-2018 BUDGET & CAPITAL PROGRAM*

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2017-2018 were prepared and submitted to the City Council by the City Manager in accordance with Article VI 'Financial Procedures' of the City Charter; and

WHEREAS, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on June 5, 2017 and June 6, 2017; and

WHEREAS, in the opinion of the City Council, the budget accurately, as possible, reflects the city's anticipated revenues and expenditures for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD, that the City of Milford's Operating Budget for Departments shown under General Fund as Administration, Planning and Zoning, Code Enforcement and Inspections, Finance, Information Technology, Police, Streets, Parks and Recreation and Council; and the Water, Sewer, Sanitation and Electric Departments was adopted and approved as the budget of the City of Milford for Fiscal Year 2017-2018 in the following amounts:

Operations and Maintenance - \$38,602,345
Debt Service - \$1,576,410
Capital Program - \$2,623,785
Total Expenditures - \$42,802,540

A copy of said budget, is on file in the Office of the City Clerk, as was adopted by majority vote of Milford City Council on the 12th day of June 2017.

APPROVED:

Mayor Bryan W. Shupe

ATTEST:

City Clerk Teresa K. Hudson



Casey Avenue

Front Street

Walnut Street

Washington Street

- ▲ Has Pad, Proposed Can
- ▲ Has Pad, Existing Can
- Needs Pad, Proposed Can
- Needs Pad, Existing Can



NE Front Street

Washington Street

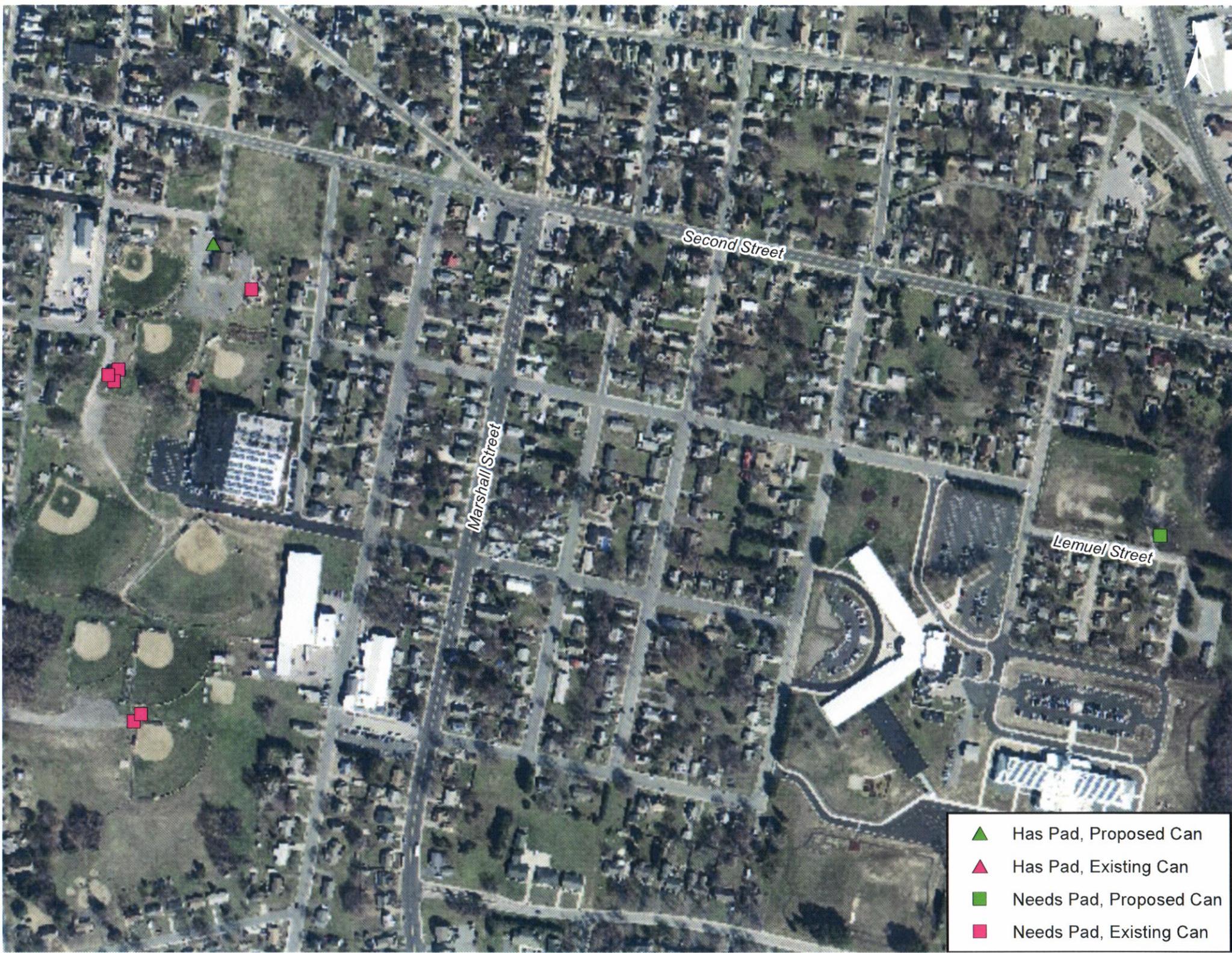
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**PUBLIC NOTICE
ORDINANCE 2017-11**

CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 168
PEDDLING, SOLICITING AND TRANSIENT MERCHANTS

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 indicted 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

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

To review the entire chapter or a complete list of the City of Milford ordinances, please access the City website at www.cityofmilford.com or contact the City Clerk’s Office at 302.422.1111.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

The Planning Commission will hold a Public Hearing regarding the below ordinance on TUESDAY, MAY 16, 2017 to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance.

The City Council will hold a Public Hearing regarding the below ordinance on MONDAY, JUNE 26, 2017 to hear evidence from interested parties and make a final determination regarding the ordinance.

Both meetings begin at 7:00 p.m. and will take place in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware at which times, the following ordinance will be considered:

ORDINANCE 2017-14

Joseph Petrosky on behalf of KP Realty Holdings, LLC for a Conditional Use to allow multiple permitted uses on a property on 1.20+/- acres in a C3 (Highway Commercial) Zoning District. Property is located on the east side of N DuPont Blvd approx. 1,550 feet north of the Rt 14 intersection; 675 N DuPont Boulevard, Milford, Delaware. Present Use: Commercial Retail; Proposed Use: Commercial Retail with a Dunkin Donuts. Tax Map MD-16-183.05-01-04.08-000

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on May 16, 2017 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on June 26, 2017 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and

WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow multiple permitted uses on a property as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Joseph Petrosky on behalf of KP Realty Holdings, LLC is hereby granted a Conditional Use Permit to allow multiple permitted uses on a property, in accordance with the application, effective on the date so noted.

Section 2. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 3. Dates.

Planning Commission Review & Public Hearing: May 16, 2017

City Council Introduction: June 12, 2017

City Council Public Hearing: June 26, 2017

Adoption: June 26, 2017

Effective: July 6, 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 either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: Beacon 04/26/17

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

The Planning Commission will hold a Public Hearing regarding the below ordinance on TUESDAY, MAY 16, 2017 to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance.

The City Council will hold a Public Hearing regarding the below ordinance on MONDAY, JUNE 26, 2017 to hear evidence from interested parties and make a final determination regarding the ordinance.

Both meetings begin at 7:00 p.m. and will take place in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware at which times, the following ordinance will be considered:

ORDINANCE 2017-15

Bayhealth Medical Center, Inc for a Conditional Use to allow multiple permitted uses on property on 10.00+/- acres in a H1 (Institutional Development) Zoning District. Property is located on the northeast corner of the N DuPont Blvd and North St intersection; 800 N DuPont Boulevard, Milford, Delaware.

Present Use: Medical Office Complex; Proposed Use: Medical Office Complex with an additional medical office building. Tax Map MD-16-174.17-01-28.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on May 16, 2017 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on June 26, 2017 to consider all information presented by City Staff, the Applicant, and written and verbal public testimony; and

WHEREAS, it is deemed reasonable, beneficial, and in the best interest of the City of Milford to allow a Conditional Use to allow multiple permitted uses on a property as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Bayhealth Medical Center, Inc is hereby granted a Conditional Use Permit to allow multiple permitted uses on a property, in accordance with the application, effective on the date so noted.

Section 2. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 3. Dates.

Planning Commission Review & Public Hearing: May 16, 2017

City Council Introduction: June 12, 2017

City Council Public Hearing: June 26, 2017

Adoption: June 26, 2017

Effective: July 6, 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 either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: Beacon 04/26/17

SECTION 00020

INVITATION TO BID

Sealed BIDS, in duplication, will be received by the City of Milford for Contract No. 052A176 – S.E. Regional Pump Station Project consisting of new sewage pump station and appurtenances including electrical, controls, emergency generator, site work, approximately 3,350 L.F. of 6" force main, 720 L.F. of gravity sewer and associated manholes, pump station access road, jack and bore of steel casing pipe under state roadways, and associated maintenance of traffic.

Bids shall be presented under sealed cover with the project name and contract number clearly stated on the outside of the envelope along with bid date and time. The bids will be received by the City of Milford, City Clerk's Office, 201 S. Walnut Street, Milford, Delaware 19963 until 2:00 PM local time, on May 16, 2017, at which time they will be opened and publicly read aloud. Any bids received after said time will be returned unopened.

Bidders are required to provide bid security in the amount of 10% of the bid sum. The successful bidder must post Performance and Payment Bonds equal to 100% of the contract price upon execution of the contract.

CONTRACT DOCUMENTS may be examined at no cost or obtained at the office of Davis, Bowen & Friedel, Inc., 23 N. Walnut Street, Milford, Delaware 19963 upon payment of \$150.00 for each non-refundable set. Checks should be made payable to Davis, Bowen & Friedel, Inc.

A Pre-Bid Meeting to be held at 2:00 PM on May 4, 2017 at the Milford City Hall.

The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans. The Owner reserves the right to reject any and all bids.

City of Milford
By: Eric Norenberg
City Manager

END OF SECTION

Independent

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800.282.8688

877.223.1503

Delaware ● Florida ● Maryland

Proof

Client	CITY OF MILFORD	Phone	(302) 424-5140
Address	201 S. Walnut St. Terri Hudson MILFORD, DE 19963	Email	fargo@milford-de.gov
		Fax	
AD #	185694	Requested By	CITY OF MILFORD
Account#	114467	PO #	DBF #052A176
Class	5500	Created By	JLEVY
Start Date	04/20/17	Creation Date	04/14/2017
End Date	04/27/17	Dimensions	2 X 6.097
Run Dates	4	Price	\$165.76
Pubs	Delaware State News, Newszap		
Order #	185694		
Sales Rep	Janet Levy	Phone	(302) 741-8273
		Email	jlevy@newszap.com
		Fax	(302) 741-8215

INVITATION TO BID

Sealed BIDS, in duplication, will be received by the City of Milford for Contract No. 052A176 – **S.E. Regional Pump Station Project** consisting of new sewage pump station and appurtenances including electrical, controls, emergency generator, site work, approximately 3,350 L.F. of 6" force main, 720 L.F. of gravity sewer and associated manholes, pump station access road, jack and bore of steel casing pipe under state roadways, and associated maintenance of traffic.

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City of Milford
By: Eric Norenberg
City Manager

185694 DSN 4/20,27/2017

June 6, 2017

City of Milford
201 South Walnut Street
Milford, Delaware 19963

*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

Attention: Mr. Eric Norenberg, City Manager
Mayor Shupe and Council Members

Re: SE Regional Pump Station Project
City of Milford
Sussex/Kent County, Delaware
Bid Award Recommendation
DBF# 052A176

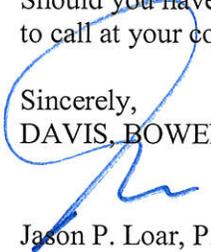
Dear Mr. Norenberg, Mayor Shupe, and Council Members:

On Tuesday, May 23, 2017 at City Hall, the bids for the above referenced project were received and opened. On behalf of the City we have evaluated the bids and the associated documentation submitted by each of the General Contractors and all documentation is in order. For City review and approval, please find enclosed a tabulation of all of the bids received.

Based on our review of the bids, we recommend that the Contract be awarded to the apparent low bidder Hopkins Construction, Inc., of Bridgeville, Delaware with a total base bid of \$861,375. This recommended bid is within the City's proposed budget for this project.

Should you have any questions, comments, concerns, or would like to discuss this further, please feel free to call at your convenience.

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Jason P. Loar, P.E.
Principal

JPL
P:\MILFORD\052A176 SE Pump Station\Bidding\Award Recommendation.docx

cc: Mark Whitfield, Public Works Director – City of Milford



CITY OF MILFORD

S.E. MILFORD REGIONAL PUMP STATION PROJECT

Contract: 052A176

Bid Date: May 23, 2017

BID RESULTS

Item No. & Description	Size/Depth	Unit	Est. Qty	Hopkins Construction, Inc.		A.P. Croll & Son, Inc.		Teal Construction, Inc.		Kuhn Construction Co.		J.J. I.D., Inc.		George & Lynch, Inc.		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
ROADWAY AND SIDEWALK REHABILITATION																
1	Mobilization/Demobilization (Max. 3% of total bid contract)	---	LS	1	\$25,000.00	\$25,000.00	\$42,300.00	\$42,300.00	\$33,017.00	\$33,017.00	\$50,000.00	\$50,000.00	\$60,000.00	\$60,000.00	\$70,541.00	\$70,541.00
2	Furnish & Install Sewage Pump Station and Valve Vault Complete	--	EA	1	\$335,000.00	\$335,000.00	\$338,150.00	\$338,150.00	\$306,835.00	\$306,835.00	\$378,000.00	\$378,000.00	\$528,000.00	\$528,000.00	\$466,214.00	\$466,214.00
3	Furnish & Install C909 PVC Forcemain	6"	LF	3250	\$20.00	\$65,000.00	\$27.00	\$87,750.00	\$47.00	\$152,750.00	\$26.00	\$84,500.00	\$32.00	\$104,000.00	\$41.10	\$133,575.00
4	Connect Forcemain to Existing Sewer Manhole	--	EA	1	\$2,500.00	\$2,500.00	\$7,100.00	\$7,100.00	\$13,069.00	\$13,069.00	\$15,500.00	\$15,500.00	\$5,500.00	\$5,500.00	\$6,174.00	\$6,174.00
5	Furnish & Install Gravity Sewer	10" & 12"	LF	650	\$100.00	\$65,000.00	\$93.00	\$60,450.00	\$109.00	\$70,850.00	\$266.00	\$172,900.00	\$150.00	\$97,500.00	\$144.40	\$93,860.00
6	Furnish & Install 6 Inch Sewer Lateral Including Cleanout	--	LS	1	\$2,000.00	\$2,000.00	\$1,350.00	\$1,350.00	\$1,205.00	\$1,205.00	\$3,125.00	\$3,125.00	\$7,500.00	\$7,500.00	\$2,339.00	\$2,339.00
7	Furnish & Install Gravity Sewer Manholes	--	EA	4	\$5,000.00	\$20,000.00	\$4,350.00	\$17,400.00	\$3,905.00	\$15,620.00	\$8,365.00	\$33,460.00	\$7,000.00	\$28,000.00	\$7,652.00	\$30,608.00
8	Furnish & Install Air Release Valve and Associated Manhole	--	EA	1	\$6,000.00	\$6,000.00	\$5,975.00	\$5,975.00	\$7,018.00	\$7,018.00	\$9,750.00	\$9,750.00	\$7,500.00	\$7,500.00	\$8,439.00	\$8,439.00
9	Furnish & Install 12 Inch Std. Steel Casing Pipe and 6 Inch Forcemain Under Route 30 by the Bore and Jack Method	--	LF	75	\$600.00	\$45,000.00	\$257.00	\$19,275.00	\$389.00	\$29,175.00	\$450.00	\$33,750.00	\$800.00	\$60,000.00	\$1,813.00	\$135,975.00
10	Furnish & Install 24 Inch Std Steel Casing Pipe and 12 Inch Gravity Sewer Under Route 30 by the Bore and Jack Method	--	LF	75	\$1,000.00	\$75,000.00	\$756.00	\$56,700.00	\$673.00	\$50,475.00	\$775.00	\$58,125.00	\$1,200.00	\$90,000.00	\$1,991.00	\$149,325.00
11	Furnish & Install 12 Inch Std. Steel Casing Pipe and 6 Inch Forcemain Under Wilkens Rd by the Bore and Jack Method	--	LF	60	\$600.00	\$36,000.00	\$270.00	\$16,200.00	\$473.00	\$28,380.00	\$545.00	\$32,700.00	\$900.00	\$54,000.00	\$1,594.00	\$95,640.00
12	Furnish & Install Pump Station Electrical and Controls	--	LS	1	\$110,000.00	\$110,000.00	\$133,200.00	\$133,200.00	\$130,870.00	\$130,870.00	\$120,000.00	\$120,000.00	\$135,000.00	\$135,000.00	\$114,443.00	\$114,443.00
13	Furnish & Install Emergency Generator	--	LS	1	\$40,000.00	\$40,000.00	\$35,400.00	\$35,400.00	\$37,375.00	\$37,375.00	\$32,000.00	\$32,000.00	\$37,000.00	\$37,000.00	\$38,888.00	\$38,888.00
14	Furnish & Install Stone Access Drive and Asphalt Paved Entrance	--	LS	1	\$6,000.00	\$6,000.00	\$22,900.00	\$22,900.00	\$33,767.00	\$33,767.00	\$23,000.00	\$23,000.00	\$35,000.00	\$35,000.00	\$26,440.00	\$26,440.00
15	Furnish & Install 6 Foot High Fence and Gate	--	LS	1	\$6,000.00	\$6,000.00	\$6,100.00	\$6,100.00	\$8,050.00	\$8,050.00	\$4,600.00	\$4,600.00	\$15,000.00	\$15,000.00	\$7,222.00	\$7,222.00
16	Furnish & Place Select Fill From Off-Site Source	--	CY	250	\$20.00	\$5,000.00	\$18.00	\$4,500.00	\$25.00	\$6,250.00	\$32.00	\$8,000.00	\$25.00	\$6,250.00	\$27.02	\$6,755.00
17	Furnish & Place No 57 Gravel	--	CY	100	\$40.00	\$4,000.00	\$55.00	\$5,500.00	\$58.00	\$5,800.00	\$56.00	\$5,600.00	\$50.00	\$5,000.00	\$55.73	\$5,573.00
18	Test Pitting	--	CY	20	\$20.00	\$400.00	\$20.00	\$400.00	\$187.00	\$3,740.00	\$100.00	\$2,000.00	\$100.00	\$2,000.00	\$120.00	\$2,400.00
19	Furnish & Place Misc 4,000 PSI Concrete	--	CY	50	\$200.00	\$10,000.00	\$225.00	\$11,250.00	\$175.00	\$8,750.00	\$138.00	\$6,900.00	\$100.00	\$5,000.00	\$297.16	\$14,858.00
20	Secure Modified Proctor Tests	--	EA	2	\$175.00	\$350.00	\$250.00	\$500.00	\$288.00	\$576.00	\$460.00	\$920.00	\$500.00	\$1,000.00	\$350.00	\$700.00
21	Secure Field Density Tests	--	EA	25	\$125.00	\$3,125.00	\$100.00	\$2,500.00	\$175.00	\$4,375.00	\$115.00	\$2,875.00	\$150.00	\$3,750.00	\$175.00	\$4,375.00
TOTAL BASE BID AMOUNT (ITEMS 1 - 21) :						\$861,375.00		\$874,900.00		\$947,947.00		\$1,077,705.00		\$1,287,000.00		\$1,414,344.00





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: Approve a Contract for Construction of the Southeast Regional Sewage Pump Station
Date: June 9, 2017

Attached for Council's consideration is recommendation from Davis, Bowen and Friedel, Inc to award a contract to Hopkins Construction, Inc in the amount of \$861,375 for the construction of the Southeast Regional Sewage Pump Station. The Southeast Regional Sewage Pump Station will serve the new Bayhealth Hospital complex as well as future developments on the Wilson property, Hall property, Emory property and Wickersham. Fund for the project will come from Sewer Impact Fee Fund.

Recommendation: I recommend Council authorize the execution of contract for the Southeast Regional Sewage Pump Station Project to Hopkins Construction, Inc of Bridgeville, DE in the amount of \$861,375.

June 6, 2017

City of Milford
201 South Walnut Street
Milford, Delaware 19963

Attention: Mr. Eric Norenberg
City Manager

Re: Washington Street Water Treatment Facility-Contract D
City of Milford
Sussex/Kent County, Delaware
Change Order No. 3
DBF# 052A154-D

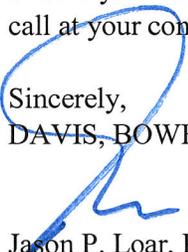
*Michael R. Wigley, AIA, LEED AP
W. Zachary Crouch, P.E.
Michael E. Wheedleton, AIA
Jason P. Loar, P.E.
Ring W. Lardner, P.E.*

Dear Mr. Norenberg:

Please find attached four (4) copies of Change Order No. 3 for the above referenced project. This change order is for additional work as discussed, and agreed to with Mr. Mark Whitfield, Public Works Director. In summary, the work involves safety and operational improvements as well as installation of an altitude valve and vault at the Washington Street elevated storage tank. This will allow the City to fully utilize the storage capacity of all of its elevated storage tanks while also allow for safe operations and maintenance of the Washington Street elevated storage tank. The change order is in the amount of \$129,836.31 and is within the project's budget.

Should you have any questions, comments, concerns, or would like to discuss this further please give me a call at your convenience.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.



