

City of Milford



CITY COUNCIL AGENDA

Monday, September 11, 2017

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

6:00 P.M. WORKSHOP

Call to Order - Mayor Bryan Shupe

New Business

National Citizen Survey Results Presentation

Strategic Plan Kick Off

Adjourn

7:00 P.M. COUNCIL MEETING

Call to Order - Mayor Bryan Shupe

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Tribute 2017-22/US Senate Intern Rony Baltazar

Proclamation 2017-16/Prostate Cancer Awareness Month

Proclamation 2017-26/National Day of Service and Remembrance

Certificate of Appreciation/RJ Skinner/Milford Parks & Recreation Employee

Monthly Police Report

Monthly City Manager Report

Monthly Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

New Business

Alcohol Waiver/Chapter 77 Alcoholic Beverages/Melody Joy Foundation/Dancing in the Streets for Melody

Alcohol Waiver/Chapter 77 Alcoholic Beverages/St John the Apostle Church/Okttoberfest
Resolution 2017-07/Board of Revision and Appeal
Resolution 2017-08/Halloween Trick or Treat

Adjourn

*Motion to Enter Executive Session

Executive Session pursuant to 29 *Del. C.* §10004(b)(2) for the purpose of preliminary discussions on site acquisition for any publicly funded capital improvements, or sales or leases or real property.

Return to Public Session

Potential vote related to possible Police Department property site acquisition

Adjourn

All items on the agenda are subject to a potential vote.

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.

081017 081617 *090617 City Manager added Executive Session



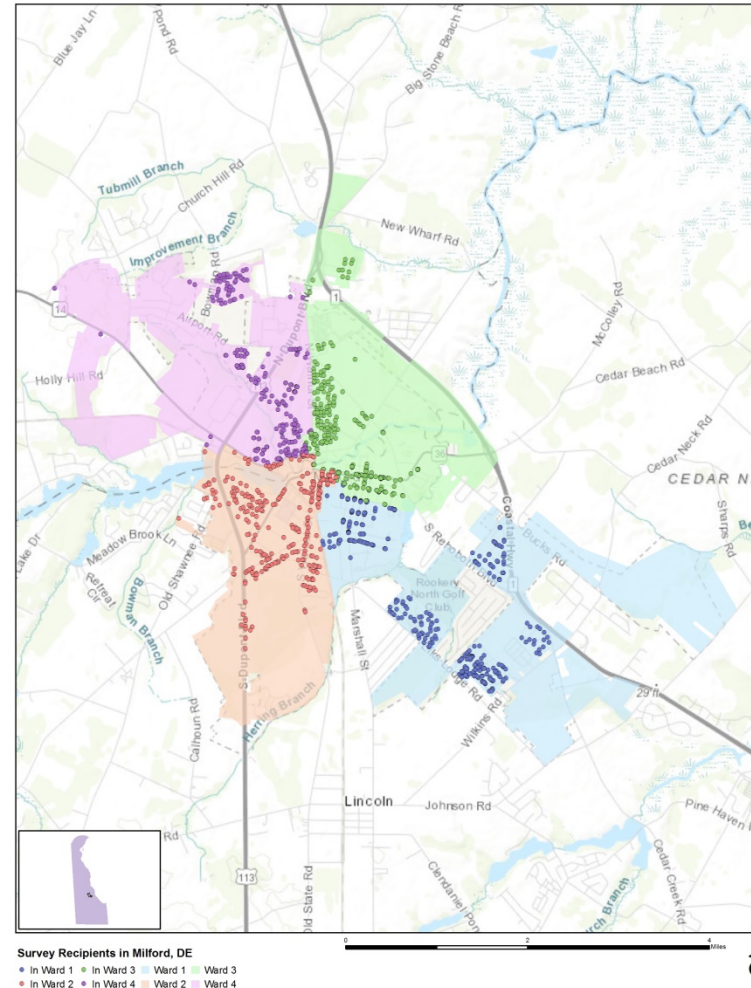
National Citizen Survey (NCS)

Key Findings

September 11, 2017

National Citizen Survey (NCS)

- ▶ 1,435 households received the survey
- ▶ 411 surveys were returned



The National Citizen Survey Continued

Three Pillars

- ▶ Community Characteristics
- ▶ Governance
- ▶ Participation

Eight Facets

- ▶ Safety
- ▶ Mobility
- ▶ Natural Environment
- ▶ Built Environment
- ▶ Economy
- ▶ Recreation and Wellness
- ▶ Education and Enrichment
- ▶ Community Engagement

Quality of Life in Milford

- ▶ A majority of respondents (77%) positively rated the overall quality of life in Milford
- ▶ Respondents identified Safety and Economy as top priorities for the Milford community in the coming two years
 - ▶ 94% viewed the overall feeling of safety in Milford as “essential” or “very important” in the coming two years
 - ▶ 96% would “strongly support” or “somewhat support” additional financial resources for safety
 - ▶ 89% viewed the overall economic health of Milford as “essential” or “very important” in the coming two years
 - ▶ 90% would “strongly support” or “somewhat support” additional financial resources for economic development

Pillar: Community Characteristics

- ▶ 84% positively rated the City as a place to live
 - ▶ 78% positively rated their neighborhood as place to live
 - ▶ 75% positively rated Milford as a place to raise children
 - ▶ 65% positively rated Milford as a place to retire
 - ▶ 52% of respondents work full-time followed by 32% who are fully retired
- ▶ 59% of respondents felt the availability of affordable housing was “fair” or “poor”



Pillar: Governance

- ▶ ¾ of respondents positively rated the overall quality of services provided by the City
- ▶ The City's fire service received the highest mark (96% positive)
- ▶ The City's Code Enforcement service received the lowest mark (39% positive)
- ▶ 47% positively rated drinking water



Pillar: Participation

- ▶ 54% positively rated the City's "sense of community"
- ▶ 84% of respondents would "recommend living in Milford to someone who asks"
 - ▶ 81% would "remain in Milford for the next five years"
- ▶ 79% have "not at all" attended a public meeting (City Council, advisory boards, town halls, HOA, etc.)



Facet: Mobility

- ▶ 65% positively rated the traffic flow on major streets in Milford
- ▶ 93% have “not at all” used public transportation instead of driving
 - ▶ 7% “used public transportation instead of driving”
- ▶ 42% selected “poor” when asked to rate the ease of travel by public transportation in Milford
- ▶ 56% “walked or biked instead of driving”

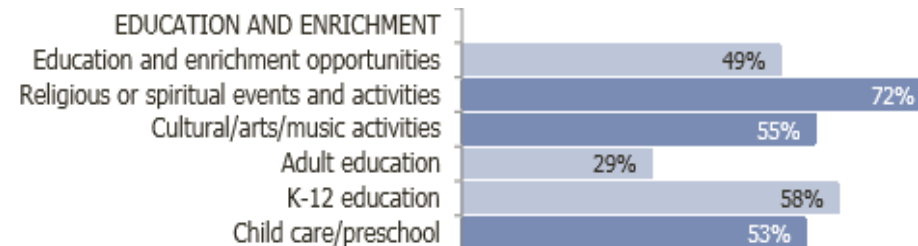
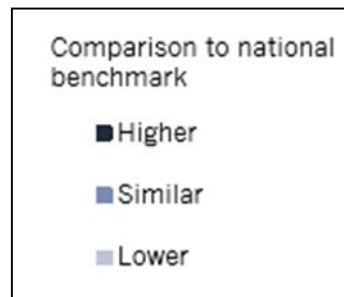
Facet: Recreation and Wellness

- ▶ 72% positively rated City parks
 - ▶ 75% have visited a neighborhood park or City park at least once a month
- ▶ 73% positively rated health services in Milford
- ▶ 49% positively rated recreational opportunities available in Milford as a whole



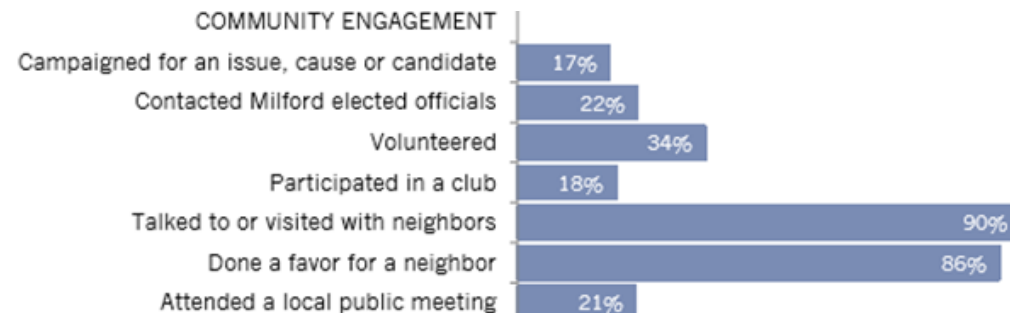
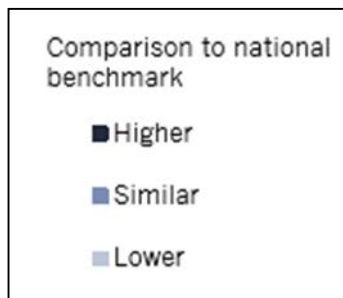
Facet: Education and Enrichment

- ▶ 81% positively rated public library services
- ▶ 49% positively rated “overall opportunities for education and enrichment”
 - ▶ 29% positively rated “adult educational opportunities”
 - ▶ 58% positively rated “K-12 education”



Facet: Community Engagement

- ▶ 34% have volunteered
- ▶ 18% have participated in a club
- ▶ 90% said “talked to or visited with neighbors”
- ▶ 86% have “done a favor for a neighbor”
- ▶ 21% have attended a local public meeting



Facet: Economy

- ▶ 77% “usually” or “always” purchase goods or services from a business located in Milford
- ▶ 49% positively rated Milford as a place to visit
- ▶ 27% positively rated employment opportunities in Milford

Special Topic

- ▶ “Many Milford businesses stay open for extended hours on the 3rd Thursday of each month. Please select the option that comes closest to your level of 3rd Thursday events and activities in Downtown Milford in the last 12 months.”
 - ▶ 50% - Not aware of 3rd Thursday
 - ▶ 31% - Aware but have not attended
 - ▶ 16% - Attended once or twice
 - ▶ 3% - Attended three times or more



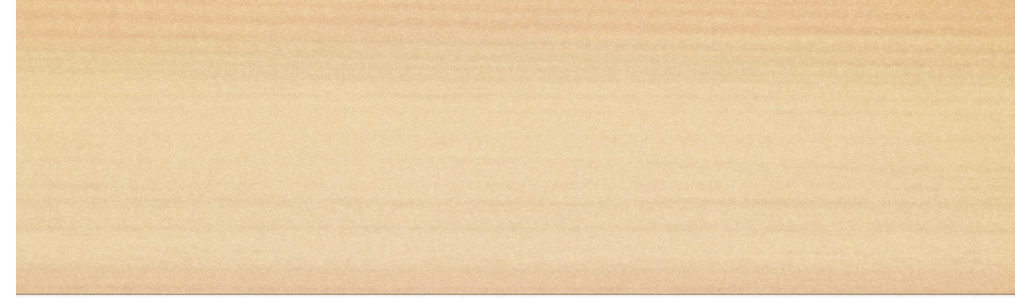
Special Topics Continued

- ▶ “Downtown Milford businesses could consider expanding their normal hours (most businesses are currently open on weekdays with limited evening and/or weekend hours). How likely, if at all, would you be to frequent Downtown Milford businesses at the following times?”
 - ▶ 32% “very likely” - Saturday afternoons or evenings (45% “somewhat likely”)
 - ▶ 22% “very likely” - Friday evenings (46% “somewhat likely”)
 - ▶ 23% “very likely” - Sunday afternoons or evenings (34% “somewhat likely”)
 - ▶ 9% “very likely” - Monday through Thursday evenings (41% “somewhat likely”)

Investing in the Future

- ▶ “How much do you support or oppose additional financial resources for each of the following focus areas?”
- ▶ Safety
 - ▶ 73% “strongly support” 23% “somewhat support”
- ▶ Utilities and Environment
 - ▶ 60% “strongly support” 35% “somewhat support”
- ▶ Economic Development
 - ▶ 41% “strongly support” 49% “somewhat support”
- ▶ Parks & Recreation
 - ▶ 43% “strongly support” 44% “somewhat support”
- ▶ Neighborhoods
 - ▶ 47% “strongly support” 39% “somewhat support”





City of Milford Strategic Planning

September 11, 2017

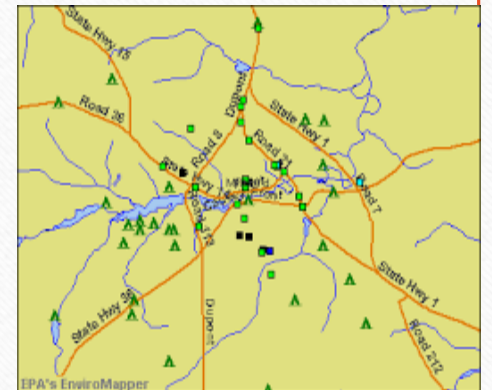
University of Delaware

Institute for Pubic Administration

What is a Strategic Plan?

Serves as a blueprint for how a city will achieve its vision, mission, goals by addressing four major questions:

1. Where are we now?
2. Where do we want to be in the future?
3. How will we get there?
4. How do we measure our progress?



Where are we now?

Where do we want to be in the future?

LOOKING OUTSIDE continues

- SWOT Analysis / Environmental Scan
- Priority Issues
- Priority Themes
- Focus Areas
- Strategic Initiatives
- Action Steps





Looking within & How will be get there?

- Vision
- Mission
- Core Values
- Guiding Principles



How do we measure our progress

- Goals – what result(s) do we want?
- Objectives - what are the anticipated outcomes / deliverables?
- Action Plan – how are we going to do it?
- Monitor – how are we doing?





Next steps & timeline

- **Community conversations** (September – November)
- **Create vision**, mission, values, guiding principles (November – December)
- **Draft plan** (January – February)
- **Final plan** (March)



MILFORD CITY COUNCIL
MINUTES OF MEETING
June 12, 2017

A Meeting of the City of Milford Police Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Monday, June 12, 2017.

PRESIDING: Chairman James Burk

IN ATTENDANCE: Committee Members:
Councilmembers Owen Brooks Jr. and Katrina Wilson

City Manager Eric Norenberg, Police Chief Kenneth Brown & City Clerk Terri Hudson

COUNSEL: City Solicitor David Rutt, Esquire

Chairman Burk called the Police Committee Meeting to order at 9:13 p.m.

Update/Growmark Property Acquisition

Solicitor Rutt advised the Growmark Property Purchase Agreement has finally been signed and sealed. At this point, the City should be engaging in its due diligence.

During the 180-day due diligence period, the City can decide to terminate the agreement for any reason. Settlement is subject to the City obtaining financing and improvements by referendum approval pursuant to the Charter within eighteen months of the date of this agreement. If the eighteen-month period expires without the approval of the referendum, the satisfaction of the conditions shall no longer be a pre-requisite for the closing.

Responsibilities & Duties New Police Station /Planning and Designing

When asked about the design of the new police facility, Mayor Shupe recommended looking at the original plan designed by Redstone Architects. Chief Brown and his staff would need to determine if the plan still meets their current needs and whether changes need to be made.

Chairman Burk said they met with Dan Redstone when he was at the Police Chief's Conference in San Diego. At that time, Chief Brown made some changes to initial plans based on his current needs. Chief Brown explained there was an attempt to eliminate some of the costs. However, the costs increased so much it really made no difference.

Solicitor Rutt recommends that the Phase I Environmental Assessment be started. City Manager Norenberg stated that he has acquired the name of three potential vendors to obtain quotes from.

Chairman Burk recommends forming the proposal for the recommendation with the recent pro-police support in mind. The goal is to keep crime down and to rely heavily on that. It is also important to point out the building is way beyond its prime.

Mayor Shupe also pointed out there is correlation between public safety and economic development.

Councilwoman Wilson also suggests we reach to Bayhealth and ask for their support and feels that public safety will be instrumental to them as well. Chairman Burk noted the importance of having our facts straight to prevent the problems experienced from previous referendums and instead having one concise branding message. He recommends we partner with Ben Muldrow and have him create some flyers and other materials. Due to the amount of money involved in the project, he prefers we do this right the first time.

City Manager Norenberg noted that the resident survey contains some custom questions to elicit some feedback on the willingness to pay for facilities, etc. This will provide some objective data, in addition to safety and related issues within the community. That information can be used to shape the community engagement.

Mr. Norenberg also reminded the committee that we have a Local Government Fellow who will be working with us over the next year. He will have some fresh ideas coming right out of school and suggests that he work to help develop a community engagement strategy with Chief Brown.

Community Workshops

Chairman Burk also recommends hosting some workshops with the community similar to what was done with the Downtown River Rebirth. He would like to have Consultant Dan Redstone involved due to his wealth of knowledge.

Chief Brown feels we need to focus on a number of problems but safety issues being a priority. He referenced the number of incidents in which police officers are being attacked while at their police stations. Much more security is needed, just not for his officers and staff, but for the public in general. Right now, no one is safe in that department.

Councilman Brooks pointed out that at three o'clock in the morning, there are only four or five officers working and they are all just sitting ducks.

Chief Brown said another concern is Goat Island. He described it as a very isolated area that would make an easy handgun shot to the current parking lot.

Chairman Burk pointed out that when the new Smyrna Police Department was built, City Council eliminated the bullet proof windows in the back. Unfortunately, there is a development right behind the building adjacent to an entire hallway with windows. There was a need to later make those windows bulletproof for an additional cost of \$5,000 over the original bid.

Mayor Shupe agreed adding that we need to make sure Chief Brown has everything he needs. Chairman Burk said it is very easy for civilians to pick and choose what is needed, but his staff and the consultant are the experts and should have the final say in what is needed.

Solicitor Rutt recommended Chief Brown ask the State Police to share some of their documents considering they just built a new Troop 3 and are building a new troop on State Route 24.

Councilwoman Wilson feels that when we have these workshops, we need to take it to the people. We need to make a special effort to get this information to our residents.

Mayor Shupe also feels like we need a family who has experienced a real life situation and can tell a positive story about what Milford Police Department is capable of doing.

There being no further business, Chairman Burk adjourned the Police Committee meeting at 9:26 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
August 14, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, August 14, 2017.

PRESIDING: Mayor Bryan Shupe

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

City Manager Eric Norenberg, Police Chief Kenneth Brown and Deputy City Clerk Christine Crouch

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

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

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Councilmember Burk made a motion to approve the June 12, June 26, July 6, July 10 and July 24, 2017 Council and Committee Meetings, seconded by Councilmember Mergner. Motion carried.

RECOGNITION

Introductions of New Staff

City Manager introduced and welcomed new employee Suzannah Frederick, who has filled the accountant vacancy in the Finance Department and Erik Retzlaff, the new City Engineer at Public Works. Both were hired following a thorough recruitment though each live in the City and will bring great skill to both positions.

Tribute to Ruth Ann Beideman

Mayor Shupe read the following proclamation into record for Ms. Beideman's work with senior citizens:

*TRIBUTE 2017-21
Recognizing Ruth Ann Beideman*

WHEREAS, It is incumbent upon the City of Milford to recognize and acknowledge those people in our midst that have made outstanding contributions to our citizens and our community; and

WHEREAS, One such outstanding person deserving of recognition is Ruth Ann Beideman for her many years of service to Milford's seniors and all of Sussex County's senior citizens; and

WHEREAS, The willingness of Ms. Beideman to assist senior citizens in and around Milford has significantly raised the quality of life for senior citizens in our community and thus, strengthened and enriched all of Milford; and

WHEREAS, Ms. Beideman has served as the Community Outreach Coordinator at the Milford Senior Center for many years; and

WHEREAS, Since 2016 Ms. Beideman has been the Chairperson of the Sussex County Advisory Committee on Aging and Adults

with Physical Disabilities.

NOW, THEREFORE, BE IT RESOLVED, that I, Bryan W. Shupe, Mayor of the City of Milford, take this opportunity to thank and extend the appreciation of the City Council and a grateful Milford community to Ms. Ruth Ann Beideman for her many years of assisting seniors in and around the City of Milford.

The proclamation will be forwarded to Ms. Beideman.

Proclamation 2017-18 / Delaware Hospice 35th Anniversary

Mayor Shupe read the following proclamation into record:

WHEREAS, Delaware Hospice was founded in 1982 by Delawareans for Delawareans; and

WHEREAS, As the only not-for-profit hospice in the state, Delaware Hospice has maintained their mission of providing the highest quality hospice care to the communities it serves; and

WHEREAS, Professional and compassionate hospice staff and volunteers, including physicians, nurses, social workers, therapist and clergy, provide comprehensive care and attend to the particular needs and wishes of each patient; and

WHEREAS, Family members also receive counseling and bereavement care that help them cope with the loss of their loved one; and

WHEREAS, Delaware Hospice, through their numerous programs and services, support almost 10,000 people each year with the support of the community through donations and volunteer hours; and

WHEREAS, Delaware Hospice is an active member of the National Hospice and Palliative Care Organization (NHPCO) and a recipient of the voluntary accreditation from the Joint Commission; and

WHEREAS, Milford is honored to have Delaware Hospice in our community.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, do hereby congratulate Delaware Hospice on their 35th Anniversary and thank them for providing the highest quality hospice services, resources, support and education to Milford residents and all families of Delaware.

The proclamation was then presented to Delaware Hospice representatives.

Mayor Shupe then amended the agenda by moving two unfinished business items to the beginning of this meeting so that those in attendance did not have to wait.

Community Garden Agreement

City Manager Norenberg recalled previous discussions with the Economic Development Committee about potential leases for activities and operations at the previous Milford Armory. One of the proposals is for a community garden on the plot of land to the north of the parking lot. In attendance is a group representing the garden.

Blake Moore said he is a LEADelaware Class IV Fellow, in addition to Samantha Steele, who was also in attendance. He is present tonight to represent the Milford Community Gardens, a newly formed non-profit association formed by Milford resident Juanita Smith and himself.