Jason P. Loar, P.E.
Principal

Enclosures

P:\MILFORD\052A154 Washington Street WTF\CONTRACT D - WATER PLANT\Contract Admin\Change Orders\Change Order No. 3\Change Order No. 3 Letter.docx

CITY OF MILFORD

WASHINGTON STREET WATER TREATMENT FACILITY REPLACEMENT

CONTRACT D TREATMENT PLANT

CHANGE ORDER NO. 3 BREAKDOWN

Item No. & Description		Size/ Depth	Unit	Est. Qty	Difference
1	Elevated Storage Tank Repairs	---	LS	1	\$33,595.80
2	Vault	---	LS	1	\$20,414.94
3	Pipe, Valves, and ancillary items	---	LS	1	\$29,093.73
4	Electrical	---	LS	1	\$5,778.06
5	Labor and Equipment	---	LS	1	\$14,986.52
6	Overhead, Profit, Benefits, Etc. (15% per contract)	---	LS	1	\$15,580.36
7	Contingency (10%)	---	LS	1	\$10,386.91
TOTALS					\$129,836.31

CONTRACT CHANGE ORDER

ORDER NO.	3
DATE	6/6/2017
STATE	Delaware
COUNTY	Sussex

CONTRACT FOR Washington Street Water Plant

OWNER City of Milford, 201 S. Walnut Street, Milford, DE 19963

TO Kuhn Construction Company, P.O. Box 1419, Hockessin, DE 19707

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Tower Repairs and Altitude Valve		\$ 129,836.31
TOTALS	\$ -	\$ 129,836.31
NET CHANGE IN CONTRACT PRICE		\$ 129,836.31

JUSTIFICATION:

Safety and operational improvements as well as installation of an altitude valve and vault at the Washington Street elevated storage tank.

Original Contact Sum: \$ 2,648,665.00

The amount of the Contract will be Increased By The Sum Of: One Hundred Twenty Nine Thousand
 eight hundred thirsy six dollars and 31/100 Dollars \$ 129,836.31

The Contact Total Including this and previous Change Orders Will Be: Two million five hundred
 forty nine thousand six hundred forty one dollars and 13/100 Dollars (\$ 2,549,641.13

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): 0 Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____
City of Milford *(Owner)* *(Date)*

Recommended _____
Davis, Bowen & Friedel, Inc. *(Engineer)* *(Date)*

Accepted _____
Kuhn Construction Company *(Contractor)* *(Date)*



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: Approve Change Order #3 for Washington Street Water Treatment Facility
Date: June 9, 2017

Attached for Council's consideration is a Change Order for additional work identified by our Engineer that is needed to be completed. The Change Order includes work needed for safety and operational improvements that includes installation of an altitude valve and vault, installation of new/relocated overflow piping, installation of a new tank access hatch and tank access interior ladder.

\$296,605.66 remains in the approved funding package from the DNREC/Office of Drinking Water grant/loan for the project, which will be used to fund the cost of this Change Order.

Recommendation: I recommend Council authorize the execution of Change Order #3 for the Washington Street Water Treatment Facility Project to Kuhn Construction Co of Hockessin, DE in the amount of \$129,836.31.

228 Cicada Lane
Milford, DE 19963
May 22, 2017

City of Milford
119 S. Walnut Street
Milford, DE 19963

To Whom It May Concern:

I am writing in concern of the process of billing for the Rental License Renewal. I currently own numerous rentals in the Milford area, and I recently received a rental license renewal during the holiday season. I opened the bill and put it aside at the time. I paid for half of my rentals, which is approximately 15 licenses. These were received in 3 separate envelopes. The other half, which is approximately 15 more licenses, was misplaced.

Last week, I received my first late notice for the bill for the 15 rental licenses that were due in January three months later. At this time, I was shocked that I had not paid the licenses bill. I searched and found the misplaced envelope. This bill stated that I owed 75.00 late fee on each license on top of the original \$50.00, which 125.00×15 . The original bill was \$750.00. The late fee for this bill was for 3 months totaling up to \$1875.00.

My concern is that I never received a late notice in the first 2 months. I feel that it is courtesy to send out a late notice the first and second month to notify the customer. Luckily, I received a notice at this time, or my bill would have continued to add up \$25 per month. If I had I not received my first late notice until August, it would have been 6 months late fee at \$25.00 per month, which would have been \$150 late fee. If I had received a late notice in February, the problem would have been alleviated. I questioned why a previous late notice had not been sent, and the reply was that they are not required to do so. Also, the licensing was not on the same software as Electric, Water and Sewer billing. In these departments, customers receive a pink slip as a reminder with the days notice as a reminder.

I am not aware of any other department in the City of Milford that issues a 50 percent late fee. When Mr. Ambrose proposed this Bill, I do not believe this is what he had in mind. I understood that this Bill was put into effect in order to have customer contact in case of emergency or Code Enforcement had a request.

I would propose that this is changed to have the licenses renewal put on the same software as Water, Sewer, and Electric, so that the customer is notified after a bill is 7 days late. At the end of the first month, a fine will then be issued. The percentage rate of the late fee should also be manageable like Comcast, which is 2-3%. This feels like a buy here, pay here tone or a title loan company, which is not small town friendly.

Finally, I look forward to hearing from you. Please feel free to contact me at 302-233-1828.

Sincerely,
Mark C. Davis

TO: Mayor and City Council

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

DATE: June 12, 2017

RE: 2017 Residential Rental Operating License

Beginning in late 2016 and extending into the first few months of 2017, the Planning Department performed a complete review and audit of residential rental properties within the City of Milford. This process focused primarily on the quality of existing data and identification of potential unregistered rental properties. Staff developed a procedure that can be reproduced annually to effectively and efficiently assure accurate recordkeeping. The Department utilized previous registration data, utility information, 911 addressing, GIS software and field investigations to compile a list of possible rental properties.

During this time, renewal notices were mailed to 2016 registered rental property owners as a courtesy reminder that their licenses will expire December 31, 2016. These notices were mailed in late November/early December (see attached for sample renewal notice). The notices stated that the owner must renew the license prior to January 31, 2017 to avoid a \$25.00 per month, per unit late fee for nonregistration (as stated in Chapter 180 of the City of Milford Code – see attached). Prior to the January 31, 2017 deadline, 1,470 rental units registered with the Department.

The compiled list of potential rental properties and actual 2017 registrations were compared in order to produce a list of potential unregistered rental properties. From that list, 49 letters were mailed in early May 2017 to property owners containing a combined 84 rental units (see attached for sample letter). Many property owners who received notices have since registered their properties and provided payment of the required late fees. Since February 1, 2017, an additional 41 licenses were issued for 194 rental units which contained late penalties in the amount of \$1,925.00.

The auditing process has identified many properties that have not registered their rental units for one or more years. For those properties, owners have been required to submit payment for the previous annual license fee(s) along with late fees for calendar year 2017 only.

Through additional auditing measures, another 25 letters will be mailed in June addressing another 47 potential rental units requesting verification that the properties are not rented. These are primarily structures with multiple addresses or multiple utility billing accounts that have not been registered for several years, if ever.

Below is a summary of the number of registered and unregistered rental properties and units.

	No. of Licenses	No. of Units	Percentage
Registered Rentals	664	1,470	92%
Unregistered Rentals that Received Notice in May	49	84	5%
Unregistered Rentals to Receive Notice in June	25	47	3%
Total	738	1,601	

More properties may be identified in upcoming months as the Department prepares for the FY18 rental inspection program.



March 15, 2017

OLBSNM
OLMAD1
MALCSZ

Below please find the renewal application for your City of Milford Rental Operator License, which will expire on December 31, 2016.

Please verify the information below, make any necessary changes, and return the bottom portion of this renewal along with a check or money order for \$50.00 per rental unit made payable to the City of Milford to the below address.

City of Milford
201 S Walnut St
Milford, DE 19963
ATTN: Lendon Dennis

Failure to renew an existing license, or obtain a Rental Operating License for any rental unit, by January 31, 2017 shall result in penalty fees in the amount of \$25.00 per month, per unit until the license fee is paid. Continued failure to comply shall result in suspension of said license and shall pay a reinstatement fee of \$100.00. Please be advised the owner or occupant of any rental shall not be entitled to receive utilities until the license fee required is paid in full and City personnel shall refuse to provide sewage, water and electric to the property until satisfactory proof is furnished that such fee has been paid.

Please contact this office at 302.424.8396 if you have any questions.

Sincerely,

Lendon Dennis, Jr.
Code Enforcement Officer

Rental Unit: APLAD1, MILFORD, DE 19963

Owner: OLBSNM
Owner Phone No.: BUSPON
Emergency Phone No.: EMGPON

Caretaker: OWNER
Caretaker Address: OWNAD1
OWNCSZ
Caretaker Phone No.: OWNPON

Signature: _____

Printed: _____

Chapter 180 - RESIDENTIAL RENTAL OPERATING LICENSES

[HISTORY: Adopted by the City Council of the City of Milford 12-8-2008 by Ord. No. 2008-8.

¹ ¶ Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 88.	Zoning — See Ch. 230.
Property maintenance — See Ch. 174.	

Footnotes:

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Editor's Note: This ordinance also repealed former Ch. 180, Residential Rental Operating Licenses, adopted 9-27-2004 by Ord. No. 2004-1.

§ 180-1. - Title.

This chapter shall be known as the "Residential Rental Operating License Ordinance."

§ 180-2. - Purpose.

This chapter is adopted to protect the health, safety and welfare of the City residents and to prevent deterioration of the housing stock in the City.

§ 180-3. - Definitions.

For purposes of this chapter, the following terms, phrases, words and their derivations shall have the meanings given herein:

CITY — The City of Milford, Delaware.

CODE OFFICIAL — The Building Inspector and/or Code Enforcement Official.

LANDLORD — A person and/or an authorized representative, heir, successor or assignee of a person who leases or otherwise permits another person to occupy a rental unit for money or other consideration.

PERSON — An individual, proprietorship, partnership, corporation, association, or other legal entity.

RENTAL UNIT — Any house, building, structure or portion thereof, which is occupied, rented or leased as the home or residence of one or more persons. "Rental unit" does not include motel, hotel or bed-and-breakfast rooms where paying guests stay on a temporary basis. "Rental unit" also does not include rehabilitation or mental health group homes where residents may pay rent but the home is managed and owned by nonprofit entities for the benefit of the renters' special needs.

TENANT — A person who occupies a rental unit for which said person pays money or gives other consideration.

§ 180-4. - Rental operating license required.

No landlord shall operate a rental unit in the City unless an application has been filed and a current rental operating license has been issued for the specified rental unit for the current year.

§ 180-5. - Application for rental operating license and agreement to comply.

- A. Every landlord shall apply for a rental operating license and shall agree to comply with all provisions of this and any other applicable City ordinance.
- B. The application shall be in the form provided by the Code Enforcement Department and shall be accompanied by a check or money order payable to the City of Milford in the amount set forth by City Council.
- C. It shall be unlawful for any person to operate any rental dwelling without obtaining a license from the Licensing Division of the Department of Planning and Inspections in order to determine compliance. The license shall expire annually on December 31. The fee for the annual license shall be \$50 for each unit.
- D. In the event that the license fee set forth herein is not paid on the date due, then the licensee shall incur a penalty fee in the amount of \$25 per month per unit until the license fee is paid.
- E. An owner whose license has been suspended shall pay a reinstatement fee of \$100.
- F. The owner or occupant of any rental shall not be entitled to receive utilities until the license fee required is paid in full, and City personnel shall refuse to provide sewage, water and electric to the property until satisfactory proof is furnished that such fee has been paid.

§ 180-6. - Contents of applications.

Every landlord shall supply the following information to the City as part of the annual application for a rental operating license and agreement to comply:

- A. The mailing and street address of the rental units.
- B. Name of responsible party leasing the unit and telephone number at time of application.
- C. The total number of persons living in the rental unit at time of application.
- D. Landlord's name, mailing address and telephone number.

§ 180-7. - Regulations for issuance of licenses.

- A. If violations are found that pose a health or safety risk to the tenants, the unit may be judged as unfit for occupancy by the Code Official.
- B. Expiration of permits. Each rental operating license shall expire on December 31 of the year in which it was issued. No prorating, rebate or refund shall be made because of nonuse of the permit.
- C. Timing for reapplication.
 - (1) Application to renew a rental operating license shall be made at least 60 days prior to the expiration date of the current license.
 - (2) When reapplication is made fewer than 30 days before the expiration date, the pendency of the application will not prevent the expiration of the license.
- D. Every rental unit owned shall have a "caretaker" designated by the owner.
 - (1) The caretaker may be the property owner if residing within a ten-mile radius of Milford, Delaware.
 - (2) The caretaker shall be an adult person(s) 18 years or older, specifically identified in writing by the owner on the rental license application (stating name, address and telephone numbers) and reside in such proximity to the City as to allow him or her to meet with the Code Enforcement Official at the rental unit within 48 hours of receipt of notice from the Code Enforcement Official.

The caretaker may also be a management company (corporation, LLC and/or partnership); however, the management company must assign a contact person.

- (3) The caretaker shall be charged, by the owner, with responsibility and authority to deal with occupants of the premises on behalf of the owner, to make repairs to the rental unit, to maintain the premises and the common areas thereof, and to accept service of process on behalf of the owner.
 - (4) Once notified of a defective condition and unless circumstances are beyond the caretaker's control, the caretaker will be given an amount of time to make repairs as deemed reasonable by the Code Official.
 - (5) The owner shall notify the City in writing of any changes in the name, address, and/or telephone number of the caretaker.
- E. No license 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.
- F. The owner is subject to penalties as defined in § 180-9 for failure to comply.

[Ord. No. 2011-8, §§ 2, 3, 4-11-2011]

§ 180-8. - Inspections.

- A. The Code Enforcement Official reserves the right to inspect property at any time to ensure compliance with all property maintenance (Chapter 174), zoning (Chapter 230) and other codes.
- B. When such inspections are deemed necessary, the Code Enforcement Official will provide 48 hours' notice to the owner or caretaker. Exceptions to this rule will apply when health or safety conditions exist that require immediate inspection.
- C. A rental unit shall be deemed to be not in substantial compliance if:
 - (1) There are one or more violations that pose a serious and substantial threat to the health, safety or welfare of the occupants.
 - (2) There are an extensive number of minor violations that, cumulatively, pose a significant threat to the health, safety, and welfare of the occupants.
- D. When the Code Enforcement Official schedules an inspection, it is the responsibility of the property owner to make sure the structure/property is ready by the time the inspector arrives on site.
 - (1) If an inspection needs to be cancelled or rescheduled, the Code Enforcement Official must be notified by 8:30 a.m. the day of the inspection.
 - (2) If an inspector arrives on site and the structure/property is not ready and the inspection was not cancelled or rescheduled, a fee of \$100 must be paid at City Hall before the inspection can be rescheduled. This fee may be waived if the property is not ready for inspection due to circumstances beyond the control of the landlord/caretaker.
- E. When conditions of a property are such that cause more than one follow-up inspection, for the purpose of ensuring compliance, a fee of \$50 per inspection will be imposed.

§ 180-9. - Violations and penalties; enforcement.

- A. Penalty for violation.
 - (1) Any property owner who shall violate any provisions of this chapter or who fails to comply with any notice or order issued by a Code Enforcement Official pursuant to the provisions of this chapter shall be guilty of violating the provisions of this chapter and, upon conviction thereof, shall be fined not less than \$500 nor more than \$1,000. The minimum fine is not subject to suspension or reduction.

- (2) Except where an appeal is taken, each day of a separate and continuing violation shall be deemed a separate offense.
- B. Should the aforesaid penalties not be paid within 30 days of being assessed, and after notice of said failure is served, then the property covered by this chapter will be assessed for the unpaid penalties, which shall be collected in the same manner and at the same time as City taxes.
- C. If any of the cited violations are not remedied, the Code Enforcement Official shall revoke the residential rental operating license.
- D. The remedies contained within this section shall further not be exclusive, but shall be in addition to any other remedy provided by law, so long as not inconsistent herewith, nor shall the invoking of any remedy or procedure contained within this section preclude the pursuit of any and all other remedies, and the same are intended to be cumulative.



Today's Date

Owner Name
Owner Address
Owner Zip, City State

RE: 2017 Residential Rental Operating License
Tax Parcel #
Address

Dear Property Owner,

It has come to our attention, through a recent audit of the City's residential rental property registration records, that the above referenced tax parcel number and address is operating as an unregistered rental property. Based on Chapter 180 of the City Code, "no landlord shall operate a rental unit in the City unless an application has been filed and a current rental operating license has been issued for the specified rental unit for the current year." Please submit payment of the annual registration and associated late fee as outlined below.

Number of Rental Units	Price/Unit	Late Fee/Unit/Month	Total Amount Due
UNITS	\$50.00	\$25.00	AMOUNT

Please note, per Chapter 180, "Any property owner who shall violate any provisions of this chapter or who fails to comply with any notice or order issued by a Code Enforcement Official pursuant to the provisions of this chapter shall be guilty of violating the provisions of this chapter and, upon conviction thereof, shall be fined not less than \$500 nor more than \$1,000. The minimum fine is not subject to suspension or reduction."

To avoid further fines and penalties, please register your property within 30 days of the date of this letter. If you believe you have received this letter in error, or if you have questions regarding your property or the rental licensing program, please contact Katrina White in the Code Enforcement Department by phone at (302) 424-8396 or by email at kwhite@milford-de.gov.

Sincerely

Rob Pierce
Coordinator of Planning &
Economic Development Activities



TO: Mayor and City Council

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

DATE: June 12, 2017

RE: Touch of Italy – Economic Incentive Agreement - Amendment

On June 15, 2016, the City of Milford and Il Nostro Locale (Touch of Italy) entered into an “Economic Incentive Agreement” involving the purchase and renovation of the former M&T Bank property (enclosed is an executed copy of the existing agreement). The Agreement stated the City would purchase the parking lot and Touch of Italy (TOI) would purchase the M&T Bank building and the land immediately surrounding the structure. Included in the Agreement were a list of incentives in the form of fee waivers and tax abatements, contingent upon the restaurant opening within twelve (12) months of acquiring the property. TOI purchased the property from M&T Bank on June 28, 2016, therefore the agreement is set to expire June 28, 2017.

TOI is in the process of obtaining the necessary State approvals for the conversion of the bank building into a restaurant. They have received review comments from the public health department for the food establishment permit and have received review comments from the State Fire Marshal’s office (see attached), both of which are required prior to the submission of the City building permit application. TOI has requested a time extension on the incentive agreement of six (6) months from the time of building permit issuance, which would result in a completion date sometime early next year.

Enclosed is a copy of the revised agreement with the proposed revisions to Paragraph 1(B)(II). Staff is seeking approval from Council to amend the agreement and authorize the Mayor to sign the appropriate documents.

II. The City will also provide a Three (3) year tax abatement on City of Milford property taxes, beginning with the first annual taxes that are assessed after the restaurant has opened to the public for business.

III. The City is to lease to TOI the exclusive use of four (4) parking spaces, a solid waste dumpster pad and loading zone within the M&T Property adjacent to the Restaurant Property (hereinafter the "Leased Property") in accordance with a Parking and Solid Waste Pad Lease Agreement (hereinafter the "Lease Agreement") to be entered into between the parties even date herewith for a nominal fee of \$1.00 per year.

B. The economic incentives provided under Section 1(A) are subject to the following conditions:

I. TOI's payment of all other taxes, fees, permits and assessments as may be required by the City, and including but not limited to the Carlisle Enhancement Fee and any charges imposed by Kent County, the State of Delaware, a school district, or any other governmental entity or agency; and

II. In the event the restaurant fails to open for business to the public within twelve (12) months following the date upon which TOI acquires the Restaurant Property, all incentives provided for under Section 1(A) shall become null and void and all such fees and assessments shall immediately become due and payable; and

III. In the event the restaurant fails to remain open for business for a period of three (3) consecutive years following the initial day the restaurant opens to the public, all real estate tax abatements provided under Section 1(A)(II) shall become null and void and immediately become due and payable.

2. INSURANCE: TOI, at TOI's sole expense, shall maintain an insurance policy providing general liability insurance that includes coverage for TOI's business, including premises liability, with limits of insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. The policy shall identify the Leased Property as a covered premises, and shall name the City as an additional insured. TOI shall provide the City with a certificate of insurance identifying the same upon the commencement of the insurance policy, and upon each and every instance when the insurance policy is renewed or replaced. Failure to maintain insurance shall be an act of default. TOI further waives any right of the insurer to subrogation against the City to the extent permitted by law, and whereby TOI shall procure an insurance policy with an endorsement evidencing the same.

3. INDEMNIFICATION AND HOLD HARMLESS: TOI agrees to indemnify and hold harmless the City and any of its agents, employees, guests, elected and appointed officials, successors and assigns from any loss, expense, or claims arising out of the use of the Leased Property by TOI, its employees, invitees, agents or visitors or any other person whatsoever. The City shall not be liable for any injury or loss on or about the Leased Property to TOI, its employees, agents, invitees, subtenants, licensees or concessionaires or any other person entering upon the Leased Property. The City shall not be liable to TOI for any injury to person or damage to the premises caused by defect or failure of equipment, pipes, wiring, broken glass, clogged drains, water, gas, snow, ice, electricity, oil leakage or by any portion of the premises becoming out of repair. Included within the duty to indemnify and hold harmless is the duty to provide for the costs of defense, including attorneys' fees, whereby TOI shall assume the settling of, and the defense of any suits or other legal proceedings brought against the City or any of its agents, employees, guests, elected and appointed officials, successors and assigns to enforce any such losses, damages, injuries, claims, demands and expenses.

4. NON-WAIVER: The failure by City to insist upon the strict performance by TOI of any covenant, agreement, term or condition of this Agreement or to exercise any right or remedy upon a breach of this Agreement shall not constitute a waiver of any such breach or of any other covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach

5. ASSIGNMENT: It is understood between the parties that TOI may freely assign this this Economic Incentive Agreement to any artificial entity owned or operated in whole or in part by Joseph L. Curzi III or Robert Ciprietti, including but not limited to, Touch of Italy Milford, LLC, Touch of Italy, LLC, Giulianova, INC., or their successors in interest as long as it is to facilitate the purpose of opening and operating a restaurant on the Restaurant Property.

6. DEFAULT AND TERMINATION:

A. Acts of default under the terms of this lease shall include, but not be limited to, the following:

- I. Failure to do any act required by this Agreement;
- II. The commission of any act prohibited by the terms of this Agreement;
- III. The occurrence of any other act of default identified elsewhere in this Agreement;
- IV. Any act that is illegal, immoral or prohibited by law.

- B. In the event of an act of default, the City shall provide TOI with ten (10) days written notice of the act of default with an opportunity to cure, except in the case of a violation of Section 6(A)(IV) in which case it shall be cause for immediate termination of this Agreement without notice or opportunity to cure. Failure by TOI to cure the default within ten (10) days following the receipt of the notice shall result in the immediate termination of this Agreement. In the event of termination Lease Agreement may be terminated and TOI shall pay any amounts that may be due and owing as provided under Section 1.

7. GENERAL PROVISIONS:

- A. Entire Agreement: This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior agreement and understanding related to the subject matter of this Agreement. This Agreement may be modified or amended only by written instrument duly executed by the parties.
- B. Word Gender or Number. The singular of any word may denote two (2) or more, the plural one (1) alone, and words of one gender may denote another gender whenever appropriate under the circumstances.
- C. Counterparts. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument. It shall not be necessary that any single counterpart hereof be executed by all parties so long as at least one (1) counterpart is executed by each party.
- D. Notices. Any notices or communication required or permitted hereunder shall be sufficiently given when sent by first class mail, postage prepaid, to the address above stated or which shall hereafter be given to the parties by each other in writing.
- E. Survivorship. All warranties, covenants, representations and guarantees shall survive the settlement and the execution of the documents required by this Agreement. The parties hereto in executing and in carrying out the provisions of this Agreement are relying on said representations, warranties and agreements contained herein and in any other writing delivered pursuant to this Agreement or at the settlement of the transactions and not upon any representation, warranty, agreement, promise or information, written or oral, made by any person other than as specifically set forth herein.

F. Law. This Agreement shall be construed in accordance with the laws of the State of Delaware.

G. Headings. Headings of the paragraphs and subparagraphs herein are placed for convenience only and shall not to any extent have the effect of modifying, amending, interpreting or changing the express terms and provisions of this Agreement.

H. Severability. In the event any part of this Agreement is found to be void, the remaining provisions of this Agreement shall nevertheless be binding with the same effect as though the void part had been deleted.

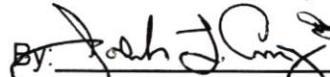
8. RECORDATION: The parties agree not to record this Agreement, however, a Memorandum of Lease may be recorded by the parties with the cost of recording to be paid by TOI.

IN WITNESS WHEREOF, and intending to be legally binding, the parties hereto set their hands and seals on the day first written above.

ATTEST:


Secretary

IL NOSTRO LOCALE, LLC

By:  (SEAL)

Name: Joseph L. Curzi, III

Title: m. member

[CORPORATE SEAL]

ATTEST:


Theresa Hudson, City Clerk

CITY OF MILFORD

By:  (SEAL)
Bryan W. Shupe, Mayor

[MUNICIPAL SEAL]



OFFICE OF STATE FIRE MARSHAL

Technical Services

2307 MacArthur Road
New Castle, DE 19720-2426
Phone: 302-323-5365
Fax: 302-323-5366

1537 Chestnut Grove Road
Dover, DE 19904-9610
Phone: 302-739-4394
Fax: 302-739-3696

22705 Park Avenue
Georgetown, DE 19947
Phone: 302-856-5298
Fax: 302-856-5800



FIRE PROTECTION PLAN REVIEW REPORT

Plan Review Number 2017-03-0088-TFO-01

Tax Parcel Number MD-16-18310-01-8200-000

Review Status NOT APPROVED AS SUBMITTED

Review Date 05/09/2017

PROJECT

TOUCH OF ITALY		
Phase#	Building #	Unit #
1 NW FRONT ST		
MILFORD, DE 19963		

SCOPE OF PROJECT

Project Type <u>TFO Tenant Fit Out</u>	
Number of Stories <u>2</u>	Occupant Load <u>139</u>
Square Footage <u>6782</u>	Occupancy Code <u>9622</u>
Construction Class _____	Fire District <u>42</u>

APPLICANT

OWNER

TOUCH OF ITALY	IL NOSTRO LOCALE, LLC
BETHANY BEACH LLC	
PO BOX 307	1 NW FRONT ST
LEWES, DE 19958	MILFORD, DE 19963

This office has reviewed the plans and specifications of the above described project for compliance with the Delaware State Fire Prevention Regulations, in effect as of the date of this review.

A Review Status of "Approved as Submitted" or "Not Approved as Submitted" must comply with the provisions of the attached Plan Review Comments.

Any Conditional Approval does not relieve the Applicant, Owner, Engineer, Contractor, nor their representatives from their responsibility to comply with the plan review comments and the applicable provisions of the Delaware State Fire Prevention Regulations in the construction, installation and/or completion of the project as reviewed by this Agency.

This Plan Review Project was prepared by:

WILLIAM KELLY, FIRE PROTECTION SPECIALIST

FIRE PROTECTION PLAN REVIEW COMMENTS

Project Name TOUCH OF ITALY
Plan Review Number 2017-03-0088-TFO-01 Tax Parcel Number MD-16-18310-01-8200-000
Review Status NOT APPROVED AS SUBMITTED Review Date 05/09/2017

PROJECT COMMENTS

- 2000 This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) Effective March 11, 2016. The current Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act. These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.
- Project work must be started within two years from the issuance of the permit, otherwise, the permit will be terminated.
-
- 2700 All plans must be reviewed and approved by this Agency prior to extending project past footers and foundation. Plan review status shall remain "NOT APPROVED AS SUBMITTED" until the following listed deficiencies have been addressed and approved by this Agency. Contact the reviewer of this project for clarification of listed deficiencies.
-
- 9999
- *LABEL ALL AREAS (COOLER)
 - **NOTE THE RATING OF WALL #2
 - ***CHANGE THE NOTE TO SAY BUILDING IS NOT SPRINKLERED IF NOT SPRINKLERED.
 - ****NOTE THE TYPE OF CONSTRUCTION
 - *****NEED BASEMENT PLANS
 - *****WILL NEED TO SEE A RATED DOOR AT THE TOP OF THE BASEMENT STAIRS.
 - *****SHOW ATTIC DOOR.
-
- 2210 Provide portable fire extinguishers (DSFPR Regulation 705, Chapter 1, Section 9.1). A multipurpose (A:B:C) with at least a 2A:10B:C rating shall be provided (NFPA 10). All portable fire extinguishers shall be serviced on an annual basis (every 12 months) by an individual licensed under the provisions of the DSFPR, Regulation 703, Chapter 2. The list of current, licensed fire extinguisher companies is found on our web site www.delawarestatefiremarshal.com/license.htm
-
- 2073 The plans do not indicate sufficient emergency lighting for illuminating the paths of travel to the exits and the exits themselves (1997 NFPA 101, Section 5-9) (2000 NFPA 101, 7.9) Provide additional emergency lighting.
-
- 1501 If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes or revisions to the plans occur, plans are required to be submitted, reviewed, and approved.

ECONOMIC INCENTIVE AGREEMENT

This Economic Incentive Agreement (hereinafter "Agreement") is hereby entered into this _____ day of _____, 2017 by and between the **City of Milford**, a political subdivision of the State of Delaware (hereinafter the "City") and IL NOSTRO LOCALE, LLC, a Delaware limited liability company, located at 35612 Marabella Lane, Rehoboth Beach, DE 19971 (hereinafter "TOI" which is short for Touch of Italy, the name of the restaurant that will open as a result of this agreement).

WHEREAS the City is acquiring certain real property from M&T Bank comprised of 2 adjoining parcels of real property and a portion of 1 parcel of real property located at or near 1 NW Front Street, Milford, Kent County, Delaware, further identified as "New Parcel B" (hereinafter collectively the "M&T Property") as shown on a survey attached hereto as **Exhibit A**; and

WHEREAS, TOI is purchasing a building and land from M&T Bank adjacent to the M&T Property further identified as "New Parcel A" for the purposes of opening and operating a restaurant (hereinafter the "Restaurant Property") as shown on a survey attached hereto as **Exhibit A**; and

WHEREAS, subject to certain terms and conditions, the City has agreed to offer certain economic incentives to TOI in order to encourage and facilitate the opening of the restaurant; and

NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **ECONOMIC INCENTIVES:**

A. In order to promote the City's goals of encouraging economic development and the creation of jobs within the City of Milford, the City, with the consent and approval of the Milford City Council, agrees to offer TOI the following economic incentives;

I. One time waiver of the following City fees associated with renovations required to establish a restaurant at the Restaurant Property:

- i. Building Permit Fee
- ii. Water Impact Fee
- iii. Sewer Impact Fee
- iv. Electric Impact Fee
- v. Water Meter and Service Connection Fees
- vi. Electric Service Connection Fee
- vii. Sewer Inspection Fee

II. The City will also provide a Three (3) year tax abatement on City of Milford property taxes, beginning with the first annual taxes that are assessed after the restaurant has opened to the public for business.

III. The City is to lease to TOI the exclusive use of four (4) parking spaces, a solid waste dumpster pad and loading zone within the M&T Property adjacent to the Restaurant Property (hereinafter the "Leased Property") in accordance with a Parking and Solid Waste Pad Lease Agreement (hereinafter the "Lease Agreement") to be entered into between the parties even date herewith for a nominal fee of \$1.00 per year.

B. The economic incentives provided under Section 1(A) are subject to the following conditions:

I. TOI's payment of all other taxes, fees, permits and assessments as may be required by the City, and including but not limited to the Carlisle Enhancement Fee and any charges imposed by Kent County, the State of Delaware, a school district, or any other governmental entity or agency; and

II. In the event the restaurant fails to open for business to the public within six (6) months following the date upon which TOI obtains a building permit for the construction of the restaurant from the CITY, all incentives provided for under Section 1(A) shall become null and void and all such fees and assessments shall immediately become due and payable; and

III. In the event the restaurant fails to remain open for business for a period of three (3) consecutive years following the initial day the restaurant opens to the public, all real estate tax abatements provided under Section 1(A)(II) shall become null and void and immediately become due and payable.

2. INSURANCE: TOI, at TOI's sole expense, shall maintain an insurance policy providing general liability insurance that includes coverage for TOI's business, including premises liability, with limits of insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. The policy shall identify the Leased Property as a covered premises, and shall name the City as an additional insured. TOI shall provide the City with a certificate of insurance identifying the same upon the commencement of the insurance policy, and upon each and every instance when the insurance policy is renewed or replaced. Failure to maintain insurance shall be an act of default. TOI further waives any right of the insurer to subrogation against the City to the extent permitted by law, and whereby TOI shall procure an insurance policy with an endorsement evidencing the same.

3. INDEMNIFICATION AND HOLD HARMLESS: TOI agrees to indemnify and hold harmless the City and any of its agents, employees, guests, elected and appointed officials, successors and assigns from any loss, expense, or claims arising out of the use of the Leased Property by TOI, its employees, invitees, agents or visitors or any other person whatsoever. The City shall not be liable for any injury or loss on or about the Leased Property to TOI, its employees, agents, invitees, subtenants, licensees or concessionaires or any other person entering upon the Leased Property. The City shall not be liable to TOI for any injury to person or damage to the premises caused by defect or failure of equipment, pipes, wiring, broken glass, clogged drains, water, gas, snow, ice, electricity, oil leakage or by any portion of the premises becoming out of repair. Included within the duty to indemnify and hold harmless is the duty to provide for the costs of defense, including attorneys' fees, whereby TOI shall assume the settling of, and the defense of any suits or other legal proceedings brought against the City or any of its agents, employees, guests, elected and appointed officials, successors and assigns to enforce any such losses, damages, injuries, claims, demands and expenses.

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5. ASSIGNMENT: It is understood between the parties that TOI may freely assign this Economic Incentive Agreement to any artificial entity owned or operated in whole or in part by Joseph L. Curzi III or Robert Ciprietti, including but not limited to, Touch of Italy Milford, LLC, Touch of Italy LLC, Giulianova, INC, or their successors in interest as long as it is to facilitate the purpose of opening and operating a restaurant on the Restaurant Property.

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B. In the event of an act of default, the City shall provide TOI with ten (10) days written notice of the act of default with an opportunity to cure, except in the case of a violation of Section 6(A)(IV) in which case it shall be cause for immediate termination of this Agreement without notice or opportunity to cure. Failure by TOI to cure the default within ten (10) days following the receipt of the notice shall result in the immediate termination of this Agreement. In the event of termination Lease Agreement may be terminated and TOI shall pay any amounts that may be due and owing as provided under Section 1.

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IN WITNESS WHEREOF, and intending to be legally binding, the parties hereto set their hands and seals on the day first written above.

ATTEST:

Secretary

IL NOSTROL LOCALE, LLC

By: _____(SEAL)

Name: _____

Title: _____

[CORPORATE SEAL]

ATTEST:

Teresa Hudson, City Clerk

CITY OF MILFORD

By: _____(SEAL)

Bryan W. Shupe, Mayor

[MUNICIPAL SEAL]

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F. Law. This Agreement shall be construed in accordance with the laws of the State of Delaware.

G. Headings. Headings of the paragraphs and subparagraphs herein are placed for convenience only and shall not to any extent have the effect of modifying, amending, interpreting or changing the express terms and provisions of this Agreement.

H. Severability. In the event any part of this Agreement is found to be void, the remaining provisions of this Agreement shall nevertheless be binding with the same effect as though the void part had been deleted.

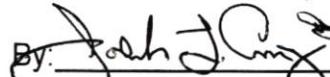
8. RECORDATION: The parties agree not to record this Agreement, however, a Memorandum of Lease may be recorded by the parties with the cost of recording to be paid by TOI.

IN WITNESS WHEREOF, and intending to be legally binding, the parties hereto set their hands and seals on the day first written above.

ATTEST:


Secretary

IL NOSTRO LOCALE, LLC

By:  (SEAL)

Name: JOSEPH L. CURZI, III

Title: M. MEMBER

[CORPORATE SEAL]

ATTEST:


Theresa Hudson, City Clerk

CITY OF MILFORD

By:  (SEAL)
Bryan W. Shupe, Mayor

[MUNICIPAL SEAL]



OFFICE OF STATE FIRE MARSHAL

Technical Services

2307 MacArthur Road
 New Castle, DE 19720-2426
 Phone: 302-323-5365
 Fax: 302-323-5366

1537 Chestnut Grove Road
 Dover, DE 19904-9610
 Phone: 302-739-4394
 Fax: 302-739-3696

22705 Park Avenue
 Georgetown, DE 19947
 Phone: 302-856-5298
 Fax: 302-856-5800



FIRE PROTECTION PLAN REVIEW REPORT

Plan Review Number 2017-03-0088-TFO-01

Tax Parcel Number MD-16-18310-01-8200-000

Review Status NOT APPROVED AS SUBMITTED

Review Date 05/09/2017

PROJECT

TOUCH OF ITALY		
Phase#	Building #	Unit #
1 NW FRONT ST		
MILFORD, DE 19963		

SCOPE OF PROJECT

Project Type <u>TFO Tenant Fit Out</u>	
Number of Stories <u>2</u>	Occupant Load <u>139</u>
Square Footage <u>6782</u>	Occupancy Code <u>9622</u>
Construction Class _____	Fire District <u>42</u>

APPLICANT

OWNER

TOUCH OF ITALY	IL NOSTRO LOCALE, LLC
BETHANY BEACH LLC	1 NW FRONT ST
PO BOX 307	MILFORD, DE 19963
LEWES, DE 19958	

This office has reviewed the plans and specifications of the above described project for compliance with the Delaware State Fire Prevention Regulations, in effect as of the date of this review.

A Review Status of "Approved as Submitted" or "Not Approved as Submitted" must comply with the provisions of the attached Plan Review Comments.

Any Conditional Approval does not relieve the Applicant, Owner, Engineer, Contractor, nor their representatives from their responsibility to comply with the plan review comments and the applicable provisions of the Delaware State Fire Prevention Regulations in the construction, installation and/or completion of the project as reviewed by this Agency.

This Plan Review Project was prepared by:

WILLIAM KELLY, FIRE PROTECTION SPECIALIST

FIRE PROTECTION PLAN REVIEW COMMENTS

Project Name TOUCH OF ITALY
Plan Review Number 2017-03-0088-TFO-01 Tax Parcel Number MD-16-18310-01-8200-000
Review Status NOT APPROVED AS SUBMITTED Review Date 05/09/2017

PROJECT COMMENTS

- 2000 This project has been reviewed under the provisions of the Delaware State Fire Prevention Regulations (DSFPR) Effective March 11, 2016. The current Delaware State Fire Prevention Regulations are available on our website at www.statefiremarshal.delaware.gov. These plans were not reviewed for compliance with the Americans with Disabilities Act. These plans were not reviewed for compliance with any Local, Municipal, nor County Building Codes.
- Project work must be started within two years from the issuance of the permit, otherwise, the permit will be terminated.
-
- 2700 All plans must be reviewed and approved by this Agency prior to extending project past footers and foundation. Plan review status shall remain "NOT APPROVED AS SUBMITTED" until the following listed deficiencies have been addressed and approved by this Agency. Contact the reviewer of this project for clarification of listed deficiencies.
-
- 9999
- *LABEL ALL AREAS (COOLER)
 - **NOTE THE RATING OF WALL #2
 - ***CHANGE THE NOTE TO SAY BUILDING IS NOT SPRINKLERED IF NOT SPRINKLERED.
 - ****NOTE THE TYPE OF CONSTRUCTION
 - *****NEED BASEMENT PLANS
 - *****WILL NEED TO SEE A RATED DOOR AT THE TOP OF THE BASEMENT STAIRS.
 - *****SHOW ATTIC DOOR.
-
- 2210 Provide portable fire extinguishers (DSFPR Regulation 705, Chapter 1, Section 9.1). A multipurpose (A:B:C) with at least a 2A:10B:C rating shall be provided (NFPA 10). All portable fire extinguishers shall be serviced on an annual basis (every 12 months) by an individual licensed under the provisions of the DSFPR, Regulation 703, Chapter 2. The list of current, licensed fire extinguisher companies is found on our web site www.delawarestatefiremarshal.com/license.htm
-
- 2073 The plans do not indicate sufficient emergency lighting for illuminating the paths of travel to the exits and the exits themselves (1997 NFPA 101, Section 5-9) (2000 NFPA 101, 7.9) Provide additional emergency lighting.
-
- 1501 If there are any questions about the above referenced comments please feel free to contact the Fire Protection Specialist who reviewed this project. Please have the plan review number available when calling about a specific project. When changes or revisions to the plans occur, plans are required to be submitted, reviewed, and approved.

ECONOMIC INCENTIVE AGREEMENT

This Economic Incentive Agreement (hereinafter "Agreement") is hereby entered into this _____ day of _____, 2017 by and between the **City of Milford**, a political subdivision of the State of Delaware (hereinafter the "City") and IL NOSTRO LOCALE, LLC, a Delaware limited liability company, located at 35612 Marabella Lane, Rehoboth Beach, DE 19971 (hereinafter "TOI" which is short for Touch of Italy, the name of the restaurant that will open as a result of this agreement).

WHEREAS the City is acquiring certain real property from M&T Bank comprised of 2 adjoining parcels of real property and a portion of 1 parcel of real property located at or near 1 NW Front Street, Milford, Kent County, Delaware, further identified as "New Parcel B" (hereinafter collectively the "M&T Property") as shown on a survey attached hereto as **Exhibit A**; and

WHEREAS, TOI is purchasing a building and land from M&T Bank adjacent to the M&T Property further identified as "New Parcel A" for the purposes of opening and operating a restaurant (hereinafter the "Restaurant Property") as shown on a survey attached hereto as **Exhibit A**; and

WHEREAS, subject to certain terms and conditions, the City has agreed to offer certain economic incentives to TOI in order to encourage and facilitate the opening of the restaurant; and

NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. **ECONOMIC INCENTIVES:**

A. In order to promote the City's goals of encouraging economic development and the creation of jobs within the City of Milford, the City, with the consent and approval of the Milford City Council, agrees to offer TOI the following economic incentives;

I. One time waiver of the following City fees associated with renovations required to establish a restaurant at the Restaurant Property:

- i. Building Permit Fee
- ii. Water Impact Fee
- iii. Sewer Impact Fee
- iv. Electric Impact Fee
- v. Water Meter and Service Connection Fees
- vi. Electric Service Connection Fee
- vii. Sewer Inspection Fee

II. The City will also provide a Three (3) year tax abatement on City of Milford property taxes, beginning with the first annual taxes that are assessed after the restaurant has opened to the public for business.

III. The City is to lease to TOI the exclusive use of four (4) parking spaces, a solid waste dumpster pad and loading zone within the M&T Property adjacent to the Restaurant Property (hereinafter the "Leased Property") in accordance with a Parking and Solid Waste Pad Lease Agreement (hereinafter the "Lease Agreement") to be entered into between the parties even date herewith for a nominal fee of \$1.00 per year.

B. The economic incentives provided under Section 1(A) are subject to the following conditions:

I. TOI's payment of all other taxes, fees, permits and assessments as may be required by the City, and including but not limited to the Carlisle Enhancement Fee and any charges imposed by Kent County, the State of Delaware, a school district, or any other governmental entity or agency; and

II. In the event the restaurant fails to open for business to the public within six (6) months following the date upon which TOI obtains a building permit for the construction of the restaurant from the CITY, all incentives provided for under Section 1(A) shall become null and void and all such fees and assessments shall immediately become due and payable; and

III. In the event the restaurant fails to remain open for business for a period of three (3) consecutive years following the initial day the restaurant opens to the public, all real estate tax abatements provided under Section 1(A)(II) shall become null and void and immediately become due and payable.