Last year, Ms. Smith was looking for participants in a community garden. She was able to find a lot of interest and willing participants, but did not have the necessary people behind her to actually build one. That is how LEADelaware Class IV became involved. Each two-year class is assigned a project and this year's chose the community gardens in Milford.

Mr. Moore emphasized they are Milford residents who know that Milford is growing and believe this is a good place to start. They look forward to partnering with several businesses and members of the community if given this opportunity.

The goal is to provide a place where people can plant a garden if they don't have space at their homes. They also hope to grow some food for those in need in Milford. In addition, they will partner with some of the University Extensions in Delaware for food safety training and other related training.

Some native plants will also be incorporated which is a passion of Mr. Moore.

City Manager Norenberg summarized the five-year lease stating they will be paying the City \$1 a year to use the grounds. They will also provide publicity and outreach into the community in hopes of engaging the immediate surrounding neighborhood by letting them know of the opportunity. Liability insurance will be required as recommended by legal counsel. There will be no discrimination and the garden will be open to the entire community.

The City's contribution will be the installation of a garden meter and water tap though the group will pay for the actual water usage through a normal monthly bill.

He then reminded Council that Parks and Recreation will be using the facility behind the fence for some of their maintenance and operations.

As a result, this will provide two uses on the site while conversations continue for the use of the main building.

When asked the hours of operation, Mr. Moore explained that they will create a garden policy once they determine who will participate in the project. The goal at this time is to create the garden for a Spring 2018 opening. LEADelaware is involved to ensure the garden has a solid foundation and when they start making their partnerships, the association has the appropriate backing they need.

Mr. Moore also announced they have received a \$1,000 grant from the Delaware Department of Agriculture to help get started.

Councilman Burk moved to authorize the Community Garden Lease Agreement, seconded by Councilman Mergner. Motion carried.

Request/Carlisle Fire Company/Building Enhancement Funds

City Manager Norenberg referenced the following letter submitted by Carlisle President Kevin Donovan:

This correspondence is to inform you that the Carlisle Fire Company is requesting a withdrawal from the building enhancement monies being maintained by the City of Milford. These requested funds will be utilized to newly construct an ambulance building at our current 615 NW Front Street location. As you and your constituents may be aware, we have quickly outgrown our current facility and need the additional space to combat the demands of future growth. Over the past year or so, our building committee has been working extremely hard on this project and has developed what we feel will be a huge asset to our organization with the proposal of this newly constructed facility. Overall, this project is estimated to cost roughly \$270K which is prompting the withdrawal of \$150K from the building enhancement monies. We understand the conservative nature of this account and that these funds have been generated from building permits over the last several years; however, we have no other alternatives but to tap into this funding source for assistance. The remaining \$120K in funding for this project will be derived from the Carlisle Fire Company's contingency fund in an effort to continue our savings and generate interest on those set aside funds.

Past Fire Chief and current Treasurer Joe Mriss presented the request. He explained the plan is to build a four-bay, 44 x 64 building to house both ambulances and a utility vehicle. That would leave one spare bay for other uses. Allowing the withdrawal of \$150,000 from the building enhancement fund will allow them to cover the \$270,000 cost of the project.

Finance Committee Chairman Morrow shared there is \$252,000 in the fund.

Councilman Morrow moved to authorize the withdrawal of \$150,000 from the Carlisle Enhancement Fund for the purpose as described, seconded by Councilman Brooks. Motion carried.

MONTHLY POLICE REPORT

Police Committee Chairman Burk presented the monthly Police Report adding that the Department remains very busy and

commended the job Chief Brown and his team did at National Night Out. He feels this is an excellent way to build good rapport within the community.

Motion made by Chairman Burk, seconded by Councilmember Morrow to accept the July 2017 Police Report. Motion carried.

MONTHLY CITY MANAGER REPORT

Mr. Norenberg referenced his report in the packet and provided a quick update on the delinquent tax project. The City's outside legal counselor, City Solicitor and his associate, as well as several city staff members met and are working on the monition process for delinquent property taxes. They are starting to coordinate with Sussex County who has a number of parcels in Milford in similar situations.

After sharing information with City Council a couple weeks ago, certified letters and regular mail were sent to the top ten list. One property owner could not be located and most refused to sign for certified letters though the others were able to be delivered. He feels they are on track to move forward in early September with Sussex County handling two to three properties.

Once this is in place, they will look at the next list of ten properties; They will proceed in the same manner as they work through the list.

An authorization strategy may be brought back before Council in case there are properties in this process the City finds would be beneficial to bid on, useful to one of our departments or as a green space or similar use. That list will be presented to Mr. Rutt after which the City would be pre-authorized to attempt to acquire those properties when we find it is in our best interests.

The City Manager also announced that tomorrow is 'City Hall Selfie Day' and encouraged participation by Council and our residents with their 'I LOVE MILFORD' button.

When asked how many letters were unable to be signed, the Deputy City Clerk stated that of the ten mailed, one did not have a valid address. Therefore, the certified and regular mailing was returned. Two certified mailings were signed for by the owner and the remainder of the letters were returned unsigned.

Councilman Burk added that the entire process takes twenty plus days as the post office continues to attempt delivery.

When asked if the properties will be posted, the City Manager said one more notice will be mailed after which the top ten will be posted on the City's website in approximately two weeks as Council had requested. That list will continue to be updated as needed.

He concluded by stating that two of those property owners contacted the City. One left word that the property is supposedly being sold to another government entity. In that case, that agency would make arrangements to pay the taxes and debt owed in order to complete the closing.

In the other case, the bank was allegedly going to foreclose on the property.

However, there is no documentation in either case though they were given thirty days to provide that.

Councilwoman Peel moved to accept the Monthly City Manager report, seconded by Councilman Campbell. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the final and twelfth month of Fiscal Year 2016-2017 with 100% of the fiscal year having passed, 101% of revenues have been received and 93% of the operating budget expended.

He noted that expenditures were down eight to ten-percent across board and any left over funds will transfer into the current budget.

Mr. Morrow also pointed out that building permits were up 60%. Real estate transfers taxes and rental licenses also slightly

increased this fiscal year.

Councilman Burk moved to accept the June 2017 Finance Report, seconded by Councilwoman Peel. Motion carried.

COMMITTEE & WARD REPORTS

None to report.

COMMUNICATIONS & CORRESPONDENCE

None to report.

UNFINISHED BUSINESS

Ethics Policy

The City Manager included a copy of the sections of Delaware Code Title 29 that cover ethics and the public integrity policy as was requested.

Councilman Burk asked the catalyst that made Milford want to create their own 13-page ordinance versus using the State's Policy and Public Integrity Commission. He was on the Charter Review Committee and recalled it being a long arduous process but does not recall this.

Mr. Norenberg remembered talking about some potential details and language that could be included in the charter. It was later agreed to streamline and not add too much detail in the charter and the consideration of our own ethics policy. As a result, the one line was included in the approved charter.

As a result, Mr. Rutt put together the initial draft though the final draft is what was presented to City Council.

Mr. Rutt explained this is not new; it has been in works for many years. He directed Council to review Title 29 Section 58-2(4) that states it is the desire of the General Assembly that all municipalities and towns adopt a Code of Conduct Legislation. It was one of those needs discussed during the Charter Review and more of a natural conversation in consideration of past conversations about adopting an Ethics Policy.

Councilman Morrow said he found one that was adopted in 2008 or 2009. Councilman Brooks said he has the original policy adopted in 1984.

Councilman Burk asked what it cost to create an Ethics Policy hours-wise and Councilman Morrow feels we are fine with the way it is now. Councilman Brooks reiterated that in 1984, it was accepted and later on, we went with the State Code. As far as he is concerned, we need to stay with the State.

Councilman Morrow said he has a much newer version than Councilman Burk.

Solicitor Rutt said they looked at other municipalities ranging from the size of Wilmington to Ocean View and found that most have their own policies. Councilman Morrow said he will bring his in tomorrow because it is a newer version. Councilman Brooks stated that the State Code of Ethics was already adopted by Council.

Councilman Morrow feels we need to really examine what we have now rather than do a lot of work because we may be way off and perhaps we don't need it; Councilman Brooks said he prefers to use the Board of Ethics through the State of Delaware. Mr. Rutt explained that if the municipality has its own Ethics Policy, they cannot use the State's Public Integrity Commission because they do not have jurisdiction.

Councilman Burk confirmed that if we use the State Code, we can use that Commission; Mr. Rutt answered yes. Councilman Burk is concerned with putting inexperienced members on the board. It is great that other towns have their own board, but he does not feel that is something Milford needs.

Solicitor Rutt confirmed that each municipality has the right to both use the State Code and the Public Integrity Commission; however, the State encourages each municipality to have their own. If the municipality has its own Ethics Policy, they have to have their own board.

Councilwoman Peel asked if there is any record of these two documents that Councilman Brooks and Morrow say were enacted. Deputy City Clerk Crouch said this is the first time she has been asked and will need to look into this.

When asked about the State approving a municipality's code, Mr. Rutt explained that before the Ethics Code is applicable, it has to go through a State review to verify it is at least as stringent as the State Ethics Code.

Councilman Burk pointed out the code reads that 'each municipality should adopt a Code of Conduct' but it does not say it has to be a custom one for that municipality. Mr. Rutt explained that if a municipality says they are not going to adopt our own, then the default is the State Code. However, if the municipality adopts the State policy, there is a question of whether the State will allow that.

He further stated that if you read their decisions, the summaries are not very clear.

Councilman Brooks said that we have done a Code of Ethics on at least three occasions. For us to have a Code of Ethics and for people to say Milford doesn't have one, he cannot understand why there is no paper trail and asked what happened to them.

Councilman Burk said he is really concerned about the costs involved. To him, it has been a re-occurring theme where we are duplicating efforts at different levels in the State Government. That is besides the effort that will be needed to fill this Ethics Board with three or five people. That is the reason he asked what the catalyst that made Milford decide to create an Ethics Board. He came to a lot of meetings and he wants to know where this came from.

Councilman Brooks said the last time they talked about the Code of Ethics, City Council decided to go with the State Code. He said it has to be in the minutes somewhere.

Councilman Campbell feels Milford should create its own Integrity Board that is geared toward our City and the board should consist of residents who are familiar with our City. In the case of the State's Board, its members come from all over the State. He noted that every company/corporation and every civic organization has one and does not understand why someone would not want one.

Councilman Morrow was asked what year the document he found was dated and he believes it was 2002 or 2008. He will bring it in tomorrow. Councilwoman Peel asked if when it was drafted, was it sent forth to be approved by the State; Councilman Morrow does not know but only has a copy of it.

City Manager Norenberg suggests we obtain a copy of what Councilman Morrow has so we at least have a date. Councilman Morrow said he is certain this is a newer version than the one of Councilman Brooks.

Mr. Norenberg said he asked the City Clerk about it and she did not recall a City version being adopted which was the reason that no further research was done.

Councilman Burk moved to postpone action until additional information is obtained, seconded by Councilman Mergner. Motion carried.

NEW BUSINESS

Alcohol Waiver/Chapter 77/Greater Milford Boys & Girls Club/Running of the Goat/5k Post Party

Mayor Shupe recognized Event Organizer Joe Gannon who was in the audience. The Mayor then proceeded to inform Council this is the third annual event. It is a 5k that begins in Arena's parking lot and continues in the downtown area. It benefits the Milford Boys and Girls Club who has submitted the application work which was approved with the exception of this alcohol waiver.

Councilman Mergner moved to approve the alcohol waiver for the Running of the Goat Post Race Event on August 18, 2017 as submitted in the packet, seconded by Councilman Burk. Motion carried.

Community Garden Agreement

Discussed earlier in meeting.

Airport Road Project/No-Cost Change Order

Public Works Director Mark Whitfield reported that the contractor had requested the bid be altered in terms of sequencing in the scope of the job. Altering that sequence will result in a quicker completion date due to the amount of concrete work that is needed on the eastern side. Though they didn't want to commit to a shortened time line, it was agreed to reduce the contract by thirty days which required the change order.

Mr. Whitfield said he is pleased to report that we are a month into the project and the contractor has gained another two weeks. He hopes that at this rate, the project will be completed by Thanksgiving, weather dependent.

Councilman Burk moved to approve the no-cost change order for the Airport Road project, seconded by Councilwoman Peel. Motion carried.

Mayor Shupe thanked Mr. Whitfield for the constant communication with the public with regard to project via both e-mails, text message, Facebook, etc.

Planning Commission/Reappointment

City Manager Norenberg announced there remains two vacancies on the Planning Commission though the intent was to fill them with residents from Ward 3 and Ward 4. As the Planning Commission became more involved in the Comprehensive Plan, it was agreed to hold off trying to recruit people to prevent them from coming in without any knowledge of that process.

One of the changes included in the Charter is that it now states we will have 'up to' nine Planning Commission members rather than a 'required' nine members. If Council is comfortable leaving those two vacancies, we would no longer be in conflict with Charter though Chapter 57 (Planning Commission) needs to be amended to conform with the Charter language.

When asked if there was interest from Ward 1 and Ward 2, Mr. Norenberg stated that is correct. That is the reason those applicants were considered for other boards with one being appointed to the Board of Adjustment.

Councilman Mergner asked if we can fill the two vacancies with those that expressed an interest. City Manager Norenberg stated that would be a decision of Council. However, if he would need to follow up with those applicants to ensure they are still interested in the positions.

Councilman Burk moved to reappoint the following members of the Planning Commission for a three-year term:

W. Ed Holloway 8/31/2017
Rae M. Mims Rae 8/31/2017
Sara M. Pletcher 8/31/2017

Motion seconded by Councilwoman Peel. Motion carried.

Board of Adjustment/Reappointment

Councilman Burk moved to reappoint Ronald Baker for a term of three years to the Board of Adjustment, seconded by Councilman Mergner, Motion carried.

Re-Appropriate FY18 Funds/Solid Waste Division/Software

The following memo was submitted by Solid Waste and Facilities Assistant Supervisor Christie Murphy for Council

consideration:

On May 19, 2017, you approved the purchase of the RVision Software for the Solid Waste Division in the amount of \$14,150, of which the funding was transferred from the Landfill Fees line item to Contract Services for the purchase. Since we were unable to complete the software purchase and installation by the fiscal year on June 30, 2017, it was recommended by Jeff Portmann that we cancel the existing purchase order for the software and request that City Council authorize the appropriation from the Solid Waste fund balance to FY 2017-18 Contract Services.

Councilman Burk moved to re-appropriate \$14,150 from the FY16-17 budget to the FY17-18 (current) budget as requested, seconded by Councilman Morrow. Motion carried.

Request/Carlisle Fire Company/Building Enhancement Funds

Discussed earlier in meeting.

ADJOURN

There being no further business, Councilman Mergner moved to adjourn the Council Meeting, seconded by Councilwoman Peel. Motion carried.

The Council Meeting adjourned at 7:47 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

MILFORD CITY COUNCIL
MINUTES OF MEETING
August 28, 2017

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, August 28, 2017.

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, Police Chief Kenneth Brown and
Deputy City Clerk Christine Crouch

COUNSEL: City Solicitor David Rutt, Esquire

CALL TO ORDER

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

INVOCATION AND PLEDGE

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

RECOGNITION

There were no special guests in attendance.

COMMUNICATIONS & CORRESPONDENCE

Fourth Ward Block Party

Councilwoman Wilson reported they just held their fifth Annual Back to School event for neighborhood children. Over one hundred backpacks were given out and everyone had a great time.

She also noted there has been a lot of property maintenance activity occurring throughout the City. She commends that department for responding after each phone call, adding that they have been extremely busy this summer.

Councilman Brooks thanked the City Manager for all the complaints he gave him this past month and the manner in which they were handled.

City Manager Norenberg reminded Councilmembers of their invitation to the Delaware Municipal Electric Cooperation Board of Directors Annual Dinner on Wednesday, September 20th. Please RSVP to the Deputy City Clerk by the end of next week.

UNFINISHED BUSINESS

Ethics Policy

City Manager Norenberg referenced the packet that contained prior minutes and documents related to the previous ethics policy discussions.

Mr. Norenberg noted that the minutes refer to the adoption in 1984. Additional minutes reflect a discussion in 2008 and 2009 about potentially adopting an updated ethics policy. It appears to indicate that further discussion would follow, though it may have fallen through the cracks.

In January 2015, adoption of an ethics policy or formally adopting the State Code was again discussed. There is no further

information.

Solicitor David Rutt stated that the 1984 Code of Ethics, included in the packet, predates the State Code. In addition, there is no evidence that code was ever reviewed or approved by the State Public Integrity Commission. As a result, the 1984 is void and ineffective because State Code requires any ethics policy adopted by a municipality to be at least as stringent as the State Code and reviewed and approved by that Commission.

As a result, there is no ethics policy effective for the City of Milford at this time.

Councilman Burk noted that the January 12, 2015 minutes reflect that the Mayor and City Manager at that time, felt it was most appropriate to use the State's Ethics Code. It appears an ordinance would be drafted as a result.

Councilman Brooks felt we went with the State and asked if Councilman Morrow agreed; Councilman Morrow stated yes and believed we fell under the jurisdiction of the State of Delaware.

When asked if an ordinance is necessary or if the City automatically falls under the document because we do not our own code, Mr. Rutt explained that by default, the City is subject to the State Code. However, he knows that some towns do a resolution that the municipality would follow the State Code to have something on the books.

Councilman Burk moved to adopt the State Code related to ethics conduct in Title 29, versus having a separate code and a separate board/commission for Milford, seconded by Councilman Brooks. Motion carried.

City Manager Norenberg stated that in addition, there is a need for all officials who are subject to the State Public Integrity regulations and guidelines to be provided the proper training. That includes a number of the City staff, as well as our elected and appointed officials. He will pursue that with the intent of holding that training in the very near future.

NEW BUSINESS

Appointment/Kent County Tourism Board of Directors

City Manager Norenberg referenced the following email from Wendie Vestfall:

Over the past year, Kent County Tourism has worked diligently to create and drive visitor interest to our County. Those efforts include a 5-year Strategic Plan, a new brand identity – Delaware's Quaint Villages, targeted social media campaign, trade show sales strategy, media buys and relations, hosting influencers and writers, and the launching of a brand new responsive design website (VisitDelawareVillages.com). Since the launch of our site in April, we have seen over 70,000 visitors. Our efforts are proving that Kent County is not only a great place to live and work, but to also visit, explore, experience, and recharge.

As part of the new strategic plan, the Board of Directors and I are seeking out new members to be on the board that are passionate and have a stake in growing tourism/ economic development for the County. We believe that with the right people on our board, Kent County Tourism could become a powerful partner for the county & its cities like Milford in helping to bring new hospitality business and events to the area. Kent County is a great place and we'd like to see everyone working together and who have a stake in our county and ultimately it's success.

To do this, we have revised our bylaws to allow the City Councils of Milford, Smyrna, Dover & Harrington to appoint a representative to serve on our board. This appointed member may be the Mayor or City Council member themselves or a designee who resides or conducts business in their City. The designee should engage in tourism/economic development and understands the requirements of board membership (see attached document). Our goal is to have all nominated/appointed board members voted in by our current board at our September 21st meeting. New board members would start the following month in October.

I am hoping that I can count on you to participate/take advantage of having someone be the voice of tourism for Milford. As it is truly our goal to make sure everyone is represented as part of our efforts.

Please let me know if you have any questions and/or would like more information regarding our strategic plan and current efforts to appoint someone. I can be reached at wvestfall@visitdelawarevillages.com or 302-734-4888 ext. 14. I would also be more than happy to come meet with you and/or your appointee prior to them accepting the seat. Please let me know no later than Friday, August 25th if you intend to appoint someone to our board. I will then need to know who that appointee will be by Monday, September 11th in order to have the board vote them in at our next meeting.

The intent is to have either the Mayor, Councilmember or designee who resides in or conducts business in the City of Milford who is knowledgeable about tourism and economic development.

The City Manager asked for volunteers or suggestions from City Council.

Councilman Mergner advised he is on the Kent County Economic Partnership Board adding that the objectives are very similar to what they are trying to achieve. Mayor Shupe agreed adding there are a number of boards for economic development in Kent County and he is a member as well.

Mayor Shupe asked that Council contact him with any recommendations for that board.

Public Hearing Procedures

The City Manager reported that the following procedures are what is currently being followed, though it was agreed there is a need to have them in writing to ensure everyone, including the public, understands the process.

The Mayor shall preside over Public Hearings and follow these steps:

- 1. Call the Public Hearing to order.*
- 2. Mayor or City Solicitor will explain the procedure.*
- 3. Mayor will identify the application or subject by name and number.*
- 4. In the case of land use or similar matters, the Mayor will call on the City Planner or other appropriate staff to establish advertising was done as required by law and to review the application or subject.*
- 5. Mayor will then call on the applicant or representative to concisely present their application. The applicant is asked to limit their presentation to 15 minutes. If the application is sufficiently complex that more time is necessary, the applicant should notify the City Clerk prior to the meeting and the Mayor will determine and announce if additional time is granted.*

Questions may be asked by the City Council or the Mayor during the testimony to clarify comments or statements made during the remarks. The Mayor must recognize speakers first. However, City Councilmembers should reserve discussion or expression of opinions until the deliberation portion of the Public Hearing.

- 6. The Mayor will then invite testimony from all who favor the application (up to three minutes per person).*
- 7. The Mayor will then invite testimony from all opposed to the application (up to three minutes per person).*
- 8. The Mayor will then invite testimony from those not opposed or in support of the application (up to three minutes per person).*
- 9. After everyone has spoken, the Mayor declares the public hearing closed.*
- 10. The City Council discusses the application based on the merits presented, after which the Mayor will call for a motion.*
- 11. A roll call vote will be conducted on the motion with each Councilmember voicing her/his vote (aye or nay) followed by a brief reason for supporting or opposing the motion based on information presented on the record. The order of the roll call vote will change with each such vote and will be tracked by the City Clerk.*

City Solicitor Rutt agreed this defines the process more clearly as well as adds some time limitations which will be helpful. He asked Council to keep in mind the roll call vote; when involving a zoning matter, a reason is needed to support or oppose the motion based on information on the public record. That does not include reasons such as "I went today and looked at the project and thought it looked good" or "I talked to some neighbors and they think it is a good project", etc.