2. INSURANCE: TOI, at TOI's sole expense, shall maintain an insurance policy providing general liability insurance that includes coverage for TOI's business, including premises liability, with limits of insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. The policy shall identify the Leased Property as a covered premises, and shall name the City as an additional insured. TOI shall provide the City with a certificate of insurance identifying the same upon the commencement of the insurance policy, and upon each and every instance when the insurance policy is renewed or replaced. Failure to maintain insurance shall be an act of default. TOI further waives any right of the insurer to subrogation against the City to the extent permitted by law, and whereby TOI shall procure an insurance policy with an endorsement evidencing the same.

3. INDEMNIFICATION AND HOLD HARMLESS: TOI agrees to indemnify and hold harmless the City and any of its agents, employees, guests, elected and appointed officials, successors and assigns from any loss, expense, or claims arising out of the use of the Leased Property by TOI, its employees, invitees, agents or visitors or any other person whatsoever. The City shall not be liable for any injury or loss on or about the Leased Property to TOI, its employees, agents, invitees, subtenants, licensees or concessionaires or any other person entering upon the Leased Property. The City shall not be liable to TOI for any injury to person or damage to the premises caused by defect or failure of equipment, pipes, wiring, broken glass, clogged drains, water, gas, snow, ice, electricity, oil leakage or by any portion of the premises becoming out of repair. Included within the duty to indemnify and hold harmless is the duty to provide for the costs of defense, including attorneys' fees, whereby TOI shall assume the settling of, and the defense of any suits or other legal proceedings brought against the City or any of its agents, employees, guests, elected and appointed officials, successors and assigns to enforce any such losses, damages, injuries, claims, demands and expenses.

4. NON-WAIVER: The failure by City to insist upon the strict performance by TOI of any covenant, agreement, term or condition of this Agreement or to exercise any right or remedy upon a breach of this Agreement shall not constitute a waiver of any such breach or of any other covenant, agreement, term or condition. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach

5. ASSIGNMENT: It is understood between the parties that TOI may freely assign this Economic Incentive Agreement to any artificial entity owned or operated in whole or in part by Joseph L. Curzi III or Robert Ciprietti, including but not limited to, Touch of Italy Milford, LLC, Touch of Italy LLC, Giulianova, INC, or their successors in interest as long as it is to facilitate the purpose of opening and operating a restaurant on the Restaurant Property.

6. DEFAULT AND TERMINATION:

- A. Acts of default under the terms of this lease shall include, but not be limited to, the following:
- I. Failure to do any act required by this Agreement;
 - II. The commission of any act prohibited by the terms of this Agreement;
 - III. The occurrence of any other act of default identified elsewhere in this Agreement;
 - IV. Any act that is illegal, immoral or prohibited by law.

B. In the event of an act of default, the City shall provide TOI with ten (10) days written notice of the act of default with an opportunity to cure, except in the case of a violation of Section 6(A)(IV) in which case it shall be cause for immediate termination of this Agreement without notice or opportunity to cure. Failure by TOI to cure the default within ten (10) days following the receipt of the notice shall result in the immediate termination of this Agreement. In the event of termination Lease Agreement may be terminated and TOI shall pay any amounts that may be due and owing as provided under Section 1.

7. GENERAL PROVISIONS:

A. Entire Agreement: This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior agreement and understanding related to the subject matter of this Agreement. This Agreement may be modified or amended only by written instrument duly executed by the parties.

B. Word Gender or Number. The singular of any word may denote two (2) or more, the plural one (1) alone, and words of one gender may denote another gender whenever appropriate under the circumstances.

C. Counterparts. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument. It shall not be necessary that any single counterpart hereof be executed by all parties so long as at least one (1) counterpart is executed by each party.

D. Notices. Any notices or communication required or permitted hereunder shall be sufficiently given when sent by first class mail, postage prepaid, to the address above stated or which shall hereafter be given to the parties by each other in writing.

E. Survivorship. All warranties, covenants, representations and guarantees shall survive the settlement and the execution of the documents required by this Agreement. The parties hereto in executing and in carrying out the provisions of this Agreement are relying on said representations, warranties and agreements contained herein and in any other writing delivered pursuant to this Agreement or at the settlement of the transactions and not upon any representation, warranty, agreement, promise or information, written or oral, made by any person other than as specifically set forth herein.

F. Law. This Agreement shall be construed in accordance with the laws of the State of Delaware.

G. Headings. Headings of the paragraphs and subparagraphs herein are placed for convenience only and shall not to any extent have the effect of modifying, amending, interpreting or changing the express terms and provisions of this Agreement.

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IN WITNESS WHEREOF, and intending to be legally binding, the parties hereto set their hands and seals on the day first written above.

ATTEST:

Secretary

IL NOSTROL LOCALE, LLC

By: _____(SEAL)

Name: _____

Title: _____

[CORPORATE SEAL]

ATTEST:

Teresa Hudson, City Clerk

CITY OF MILFORD

By: _____(SEAL)

Bryan W. Shupe, Mayor

[MUNICIPAL SEAL]









TO: Mayor and City Council

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

DATE: June 12, 2017

RE: Rivertown Rebirth 2025 Update

City Council adopted the Rivertown Rebirth 2025 as the redevelopment strategy for downtown Milford in February 2016. This plan was the centerpiece of the City's Downtown Development District Plan which was accepted by the State of Delaware in August 2016.

The Rivertown Rebirth 2025 master plan contains a series of recommendations for Milford to build upon the momentum that already exists, further enhance the downtown and address some of the opportunities and concerns identified by stakeholders during the master planning process. The Plan includes an implementation strategy board outlining tasks and responsibilities that serves as a guide for commercial and residential redevelopment. Responsibilities are split amongst different community groups including the City of Milford Planning, Parks & Recreation and Police Departments, Chamber of Commerce for Greater Milford, Downtown Milford, Inc., various private sector partners and a proposed downtown development corporation.

Staff requests Council's support to authorize the creation of a Rivertown Rebirth 2025 steering committee comprised of representatives from those groups identified in the plan's implementation strategy. The composition of the committee would include representatives from the following;

City Manager
City Planning Director
Downtown Milford, Inc. President or designee
Downtown Milford, Inc. Economic Vitality Chairperson or designee
Chamber of Commerce Executive Director or designee
A Downtown Merchant
A Downtown Property Owner

The steering committee would be tasked with the overall coordination of the implementation of the master plan and would make recommendations to Council on project prioritization, future funding sources and modifications to the implementation plan.

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 8, 2017

The City Council of the City of Milford met in Workshop Session on Monday, May 8, 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 Peel, James Burk, Owen Brooks Jr., Douglas Morrow, James Starling Sr. and Katrina Wilson
City Manager Eric Norenberg, MPD Captain Gary Bailey and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

Mayor Shupe called the Council Workshop to order at 7:00 p.m.

The Mayor announced he was moving some agenda items from the Council Meeting to the Workshop agenda in order to prevent two guests from waiting.

MPD Officer of the Quarter

Captain Bailey announced that he is recognizing the Department's first 'Officer of the Quarter' for 2017. This is a new initiative in which one officer will be recognized for their outstanding achievement and contributions to the community and the police department.

At the end of each year, those officers who have received the award become eligible for the 'Officer of the Year' award.

He then introduced Corporal Kirk Marino and his K9 Partner Audie. Captain Bailey reported that Corporal Marino earned this recognition due to his proactive approach to his job. He has been a great ambassador for the department and takes every opportunity to interact with the public. Corporal Marino goes out into the community and gives K9 demonstrations to local daycares and other community groups.

Corporal Marino has worked with the Milford Police Department since February of 2012; prior to that he worked with the Georgetown Police Department.

Captain Bailey then presented the award to Corporal Marino.

Greater Kent Committee/Dues Invoice

Executive Director Shelly Cecchett explained this is a group of approximately 100 CEO's and business leaders. The mission is to improve the quality of life for the people of Central Delaware. The organization is about 35 years old and eight years ago, they expanded the mission beyond the Capital and Caesar Rodney School Districts and now focus on all of Central Delaware.

Members from Milford include Charlie Burton, Bill Strickland, Jo Schmeiser, Craig Crouch, Jerry Esposito and Terry Murphy.

Ms. Cecchett explained the Committee is very project driven. Over the past eight years, their number one project has been the Kent County Regional Sports Complex. She pointed out that was born from the Committee and is now ten miles north of Milford. It has been turned over to its own Board of Directors though they remain very involved to ensure it continues to be a solid organization that can bring economic development into central Delaware.

She noted the Committee is a dues-driven organization and Milford has been part of the organization for the past few years.

As a result, she is requesting Milford consider continuing their participation which is possible by paying the invoice that will be later presented to City Council.

Ms. Cecchett feels that adding Mayor Shupe to their organization will help the Committee understand the issues going on in Milford.

INVOCATION AND PLEDGE

The Pledge of Allegiance followed an inspirational address and invocation by Pastor Mike Mills of Northway Church in Milford.

UFS Final Cost of Service Three-Year Design Presentation

City Manager Norenberg recalled the previous discussions regarding a cost of service study and a new rate design by the Public Works Committee and City Council. The result is an ordinance amending the City's Electric Tariff and rates which will be considered during the Council meeting this evening.

Mark Beauchamp, CPA, CMA, MBA of Utility Financial Solutions, LLC recalled his previous presentations during which time the cost of service results and recommended rate adjustments were presented. He is providing another review of the information he provided in January.

He shared information regarding rate structures, cost of service and the different components of the rates in relation to the cost of service. The projections showed a rate decrease was possible; however, in two years a slight increase will be needed. As a result, three years of electric rates were designed.

Mr. Beauchamp reminded Council that the minimum cash reserve a utility should maintain is approximately \$5 million. The proposed rate track will keep Milford above that minimum.

He noted that Milford is a low debt utility with a 34% debt to equity ratio. Milford is also exceeding the target operating income which is one of the things driving the need for a rate decrease.

Mr. Beauchamp is proposing a 3% decrease in 2018, no increase in 2019 and a 1.5% increase in 2020. This will move the components of the rate closer to cost of service. Handling this in a slow incremental manner will minimize the impact on customers at different usage levels.

Though rates could have been lowered to 4.4%, an increase would be required in 2019. The cost of service results show the residential rate to be a -6.3% and small commercial customers at -6.7%. Because of that, he recommends a higher decrease be provided to the residential and small commercial customers.

Larger classes like the general service primary voltage show an even larger decrease.

All variations will be reflected in the rate design.

He recalled that Council approved a bandwidth of negative 3% so that no rate class would see a decrease greater than 5% though all customers will see at least a 1% decrease.

Mr. Beauchamp also reminded Council the current customer charge is \$4 a month for residential. The cost of service study determined it should be \$16.63. The customer charge represents a certain amount of the fixed cost of the infrastructure to provide service to a customer even if they don't use one kilowatt hour of electricity.

He explained that installing a rooftop solar ray is great for the environment, but creates a cost shift to other customers. By increasing the customer charge at levels where it should be helps recover a portion of a net metering customers' fixed costs.

Over the three-year period, the residential customer charge will increase from \$4 a month to \$16 a month. The rate decrease

in the first year will minimize the impact on low-usage customers.

The bandwidth in the first year is a 2% minus 3%; the largest decrease is 5% and the smallest decrease is 1%. By year two, the classes will be moved closer to the cost of service. The bandwidth was set at .5% so the largest increase and decrease will be .5%. By year three, a 1.5% rate increase will be needed. Using a 1% bandwidth, no customer class will have an increase greater than 2.5% with the smallest increase at .5%.

He referenced the current \$4 monthly customer charge which will be increased \$4 a year to meet the actual \$16 cost. Fortunately, that will be offset by the decrease in energy rates.

Mr. Beauchamp then discussed the two components included in Milford's electric rates. The first is the actual rate shown in the Electric Tariff and the second is a power cost adjustment. He explained that power costs change and when that occurs, those changes are passed onto the customers though that will be tried up.

The current residential winter rate is 12.8 cents though customers are actually charged a half cent higher or 13.3 cents. That will now be reduced to 12.25 cents. In addition, the first five kilowatt hours of usage are being eliminated in year one.

Mr. Beauchamp confirmed the average usage in Milford among residential customers is 960 kilowatt hours per month.

He then referenced the following monetary changes in monthly residential bills over the next five years:

Usage		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)

Mr. Beauchamp noted that the current rate structure has an inclining block rate structure which means the rates increase with increased usage. Though it may have been done to promote energy conservation, there is a no-cost justification. The marginal cost of electricity would justify a declining rate structure. As a result, the inclining block rate structure is much closer together and is now \$11.06 for the first 2,500 kW and \$12.08 over that.

When asked if the intent of charging more, as has been done for many years, was to incentivize energy conservation; Mr. Beauchamp answered no and explained there is still a price signal to save energy though it is not as strong. He referenced the Energy Efficiency Program that will be discussed later this evening designed to help customers reduce electric consumption.

Councilman Morrow pointed out that even though there will be an increase in year three, that is still an increase from the new lower price. Overall, our customers will be charged less in year three than they are paying today.

Mr. Beauchamp then reviewed the remaining classification changes. See attached presentation.

He advised that the customer charge in the small general rate will be increased from \$6 to \$11.50 (year one), \$18.00 (year two) and \$23.00 (year three). The current winter rate of 14 cents will be reduced to 12.3 cents. The summer rate is currently

at 15 cents and will be reduced to more than 13.2 cents because the power cost adjustment, currently at .5 cents, will be eliminated.

Overall, any customer that uses more than 1,000 kilowatt hours will see a discount in years one and two, along with a slight increase in year three.

He noted that the average kilowatt hour consumption is 971 which compares to the average residential use.

The customer charge in the medium general service classification increases from \$7.00 to \$20.00 (year one), \$40.00 (year two) and \$75.00 (year three). Mr. Beauchamp explained that a customer in this class may have a \$2,000 to \$3,000 a month so an increase from \$7.00 to \$75.00 for the customer charge will have a relatively moderate impact.

The energy rate was decreased and the demand charge slightly increased. Overall, there will be a reduction of 1.2% compared to the 4% residential reduction. The cost of service study found it to be close to the actual cost of service. As a result, this classification showed the smallest decrease within the bandwidth. The outcome is a .3% increase in year two and 1.9% increase in year three.

Though rates increased, the maximum is about 5%.

A similar rate structure is applied to the large general service. The customer charge increased from \$18.00 to \$50.00 (year one), \$100 (year two) and \$150 (year three). Energy rates were reduced slightly each year from the current 8 cent rate. The off peak rate was also reduced.

The demand charge in this category was increased from \$10.50 to \$12.75 for the three-year period.

Mr. Beauchamp stated that this class will see a 4.4% rate reduction (year one), .2% (year two) and a 1.2% increase (year three).

The average load factor in this class is 58% which means the large general service customers use energy more consistently over the month versus a medium general service customer.

The large general service primary classification has a 4.4% rate reduction in year one, a 3% decrease in year two and 1.1% increase year three.

A \$385 customer charge was implemented in the special contract service rate. The on peak rates and off-peak kilowatt hour rates were also reduced. The demand charges increased from \$7.00 to \$12.00 in the winter and \$8.00 to \$12.68 in the summer.

Mr. Beauchamp further explained that any customer with a greater than 55% load factor would see a rate reduction in the first year. He noted that these customers actually need more than an average rate increase. Only a 1.5% rate reduction was identified which resulted in a less-than-average decrease.

Milford has three customers in this class—Perdue, Cold Storage and Seawatch.

Mr. Beauchamp reiterated there are three components involved in the demand charge-- power supply capacity cost (DEMEC's charges), transmission charges and distribution. The distribution infrastructure is a fixed cost that is typically recovered through the demand charge. Historically, Milford has had a lower demand charge than what the cost of service identified it should be. The costs are being recovered thru higher energy rates.

He further explained that the demand charge is based on the 15 or 20-minute peak period during the course of the month and is when the \$12.75 is added.

Mr. Beauchamp emphasized these customers use a lot of energy. For example, the customer may have a 1,000 kilowatt peak demand that translates into 5,000 kilowatt hours. The kilowatt hour rate reduction, especially for this class, results in a lower overall charge for the customer.

Councilwoman Peel summarized the increase in customer charge fees is because Milford has not been charging our customers the right rate to provide its service. Changing the rates will make up for that by adjusting this service charge, which can stay consistent and is actually predictable.

Mr. Beauchamp feels that even though the customer service charge should be applied in this classification, it is almost insignificant. Most customers in this class will hardly notice their customer charge because their bills are in the range of \$5,000 to \$20,000 a month.

On the residential side, it is a significant component and approximately 10% of the customer's total charge and sometimes higher than that.

He reminded Council that the increases in the customer charges have been offset by decreases in the energy rates per kilowatt hours. The net reduction the residential customer sees, in most cases, is a rate reduction, even with the \$4 customer charge increase.

When asked if the energy rates are predictable, Mr. Beauchamp stated that the only unknown in the energy rate is the power cost adjustment mechanism. The rates approved tonight are the actual rates the customer will be charged.

City Manager Norenberg noted this is a three-year design so the new rate will be locked in during that time.

Overall, the bottom line of all bills will be reduced as was discussed previously.

Mr. Beauchamp reiterated that Milford is a financially stable utility. Because of the rate reduction, there is the ability to restructure the rates and move them closer to cost of service to be fair to customers who pay closer to their share of the costs needed to provide them with electricity.

City Manager Norenberg noted that Council will vote on the ordinance with the new rate structure during the Council meeting later this evening.

There being no addition business, the Workshop Session concluded at 8:05 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
URF Rate Design Presentation

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

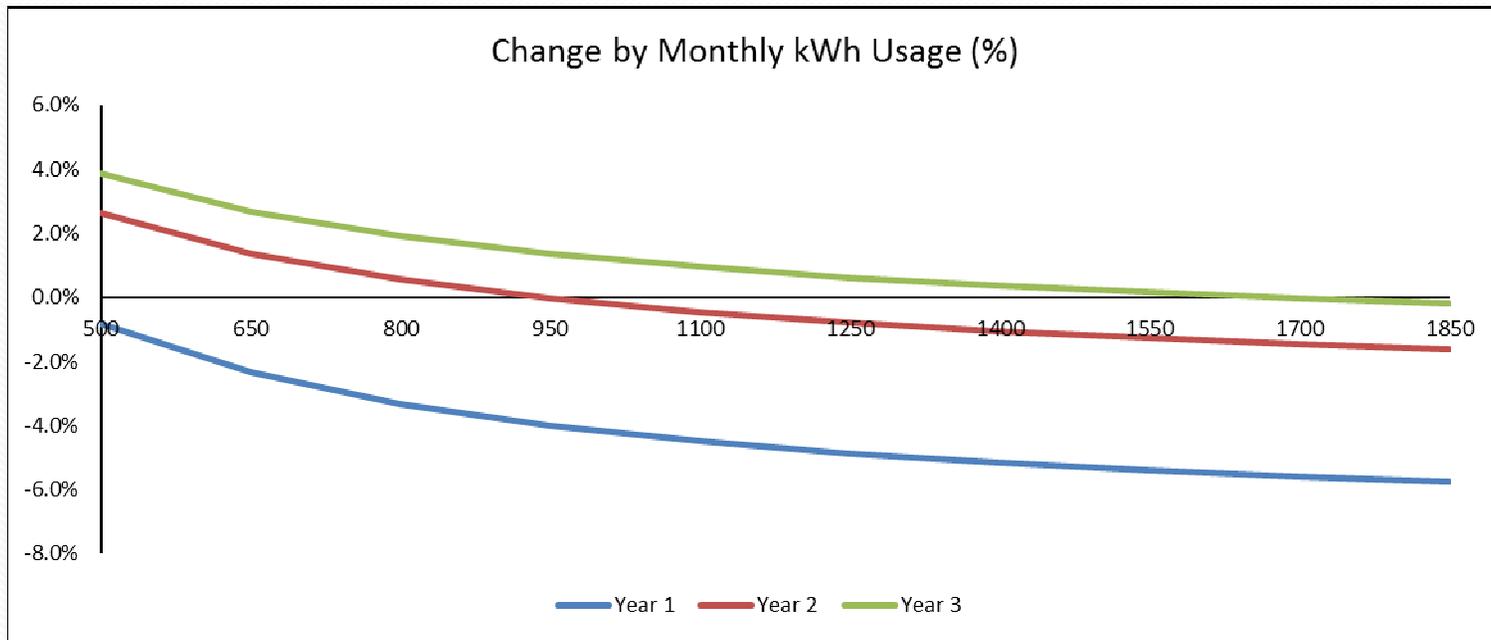
- Rate Design
 - Year 1 - 2% bandwidth (-3% rate change)
 - Largest decrease 5%
 - Smallest decrease 1%
 - Year 2 – 0.5% bandwidth (0% Rate Change)
 - Largest increase 0.5%
 - Largest decrease 0.5%
 - Year 3 – 1% bandwidth (1.5% Rate Change)
 - Largest increase 2.5%
 - Smallest increase 0.5%