He emphasized the reason has to be based on what is presented at the podium or offered into the record and backed by paper documents, etc.

City Manager Norenberg informed Council that the roll call vote will rotate so that it is not always the person immediately to the left of the Mayor that begins. Mr. Rutt added that in many jurisdictions, it often goes first to the Councilmembers whose ward the property is located.

Councilwoman Wilson moved to approve the Public Hearing Process as presented, seconded by Councilwoman Peel. Motion carried.

ADJOURN

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

The Meeting adjourned at 7:23 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Transcriber

City of Milford



TRIBUTE 2017-22

RECOGNIZING RONY BALTAZAR

WHEREAS, it has been brought to the attention of the City of Milford that Rony Baltazar, a former Milford High School student, has been hired as a Staff Assistant in the United States Senate; and

WHEREAS, during Rony's scholastic years he participated in soccer, band and martial arts and while attending Milford High School, Mr. Baltazar excelled, especially in Government and History; and

WHEREAS, upon graduation, Mr. Baltazar continued his education by enrolling in the Student Excellence Equals Degree (SEED) program where he attended University of Delaware at the Delaware Technical and Community College until his final two years of college where he attended classes on the main campus; and

WHEREAS, in order to not financially burden his family, Rony maintained employment, volunteered and interned all while commuting an hour each day to attend college. Mr. Baltazar's hard work and determination paid off when he graduated debt free; and

WHEREAS, after graduation, Rony joined the National Alliance on Mental Illness (NAMI) Delaware as a Hispanic Programs Coordinator where he educated, supported and advocated for people who live with a severe mental illness; and

WHEREAS, when an internship in Senator Tom Carper's office became available, Mr. Baltazar applied and was the successful candidate; and

WHEREAS, realizing his passion for helping people, Rony also interned at Legislative Hall for former Governor Jack Markell as a Constituent Relations Intern; and

WHEREAS, on August 7, 2017, Mr. Baltazar started a new position with the United States Senate as a Staff Assistant.

NOW, THEREFORE, BE IT RESOLVED, that I, Bryan W. Shupe, Mayor of the City of Milford, take this opportunity to congratulate Mr. Baltazar and wish him continued success as he begins the next chapter of his life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 11th day of September in the Year of Our Lord, Two Thousand Seventeen.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk

City of Milford



PROCLAMATION 2017-16

PROSTATE CANCER AWARENESS MONTH

Whereas, Prostate cancer constitutes 19% of all cancer diagnoses and 8% of all cancer deaths; and

Whereas, In Delaware an estimated 5,660 new cases of prostate cancer and an estimated 2,050 deaths will occur; and

Whereas, Men with relatives – father, brother, son – with a history of prostate cancer are twice as likely to develop the disease; and

Whereas, Veterans are 1.5 times more likely to get prostate cancer; and

Whereas, Prostate cancer is the #1 most commonly diagnosed cancer in American men and the #3 cause of cancer death behind lung and colon cancer; and

Whereas, this year approximately 161,360 men will be diagnosed with prostate cancer in the United States alone every year – that's one man every 3.3 minutes and roughly 26,730 die this year from the disease – which is one man every 20 minutes; and

Whereas, African American men are 2.4 times more likely to die of prostate cancer than Caucasian men; and

Whereas, Education regarding prostate cancer and early detection strategies is critical to saving lives and preserving and protecting our families; and

Whereas, all men are at risk for prostate cancer and we encourage the citizens of Milford to increase the importance of prostate screenings.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, and the City Council of the City of Milford do hereby proclaim September 2017 as Prostate Cancer Awareness Month in the City of Milford and ask the community to increase awareness about the importance for men to make an informed decision with their health care provider about early detection and testing for prostate cancer.

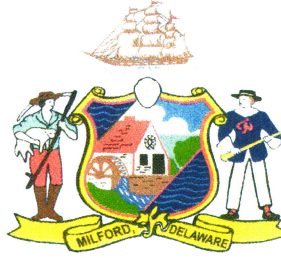
IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 11th day of September in the Year of Our Lord, Two Thousand Seventeen.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk

City of Milford



PROCLAMATION 2017-26

National Day of Service & Remembrance

WHEREAS, on September 11, 2001, the American people endured the worst terrorist attack on U.S. soil in the nation's history with courage and heroism; and

WHEREAS, in response to this tragedy, Americans across the country came together in a remarkable spirit of patriotism and unity and carried out countless acts of kindness, generosity and compassion; and

WHEREAS, community organizations and family members of 9/11 victims began observing the Anniversary of September 11th as a charitable service day to honor the memory of those who were lost and those who united in response to the tragedy, including first responders and volunteers; and

WHEREAS, the Serve America Act, approved by Congress and enacted into law on April 21, 2009, directed September 11th to be observed and recognized as an annual "National Day of Service and Remembrance" and charged the Corporation for National and Community Service with leading this nationwide effort; and

WHEREAS, participating in service and remembrance activities on September 11th is a positive and respectful way to remember the lives of those lost, pay tribute to those who rose in service, and honor those who continue to serve our country today, including active-duty and reserve soldiers and their families, veterans, and first responders; and

WHEREAS, on September 11, 2017, and on the days leading up to and following this day, citizens in the City of Milford have an opportunity to participate in activities that honor 9/11 victims and heroes by joining together in service projects to meet community needs.

NOW, THEREFORE, I, Bryan W. Shupe, Mayor of the City of Milford, proclaim September 11th a Day of Service and Remembrance in the City of Milford and call upon all its people to honor the lives of those lost by participating in community service and remembrance ceremonies on this day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 9th day of September 2017.

Mayor Bryan W. Shupe

Attest:

City Clerk Teresa K. Hudson

Mayor Bryan Shupe
% City of Milford
City Hall
201 S Walnut Street
Milford, DE 19963

August 22, 2017

Mayor Shupe,

After another successful year of the GOAT 5K, I'd like to take the time to acknowledge the outstanding support provided to us by the hard working Parks and Recreation crew. Specifically, I'd like to highlight the work ethic and attitude of RJ Skinner. RJ was instrumental in the success of our event this year. We were a little nervous approaching the event without the tornado of positivity and energy that is Brad Dennehy, but RJ proved a fantastic replacement. From early Friday morning, RJ and his crew swiftly cleaned and edged the grass surrounding our event space and made sure the parking lot was in tip top shape. When a problem arose with needing a last minute trail blazed around the new gazebo on Goat Island, RJ responded immediately. He tackled every task with vigor and an energy that can only be described as purpose driven.

All of this is surely in his job description and one could simply leave it at "he was doing his job", but the attitude by which he performed each task is really what sets RJ apart. Every request was met with a smile and a "you got it". Every thank you was met with, "absolutely, no problem".

I hope that the City of Milford recognizes that they have something special in RJ Skinner. In a time where people seem to take work for granted, it is refreshing to see someone take their work so personally and operate in a way that is genuinely forthright.

Please let me know if I can help to publicly recognize RJ's efforts in any way and thank you for loaning us one of your best.

Regards,

Joe Gannon
ROTG Committee 2017

Cc. Brad Dennehy

CERTIFICATE OF APPRECIATION

AWARDED TO

Ralph “RJ” Skinner

For outstanding professionalism as Parks Superintendent, to wit, always responding to special requests promptly and with a smile, for tackling every task with “purpose driven” “vigor and energy” and for setting a great example to staff and to the public of commitment, dedication and work ethic.

We thank you for the pride you take in your job, for your service to Milford and for your leadership of your team!

Awarded this 11th day of September, 2017

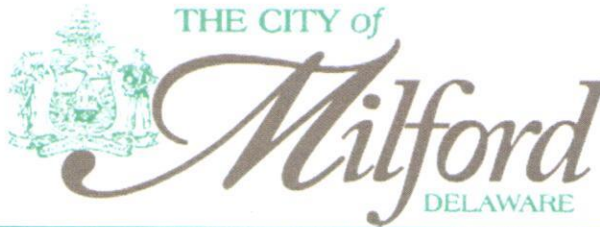


Eric Norenberg, City Manager





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: September 6, 2017

RE: Activity Report/August 2017

Monthly Stats:

A total of 719 arrests were made by the Milford Police Department during August 2017. Of these arrests, 220 were for criminal offenses and 499 for traffic violations. Criminal offenses consisted of 36 felonies and 184 misdemeanors. Traffic violations consisted of 180 Special Duty Radar, 1 Drunk-Driving charges, 318 other.

Police officers investigated 72 accidents during the month and issued 148 written reprimands. In addition, they responded to 1394 various complaints including city requests and other agency assistance.

Monthly Activities:

Training –

Five officers attended NIMS 300 Training held at DEMA.

One officer attended Fitness in Law Enforcement training held at the Delaware State Police Academy.

SRO –

The Community Policing Unit successfully held the annual Milford's Night Out and plans for next year's event have begun.

Sgt. Masten conducted a training for a group of Delaware Driver Education teachers that included updates from the Delaware Office of Highway Safety and law enforcement related issues.

Sgt. Masten and Pfc. Stanton met with Dr. Kevin Dickerson and administrators to review campus security plans at the Milford Central Academy and Milford Senior High School.

Cpl. Bloodsworth conducted intruder trainings for Banneker Elementary, Mispillion Elementary, and Lulu Ross Elementary.

Cpl. Bloodsworth and Pfc. Stanton participated in a "tabletop" exercise at Morris Early Learning Center. A "tabletop" exercise is a mock scenario in which emergency plans are used and evaluated in the scenario. Each school is required by law to conduct one "tabletop" per school year and two intruder drills as part of an initiative started by Governor Markell.

Sgt. Masten has been asked to participate with a group that has been formed to review school resource training in Delaware following the passage of HB 142, which is requiring new training standards for school resource officers. Milford Police were one of three police agencies in the state asked to participate in formulating the new training.

The Community Poling Unit conducted our annual school supply drive and received more supplies from the Milford community than ever before. Those supplies were given to Milford School District elementary schools based on needs described to us by district staff.