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

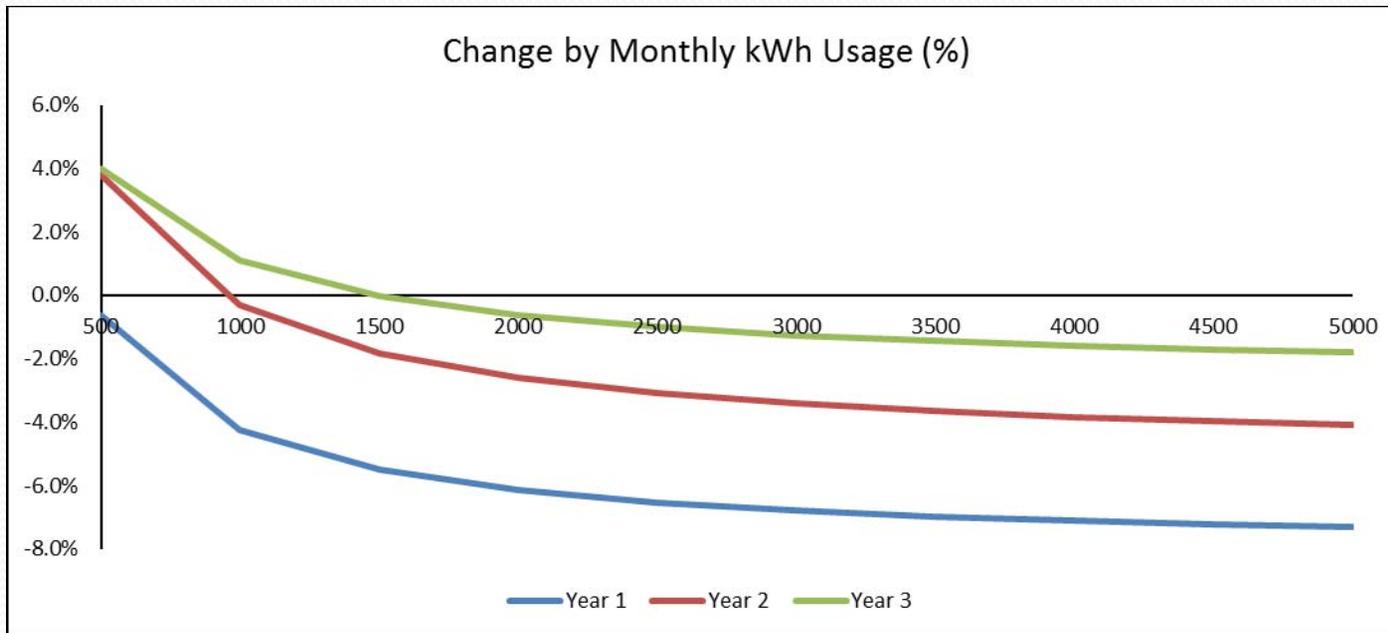
Usage	Change in Monthly Bill		
	Year 1	Year 2	Year 3
500 \$	(0.59) \$	1.87 \$	2.81
650 \$	(2.16) \$	1.24 \$	2.45
800 \$	(3.74) \$	0.60 \$	2.09
950 \$	(5.31) \$	(0.04) \$	1.73
1100 \$	(6.89) \$	(0.68) \$	1.38
1250 \$	(8.46) \$	(1.32) \$	1.02
1400 \$	(10.04) \$	(1.95) \$	0.66
1550 \$	(11.61) \$	(2.59)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

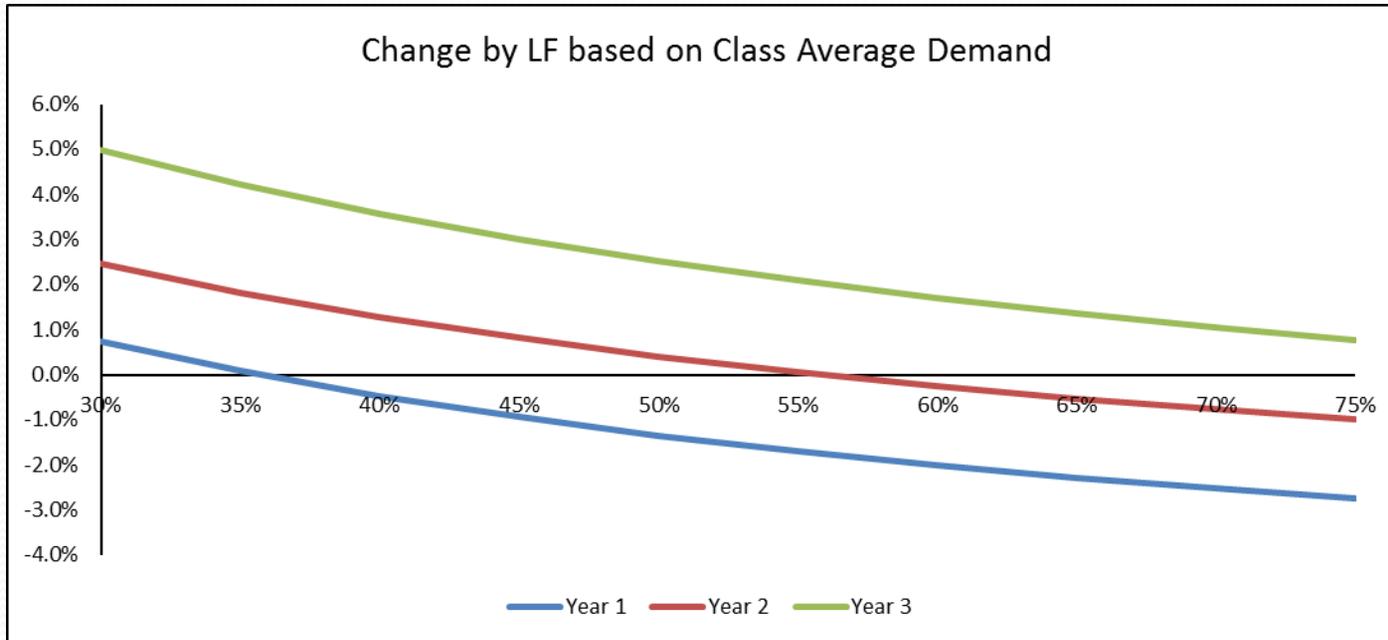
Usage	Change in Monthly Bill		
	Year 1	Year 2	Year 3
500 \$	(0.52) \$	3.02 \$	3.31
1000 \$	(6.53) \$	(0.46) \$	1.63
1500 \$	(12.55) \$	(3.93) \$	(0.06)
2000 \$	(18.56) \$	(7.41) \$	(1.75)
2500 \$	(24.58) \$	(10.89) \$	(3.43)
3000 \$	(30.60) \$	(14.37) \$	(5.12)
3500 \$	(36.61) \$	(17.84) \$	(6.81)
4000 \$	(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

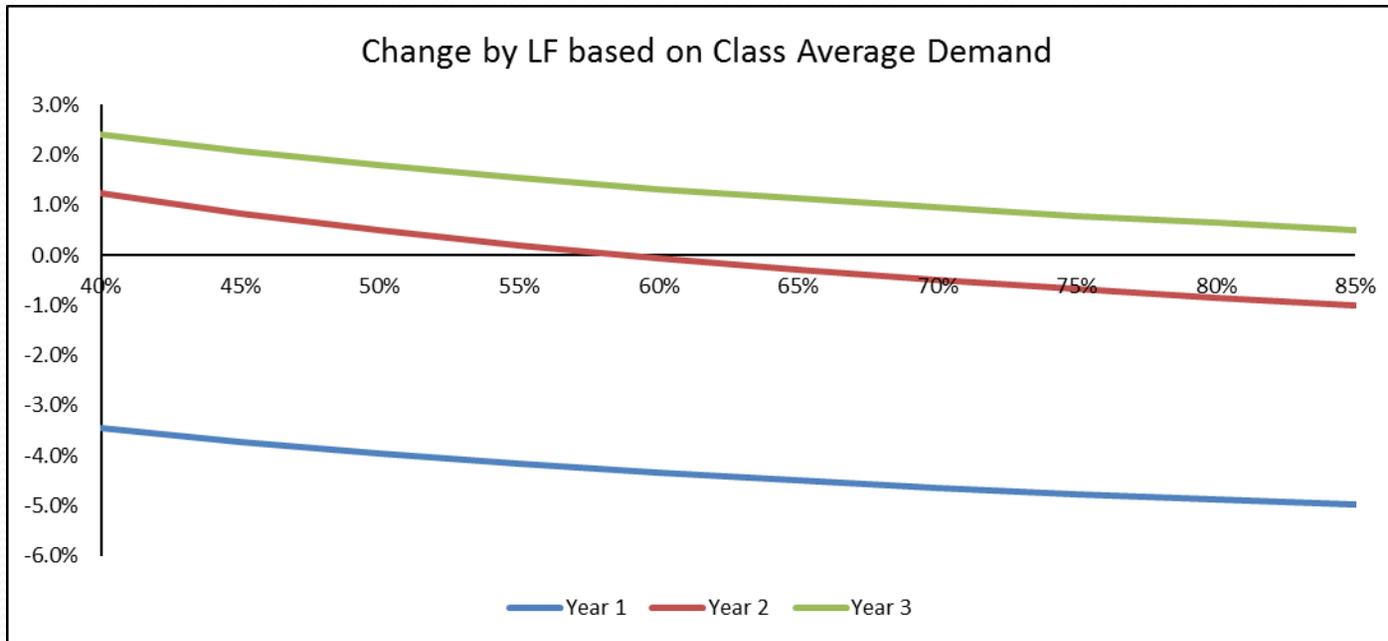


Large General Rate

- 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

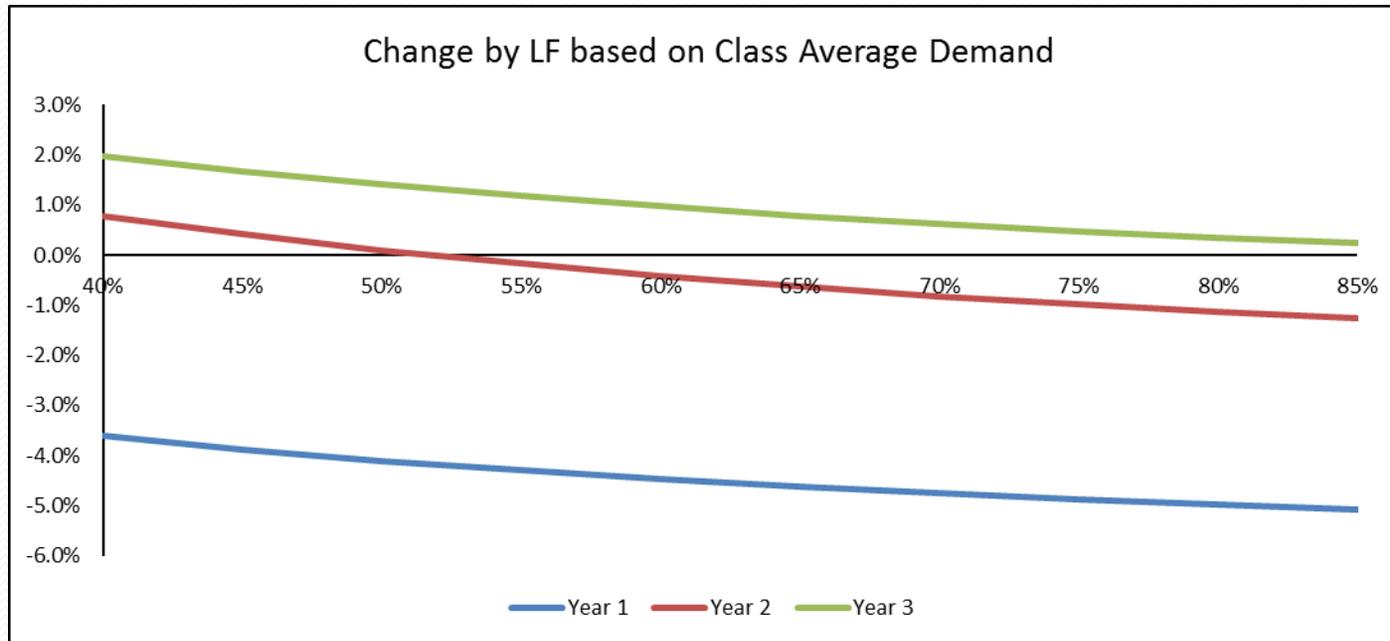


General Service Primary Rate

- 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

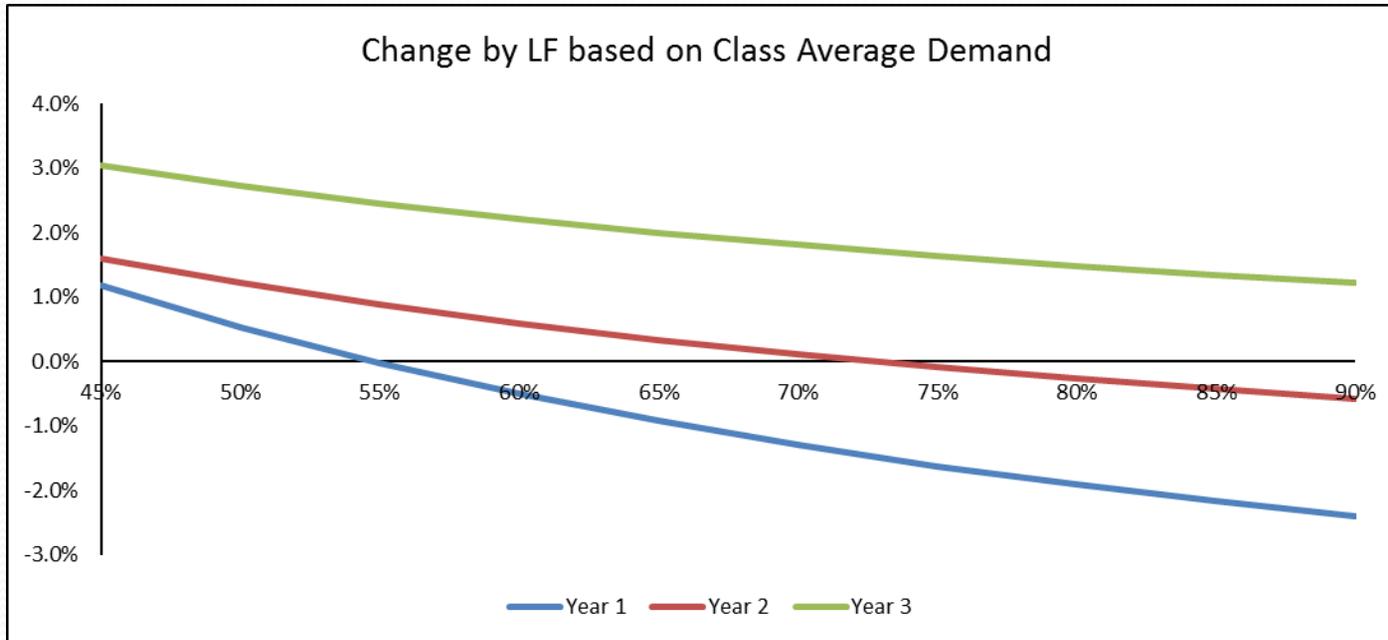


Special Contract Service Rate

- 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



MILFORD CITY COUNCIL
MINUTES OF MEETING
May 8, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, May 8, 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, MPD Captain Gary Bailey and
City Clerk/Recorder Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 8:05 p.m.

APPROVAL OF PREVIOUS MINUTES

Councilmember Mergner made a motion to approve the April 10, 22, 24, 2017 and May 1, 2017 Council and Committee Meetings, seconded by Councilmember Burk. Motion carried.

RECOGNITION

City Manager Norenberg stated that it is a privilege to work with the great staff at the Public Works Department, in addition to the City Clerk and Deputy City Clerk. He knows that Ms. Hudson and Ms. Crouch both provide a lot of leadership within their organizations helping to plan and train and that their value goes beyond this community.

He also commended Public Works Director Mark Whitfield for the article he composed that was recently published in the American Public Works Association Magazine. He thanked him for his efforts to promote Milford well beyond Milford's borders and to the Public Works' Professionals across the country.

He will be celebrating with the Public Works Department next week and thanked Council for their support of both departments.

Proclamation 2017-11/National Public Works Week

Mayor Shupe read the following portions of the following proclamation into record:

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 depend 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, Bryan W. Shupe, Mayor of the City of Milford, does hereby proclaim the week of May 21 through May 27, 2017, as

National Public Works Week

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

The proclamation was presented to Public Works Director Mark Whitfield.

Proclamation 2017-12/Municipal Clerks Week

The following proclamation was then read into record by Mayor Shupe:

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; and

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

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; and

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

Now, Therefore, I, 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.

The proclamation was presented on behalf of City Clerk Terri Hudson and Deputy City Clerk Christine Crouch.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report adding that the Department remains very busy and that he is pleased with the ongoing training of its officers.

Chairman Burk announced that Chief Brown is absent because he is out of town being recognized as well.

Motion made by Councilmember Campbell, seconded by Councilmember Morrow to accept the April 2017 Police Report. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his report adding that starting in May, he will include some additional components from the IT and Customer Service Departments, as Council has requested.

Councilmember Burk referenced the recent Code and Inspections press release. He asked if there has been an increase in people making online submissions. Planning Coordinator Rob Pierce was in attendance and confirmed it has not had an impact.

The City Manager added that we have used social media and other outlets to encourage public input but with little success. The City may receive one a month though that is typically through the customer contact form used for general comments.

Councilmember Brooks commended the Rotary Club for their recent donation to Parks and Recreation. Mr. Norenberg stated he was pleased that Recreation Superintendent Mary Betts was present, along with representatives of the other organizations who received support from the Club.

Councilmember Brooks moved to accept the monthly City Manager Report, seconded by Councilmember Morrow. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the ninth month of Fiscal Year 2016-2017 with 75% of the fiscal year having passed, 78% of revenues have been received and 69% of the operating budget expended.

He informed Council that budget hearings have been scheduled for Monday, June 5th and Tuesday, June 6th.

Councilmember Burk moved to accept the March 2017 Finance Report, seconded by Councilmember Peel. Motion carried with no one opposed.

COMMITTEE & WARD REPORTS

Nothing to report.

COMMUNICATIONS & CORRESPONDENCE

Mayor Shupe thanked everyone for their patience as we continue with the Route 113/Railroad Crossing Construction Project and detoured traffic routes. He understands it is an inconvenience for many people in the area, but believes most residents understand its necessity.

He recommended that Council take the time to go by the site to observe the large number of workers who are diligently trying to get this project completed. He said that includes Milford Police Department who has been on site round the clock to ensure our residents and visitors remain safe.

UNFINISHED BUSINESS

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

City Manager Norenberg referenced the amendments to the Electric Tariff, which align with the earlier presentation by UFS and the new section that will standardize the net energy metering description and procedure for solar customers.

Councilman Morrow confirmed that the rates will continue to be monitored; Mr. Norenberg added that he will provide a report before the end of the next term to determine whether to extend the proposed ordinance or a new study is needed.

Councilman Mergner asked how this will be communicated. The City Manager hopes that the media will share the information. It will also be posted on the website and published in the Milford Beacon.

He also noted that over the next few weeks, City staff will be working to update the utility customers' database in order to have this in place by June 1st.

Councilman Mergner suggests this information be provided prior to its implementation and that the Customer Service Staff be provided with some talking points that can be relayed to our customers.

Councilman Morrow moved to adopt Ordinance 2017-12 (see May 8, 2017 Council packet), amending Appendix B Electric Tariff of the City of Milford Code, seconded by Councilman Burk. Motion carried.

Authorization/Energy Efficiency Program

City Manager Norenberg acknowledged the representatives from Delaware Municipal Electric Corporation (DEMEC) and American Public Power's (AMP) Efficiency Smart who will be providing additional information on the program. He recalled this was initially presented by DEMEC's Asset Development Vice President Scott Lynch and AMP's Business Development Manager Dave Cawley this past March.

DEMEC's President Pat McCullar provided some background on DEMEC stating they are a Joint Action Agency and a wholesale electric utility. DEMEC represents nine municipal electric distribution utilities located in the State of Delaware. The creation of DEMEC was made possible by an act of the Delaware General Assembly in June 1978, and the entity was incorporated a year later. Members of DEMEC include Clayton, Dover, Lewes, Middletown, Newark, New Castle, Seaford, Smyrna and Milford. Eight members receive 100% of their power requirements from DEMEC and the City of Dover receives partial requirement services.

DEMEC supplies these requirements from a portfolio of owned generation assets and has been efficiently managed as a group with costs kept low and effects positive.

He reported that tonight they will discuss the Energy Efficiency Program that is designed to meet the intent of the State of Delaware Energy Efficiency Legislation in a cost-effective manner.

Mr. McCullar then introduced DEMEC's Kimberly Schlichting, Senior Vice President of Operations and Power Supply and AMP's Dave Cawley. He reminded Council that Efficiency Smart is the company DEMEC retained to administer the program.

He acknowledged that the recommendation on the program will be the same to all nine DEMEC members. Their hope is that all nine governing bodies will approve the program to leverage its maximum efficiency as they did with the RPS (Renewable Portfolio Standards).

Mr. McCullar noted that each program as presented and designed, will benefit all customers in the system. It will especially benefit small and large businesses and have the ability to be customized for each community.

The cost of the program is already in place with the new rates so its adoption will not result in an increase.

Mr. Cawley then addressed Council. He explained the charge for the program to DEMEC is .90 cents per wholesale megawatt hour (Mwh). He reiterated that the cost of the program is already included in DEMEC's wholesale rate to Milford and is equivalent to .9 of 1 cent per kilowatt hour (Kwh).

The cost to an average 750 Kwh residential customer is 67 to 68 cents per month or \$8.10 per year.

According to Mr. Cawley, the following customer actions can help offset the cost of the program:

Customer	Annual Usage kWh	Annual Program Cost	Quantity of LED lights replacing 75W 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

Mr. Cawley hopes the program will encourage customers to purchase the energy products by buying down the price. He stopped in at Rite Aid in Milford and found the costs of LED bulbs to range from \$6 to \$9 per bulb which seems excessive to most residential customers. One of their programs buys the price of the product down to \$1.

In addition to the product savings and annual energy cost savings, LED bulbs last a lot longer than a regular light bulb. The life of one LED bulb compares to nine incandescent light bulbs.

He explained that the program is cost effective because we are avoiding some energy capacity costs and that every efficiency measure helps to mitigate some of those ongoing costs. The cumulative lifetime benefits to Milford will continue to grow over the savings lifetime by an average of twelve years.

Mr. Cawley shared that this program is the only one they are aware of directed toward municipalities. They discussed a target of energy efficiency for his community and hope that by working together by establishing the best place to acquire the efficiency measures. They have a portfolio of more than ninety energy efficiency products and if a business wants to make an efficiency upgrade with lighting, HVAC system, refrigeration equipment, etc., they can help buy down that first cost through the use of a rebate.

Mr. Cawley then discussed account management. He informed Council that a key account manager will be assigned to Milford and their primary role will be to help the community. The key account manager and their engineering staff will also assist the large and small businesses in Milford.