K9 Unit –

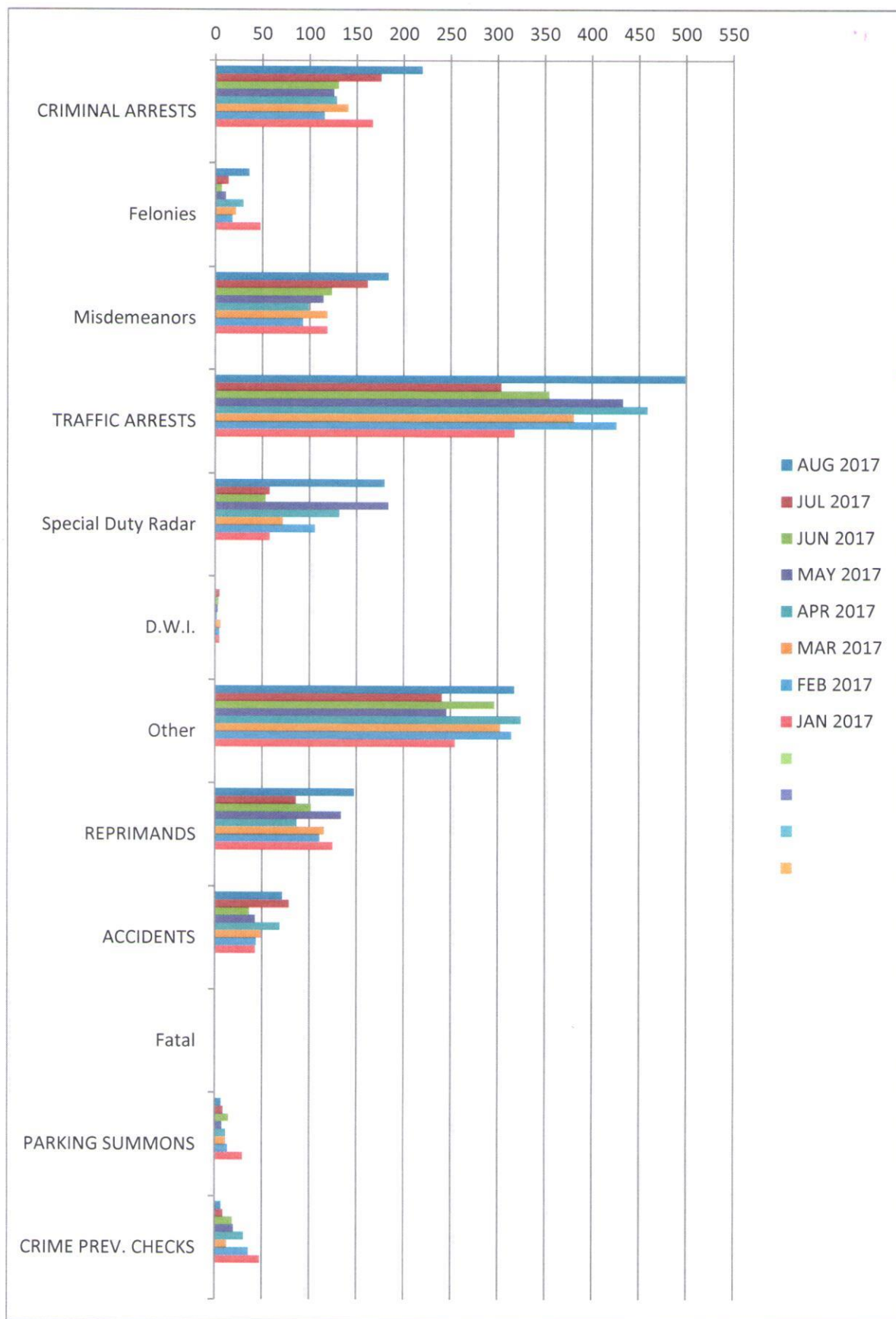
For the month of August 2017 the Milford Police Department K9 unit had the following stats:

- Utilized 19
- Drugs 0
- Crowds 0
- Assist Other Agencies 1
- Building Searches 0
- Deployed as Precaution 0
- Area Search 1
- Article Search 0
- Bite Apprehensions 0
- No Bite Apprehensions 0
- Tracks 0
- Demo 0
- Foot Patrols 0
- Drug Sniff 3
- Open Door 2
- Search Warrants 1

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
• Marijuana	7.5 grams	
• Heroin	.15 grams	
• Cocaine	3.4 grams	
• Crack	0	
• Methamphetamine	0	
• Hashish	0	
• Pills	0	
• Currency	0	
• Gun	0	
• Vehicles	0	
• Other	0	

AUG 2017 ACTIVITY REPORT

	AUG 2017	TOTAL 2017	AUG 2016	TOTAL 2016
COMPLAINTS	1394	9635	1270	10052
CRIMINAL ARRESTS	220	1206	164	1380
Felonies	36	186	23	378
Misdemeanors	184	1015	141	1002
TRAFFIC ARRESTS	499	3175	468	3412
Special Duty Radar	180	844	107	952
D.W.I.	1	31	6	37
Other	318	2300	355	2454
REPRIMANDS	148	909	105	937
ACCIDENTS	72	436	63	449
Fatal	0	0	0	2
PARKING SUMMONS	7	107	9	56
CRIME PREV. CHECKS	7	183	36	252
FINES RECEIVED	\$ 7,496.11	\$ 69,463.68	\$ 9,510.32	\$ 61,822.68



City Manager's Report September 11, 2017

ADMINISTRATION

Parks & Recreation

- Assisted MPD with the annual Night Out event by ensuring parks were cleaned and provided tables, chairs and clean up after the event.



- Assisted DMI with their 3rd Thursday inaugural "Light Up the River" event which was extremely well attended.
- Assisted with the Running of the Goat event in any way possible to ensure the event was a success.
- In preparation for the Running of the Goat event, Goat Island saw maintenance performed such as spreading wood chips on the trail and cutting back low hanging branches.
- The educational pavilion on Goat Island was completed with the final landscaping complete. Currently new grass seed has been planted and once the grass is established the temporary fencing will be removed around the pavilion.
- It has been a busy summer with an unusually large amount of rain, which at times has put grass cutting behind due to being too wet to mow at times. Staff has worked incredibly hard to get caught up, especially at the cemeteries.

- In an effort to open the line of vision for MPD to see homeless sleeping along the Riverwalk, several shrubs and trees were trimmed back and trash removed.



- Staff participated in #CityHallSelfie Day and tied for first place for Most Creative Selfie nationwide, which was celebrated by the City Manager providing an ice cream treat for the staff.
 - Hosted the bi-annual American Red Cross CPR/AED/1st Aid Class with over 17 employees from various departments in attendance who received a two year certification.
 - Fall registration began on Saturday, August 12 for the Field Hockey, Soccer, Wrestling and Tennis. The digital sign board at the office was updated to reflect the fall registrations.
- A six week summer soccer training program finished up in August which taught the basic skills of the game to 35 participants.
 - Trip to see the Philadelphia Union professional soccer team play in West Chester, PA was a success.

FINANCE DEPARTMENT

Customer Service Division

Accounts Billed for the Month	
Residential	5942
Small General	742
Medium General Service	347
Contract Services	3
Large General Service	6
General Service Primary	13
City Accounts	49
Lights: Street/Security	179
Total	7,281

Payments Processed	
Cash	\$159,153.63
Check	\$2,707,097.48
Money Orders	\$13,211.62
Direct Deposit Payments	\$585,726.35
Credit Card (Utilities)	\$113,347.82
Online Credit Card (Utilities)	\$302,106.62
Online Credit Card (Taxes)	\$6,643.18
Online E-Check (Utilities)	\$109,942.86
Online E-Check (Taxes)	\$1,081.00
City Accounts	\$44,947.71
Total	\$4,043,258.27

Payment Plan/Delinquent/New Accounts/Terminated Accounts	
Payment Plans Arranged	215
Sent to Collections	0
Delinquent Notices Mailed	1,440
Disconnect for Non-Payment	117
Accounts Not Re-Connected	25
Door Tags (requesting customer contact us)	52
Final Bills Mailed	72
New Services Set Up	185
Services Terminated	105
Total	2211

- Annual tax bills were mailed on 08/08/17.

Information Technology Division

Issues Addressed	
Administration/Council	6
Customer Service	8
Finance	7
Parks & Recreation	1
Planning	2
Police	1
Public Works	21
Information Technology	45
Vendor/3 rd Party	26
Total	117

- Does not include routine maintenance items such as changing back up tapes, performing morning system checks, etc.

PLANNING DEPARTMENT

Code Enforcement & Licensing Division

Case Activity	
New Cases	20
Closed Cases	11
Open at Start of Month	263
Open at End of Month	272

Case Violations	
Abandoned Vehicle	0
Dangerous Tree	6
Furniture	1
Generic	0
Property Maintenance	3
Rubbish/Garbage	1
Weeds & Grass	9
Zoning Use	0
Total	20

Inspections & Licensing	
Rental Inspections Performed	
Rental Licenses Issued	10
Vendor Licenses Issued	1
Contractors Licenses Issued	23

Building Inspections & Permitting Division

Building Permits Issued	
Commercial Foundation	1
Commercial New Construction	4
Demolition	1
Residential New Construction	8
Residential Renovation/Accessory Structure	10

Roof/Siding	3
Solar Panels	2
Utility (Electric/Water	3
Total	32

Planning & Zoning Division

- The Planning Commission met on August 15, 2017 and approved the final site plans for Crop Production Services and the expansion of Milford Plaza, along with a site plan for a conversion of 820 Seabury Ave from residential to office space
- Staff received PLUS comments from the State of Delaware for the City's 2017 Comprehensive Plan and spent the later part of the month addressing comments and drafting revisions to the text. These comments will be shared with the Planning Commission at the September meeting, beginning at 5:30 PM.
- Bayhealth Health Campus construction continues to be on schedule with a target opening date of January 2019.
- DR Horton has begun home construction in West Shores at New Milford. Milford Ponds continues to perform site work and testing/inspection of infrastructure in an effort to begin home building. Both developments have been dormant for several years.

Economic Development Division

- The City of Milford has seen a committed investment of over \$3.7 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$575k in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$34k in permit and or utility impact fees associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.

PUBLIC WORKS DEPARTMENT

Electric Division

Power Outages	8
	(most due to storms)
Poles Replaces (due to age, rot or damage)	2
Closed Work Orders	7
Trouble Service Calls	27
After Hours Calls	19
New Electric Service Installed	5
Preventative Maintenance/Trees Trimmed	7
Miss Utility Locates	180

- Jenn Anderson and Jeremiah Curry, with the help of Jenn's son Zarek, set up a table at the Milford Police Department's National Night Out. They provided information regarding energy efficiency, smart metering, and kid safety which included handing out activity books, crayons, and stickers. We also had various items for the kids to "try on" such as hard hats, gloves, sleeves, etc, and tools so they could get a hands on feel for what a lineman wears and uses in their daily work.

- Dale Breeding and Rob Palladino attended Lineman Training in Culpepper, VA and completed LTAP Step #3 in their eight step curriculum. They are scheduled to attend LTAP Step #4 in the spring to continue their education and work towards obtaining their Journeyman/Lineman Certification.
- Crew changed out a malfunctioning transformer at the Armory, restoring power to the building.
- Crew assisted DELDOT in the replacement of a road tile on Cedar Neck Rd by holding a pole while they completed the work.
- Assisted Taylor Electric in replacing A/C unit at Lulu Ross School by disconnecting power to the building while they worked and reconnecting when they were finished.
- Removed the temporary service at Fisher Ave Pump Station. The permanent service and generator are operational.
- Entire Electric Division attended CPR/First Aid/AED Certification class that was held at Parks & Rec. Everyone was recertified.
- Rick Carmean, Jenn Anderson, Timmy Barnett, Keith Knotts and Mark Whitfield participated in the Ground Technician interviews. Manuel Rodriguez-Caballero was selected and will start September 18.

Engineering Division

- Mark met with Davis, Bowen & Friedel regarding various truck traffic problems in the downtown area and investigated solutions.
- Placed asphalt base material on North Walnut St parking lot prior to final paving.
- Storm drain and DelDOT swale cleaned out on Airport Rd.
- Signs were placed warning travelers of high water on the roads and sandbags were delivered to the library during Tropical Storm Debra.
- Assisted with Running of Goat.
- Several staff attended CPR/First Aid at Parks & Recreation.
- Installed NO PARKING signs on both side of McCoy St.
- Painted crosswalks at the schools, parking lines at City Hall, the museum, on Park Ave and Bicentennial park.
- Drained Washington St water tower in order for repairs to be performed.

Public Service Division

Bulk Pick Ups	34
Brush Collections	2
New Service Deliveries	
Trash	7
Recycle	9
Yard Waste	8
Change Container Size	6
Damaged/Replaced Container	177

- A truck load of trash, recycling and yard waste containers were received from Rehrig last week. Crew is working to replace aged and damaged trash/recycling containers. Crews will be working over the next several months continuing to replace aged damaged trash/recycle containers citywide.

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%
May-17	282.76	51.99	33.11	54.45	422.31	33.0%
Jun-17	258.95	73.84	32.13	39.52	404.44	36.0%
Jul-17	269.83	60.63	32.01	50.06	412.53	34.6%

	Solid Waste	Curbside Recycling	Drop-Off Recycling	Yard Waste	Total	Diversion
2013	3903.34	617.9	213.77	473.85	5208.86	25.1%
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)	1798.31	381.23	221.92	246.3	2647.76	32.1%

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

CITY OF MILFORD
FUND BALANCES REPORT

Date: July 2017

Cash Balance - General Fund Bank Balance	\$2,846,910
Cash Balance - Electric Fund Bank Balance	\$3,484,657
Cash Balance - Water Fund Bank Balance	\$1,310,580
Cash Balance - Sewer Fund Bank Balance	\$27,654
Cash Balance - Trash Fund Bank Balance	\$337,551

	General <u>Improvement</u>	Municipal <u>Street Aid</u>	Real Estate <u>Transfer Tax</u>	Economic Development <u>Fund</u>
Beginning Cash Balance	210,906	1,306,267	1,907,363	\$350,788
Deposits	50,000		81,615	
Interest Earned this Month	149	746	1,148	
Disbursements this Month			(41,666)	
Investments				
Ending Cash Balance	\$261,055	\$1,307,013	\$1,948,460	\$350,788

	GF Capital <u>Reserves</u>	Water Capital <u>Reserves</u>	Sewer Capital <u>Reserves</u>	Electric <u>Reserves</u>
Beginning Cash Balance	2,056,429	7,367,740	3,683,637	8,051,555
Deposits		50,000	15,000	28,450
Interest Earned this Month	63	225	128	245
Disbursements this Month	(213)	(762)	(210,813)	(833)
Investments				
Ending Cash Balance	\$2,056,279	\$7,417,203	\$3,487,952	\$8,079,417

	Water <u>Impact Fee</u>	Sewer <u>Impact Fee</u>	Electric <u>Impact Fee</u>
Beginning Cash Balance	1,683,885	\$1,067,326	\$496,265
Deposits	27,037	\$14,286	\$6,600
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$1,710,922	\$1,081,612	\$502,865

INTEREST THROUGH THE FIRST MONTH OF THE FISCAL YEAR:

General Fund	1,625	Water Fund	751
GF Capital Reserves	63	Water Capital Reserves	225
Municipal Street Aid	746	Sewer Fund	0
Real Estate Transfer Tax	1,148	Sewer Capital Reserves	128
Electric Fund	1,988	Trash Fund	193
Electric Reserves	245		

TOTAL INTEREST EARNED TO DATE \$7,112

REVENUE REPORT

Page Two

Date: July 2017	AMOUNT BUDGETED	MTD	8 % of Year Expended	
			YTD	YTD%
ACCOUNT				
Economic Development Fund	95,000	0	0	0.00%
General Fund Reserves	585,000	0	0	0.00%
Realty Transfer Tax-Police	500,000	41,667	41,667	8.33%
Real Estate Tax	3,850,560	4,700	4,700	0.12%
Business License	45,000	1,200	1,200	2.67%
Rental License	80,000	850	850	1.06%
Building Permits	80,000	21,494	21,494	26.87%
Planning & Zoning	15,000	2,100	2,100	14.00%
Grasscutting Revenue	16,000	2,000	2,000	12.50%
Police Revenues	446,750	39,115	39,115	8.76%
Misc. Revenues	286,065	13,438	13,438	4.70%
Transfers From	3,324,000	277,000	277,000	8.33%
Total General Fund Revenues	\$9,323,375	\$403,564	\$403,564	4.33%
Water Revenues	2,734,500	256,421	256,421	9.38%
Sewer Revenues	2,508,000	221,807	221,807	8.84%
Kent County Sewer	1,850,000	158,931	158,931	8.59%
Solid Waste Revenues	1,370,665	114,458	114,458	8.35%
Electric Revenues	25,016,000	2,311,848	2,311,848	9.24%
TOTAL REVENUES	\$42,802,540	\$3,467,029	\$3,467,029	8.10%
YTD Enterprise Expense		(14,261)		
YTD Enterprise Revenue		12,112		
LTD Carlisle Fire Company Building Permit Fund		257,548		

EXPENDITURE REPORT**Page Three**

Date: July 2017

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	505,220	\$30,892	30,892	6.11%	474,328
O&M	129,250	\$6,310	6,310	4.88%	122,940
Capital	0	\$0	0		0
Total City Manager	\$634,470	\$37,202	\$37,202	5.86%	597,268
Planning & Zoning					
Personnel	137,180	\$10,532	10,532	7.68%	126,648
O&M	50,875	\$3,627	3,627	7.13%	47,248
Capital	0	\$0	0		0
Total P, C & I	\$188,055	\$14,159	\$14,159	7.53%	173,896
Code Enforcement & Inspections					
Personnel	130,630	\$6,191	6,191	4.74%	124,439
O&M	116,950	\$2,572	2,572	2.20%	114,378
Capital	0	\$0	0		0
Total P, C & I	\$247,580	\$8,763	\$8,763	3.54%	238,817
Council					
Personnel	31,225	\$1,238	1,238	3.96%	29,987
O&M	41,200	\$1,250	1,250	3.03%	39,950
Council Expense	20,000	\$7,187	7,187	35.94%	12,813
Contributions	206,000	\$26,000	26,000	12.62%	180,000
Codification	10,000	\$3,611	3,611	36.11%	6,389
Employee Recognition	11,000	\$0	0	0.00%	11,000
Insurance	23,000	\$4,118	4,118	17.90%	18,882
Christmas Decorations	10,000	\$0	0	0.00%	10,000
Economic Development	5,000	\$198	198	3.96%	4,802
Strategic Plan	20,000	\$0	0	0.00%	20,000
Armory Expenses	12,000	\$1,327	1,327	11.06%	10,673
Total Council	\$389,425	\$44,929	\$44,929	11.54%	344,496
Finance					
Personnel	405,510	\$17,451	17,451	4.30%	388,059
O&M	84,650	\$11,259	11,259	13.30%	73,391
Capital	0	\$0	0		0
Total Finance	\$490,160	\$28,710	\$28,710	5.86%	461,450
Information Technology					
Personnel	157,195	\$9,383	9,383	5.97%	147,812
O&M	187,950	\$8,393	8,393	4.47%	179,557
Capital	63,000	\$17,152	17,152	27.23%	45,848
Total Information Technology	\$408,145	\$34,928	\$34,928	8.56%	373,217

EXPENDITURE REPORT

Page Four

Date: July 2017

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	4,026,805	\$234,578	234,578	5.83%	3,792,227
O&M	496,350	\$37,364	37,364	7.53%	458,986
Capital	83,340	\$76,842	76,842	92.20%	6,498
Total Police	\$4,606,495	\$348,784	\$348,784	7.57%	4,257,711
Streets & Grounds Division					
Personnel	381,565	\$20,199	20,199	5.29%	361,366
O&M	397,345	\$24,294	24,294	6.11%	373,051
Capital	538,000	\$0	0	0.00%	538,000
Total Streets & Grounds	\$1,316,910	\$44,493	\$44,493	3.38%	1,272,417
Parks & Recreation					
Personnel	642,235	\$54,994	54,994	8.56%	587,241
O&M	284,900	\$33,690	33,690	11.83%	251,210
Capital	115,000	\$0	0	0.00%	115,000
Total Parks & Recreation	\$1,042,135	\$88,684	\$88,684	8.51%	953,451
Total General Fund					
Operating Budget	\$9,323,375	\$650,652	\$650,652	6.98%	8,672,723

EXPENDITURE REPORT

Page Five

Date: July 2017

8% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	287,840	\$16,232	16,232	5.64%	271,608
O&M	1,186,575	\$85,074	85,074	7.17%	1,101,501
Capital	535,320	\$0	0	0.00%	535,320
Debt Service	724,765	\$0	0	0.00%	724,765
Total Water	\$2,734,500	\$101,306	\$101,306	3.70%	2,633,194
Sewer Division					
Personnel	287,840	\$16,583	16,583	5.76%	271,257
O&M	1,177,425	\$49,175	49,175	4.18%	1,128,250
Capital	384,015	\$0	0	0.00%	384,015
Debt Service	658,720	\$0	0	0.00%	658,720
Sewer Sub Total	\$2,508,000	\$65,758	\$65,758	2.62%	2,442,242
Kent County Sewer	1,850,000	\$0	0	0.00%	1,850,000
Total Sewer	\$4,358,000	\$65,758	\$65,758	1.51%	4,292,242
Solid Waste Division					
Personnel	344,810	\$31,709	31,709	9.20%	313,101
O&M	789,505	\$58,711	58,711	7.44%	730,794
Capital	236,350	\$0	0		236,350
Total Solid Waste	\$1,370,665	\$90,420	\$90,420	6.60%	1,280,245
Total Water, Sewer Solid Waste	\$8,463,165	\$257,484	\$257,484	3.04%	8,205,681
Electric Division					
Personnel	1,240,350	\$24,717	24,717	1.99%	1,215,633
O&M	2,061,020	\$120,219	120,219	5.83%	1,940,801
Transfer to General Fund	2,500,000	\$208,333	208,333	8.33%	2,291,667
Capital	721,665	\$12,203	12,203	1.69%	709,462
Debt Service	192,965	\$0	0	0.00%	192,965
Electric Sub Total	\$6,716,000	\$365,472	\$365,472	5.44%	6,350,528
Power Purchased	18,300,000	\$1,725,991	1,725,991	9.43%	16,574,009
Total Electric	\$25,016,000	\$2,091,463	\$2,091,463	8.36%	22,924,537
TOTAL OPERATING BUDGET	\$42,802,540	\$2,999,599	\$2,999,599	7.01%	39,802,941

INTERSERVICE DEPARTMENTS REPORT
Page Six

Date: July 2017

Date: July 2017	8% of Year Expended				
ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Garage					
Personnel	92,590	5,670	5,670	6.12%	86,920
O&M	77,855	5,101	5,101	6.55%	72,754
Capital	0		0		0
Total Garage Expense	\$170,445	10,771	\$10,771	6.32%	159,674
Public Works					
Personnel	434,325	17,930	17,930	4.13%	416,395
O&M	161,875	16,446	16,446	10.16%	145,429
Capital	11,100	10,122	10,122	91.19%	978
Total Public Works Expense	\$607,300	44,498	\$44,498	7.33%	562,802
Billing & Collections					
Personnel	554,850	34,225	34,225	6.17%	520,625
O&M	221,975	16,251	16,251	7.32%	205,724
Capital	0		0		0
Total Billing & Collections	\$776,825	50,476	\$50,476	6.50%	726,349
City Hall Cost Allocation					
Personnel	0		0		0
O&M	42,600	3,783	3,783	8.88%	38,817
Capital	0		0		0
Total City Hall Cost Allocation	\$42,600	3,783	\$3,783	8.88%	38,817

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



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

THURSDAY, SEPTEMBER 28, 2017

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

DINNER: 6:30 P.M. – 7:15 P.M.