In addition to the Chamber of Commerce and Downtown Groups, they will work with Meals on Wheels, Senior Centers and Weatherization Assistance Programs who already have networks in place and can help get those efficient products distributed to the residents.

They work with State programs though they may not be directed toward electric efficiency. There are also programs available to help with fossil fuels, heating and renewable energy. Programs are available that can help identify the savings potential and aid businesses who apply for loans.

They will participate in community events through speakers, demonstrations and tables of information. They also coordinate with special promotions.

He noted that Milford has already taken some steps with their rate redesign and smart meter program. This is another tool that can help customers keep their bills manageable and provide a lower bottom line.

Summarizing, Mr. Cawley noted that the program is designed to save a target amount of energy efficiency and about .25% of the annual electricity usage, 1,675 annual Mwh savings, 19,733 Mwh of lifetime savings and almost \$1.2 million of energy and capacity savings.

The annual cost is \$200,900 and will deliver a benefit to cost ratio of approximately 2 to 1. Compared to other forms of energy, it is two to three times cheaper than new power supply on a margin at \$30.47.

Councilman Mergner questioned the annual costs and Mr. Cawley emphasized that the cost is already included in the current DEMEC rates presented earlier this evening.

Councilman Mergner said it appears this is a LED exchange where customers buy LED bulbs at a cheaper rate than at a home improvement or hardware store. Mr. Cawley responded by stating that is just one of many services.

City Manager Norenberg added there are many aspects including appliance rebates, miscellaneous discounts, education components, etc. Light bulbs are just one component of ninety different options available.

DEMEC Senior Vice President Kimberly Schlichting shared that they started working on energy efficiency in 2009 with the State of Delaware. She has been part of several workshops since that time trying to figure out how to move forward to promote energy efficiency.

Other utilities are also participating in energy efficiency programs and several DEMEC members have already created LED streetlight programs. As they were looking for the right type program to present to their members as a whole, this is the program they felt would bring the most benefits to all nine communities. Because DEMEC is a joint action agency, each utility that joins is a cost savings to the program.

Ms. Schlichting explained that one of the best benefits about this program is that it is a guaranteed program and the savings will be measured and evaluated. If the target is not hit, Efficiency Smart will not be paid. In order to meet the State mandate, they will have to do a strict measurement and verification needed for the State goals and energy efficiency savings.

Councilman Mergner recalled a similar program that Delmarva Power (DP&L) launched several years ago designed for commercial businesses. He said a special savings fund was established that customers would buy into without knowing it. A lot of money that was made was being used toward rebates for LED retrofits, etc.

He asked if this is a similar program; Ms. Schlichting responded by stating the funding for this program is included in the rates. There will not be a separate invoice from DEMEC for the program. It is similar to what DP&L is doing even though this program will actually do the measurement and verification. She does not think DP&L is doing that right now.

She said it is also similar to a program that Delaware Cooperative is doing though they have a line item that is broken out on their electric bills to identify energy efficiency savings. Again, she is unaware of whether or not they are actually doing measurement and verifications though DEMEC's program will have that. They do not want to spend money on a program where numbers are simply being thrown out and instead want to ensure they are achieving the savings as has been presented.

Councilman Brooks asked how long has Milford been paying for this. Ms. Schlichting clarified that it is not being paid yet but was built into the funding. They provided advanced funding for the first six months. If at such time, DEMEC is unable to get the buy in from its members to fund the program, in June DEMEC will stop putting money toward the rate stabilization fund. If the members agree to move forward, they will stop putting the money into the rate stabilization fund and use that funding to support and fund this program over the second half of the year.

She reported that all nine members have received the presentation. Three members have approved the program and Smyrna is currently reviewing it.

She noted that DEMEC's Asset Development Vice President Scott Lynch is at the City of Newark this evening though they do not think the program went far enough and will probably be doing something twice the level that is being recommended. They handled the Green Energy Fund in a very similar manner and doubled the amount collected for the Green Energy Fund.

It was confirmed that the \$200,000 would be billed monthly over the three-year contract period to provide 1,674 Mwh of savings to the City of Milford.

Ms. Schlichting stressed that this is part of the Power Supply Portfolio. The theory is the more energy you save, is energy that does not have to be produced nor paid for.

Mr. Norenberg explained that as Milford's load grows over the next few years with Bayhealth coming on line, there will be less energy procured from the market and instead it will be saved through efficiency. That is less expensive than buying energy on the market.

Ms. Schlichting said there are other components of the power supply costs received from DEMEC that can be reduced through a reduction in the overall usage of energy. As a result, there could be transmission capacity savings, ancillary service type savings, etc. In addition, less emissions will benefit the environment.

Mr. McCullar added that there is also potential for revenue generation. In other programs, the efficiency measures that will save peak demand, can be bid into the forward capacity market for PJM. There are communities that are already doing that and are receiving revenues from PJM. This is a possibility especially when a large group of municipalities join together.

According to the City Manager, that is why the measurement aspect is so important in this program. Mr. McCullar pointed out that the standards of PJM must be met in order to bid efficiency into their auctions.

Mr. McCullar then clarified that the \$200,000 contract cost is Milford's share of the program. The total program of the eight DEMEC members is about \$1.2 million. Should the City of Dover join, the total annual outlay will be \$2 million.

He said that in this case, it is going to take money to save money. There will be a 2 to 1 return and for every \$1 deposited, a

\$2 savings is expected which is savings for our customers.

Mr. McCullar also pointed out that \$200,000 is a big number, but it is necessary to serve a community of this size. They will take that money and pay a small portion to Efficiency Smart as their fee. The rest goes into the programs that include a large laundry list that can reach every classification of customers from residential to mega users.

Councilmember Mergner said his concern is how it will be presented to the residential customers as well as small businesses. He constantly hears concerns about Milford's high electric rates. He sees one of the big struggles is the cost of the work that will need to be done, which goes beyond just buying LED bulbs. In his opinion, there are a number of small businesses who do not have the ability to install new fixtures so they would have to hire a contractor.

Depending on how the City moves forward is a concern to Councilman Mergner. He agrees a program like this is nice, but there is a need to properly execute it.

Mr. McCullar said that is a valid concern and this program can be customized. If the City wants to put a larger emphasis on a particular customer, and in this case, small businesses, they are willing to have their engineers go in and provide them with analytics and ways to create efficiency. Creating efficiency and lowering the cost of doing business will make that business more competitive. They will also show that business how to get those things funded either through the program, a state grant or some other way.

Councilmember Wilson stated that she is looking at this as a way for the City to do some outreach which she feels has been needed for sometime. Partnering with DEMEC through this program can provide that opportunity.

She pointed out that the corporate world is headed in this direction. Residents may feel this is a program the middle class will not qualify for, similar to many programs provided by the State whereby most residents do not qualify. But at least this will provide an opportunity to get rebates for a new refrigerator or discounts on light bulbs, which is a bonus to everyone. She feels that providing this information will help but agrees with Councilman Mergner that the City has to get the word out in a way our customers understand this is a benefit.

Mr. McCullar added there is a component in the budget for advertising or community outreach to make them aware of what is available. They would not bring this forward if they did not believe there was a benefit to the community which is the reason DEMEC exists. It has a great PR component and the bigger impact will be showing the customer how to be more efficient through savings.

Mr. Cawley emphasized this is also co-branded. It's the City of Milford, Efficiency Smart and DEMEC working together for customers. He also reiterated that Efficiency Smart's performance is based on whether or not they hit the targets and the reason they have to get the word out and get our customers motivated.

Councilman Morrow pointed out that this is a very complex, competitive market and we need to remember that Delmarva is an island and not an easy place to get energy. He feels we need to proceed and pointed out we have already planned to pay the \$200,900. Mr. McCullar noted that the numbers are included in the new rate decrease that was approved earlier this week.

Councilmember Morrow moved to authorize the City Manager to support DEMEC's Energy Efficiency Program at a cost of \$200,900, seconded by Councilmember Wilson. Motion carried.

Special Event Permit Discussion

Mr. Norenberg reported on the number of conversations he has had with Councilmembers, representatives of various civic organizations and the general public about the new Special Event Application packet regarding the number of pages as well as some of the other items.

What he has learned is that he could have done a better job rolling it out. There has been a lot of public education with the different boards, committees and groups that will be required to fill it out. One of the key goals of the packet and the reason the City has had a process in place many years before he was City Manager, is to make sure we are addressing the public safety of our community. He stressed that we need to ensure the event participants are safe and that event organizers plan well and

address any potential impact on roadways to prevent risk and adverse impact.

The event application features a lot of information including planning, definitions and items that organizers may not normally think about. He has received some ideas on how to simplify some of the aspects of the packet and spent about an hour last week with the DMI Board answering their questions and receiving their suggestions.

He stated that the City of Milford is committed to having outstanding special events and there is no intent for this to be a turnoff. It instead ensures the events are successful and safe and attract increased numbers of visitors in future years. The City Staff is committed to working with community groups to help these events work well. The Chamber of Commerce is coming to meet with the City Clerk to discuss their upcoming events. In addition, this aligns with the Police Department's commitment to participate in these events and prevent the organizers from paying extra for security.

Councilmember Wilson asked if there is a specific reservation from the people who are expressing concerns. Mr. Norenberg feels the biggest problem is the number of pages. However, once the organizer starts to complete it, they realize there are a number of checklists and other items that typically do not apply and do not have to be completed.

One suggestion he received is to break the application into components with the information and instructions as one download, the form as a separate download and each exhibit as separate downloads. In that way, it is not so daunting and allows organizers to know where and how to get the complete information.

Once the application is completed the first time, a simple update form would only need to be completed in following years changing the date, times, contact and any other information different from the initial application.

The other item is to clarify when a private property event requires the application. Most events occurring on private property will not need the application according to Mr. Norenberg. Those with a potential public safety impact would be required to complete the application making the process similar to the State of Delaware Transportation requirements.

He said staff will continue to work on it after we receive council feedback tonight.

Councilman Burk agreed the initial complaint he and Councilmember Peel received was the section on page two which references events or gatherings on private property that was not in the initial draft.

He then shared information about other cities in Delaware who have a private property clause. He noted that the 19-page Wilmington event permit is needed for a private property event with more than 100 people and Newark requires a permit for private social gatherings involving upwards of 150 persons. He noted that Milford's does not have a threshold or a number which is confusing to his constituents who are trying to determine what type of private event the City becomes involved in.

Councilman Burk said there are a lot of residential areas where people will park on the street. He personally has had birthday parties at his house and can only fit four cars in his driveway. Those vehicles parking on the street in his opinion would impact a public right-of-way but asked if that should trigger the need for a 28-page form to be completed.

He does not want the message to these organizations to be that Milford is a City that is difficult to work with.

Councilman Burk said he appreciates the City Manager going out and making the outreach. He personally has had many great comments about that. He said the people that we haven't yet discussed this with are those that might want to have an event here, However, when they go on our webpage and look at the 28-page application, it becomes a deterrent. He has a friend that plans wedding events in the resort towns on the beaches and at the parks. When he asked her opinion, she told him she would never go to Milford because of this.

He understands there is a risk when people are using public space and the need to cover the City. His concern at this point is the impact on private property events.

His other question is who will be enforcing this and will it be the police because most events occur on weekends; he asked how they will charge people if there is a violation. Or is this something the code official will handle? He feels there are still a lot of questions hanging out there.

The only other suggestion he has is to have it translated to Spanish.

He agrees that once this is finalized, a press release should be issued.

Councilwoman Peel said Councilman Burk hit the exact points she wanted to make. The private property aspect is a key concern because it is open to interpretation as to how much these events are obstructing traffic because the majority of times there is overflow parking on the street.

The Councilwoman also feels it is important to break it apart and make it fillable. In that manner, someone planning to have fireworks will be directed to the form needed for fireworks. If no fireworks are planned, the person should be able to bypass that section. She pointed out the broad array of things it covers adding that most events will not have a circus or fireworks. Nor will everyone need a liquor license. There are several areas that will not need to be completed as a result.

Councilwoman Peel also said it is her understanding the City Clerk and Deputy City Clerk will be available to assist; Mr. Norenberg explained that Ms. Hudson has been directly involved in this process for many years. She has been the one that has interfaced with a lot of event planners and will continue to do that.

Councilman Starling asked about a weekend event that is held at Banneker School every summer that was always arranged through Parks and Recreation. The fourth ward also has a back-to-school event each year in August. Ms. Hudson said the block party can be handled easily and believes the Banneker event will continue to go through Parks and Recreation because they are using a City park.

City Manager Norenberg confirmed that if someone having a simple event in the park that does not trigger some of the other items, it can be worked out with Parks and Recreation and City Hall to prevent any duplication.

Councilwoman Peel emphasized the importance of making it clear of when this permit is needed. She is unsure if the organization of the packet will do that or the City Clerk needs to handle that. She believes people will be confused about the amount of information or what needs to be done first.

Councilwoman Wilson agrees that private parties should not require this process and recalls her son's graduation where a lot of people showed up. It would be difficult to determine who will actually be attending so that information is not always available in advance. She does not feel permission is needed in those situations.

Councilwoman Peel explained that is one of the questions that she and Councilman Burk are being questioned about. She asked if a number should be added because a 'normal flow of traffic' is vague in her opinion.

Councilman Mergner suggests getting out of the form business. He recommends uploading it to the internet and separating it into screenshots. An organizer having a public event would then have the ability to go to the sections that need to be completed. Private events would only need related items. He feels that having this on the internet would make the process much simpler with a breakdown based on the type of event.

City Manager Norenberg likes that idea but will need to check on the ability of our system. The disadvantage would be that the following year, the organizer would have to start from scratch again. We were trying to prevent that in the case of events that occur year after year though he is willing to experiment to see if this can be done.

Councilwoman Peel referred to the 1040 EZ form that pulls up questions and allows you to skip lines that do not apply. Otherwise, addendums need to be pulled up.

Councilman Mergner asked if it would be possible for someone to set up an account that could be accessible by user name and password; in that manner, the information would be automatically filled in upon sign in. Anyone registering the first time would need to input their information. He feels that someone with a recurring event should not have to fill in the same information year after year.

Councilman Burk then asked Solicitor Rutt how he feels about the City regulating what happens on private property and referenced the 100 and 150-threshold in Wilmington and Newark. He asked what occurs if there are a large number of

unexpected attendees which violate the policy because the application was never submitted. He is unsure if taking that person to JP Court is worth the amount of manhours associated with the process.

He asked if Mr. Rutt feels we have a strong case to regulate what happens on private property; Mr. Rutt stated that it comes down to the public safety issue. For example, if someone has a half acre lot with 200 people on it, they are not all going to fit on that lot. The other question is where they will park and where they will go and hang out. The overflow will most likely end up on other people's properties. He explained that all that must be considered.

Mr. Rutt further said if someone is having a family reunion of thirty people and some attendees park in the street, that does not require the application and is not the intent.

Councilman Burk pointed out that he takes public safety issues to the JP Court system and the violator usually receives a minimal fine which is not always a deterrent.

The City Manager said that Captain Bailey is not really familiar with the matter though we are not likely to have someone receive a violation for not filling out the form because they had a private event that became very large. He pointed out that the police will always deal with the behavioral issues. The police will also deal with complaints of noise. He does not think the police will be writing tickets for people who have not filled out the special event application.

He feels it will be difficult to add a number like 100 or 150 because then we will allow someone having 99 people to do anything they want. As Mr. Rutt alluded to, there may be a location issue that may apply in one case but not in another situation.

Mr. Norenberg said he has lived in neighborhoods where people have had parties and it was always nice to know that by 10 o'clock, the party was over and the noise stopped and cars in front of his house gone.

Mayor Shupe then asked that anyone with any other comments to contact the City Manager.

NEW BUSINESS

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

Mayor Shupe introduced Ordinance 2017-10, then deferred to Planning Coordinator Pierce. Mr. Pierce provided a brief overview of the application involving thirteen acres of land located along Northeast Front Street that was recently purchased by Perdue and presented at the April Planning Commission meeting. A public hearing is scheduled before Council on May 22nd.

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

City Manager Norenberg introduced Ordinance 2017-13, explaining this is an amendment to the Streets and Sidewalks Code relative to construction or other activities that require temporary closures.

Greater Kent Committee/Invoice

Mayor Shupe referred to the earlier presentation by Executive Director Shelly Cecchetti regarding the City's membership with the Greater Kent Committee.

Councilman Starling moved to authorize \$750 be paid for six-months Program Support to the Greater Kent Committee, seconded by Councilman Mergner. Motion carried.

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

Planning Coordinator Pierce referenced the petition submitted by Walter and Barbara Samuels for their one acre parcel located along Cedar Creek adjacent to the new hospital site at 7237 Cedar Creek Road, Lincoln. They are requesting annexation into the City of Milford with a C-3 zoning designation. He asked the matter be placed in the hands of the Annexation Committee for further review.

Councilwoman Wilson moved to adopt Resolution 2017-04, seconded by Councilman Starling:

*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°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°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°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°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.

Motion carried.

*FY16-17 Budget Adjustment:
Enforcement & Inspections Department/Engineering/Legal/General Expenses/Training to
Planning & Zoning Department/Engineering & Legal Expenses*

City Planner Pierce referenced the following memo:

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).

Councilman Morrow moved to approve the budget request as outlined in the memo, seconded by Councilwoman Wilson. Motion carried.

ADJOURN

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

The Council Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 8, 2017

A Meeting of the Annexation Committee of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, May 8, 2017.

PRESIDING: Chairperson Katrina Wilson

IN ATTENDANCE: Committee Members: Councilman Arthur Campbell, Councilman Douglas Morrow
and Planning Commission Chairman Marvin Sharp

City Clerk/Recorder Terri Hudson

City Planning Coordinator Rob Pierce was also in attendance.

Chairwoman Wilson called the Annexation Committee Meeting to order at 9:22 p.m. to consider the petitions submitted by the following property owners:

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

Annexation/Lands belonging to Walter V. Jr. & Barbara Samuels
7237 Cedar Creek Road, Lincoln, DE 19960
Tax Parcel No. 3-30-1 1.00-6.04
1.005 +/- Acres
Current Zone AR-1/Proposed Zone C-3

Planner Pierce then reviewed the following petition submitted and signed by Patrick and Jacquelyn Gorman:

Site Address: 7255 Cedar Creek Rd., Lincoln, DE 19960

Tax Map Number: 3-30-15.00-72.00

Property Size: 2.095 Acres

Reason For Request: This property falls within the Milford Comprehensive Plan, (Figure 14B-Southeast) with Future Land Use described as "Proposed Highway/Commercial". Adjacent property on the east and south sides has been annexed by the City of Milford. Current owners of the subject property at 7255 Cedar Creek Rd., Patrick and Jacquelyn Gorman, request annexation and zoning reclassification to be consistent with the Comprehensive Plan.

General Location Description: Subject property is located approximately 870 +/- feet south of the intersection of Cedar Creek Road (Rt 30) and Wilkins Road along the east side of Cedar Creek Road, in Cedar Creek Hundred. The property has approximately 250 feet of frontage on Cedar Creek Road.

Mr. Pierce explained the property owners are requesting C-3 zoning which coincides with the commercial designation in the current City of Milford Comp Plan and is consistent with the adjacent Hall Property.

The Planning Coordinator referenced a strip of five parcels along Cedar Creek Road that presently contain four homes. He noted that this is the last home before the Route 1 on-ramp directly across from the new Bayhealth Hospital Campus.

The petition was submitted on March 9th. While some additional information was obtained, Mr. Pierce became aware of the second application and he felt it was beneficial to consider both applications at the same time.

There will be no streets dedicated to the City and the only access is off Cedar Creek Road, a state-maintained roadway. No anticipated drainage improvements are required though that would fall under the jurisdiction of DNREC and DelDOT.

Mr. Pierce reported that sewer and water are not yet available to the properties. When the regional pumping station is installed and up and running, they will not have access. It is anticipated the home will remain on the well and private septic until such time those utilities are made available.

The property is currently served by Delaware Cooperative and the City has no ability to require them to change to the City of Milford electric. Should a redevelopment opportunity arise in which the house is removed and a commercial entity is constructed, we would require the new building to be served by City electric. Those changes would be at the expense of the owner as would be noted in the utility agreement required at the time of the subdivision or site plan approval.

It is expected this site will become a part of a larger conglomerate of commercial uses in the Bayhealth vicinity.

The City will acquire property taxes as a result of the annexation, as well as any future building permit fees associated with redevelopment.

The advantages to the City are as follows:

1. The property would be within the planning area of the City of Milford.
2. The City would receive revenues (property tax, building permits, etc.) for activity on the property.
3. Potential for additional water, sewer and electric customers.
4. Identified within the annexation as shown on the SE Master Plan and 2008 Comprehensive Plan.
5. Consistent with the Comprehensive Plan Future Land Use exhibits.

Mr. Pierce can find no disadvantages in relation to the request

The next step would be to submit the Committee Report to the Office of State Planning, along with the Plan of Services. After approval is received, a Public Hearing will be scheduled before the Planning Commission and City Council.

Chairwoman Wilson expressed concern about the Duffy property, which is one of the homes on the strip of land along Route 30 that Mr. Pierce referred to earlier. She shared that the home is their retirement home and wondered how this would impact them.

Mr. Pierce informed her that the Gormans were the first one to request annexation. The Samuels discussed it with the Gormans who then expressed their interest. He believes that Mr. Duffy has talked with the Samuels and noted that the last house to the north has a 'for sale' sign in their front yard. As a result, he contacted the real estate agent to inform them of the activity that was occurring among the neighbors. That property owner contacted Mr. Pierce the following morning though he has not yet spoken with Mr. and Mrs. Duffy.

Chairwoman Wilson asked if it is the intent of the two petitioners to sell their properties; the City Planning Coordinator confirmed that is their intention. He also contacted DelDOT about the City annexing the land owned by the State of Delaware after DelDOT purchased and demolished the four homes on those sites prior to the construction of the overpass.

A discussion followed about the need to address the roadway in order to clearly define the City and County boundaries on Route 30 which have caused a great deal of confusion between the two police agencies when incidents occur.