PROGRAM: 7:15 P.M.

PROGRAM:

The DLLG is pleased to kick off the new fiscal year with a full program at our annual dinner meeting. Your attendance is encouraged to meet the Executive Committee and recognize this year's award winners.

The keynote speaker is DNREC Secretary Shawn Garvin. Mr. Garvin was appointed to this important cabinet position in March. He is the 11th Secretary since 1970 to lead the Department of Natural Resources and Environmental Control. The Secretary was previously the EPA Region III Administrator.

The League will be honoring the 2017 Town/City Manager of the Year and 2017 Municipal Clerk of the Year at this meeting.

The DLLG wishes to thank Zelenkofske Axelrod for sponsoring the annual dinner meeting and complimentary social hour drinks.

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

List Attendees:

() Check enclosed for () dinners @ \$30 each

() Payment will be made at the door

() Check mailed for () dinners @ \$30 each

Next Meeting: Thursday, October 26, 2017



2017-17

Page 5 of 21

07.31.17

CITY OF MILFORD

SPECIAL EVENTS PERMIT APPLICATION

EVENT INFORMATION

Event Name: Dancing in the Streets for Melody

Location: N. Walnut St.

Date/Time:

Setup	Date	<u>9-23-17</u>	Time	<u>5:00 PM</u>
Event Starts	Date	<u>9-24-17</u>	Time	<u>4:30 PM</u>
Event Ends	Date	<u>9-24-17</u>	Time	<u>9:00 PM</u>
Dismantle	Date	<u>9-24-17</u>	Time	<u>9:30 PM</u>

Event Type: (see DEFINITIONS)

- | | | | |
|--|--|---------------------------------------|--|
| ☐ Athletic Event | ☐ Carnival / Circus | ☐ Exhibition | ☐ Fair |
| ☐ Farmer's Market | ☐ Festival | ☐ Parade/March | ☐ Street Market |
| ☒ Street Fair/Block Party/Neighborhood Event | | ☐ Other: _____ | |

Anticipated Attendance: Daily: _____ Total: 200☒ Yes ☐ No Is this an annual event?☐ Yes ☒ No Has this event ever been held at another location? If yes, please provide references:

Location	Date	Contact Name	Phone Number

APPLICANT INFORMATION

Organization Name: Melody Joy Foundation - DE Community Foundation

Chief Authorizing Official, if not you: _____

Address: 7680 N. Union Church RD

City: Milford State: DE Zip Code: 19963

Phone: _____ Cell: 841-5971

Email: JR@lessardbuilders.com

The **Applicant** must be able to answer questions regarding the entire event and event application. He/She must be available for any planning meetings scheduled prior the event.

ON SCENE CONTACTS

Name of On Scene Contact(s): J.R. Ennis

Cell: 841-5971

The **On Scene Contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, dismantling and be in possession of the approved special event permit.

Rt. 14

Lou's
Boaters



N. Walnut

Park Ave

* = Proposed
Road block

● = Bridge

● = Band

● = Port-A-Potty



S.E. Front



CITY OF MILFORD SPECIAL EVENTS PERMIT APPLICATION

EVENT INFORMATION

Event Name: St. John the Apostle 27th Annual OktoberfestLocation: 506 Seabury Ave, Milford (St. John the Apostle Church)

Date/Time:

Setup	Date	<u>9/16/17 - 9/22/17</u>	Time	<u>9⁰⁰ am</u>
Event Starts	Date	<u>9/22/17</u>	Time	<u>6⁰⁰ pm</u>
Event Ends	Date	<u>9/23/17</u>	Time	<u>10⁰⁰ pm</u>
Dismantle	Date	<u>9/24/17</u>	Time	<u>8⁰⁰ am</u>

Event Type: (see DEFINITIONS)

- | | | | |
|---|--|---------------------------------------|--|
| ☒ Athletic Event | ☐ Carnival / Circus | ☐ Exhibition | ☐ Fair |
| ☐ Farmer's Market | ☒ Festival | ☐ Parade/March | ☐ Street Market |
| ☐ Street Fair/Block Party/Neighborhood Event | ☐ Other: _____ | | |

Anticipated Attendance: Daily: 400-500 Total: 800-1000☒ Yes ☐ No Is this an annual event?☐ Yes ☒ No Has this event ever been held at another location? If yes, please provide references:

Location	Date	Contact Name	Phone Number

APPLICANT INFORMATION

Organization Name: St. John the Apostle ChurchChief Authorizing Official, if not you: Father Anthony GiamelloAddress: 506 Seabury Ave.City: Milford State: DE Zip Code: 19963Phone: 302-422-5123 Cell: _____Email: admin@stjohnsmilford.com

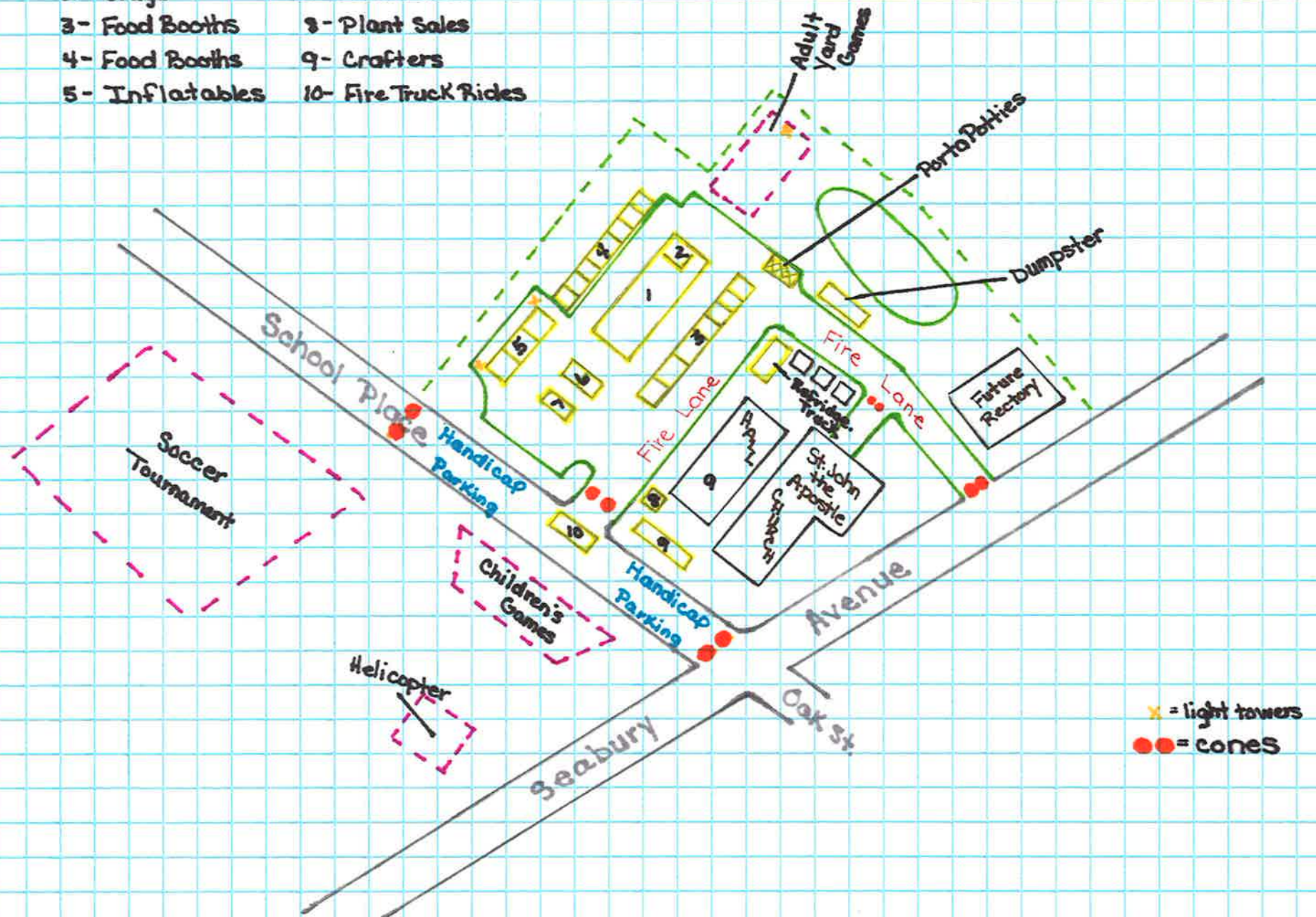
The **Applicant** must be able to answer questions regarding the entire event and event application. He/She must be available for any planning meetings scheduled prior the event.

ON SCENE CONTACTS

Name of On Scene Contact(s): Amanda M. FultonCell: 757-635-2832

The **On Scene Contact** is the individual in charge of the event and must be available via the phone number provided above at the event site during the setup, event times, dismantling and be in possession of the approved special event permit.

- | | |
|----------------|----------------------------|
| 1- Main Tent | 6- Information / Tix Sales |
| 2- Stage | 7- Lions Club |
| 3- Food Booths | 8- Plant Sales |
| 4- Food Booths | 9- Crafters |
| 5- Inflatables | 10- Fire Truck Rides |



City of Milford



RESOLUTION 2017-07

Board of Revision and Appeal Hearing

WHEREAS, the provisions of Article VII, Section 7.06 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment to be hung in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, September 25, 2017 at 7:00 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2017-2018 General Assessment.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk

City of Milford



RESOLUTION 2017-08 *Halloween Trick-or-Treat*

WHEREAS, the children of Milford are entitled to the fun and festivity associated with the observance of Halloween Trick-or-Treat custom of traveling with friends and family going door to door in their neighborhoods displaying their costumes and gathering treats; and

WHEREAS, parents are urged to join in the festivities by accompanying their children throughout their journeys in celebrating Halloween Trick-or-Treat; and

WHEREAS, residents are requested to indicate their willingness to welcome children by keeping their porch or exterior lights on and that youngsters call only on homes so lighted.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the Halloween Trick-or-Treat observance be held in an orderly manner on Tuesday, October 31, 2017 between the hours of 6:00 P.M. and 8:00 P.M. in the City of Milford.

AND, BE IT FURTHER RESOLVED THAT:

*Only celebrants of 12 years and under will be permitted to engage in Trick-or-Treat.

*All celebrants are to refrain from committing acts of vandalism or destruction.

*Motorists are asked to be ever watchful of our youngsters making these annual rounds.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 11th day of September 2017.

Mayor Bryan W. Shupe

Attest:

Christine R. Crouch, Acting City Clerk