Planning Commission Chairman Sharp stated that as a member of Carlisle Fire Company, one more road over from this area is within the Ellendale Fire Company territory. It was noted that the proposed Charter amendment currently under review by the Delaware Legislators adds a provision that any annexed lands by the City of Milford will automatically become part of the Carlisle Fire District.

It was also noted that the houses being annexed in this area also have Lincoln addresses. Mr. Pierce said he is meeting with the postal service to work out the zip code issue after eighteen months of attempting to resolve the issue.

Councilman Morrow then moved to proceed with the following annexation request as submitted:

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

Motion seconded by Councilman Campbell and carried.

Planner Pierce then reviewed the second petition that was submitted and signed by Walter and Barbara Samuels:

Site Address: 7237 Cedar Creek Rd., Lincoln, DE 19963

Tax Map Number: 3-30-11.00-6.04

Property Size: 1.005 Acres

Reason For Request: This property falls within the Milford comprehensive Plan, (Figure 14B-Southeast) with Future Land Use described as "Proposed Highway/Commercial". Adjacent property on the East and South sides has been annexed by the City of Milford. Current owners of the subject property reside at 7237 Cedar Creed Road, Lincoln, Delaware. Walter and Barbara Samuels are requesting annexation and zoning reclassification to be consistent with the Comprehensive Plan.

General Location Description: subject property is located approximately 720 +/- feet south of the intersection of Cedar Creek Road (SR 30) and Wilkins Road along the east side of Cedar Creek Road in Cedar Creek Hundred. The property has approximately 151 feet of frontage on Cedar Creek Road.

He reported the petition submitted on April 25, 2017 involved a 1.005 +/- acres. The property is located along Cedar Creek Road in Ward I, south of the Wilkins Road intersection. The property is currently improved with a single-family detached dwelling unit.

The property currently has an entrance along Cedar Creek Road. Any commercial development would gain access from Cedar Creek Road or via the Hall property to the east. Internal drive aisles and parking areas associated with a commercial site plan would not be maintained by the City and would be private.

Any development of this parcel will be subject to DNREC stormwater regulations and the developer would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

The area proposed to be annexed is currently zoned AR-1 in Sussex County and the applicant is requesting a change to C-3 (Highway/Commercial District).

Mr. Pierce said the same scenario as the Gorman petition applies with regard to water, sewer and electric. The property is currently served by an individual septic system. The owner will be allowed to continue the use of this onsite system until such time that sewer becomes available. Any residential or commercial redevelopment will require the connection to the City sewer at the expense of the property owner/developer. The property would be served by the planned Southeast Regional Pumping Station.

Additional fees, including County and City impact fees, will be required at the time of development.

The property is currently provided electric service by Delaware Electric Cooperative. The owner will continue to use those services until such time the property is redeveloped for residential or commercial purposes. Costs of the improvements to provide electric service to the property shall be the responsibility of the owner. Additional fees, including City impact fees, will be required through the building permitting and site plan process.

A utility agreement regarding all infrastructure costs will be required as part of the major subdivision or site plan approval process.

Any development of these parcels will be subject to DelDOT approval for access along Cedar Creek Road.

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel.

The parcel is bound on the north by residential properties that are currently in the unincorporated area of Sussex County. The property to the south and west is C-3 undeveloped land within City limits. The property to the west, across Cedar Creek Road, is zoned IS (Institutional Service District) that is currently being developed by Bayhealth.

Carlisle Fire Company will provide fire and EMS coverage to this area; the City will provide police service. However, there is a need to review the road situation as far as police jurisdiction.

The annexation is consistent with the amended 2008 Comprehensive Plan and Southeast Master Plan Future Land.

Property taxes will be assessed and revenues received from building permits. Construction costs as well as user service fees cannot be determined until such time the applicant presents a project.

Mr. Pierce reported the same advantages apply to this petition and there are no disadvantages:

1. The property would be within the planning area of the City of Milford.
2. The City would receive revenues (property tax, building permits, etc.) for activity on the property.
3. Potential for additional water, sewer and electric customers.
4. Identified within the annexation as shown on the SE Master Plan and 2008 Comprehensive Plan.
5. Consistent with the Comprehensive Plan Future Land Use exhibits.

Councilman Campbell moved to proceed with the following annexation request as submitted:

Annexation/Lands belonging to Walter V. Jr. & Barbara L. Samuels
7237 Cedar Creek Road, Lincoln, DE 19960
Tax Parcel No. 3-30-1 1.00-6.04
1.005 +/- Acres
Current Zone AR-1/Proposed Zone C-3

Motion seconded by Councilman Morrow. Motion carried.

There being no further business, Chairwoman Wilson adjourned the Annexation Committee Meeting at 9:41 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 22, 2017

Milford City Council held a Public Hearing on Monday, May 22, 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 Lisa Peel, James Burk, Owen Brooks Jr.,
James Starling Sr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown and
Recorder Carlene Wilson

COUNSEL: City Solicitor David Rutt, Esquire

Mayor Shupe called the Public Hearing to order at 7:01 p.m.

City Planning Coordinator Rob Pierce was also present.

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)

Planning Coordinator Pierce reviewed the application stating that the parcel is located on Northeast Front Street and is presented known as the Tatman Farm. Applicant Perdue Foods LLC is requesting a change of zone from residential to I-2 General Industrial.

The property is bound on the north by the existing poultry processing plant along Rehoboth Boulevard. The Comprehensive Plan illustrates the area as an employment zone that would require either the I-2 or I-2 zoning category. As a result, the property is not in compliance with the 2008 Comprehensive Plan. If approved, the change of zone would bring that into compliance.

The change of zone request meets all criteria outlined in Chapter 230-17 for the I-2 district.

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 Northeast Front Street. Any entrance or right-of-way work will be coordinated through DelDOT. The property is subject to site plan review by the City.

On April 18, 2017, the Planning Commission reviewed the application after which they recommended approval by a 7-0 vote.

When asked about any potential development, Mr. Pierce reported there are no near-term plans. However, it was discussed at the Planning Commission the applicant may want to construct some stormwater management or construct a new entrance off Northeast Front Street to alleviate truck traffic on Rehoboth Boulevard. Additional parking is also being considered.

Councilman Brooks said he talked with Nelson Gray who had expressed some concerns at the April Planning Commission Meeting. Mr. Pierce explained that Mr. Gray also reached out to Dean Walston of Perdue Foods.

Councilwoman Wilson asked if both concerns were addressed; Mr. Pierce noted that Mr. Gray is not in attendance though it was made clear that any improvements to the property would require additional public meetings and he would be given the opportunity to review any site plan.

2017

Mr. Walston then introduced himself as the Director of Operations for the Perdue facility on North Rehoboth Boulevard.

Mr. Walston then talked about Perdue's five-year growth plan at the Milford site. He explained it is two-fold and he has some personal goals which the City Planner mentioned. The Route 1 bypass presents Perdue with a unique opportunity at the facility to move their truck traffic. They have eighty to ninety heavy trucks coming in on a daily basis. Today, the majority of those enter off North Rehoboth Boulevard. The purchase of the Tatman property and subsequent rezoning will allow Perdue to start planning a second access off Front Street.

Mr. Walston said they have had two preliminary meetings with DelDOT to discuss that option and are confident the Tatman property will allow that to happen.

The second piece will be a stormwater upgrade for the facility. As they re-evaluate their site, he believes they will need some stormwater water filtration pond changes. They are currently engineering that now.

The third item, Mr. Walston shared is logistics and parking. They have just enough parking for their associates and just enough room for their trucks to run business on a daily basis. However, in his view, it is not efficient nor is it safe on that side. He feels this property will allow them to approve logistics around the site and provide additional parking.

He reported that this will also provide the opportunity for a buffer. They want to be good neighbors but the farther away the neighbors are will allow Perdue to do an even better job.

On the current site, they will be submitting a site plan tomorrow to add a 15,000 square foot structure though that will not be on the Tatman property. Instead, that will be part of a new process that Perdue is piloting in Milford. It will be a significant upgrade to the Milford facility from an animal welfare standpoint. Out of eighteen Perdue facilities, the company has asked the Milford site to pilot the project and determine what it needs to look like for the entire company.

Mr. Walston reported they are very excited about the approximate \$19 million investment at their site over the next two years. He reiterated that will not be on the Tatman property and instead at the existing site.

Mr. Brooks agrees that Perdue is a good neighbor; he has only had one complaint and Mr. Walston took care of it the following day. Mr. Walston noted that in the ten years he has been at the site, he has received two complaints. One was from Mr. Brooks and the other was from the neighborhood on the east side of Route 1 who was able to hear their backup safety siren. After they met with that group, they toned those alarms down. He then followed up with them to ensure the problem was resolved.

Councilwoman Wilson agrees that pulling into the facility, truck traffic and parking is at its max. If anyone has ever navigated through the site with a truck coming in, it can be complicated and agrees that any changes are welcomed. Mr. Walston agrees adding that he wants to fix those issues.

Solicitor Rutt asked if Mr. Walston plans to use the Tatman property for poultry processing at all; Mr. Walston said he considers poultry processing what is done on the site today. He does not foresee putting a poultry processing facility on the Tatman Farm. He anticipates the auxiliary pieces associated with that, whether it be access, stormwater, parking, logistics, etc. But from an operational standpoint, it would not make sense to put any processing there.

Solicitor Rutt pointed out that under the I-2 they have applied for, poultry processing is a specific conditional use and would need to go through the conditional use process should they decide to do that.

Mayor Shupe then opened the floor for public comment. No one responded and the Mayor then closed the floor.

Councilman Morrow arrived at this time.

Councilwoman Wilson moved to adopt Ordinance 2017-10 changing the zone from R-2 to I-2, seconded by Councilman Starling:

2017

*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

Motion carried by the following 5-0 roll call vote:

Councilwoman Peel votes yes based on the Planning Commissions' recommendation adding that it seems like a sensible plan to make the best use of a new traffic pattern.

Councilman Burk votes yes based on the 7-0 vote of the Planning Commission and agrees it is a reasonable request.

Councilman Brooks votes yes for the same reasons stated.

Councilman Morrow abstained due to arriving just prior to the vote.

Councilman Starling votes yes based on the recommendation of the Planning Commission.

Councilwoman Wilson votes yes based on Planning Commission's recommendation and the other reasons stated.

There being no further business, Councilwoman Wilson moved to adjourn the Public Hearing, seconded by Councilwoman Peel. Motion carried.

The Public Hearing was adjourned at 7:16 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 22, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, May 22, 2017.

PRESIDING: Mayor Bryan W. Shupe

IN ATTENDANCE: Councilpersons 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
Recorder Carlene Wilson

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Shupe called the Council Meeting to order at 7:16 p.m.

INVOCATION AND PLEDGE

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

RECOGNITION

Milford Police Department/Trilogy Award

Chief Brown introduced Chief John Horsman of the Capital Police Department to make a presentation.

Chief Horsman stated he is the Vice Chair of the FBI LEEDA (Law Enforcement Executive Development Association). He reported that the National FBI Academy allows only four people to attend each year from Delaware and the FBI LEEDA program in Quantico allows one person a year. Because the academy is so competitive, the FBI LEEDA was formed in 1991 to bring the training to the states.

In the past four to five years, approximately 750 students have been trained in Delaware. The intent is to bring quality, executive and management leadership training to the states. The training is broken out into supervisory, command and executive training, all of which are one-week schools. Upon completion, the officer is eligible for the Trilogy Award.

He emphasized the importance of succession planning and though he is aware Chief Brown is not ready to retire, he is preparing the agency with qualified officers who can move into his position. He noted that Lieutenant Richard Jefferson was a trilogy recipient and the three Milford officers present this evening have also received the recognition.

Chief Horsman then presented Chief Brown, his son Sergeant John Horsman and Sergeant Robert Masten with their Trilogy Awards.

COMMUNICATIONS & CORRESPONDENCE

Rental Permit Late Fees

Mayor Shupe referenced an email that was sent to Council Members from a landlord regarding late notices sent as a result of unpaid rental fees. He asked if Council wishes to review the policy for rental permit late fees to make sure they are serving the community as they should.

Councilman Brooks directed Mayor Shupe to add the item to the next agenda.

June SCAT Meeting

Mayor Shupe announced the June SCAT meeting will be held at the Rookery North in Milford on June 7th. The topic will be human trafficking. Council should RSVP to Christine as soon as possible.

UNFINISHED BUSINESS

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

The following ordinance, introduced at the last meeting, addresses the procedure for construction situations where contractors need to temporarily block off streets and/or sidewalks during the construction activity. While we are very happy to have an increase in the number of projects and investments in our community, some coordination and communication is needed to keep the police department, fire company and school district in the loop.

The City Clerk drafted an update to improve the notification procedure and permission process to ensure our police and fire departments are not adversely affected.

Councilwoman Wilson then asked what was wrong with the old process; Mr. Norenberg explained under the old ordinance, contractors were not coming to the City. As a result, we were unable to notify other agencies in advance of blocking streets and sidewalks. The City had the authority to allow it but there was no procedure which created some havoc at the time it occurred.

Mr. Norenberg referenced three incidents the past couple months where streets were blocked and the police department was unaware of any approval. This will provide communication and require anyone blocking streets to notify City Hall first.

Councilwoman Wilson said she thinks the City Manager and Police Chief should have equal responsibilities. Whoever the person comes to first should grant the permission though she thinks it should be the police department. He can then communicate within his department which is the way it has always worked in the past.

Councilman Brooks feels that when the contractor comes to City Hall to get a permit to do something, this should be part of that process.

Councilwoman Wilson pointed out that for special community events, they always called the police department to get permission to have the street blocked off. This now means they will have to call the police department or the person would need to call the City Manager. Her feeling is why wouldn't they both have equal authority to block the streets.

Councilman Brooks asked if Councilwoman Wilson is saying that both the City Manager and Police Chief would get a copy of the permit. Councilwoman Wilson believes that is how it worked in the past.

Chief Brown said he feels there are two separate issues. His concern was that the police had the ability to close the street in the event of an accident which is now covered in section B.

City Manager Norenberg explained this has nothing to do with special events and instead is geared toward construction and similar activities.

Councilman Burk explained that Section B has been added to clear up any issues. Prior to that, only the City Manager had the authority to grant permission.

Councilwoman Wilson confirmed that she would not be wrong by going to either the Police Chief or the City Manager to have a street blocked off. Chief Brown said they still need to come to the City and his concern was that the police would not be able to shut a street down during an emergency. However, that is now specifically addressed in Section B.

Chief Brown confirmed he is good with the way it is currently written.

Councilwoman Peel then confirmed this does not just apply to construction. City Manager Norenberg explained that in theory

anytime there is an event like the Eat in the Street event, the process is clear and we want to make sure the Police Department and Fire Company are informed. If it impacts the School District, they also would need to be notified so that their bus drivers are aware of the situation.

He reiterated that this was created when contractors were closing streets and sidewalks downtown and complaints were being made to the Police Department at which time they were unaware of whether or not permission had been granted. As a result, they were calling City Hall.

Councilman Burk asked how far in advance they would need to contact someone to get a permit; Mr. Norenberg said the intent is not to get too rigid because in some cases, someone may be in the middle of a construction activity when this may occur. One incident occurred on Good Friday and there were a lot of phone calls made to determine whether or not a private contractor had been given permission to close a section of one of our major streets. He reiterated that the intent is to ensure proper communication to each department.

Another incident happened when an unexpected closure of Park Avenue occurred the opening day of the Farmer's Market. Had we known that a few days in advance, the Farmer's Market could have posted the block was going to be closed on their website. Because that wasn't done, it made it awkward for vendors and visitors to find parking.

Councilman Starling asked if when they close their cal-de-sac for their back-to-school event, they have to notify DelDOT.

City Solicitor Rutt explained that this ordinance states that the City Manager or their designee, has the right to grant the authority to close or block the street, when necessary for the public safety (which is a very broad term) or to conduct work on the street. If there is an emergency situation, the police always have the right to block a street.

However, all requests to close streets or sidewalks will go through the City Manager with permits being issued through the Office of the City Clerk. Only in the case of an emergency, do the police have the right to close the streets.

Councilwoman Wilson said that is her concern and why she is questioning this.

Mayor Shupe asked why someone would not contact the City of Milford if a public street is being closed. Councilman Starling stated that they go through the police department every year. Councilwoman Wilson asked what made this become different.

Councilwoman Peel confirmed the idea is that Section A requires the City Manager to notify the police and fire companies.

Councilman Brooks said that if there is construction going on that requires two big dumpsters to be placed on the street and some tractor trailer pulls in and unloads lumber, that street stays closed until the driver is done. What the City Manager is asking is that he be contacted so that the street is closed and he will in turn, inform the police.

Mr. Norenberg pointed out that in addition, DelDOT has their requirements which are described in Section C.

Councilwoman Peel moved to adopt the following ordinance:

Ordinance 2017-13

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

Effective: 05/18/2017

Motion failed for lack of a second.

Mayor Shupe said he does not understand the problem.

Councilman Brooks then recalled a situation when he found two dumpsters and a tractor trailer unloading and was unable to get thru the street.

Mayor Shupe asked for an amendment.

Councilwoman Wilson said in her opinion, it should be both the City Manager and Police Chief who have the authority to grant the road closure. Whoever gets the first phone call notifies the other department. She thinks it should be both and should remain as it was written.

Mr. Norenberg said he does not think that is a problem because the key issue is the notification and being able to provide the information to the other departments. The intent of the ordinance is to provide advanced notification and prevent confusion or tying up police or other personnel. He agrees that whoever gets the call first will provide the information to the City Clerk's Office so that it can be routed around to the other departments.

He recommends the following amendment:

- (A) ***Both*** the City Manager and/or designee and ***Chief of Police 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.

Councilwoman Wilson moved to amend Section A, as recommended by the City Manager, seconded by Councilwoman Peel. Motion carried.

Councilwoman Wilson then moved to adopt the Ordinance 2017-13 as amended, seconded by Councilman Burk. Motion carried.

NEW BUSINESS

Public Works Director Mark Whitfield was present. He then presented the following two requests for the replacement of three existing electric trucks with the purchase of two new trucks:

Bid Award/Electric Department/NJPA Contract/Bucket Truck

The 45' TL45 Bucket Truck will replace E-109, which is a 2006 International Bucket truck. The E-109 bucket truck is more than ten years old with almost 10,000 engine hours which is equivalent to half a million miles. The recommended standard replacement term for bucket trucks, based on annual dielectric testing performed on all bucket trucks, is ten years.

The purchase can be made through the NJPA Agreement through the Delaware State Contract. The specifications for the truck are included in the packet.

The Electric Division budgeted \$225,000 in FY17 for the purchase of the 45' TL45 Bucket; the NJPA Quote received from Terex Utilities of Watertown, South Dakota for this truck is \$183,020.

Councilman Brooks made a motion to award the purchase of the 45' TL45 Bucket to Terex Utilities in the amount of \$183,020, seconded by Councilman Starling. Motion carried.

Bid Award/Electric Department/NJPA Contract/Aerial Tower Material Handler

The 71' Material Handler/Aerial Truck will replace a 1986 GMC Bucket Truck and a 1994 Material Handler. The bucket truck has failed dielectric testing and can no longer be used due to safety protocol. Both trucks are over ten years old and have high usage hours and mileage. The new Material Handler will be used in daily operations, as well as for tree trimming along electric distribution lines.

The purchase of this truck will also be made through the NJPA Purchasing Agreement.

The Electric Division budgeted \$400,000 in FY16 for the purchase of the 71' Material Handler/Aerial Truck; the NJPA Quote came in at \$240,176.43.

Funding was included in the 2016 Capital budget.

The award would go to Beltway International LLC for the International Truck with a Versalift body.

Mr. Whitfield informed Council the vehicles being replaced will be sold thru one of the online government websites. The City will receive more money than on a trade in.

Councilman Brooks made a motion to award the purchase of a 71' Material Handler/Aerial Truck to Beltway International LLC in the amount of \$240,176.43, seconded by Councilman Burk. Motion carried.

Authorization/Contract/Engineering & Professional Services/Airport Road Improvements Project

The Public Works Director recalled that in December 2016, City Council awarded a professional services contract to Davis, Bowen and Friedel, Incorporated (DBF) for the Engineering Survey, Design and Permitting of the Airport Road Project in the amount of \$108,400. The contract did not include the Contract for Administration and Inspection Services.

In the packet is a proposal from DBF for an estimated total of \$136,420. The estimated costs are based on the amount of time needed; the actual time spent will be billed on a per hour basis.

He stated it is the intent of the Public Works Department to limit the amount of time needed for professional engineering inspection services by utilizing the Public Works staff for the inspection work. For this reason, staff recommends the award be a "not-to-exceed" contract.

Mr. Whitfield recommends Council award a professional services contract to Davis, Bowen and Friedel, Incorporated in an amount not to exceed \$136,420 for Contract Administration and Inspection Services for the Airport Road Rehabilitation Project. The budgeted amount for Engineering Services for the Airport Road project was \$273,483. The total amount of the existing and other awards for engineering services will come in at \$244,820.

Councilman Brooks moved to award the Professional Services Contract to Davis, Bowen and Friedel, Incorporated in an amount not to exceed \$136,420, for Contract Administration and Inspection Services for the Airport Road Project, seconded by Councilman Burk. Motion carried.

EXECUTIVE SESSION

Councilmember Burk moved to go into Executive Session reference below statute, seconded by Councilmember Morrow:

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

Motion carried.

Mayor Shupe recessed the Council Meeting at 7:51 p.m. for the purpose as permitted by the Delaware Freedom of Information Act.

Return to Open Session

City Council returned to Open Session at 8:00 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 Peel moved to adjourn the Council Meeting, seconded by Councilmember Morrow. Motion carried.

The Council Meeting adjourned at 8:01 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 30, 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 Tuesday, May 30, 2017.

PRESIDING: Chairman Christopher Mergner

IN ATTENDANCE: Committee Members:
Councilman James Starling Sr.

MAYOR & COUNCIL: Mayor Bryan Shupe

STAFF: City Manager Eric Norenberg & Deputy City Clerk Christine Crouch

Chairman Mergner called the Committee Meeting to order at 5:02 p.m.

Rivertown Rebirth/Progress and Next Steps

Economic Development and Planning Coordinator Rob Pierce was also present.

City Manager Norenberg informed the Committee that the Planning Coordinator had given the same presentation to local brokers and financial experts at the time they were informed of the Downtown Development District (DDD). After its conclusion, they discussed how to collaborate with the community to see the fulfillment of the Rivertown Rebirth Plan.

Mr. Pierce noted that the first couple slides are overviews of the DDD program that Milford was designated in August 2016.

He then provided an update on the investments occurring in our downtown area as a result of the program.

The former Lou's Bootery (Pikus) Building is being completed restored by Developer Dan Bond. Of the \$872,768 being invested by Mr. Bond, this project received one of the two largest awards from the State of Delaware in the amount of \$135,554. The City also provided some fee waivers whose totals have not been calculated to date.

Mr. Pierce explained that will be tallied once Mr. Bond pulls the permit for its construction.

The old Milford Skating Center is being converted by Davis, Bowen and Friedel (DBF) and Owner Greater Milford Development Corporation (Dennis Silicato) into a new professional office space. The \$1,539,225 project received a \$279,180 grant from the State of Delaware.

Mr. Pierce reported there are currently seven commercial, residential or mixed use small projects including residential new construction, residential rehabilitation or commercial renovations underway in the City. These properties were abandoned or had code violations and were purchased by private investors. Included is \$636,000 in proposed private investments and \$50,000 in earmarked State grant assistance. With that, \$2,170 in City fees were waived.

Mr. Pierce is continuing to encourage investors to apply for this money with the hope that the City receives as much grant money as possible.

Some smaller projects include the rehabilitation and conversion of the Historic Bank House into a Bed and Breakfast Operation. Approximately \$230,000 has been invested privately and almost \$50,000 reserved by the State of Delaware.

Another well-known project involves the conversion of the former M&T Bank into a Touch of Italy Restaurant of which \$250,000 was invested. The State is reserving another \$50,000 for that project.

Mr. Pierce recalled the conditional use application requested by Milly Pederson that was heard by City Council. The old Heishman Building, another historic landmark in downtown Milford, was converted into a floor covering and retail store at the corner of Walnut and Southeast Front Street. The application is currently pending.

To date, there has been \$3,047,993 in private investments committed to the downtown area of which \$575,000 in State grants has been awarded or reserved. City fees in the amount of \$17,000 have been granted though that number will increase as permits continue to come in.

Mr. Pierce announced the information can also be found at the associated website at www.cityofmilford.com/DDD.

Mayor Shupe said he is very impressed with the amount of private funds invested already and thanked Mr. Pierce for his hard work over the past few months. He is very grateful to the investors for their confidence in our community and is very happy to have our history preserved through restoration versus demolishing and starting new.

Mr. Pierce then discussed the Steering Committee mentioned in the Rivertown Rebirth plan that outlines some milestones and goals in two-year increments. Please see attached plan.

The Planning Coordinator reported that he met with Councilwoman Peel last week to review some of the earlier goals. He pointed out if the Chair elects, some additional partners can be acquired to review the updates.

One item was to position Milford as a gateway to the Bayshore. He recalled when DNREC approached the City to extend their Bayshore Byway program after which an agreement was signed. DNREC is currently working on mapping out the continuation of the byway from Route 9 and Route 1 south of Dover, that will extend through Milford. It would then be connected to the bird sanctuaries along the bay.

One of the goals was to attract new restaurants. Touch of Italy acquired the M&T Bank building and following some renovations is planning to open later this year.

Foot patrol was increased in the Central Business District area to encourage Milford Police Officers more interaction with merchants to provide a safer environment in the downtown area.

An application was submitted to DELDOT Transportation Alternative Program for a Design Streetscaping Project on Front Street, excluding the areas that already possess brick sidewalks and street trees.

He has also been working on the RiverPlace mixed use project at the former Washington Street Water Treatment Plant site. The zoning was changed and an RFP distributed for development proposes. They are presently working with DNREC on the protected recreation land.

Chairman Mergner questioned the old firehouse reuse and the flooding issues at that site. According to Mr. Pierce, the flooding of the building was caused by an unsealed floor drain. He agrees that area of town is flood prone though he has not personally witnessed any impact to that building. He pointed out it is tall enough to elevate any interior improvements.

Mr. Pierce said that same concerns apply to the former Capital Cleaning Building which is across the street from the old firehouse. They have had some temporary tenants though the building was renovated with the hopes of acquiring a more permanent lease.

City Manager Norenberg received some information about a project in another state that would be appropriate at the old firehouse. He is hoping to meet with the developer who will be visiting Delaware sometime in June.

Mr. Pierce then recommended a Steering Committee be created that would include some of the Committee members and representatives from the Chamber of Commerce and Downtown Milford Inc. They would meet to review the goals and make sure proper implementation of the tasks is occurring. Chairman Mergner would like to be involved and welcomes comments from residents and business owners as well.

City Manager Norenberg recalled that when this was discussed more than a year ago, there was significant attention devoted to getting other people involved besides City officials and key property owners. He recognized the small but committed group in attendance but feels that having more people engaged will provide the ability for more of those items to be addressed. The Steering Committee will be another avenue to encourage participation.

He referenced the Extended Hours Campaign where a number of people are involved in assuring the success of the Third Thursday. The City is also preparing to do a random citywide resident survey. Mayor Shupe suggested a couple questions be added that would provide data about preferences in terms of extended hours. For example, a Saturday afternoon, Sunday afternoon or Friday night may attract more people to our downtown area.

Chairman Mergner suggested contacting the local colleges and university who may consider a satellite campus. Bringing more education related to entrepreneurial and culinary programs may drive some additional interest or traffic to Milford. Mayor Shupe reported that similar discussions are taking place with Nationwide Health Services about bringing higher education in the field of nursing, but also culinary and entrepreneurship that would attract young students and adults.

Chairman Mergner asked for comments from anyone that was present.

DMI President Lisa Fitzgerald stated that she met with Mr. Pierce to discuss the Steering Committee. She had pegged some individuals that could be invited though they felt it would be more beneficial to keep the group small to prevent being overcrowded with ideas.

She said her term will be over in November though she plans to continue participating.

Ms. Fitzgerald noted that DMI's focus is downtown though they love all of Milford and are working to promote the entire town. They have been very busy focusing on their Executive Director search though they hope that will come to an end soon. They have also been focusing more on economic development especially since coming back from the National Conference in Pittsburgh in May. Because DMI has been so attentive to events in the past, they need to remember that is not their sole focus.

As a result, they are trying to rein themselves back in and now have an Economic Vitality Committee. Part of their duties are to identify properties and bring in new businesses, owners, etc.

Board Member Peggy Reilly is DMI's Liaison on the Entrepreneurial Network who meet on a monthly basis and are part of the Extended Hours Campaign/Third Thursday.

In addition, they are focusing on river events including a cardboard regatta though that is not scheduled until next June due to Arena's boat ramp not being completed yet.

Many things they are able to do on their own, though some require the partnership of the Chamber and the City.

They also have a revolving loan fund for businesses though they are restricted financially when it comes to purchasing capital type items.

She said a coworking space has also been considered and was also discussed at the conference. That includes business incubators, art galleries and anything creative where professionals are brought downtown and offered a place to work where they can collaborate versus working from home. They have not been able to identify a space for that yet though that has been very successful in other communities.

Andy Stevens then introduced himself as the Chairperson of the Chamber of Commerce Economic Development Commission. He welcomes the idea of a Steering Committee for economic endeavors for the City. His two thoughts of input would be to keep it small as opposed to large. Particularly when dealing with complex solutions, the larger the crowd, the more diluted the information becomes. He would be in favor of every other month meetings and would commit to that. He would be honored to be a part of that with their Executive Director's consent.

He reported that in 2016, their Commission worked on the idea of marketing Milford. They have recently launched, in cooperation with Milford Live, Milford Chronicle and Downtown Milford, a website called ExperienceMilford.com. They have a hard copy insert that is going to press at any moment that will help promote Milford.

Mr. Stevens said that this year they have been dealing specifically with the Workforce Development issue. To hear there is

some kind of discussion of a satellite campus in Milford is phenomenal in his opinion.

Dan Bond of 101 Northwest Front Street shared information on a more recent program. He discussed the Strong Neighborhood Housing fund that Milford was recently awarded. It was kicked off by the City of Milford and Milford Housing Development Corporation (MHDC) who will use \$500,000 to create ten new units in the City of Milford's Downtown Development District area. That money will subsidize middle income housing in a focus area that is primarily in the fourth ward on Northwest Front Street.

Plans are in the process to build a row of ten townhouses and restore at least two houses in the block of 200 Northwest Front Street between Christ Church and Avenue Methodist Church. All will be sold at a subsidy of \$50,000 per property.

Though there is a three-year window to get this done, they hope to submit a large application for the townhouses in the next round.

There being no further comments, Councilman Mergner moved to create a Steering Committee, consisting of a small number of key individuals, to work on the projects outlined in the Strategy Plan as attached, seconded by Councilman Starling. Motion carried.

Councilman Mergner adjourned the meeting at 5:39 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

Attachment:
Rivertown Rebirth Plan for Downtown Milford

A Plan for Downtown Milford...to make Milford known as a dynamic place to do business; a successful, lively and historic rivertown capturing all of the best of creativity and vibrancy, a community loved by its citizens, attractive to businesses, and a destination for people who want to relax.



STRATEGIES

2016-17

2018-19

2020 & Beyond

Vision

Engage the River

Milford will become Delmarva's premier rivertown, for a place to stroll, shop and dine along the river, along with being a perfect place to get on the water.

- Vinyard Village Microretail
- Hold River Race to expose region to river
- Create a New Event to Highlight River
- Position Milford as Gateway to Bayshore

- Splash Pad
- Fire House Reuse
- Amphitheater / Festival Space
- Destination Riverfront Restaurant

- RiverPlace Mixed Use
- River Bend Mixed-Use
- God's Way Property

Milford is the region's premier rivertown, and the Mispillion is know throughout the region for its beauty.

Create a Destination

Milford will be a vibrant downtown district, with a multitude of shopping options, a selection of restaurants, and the kind of place where people love to spend their time.

- Extended Hours Campaign
- Attract One new Restaurant
- Attract Three New Businesses (Net Gain)
- Building Enhancements
- Public Safety Campaign
- Co-working Space
- Build Public Restroom/ATM
- Vacant Building Treatments

- Extended Hours Full Weekend
- Art League Building Enhancements
- Warren Furniture Property
- Park Avenue District
- Attract Five New Businesses (Net Gain)
- Riverwalk Plaza Enhancements

- 20 Hour Downtown
- Streetscapes
- Historic Milford Shipyard
- Centennial Park Mixed Use

Milford is the perfect, vibrant, comfortable, engaging small town, the destination to truly enjoy yourself.

Enhance Connections

Milford will come together as one community, realizing that its many groups and organizations are working to make this Milford the best Milford it can be.

- Create a Downtown Development Corp.
- Downtown Entrepreneur Group
- Reconnect with the Downtown Merchants
- Rivertown Rebirth Update
- Bi-annual Rebirth Review
- Chamber Economic Development
- Lights on Park Ave

- Tree Planting
- Extended Street Scape
- Move Basketball Courts
- Events/Programming
- Facade Enhancement Strategies
- Signs to Parking
- Bi-annual Rebirth Review
- Cohesive Business Community

- Facade Masterplan
- Full Wayfinding System
- Bi-annual Rebirth Review

Milford is one community. Through communication, inclusion, & caring, we create a community that symbolizes unity.

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 30, 2017

A Meeting of the City of Milford Finance Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, May 30, 2017.

PRESIDING: Chairman Douglas Morrow

IN ATTENDANCE: Committee Members: Councilman Christopher Mergner and James Burk

MAYOR & COUNCIL: Mayor Bryan W. Shupe

STAFF: City Manager Eric Norenberg, Deputy City Clerk Christine Crouch and Finance Director
Jeff Portmann

Chairman Morrow called the Committee Meeting to order at 5:45 p.m.

Recommendation/Enforcement & Inspection Division and Planning & Zoning Fees

Economic Development and Planning Coordinator Rob Pierce was also present.

City Manager Norenberg informed the Committee that each City Department was asked several months ago to review any longstanding fees and charges to determine if any adjustments were needed. The intent was to make the changes and adjustment prior to the completion of the budget hearings. In that manner, those fees could be factored into this year's budget and to prevent approving something that would need to be changed later.

In addition, one of his goals was to have Council review fees and charges assessed for various services on a regular basis versus waiting a number of years as has been done in the past.

A new format has been developed by Planning Coordinator Pierce that will provide the fee and the last date updated. The only other fees were the Parks and Recreation fees approved by Council last summer. All other fees appear much more current.

Mr. Pierce is proposing to restructure a handful of fees and introduce two new fees.

He informed the Committee that the major subdivision, minor subdivision, site plan and conditional use fees will remain the same.

The Planning Coordinator explained he wants to reclassify the zoning map amendment request into a comprehensive plan amendment. In that manner, some of the upfront expenses of a comprehensive plan amendment process are covered by the requestor and not paid by our taxpayers. Another recommendation is to establish an annual deadline or review for comprehensive plan amendment requests. In that manner, we are not bombarding the State Planning Office four or five times a year or waiting five years for a review. This will provide the ability to review a request and collect the money through the fee schedule to cover those associated costs.

Another proposed fee involves a zoning code amendment request. For example, a developer may want to do a particular project that requires a small tweak of the zoning code. He feels there is a need to recoup some of those expenses particularly when it is initiated by a private individual or developer.

Currently, there is a flat rate for variance requests of \$300. Mr. Pierce is proposing to charge a higher fee for four or more variances. He hopes this will also deter property owners from applying for a variety of variances in hopes of getting approval. The recommendation is to keep the fee of \$300 for one to three variances, increase to \$400 for four to six variances and \$500 for seven or more variances.

One of the last two fees is a zoning verification fee. Presently, staff creates a letter on City letterhead for realtors, appraisers and property owners generally when they are applying for a new permit or selling the property. There is staff time involved in researching and then drafting the letter. Mr. Pierce believes that covering some of the administrative expenses of the Planner and his Administrative Assistant can be recouped in a \$20 fee.

The final change in the Planning and Zoning Department would be the introduction of a certificate of use fee. Presently, an applicant who goes through a site plan or a conditional use process knows what they can do on the property. Others require research by staff to determine what they are able to do at a specific site. He wants to create a process prior to a person setting up utility services for commercial new construction, additions, interior/exterior renovations, or new commercial utility customers. This would allow the department an opportunity to review proposed non-residential uses for compliance with the Zoning Chapter and determine if the applicant is required to submit a building permit and/or obtain fire marshal approval.

Mr. Pierce emphasized this would not apply to anyone involved with any other land development applications such as site plans, conditional uses, subdivisions, etc.

Councilman Mergner asked which planning and zoning fee is charged more frequently. He is unfamiliar with a lot of major subdivisions and asked if it is the variance or some other application; the Planning Coordinator said a site plan application is probably used once a month or so. A conditional use is received maybe every other month. There has been a handful of minor subdivisions since Mr. Pierce has been hired. However, there is not any particular type of application that stands out more than the others.

Mr. Pierce continued by explaining a lot of the major subdivisions in Milford are already recorded. A couple subdivisions have come back for amendments to their original plan. For example, Fork Landing was already recorded and wanted to consolidate all their duplex lots. With the new schedule, the higher volume would include the zoning verification and the certificate of use. The others depend on the market though site plans have increased because commercial activity has increased in recent years.

He confirmed that the new fees he has introduced are similar to surrounding communities. The \$75 certificate of use is similar to Harrington, Smyrna and other towns. In addition, Kent County charges \$20 for zoning verification letters.

Councilman Burk asked how Mr. Pierce determined the amounts and if the number of man hours was considered or was it done through a comparison with other municipalities.

Mr. Pierce explained the work involved in a comp plan amendment is similar to a zoning map amendment request though there is more time and steps involved in a comp plan amendment. He felt an equitable fee was appropriate in this case. Milford has been charging a change of zone fee though he wanted to clarify there is an associated fee for a comp plan amendment.

City Manager Norenberg explained that because the last two items are new, he feels it would be appropriate to track and monitor the associated costs. If they are put into place this year, some feedback can be provided in the future. Both situations involve a fair amount of consultation with our City Solicitor, in addition to other City staff, as well as the Planning and Zoning staff. He noted that those billable hours add up pretty fast.

Mr. Pierce noted that there is not a lot of time involved in the zoning verification, but anything less than \$20 is not worth collecting. They do begin to add up particularly when multiple requests are received. The amount of time involved in a certificate of use depends on the property with some requiring research and the need to find the original approvals which can be time consuming.

Councilman Mergner said we need to make sure we are covering our costs to provide these services. We do not want to implode economic development but believe there is a need to cover our costs. If these numbers are adequate, he supports the proposal.

Councilman Burk wants to make sure we can justify these new fees. He said if the City is just putting fees in place just to

have fees, we can be burned. If one group is raised higher than another licensing fee, the City could also be in trouble. He does not want that to happen just to save a small amount of money.

Chairman Morrow then referred to the following note at the top of page two of the fee schedule and asked Mr. Pierce to explain:

Please Note: Owner/Occupant shall be responsible for any and all professional service costs associated with their projects, if deemed necessary, plus an additional 10% to cover City administration. These costs will be billed as encumbered.

Mr. Pierce explained this fee is already in place and was adopted by City Council a few years ago. For example, those expenses related to an engineering review for subdivisions, site plans or items that require technical review, and incurred by the City are directly billed to the applicant, in addition to a 10% administrative fee. Though that may change with the hiring of a City Engineer. At that point, the new Engineer could propose a revised Engineering Fee schedule.

With regard to the building permit fee schedule, there are two categories.

He explained that the minimum residential new construction building permit fee remains at \$50 per 100 feet of heated square feet and \$13 per 100 feet of unheated square footage.

The remaining residential fees were \$10 plus \$5 per \$1,000 up to \$1 million and \$2 per \$1,000 over \$1 million based on the cost of the project. The Planning Coordinator explained the concern is when a person comes in with a \$2,000 home improvement, and pays a \$20 permit fee that requires at least two visits to the property, in addition to the plan review. The City is losing money for those services. Councilman Burk agreed.

Mr. Pierce is proposing to increase the base \$10 fee to \$50 for residential interior/exterior renovations, accessory buildings, pools, decks, ramps and solar panels. Even though the City will continue to lose money, it will not be as bad. Councilman Burk recommends it be fixed to prevent losing money.

In addition, a flat fee is proposed for demolition permits and an increase in the certificate of occupancy fee from \$10.00 to \$25.00. A re-inspection fee and a fee for a temporary certificate of occupancy is also proposed.

The City Planning Coordinator explained that his goal is to recover a minimum portion of the City's costs. He agrees the City is losing more money on the smaller-value permits because our permit fee is based on construction costs. The higher value permits cost more but require more inspections over a period of time. However, he feels this is a good step in the right direction in addition to allowing some time to analyze the expenses over the next year.

Councilman Burk asked if it is possible to do something similar to the note related to the actual costs plus an additional 10%. He does not want the City to lose money, particularly if we are outsourcing. He emphasized that their cost has to drive the fee the City charges to prevent losing money.

Mr. Pierce pointed out that outsourcing is cheaper than having a building inspector due to the overhead costs. The City has been losing money since the early 2000's in this area.

At this time, Mr. Pierce would like some additional time to evaluate these fees versus actual costs. In the meantime, this can be called an interim fix.

Councilman Burk reiterated his two concerns are that when a fee is raised, it is increased across the board and secondly, he wants the City to cover the cost of these services.

City Manager Norenberg agrees with Councilman Burk adding that the prudent approach is to be incremental and to bring back a longer term contract; currently the City only has an interim contract with First State Inspection Services. That could either be put out to bid or a longer term contract negotiated which could result in a better fee schedule.

Councilman Burk likes that idea and agrees we should proceed in that manner.

Mr. Pierce pointed out that the base \$50 fee is what it costs to have our employee ride out, look at the site and write the permit. The majority of fees for a certificate of occupancy around Delaware are in the \$50 and above range.

For commercial permits, Mr. Pierce explained they were never based on square footage, but were always \$10 plus \$5 per \$1,000 up to \$1 million and \$2 per \$1,000 over \$1 million based on the cost of the project. Commercial permits require more review and inspection time and the reason he is recommending that base fee be increased from \$10.00 to \$100.00. However, \$50 is adequate for signs, sales trailers, solar panels, etc. A commercial demolition permit was increased from \$10 to \$100 because it also requires more manpower for reviews/inspections.

The permit renewal fee remains at \$50 or 10% of the permit fee, whichever is greater. However a re-inspection fee will be added to Chapter 88 because the City regularly goes to a property in the case of denial. Presently, there is no penalty because there is only one fee assessed. The City continues to lose money in that area as a result.

Mr. Pierce is also recommending adding a \$50 temporary certificate of occupancy and the Carlisle Enhancement Fee be added to the fee schedule. Presently it is only in the code and not listed a fee. This schedule would then encompass all fees related to building permit fees.

The last block displays the contractor, residential rental operating license, peddler, solicitor and transient merchant fees. Some tweaks were made in those areas in the fall though there are no proposed changes in fees.

He reported that no penalties are included in fee schedules and would have to be pulled from the code and added.

Chairman Morrow feels this is a step in the right direction but recommends at some point, we need to compare the fees being charged to what is being by First State Inspections to ensure our costs are covered.

There being no further discussion, Councilman Burk moved to recommend the Fee Schedule, as proposed, be recommended for approval by City Council. Motion seconded by Councilman Mergner and carried.

Councilman Mergner moved to adjourn the Finance Committee meeting, seconded by Councilman Burk. Motion carried.

Chairman Morrow adjourned the Finance Committee meeting at 6:19 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber