

City of Milford



CITY COUNCIL AGENDA

Monday, June 11, 2018

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

7:00 P.M.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Appointment of 2018 City of Milford Election Board

Adoption/Ordinance 2018-02/City of Milford Charter Amendment/Section 7.14/Impose Lodging Tax ®

Adoption/Resolution 2018-13/Adopting City of Milford FY18-19 Budget & Capital Program ®

New Business

Introduction/Ordinance 2018-16/JD Barnard on behalf of Barnard Properties Partnership/Conditional Use

Adjourn

All items on the Council Meeting Agenda are subject to a potential vote.

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.

® *Public Comment, up to three minutes per person, will be accepted.*

041718 050318 051718 052919 060118 *060418 Budget Meeting Result 060718 Item Removed

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 14, 2018

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, May 14, 2018.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Michael Boyle, Owen Brooks Jr.,
Douglas Morrow and James Starling

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Councilmembers Lisa Ingram Peel and Katrina Wilson
Second Ward Council Seat Vacant

CALL TO ORDER

Mayor Campbell 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

Included in the packet were minutes of the April 9, 16, 23, and May 3 and 7, 2018 Council and Committee Meetings. Councilmember Brooks moved for approval, seconded by Councilmember Morrow. Motion carried.

RECOGNITION

No special guests in attendance.

MONTHLY POLICE REPORT

Police Chief Brown read some statistics from the monthly Police Report noting the activities he has done in addition to his regular duty.

There being no questions from Council, a motion was made by Councilman Morrow, seconded by Councilmember Starling to accept the Monthly Police Report as submitted. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced the reports from the various City Departments.

He then deferred to Planning Director Rob Pierce who oversees the Code Enforcement Department to provide an update due to some recent concerns expressed.

Mr. Pierce then spoke about the following properties that involve open cases prior to April 1, 2018:

309 North Street (Potential DDD Project)
112 Southeast Front Street (Potential DDD Project)
292 North Rehoboth Boulevard
609 Southeast Front Street (DDD Project)

19810 Cedar Beach Road
509 West Street
306 Southeast Front Street (Potential DDD Project)
113 South Washington Street (DDD Project)
412 East Street
415 South Washington Street
35 Fisher Avenue (Potential DDD Project)
408 Northwest Front Street
403 West Street (DDD Project)
25 North Church Street (Potential DDD Project)
427 South Washington Street
20 Marshall Street (Potential DDD Project)
14 Delaware Avenue
114 Marshall Street (Potential DDD Project)
105 Wilbur Street
115 North Walnut Street (DDD Project)
105 Northwest Front Street (Potential DDD Project)
205 North Washington Street (DDD Project)
317 Fisher Avenue
107 Columbia Street (Potential DDD Project)
501 Southeast Front Street (Potential DDD Project)
704 Southeast Front Street
707 Southeast Front Street
502 North Washington Street
301 South Walnut Street
502 Southeast Front Street
409 Southeast Front Street
214 South Washington Street
107 North Street
312 South Washington Street
113 South Church Street
16 Elizabeth Street
408 East Street
504 Gilcrest Street
712 Lovers Lane
502 North Washington Street
22 Marshall Street

Remedied Violations:

11 Mill Street
209 South Walnut Street
911 Southeast Front Street
205-209 North Walnut Street
810 Southeast Front Street
402 Northeast Fourth Street (DDD Project)
111 McColley Street (DDD Project)
418 South Washington Street
111 West Street
113 West Street
110 Southeast Front Street
208 East Street
490 Milford-Harrington Highway
419 South Washington Street
510 North Washington Street
110 Fisher Avenue (DDD Project)

Mr. Pierce stated that they hope to share some of those properties with potential investors who are willing to put some money into fixing them up. He explained that as the items are remedied, they will be moved to the bottom. In that manner, they can keep a close eye on progress.

He said some of the investors found the documents appealing as it provided them with information on whom to contact about the properties. It also confirms the City of Milford is moving forward and enforcing its ordinance which helps protect other investments in the communities.

Mr. Pierce thanked the Finance Office and their efforts with the tax monitions which he feels has helped Code Enforcement and brought additional attention to the DDD program, besides improving the economy.

He added that he will be presenting an update on a quarterly basis.

City Manager Norenberg added that the follow up on the monitions and delinquent tax accounts are driving up a lot of activity in the Finance and Customer Service Departments. In addition to paying these fees and fines, the property owners are reinvesting in their properties which to him is a true success story.

He also thanked Solicitor Rutt for his help.

Mr. Norenberg referenced a recent article in the Delaware Business Times focusing on the Downtown Development District that highlighted both the commercial successes and the importance of the residential properties being restored.

Councilmember Morrow moved to accept the City Manager Report, seconded by Councilman Starling. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through March with 75% of the fiscal year have passed, 71% of revenues having been received and 69% of the operating budget expended. He noted that the revenues indicate a higher than average percentage mainly due to the real estate taxes and building permit fees. Expenses are down as well.

He commended City Manager Norenberg and the Finance Department Staff for the great job they are doing.

Chairman Morrow moved to accept the March 2018 Finance Report, seconded by Councilman Boyle. Motion carried.

COMMITTEE & WARD REPORTS

No report.

COMMUNICATIONS & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

FY 2017-2018 Budget Adjustment/New Position (Code Official)

City Manager Norenberg recalled that during several meetings, City Council discussed the rental license and inspection program. During those meetings, there was considerable interest by Council to hire an additional Code Official. There was a slight time delay due to a new Human Resources Administrator being hired.

However, the City has now advertised and received applications for the additional Code Enforcement Official and will be proceeding with interviewing and selection. However, before they schedule interviews, Council needs to confirm the funding.

The additional Code Enforcement Official will be tasked with inspecting buildings for compliance with the adopted Property Maintenance Code, Zoning Code and Housing Standards. Responsibilities will be shared with the existing Code Official and may be split by enforcement action type or geographic location. The additional Code Official will assist with the day-to-day

operation of the Department and may be cross-trained to assist with building inspections. Priorities will include bringing blighted, condemned and vacant structures into compliance with City Codes through corrective actions (restoration or demolition), assistance with the oversight of the rental inspection program, increased proactive property maintenance inspections and response to citizen complaints.

The additional Code Enforcement Official will cost approximately \$83,290 in salary and benefits. Department budgets will be presented to the City Council on June 4th and 5th. During the Planning Department presentations, you will hear that it is recommended to fill this position and refill the Building Official position in FY18-19.

Currently, the overall General Fund budget is not yet balanced for FY18-19. Accordingly, it is recommended that the City Council complete its review of the FY18-19 budget before committing to filling the proposed Code Enforcement Official position.

The options are to defer final approval until the review of the full General Fund budget on June 4th and 5th. If City Council is comfortable funding the position in the FY18-19 budget, effective July 1st, interviews could begin within a week.

The other option is to commit to funding in FY18-19, approve supplemental funding for June and request staff fill the position as soon as possible. Interviews could begin within a week. If selection and background checks are completed quickly, it is possible that a new employee could start by June. If so, a supplemental appropriation from General Fund Reserves will be needed for the additional month.

Councilman Morrow feels we should go with the first option and make sure there is adequate funding in the budget before we commit to it.

Councilman Mergner recalled discussing a third party being used for rental inspections and other activities. When the conversation was to bring another employee on board or use the outside party, he asked if we are considering doing both.

City Manager Norenberg explained the third party vendor is doing rental inspections. However, Council made a decision to focus on Code Enforcement and supplement what our current Code Official is doing. Council directed Mr. Pierce to move forward in that direction and begin the recruitment process. However, the money was not appropriated at the time to cover the remaining fiscal year which is the reason it is being brought back for a final determination before the next step is taken.

Councilman Brooks pointed out it will take at least six weeks to find someone because the former Mayor told him they were unable to find anyone qualified. Mr. Norenberg reiterated that the recruitment has been completed and we can begin interviewing in a week or so. More than likely, the person chosen will need to provide two-week notice to their current employer. He anticipates three to five weeks before there is someone on board full-time. Because it is so close to the end of the fiscal year, it is necessary Council understand the financial impact at the end of this fiscal year.

Councilman Morrow prefers looking at the entire budget picture.

The consensus was to defer final approval until the review of the full General Fund Budget is completed the first week of June. If City Council is comfortable funding the position in the FY18-19 budget, effective July 1st, interviews could begin within a week.

NEW BUSINESS

Adoption/Resolution 2018-07/Sidewalk Waiver/Randy & Kathy Donze/452 Kings Highway

Planning Director Pierce reported there is no sidewalk in the immediate vicinity of this property on Kings Highway. They are in the process of constructing a new home at this site.

As a result, the property owners are seeking a temporary waiver that has been provided to a lot of infill developments.

The property owners were in attendance.

No one from the public wished to comment on the request.

Councilman Morrow moved to adopt Resolution 2018-07, permitting a temporary sidewalk waiver, seconded by Councilman Starling:

Property Owner: Randy & Kathy Donze
Address of Property: 452 Kings Highway
Milford, Delaware 19963
Tax Map No: 1-30-1.19-023.00

*RESOLUTION 2018-07
Sidewalk Waiver*

WHEREAS, the above stated owner has requested a waiver of the provisions of Chapter 197 of the Code of the City of Milford requiring the installation of curbing and sidewalks; and

WHEREAS, there exists justifiable reasons to waive the installation of said improvements at the present time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The required improvement for curbing and sidewalk as set forth in Chapter 197 of the Code of the City of Milford for the above property are hereby waived for installation at the present time.*
- 2. When in the future it is determined by the City of Milford in its sole judgment that it is appropriate to install said improvements, the property owner, its successors or assigns shall be required to complete said improvements at the owner's expense within the time required by the City of Milford.*
- 3. Waiver, as approved and conditioned by Milford City Council, on May 14, 2018, shall be reflected on the Site Plan.*

Motion carried.

Adoption/Resolution 2018-09/Annexation Committee Investigation/City of Milford Substation Land/Elks Lodge Road & Wilkins Road.

Mr. Pierce announced the City is planning to move forward with the request for annexation of City lands which is the current location of the City’s Electric Substation in the area of the new Bayhealth Health Campus.

There being no comments from the public, Councilman Brooks made a motion to adopt Resolution 2018-09, seconded by Councilman Morrow:

*Annexation/Lands belonging to the City of Milford
Tax Map 3-30-15.00-058.02
6.5 +/- Acres
Current Zone AR-1/Proposed Zone I-S*

COMMITTEE DIRECTED TO INVESTIGATE ANNEXATION

Whereas, a Petition, signed by the legal property owner and duly witnessed, requesting annexation into the City of Milford, lying and being in Cedar Creek Hundred, Sussex County and State of Delaware, fronting on the northeasterly side of County Road 211 and on the southeasterly side of County Road 206, adjoining lands of Carl W. Grundman, lands of James H. Cannon, Jr. and other lands of grantor, and more particularly described as follows, to wit

BEGINNING at a set iron pipe on aforementioned northeasterly right of way line of County Road 211, 25 feet from the centerline thereof, and at a corner for other lands of grantor; thence running with said right of way line of County Road 211 North 44 degrees 45 minutes 52 seconds West 625.00 feet to a set iron pipe at the southerly corner of lands of Carl W. Grundman; thence proceeding along said lands of Carl W. Grundman and lands of James H. Cannon Jr. North 49 degrees 45 minutes 54 seconds East 1083.33 feet to a found iron pipe at a corner for said Cannon lands: thence following line of said Cannon lands North 43 degrees 35 minutes 29 seconds West 386.42 feet, passing through an iron pipe found at 385.75 feet to

a point on aforementioned southeasterly right of way line of County Road 206; thence following said right of way line of County Road 206, 25 feet from the centerline thereof, North 49 degrees 26 minutes 02 seconds East 100.14 feet to a set iron pipe at a corner for other lands of grantor; thence proceeding along said other lands of grantor the following 5 courses and distances: 1) South 43 degrees 35 minutes 29 seconds East 487.17 feet to a set iron pipe; 2) South 49 degrees 45 minutes 54 seconds West 831.44 feet to a set iron pipe; 3) South 44 degrees 45 minutes 52 seconds East 299.69 feet to a set iron pipe; 4) South 49 degrees 45 minutes 54 seconds west 150.00 feet to a set iron pipe; and finally 5) South 01 degrees 08 minutes 34 seconds East 288.99 feet to the place of beginning, containing 6.5 +/- acres of land, more or less, as filed in Plot Book 32, page 316.

BEING a portion of the lands devised to Mary L. Vreeland, James H. Vreeland, Mary Lou Webb and Kay V. Klute by the Last Will and Testament of Howard S. Vreeland as filed in the Office of the Register of Wills, Georgetown, Sussex County, Delaware.

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 Owen Brooks, Councilmembers Christopher Mergner and James Starling Sr. along with 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.

Motion carried.

Introduction/Ordinance 2018-13/Gator & Associates/Easy Speak/Conditional Use Amendment

Mayor Campbell introduced the following ordinance:

ORDINANCE 2018-13
Gator & Associates Inc. for an Amended Conditional Use
in a C3 Zoning District; Located on north side of Milford-Harrington Highway
approximately 3,600 feet west of S DuPont Boulevard Intersection, Milford, Delaware
Present Use: Brew Pub with Distillery/Retail
Proposed Use: Same with amended hours of Brew Pub
Tax Map MD-16-173.00-01-12.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on April 17, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on May 29, 2018 to consider all information presented by City Staff, the Applicant, 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 that amends a previously-approved Conditional Use as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Gator & Associates Inc. is hereby granted a Conditional Use Permit to amend the original Conditional Use, 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.

Mr. Pierce advised this is a revision in the operating hours previously approved in the original Conditional Use.

Introduction/Ordinance 2018-14/Chapter 230-Zoning/ Article III-Use & Regulations §230-19.3-Institutional Medical District

Mayor Campbell introduced the following ordinance:

ORDINANCE 2018-14
CODE OF THE CITY OF MILFORD
Part II-General Legislation
Chapter 230 Zoning
Article III-Use and Area Regulations
§230-19.3 IM Institutional Medical District

WHEREAS, the City of Milford enacted a Zoning Code, Chapter 230, to protect the health, safety, morals and general welfare of its citizens and to protect and preserve places and areas of historical, cultural or architectural importance and significance; and

WHEREAS, from time to time, City Council determines the need for amendments and additions to the Zoning Code of the City of Milford; and

WHEREAS, City Council has determined all uses permitted in the R-8 Zoning District and residential housing owned, maintained and operated by a healthcare organization for the primary benefit of its patients, patient families, and/or healthcare employers and their employees as well as overnight accommodations for patient families and individuals that are receiving treatment from a hospital or other healthcare facility are appropriate conditional uses in the IM-Institutional Medical Zoning District.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 230 is hereby amended by making deletions as shown by strike through and insertions shown by underline as indicated below:

§ 230-19.3. - IM Institutional Medical District.

C. Permitted uses.

(13) Cafeteria facilities, snack and gift shops, banking facilities, restaurants, retail, personal service shops, and laundry facilities primarily for the use of healthcare employees, patients and visitors.

(14) Pharmacies.

(15) Hospitals and all other healthcare facilities, including any and all support services related thereto.

D. Conditional uses subject to special regulations. The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions in Article IX of this chapter:

(1) All uses permitted in the R-8 Zoning District.

(2) Any residential housing owned, maintained and operated by a healthcare organization for the primary benefit of its patients, patient families, and/or healthcare employers and their employees as well as overnight accommodations for patient families and individuals that are receiving treatment from a hospital or other healthcare facility.

Section 2. Dates.

Planning Commission Review & Public Hearing: May 15, 2018

City Council Introduction: May 14, 2018

City Council Public Hearing: May 29, 2018

Adoption: May 29, 2018

Effective: June 8, 2018

Mr. Pierce explained the IM District was amended to allow additional uses consistent with a hospital or large medical-type facility.

In addition, a Conditional Use approval is being added to ensure that neighboring property owners receive notification of the

proposal and that any concerns can be heard through the mandatory Public Hearing process.

Introduction/Ordinance 2018-15/Chapter 19-Economic Development & Redevelopment/Abatement of Property Taxes

Mayor Campbell introduced the following ordinance:

ORDINANCE 2018-15
CODE OF THE CITY OF MILFORD
Part I-Administrative Legislation
Chapter 19
Economic Development and Redevelopment
Article III-Specific Economic Development Incentive Programs
§19-9 Downtown Development District Incentive Program

WHEREAS, the City of Milford enacted an Economic Development and Redevelopment Code, Chapter 19, to promote economic development and redevelopment within the City of Milford; and

WHEREAS, from time to time, City Council determines the need for amendments and additions to the Economic Development and Redevelopment Code of the City of Milford; and

WHEREAS, City Council has determined in order to be eligible for a tax abatement through the development incentives provided in the Downtown Development District, the property must have been registered with the City as a rental property as of August 10, 2016, which is when the State of Delaware designated downtown as a Downtown Development District.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 19 is hereby amended by making insertions as shown by underline as follows:

§ 19-9. - Downtown Development District Incentive Program.

C. Development Incentives.

(4) Abatement of Property Taxes.

- (a) Incentive Beneficiaries shall qualify to receive City of Milford property tax abatements for a period not to exceed ten (10) years. The abatement period shall commence from the date of final certificate of occupancy.
- (b) Rehabilitation Projects.
 - I. If the incentive beneficiary improves the assessed value, as determined by the City Tax Assessor, by more than 50% of the original assessed value, the incentive beneficiary shall receive a full abatement of City property taxes for ten (10) years.
 - ii. If the incentive beneficiary improves the assessed value, as determined by the City tax assessor, by less than 50% of the original assessed value, the incentive beneficiary shall receive a partial abatement of City property taxes on the value of the improvements for ten (10) years.
- (c) New residential or commercial construction shall receive a full tax abatement for five (5) years.
- (d) Properties converted from rental units to owner occupied housing shall receive a full tax abatement for ten (10) years, subject to continued occupancy by the property owner. **In order to be eligible for the tax abatement, properties must have been registered as a rental property with the City of Milford at the time of Downtown Development District Designation by the State of Delaware, which was August 10, 2016.**

Section 2. Dates.

Introduction: 05/14/18

Adoption: 05/29/18

Effective: 06/08/18

Planning Director Pierce explained this involves an amendment to the Economic Development Incentive Program associated with the Downtown Development Program and some modification of the language related to tax abatements of rental properties converted to owner-occupied units.

Authorization/Police Station Project/Architect

City Manager Norenberg reported that at the last Police Committee Meeting on May 3rd, the information for the Request for Qualifications (RFQ) was presented to select an architect and engineering firm to assist with the designs and plans for the new police facility. At that time, it was agreed it would be done in two stages. The first stage would provide the elevations, site plan, renderings and updated budget information needed to educate City Council to move forward with a referendum vote on the potential project.

During that meeting, Redstone and Associates Architectural Firm was discussed. Redstone, out of Michigan, had done some extensive consulting in the previous years, in addition to working with Chief Brown on an updated plan, budget and recommendations in 2016.

Mr. Norenberg shared that Redstone is an expert consulting firm in public safety facilities. However, they generally work with a local architectural and engineering firm. Both architects from the previous firm they worked with have since retired, though one will be available for short-term assistance. As a result, a new firm will need to be hired to handle the design and engineering as the project moves forward.

At the end of the Police Committee, Committee Chairman James Burk resigned from City Council to take a full-time position with another municipality.

As a result, Chief Brown and City Manager Norenberg contacted Mr. Redstone to explore other options. Having consulted with the City Clerk and Solicitor about the timeline and need for a special election to fill the vacancy, one Special Election was discussed at which time both the Council Vacancy and the Referendum for the new Police Facility and five new Police Officers. If it could be worked out, that would save the City a great deal of money though Chief Brown's goal was to have the Referendum completed in time to send the new officers to the next academy class in September.

Mr. Norenberg then referred to the preliminary draft which would require the election work to begin as early as tomorrow. In addition, an authorization is needed from City Council in the amount of \$47,000 for Redstone Architects and a local firm to develop an updated cost estimate, renderings and site plan to prepare an education program for the public to understand the police department's needs.

Two election cycles were included in the packet, one ending with a referendum in September and the other tentatively planned for January 2019.

In the meantime, it is important for the Police Committee to work diligently throughout either timeline though Council will need to make the decision.

Councilman Brooks said he wants to get going on the councilperson. Solicitor Rutt then read the process from the City Charter regarding the remainder of the unexpired term and the need for a Special Election.

Councilman Brooks emphasized that he does not want to wait for the referendum.

Mr. Norenberg then clarified that the Special Election for the Councilperson can be held approximately thirty days sooner though the question before Council is whether to hold two different elections within a month or six week period or save several thousand dollars by having one election for both.

Councilman Brooks reiterated that he wants a councilperson in that seat. Councilman Morrow asked if it is faster to have a Special Election for the council seat, he does not want the referendum should not postpone that. As a result, two elections will be needed regardless of the additional costs.

Councilman Brooks then pointed out a lot of time is going to be needed to sell the referendum to the people

The consensus of Council was to proceed with the Council Election.

Councilman Mergner referred to the \$47,000 estimate from Redstone and asked if no other firm is being considered; Mr.

Norenberg explained the original recommendation was to do an RFQ and select a local firm using the information generated by Redstone in the past. We would then partner with Redstone even though they will not be on the ground designing and engineering and a local firm will be needed.

He only presented the one election option tonight to eliminate having two elections this summer though he agrees that would require an accelerated approach with the exhibits and educational materials needed to move forward.

However, the consensus of Council is to proceed with the Council vacancy and to take our time and go through the process of selecting an engineering/architectural firm for the project.

Councilman Mergner again asked why Redstone has already been chosen; Councilman Morrow explained that Redstone has been working with the police department for the past ten or twelve years. If we hired a brand new engineering firm, it would cost more than \$47,000 to start from the ground up. He said at this point, we will at least have a starting point.

The City Manager estimated the total architectural/engineering fees for the project will most likely be around \$900,000 and this would be a part of the initial work which could then be handed off to another firm after the referendum passes.

Solicitor Rutt then explained the process needed for the Special Election for the Council seat requires sixty days to file after the Election Notice has been posted for twenty days. Therefore, the earliest the City could the Special Election would be at the end of August.

Councilman Boyle agrees with the two elections noting this involves two distinct issues and one issue should not be rushed to comply with the other matter.

Mr. Norenberg pointed out that we are not trying to rush anything, though some options were presented to coordinate the two matters. He understands the need to fill the vacancy as soon as possible and the ability to take our time as we move forward with the plans for the new Police Facility and he certainly supports that.

Mayor Campbell also agreed the Council vacancy is more urgent than the referendum, considering the time that will be needed to properly educate our residents about the needs of the Police.

Mr. Norenberg explained that the matter before Council is whether to release the original RFQ and begin soliciting for an architect and engineering firm for the police department project. That document can then be finalized and the bid advertised.

Inaudible conversations occurring at the same time.

Councilman Mergner recommended that any other resources available statewide be utilized to assist with this project. Councilman Brooks said he has already suggested Dave Hugg because he just built one in Smyrna. Mr. Rutt reported that Mr. Hugg is the City of Dover's City Planner now.

Councilman Brooks also suggested Morris Deputy at Middletown who also built a police station. Both are Milford boys who would be glad to help. Councilman Morrow feels said that is something the City Manager should be handling.

Councilman Brooks said he wants the City Council election to be done the right way. After that, the referendum should be done correctly and we need to explain to the citizens what is going to be done and there is no need to rush it.

Mr. Norenberg stated that because Council does not want to combine the two elections, the original recommendation was to release the RFQ and allow Redstone to respond to the RFQ, in collaboration with any local partner. The \$47,000 was only being requested if Council agreed to holding parallel elections at the same time.

Councilman Morrow moved to release the RFQ for the new police facility, seconded by Councilman Brooks. Motion carried with no one opposed.

Approval/School Resource Office (SRO) Agreement

Chief Brown said this was discussed at the Police Committee Meeting.

He stated that they met with Milford School District Superintendent Kevin Dickerson and things will move forward in the same manner they have over the past three years and there are no changes to the agreement. It was agreed the same number of officers will be assigned to the school.

Chief Brown noted that the Police Department oversees the administration and assignment of the SRO's, who can be changed as needed.

Councilman Brooks pointed out that Chief Brown had talked about putting an officer at the Morris School in Lincoln and asked if the State Police will allow it. Chief Brown said he talked with the State Police today who are unwilling to relinquish their jurisdiction in the SRO program at that school even though it is part of the Milford School District.

Councilman Morrow moved to approve the Milford School District SRO Agreement as presented, seconded by Councilman Brooks. Motion carried.

Bid Award/Matlinds Estate Paving Project

Public Works Director Mark Whitfield reported that last fall, the City received an offer of Community Transportation Funds from a local legislator for the resurfacing of streets within Matlinds Estates. Per City Ordinances, the City Engineer designed the project for public bids.

Bids were received on May 10th with four alternatives. Alternative A included select base repair, driveway apron repair and resurfacing of all streets. Alternate B included select base repair, driveway apron repair and resurfacing all streets, but excluded portions of Joshua Drive and Lindsay Lane. Options 1 and 3 were for a 2" overlay and Options 2 and 4 were for a 1.5" overlay.

All work on the project is to be completed within thirty days of the execution of the contract.

His recommendation is to award the Bid Item A2 for resurfacing of streets in Matlinds Estates (1.5" overlay, driveway apron repair and some sub-base repair) to Jerry's Paving in the amount of \$90,736, provided funding for the project is approved through the Community Transportation Fund.

Councilman Brooks moved to award the bid to Jerry's Paving in the amount of \$90,736, as described by the Public Works Director, seconded by Councilman Morrow. Motion carried.

Mr. Whitfield anticipates approximately two weeks to have the documents properly executed though his understanding is the contractor is willing to start as soon as possible. He estimates the project will be completed by mid July.

Adoption/Resolution 2018-11/Declaring City Council Vacancy/Authorizing Special Election

City Manager Norenberg recalled the previous conversation regarding a vacancy in City Council in the second ward. The time line involved was discussed by the City Clerk and City Solicitor and the application of both local and state laws.

City Clerk Hudson advised that the date will be determined within the next couple of days now that Council has decided to proceed with the Special Council Election. The dates will be approved by Council at the May 29th meeting.

Councilman Brooks moved to adopt Resolution 2018-11, seconded by Councilman Morrow:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE ("City Council") DECLARING A VACANCY FOR THE OFFICE OF CITY COUNCIL MEMBER AND CALLING A SPECIAL ELECTION TO FILL SUCH VACANCY FOR THE UNEXPIRED TERM; ORDERING DATE AND TIME TO BE SCHEDULED FOR CANDIDATE FILING DEADLINE AND VOTER REGISTRATION DEADLINE.

WHEREAS, Article IV Council Government-Composition, Qualifications, Vacancies and Procedure, of the Charter ("Charter") of the City of Milford and specifically § 4.05(A)(2) states that the Office of a Councilperson shall become vacant upon death, resignation or removal from office in any manner authorized by law, or ceases to be a lawfully registered voter of the City and a resident of the Ward in which he/she resided at the time of the election and the vacancy is confirmed by City Council; and

WHEREAS, Article IV § 4.05(C) of the Charter further states that if a vacancy occurs in the City Council and the remainder of the unexpired term is more than twelve months, the vacancy shall be filled by a special election. The special election shall be held in accordance with State election laws following the occurrence of the vacancy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILFORD:

SECTION 1-VACANCY

Due to the recent resignation of Councilman James Frederick Burk of 129 School Place, Milford, Delaware, effective May 3, 2018, the City Council does hereby declare a vacancy in the Office of City Council Second Ward.

SECTION 2-SPECIAL ELECTION

The City Council orders a Special Election in the City of Milford, to be scheduled at Milford City Hall, 201 South Walnut Street, Milford, Delaware, for the purpose of electing a Second Ward Council Member to serve for the remainder of the unexpired term of that office. The candidate receiving a majority of the votes cast shall be declared elected to such office.

SECTION 3-DATE AND TIME

Delaware Code Title 15 Chapter 75, entitled Municipal Elections, and Article IV of the Charter, establishes the procedures for Special Elections of Candidates.

SECTION 4-ANNOUNCEMENT

The City Council hereby directs the City Clerk to post and publish a Notice of Solicitation of Candidates to Fill a Vacancy of the Second Ward Seat.

SECTION 5-DATE AND TIME

The City Council does hereby order a Special Election to fill the Second Ward Vacancy, such date and time to be in compliance with the aforementioned laws.

Motion carried.

There was a question from the audience and Mr. Rutt again explained the process required as a result of the City of Milford Charter and the Delaware Municipal Election Law. Taking the required timelines and deadlines into consideration, the election will be held at some point in August.

There was a concern that the resident had no representation and both Councilman Brooks and Councilman Morrow explained that Councilwoman Peel is his representative though she is absent this evening due to another commitment. Councilman Brooks emphasized that any resident is able to call any Councilmember and not just the ones from their wards. Again expressing concern, Councilman Morrow reiterated that he has seven representatives until the vacancy is filled at which point he will have eight.

ADJOURNMENT

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

The Council Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 29, 2018

The City Council of the City of Milford met in Workshop Session on Tuesday, May 29, 2018 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:31 p.m.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Second Ward Council Seat Vacant

Kent Economic Partnership Presentation

Mayor Campbell deferred to the City Manager who explained that he had previously seen this presentation when it was unveiled. Greater Kent Committee Executive Director Shelly Cecchet then introduced Members Craig Crouch and Bill Strickland.

Bill Strickland explained the intent is to talk about an economic development initiative. The Greater Kent Committee is a nonprofit membership organization created in the late 1980's by CEO and top business executives in Central Delaware. This organization is dues supported. At the present time, the Greater Kent Committee has almost 100 active members, all of whom are civic-minded business executives in Central Delaware.

Mr. Strickland reminded Council their signature project to date has been the DE Turf, which is the Kent County Regional Sports Complex Project, located in Frederica. The intent with the project was to attract out of state visitors into restaurants, hotels and shopping areas in Central Delaware.

The complex is seeing a lot of visitors and guests and having the profound economic impact as was desired. Overall impact includes 40,000 plus visitors on tournament weekends and 920 youth travel teams. While there were twenty events scheduled in 2017, there are forty events (weekend tournaments) in 2018.

He emphasized there was a lot of money and time spent with consultants who predicted the complex would have ten tournaments the first year, twenty tournaments and the second year and would not host a national tournament in a town called Frederica, Delaware.

Mr. Strickland proudly announced that those numbers doubled in both years and a national lacrosse tournament is scheduled this year.

The organization's next project is economic development. They have looked at economic development in the State which has been reformed by the Carney Administration to have two components. The first is a State-run component and the second is a public/private partnership titled the Delaware Prosperity Partnership. The Delaware Prosperity Partnership has already hired their new director Kurt Foreman who came from Oklahoma to Delaware. The Partnership is overseen by representatives from all three counties.

Mr. Strickland shared that the Delaware Prosperity Partnership is located above the canal. It is believed that a lot of the emphasis that organization undertakes will be driven toward initiatives in the New Castle and the City of Wilmington.

The Greater Kent Committee looked at it as a venture they needed to participate in and made a three-year commitment of

\$10,000 annually as a result. In addition to recommending a consultant be hired, the committee hired Rockport Analytics to conduct a study to identify Kent County's best future economic development prospects.

The recommendation was to begin a comprehensive approach to economic development in Central Delaware. In this approach is a collaboration between key constituencies that include the best of both the private and the public sectors to work together to take advantage of the assets in Kent County. It was determined that a lot of success stories align with government, healthcare and poultry processing. They also provided an understanding of the lack of activity in manufacturing and a few other segments of the economy.

The Rockport representatives looked at some recommended targets such as distribution, warehousing and logistics and determined they should be considered as new economic drivers for Central Delaware. Other targets are healthcare and though Bayhealth is much at the front here in Milford, there are other needs for physicians, outpatient care facilities, nursing and community care, medical and diagnostic labs.

The Rockport Analytics also identified some challenges such as workforce attraction, quality of life, cultural, arts, recreational, shopping, evolving broadband infrastructure, travel infrastructure access and needs to change the traditional post secondary curriculum for a targeted workforce. There is a need to work more collaboratively with local colleges.

Business and legal services include areas like computer design and programming, scientific research and development, human resource services, advertising and public relations and legal, accounting and building services. The study claims that there is the potential for 4,500 jobs if businesses sprung up to meet the demand. Average salaries in the field hover around \$80,000.

What is needed is a much more focused economic development effort in Kent County than had previously been done. As a result, three groups came together. The Greater Kent Committee, the business group, Kent County Levy Court, who previously employed the executive director of the Kent Economic Partnership and the Kent Economic Partnership (KEP) of which Councilman Mergner is involved as Milford's representative.

A reorganization of the KEP was advocated and the first step was the hiring of an executive director. The KEP is very close to making an announcement on the hiring of an economic developer. They are also busy working with businesses and municipalities on an aggressive fundraising campaign. A presentation has been made to the City of Dover and discussed with the request with the Town of Smyrna.

They are asking these communities, including Milford, to join with the Greater Kent Committee, who has committed to more than \$100,000 to support this effort on an annual basis. In addition, the Levy Court has contributed \$100,000 plus on an annual basis.

The City of Dover has been asked for \$50,000 and the Town of Smyrna and the City of Milford are both being asked for \$30,000 respectively.

The Greater Kent Committee is asking for this financial support to help bring business to Kent County because if they don't do this themselves, they will play second fiddle to the initiatives taken by the State of Delaware, which will most likely involve the County of New Castle and the City of Wilmington.

Mr. Strickland agrees that they also need to be open minded and pointed out this initiative will not just be focused on Dover. He referenced the sports complex that is in Frederica and they believe that Kent County is too small to look at directing growth in just one area. Milford has a lot of critical assets that businesses and other economic engines will look for, as does Smyrna.

As a result, the Greater Kent Committee is formally asking the City of Milford to consider a contribution of \$30,000 annually to support the Kent Economic Partnership initiative, which will be a collaboration effort of the Greater Kent Committee, Kent County, Kent County Municipalities and other private interests.

When asked about Sussex County, Mr. Strickland stated they are unaware of similar initiatives but because Kent County is the smallest of the three counties, this is an opportunity to get out front early. They need to be ahead of what is being done on

a State and Sussex-County level.

Mr. Strickland also pointed out the City of Milford is a member of the Greater Kent Committee. He also asked for the City to continue their support by paying the annual dues to stay a member of that Committee. They believe the return on investment to the City of Milford is realized with the petitions for new hotels, the influx of people as a result of DE Turf, as well as other initiatives the Greater Kent Committee is involved with.

Mr. Strickland confirmed the dues are \$1,750 per year.

Mr. Norenberg noted that our budget hearings begin on Monday, June 4th at 5:00 p.m. Based on how Council feels about the \$30,000 request, any questions should be asked at this point, and some direction given on whether the City Manager should build the \$30,000 into the budget for Fiscal Year 2018-2019.

Councilmember Peel said she had the same thoughts about the sprawl to the north of the canal, though the sports complex at Frederica has proven a great success and never believed there would be a north and south Frederica exit built in her lifetime.

Councilmember Peel also pointed out that some of the representatives on this committee, including those that are here tonight, are actual ambassadors of Milford and she assumes that when selling Kent County that Milford is included because we do have a lot to offer, particularly with healthcare being a target and the improvement to the quality of life south of the City.

Mr. Strickland agrees adding that there is a little too much Kent and not enough Central in the description. However, it is Central Delaware and to him Milford is one community whether it is the Kent or Sussex portion. What Bayhealth is doing will be catalyst for growth and if that occurs near the new health campus, they are thrilled and will be very much apart of driving that.

Councilwoman Peel also like the idea of public and private partnerships which allows the work to be done more quickly than just involving the public.

Councilman Mergner then added that being part of this Committee for more than a year, he is very impressed with the dialog and ideas, as well as the brain power in the room at these meetings. He looks forward to going to these meetings and representing Milford on a monthly basis. He is confident this Committee is for real and they are behind making some changes and progress. He is very happy to be part of it.

Solicitor Rutt asked if Milford will be able to call the Executive Director and request someone come to Milford when needed for various things. Mr. Strickland believes the Executive Director makes or breaks this type of effort. This person will be housed in the Kent County Office even though they are not a Levy Court employee. The oversight responsibility will continue to be the Board of the Kent Economic Partnership (KEP), consisting of representation from Milford, Dover, Smyrna and private businesses.

Mr. Strickland encourages Milford to be in contact with the Executive Director, along with the other groups. He referenced a number of vacant commercial buildings in Milford and asked if they are recruiting and if Nemours is helping to fill those offices and if other subsets of healthcare should also be looked at. Those types of conversations are being encouraged to make this work which will allow the City to realize the investment for the asset they are seeking.

In addition to the financial commitment, there is another \$100,000 in kind contributions being received through office facilities, etc.

Mr. Strickland said they are asking for a three-year \$30,000 per year commitment from Milford. However, if Milford does not find they are getting a good return, that can be discussed.

It was confirmed the City only pays dues or contributes to Downtown Milford, Incorporated, Milford Museum and the Carlisle Fire Company. The City is a member of the Greater Milford Chamber of Commerce.

City Manager Norenberg is recommending a simple agreement be created that would outline the roles and responsibilities and

expectations of the City and the Kent Economic Partnership to ensure that Milford will receive something in return for its investment.

Councilwoman Peel stated that as we think about some of the efforts needed to launch a marketing campaign for any vacant real estate and the ways we want to invest to share the word that Milford is open for business. This is a group that is already brokering and matching businesses with needs that already exist. She feels that some of the smaller, isolated things we are doing on our own would benefit from these groups.

Councilwoman Wilson agrees adding that by taking this investment and measuring it with the number of potential jobs it can create, could be mind blowing. That is besides the salaries and benefits that will be afforded to those employees.

Councilman Mergner also pointed out that by doing this, we are not only getting one person, we are getting a group of leaders from other communities who are in touch with businesses interested in coming to Delaware. He feels the networking side is very important.

Mr. Strickland pointed out that the DE Turf is not in Milford, but is in Frederica. However, the impact of that complex is definitely being felt in Milford to a great extent, as well as Smyrna, Harrington and Dover. Some analytics will need to be developed to better quantify the return on investment. However, at this point, it is about finding those businesses regardless of whether they are in the for-profit or not-for-profit world that will have the type of catalytic effect on all of Central Delaware. Input will be needed from these communities to make this successful and he is very confident that will develop over time.

City Solicitor Rutt pointed out that Sussex County has its own Economic Development Department and Bill Pfaff is the Director.

It was agreed that the representatives were no longer needed when the two related matters came up on the regular Council Meeting agenda.

The Workshop Session concluded at 7:15 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 29, 2018

Milford City Council held Public Hearings on Tuesday, May 29, 2018 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Christopher Mergner, Mike Boyle, Lisa Peel, Owen Brooks Jr., Douglas Morrow, James Starling and Katrina Wilson

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Second Ward Council Seat Vacant

Mayor Campbell called the Public Hearing to order at 7:15 p.m.

Planning Director Rob Pierce was also present.

ADOPTION/ORDINANCE 2018-13

Gator & Associates Inc. for an Amended Conditional Use

C3 Zoning District

North side of Milford-Harrington Highway, approximately 3,600 feet west of South DuPont Boulevard Intersection

Present Use: Brew Pub with Distillery/Retail

Proposed Use: Same with Warehouse and amended hours of Brew Pub

Tax Map MD-16-173.00-01-12.00

Planner Pierce reviewed the application stating this is an amendment to an existing Conditional Use Application. The public notice was published in the Milford Beacon on March 28, 2018 and all properties within 200 feet of the parcel received notification.

The original conditional use approval was received from City Council on September 26, 2016 for the Easy Speak Brew Pub and Distillery in a C-3 zone at 586 Milford-Harrington Highways. Also included in the approval was a fitness center and warehouse.

City Council granted approval of the conditional use with the condition limiting the hours of operation for the brew pub from 4:00 p.m. until 11:00 p.m. Sunday through Wednesday and 4:00 p.m. until 1:00 a.m. Thursday through Saturday.

It was brought to the City's attention that the hours of operation had been expanded and the applicant was asked to return for an amendment to the hours of operation originally approved. As a result, the applicant is requesting an amendment to revise the hours of operation from 10:00 a.m. to 11:00 p.m. Sunday through Wednesday and 10:00 a.m. to 1:00 a.m. Thursday through Saturday.

The modification was reviewed by the Planning Commission on April 17, 2018 who recommended approval by unanimous vote.

Zack King, Manager of Easy Speak, was present. He stated there have been some changes in the original business plan from more than two years ago relating to the hours of operation and the reason he is before Council is to ensure they comply with the conditional use approval.

There being no further questions from City Council, Mayor Campbell asked if there were anyone who wished to speak in favor of the application or in opposition. No one responded.

Mayor Campbell then closed the floor to public comments.

Councilman Mergner then moved to adopt Ordinance 2018-13, allowing for the amendment to the hours of operation only, seconded by Councilwoman Wilson:

RESOLUTION 2018-13
Associates Inc. for an Amended Conditional Use in a C3 Zoning District;
Located on the north side of Milford-Harrington Highway,
approximately 3,600 feet west of S DuPont Boulevard intersection, Milford, Delaware
Present Use: Brew Pub with Distillery/Retail
Proposed Use: Same with amended hours of Brew Pub
Tax Map MD-16-173.00-01-12.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on April 17, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on May 29, 2018 to consider all information presented by City Staff, the Applicant, 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 that amends a previously-approved Conditional Use as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, Gator & Associates Inc. is hereby granted a Conditional Use Permit to amend the original Conditional Use, 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: April 17, 2018

City Council Introduction: May 14, 2018

City Council Public Hearing: May 29, 2018

Adoption: May 29, 2018

Effective: June 8, 2018

The motion carried by the following unanimous roll call vote:

Mergner-vote to approve based on the recommendations of the Planning Commission.

Boyle-votes yes based on the recommendation Council received from the Planning Commission.

Peel-votes yes to approve based on the unanimous recommendation of the Planning Commission and the fact they are properly maintaining their conditional use.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes due to the unanimous recommendation by the Planning Commission and to continue their original conditional use with this approval.

Starling-votes yes based on the reasons stated by his fellow Councilmembers.

Wilson-votes yes as was recommended by the Planning Commission.

FINAL MINOR SUBDIVISION

Applicant Paul Mills

R1 Zoning District

Located on the northeast side of McCoy Ave and the south side of Elizabeth Street, Milford, Delaware.

Tax Map 3-30-10.12-064.00

Solicitor Rutt announced he is recusing himself because he has represented Mr. Mills in the past.

Planning Director Pierce reviewed the application stating the parcel currently contains an existing single-family detached dwelling that double fronts McCoy and Elizabeth Street.

The applicant proposes the parcel be subdivided into two lots. The applicant has requested two variances from the Board of Adjustment which were reviewed and approved during their March 8, 2018 meeting. One was for a reduction in the rear yard setback of Lot 1 and the other was for a reduction in the rear yard setback requirement for the residual parcel fronting McCoy Street. Both were needed to make the minor subdivision compliant with the zoning ordinance.

The residual parcel fronting McCoy Street will be required to construct sidewalks along the entire frontage of the parcel. However, the applicant is seeking a temporary waiver from Chapter 197 Streets and Sidewalks along the entire frontage Elizabeth Street. Elizabeth Street has no sidewalks on either side for the entire length.

Other than the two variance requests noted previously, the minor subdivision meets the requirements set forth in Chapter 230 Zoning and Chapter 200 Subdivision of Land. A new driveway is proposed for Lot 1 along Elizabeth Street. The driveway must be concrete or asphalt and meet the requirements of the City's construction standards and specifications and placement must be approved by the City Engineer

The notice was published in the Milford Beacon on March 28, 2018 and all properties within 200 feet of the parcels received a copy of the public notice.

The Planning Commission reviewed the application and voted unanimously to recommend approval on April 17, 2018.

Surveyor Robert Nash of Merestone Consultants, was present on behalf of the applicant. Mr. Nash referenced the Planner's comments adding that the variances were approved by the Board of Adjustment in order to fit the homes on the lots and to make them compatible with the neighborhood.

He noted that the garage shown on the site plan has been removed.

Mr. Nash also requested the waiver of sidewalks for the parcel on Elizabeth Street because sidewalks do not exist on the street thought they will be installed on McCoy Street as required by City Code.

Mayor Campbell then opened the floor to public comment. No one responded. The floor was then closed.

Councilman Brooks moved to approve the Final Minor Subdivision for Paul Mills at 6 Elizabeth Street, as described by the City Planner, seconded by Councilwoman Wilson. Motion carried by the following roll call vote:

Mergner-votes to approve as was recommended by the City's Planning Commission.

Boyle-votes to approve the subdivision based on the recommendation of the Planning Commission and because both properties will still qualify for the minimum lot size requirements in the R1 zoning district.

Peel-votes yes to approve based on the recommendation of the Planning Commission and in consideration of the decision of the Board of Adjustment.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes due to the unanimous recommendation by the Planning Commission.

Starling-votes yes based on the reasons that have been previously stated.

Wilson-votes yes based on the review and recommendation of the Planning Commission.

FINAL MINOR SUBDIVISION

Applicant: Renate K Wiley and Joseph E Wiley

R3 Zoning District

431 North Street and 433 North Street, Milford, Delaware

Tap Map MD-16-183.06-02-29.00 and MD-16-183.06-02-30.00

Planner Pierce reviewed the application, involving .162 +/- acres at 431 and 433 North Street stating this is similar to the previous application. The public notice was published in the Milford Beacon on March 28, 2018 and all properties within 200 feet of the parcel were mailed notices.

Both are vacant legal nonconforming lots in terms of sizes and are zoned R3 Garden Apartment and Townhouse District. The applicant proposes to move the common property boundary between the two existing parcels 4.5 feet to the southeast to create two lots of equal width. The proposed lot line adjustment required variance approvals from the Board of Adjustment for the lot width and lot area. These variances were approved on April 12, 2018.

Mr. Pierce confirmed the lots could be built on as they currently exist with eight foot sides, but moving the property line approximately four feet will provide some additional separation between the two lots making them more consistent.

Other than the above referenced variances, the proposed lot line adjustment meets the requirements of Chapter 200 Subdivision of Land and Chapter 230 Zoning.

Applicant Joe Wiley of 202 Lakeview Avenue referred to the Planning Director's comments. He stated that one lot is 34 feet wide and the other is 40 feet. He is proposing to center the lot line to make the lots more consistent and allow better parking.

Mr. Pierce added the Planning Commission recommended approval by unanimous vote.

Mayor Campbell then opened to floor to public comment. No one responded and the floor was closed.

Councilwoman Wilson moved to approve the Final Major Subdivision at 431 and 433 North Street as recommended by the Planning Commission and Planning Director, seconded by Councilman Starling.

Motion carried by the following unanimous roll call vote:

Mergner-vote to approve based on the Planning Commission's recommendation and the Board of Adjustment approvals of variances.

Boyle-votes to approve based on the approval by the Board of Adjustment and the recommendation of the Planning Commission.

Peel-votes yes and it makes sense to realign lot line.

Brooks-votes yes based on the Planning Commission.

Morrow-votes yes due to the approval of the Planning Commission and the Board of Adjustment.

Starling-votes yes for the same previous reasons stated by Councilmembers.

Wilson-votes yes based on the review and recommendation of the Planning Commission and Board of Adjustment.

ADOPTION/ORDINANCE 2018-14

Code of the City of Milford Part II-General Legislation

Chapter 230-Zoning

Article III-Use and Area Regulations

§230-19.3-IM Institutional Medical District

Planning Director Pierce recalled when there were discussions about Nationwide Health Care who was interested in acquiring and rehabbing the current hospital site. At the time, there was a request for an IM category to make a Wellness Village at that campus.

The existing IM category is a district in Milford's current Zoning Code. However, there is no property in the City of Milford designated IM. As a result, no other properties would be impacted.

The main changes relate to the permitted uses and the addition of a conditional use section to the IM. Currently residential housing is listing as a by-right permitted use within the IM zoning category. Following the discussions with Nationwide at the City Council Public Hearing last July, there was a lot of concern expressed about residential housing. That evening, residents were informed that additional public comment would be taken on any changes in the future development of that land.

Staff is recommending moving the housing component from a by-right use to a conditional use in case there was development on that property would need a public input process.

There was also some discussion for ancillary facilities to be located on the Nationwide Campus including cafeterias, snack and gift shops, and similar uses consistent with a hospital or medical facility. As a result, the following items were added:

- (13) Cafeteria facilities, snack and gift shops, banking facilities, restaurants, retail, personal service shops, and laundry facilities primarily for the use of healthcare employees, patients and visitors.
- (14) Pharmacies.
- (15) Hospitals and all other healthcare facilities, including any and all support services related thereto were pulled from the IS category that applies to the new Bayhealth Campus.

Mr. Pierce emphasized that a Public Hearing will be scheduled to rezone the majority of the Clarke Avenue facility from H1 and various other zoning districts, to the IM. This is the first step in the process.

The notice of this Public Hearing was published in the Milford Beacon on April 25, 2018 and the Planning Commission reviewed and recommended approval at their May 15, 2018 hearing.

It was confirmed there was no response for public comment at the Planning Commission hearing though there will be subsequent Public Hearings to rezone these properties within the next couple months. As a result, all property owners will receive notice within 200 feet of the property. The notice will also be published in the Milford Beacon.

Councilwoman Peel stated that because this has the greatest impact on Ward Two, and the initial response from area residents, Nationwide Representatives has since done an excellent job of engaging the neighbors who will be impacted directly. She anticipates community conversations to be held around the end of July. In addition, Councilwoman Peel remains in regular contact with those representatives who are agreeing to work in phases until the impact of Phase 1 is clearly understood.

In her opinion, this change simply cleans up the code and any further applications will be required to go through the public hearing process which will allow the community to have input and eliminate any surprises.

Mayor Campbell then opened the floor to public comment.

Fred Mitsdarfer of 190 Fairhill Drive, Wilmington was present on behalf of Nationwide. He echoed what Councilwoman Peel and Planning Director Pierce had already stated. He stated that the change will help increase community input and the focus of Nationwide has always been the reuse of the main hospital building first and then finding the best use for the remaining space.

Mr. Mitsdarfer reiterated that they have formed a community working group of twelve members and anticipate a meeting the end of July/early August to discuss the potential for residential development. Otherwise, they intend to move forward with more medical-related uses associated with the Assisted Living Facility intended for that site.

No other person wished to comment. Mayor Campbell closed the floor to further comment.

Councilwoman Peel moved to adopt Ordinance 2018-14, seconded by Councilwoman Wilson:

*ORDINANCE 2018-14
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION CHAPTER 230 ZONING
ARTICLE III-USE AND AREA REGULATIONS
§230-19.3-IM INSTITUTIONAL MEDICAL DISTRICT*

WHEREAS, the City of Milford enacted a Zoning Code, Chapter 230, to protect the health, safety, morals and general welfare

of its citizens and to protect and preserve places and areas of historical, cultural or architectural importance and significance; and

WHEREAS, from time to time, City Council determines the need for amendments and additions to the Zoning Code of the City of Milford; and

WHEREAS, City Council has determined all uses permitted in the R-8 Zoning District and residential housing owned, maintained and operated by a healthcare organization for the primary benefit of its patients, patient families, and/or healthcare employers and their employees as well as overnight accommodations for patient families and individuals that are receiving treatment from a hospital or other healthcare facility are appropriate conditional uses in the IM-Institutional Medical Zoning District.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 230 is hereby amended by making deletions as shown by strike through and insertions as shown by underline in the May 29, 2018 Council Packet.

§ 230-19.3. - IM Institutional Medical District.

Section 2. Dates.

Planning Commission Review & Public Hearing: May 15, 2018

City Council Introduction: May 14, 2018

City Council Hearing & Adoption: May 29, 2018

Effective Date: June 8, 2018

Motion carried by the following unanimous roll call vote:

Mergner-votes to adopt the Ordinance based on the recommendation of the Planning Commission and the City Staff's comments of making this development more community-friendly.

Boyle-votes yes to adopt the amended Ordinance based on the review by and recommendation of the Planning Commission. Peel-votes yes and feels the institutional medical district will be a better fit and this will ensure community engagement in regard to the conditional use.

Brooks-votes yes and agrees with Councilwoman Peel.

Morrow-votes yes based on the opinions of the other Councilmembers and the facts that were presented.

Starling-votes yes and agrees with the comments stated by the Councilmembers.

Wilson-votes yes based on the Staff's recommendation and this appears to clean up our Zoning Code and believes this is the beginning of some thing positive things that will happen in the near future.

There being no further business, Mayor Shupe recessed the Public Hearing at 7:43 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 29, 2018

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, May 29, 2018.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Owen Brooks Jr., Douglas Morrow and Katrina Wilson

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

COUNSEL: City Solicitor David Rutt, Esquire

ABSENT: Second Ward Council Seat Vacant

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:43 p.m.

INVOCATION AND PLEDGE

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

RECOGNITION

Public Works Employee

Public Works Director Mark Whitfield shared that Delaware Technical and Community College recently recognized the Water Professionals of the Year for the State of Delaware. Nominated by a State of Delaware associate, Water Plant & Wastewater Pump Station Operations Supervisor Steve Ellingsworth was one of five nominated statewide.

Mr. Whitfield commended Mr. Ellingsworth for the work he has done over the year and his ability to address the rare issues that happen as recently occurred at the Meadows at Shawnee. He noted that Mr. Ellingsworth and City Engineer Erik Retzlaff actually met with each individual who was personally impacted until those residents were satisfied.

He then presented Mr. Ellingsworth with a token of appreciation for his hard work and dedication to the City.

Councilman Boyle then added that the problem involved approximately twelve random houses throughout the community and Mr. Ellingsworth actually visited every home that had a problem. The plans from the Water Department were pulled and reviewed until Mr. Ellingsworth and City Engineer Erik Retzlaff were able analyze the source of the problem.

In addition to the countless hours dedicated to finding a solution, they stayed on call all weekend in case the problem resurfaced.

Councilman Boyle commended both employees for responding to what seemed to be a somewhat minor problem, with that kind of enthusiasm to the extent they did, and he and his neighbors are very grateful.

City Manager Norenberg also referenced a recent situation in which two of our Public Works Employees stopped to assist with a disabled vehicle with a flat tire. The two City Workers were able to change the tire so that the mother and her two children were able to continue on their way.

He pointed out these are just a few examples of the great employees who on a regular basis go above and beyond to help the public or those in need at a particular time.

Customer Service Manager

Mr. Norenberg then recognized Customer Service Manager Debbie Johnson who has been extremely involved in the Smart Metering Project.

City Accountant Suzannah Frederick stated that when she began her employment with the City in August, two months later she met with the Public Works Director who indicated that Finance and Customer Service should oversee the Smart Metering Project, which she was unfamiliar with. Ms. Frederick immediately contacted Ms. Johnson who is the City's Software Specialist in addition to being our Customer Service Manager.

Since that time, Ms. Johnson has been working with three different software companies to merge the programs to the point of making it operational within our system. The first load of electric meters occurred last week and though there were a couple of glitches, Ms. Johnson was able to decipher the problem and correct it.

Ms. Johnson was also presented with a token of appreciation from Ms. Frederick for the extra time and many hours she puts into her work.

COMMUNICATION & CORRESPONDENCE

Nothing to report.

UNFINISHED BUSINESS

Kent Economic Partnership Funding Request

City Manager Norenberg then asked for some direction and whether Council wished to find funding in next years budget to participate in this program. He suggests an agreement be created on behalf of both entities which he plans to discuss with Smyrna and Dover as well.

Mr. Norenberg noted that Councilwoman Wilson made an earlier comment that by contributing to something that is part of the greater good, Milford should be able to get a lot out of this without paying for the full costs of a full-time employee. It was confirmed that the \$30,000 would be paid out of the Economic Development Fund.

Councilman Brooks questioned the three-year commitment; Mr. Norenberg recalled that Bill Strickland's earlier comment that if Milford did not feel they were getting their money's worth, it would be addressed and the City could potentially back out. He feels the Partnership understands the City's need to adequately measure the return on investment.

Mayor Campbell recommends waiting until the budget hearings to discuss this along with the other funding requests we have received. Councilman Morrow agreed adding that perhaps it can be added to the budget to see if it fits in the bottom number. The only concern expressed is that we get our money's worth considering the amount.

Councilwoman Peel feels that if we don't, someone else will take advantage of it. Councilman Mergner feels that the City also has to be actively invested and need to participate in order for it to be successful. Mayor Campbell said he is very comfortable with Councilman Mergner being on the committee to represent us and agreed the City would be buying into a very strong network.

The consensus was to move forward and include the money in next year's budget.

Approval/Greater Kent Committee Annual Dues

Mayor Campbell then referred to the matter of \$1,750 annual dues from the Greater Kent Committee.

It was confirmed the City has paid this in the past.

Mr. Starling moved to pay the Greater Kent Committee Annual Dues in the amount of \$1,750, seconded by Councilman Mergner. Motion carried.

Adoption/Resolution 2018-12/Scheduling Special Election/Second Ward Vacancy

It was noted the Special Election to fill the unexpired term of the Second Ward Councilman has been scheduled for Thursday, August 23, 2018 from 7:00 a.m. to 7:00 p.m.

Mayor Shupe asked if anyone in the public had any comments regarding Resolution 218-12. No one responded.

Councilman Morrow moved to adopt Resolution 2018-12, seconded by Councilman Mergner:

Resolution 2018-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILFORD, DELAWARE, ESTABLISHING THE DATE AND GIVING NOTICE OF THE INTENT TO HOLD A SPECIAL ELECTION ON THURSDAY, AUGUST 23, 2018 FOR THE ELECTION OF AN UNEXPIRED TERM OF ONE CITY COUNCIL SEAT THROUGH MAY 2019 AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF DELAWARE AND THE CHARTER OF THE CITY OF MILFORD.

WHEREAS, Article IV Council Government-Composition, Qualifications, Vacancies and Procedure, of the Charter ("Charter") of the City of Milford and specifically § 4.05(A)(2) states that the Office of a Councilperson shall become vacant upon death, resignation or removal from office in any manner authorized by law, or ceases to be a lawfully registered voter of the City and a resident of the Ward in which he/she resided at the time of the election and the vacancy is confirmed by City Council; and

WHEREAS, Article IV § 4.05(C) of the Charter further states that if a vacancy occurs in the City Council and the remainder of the unexpired term is more than twelve months, the vacancy shall be filled by a special election, to be held in accordance with Delaware Code Title 15 Chapter 75 entitled Municipal Elections; and

WHEREAS, on May 14, 2018, City Council adopted Resolution 2018-11, calling for a Special Election to be scheduled.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILFORD HEREBY RESOLVES AS FOLLOWS:

Section 1. That pursuant to the requirements of the Laws of the State of Delaware and the City of Milford relating to Municipal Elections, there is called on Thursday, August 23, 2018, a Special Election for the purpose of electing a Member of the City Council to fill an unexpired term from September 2018 through May 2019.

Section 2. That notice of the time and place of holding the election be given and that the City Clerk is authorized, instructed and directed to give further notice of the Candidate Qualifications and Filing Deadline and Voter Requirements and Registration Deadline in the manner as required by law.

Section 3. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until seven o'clock p.m. of the same day when the polls shall be closed.

Section 4. That the candidate receiving a majority of the votes cast be declared elected to such office and the certification by the City of Milford Board of Election.

Section 5. The election shall be held and conducted as provided by law for holding Municipal Elections in the State of Delaware.

Motion carried.

NEW BUSINESS

Planning Commission Appointment

Mayor Campbell announced that when former Commissioner Mike Boyle was elected to City Council, that left a vacancy. Multiple applicants were interviewed and it is his recommendation that Jason L. James Sr. of 1 James Drive in the Fourth Ward, be appointed to fill the vacancy.

Councilmember Wilson moved to confirm the appointment of Jason L James Sr. to fill the remaining Planning Commission vacancy through August 31, 2019, seconded by Councilmember Peel. Motion carried.

Approval/Land Installment Contract Amendment/Touch of Italy/Il Nostro Locale LLC

Planning Director Pierce recalled the City executing a land installment contract with Il Nostro Locale LLC (Touch of Italy) for two lots in the Greater Milford Business Park consisting of approximately two acres of land. One was under the ownership of the City of Milford and the other was underutilized property that had been purchased back by the City with the intent to sell at an agreed-upon contract price.

The agreement was dated August 8, 2016. Because of a number of timeline issues related to the start-up of their downtown project, that agreement has since expired.

The matter is on the agenda tonight for Council to re-approve and re-execute the same agreement with a new upstart time for the job creation levels required. The agreement also requires the project to begin with eighteen months and allows periodic payments to the City for the right to use the land that will eventually come under their ownership.

Mr. Pierce reiterated there is no change in the terms and it simply restarts the time frame.

Bob Ciprietti addressed Council stating he is the sole owner of Touch of Italy and Il Nostro Locale. Mr. Ciprietti touched briefly on the litigation related to Touch of Italy over the past year that recently concluded with the sale of Touch of Italy to a company called Farindola LLC that he also controls.

Today, the permit was received to start construction on the old M&T Bank Building. He anticipates the restaurant/deli to open in Fall 2018.

Mr. Ciprietti explained that they are also prepared to proceed with the construction of their Commissary in the business park and anticipates another three months before that work begins.

Councilwoman Wilson explained that they really were excited about Touch of Italy coming to Milford and are anxious for the project to move forward. Mr. Ciprietti assured Council he is ready to go though ultimately the legal matter slowed things down. His priority was to protect the 200 families involved.

Councilmember Wilson moved to approve to approve the renewal of the Land Installment Contract Amendment for Touch of Italy/Il Nostro Locale LLC, seconded by Councilmember Starling. Motion carried.

Adoption/Ordinance 2018-15/Chapter 19-Economic Development and Redevelopment

Planning Director Pierce reviewed the amendment to Chapter 19 adding this is the result of the increased activity with new construction and renovation work in the Downtown Development District (DDD).

One issue related to tax abatements and properties converted from rentals to owner occupied. An amendment is proposed that would require the property to have been registered as a rental with the City at the time of the DDD designation in August 10, 2016. This prevents any potential loophole whereby a buyer may purchase an existing owner-occupied home, rent it for a few months and then return it to an owner-occupied home again in order to be eligible for a tax abatement.

The Cabinet Committee on State Planning Issues has reviewed and approved the amendment, as is required by the program.

Mr. Norenberg confirmed this will not impact any current properties and is being put in place to prevent future problems.

Mayor Campbell opened the floor for public comment. No one responded.

Councilman Morrow commended Mr. Pierce and Mr. Norenberg and agreed it will close a loophole in the Ordinance.

Councilmember Morrow moved to adopt Ordinance 2018-15, seconded by Councilmember Wilson:

ORDINANCE 2018-15
CODE OF THE CITY OF MILFORD
PART I-ADMINISTRATIVE LEGISLATION
CHAPTER 19
ECONOMIC DEVELOPMENT AND REDEVELOPMENT
ARTICLE III-SPECIFIC ECONOMIC DEVELOPMENT INCENTIVE PROGRAMS
§19-9-DOWNTOWN DEVELOPMENT DISTRICT INCENTIVE PROGRAM

WHEREAS, the City of Milford enacted an Economic Development and Redevelopment Code, Chapter 19, to promote economic development and redevelopment within the City of Milford; and

WHEREAS, from time to time, City Council determines the need for amendments and additions to the Economic Development and Redevelopment Code of the City of Milford; and

WHEREAS, City Council has determined in order to be eligible for a tax abatement through the development incentives provided in the Downtown Development District, the property must have been registered with the City as a rental property as of August 10, 2016, which is when the State of Delaware designated downtown as a Downtown Development District.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. Chapter 19 is hereby amended by making insertions as shown by underline as follows:

§ 19-9. - Downtown Development District Incentive Program.

C. Development Incentives.

(4) Abatement of Property Taxes.

- (a) Incentive Beneficiaries shall qualify to receive City of Milford property tax abatements for a period not to exceed ten (10) years. The abatement period shall commence from the date of final certificate of occupancy.
- (b) Rehabilitation Projects.
 - i. If the incentive beneficiary improves the assessed value, as determined by the City Tax Assessor, by more than 50% of the original assessed value, the incentive beneficiary shall receive a full abatement of City property taxes for ten (10) years.
 - ii. If the incentive beneficiary improves the assessed value, as determined by the City tax assessor, by less than 50% of the original assessed value, the incentive beneficiary shall receive a partial abatement of City property taxes on the value of the improvements for ten (10) years.
- (c) New residential or commercial construction shall receive a full tax abatement for five (5) years.
- (d) Properties converted from rental units to owner occupied housing shall receive a full tax abatement for ten (10) years, subject to continued occupancy by the property owner. In order to be eligible for the tax abatement, properties must have been registered as a rental property with the City of Milford at the time of Downtown Development District Designation by the State of Delaware, which was August 10, 2016.

Section 2. Dates.

Introduction: 05/14/18

Adoption: 05/29/18

Effective: 06/08/18

Motion carried.

Adoption/Resolution 2018-10/Sidewalk Waiver/Paul & Barbara Jean Mills/6 Elizabeth Street

Planning Director Pierce referenced the earlier conversation during the Mills Minor Subdivision Public Hearing at which time the sidewalk waiver was discussed.

Mayor Shupe asked if anyone from the public wished to comment, no one responded.

There being no further discussion, Councilmember Wilson moved to adopt Resolution 2018-10, seconded by Councilmember Starling:

Property Owner: Paul & Barbara Jean Mills
Address of Property: 6 Elizabeth Street
Milford, Delaware 19963
Tax Map No: 3-30-10.12-064.00

RESOLUTION 2018-10
Sidewalk Waiver

WHEREAS, the above stated owner has requested a waiver of the provisions of Chapter 197 of the Code of the City of Milford requiring the installation of curbing and sidewalks; and

WHEREAS, there exists justifiable reasons to waive the installation of said improvements at the present time;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The required improvement for curbing and sidewalk as set forth in Chapter 197 of the Code of the City of Milford for the above property are hereby waived for installation at the present time.
2. When in the future it is determined by the City of Milford in its sole judgment that it is appropriate to install said improvements, the property owner, its successors or assigns shall be required to complete said improvements at the owner's expense within the time required by the City of Milford.
3. Waiver, as approved and conditioned by Milford City Council, on May 14, 2018 shall be reflected on the Site Plan.

Motion carried.

City Manager Norenberg again mentioned that though Council can continue to handle these through the resolution process, he is willing to consider an administrative approval to shorten the time frame it takes to add these standard requests to Council agendas. However, Council would need to make that decision because it would require a code change.

Councilmember Wilson feels that it should be a priority to get funding, and possibly grant money, for sidewalk installation in neighborhoods similar to Elizabeth Street that have no sidewalks.

EXECUTIVE SESSION

Councilmember Peel moved to go into Executive Session reference the below statute, seconded by Councilmember Starling:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:18 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 8:25 p.m.

MPD Teamsters Negotiations

Mayor Campbell announced that no action was required.

ADJOURNMENT

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

The Council Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 29, 2018

A Meeting of the City of Milford Community and 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 29, 2018.

PRESIDING: Chairman Christopher Mergner

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

Councilmember Mike Boyle

City Manager Eric Norenberg and City Clerk Terri Hudson

Chairman Mergner called the Committee Meeting to order at 8:28 p.m.

UNFINISHED BUSINESS

Armory

City Manager Norenberg reported that Housing Clinic Director Lillian Harrison of Delaware Community Reinvestment Action Council Incorporated (DCRAC) has continued to work on the Armory building update. They met and walked through the building and that an architect is needed because the National Guard did not have detailed as-builts. They had some scaled drawings though they did not contain a lot of information.

Chairman Mergner recalled that the Committee's request was to provide a business plan. His concern is that they are already at the point of considering architecture when he is still unsure this is the right fit.

Mr. Norenberg explained that they are still attempting to get some sort of estimate of the costs that will be needed to renovate the building. They are also continuing to talk with some grant partners who may be able to provide funding for certain aspects of their plan.

Mr. Norenberg noted that the business plan has not been forgotten, but he wants to make sure they obtain adequate information about what is needed at the site.

In addition, the City Planning Director was in attendance to make them aware of ADA and restroom requirements so that they can consider everything that needs to be done.

NEW BUSINESS

Land Development Update Process

Planning Director referred to a presentation regarding the City's land use application and current procedures. Based on feedback from the public, developers or Councilmembers, he wants to review some of the procedures and introduce some modifications to the subdivision and zoning processes.

Please see below:

Types of Land Use Applications

Major Subdivision

Minor Subdivision

Site Plan

Conditional Use

Variance

Chapter 200 Subdivision of Land Regulates the procedures for Major and Minor Subdivisions

Chapter 230 Zoning Regulates the procedures for Site Plans, Conditional Use Applications and Variances.

Chapter 200-Subdivisions

Preliminary Major Subdivision

- * Submission of application materials, staff review and review by the Development Advisory Committee
- * Preliminary Major Subdivision Review by Planning Commission
- * Preliminary Major Subdivision Review by City Council

Final Major Subdivision

- * Development Advisory Committee
- * Construction Plan Review (City Engineer and City Planner)
- * Final Major Subdivision Review by Planning Commission
- * Final Major Subdivision Review by City Council

Major Subdivision Timing

- * After preliminary approval, the applicant is directed to submit final construction plans to the City Planner and City Engineer for review of compliance with the City Code and Construction Standards & Specifications.
- * The applicant must obtain final construction plan approval from the City Engineer and obtain all agency approvals prior to scheduling the final major subdivision public hearings with the Planning Commission and City Council. This can be the lengthiest part of the process and may take several months to obtain approval from all agencies.
- * The Planning Commission meeting would be scheduled for the 3rd Tuesday of the month.
- * The City Council meeting would be scheduled the 4th Monday of the following month.

Possible Changes

- * There are currently no sunset provisions in the City Code, which means once a subdivision is approved and recorded, it does not expire, even if construction does not commence for several years.
- * City Council may want to consider amending Chapter 200 to include a sunset provision, similar to what is done in other jurisdictions.
- * Consider modifying how public hearings are scheduled to provide shorter time between meetings.

Chapter 230-Site Plans

Preliminary Site Plan

- * Submission of application materials, staff review and review by the Development Advisory Committee
- * Preliminary Site Plan Review by Planning Commission

Final Site Plan

- * Development Advisory Committee
- * Construction Plan Review (City Engineer and City Planner)
- * Final Site Plan Review by Planning Commission

Site Plan Timing

- * The Preliminary Process typically takes two months (60 days) to gain approval following submission of a complete application with no needed revisions.
- * Staff recommends plans be submitted before the deadline to ensure compliance with Chapter 230 of the City Code. Plans that are not compliant with the Code will not be scheduled until comments are addressed.
- * Historically, the DAC physically met the middle of the first month to review the application with the applicant. More recently, the City has notified DAC members of the applications via email requesting written comments by the middle of the month.
- * The Planning Commission meeting would be scheduled for the third Tuesday of the second month.
- * Upon preliminary approval, the applicant is directed to submit final construction plans to the City Engineer and City Planner for review for compliance with the City Code and Construction Standards & Specifications.
- * The applicant must obtain final construction plan approval from the City Engineer and obtain all agency approvals prior

to scheduling the final site plan review with the Planning Commission. This can be the lengthiest part of the process and may take several months to obtain approval from all agencies

- * Once construction plans are approved, the applicant will be placed on the following months Planning Commission agenda for review.
- * If construction is not substantially undertaken within one year of final site plan approval, the site plan approval shall be void.

Site Plan Possible Changes

- * City Council may want to consider allowing a longer time before the preliminary site plan expires, and coordinating this expiration with that of a conditional use.
- * City Council may want to consider increasing the time before the final site plan expires.
- * Drafting language that would allow for early construction or at-risk permits upon Preliminary Approvals.

Chapter 230-Conditional Use

- * A conditional use may include and may not include a site plan review.
- * In those situations where a site plan is not required, a conditional use may take up to 90 days to receive approval (45 days to PC, 45 to CC).
- * The Conditional Use would require Planning Commission and City Council public hearings.
- * Council may consider reviewing the conditional use evaluation criteria to ensure these are still relevant in guiding Planning Commission and City Council decisions.
- * City Code currently states construction associated with a conditional use must commence within one year of the date of issuance or the use permit becomes void.
 - *This is problematic since the conditional use is typically approved during the preliminary process, and it may take the entire year to obtain final site or subdivision approval.
- * City Council may want to consider lengthening this time or allowing Council to grant extensions.

Chapter 230-Variances

- * Variances or waivers from Chapter 230 require approval from the Board of Adjustment.
- * The lead time for a BOA hearing is approximately 40 days. Applications submitted at the beginning of the month are heard the second Tuesday of the following month.
- * Delaware Code provides enabling legislation for administrative variances.
- * City Council may consider adding language to Chapter 230.

Mr. Pierce has discussed this with the City Clerk and the City Engineer, adding there are multiple departments involved in some of the land use applications. He wants everyone on the same page as he provides direction to City Council.

Chairman Mergner feels that part of economic development is speed in the market with the caveat that we make sure we are doing these things correctly and without error. He, too, often hears concerns about the length of time it takes an application to get through the process in the Dover area as well as the associated costs for the developers. He likes what Mr. Pierce is presenting and likes where this is going.

He would like our goal to be for the City to get through the process as fast as we can, but on the other hand, we do not want to take shortcuts or even forget some thing. He feels that instead of being a deterrent, Milford needs to be known for being friendly-to-do-business with for developers and contractors.

Mr. Pierce agrees we need to streamline the process a little better but not cut corners and not jeopardize the public input. He recalled previous discussions by Council that they prefer to have the information for a longer period of time to review before they are asked to take action on it.

He is aware of situations when we have scheduled applications to be heard and when we get to the meeting, the applicant asks for approval, but they have not received all the required agency approvals, for example. Then they ask the approval be made contingent upon receiving those additional approvals. If something major was to come up, it could significantly alter the physical characteristics of a subdivision according to Mr. Pierce.

He emphasized that the City does work with developers and investors on matters the City can control, but there are a lot of issues we have no jurisdiction over.

He then briefly reviewed some recommendations for consideration:

Possible Addition to Chapter 200.

Administrative Approvals

It is the intent of the following subdivision regulations to reduce unnecessary burdens for minor land subdivision at the same time require appropriate land use review and approval of any new or proposed road, subdivisions, or land development before it is recorded by Kent or Sussex County. The following land use actions may be approved administratively, unless otherwise determined by the Planning Director or designee.

A. Minor Subdivision

(1) A minor subdivision is one that creates a total of five or fewer parcels of land (including any residual) either on an existing public roadway or on a private road and may be approved administratively, provided:

(a) Minor subdivision shall be subject to the process and procedures in Section 200-4.1(E).

(b) Minor subdivision plans shall contain all information as required by in Section 200-4.1(E).

B. Minor Lot Line Adjustment

(2) Minor lot line adjustments or the sale or exchange of part of a lot between owners of adjacent lots for the purpose of small adjustments in boundaries may be approved administratively, provided:

(a) The total area of the adjustment does not exceed 10% of the combined area of the lots affected by the adjustment;

(b) No additional lots are created;

(c) The adjusted lot line is approximately parallel with the original lot line, when appropriate, or, if it is proposed to intersect with the original line, it does not significantly change the shape of the lots involved;

(d) The owner submits a survey plan for review and approval by the Planning Director.

(3) Approval of the record plan does not automatically transfer a property. A separate deed must also be recorded simultaneously to transfer the property being conveyed.

(4) The Planning Director may permit an increase in the percentage of the combined area of the lots affected by the lot line adjustment following a request for such with justification from the applicant.

C. Consolidation of Lots

(1) The consolidation of two or more lots may be approved administratively, provided;

(a) Any conditions applicable to any applicable original subdivision remain in full force and effect;

(b) The consolidation of lots, including those within major subdivisions, shall be recorded as provided in Section 200-4.1(E) below and may not be re-subdivided except through minor subdivision.

(c) A revised deed must also be recorded simultaneously with the consolidation describing the lots as one lot; and

(d) The owner submits a survey record plan for review and approval by the Planning Director.

D. Change in ownership, mortgage, or lease line.

(1) The creation of mortgage, or lease line within a commercial, industrial or multifamily residential lot does not require the approval of a new subdivision plan. At the owner's discretion, a plan depicting the creation or deletion of internal lots to reflect a new mortgage or lease line may be recorded after administrative approval, provided:

(a) All prior conditions of approval for the original subdivision remain in full force and effect;

(b) Any necessary cross-easements, covenants, or other deed restrictions necessary to perpetuate previous approvals must be executed prior to recording the record plat;

(c) The owner submits a survey plan for review and approval by the Planning Department.

E. Process and Procedures

(1) The application must be submitted by the legal owner of the subject property, or a representative authorized by the legal owner, to the Department and must consist of the following:

(a) Two paper prints of the subdivision plan and any attachments, including the approved checklist;

(b) A review fee, as outlined in Chapter 230-57;

(c) Parcels created that do not meet the minimum requirements for building lots must be incorporated into an adjacent property. Such incorporation must be indicated on the plan and the following note shall be added to the plan: "The approval of this subdivision plan does not constitute a separate building lot but is intended to be

- combined with an adjacent property”;*
- (d) Neither landlocked parcels nor parcels not meeting the requirements for a buildable lot according to Chapter 230, Zoning, may be created without designation of conveyance to another parcel. A deed for the conveyance must be submitted with the record plan and recorded simultaneously with the plan;*
 - (e) For minor subdivisions, letters of "no objection to recordation" must be submitted or a stamp of approval must be on the record plat from, but not limited to, the following agencies:
 - 1. The Kent or Sussex Conservation District; and*
 - 2. The Delaware Department of Transportation.**
 - (f) A set of deed restrictions and/or perpetual maintenance agreement that clarifies and controls the operation and maintenance of any private facilities (private streets, access easements, etc.); and*
 - (g) Any additional information that the Department deems pertinent to this subdivision plan.
 - (2) If the subdivision plan is approved by the Department, the plan will be signed by the City Manager, City Engineer and City Planner and returned to the applicant for recordation. Three copies of the approved plan will be retained by the City.*
 - (3) A final record plat must be submitted to Department within 90 days after sketch plan approval or the sketch plan is no longer valid.*
 - (4) Transactions involving acquisitions of public rights-of-way pursuant to 17 Del. C. 137 and all land acquired by the exercise of the power of eminent domain or by voluntary agreement in lieu of the exercise of the power of eminent domain are exempt from the provisions of this article.**

Revisions to recorded subdivision plats.

- A. For rerecordation of previously subdivided and recorded major subdivision and minor subdivision, the revised plat must be signed by all lot owners within the subdivision who are adjacent to or share a common boundary line with the area of proposed change in addition to 75% of all lot owners within the entire subdivision. The adjacent property owners shall be included as a part of the required 75% of required signatures.*
- B. Prior to seeking approval of any rerecordation, the owner/applicant shall give notice to all persons indicated by assessment records to be lot owners within the subdivision. The owner/applicant shall provide proof of notification in the form of certified mail receipts for each lot owner to the Department prior to recordation of the revised plat.*
- C. With the exception of Subsections D and E below, new letters of "No objection" from all agencies granting original approval of a project must be submitted.*
- D. The following are exempt from the rerecordation signature requirements:
 - (1) Administratively approved applications such as lot line adjustments where no additional lots are proposed; and*
 - (2) Cases where utility easements are added to a subdivision plan.**
- E. For minor changes or alterations to recorded subdivision plats, in lieu of formal plan review by the Planning Commission and/or City Council, said minor changes may be administratively approved at the discretion of the Director or designee, provided that such changes or amendments:
 - (1) Do not increase density;*
 - (2) Do not substantially alter the road design or layout;*
 - (3) Do not substantially alter the original conditions for approval;*
 - (4) Involve no changes in permitted use of the property;*
 - (5) Do not conflict with the specific requirements of this chapter or Chapter 230, Zoning;*
 - (6) Do not change the general character or content of an approved plan in a material way;*
 - (7) Have no adverse effect on adjoining or surrounding property;*
 - (8) Do not result in any substantial change of major external access points;*
 - (9) Do not decrease the minimum specified yards, setbacks, and open spaces; and*
 - (10) Have no adverse effects on traffic operations.**

Expiration of approved subdivision development plans

- A. The following regulations concerning expiration of recorded and approved plans are applicable to major subdivisions and minor subdivisions.*
- B. Construction of improvements shown on recorded subdivision plans shall commence within five years of the original recordation date and continue progressing toward completion.*
- C. The Department shall notify by certified mail, return receipt requested, applicants and landowners of properties involving*

approved plans where construction has not commenced one year prior to the expiration date and again six months prior to the expiration date that they are subject to the expiration provisions and identify their options for possible reapproval.

D. *For the purpose of this section, "commencement of construction" shall mean:*

- (1) That a building permit or such other permit or approval by City of Milford or an applicable state agency has been issued and construction commenced under such permit which is visible on an inspection of the property by a representative of City. Such construction must be intended to accomplish the installation of improvements under Section 200-5, General Requirements and Design Standards, but excludes general earthmoving activities, and such work must have been started with a good-faith intention and purpose then formed to continue the work until completion.*
- (2) That all financial obligations associated with a City approved public works utility agreement have been satisfied and the improvements pursuant to said agreement have been completed, provided that the construction described in Subsection D(1) above shall commence within 10 years from receipt by the City of the final monetary contribution required under said agreement.*

E. *Construction shall be deemed to be progressing toward completion so long as there is no cessation in construction activity longer than 12 consecutive months. The City shall inspect sites semiannually to determine the progress of construction. If the City determines that construction activity has ceased for a period of 12 consecutive months or more, the staff shall notify the applicant and landowners by certified mail, return receipt requested, that construction shall recommence within 30 days or the subdivision shall be considered expired.*

F. *For subdivisions and land developments in which a certificate of occupancy has been issued for a dwelling, the subdivision shall no longer be subject to expiration.*

G. *The applicant and/or landowner shall bear the burden of providing evidence to the City establishing that construction has commenced within the five-year period and is progressing toward completion.*

H. *Applicants and/or landowners who have been notified that their projects may be subject to expiration have the following courses of action available to them:*

- (1) The applicant has the opportunity to provide evidence to the City establishing that construction has commenced;*
- (2) The applicant may apply to the City for reapproval of the project for an additional five-year period in accordance with the following procedures:*

(a) The City shall review the original (i.e., initial) recorded and/or approved plan for consistency with all current provisions of this chapter, Chapter 230 Zoning, and the Comprehensive Plan. Such review may involve coordination with and review by applicable Development Advisory Committee (DAC) agencies. Based upon that review, the City Manager or designee will determine if the original recorded plan meets current standards, or if the original recorded plan requires minor revisions in order to comply with current standards, or if the original recorded plan must be resubmitted as a new application subject to all appropriate review procedures, regulations, and fees.

(b) In the event that the City Manager or designee determines that the original recorded plan is consistent with current policies and regulations, he/she shall reapprove the plan and provide written notice to the owner of reapproval. Such approval shall allow the issuance of building permits in accordance with all conditions of approval. The owner shall then have five years from the date of such notice of reapproval to obtain building permits and commence construction.

(c) Should the City Manager or designee determine that the plan requires minor revisions in order to comply with current policies and regulations, such notice shall be provided in writing and the applicant shall make such adjustments for administrative approval. Once the required minor revisions are completed, the plan may be reapproved administratively by the City Planning Department allowing the issuance of building permits subject to the provisions of the original record subdivision plan and/or any recorded resubdivision plans. The owner shall then have five years from the date of such notice of reapproval to obtain building permits and commence construction.

(d) Should the City Manager or designee determine that the plan would involve considerable revision to an extent that would change the scope of the project, the plan must be resubmitted for review by the Planning Commission and City Council for compliance with current policies and regulations. The City shall provide written notice to the owner of the specific areas of noncompliance. The landowner shall have the opportunity to make the necessary modifications to the plan and apply to the City as a new application in accordance with this chapter. Should new plans compliant with all current Code provisions be submitted, they must receive approval from the Planning Department, Planning Commission, and/or City Council, as applicable. Once reapproved, subdivision plans shall be recorded and shall have the effect of superseding the original record major subdivision plan. The

owner/applicant shall then have five years from the date of reapproval to obtain building permits, commence construction, and progress toward completion.

(3) All of the above-referenced reviews, determinations, and reapprovals must be completed prior to the expiration of the five-year period.

- I. Minor plan revisions, as described in Section 200-6, subsection E and F, that do not achieve full compliance with all current subdivision and land development provisions shall not reset the five-year time frame for commencement of construction and shall remain subject to expiration.*
- J. Should the five years lapse without the owner pursuing any of the options described in Subsections H(2)(a) through (d) above, the plan shall be considered expired. Expired subdivision plans shall be deleted from the City and County property records by deleting individual subdivision lots from the official City and County Tax Map and by eliminating the undeveloped parcels from the assessment records.*

Discussing the need for a sunset law for subdivision development, Mr. Pierce is aware that Kent County has put something in place. However, he wants to look at the City of Dover, Town of Smyrna and Sussex County to see how they are handling developments that have sat dormant for a decade or so. The concern is that they no longer have to abide by any updated construction rules and guidelines because the plan was approved years ago.

The consensus of the Committee was to put something together and bring it back for further review.

Mr. Pierce also talked about the need for administrative approvals of minor land subdivisions, including lot line adjustments. However, the guidelines need to be added to Chapter 200.

The Committee is willing to move forward with the administrative approvals as is being recommended. Councilwoman Wilson asked that more than one person be involved in the approval process to prevent any minor errors. City Manager Norenberg explained it would go through Planning and Development. Mr. Pierce explained that minor subdivisions are an item he is recommending a faster approval process and do not need infrastructure extension. However, should infrastructure be needed for some reason, he would consult and coordinate with the City Engineer and our Utility Departments.

Because these are not contentious items, Mr. Pierce does not feel it is necessary to bother the Planning Commission or City Council with them.

Councilwoman Wilson emphasized that she recommends an additional approving party because the City has been burned in the past from an in-house decision being made that no one else was aware.

Mr. Pierce stated that he would be the decision-maker on the minor subdivisions. Mr. Norenberg offered two sign offs which could be the Planning Director and the City Manager. Councilmember Wilson prefers that because of previous mistakes made in similar situations.

City Manager Norenberg agrees there is an absolute need to make sure all the decisions are documented and any documents are properly recorded in the City Clerk's Office.

Mr. Pierce said the plans must be recorded and all recordation plans require two signature blocks. He stamps it on behalf of the Planning Department and then the City Manager and the City Engineer must sign off.

He noted that site plans follow the same trends that subdivisions do minus the Council Hearing.

The Committee agreed it was a good idea to try and streamline the process if it can be done correctly. Mr. Pierce added that generally we get good feedback from developers stating Milford's process is not long and difficult to deal with. If the developer and the City work in a coordinated effort, the applications are able to get through much more quickly.

Sign Code Update Process

Mr. Pierce then provided a presentation on signs:

Types of Signs

Freestanding Signs
Building Signs
 Awning
 Roof
 Projecting
 Wall/Fascia
Temporary Signs
Electronic Message Centers
Incidental Signs

Existing Sign Code

Chapter 230, Article VI
The regulation format for signs is not consistent throughout the current code.
Lacking detail regarding sign types, area computations, heights, and areas.
Contradictory statements.
Restrictions on temporary signs.
Concerns regarding recent court decisions regarding freedom of speech.

Stakeholders

Sign Industry
Business Owners
Chamber of Commerce
Downtown Milford, Inc. (DMI)

Plan of Action

Planning Commission Review Current Sign Code
Planning Commission Workshop with Stakeholders
Prepare Draft Sign Code
Review Draft Sign Code with Planning Commission & Stakeholders
Prepare Final Sign Code Revisions
Legal Review
Planning Commission Public Hearing
City Council Public Hearing
Stakeholders

Purpose of Revision

Provide better definitions to clarify terminology, sign types, computation of sign face, etc.
Provide a consistent format for sign regulations within all zoning districts.
Ensure compliance with freedom of speech and recent Supreme Court decisions.
Eliminate ambiguity and contradictory language.

Key Points for Discussion

Number of signs allowed per property by sign type.
Sign height, square footage and setbacks.
Allowance of temporary signage.
Development of a Comprehensive Signage Plan process for Major Subdivisions and Site Plans.
Architectural Design review for Downtown signage.
Permitting processes for change of sign copy and temporary signs for special events.

Allowance of Electronic Message Centers.

Mr. Pierce pointed out some very restrictive issues in the sign code. He said it needs to be updated and there is a real issue with the number of signs that are prohibited in certain zoning districts regardless of the use (such as churches). If our code was enforced as it currently exists, Council would get a lot of phone calls.

Once the final draft revision is completed, Councilwoman Wilson recommends it be presented back to this Committee for their endorsement versus presenting it to Council first. The Planning Director recommended that around the time of the legal review step, it could be presented for feedback from the Committee at which time tweaks could be made.

Mr. Pierce said this has been on the back burner for some time. Because it will be very involved, he prefers the City be organized and prepared and convey the message we are trying to get the sign issues fixed, ensure the Code is very clear and consistent with several recent Supreme Court decisions.

Zip Code Boundary Change

Planning Director Pierce reported that the zip code line basically cuts the new Bayhealth Hospital Building in half. Sussex County had to address it off Cedar Creek Road which assigns it a Lincoln address.

City Manager Norenberg explained that we have been working with Bayhealth for almost two years attempting to change the zip code around the hospital. Bayhealth prefers to open next year in the 19963 zip code and though they are presently in Milford's city limits, they are in the Lincoln zip code.

He said that Mr. Pierce has been very persistent working with the application and postal service. It was denied once and then appealed. Safety was one of the reasons for denial because it would require Milford's carriers to make uncontrolled u-turns to service the four or so homes in the area once it was changed.

Mr. Norenberg stated that most recently a meeting was held to reconsider the change. Four people were brought here from the Regional Postal Headquarters in New Jersey to meet with the City Planner. The offices of Senators Tom Carper and Chris Coons have also been involved with that federal agency to try and make that change.

Mr. Pierce is hoping to have the decision overturned and at this point, the City is asking the Postal Service to consider changing the parcels that are already annexed into the City and give them a 19963 zip code. Most of the other areas are undeveloped.

Chairman Mergner pointed out there is really nothing the City has control over though he understands it will help the hospital. Mr. Pierce added it will also help Milford with its identity.

The Planning Director noted that included is the Hall Property and the Wilson Farm which would not impact existing carrier routes at this time.

Adjournment

Chairman Mergner moved to adjourn the Committee Meeting, seconded by Councilman Brooks. Motion carried.

The Committee Meeting adjourned at 9:26 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder



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



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police
DATE: June 6, 2018
RE: Activity Report/May 2018

MONTHLY STATS:

A total of 494 arrests were made by the Milford Police Department during May 2018. Of these arrests, 167 were for criminal offenses and 327 for traffic violations. Criminal offenses consisted of 37 felonies and 130 misdemeanors. Traffic violations consisted of 130 Special Duty Radar, 5 Drunk-Driving charges, 192 other.

Police officers investigated 62n accidents during the month and issued 74 written reprimands. In addition, they responded to 1,183 various complaints including city requests and other agency assistance.

MONTHLY ACTIVITIES:

Chief of Police –

Attended five day FBI-LEEDA Conference held in Birmingham, Alabama.

Attended National Day of Prayer celebration held at Bicentennial Park on May 3, 2018

Attended Lion's Club Dinner Meeting where Milford Police Department was awarded Eunice S. Reed Grant Funds in the amount of \$4,250.00. These funds were approved by the committee to purchase a solar powered Radar Sign.

Attended four day Chief's Staff Development Seminar held in Ocean City, Maryland.

Toured the new Marijuana Facility located in Masten Circle.

Attended Milford High School Graduation on May 31, 2018.

Training –

Chief Brown and Sgt. Smith attended the 2018 FBI-LEEDA Conference held in Birmingham, Alabama.

Two Staff Officers attended a two day training course in Background Investigation for Police Department at the Derry Township Police Department in Pennsylvania.

Two officers attended a five day FBI-LEEDA Supervisor Leadership training course held at Dover Police Department.

Lt. Edward Huey attended 2018 New World/Tyler Conference held in Boston, MA from April 22, 2018 – April 25, 2018.

SRO –

Sgt. Masten, S/Cpl. Bloodsworth, and Pfc. Stanton joined Chief Brown and Captain Bailey at the Community Prayer event in Bicentennial Park.

S/Cpl. Bloodsworth attended "Muffin's For Mom's" breakfast event at Benjamin Banneker.

K9 Unit –

For the month of May 2018 the Milford Police Department K9 unit had the following stats:

- Utilized 8
- Building Searches 2
- Foot Patrols 3
- Assist Other Agency 1
- Precaution –Shots Fired 2
- Drug/Currency Sniffs 3

Seized Items

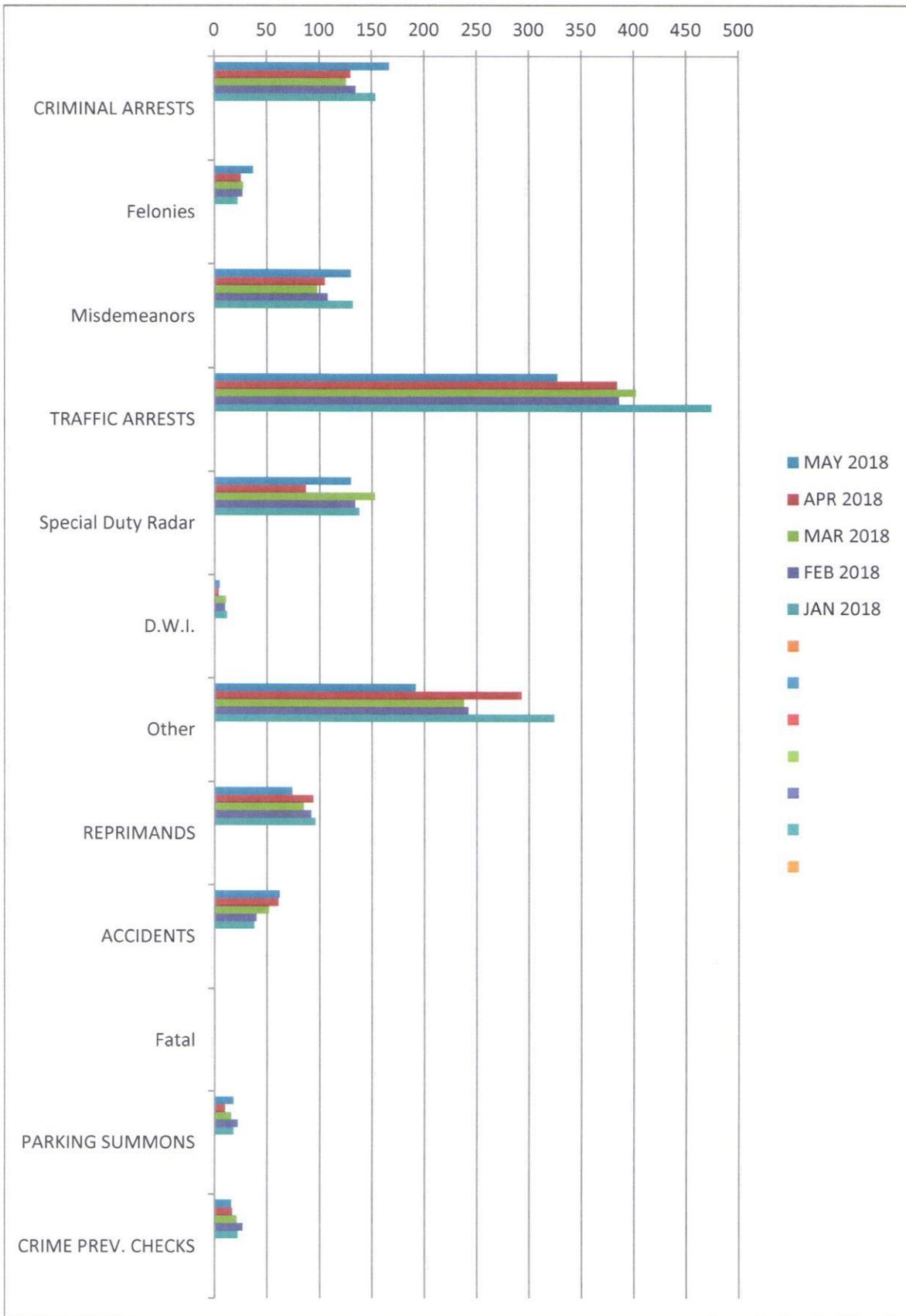
Amount

Value

- Crack Cocaine
- Marijuana
- Other
- Firearms
- Currency

MAY 2018 ACTIVITY REPORT

	MAY 2018	TOTAL 2018	MAY 2017	TOTAL 2017
COMPLAINTS	1183	5840	1310	5869
CRIMINAL ARRESTS	167	712	126	679
Felonies	37	139	11	129
Misdemeanors	130	573	115	545
TRAFFIC ARRESTS	327	1973	433	2017
Special Duty Radar	130	642	184	552
D.W.I.	5	42	3	21
Other	192	1289	246	1444
REPRIMANDS	74	441	134	573
ACCIDENTS	62	253	43	248
Fatal	0	1	0	0
PARKING SUMMONS	18	84	8	76
CRIME PREV. CHECKS	16	103	20	148
FINES RECEIVED	\$8,194.29	\$ 40,912.70	\$ 9,068.93	\$ 42,817.46



City Manager's Report June 11, 2018

FINANCE DEPARTMENT

Information Technology Division

Issues Addressed	
Administration/Council	9
Customer Service	25
Finance	24
Parks & Recreation	1
Planning	3
Police	3
Public Works	13
Information Technology	13
Vendor/3 rd Party	14
Total	110

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

PARKS & RECREATION DEPARTMENT

Parks Division

- A contract was signed for the removal and replacement of the Riverwalk decking. The contractor is in the process of ordering materials and mobilization. Construction will begin early summer.
- The entire department was involved with the replacement of the winter plants on the lampposts and hanging racks around town. This is a joint project with DMI and this year saw the installation of water reservoirs. All of the old coconut liners were removed, the wire racks modified and new liners with water reservoirs and soil were installed. MP&R also assisted with DMI with the planting of the flowers with a number of DMI volunteers.



- 500 additional plants were planted at the various flower beds around town by staff as part of the overall summer beautification project.
- Park staff have been busy trying to stay on top of the grass cutting, which has proven to be a challenge due to the extremely wet spring we have been experiencing. Often there have been days where it has been too wet to mow, and then periods of days of rain. Additionally, this season P&R has taken over an additional 50 acres of grass cutting responsibilities. Overall the crews have done well.

- Due to spring storms, trees have come down at the dog park, goat island, Penn Fountain walkway, and the cemetery. Crews worked quickly to remove the debris and limbs.

Recreation Division

- Youth soccer for 6-14 yo concluded with over 160 participants.
- Spring tennis instruction for 6 yo to Adult concluded.
- Registration for summer programs began including Tiny Tykes soccer, Soccer camp, Youth Flag football, Tennis lessons, Youth Field Hockey Clinic, Youth Basketball clinic, Kiddie Fun Club and Summer Fun Club.
- Redevelopment of summer camp began starting with renaming it “Summer Fun Club”. An entirely new program has been created with more engaging activities and trips, and an emphasis on “fun”. Interviews for summer camp counsellors and volunteers were held in May.



PLANNING & DEVELOPMENT DEPARTMENT

Building Inspections & Permitting Division

Building Permits Issued	
Commercial Foundation	0
Commercial New Construction	5
Commercial Sign	2
Demolition	2
Residential New Construction	5
Residential Renovation/Accessory Structure	14
Roof/Siding	6
Solar Panels	1
Utility (Electric/Water)	5
Total	43

Economic Development Division

- The City of Milford has seen a committed investment of over \$4.5 million (no change from last month) 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 \$540k (no change from last month) in grant funds for both large and small commercial and residential projects in Milford. Kent or Sussex County governments have awarded \$21,500 (no change from last month) in matching grant funds for commercial and residential DDD projects in Milford. The City has waived over \$88,000 (no change from last month) in permit, utility impact fees and full/partial tax abatements associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.

Code Enforcement & Licensing Division

Case Activity	
New Cases	102
Closed Cases	20
Open at Start of Month	129
Open at End of Month	195

**136 of the 195 Open Cases are for tall grass which stay open the entire growing season.*

Case Violations	
Abandoned Vehicle	1
Dangerous Tree	0
Furniture	0
Generic	4
Property Maintenance	1
Rubbish/Garbage	3
Weeds & Grass	93
Zoning Use	0
Total	63

Inspections & Licensing	
Rental Licenses Issued	22
Vendor Licenses Issued	1
Contractors Licenses Issued	29

- 262 of the 718 rental units in Sussex County have been inspected since March 1, 2018 (approximately 36%). Approximately 60% of the units are in compliance.

Planning & Zoning Division

- The Planning Commission approved or recommended approval of a conditional use application for Barnard Properties Partnership, a minor subdivision for David A. Wilkerson, a preliminary site plan for Mispillion Landing, and Chapter 230 code amendments to the IM zoning district.
- The Board of Adjustment did not meet during the month of May.
- Met with representatives from the United States Postal Service (USPS) and Bayhealth to discuss the zip code boundary adjustment appeal. The City is working with Bayhealth to incorporate the planned health campus into the Milford zip code.
- Attended a mandatory pre-bid meeting for a State natural gas infrastructure grant fund in support of Chesapeake Utilities installing natural gas in downtown Milford.

PUBLIC WORKS DEPARTMENT

Electric Division

Power Outages	10
Poles Replaces (due to age, rot or damage)	2
Closed Work Orders	7
Trouble Service Calls	30
After Hours Calls	15
New Electric Service Installed	7
Preventative Maintenance/Trees Trimmed	
Miss Utility Locates	213

- Jenn Anderson represented the City of Milford at a meeting with SeaWatch, DEMEC and Efficiency Smart to discuss how a partnership between all can benefit SeaWatch.
- NexGen contractors have begun smart meter switch outs.
- Rick Carmean and Jenn Anderson attended in a webinar discussing “Value of Solar & Battery Storage” held by AMP.
- Dale Breeding has taken over duties as the Electric Division representative on the Safety Committee.

- Wind, rain, and lightning from storm cause tree branch to break on line knocking out electric to a large portion of the City. Crews were able to reset at the substation and restore power.

Public Service Division

- With a lot of phone calls about discolored water in the Meadows at Shawnee subdivision, line flushing for the area was performed. Project complete with only one resident unsatisfied.
- Steve Ellingsworth awarded Water Operator of the Year.
- Candidates interviewed for Solid Waste Collector/Operator.
- Attended Kent County Sewer Advisory Board meeting.

FUND BALANCES REPORT

Date: April 2018

Cash Balance - General Fund Bank Balance	\$2,851,118
Cash Balance - Electric Fund Bank Balance	\$2,364,496
Cash Balance - Water Fund Bank Balance	\$1,992,136
Cash Balance - Sewer Fund Bank Balance	\$213,392
Cash Balance - Trash Fund Bank Balance	\$140,583

	General <u>Improvement</u>	Municipal <u>Street Aid</u>	Real Estate <u>Transfer Tax</u>	Economic Development <u>Fund</u>
Beginning Cash Balance	367,625	134,866	2,294,001	\$427,008
Deposits		55,915	143,613	
Interest Earned this Month	265	140	1,759	
Disbursements this Month	(7,015)		(41,667)	(\$8,700)
Investments				
Ending Cash Balance	\$360,875	\$190,921	\$2,397,706	\$418,308

	GF Capital <u>Reserves</u>	Water Capital <u>Reserves</u>	Sewer Capital <u>Reserves</u>	Electric <u>Reserves</u>
Beginning Cash Balance	2,773,416	8,081,002	3,755,632	9,682,146
Deposits				
Interest Earned this Month	2,384	6,945	3,228	8,324
Disbursements this Month	(265)	(771)	(359)	(3,006)
Investments				
Ending Cash Balance	\$2,775,535	\$8,087,176	\$3,758,501	\$9,687,464

	Water <u>Impact Fee</u>	Sewer <u>Impact Fee</u>	Electric <u>Impact Fee</u>
Beginning Cash Balance	1,923,666	\$1,224,007	\$555,065
Deposits	30,042	\$15,873	\$10,200
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$1,953,708	\$1,239,880	\$565,265

INTEREST THROUGH THE TENTH MONTH OF THE FISCAL YEAR:

General Fund	26,072	Water Fund	11,854
GF Capital Reserves	20,719	Water Capital Reserves	77,450
Municipal Street Aid	3,965	Sewer Fund	1,210
Real Estate Transfer Tax	14,165	Sewer Capital Reserves	38,985
Electric Fund	24,293	Trash Fund	1,558
Electric Reserves	84,844		

TOTAL INTEREST EARNED TO DATE \$305,115

REVENUE REPORT

Page Two

83% of Year Expended

Date: April 2018	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	95,000	0	40,898	43.05%
General Fund Reserves	585,000	0	155,952	26.66%
Realty Transfer Tax-Police	500,000	41,667	416,667	83.33%
Real Estate Tax	3,850,560	9,481	3,905,620	101.43%
Business License	45,000	4,650	46,225	102.72%
Rental License	80,000	5,800	104,350	130.44%
Building Permits	80,000	19,629	167,196	209.00%
Planning & Zoning	15,000	3,900	28,840	192.27%
Grasscutting Revenue	16,000	2,000	12,000	75.00%
Police Revenues	446,750	7,792	363,038	81.26%
Misc. Revenues	286,065	2,941	254,738	89.05%
Transfers From	3,324,000	277,000	2,770,000	83.33%
Total General Fund Revenues	\$9,323,375	\$374,860	\$8,265,524	88.65%
Water Revenues	2,734,500	226,860	2,371,977	86.74%
Sewer Revenues	2,508,000	215,255	2,165,977	86.36%
Kent County Sewer	1,850,000	152,151	1,538,235	83.15%
Solid Waste Revenues	1,384,815	117,425	1,172,302	84.65%
Electric Revenues	25,016,000	2,007,385	21,449,134	85.74%
TOTAL REVENUES	\$42,816,690	\$3,093,936	\$36,963,149	86.33%
YTD Enterprise Expense		(76,470)		
YTD Enterprise Revenue		66,901		
LTD Carlisle Fire Company Building Permit Fund		140,838		

EXPENDITURE REPORT

Page Three

Date: April 2018

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	508,603	\$54,337	424,884	83.54%	83,719
O&M	129,250	\$8,350	85,373	66.05%	43,877
Capital	0	\$0	0		0
Total City Manager	\$637,853	\$62,687	\$510,257	80.00%	127,596
Planning & Zoning					
Personnel	141,578	\$11,035	112,289	79.31%	29,289
O&M	50,875	\$2,084	21,069	41.41%	29,806
Capital	0	\$0	0		0
Total P, C & I	\$192,453	\$13,119	\$133,358	69.29%	59,095
Code Enforcement & Inspections					
Personnel	131,736	\$10,263	103,409	78.50%	28,327
O&M	116,950	\$8,324	99,516	85.09%	17,434
Capital	0	\$0	0		0
Total P, C & I	\$248,686	\$18,587	\$202,925	81.60%	45,761
Council					
Personnel	31,225	\$2,637	20,554	65.83%	10,671
O&M	41,200	\$2,821	27,309	66.28%	13,891
Council Expense	20,000	\$1,346	13,838	69.19%	6,162
Contributions	206,000	\$0	206,000	100.00%	0
Codification	10,000	\$0	8,311	83.11%	1,689
Employee Recognition	11,000	\$0	10,317	0.00%	683
Insurance	23,000	\$0	16,472	71.62%	6,528
Christmas Decorations	10,000	\$0	1,100	11.00%	8,900
Economic Development	5,000	\$0	993	19.86%	4,007
Strategic Plan	20,000	\$5,000	20,000	100.00%	0
Armory Expenses	12,000	\$660	12,400	103.33%	(400)
Total Council	\$389,425	\$12,264	\$337,294	86.61%	52,131
Finance					
Personnel	405,510	\$38,587	315,231	77.74%	90,279
O&M	84,650	\$2,974	54,701	64.62%	29,949
Capital	0	\$0	0		0
Total Finance	\$490,160	\$41,561	\$369,932	75.47%	120,228
Information Technology					
Personnel	157,195	\$12,115	124,972	79.50%	32,223
O&M	187,950	\$5,885	86,231	35.24%	121,719
Capital	63,000	\$0	60,300	95.71%	2,700
Total Information Technology	\$408,145	\$18,000	\$251,503	61.62%	156,642

EXPENDITURE REPORT**Page Four**

Date: April 2018

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	4,004,790	\$299,815	3,102,615	77.47%	902,175
O&M	497,700	\$23,999	376,375	75.62%	121,325
Capital	83,340	\$0	83,049	99.65%	291
Total Police	\$4,585,830	\$323,814	\$3,562,039	77.67%	1,023,791
Streets & Grounds Division					
Personnel	384,196	\$32,292	308,374	80.26%	75,822
O&M	397,345	\$18,814	234,604	59.04%	162,741
Capital	538,000	\$0	204,712	38.05%	333,288
Total Streets & Grounds	\$1,319,541	\$51,106	\$747,690	56.66%	571,851
Parks & Recreation					
Personnel	651,382	\$57,071	527,070	80.92%	124,312
O&M	284,900	\$12,635	195,439	68.60%	89,461
Capital	115,000	\$5,070	67,747	58.91%	47,253
Total Parks & Recreation	\$1,051,282	\$74,776	\$790,256	75.17%	261,026
Total General Fund					
Operating Budget	\$9,323,375	\$615,914	\$6,905,254	74.06%	2,418,121

EXPENDITURE REPORT

Page Five

Date: April 2018

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	292,221	\$21,295	229,727	78.61%	62,494
O&M	1,186,575	\$85,387	859,526	72.44%	327,049
Capital	530,939	\$0	0	0.00%	530,939
Debt Service	724,765	\$0	565,311	78.00%	159,454
Total Water	\$2,734,500	\$106,682	\$1,654,564	60.51%	1,079,936
Sewer Division					
Personnel	292,221	\$21,295	227,500	77.85%	64,721
O&M	1,177,425	\$76,035	819,456	69.60%	357,969
Capital	379,634	\$0	91,692	0.00%	287,942
Debt Service	658,720	\$104,427	595,079	90.34%	63,641
Sewer Sub Total	\$2,508,000	\$201,757	\$1,733,727	69.13%	774,273
Kent County Sewer	1,850,000	\$152,151	1,538,236	83.15%	311,764
Total Sewer	\$4,358,000	\$353,908	\$3,271,963	75.08%	1,086,037
Solid Waste Division					
Personnel	344,810	\$19,142	241,966	70.17%	102,844
O&M	776,001	\$55,891	640,047	82.48%	135,954
Capital	264,004	\$0	254,653	96.46%	9,351
Total Solid Waste	\$1,384,815	\$75,033	\$1,136,666	82.08%	248,149
Total Water, Sewer Solid Waste	\$8,477,315	\$535,623	\$6,063,193	71.52%	2,414,122
Electric Division					
Personnel	1,260,412	\$98,987	1,030,042	81.72%	230,370
O&M	2,061,020	\$152,221	1,378,957	66.91%	682,063
Transfer to General Fund	2,500,000	\$208,333	2,083,333	83.33%	416,667
Capital	701,603	\$6,080	51,293	7.31%	650,310
Debt Service	192,965	\$0	139,408	72.25%	53,557
Electric Sub Total	\$6,716,000	\$465,621	\$4,683,033	69.73%	2,032,967
Power Purchased	18,300,000	\$1,196,682	14,537,284	79.44%	3,762,716
Total Electric	\$25,016,000	\$1,662,303	\$19,220,317	76.83%	5,795,683
TOTAL OPERATING BUDGET	\$42,816,690	\$2,813,840	\$32,188,764	75.18%	10,627,926

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: April 2018

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	83% of Year Expended	UNEXPENDED BALANCE
				YTD%	
Garage					
Personnel	102,121	22,465	98,714	96.66%	3,407
O&M	77,855	5,730	60,753	78.03%	17,102
Capital	0		0		0
Total Garage Expense	\$179,976	28,195	\$159,467	88.60%	20,509
Public Works					
Personnel	428,039	30,066	298,886	69.83%	129,153
O&M	168,161	13,352	149,478	88.89%	18,683
Capital	11,100	0	10,122	91.19%	978
Total Public Works Expense	\$607,300	43,418	\$458,486	75.50%	148,814
Billing & Collections					
Personnel	554,850	42,780	444,148	80.05%	110,702
O&M	221,975	14,178	178,525	80.43%	43,450
Capital	0		0		0
Total Billing & Collections	\$776,825	56,958	\$622,673	80.16%	154,152
City Hall Cost Allocation					
Personnel	0		0		0
O&M	44,200	4,698	36,061	81.59%	8,139
Capital	0		0		0
Total City Hall Cost Allocation	\$44,200	4,698	\$36,061	81.59%	8,139

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.

**CITY OF MILFORD
CITY COUNCIL
COMMITTEE ASSIGNMENTS & MEETING STRUCTURE
May 2018 through April 2019**

Annexation Committee

Owen Brooks, Chair
James Starling
Chris Mergner

Community & Economic Development Committee

Chris Mergner, Chair
Owen Brooks
Katrina Wilson

Finance & Public Works Committee

Doug Morrow, Chair
Lisa Peel
Michael Boyle

Police Committee

Katrina Wilson, Chair
Lisa Peel
Michael Boyle

June 2018

May '18							July '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 5:00 Council Photos and Budget Hearing	5 5:00 Budget Hearing	6	7	8	9
10	11 5:30 Finance/Public Works Committee 7:00 Council Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25 5:30 Police Committee 7:00 Council Meeting	26	27	28 5:30 DLLG Meeting	29	30
1	2	Notes 				

July 2018

June '18							August '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Holiday	5	6	7
8	9 5:30 Community/Econ Develop Committee 7:00 Council Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 7:00 Council Meeting	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes 				

August 2018

July '18							September '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30	31					23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13 5:30 Finance/Public Works Committee 7:00 Council Meeting	14	15	16	17	18
19	20	21	22	23 Special Election	24	25
26	27 5:30 Police Committee 7:00 Council Meeting	28	29	30	31	1
2	3	Notes 				

September 2018

August '18							October '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 Holiday	4	5 5:30 SCAT Meeting	6	7	8
9	10 5:00 Group photo 5:30 Community/Econ nmittee 7:00 Council Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	25	26	27 5:30 DLLG Meeting	28	29
30	1	Notes 				

October 2018

September '18							November '18							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	25	26	27	28	29	30		
30														

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3 5:30 SCAT Meeting	4	5	6
7	8 5:30 Finance/Public Works Committee 7:00 Council Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 5:30 Police Committee 7:00 Council Meeting	23	24	25 5:30 DLLG Meeting	26	27
28	29	30	31	1	2	3
4	5	Notes 				

November 2018

October '18							December '18						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30	31				23	24	25	26	27	28	29
							30	31					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7 <i>5:30 SCAT Meeting</i>	8	9	10
11	12 Holiday	13 5:30 Community/Econ Develop Committee 7:00 Council Meeting	14	15	16	17
18	19	20	21	22 Holiday	23 Holiday	24
25	26 7:00 Council Meeting	27	28	29	30	1
2	3	Notes 				

December 2018

November '18							January '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30		27	28	29	30	31		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5 <i>5:30 SCAT Meeting</i>	6	7	8
9	10 5:30 Finance/Public Works Committee 7:00 Council Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Holiday	25 Holiday	26	27	28	29
30	31	Notes 				

January 2019

December '18							February '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28		
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 Holiday	2 5:30 SCAT Meeting	3	4	5
6	7	8	9	10	11	12
13	14 5:30 Community/Econ Develop Committee 7:00 Council Meeting	15	16	17	18	19
20	21 Holiday	22	23	24 5:30 DLLG Meeting	25	26
27	28 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	29	30	31	1	2
3	4	Notes 				

February 2019

January '19							March '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6 <i>5:30 SCAT Meeting</i>	7	8	9
10	11 5:30 Finance/Public Works Committee 7:00 Council Meeting	12	13	14	15	16
17	18 Holiday	19	20	21	22	23
24	25 5:30 Police Committee 7:00 Council Meeting	26	27	28 <i>5:30 DLLG Meeting</i>	1	2

3	4	<p>Notes</p> 				
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Calendar Templates by Vertex42
<https://www.vertex42.com/calendars/>

March 2019

February '19							April '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			28	29	30				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4	5	6 <i>5:30 SCAT Meeting</i>	7	8	9
10	11 5:30 Community/Econ Develop Committee 7:00 Council Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25 6:30 Council Workshop- Update fr DMI, CFD, Museum 7:00 Council Meeting	26	27	28 <i>5:30 DLLG Meeting</i>	29	30
31	1	Notes 				

April 2019

March '19							May '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	
31													

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3 5:30 SCAT Meeting	4	5	6
7	8 5:30 Finance/Public Works Committee 7:00 Council Meeting	9	10	11	12	13
14	15	16	17	18	19 Holiday	20
21	22 5:30 Police Committee 7:00 Council Meeting	23	24	25 5:30 DLLG Meeting	26	27 10-6 Annual Election
28	29	30	1	2	3	4

5	6	<p>Notes</p> 				
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May 2019

April '19							June '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							1
7	8	9	10	11	12	13	2	3	4	5	6	7	8
14	15	16	17	18	19	20	9	10	11	12	13	14	15
21	22	23	24	25	26	27	16	17	18	19	20	21	22
28	29	30					23	24	25	26	27	28	29
							30						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1 5:30 SCAT Meeting	2	3	4
5	6 7:00 Swearing In and Organizational Meeting	7	8	9	10	11
12	13 5:30 Community/Econ Develop Committee 7:00 Council Meeting	14	15	16	17	18
19	20	21	22	23 5:30 DLLG Meeting	24	25
26	27 Holiday	28 7:00 Council Meeting	29	30	31	1
2	3	Notes 				

June 2019

May '19							July '19						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4		1	2	3	4	5	6
5	6	7	8	9	10	11	7	8	9	10	11	12	13
12	13	14	15	16	17	18	14	15	16	17	18	19	20
19	20	21	22	23	24	25	21	22	23	24	25	26	27
26	27	28	29	30	31		28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 5:00 Budget Hearings	4 5:00 Budget Hearings	5	6	7	8
9	10 5:30 Finance/Public Works Committee 7:00 Council Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 5:30 Police Committee 7:00 Council Meeting	25	26	27 5:30 DLLG Meeting	28	29
30	1	Notes 				

**CITY OF MILFORD
CITY COUNCIL
COMMITTEE ASSIGNMENTS & MEETING STRUCTURE
May 2018**

**Annexation Committee
(AC)**

Owen Brooks, Chair
James Starling
Chris Mergner

**Community and Economic
Development Committee
(C&EDC)**

Chris Mergner, Chair
Owen Brooks
Katrina Wilson

**Finance and Public Works
Committee
(F&PWC)**

Doug Morrow, Chair
Lisa Peel
Michael Boyle

**Police Committee
(PC)**

Katrina Wilson, Chair
Lisa Peel
Michael Boyle

First Meeting	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
5:30 pm	C&EDC											
5:30 pm		F&PWC										
Second Meeting												
5:30 pm		PC										
5:30 pm												

2nd Ward Council Seat Vacant

City of Milford



June 11, 2018

Notice is hereby given the following residents have been appointed as members of the City of Milford Election Board for the upcoming 2018 Special Election and Referendum in the City of Milford:

City of Milford Election Board:

Karen Boone	402 N.E. Fourth Street
Joanne Leuthauser	509 Ashley Way
Katrina White	203 Allen Way

For additional information, please contact the City Clerk's Office at 302-422-1111.

06/11/2018



June 7, 2018

To: Mayor and City Council
From: Eric Norenberg
Subject: Possible Charter Amendment

Purpose and Background

As reported to you in recent weeks, some cities in Delaware have been advocating for the option to enact a local lodging tax. Initially, HB 395 was introduced to give municipalities the *option* to enact a lodging tax of up to three percent. However, due to the concerns of communities that currently have a form of a lodging tax already, cities without any lodging tax ability are now considering individual charter amendments. The proposed ordinance would request the General Assembly amend Milford's charter to give the City of Milford City Council the option to enact a lodging tax.

Discussion

A lodging tax would primarily affect visitors and would help ensure visitors help share in the funding for important local public safety services and the maintenance of infrastructure used by visitors (streets, parks, etc.) while they are here. In addition, a lodging tax could also support economic development and tourism promotion efforts to attract additional businesses and visitors to grow our economy.

Attached is a fact sheet prepared by the City of Newark regarding a municipal lodging tax. The facts and principles are generally applicable to Milford as well. For instance, if we added a local lodging tax, our hotels would continue to be competitive in the region, revenues would support critical services and would help reduce the burden on our residents.

Fiscal Impact

There are currently three hotels in Milford that could be subject to a local lodging tax under the provisions of the Delaware Code:

Hampton Inn	81 rooms
Days Inn	57 rooms
<u>Rodeway Inn</u>	<u>38 rooms</u>
Total	176 rooms

The planned Microtel hotel will add 77 more rooms, for a total of 253 rooms.

Using conservative estimates of room occupancy and average room rates, a one percent lodging tax is estimated to generate \$18,000 to \$23,000 per year, or more.

Recommendation

It is recommended that the City pursue the Charter amendment before the end of the session in order to have the *option* to adopt a local lodging tax in the future.

AN ACT TO AMEND THE CHARTER OF THE CITY OF MILFORD RELATING TO CITY COUNCIL
GOVERNMENT – COMPOSITION, QUALIFICATIONS, VACANCIES AND PROCEDURE.
ORDINANCE 2018-02

An Ordinance amending the Charter of the City of Milford, as was approved by the City Council of the City of Milford on June 11, 2018 and effective on June 21, 2018, and in accordance with Title 22, Chapter 8, Section 811 of the Delaware Code; and

Whereas, the Mayor and City Council wish to Amend the Charter of the City of Milford relating to Taxation, Assessors and Assessment of Taxes; and

Whereas, due to its previous limited property tax growth, City operating revenues have had to diversify to maintain the base necessary to meet the service demands of its residents and businesses; and

Whereas, the Mayor and City Council find it in the public interest of the City of Milford to enact a lodging tax of no more than three percent, the proceeds of which can be utilized as General Fund dollars to support such City services as police, fire and parks, as well as planning, economic development and administrative support services; and

Whereas, the Mayor and City Council request that the General Assembly of the State of Delaware enact this bill for the purpose of adding this legislation to the City of Milford Charter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILFORD:

The City of Milford may impose, by duly enacted ordinance, a local lodging tax of no more than 3 percent of the rent, in addition to the amount imposed by the State, for any room or rooms in a hotel, motel or tourist home, as defined in § 6101 of Title 30, which is located within the boundaries of the City of Milford, in the form and manner as follows:

Section 1. Amend Article VII of the Charter of the City of Milford by making insertions as shown by underline and deletions as shown by strikethrough.

Article VII. TAXATION, ASSESSORS AND ASSESSMENT OF TAXES

7.14 – Lodging Tax.

The City of Milford reserves the right to impose a lodging tax of no more than 3 percent of the rent, in addition to the amount imposed by the State, for any room or rooms in a hotel, motel or tourist home, as defined in §6101 of Title 30, which is located within the boundaries of the City of Milford.

SYNOPSIS

This bill permits the City Council of the City of Milford to impose and collect a lodging tax of no more than three percent on hotel and motel rooms located in the City of Milford, so long as it is approved by a majority of the City Council pursuant to the provisions of the Charter of the City of Milford.

Section 2. Dates.

City Council Introduction: June 4, 2018

City Council Adoption: June 11, 2018

Effective Date: June 21, 2018



Municipal Lodging Tax

A Competitive Tax Rate

- Hotel guests in Newark pay the lowest taxes in the region:

Jurisdiction	Lodging + Sales Tax
Philadelphia, PA	16.25%
Baltimore, MD	15.50%
Newark, NJ	15.25%
Washington, DC	14.8%
Cherry Hill, NJ	14.62%
Cecil County, MD	12%
Harford County, MD	12%
Chester County, PA	11%
Wilmington, DE	10%
Delaware County, PA	9%
New Castle, DE	8%
Newark, DE	8%

- With a 3% increase (at most), the tax rate will still be very competitive.
- Under current state law Wilmington is currently the only municipality in Delaware able to impose a lodging tax. This bill would level the playing field for other municipalities to have the same rights for revenue diversification.

Negligible Impact on Business

- Hotels are an integral part of the economy in Newark, with nine hotels offering nearly 1000 rooms within city limits.
- Wilmington's hotel tax has not slowed growth there, with two recent hotel openings, three planned openings and the renovation of Hotel DuPont.
- Research shows hotel taxes have a negligible impact on tourism due it being a small fraction of the overall trip cost. Tourists are looking for location as their primary objective when looking for lodging.

Visitors Paying a Fair Share

- Out-of-town visitors depend on our police service, use our roads, infrastructure and other City services while they're here.
- Visitors also love coming to Newark to enjoy our 34 parks, 17 miles of trails and over 650 acres of parkland and open space.
- Yet, visitors make no direct contribution to support these services or amenities.

Reducing the Burden on Residents

- Hotel lodging taxes are primarily paid by non-residents, which reduces the tax burden on residents.
- A 1% lodging tax would bring in an estimated \$225,000 each year. For each percentage of tax imposed, Newark would bring in revenue equivalent to a 3.33% property tax increase. Unlike property taxes, the revenue from a lodging tax would grow with inflation.
- This would provide an opportunity to fairly distribute service costs generated by the City to all who use them.

Stabilizing City Revenue

- City's revenue sources are dependent on its utilities. Almost 80% of all revenue generated by the City comes from electric, water, sewer, parking and stormwater.
- HB 395 would give Newark City Council options to diversify revenue sources and provide insurance against real estate market downturns.
- It will also give Newark City Council a revenue source that follows the growth and demands of the tourism industry, reducing the impact on City residents.

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
BUDGET SUMMARY ANALYSIS**

DEPARTMENT	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND				
ADMINISTRATION	\$ 640,108	\$ -	\$ -	\$ 640,108
PLANNING & ZONING	\$ 183,820	\$ -	\$ -	\$ 183,820
CODE ENFORCEMENT & INSPECTION	\$ 363,575	\$ -	\$ -	\$ 363,575
FINANCE	\$ 512,510	\$ -	\$ -	\$ 512,510
INFORMATION TECHNOLOGY	\$ 359,815	\$ -	\$ 49,000	\$ 408,815
POLICE	\$ 4,741,608	\$ -	\$ 95,100	\$ 4,836,708
STREETS	\$ 838,505	\$ -	\$ 182,000	\$ 1,020,505
PARKS & RECREATION	\$ 987,615	\$ -	\$ 189,000	\$ 1,176,615
COUNCIL	\$ 415,430	\$ -	\$ 30,400	\$ 445,830
TOTAL GENERAL FUND	\$ 9,042,987	\$ -	\$ 545,500	\$ 9,588,486
WATER	\$ 1,479,857	\$ 329,765	\$ 1,038,878	\$ 2,848,500
SEWER	\$ 3,313,195	\$ 395,490	\$ 747,815	\$ 4,456,500
SANITATION	\$ 1,178,243	\$ -	\$ -	\$ 1,178,243
ELECTRIC	\$ 24,237,623	\$ 319,965	\$ 567,412	\$ 25,125,000
TOTAL BUDGET	\$ 39,251,906	\$ 1,045,220	\$ 2,899,605	\$ 43,196,730

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
REVENUE**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-0000	GENERAL FUND REVENUE			
390-10-10	GENERAL FUND CAPITAL RESERVES	316,000	585,000	500,500
390-10-20	GF RESERVES-ECONOMIC DEV. FUNDS	201,255	95,000	125,000
	REAL ESTATE TAX			
311-10-10	PROPERTY TAXES: CURRENT LEVY	3,732,970	3,820,560	3,902,716
311-10-30	PROPERTY TAXES: PENALTIES	30,000	30,000	25,000
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	500,000	500,000	500,000
	TOTAL REAL ESTATE TAXES	4,262,970	4,350,560	4,427,716
	LICENSES & PERMITS			
321-10-10	CONTRACTORS LICENSE	43,750	45,000	50,000
321-10-15	BUSINESS LICENSE	62,500	-	-
321-10-20	RENTAL LICENSE	85,000	80,000	85,000
322-10-00	BUILDING PERMIT FEES	75,000	80,000	160,000
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	297,250	236,000	326,000
	POLICE DEPARTMENT			
342-10-10	FINES	135,000	110,000	110,000
342-10-60	MISCELLANEOUS REVENUE	5,000	5,000	5,000
342-10-90	ACCIDENT COPIES	10,000	14,000	14,000
342-10-70	STATE POLICE PENSION	130,000	130,000	135,000
342-10-92	SALE OF VEHICLES & EQUIPMENT	5,000	5,000	5,000
342-10-98	SPECIAL DUTY OVERHEAD	5,000	5,000	5,000
342-10-99	SRO OFFICERS SCHOOL FUNDED	150,000	177,750	188,485
	TOTAL POLICE DEPARTMENT	440,000	446,750	462,485

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
REVENUE**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
	GENERAL FUND REVENUE			
	MISCELLANEOUS REVENUE			
359-10-20	SPRINT TOWER RENTAL	17,300	17,300	17,300
359-10-25	VERIZON TOWER RENTAL	22,845	25,590	25,590
359-10-30	AT&T TOWER RENTAL	16,800	16,800	16,800
359-10-35	VERIZON TOWER RENTAL #2	-	-	24,000
359-10-38	VERIZON TOWER RENTAL #3	-	-	24,000
359-10-40	CHESAPEAKE GAS	36,000	36,000	35,000
359-10-50	CATV FRANCHISE FEES	106,000	113,000	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	55,000
359-10-99	MISCELLANEOUS REVENUE	1,000	1,000	1,000
361-10-00	EARNINGS ON INVESTMENTS	6,500	10,000	30,000
	TOTAL MISCELLANEOUS REVENUE	272,820	286,065	376,065
391-10-10	OTHER - INTERDEPARTMENTAL	800,000	824,000	870,720
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000
	TOTAL TRANSFERS- GENERAL FUND	3,300,000	3,324,000	3,370,720
	TOTAL GENERAL FUND REVENUES	9,090,295	9,323,375	9,588,487

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
GENERAL GOVERNMENT				
ADMINISTRATION				
101-1010				
413-10-10	SALARIES & WAGES	320,220	351,015	355,080
413-10-11	SALARIES & WAGES-VACATION SELLBACK	2,760	2,845	1,610
413-10-30	SALARIES & WAGES-OVERTIME	3,000	8,000	9,000
413-30-10	CONTRACT SERVICES	1,000	25,000	28,000
413-30-11	CONTRACT SERVICES-TAX ASSESSOR	15,000	MOVED	-
413-30-12	CONTRACT SERVICES-COMP. STUDY	25,000	-	-
413-30-13	CONTRACT SERVICES-STUDY OPER. & FAC	95,000	-	-
413-30-20	LEGAL SERVICE	21,000	16,000	16,000
413-30-30	AUDITING SERVICE	1,000	1,000	1,000
413-30-50	ENGINEERING	5,000	-	-
413-30-60	RECORDS RETENTION	Moved-Coun	-	-
413-50-20	INSURANCE & BONDING	5,160	5,500	4,750
413-50-30	TELEPHONE	1,200	2,400	2,400
413-50-40	ADVERTISING & PRINTING	22,500	20,500	12,000
413-50-61	WEBSITE MAINTENANCE	3,500	3,500	3,680
413-50-62	CAMA SOFTWARE	6,760	MOVED	-
413-50-90	TRAINING	10,500	12,500	13,000
413-60-10	MATERIALS & SUPPLIES	4,500	3,000	3,200
413-60-11	GENERAL EXPENSE	9,600	9,150	6,000
413-60-12	COMPUTER	1,650	4,100	-
413-60-13	COPIER	6,000	3,000	3,400
413-60-15	POSTAGE	750	1,100	1,000
413-67-11	DISCRETIONARY FUNDS	15,000	15,000	15,000
413-90-80	COST ALLOCATION-CITY HALL BUILDING	8,975	7,500	8,000
	TOTAL ADMIN. GEN. EXPENSE	585,075	491,110	483,120

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1010	GENERAL GOVERNMENT EMPLOYEE BENEFITS			
413-20-10	MEDICAL	54,730	57,577	67,300
413-20-20	SOCIAL SECURITY	25,230	27,860	29,727
413-20-30	RETIREMENT	40,230	46,278	45,682
413-20-50	UNEMPLOYMENT COMPENSATION	1,655	1,689	1,298
413-20-60	WORKMAN'S COMPENSATION	1,475	1,500	1,411
413-20-70	GROUP LIFE INSURANCE	3,595	2,803	2,289
413-20-75	VISION	-	-	247
413-20-80	RETIREE MEDICAL BENEFITS	9,035	9,035	9,035
	TOTAL EMPLOYEE BENEFITS	135,950	146,742	156,988
	TOTAL GEN. GOV'T. - O & M	721,025	637,852	640,108
413-70-40	CAPITAL-EQUIPMENT	-	-	-
	TOTAL GENERAL GOV. CAPITAL	-	-	-
	TOTAL GENERAL GOVERNMENT	721,025	637,852	640,108

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
101-1035	GENERAL GOVERNMENT ADMINISTRATION			
419-10-10	SALARIES & WAGES	117,490	91,406	94,365
419-10-30	SALARIES & WAGES-OVERTIME	2,500	2,500	2,500
419-30-10	CONTRACT SERVICES	30,000	-	-
419-30-20	LEGAL SERVICE	15,000	20,000	15,000
419-30-30	AUDITING SERVICE	1,000	1,000	1,000
419-30-50	ENGINEERING	6,000	6,000	-
419-40-29	MAINT. & REPAIR-VEHICLE LABOR	-	-	-
419-40-30	MAINT. & REPAIR-VEHICLES	-	-	-
419-50-20	INSURANCE & BONDING	300	325	325
419-50-31	CELLPHONE	700	150	150
419-50-60	SOFTWARE MAINTENANCE	-	4,000	4,000
419-50-90	TRAINING	1,000	2,500	2,500
419-60-10	MATERIALS & SUPPLIES	3,000	2,400	2,000
419-60-11	GENERAL EXPENSE	1,000	2,500	2,000
419-60-12	COMPUTER	-	-	-
419-60-13	COPIER	-	3,500	2,500
419-60-15	POSTAGE	1,000	1,000	1,000
419-60-17	GASOLINE & OIL	-	-	-
419-90-80	BUILDING MAINT.-XFER TO CITY HALL	8,975	7,500	8,000
	TOTAL ADMIN. GEN. EXPENSE	187,965	144,781	135,340

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1035	GENERAL GOVERNMENT EMPLOYEE BENEFITS			
419-20-10	MEDICAL	37,290	26,860	26,860
419-20-20	SOCIAL SECURITY	9,205	7,262	7,540
419-20-30	RETIREMENT	15,140	11,795	12,410
419-20-50	UNEMPLOYMENT COMPENSATION	760	496	350
419-20-60	WORKMAN'S COMPENSATION	630	537	560
419-20-70	GROUP LIFE INSURANCE	1,385	722	680
419-20-75	VISION	-	-	80
	TOTAL EMPLOYEE BENEFITS	64,410	47,672	48,480
	TOTAL GENERAL GOV.-O & M	252,375	192,453	183,820
419-70-40	CAPITAL-EQUIPMENT	-	-	-
	TOTAL GENERAL GOV. CAPITAL	-	-	-
	TOTAL GENERAL GOVERNMENT	252,375	192,453	183,820

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

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 CODE ENFORCEMENT & INSPECTION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1045	GENERAL GOVERNMENT ADMINISTRATION			
429-10-10	SALARIES & WAGES	154,265	87,870	199,725
429-10-30	SALARIES & WAGES-TEMPORARY WAGES	-	-	-
429-10-30	SALARIES & WAGES-OVERTIME	1,500	2,000	2,000
426-30-10	CONTRACT SERVICES	-	72,000	-
429-30-20	LEGAL SERVICE	2,300	2,500	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	2,000
429-40-30	MAINT. & REPAIR - VEHICLES	1,700	1,000	1,500
429-50-20	INSURANCE & BONDING	2,815	2,050	2,050
429-50-31	CELLPHONE	1,000	900	1,500
429-50-90	TRAINING	5,000	2,000	5,000
429-60-10	MATERIALS & SUPPLIES	2,500	2,500	2,500
429-60-11	GENERAL EXPENSE	2,500	2,000	2,000
429-60-12	COMPUTER	2,000	-	-
419-60-13	COPIER	-	-	1,000
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	-	-
429-68-20	PROPERTY MAINTENANCE	16,000	16,000	16,000
429-90-80	BUILDING MAINT.-XFER TO CITY HALL BLDG	8,975	7,500	8,000
	TOTAL ADMIN. GEN. EXPENSE	225,055	206,820	252,775

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

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 CODE ENFORCEMENT & INSPECTION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1045	GENERAL GOVERNMENT EMPLOYEE BENEFITS			
429-20-10	MEDICAL	37,290	24,335	71,100
429-20-20	SOCIAL SECURITY	11,895	6,720	15,160
429-20-30	RETIREMENT	16,300	9,008	20,690
429-20-50	UNEMPLOYMENT COMPENSATION	1,140	617	1,050
429-20-60	WORKMAN'S COMPENSATION	1,000	447	1,140
429-20-70	GROUP LIFE INSURANCE	1,820	739	1,430
429-20-75	VISION	-	-	230
	TOTAL EMPLOYEE BENEFITS	69,445	41,866	110,800
	TOTAL GENERAL GOV.-O & M	294,500	248,686	363,575
429-70-42	CAPITAL-VEHICLE	25,000	-	-
	TOTAL GENERAL GOV. CAPITAL	25,000	-	-
	TOTAL GENERAL GOVERNMENT	319,500	248,686	363,575

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
225-6320	CITY HALL COST ALLOCATION			
481-30-10	CONTRACT SERVICES	2,700	9,500	9,500
481-30-15	CLEANING SERVICE	5,700	6,000	6,500
481-30-30	AUDITING SERVICES	1,000	1,000	1,000
481-40-31	BUILDING MAINT. & REPAIRS	25,000	9,000	5,000
481-50-30	TELEPHONE	2,500	-	-
481-60-10	MATERIALS & SUPPLIES	800	2,000	3,000
481-60-14	POSTAGE MACHINE	1,100	1,100	1,100
481-60-22	ELECTRIC	13,500	13,500	13,500
481-60-23	WATER	1,200	1,200	1,200
481-60-24	FUEL OIL	7,500	7,500	5,000
225-0000	CITY HALL BUILDING EXPENSES	61,000	50,800	45,800
331-10-01	LESS INTERSERVICE BILLING-CITY ADMIN.	(8,975)	(8,700)	(8,000)
331-10-02	LESS INTERSERVICE BILLING-CITY COUNCIL	(17,950)	(18,100)	(16,000)
331-10-03	LESS INTERSERVICE BILLING-CODE ENF.	(8,975)	(8,700)	(8,000)
331-10-04	LESS INTERSERVICE BILLING-IT	(6,125)	(6,600)	(5,800)
331-10-05	LESS INTERSERVICE BILLING-P&Z	(8,975)	(8,700)	(8,000)
390-10-10	TRANSFER FROM CAPITAL RESERVES	(10,000)	-	-
	NET CITY HALL COST	-	-	-

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
GENERAL GOVERNMENT				
ADMINISTRATION				
101-1310				
415-10-10	SALARIES & WAGES	299,545	302,709	305,433
415-10-11	SALARIES & WAGES-VACATION SELLBACK	3,120	985	1,057
415-30-10	CONTRACT SERVICES	10,000	10,000	10,000
415-30-11	CONTRACT SERVICES - TAX ASSESSOR	-	16,100	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	1,445	1,500	1,350
415-50-30	TELEPHONE	1,850	1,200	1,200
415-50-31	CELLPHONE	1,000	900	900
415-50-62	CAMA TAX SOFTWARE	-	7,000	7,500
415-50-90	TRAINING	9,000	9,000	9,000
415-60-10	MATERIALS & SUPPLIES	8,000	8,000	7,000
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	1,150
415-60-15	POSTAGE	2,500	2,500	2,500
415-60-17	GAS & OIL	250	250	250
	TOTAL ADMIN. GEN. EXPENSE	354,710	378,144	380,440

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
GENERAL GOVERNMENT				
EMPLOYEE BENEFITS				
415-20-10	MEDICAL	50,890	50,475	50,529
415-20-20	SOCIAL SECURITY	23,445	23,825	24,775
415-20-30	RETIREMENT	35,025	37,362	41,522
415-20-50	UNEMPLOYMENT COMPENSATION	1,900	1,940	1,119
415-20-60	WORKMAN'S COMPENSATION	945	808	715
415-20-70	GROUP LIFE INSURANCE	3,525	2,397	2,201
	VISION	-	-	309
	TOTAL EMPLOYEE BENEFITS	115,730	116,807	121,169
FINANCE BUILDING				
415-40-31	MAINTENANCE & REPAIRS	5,000	5,000	5,000
415-60-22	ELECTRIC	5,000	5,000	5,700
415-60-23	WATER	225	200	200
	TOTAL MUN. BLDG. GEN. EXP	10,225	10,200	10,900
	TOTAL GENERAL GOV.-O & M	480,665	505,151	512,510
415-70-40	CAPITAL-EQUIPMENT	-	-	-
	TOTAL GENERAL GOV. CAPITAL	-	-	-
	TOTAL GENERAL GOVERNMENT	480,665	505,151	512,510

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
GENERAL GOVERNMENT ADMINISTRATION				
101-1510				
418-10-10	SALARIES & WAGES	107,310	114,995	116,805
418-10-11	SALARIES & WAGES-VACATION SELLBACK	1,580	1,630	1,660
418-30-10	CONTRACT SERVICES	1,300	1,300	1,300
418-30-30	AUDITING	1,000	1,000	1,000
418-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	500	1,500
418-40-30	MAINT. & REPAIR-VEHICLE	500	500	500
418-50-20	INSURANCE & BONDING	700	750	650
418-50-30	TELEPHONE	300	600	600
418-50-31	CELLPHONE	1,000	1,000	900
418-50-60	SOFTWARE MAINTENANCE	124,225	134,000	145,000
418-50-90	TRAINING	5,000	6,400	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	30,000	30,000	30,000
418-60-17	GASOLINE & OIL	300	300	300
	TOTAL ADMIN. GEN. EXPENSE	280,215	299,475	313,115

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	FY 18-19
101-1510	GENERAL GOVERNMENT EMPLOYEE BENEFITS			
418-20-10	MEDICAL	18,710	18,710	18,710
418-20-20	SOCIAL SECURITY	8,525	9,130	9,280
418-20-30	RETIREMENT	10,485	11,065	11,400
418-20-50	UNEMPLOYMENT COMPENSATION	760	685	560
418-20-60	WORKMAN'S COMPENSATION	340	310	270
418-20-70	GROUP LIFE INSURANCE	970	670	620
418-20-75	VISION	-	-	60
	TOTAL EMPLOYEE BENEFITS	39,790	40,570	40,900
	MUNICIPAL BUILDING			
418-40-31	COST ALLOCATION-CITY HALL BUILDING	6,125	5,100	5,800
	TOTAL GENERAL GOV.-O & M	326,130	345,145	359,815
418-70-40	CAPITAL-EQUIPMENT	55,000	63,000	49,000
	TOTAL GENERAL GOV. CAPITAL	55,000	63,000	49,000
	TOTAL GENERAL GOVERNMENT	381,130	408,145	408,815

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1610	POLICE DEPARTMENT	-----	-----	-----
421-10-10	SALARIES & WAGES-SWORN OFFICERS	1,850,185	1,971,767	2,054,350
421-10-11	SALARIES & WAGES-VACATION SELLBACK	11,590	14,695	15,780
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	164,000	164,000	178,000
421-10-35	SALARIES & WAGES-OFFICERS COURT/ STANCI	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	14,000	14,000	-
421-11-10	SALARIES & WAGES-CIVILIAN	395,225	399,625	398,520
421-11-11	SALARIES & WAGES-VACATION SELLBACK	2,445	2,570	2,810
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	10,450
421-30-10	CONTRACT SERVICES	31,950	30,000	61,888
421-30-20	LEGAL EXPENSE	50,000	50,000	50,000
421-30-30	AUDITING	5,000	5,000	5,000
421-50-20	INSURANCE	49,020	51,500	42,200
421-50-30	TELEPHONE	6,500	6,500	6,500
421-50-31	CELLPHONE	14,500	9,500	9,500
421-50-40	ADVERTISING & PRINTING	5,000	5,000	5,000
421-50-90	TRAINING	42,000	42,000	42,000
421-60-10	MATERIALS & SUPPLIES	20,000	20,000	22,000
421-60-11	GENERAL EXPENSE	7,500	7,500	7,500
421-60-18	UNIFORMS & EQUIPMENT	32,500	32,500	37,500
421-65-11	SENIOR PATROL	1,000	1,000	1,000
421-65-13	CRIMINAL INVESTIGATION FUND	2,500	2,500	4,000
421-65-14	COMMUNITY POLICING	5,000	5,000	5,000
421-65-16	K-9 UNIT EXPENSE	3,500	3,500	2,500
421-65-17	SPECIAL OPS GROUP EXPENSE	7,500	4,000	3,000
	TOTAL POLICE GEN. SERV. EXPENSE	<u>2,872,015</u>	<u>2,993,257</u>	<u>3,105,298</u>

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1610	POLICE DEPARTMENT EMPLOYEE BENEFITS			
421-20-10	MEDICAL	601,170	549,452	547,802
421-20-20	SOCIAL SECURITY	198,820	208,924	213,164
421-20-30	RETIREMENT	388,230	355,835	476,267
421-20-50	UNEMPLOYMENT COMPENSATION	16,600	15,404	12,214
421-20-60	WORKMAN'S COMPENSATION	124,590	131,334	129,926
421-20-70	GROUP LIFE INSURANCE	26,225	19,484	17,104
421-20-75	VISION	-	-	2,534
	TOTAL EMPLOYEE BENEFITS	<u>1,355,635</u>	<u>1,280,433</u>	<u>1,399,010</u>
	VEHICLE EXPENSE			
421-40-29	MAINTENANCE-GARAGE LABOR	40,000	38,000	50,000
421-40-30	MAINTENANCE-PARTS & REPAIRS	28,000	28,000	28,000
421-50-21	INSURANCE	25,090	26,350	26,000
421-60-17	GASOLINE & OIL	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
	TOTAL VEHICLE EXPENSE	<u>153,090</u>	<u>152,350</u>	<u>164,000</u>
	HEADQUARTERS EXPENSE			
421-40-31	MAINTENANCE & REPAIR BUILDING	15,000	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	10,000
421-60-13	COPIERS	2,000	2,000	2,000
421-60-15	POSTAGE	1,500	1,500	1,800
421-60-22	ELECTRIC	20,000	21,000	22,500
421-60-23	WATER	2,800	3,000	3,000
421-60-24	FUEL OIL	<u>7,500</u>	<u>4,000</u>	<u>4,000</u>
	TOTAL HEADQUARTERS EXPENSE	<u>70,800</u>	<u>68,500</u>	<u>73,300</u>
	POLICE CAPITAL			
421-70-20	CAPITAL-BUILDING	-	-	8,000
421-70-40	CAPITAL-EQUIPMENT	-	-	-
421-70-42	CAPITAL-VEHICLES	<u>71,600</u>	<u>83,340</u>	<u>87,100</u>
	TOTAL POLICE CAPITAL	<u>71,600</u>	<u>83,340</u>	<u>95,100</u>
	TOTAL POLICE BUDGET	<u>4,523,140</u>	<u>4,577,880</u>	<u>4,836,708</u>

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1810	STREETS & GROUNDS DIVISION			
431-10-10	SALARIES & WAGES	277,305	228,306	234,520
431-10-11	SALARIES & WAGES-VACATION SELLBACK	2,560	1,495	840
431-10-20	SALARIES & WAGES-TEMPORARY	1,000	1,000	1,000
431-10-30	SALARIES & WAGES-OVERTIME	8,000	8,000	9,000
431-10-50	SALARIES & WAGES-ON CALL	10,500	10,500	10,500
431-30-10	CONTRACT SERVICES	30,000	12,000	22,550
431-30-30	AUDITING	2,000	2,000	3,000
431-30-50	ENGINEERING SERVICES	10,000	2,500	2,500
431-40-29	MAINT. & REPAIR-VEHICLE LABOR	29,000	30,000	22,000
431-40-30	MAINT. & REPAIR-VEHICLES	40,000	30,000	15,000
431-50-20	INSURANCE	18,165	19,000	17,500
431-50-30	TELEPHONE	500	400	400
431-50-31	CELLPHONE	800	800	2,080
431-50-40	ADVERTISING & PRINTING	1,500	1,500	2,000
431-50-60	SOFTWARE MAINTENANCE	0	0	550
431-50-90	TRAINING	1,000	2,500	3,000
431-60-10	MATERIALS & SUPPLIES	7,000	8,000	8,000
431-60-11	GENERAL EXPENSE	500	500	770
431-60-12	COMPUTER	0	0	0
431-60-17	GASOLINE & OIL	18,000	13,000	13,000
431-60-18	UNIFORMS & EQUIPMENT	5,800	6,100	6,100
431-60-19	RADIO	0	1,650	2,000
431-60-70	STREET SIGNS & MARKERS	10,000	10,000	10,000
431-60-71	STREET & ROAD MATERIALS	25,000	20,000	30,000
431-60-72	SNOW & ICE REMOVAL	20,000	16,000	16,000
431-60-73	STORM SEWERS & DRAINS	10,000	8,000	10,000
431-60-75	SIDEWALKS & CURBS	30,000	30,000	50,000
431-60-76	STREET LIGHTS	92,000	92,000	92,000
431-90-80	TRANSFER TO PUBLIC WORKS	<u>55,240</u>	<u>91,095</u>	<u>115,655</u>
	TOTAL S & G GEN. EXPENSE	705,870	646,346	699,965

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1810	STREETS & GROUNDS DIVISION			
	EMPLOYEE BENEFITS			
431-20-10	MEDICAL	101,490	73,050	75,600
431-20-20	SOCIAL SECURITY	23,025	18,876	19,380
431-20-30	RETIREMENT	32,745	26,664	27,320
431-20-50	UNEMPLOYMENT COMPENSATION	2,465	2,036	1,400
431-20-60	WORKMEN'S COMPENSATION	14,805	12,341	12,630
431-20-70	GROUP LIFE INSURANCE	3,065	1,928	1,700
431-20-75	VISION	-	-	310
	TOTAL EMPLOYEE BENEFITS	177,595	134,895	138,340
	BUILDING EXPENSES			
431-40-31	MAINTENANCE & REPAIR BUILDING	1,000	-	-
431-60-22	ELECTRIC	-	-	-
431-60-23	WATER	400	300	200
	TOTAL BUILDING EXPENSE	1,400	300	200
	TOTAL S & G DIVISION O & M	884,865	781,541	838,505
431-70-20	CAPITAL-BUILDING	-	25,000	-
431-70-40	CAPITAL-EQUIPMENT	-	60,000	70,000
431-70-42	CAPITAL-VEHICLES	145,000	173,000	27,000
431-70-44	CAPITAL-STREETS	66,000	280,000	85,000
431-80-10	1996 BOND DEBT-PRINCIPAL	14,360	-	-
431-80-11	1996 BOND DEBT-INTEREST	2,115	-	-
	TOTAL S & G DIV. CAPITAL & DEBT	227,475	513,000	182,000
	TOTAL S & G DIVISION	1,112,340	1,294,541	1,020,505

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

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 PARKS & RECREATION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1910	PARKS & RECREATION			
451-10-10	SALARIES & WAGES	308,420	330,297	323,670
451-10-11	SALARIES & WAGES-VACATION SELLBACK	4,455	4,700	2,010
451-10-15	SALARIES-SUMMER PLAYGROUND	14,000	14,000	14,000
451-10-20	SALARIES-TEMPORARY WAGES	90,000	90,000	120,000
451-10-22	SALARIES-TEMP. WAGES CEMETERY	32,000	32,000	55,000
451-10-30	SALARIES-TEMP. OVERTIME	-	2,500	2,500
451-30-10	CONTRACT SERVICES	24,000	24,000	24,000
451-30-11	BOYS AND GIRLS CLUB RENTAL	32,000	33,000	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	20,000
451-40-31	MAINTENANCE & REPAIR-BUILDING	21,000	25,000	12,000
451-40-34	MAINTENANCE & REPAIR-FACILITIES	80,000	80,000	80,000
451-50-20	INSURANCE	12,615	13,500	12,000
451-50-30	TELEPHONE	950	1,500	1,500
451-50-31	CELLPHONE	1,000	-	1,200
451-50-40	ADVERTISING & PRINTING	3,500	5,500	5,500
451-50-60	SOFTWARE MAINTENANCE	3,005	3,100	3,300
451-50-90	TRAINING	5,000	4,200	5,000
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	2,000	4,000	3,000
451-60-13	COPIER	2,500	3,300	3,300
451-60-15	POSTAGE	800	800	800
451-60-17	GASOLINE & OIL	14,000	14,000	18,000
451-60-22	ELECTRIC	10,000	10,000	11,500
451-60-23	WATER	12,000	12,000	14,000
451-60-24	FUEL OIL	-	-	8,000
451-60-25	UNIFORMS	-	-	2,000
	TOTAL P&R GENERAL EXPENSE:	716,245	750,397	803,280

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

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 PARKS & RECREATION

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
101-1910	PARKS & RECREATION			
	EMPLOYEE - BENEFITS			
451-20-10	MEDICAL	65,490	82,890	93,190
451-20-20	SOCIAL SECURITY	25,590	27,197	26,200
451-20-30	RETIREMENT	37,050	39,792	38,180
451-20-50	UNEMPLOYMENT COMPENSATION	2,595	2,450	2,000
451-20-60	WORKMAN'S COMPENSATION	14,130	15,152	14,370
451-20-70	GROUP LIFE INSURANCE	3,635	2,719	2,330
451-20-75	VISION	-	-	380
451-20-80	RETIREE HEALTH INSURANCE	8,270	7,685	7,685
	TOTAL P&R EMPLOYEE BENEFITS	156,760	177,885	184,335
	TOTAL P&R OPERATIONAL EXPENSES:	873,005	928,282	987,615
	PARKS & RECREATION CAPITAL			
	CAPITAL-VEHICLES			60,000
451-70-20	CAPITAL-BUILDING	7,000	25,000	25,000
451-70-40	CAPITAL-EQUIPMENT	39,000	40,000	49,000
451-70-50	CAPITAL-PARKS	80,000	50,000	55,000
	TOTAL P&R CAPITAL	126,000	115,000	189,000
201-7010	PARKS & RECREATION ENTERPRISE FUND			
347-10-10	EXPENDITURES	100,000	90,000	90,000
451-69-10	ENTERPRISE PROGRAM REVENUES	(100,000)	(90,000)	(90,000)
	TOTAL P&R ENTERPRISE EXPENSE	-	-	-
	TOTAL PARKS & REC. BUDGET	999,005	1,043,282	1,176,615

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
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	1,230
411-30-10	CONTRACT SERVICE-RECORDING EQUIP.	1,200	1,200	9,000
411-30-20	LEGAL	20,500	20,000	20,000
411-40-31	CITY HALL BUILDING EXPENSES	17,950	15,000	16,000
411-68-11	PUBLIC OFFICIALS & LIABILITY INSURANCE	21,740	23,000	18,200
411-68-12	CHRISTMAS DECORATIONS	15,000	10,000	10,000
411-68-13	COUNCIL EXPENSE	17,000	20,000	17,500
411-68-14	EMPLOYEE RECOGNITION	11,000	11,000	21,000
411-68-15	CODIFICATION	9,500	10,000	10,000
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	100,000
411-68-17	MUSEUM	26,000	26,000	30,500
411-68-19	DOWNTOWN MILFORD INC.	40,000	40,000	45,000
411-68-34	ECONOMIC DEVELOPMENT	15,000	5,000	5,000
411-68-37	ARMORY EXPENSE	10,000	12,000	12,000
411-68-39	RESIDENT SURVEY	15,000	-	15,000
411-68-40	STRATEGIC PLAN	-	20,000	-
411-68-41	KENT ECONOMIC PARTNERSHIP	-	-	30,000
411-68-42	REPAIR & MAINTENANCE PARKING LOT	-	-	15,000
101-1210	ELECTIONS			
414-10-10	SALARIES-ELECTIONS	4,000	4,000	8,000
414-60-12	SUPPLIES-ELECTIONS	1,000	1,000	2,000
	TOTAL COUNCIL AND ELECTIONS O & M	396,115	389,425	415,430
	Capital - Buliding	-	-	30,400
	TOTAL COUNCIL AND ELECTIONS BUDGET	396,115	389,425	445,830
	TOTAL GENERAL FUND BUDGET	9,185,295	9,297,415	9,588,487

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
REVENUES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
202-0000	WATER DIVISION			
344-10-10	SERVICE BILLINGS	2,700,000	2,700,000	2,800,000
344-10-20	LATE PENALTIES	3,000	3,000	3,000
344-10-40	CONNECT AND RECONNECT FEES	15,000	15,000	15,000
344-10-45	NEW METER CONNECTIONS	10,000	12,000	20,000
359-10-99	MISCELLANEOUS	500	500	500
361-10-00	EARNINGS ON INVESTMENTS	2,000	4,000	10,000
390-20-10	TRANSFER FROM CAPITAL RESERVES	-	-	-
	TOTAL WATER REVENUES	2,730,500	2,734,500	2,848,500
203-0000	WASTEWATER DIVISION			
344-10-09	KENT COUNTY COST ADJUSTMENTS	1,850,000	1,850,000	1,850,000
344-10-10	SERVICE BILLINGS	2,500,000	2,500,000	2,600,000
344-10-20	PENALTIES	5,000	5,000	5,000
361-10-00	EARNINGS ON INVESTMENTS	1,500	3,000	1,500
390-10-10	TRANSFER FROM CAPITAL RESERVES	-	-	-
	TOTAL WASTEWATER REVENUES	4,356,500	4,358,000	4,456,500

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
202-2020	WATER DIVISION			
432-10-10	SALARIES WAGES	175,590	166,111	145,663
432-10-11	SALARIES WAGES-VACATION SELLBACK	495	700	2,408
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	50,000	50,000
432-30-15	SURFACE RESTORATION	0	0	15,000
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	25,000	25,000	10,000
432-40-10	WATER METERS	49,000	49,000	60,000
432-40-11	WELLS	80,000	100,000	85,000
432-40-12	MAINS	30,000	30,000	30,000
432-40-13	CHEMICALS	125,000	125,000	100,000
432-40-14	SERVICE CONNECTIONS	12,000	12,000	12,000
432-40-15	PUMPING - POWER PURCHASED	250,000	240,000	250,000
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	8,000	8,000	12,000
432-40-30	MAINT. & REPAIR-VEHICLES	8,000	8,000	8,000
432-40-31	MAINT. & REPAIR-BUILDING	10,000	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	20,000	20,000
432-50-20	INSURANCE	16,090	17,000	15,000
432-50-30	TELEPHONE	3,000	300	300
432-50-31	CELLPHONE	3,000	3,000	4,000
432-50-40	ADVERTISING & PRINTING	1,000	1,000	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	3,275
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	2,000	2,000	2,000
432-60-17	GASOLINE & OIL	8,000	8,000	8,000
432-60-18	UNIFORMS	1,500	2,500	2,500
432-60-19	RADIO	0	600	600
432-69-30	DEBT EXPENSE	700	700	0
	TOTAL WATER DIVISION O&M EXP	966,700	982,236	950,071

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
202-2020	WATER DIVISION			
	EMPLOYEE BENEFITS			
432-20-10	MEDICAL	57,020	44,799	47,530
432-20-20	SOCIAL SECURITY	15,795	15,173	13,713
432-20-30	RETIREMENT	22,090	21,328	19,304
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,354	839
432-20-60	WORKMEN'S COMPENSATION	10,210	9,851	8,806
432-20-70	GROUP LIFE INSURANCE	2,070	1,355	1,047
432-20-71	VISION	-	-	185
	TOTAL EMPLOYEE BENEFITS	<u>108,590</u>	<u>93,860</u>	<u>91,424</u>
432-90-30	INTERDEPARTMENTAL TRANSFERS	170,000	175,100	185,355
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	109,315	138,786
432-90-82	TRANSFER TO BILLING	113,665	116,410	114,221
	TOTAL WATER DIVISION - O&M	<u>1,426,025</u>	<u>1,476,921</u>	<u>1,479,857</u>
	DEBT SERVICE			
432-80-10	G O BONDS 2011(96)-PRINCIPAL	50,245	-	-
432-80-11	G O BONDS 2011(96)-INTEREST	7,395	-	-
432-80-13	1992 CAB BONDS-PRINCIPAL	395,000	395,000	-
432-80-15	G O BONDS 2011(92)-PRINCIPAL	104,035	-	-
432-80-16	G O BONDS 2011(92)-INTEREST	15,310	-	-
432-80-23&24	2012 USDA LOAN	186,000	186,005	186,005
432-80-02&03	2012 WASHINGTON ST. LOAN	143,760	143,760	143,760
	TOTAL WATER DIVISION DEBT	<u>901,745</u>	<u>724,765</u>	<u>329,765</u>
	WATER CAPITAL			
432-70-40	CAPITAL OUTLAY-EQUIPMENT	10,000	-	20,000
432-70-42	CAPITAL OUTLAY-VEHICLE	25,000	-	244,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	50,000	45,000	-
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	317,730	490,320	774,878
	TOTAL WATER DIVISION	<u>2,730,500</u>	<u>2,737,006</u>	<u>2,848,500</u>

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
203-3030	WASTEWATER DIVISION			
432-10-10	SALARIES & WAGES	175,590	166,111	145,663
432-10-11	SALARIES & WAGES-VACATION SELLBACK	495	700	1,200
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	30,000	30,000
432-30-15	SURFACE RESTORATION	0	0	15,000
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	25,000	25,000	10,000
432-40-12	MAINS	20,000	20,000	15,000
432-40-13	CHEMICALS	33,000	33,000	20,000
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	70,000
432-40-18	FACILITIES	5,000	5,000	5,000
432-40-19	WASTEWATER TREATMENT	1,850,000	1,850,000	1,850,000
432-40-20	WASTEWATER TREATMENT-I & I	500,000	475,000	475,000
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	8,000	8,000	12,000
432-40-30	MAINT. & REPAIRS-VEHICLES	5,500	5,500	5,500
432-40-32	MAINT. & REPAIRS-EQUIPMENT	5,000	5,000	6,000
432-50-19	MAINT. & REPAIRS-SCADA	20,000	20,000	20,000
432-50-20	INSURANCE	5,420	5,700	5,000
432-50-30	TELEPHONE	400	300	300
432-50-40	ADVERTISING & PRINTING	1,000	1,000	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	3,275
432-50-90	TRAINING	1,500	1,500	1,500
432-60-10	MATERIALS & SUPPLIES	3,000	3,000	8,000
432-60-11	GENERAL EXPENSES	1,500	1,500	1,500
432-60-17	GASOLINE & OIL	8,000	8,000	8,000
432-60-18	UNIFORMS	1,500	2,500	3,500
432-60-19	RADIO	0	1,200	1,200
432-69-30	BOND DEBT SERVICE EXPENSE	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
	TOTAL WASTEWATER GEN. EXP	2,849,980	2,823,086	2,783,713

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
203-3030	WASTEWATER DIVISION EMPLOYEE BENEFITS:			
432-20-10	MEDICAL	57,020	44,799	47,530
432-20-20	SOCIAL SECURITY	15,795	15,173	13,529
432-20-30	RETIREMENT	22,090	21,328	19,304
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,354	839
432-20-60	WORKMEN'S COMPENSATION	10,210	9,851	8,687
432-20-70	GROUP LIFE INSURANCE	2,070	1,355	1,047
432-20-75	VISION	-	-	185
	TOTAL EMPLOYEE BENEFITS	108,590	93,860	91,121
432-90-40	INTERDEPARTMENTAL TRANSFERS	170,000	175,100	185,355
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	109,315	138,786
432-90-82	TRANSFER TO BILLING DEPT.	113,665	116,410	114,221
	TOTAL WASTEWATER DIVISION - O&M:	3,309,305	3,317,771	3,313,195
	DEBT SERVICE			
432-80-10	G O BONDS 2011(1996)-PRINCIPAL	66,365	-	-
432-80-11	G O BONDS 2011(1996)-INTEREST	9,765	-	-
432-80-12	2000 STATE REV. FUND LOAN-PRINCIPAL	95,785	362,000	-
432-80-28	2000 STATE REV. FUND LOAN-INTEREST	17,885	8,590	-
432-80-04	2011 BOND ISSUE-PRINCIPAL	140,000	75,000	185,000
432-80-05	2011 BOND ISSUE-INTEREST	105,565	60,980	58,340
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	49,975	50,980	52,005
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	15,730	14,725	13,700
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	23,690	24,230	24,780
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	27,255	26,715	26,165
432-80-25+26	2015 USDA LOAN	60,455	35,500	35,500
	TOTAL WASTEWATER DEBT	612,470	658,720	395,490
	CAPITAL			
432-70-40	CAPITAL OUTLAY-EQUIPMENT	-	-	20,000
432-70-42	CAPITAL OUTLAY-VEHICLE	130,000	60,000	405,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	15,000	65,000	-
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	289,725	259,015	322,815
	TOTAL WASTEWATER DIVISION	4,356,500	4,360,506	4,456,500

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 REVENUE**

SOLID WASTE DIVISION

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
204-0000	SOLID WASTE DIVISION			
344-10-70	SERVICE BILLINGS-COMMERCIAL	42,000	43,000	43,000
344-10-71	SERVICE BILLINGS-RESIDENTIAL	1,000,000	1,040,000	1,060,000
344-10-72	SERVICE BILLINGS-BULK TRASH	10,000	10,000	1,000
344-10-74	REBATE	18,000	-	-
344-10-20	LATE PENALTIES	3,500	3,500	3,500
361-10-00	EARNINGS ON INVESTMENTS	4,500	2,000	1,000
399-40-00	BUDGETED FUND BALANCE	32,440	45,165	69,743
399-40-00	BUDGETED CD-RESERVES	250,000	227,000	-
	TOTAL SOLID WASTE REVENUE:	1,360,440	1,370,665	1,178,243

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
204-4040	SOLID WASTE DIVISION			
432-10-10	SALARIES & WAGES	234,190	168,137	203,321
432-10-11	SALARIES & WAGES-VACATION SELLBACK	0	390	0
432-10-20	SALARIES & WAGES-TEMPORARY	20,000	20,000	10,000
432-10-30	SALARIES & WAGES-OVERTIME	11,000	11,000	15,000
432-30-10	CONTRACT SERVICE	21,700	25,550	17,500
432-30-30	AUDITING	6,000	6,000	6,000
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	18,000	18,000	28,000
432-40-30	MAINT. & REPAIR-VEHICLE	35,000	40,000	40,000
432-42-10	LANDFILL FEES	265,000	250,000	250,000
432-50-20	INSURANCE	11,365	12,000	10,000
432-50-31	CELL PHONE	0	1,200	2,250
432-50-40	ADVERTISING AND PRINTING	4,000	5,000	10,000
432-50-60	SOFTWARE MAINTENANCE	0	3,600	9,000
432-50-90	TRAINING	1,000	3,000	3,500
432-60-10	MATERIALS & SUPPLIES	3,500	3,000	3,500
432-60-11	GENERAL EXPENSES	1,000	1,000	1,000
432-60-15	POSTAGE	500	750	750
432-60-17	GASOLINE & OIL	20,000	20,000	25,200
432-60-18	UNIFORMS	6,000	4,450	5,000
432-60-21	NATURAL GAS	6,000	5,000	4,000
432-61-10	TRASH & RECYCLING CONTAINERS	20,000	48,000	60,750
432-61-11	YARD WASTE CONTAINERS	10,000	8,000	10,000
432-61-12	DUAL CONTAINERS	0	24,450	0
432-90-50	INTERDEPARTMENTAL TRANSFERS	100,000	103,000	106,090
432-90-80	TRANSFER TO PUBLIC WORKS	55,240	91,095	115,655
432-90-82	TRANSFER TO BILLING DEPT.	113,665	116,410	114,221
	TOTAL SOLID WASTE O & M EXP.	963,160	989,032	1,050,736

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
204-4040	SOLID WASTE DIVISION EMPLOYEE BENEFITS			
432-20-10	MEDICAL	70,365	63,214	71,588
432-20-20	SOCIAL SECURITY	19,130	15,873	16,519
432-20-30	RETIREMENT	29,385	24,596	25,991
432-20-50	UNEMPLOYMENT COMPENSATION	2,465	1,852	1,328
432-20-60	WORKMEN'S COMPENSATION	12,165	10,293	10,618
432-20-70	GROUP LIFE INSURANCE	2,770	1,705	1,461
432-20-75	VISION	-	-	294
	TOTAL EMPLOYEE BENEFITS	136,280	117,533	127,507
432-70-40	CAPITAL-EQUIPMENT	-	9,350	-
432-70-42	CAPITAL-VEHICLE	261,000	227,000	-
	TOTAL SOLID WASTE CAPITAL	261,000	236,350	-
	TOTAL SOLID WASTE EXPENSES	1,360,440	1,342,915	1,178,243

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
REVENUE**

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
205-0000	ELECTRIC DIVISION REVENUE			
344-10-10	SERVICE BILLING	24,730,790	24,815,000	24,900,000
344-10-20	LATE PENALTIES	60,000	60,000	50,000
344-10-30	RETURNED CHECKS	3,000	4,000	3,000
344-10-40	CONNECTION FEES	90,000	100,000	125,000
344-10-41	UNDERGROUND FEES	10,000	20,000	20,000
359-10-99	MISCELLANEOUS	5,000	5,000	5,000
361-10-00	EARNINGS ON INVESTMENTS	5,000	10,000	20,000
392-10-10	SALE OF PROPERTY OR EQUIPMENT	2,000	2,000	2,000
390-10-10	TRANSFER FROM RESERVES	20,000	-	-
	TOTAL ELECTRIC DIVISION REVENUE	24,925,790	25,016,000	25,125,000

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**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE -----	DESCRIPTION -----	BUDGET FY 16-17 -----	BUDGET FY 17-18 -----	BUDGET FY 18-19 -----
205-5050	ELECTRIC DIVISION			
432-10-10	SALARIES & WAGES	788,235	808,233	888,830
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,895	3,610	6,490
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	30,000	30,000	40,000
432-30-12	CONTRACT SERVICES-SMARTMETERING	-	50,000	30,000
432-30-20	LEGAL SERVICE	37,500	100,000	25,000
432-30-30	AUDITING	8,000	8,000	9,000
432-30-50	ENGINEERING SERVICE	20,000	20,000	20,000
432-40-10	METERS	45,000	45,000	45,000
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	22,000	22,000	28,000
432-40-30	MAINT. & REPAIRS-VEHICLES	43,000	43,000	43,000
432-44-20	RENTAL OF EQUIPMENT	2,500	2,500	5,000
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	350,000	350,000
432-50-20	INSURANCE	83,810	88,000	77,000
432-50-30	TELEPHONE	5,000	3,000	3,000
432-50-31	CELLPHONE	3,600	3,100	3,500
432-50-40	ADVERTISING & PRINTING	2,500	2,500	2,500
432-50-90	TRAINING	21,000	34,000	36,000
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	22,000	22,000	22,000
432-60-18	UNIFORMS	10,000	15,000	25,000
432-60-19	RADIO	5,000	5,000	5,000
432-60-25	SMALL TOOLS	7,500	7,500	7,500
432-60-26	BOOTS & SAFETY GEAR	15,000	15,000	15,000
	SUB-TOTAL ELECTRIC O & M EXP.	<u>1,613,405</u>	<u>1,817,308</u>	<u>1,826,685</u>

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
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	10,000	10,000	10,000
432-50-19	SCADA	-	25,000	25,000
432-50-60	SOFTWARE MAINTENANCE	4,000	4,000	4,500
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
432-80-30	METER DEPOSIT INTEREST EXPENSE	1,000	1,000	1,000
	TOTAL ELECTRIC O & M EXPENSE	1,771,605	2,000,508	2,010,385
	EMPLOYEE BENEFITS			
432-20-10	MEDICAL	165,125	150,128	174,060
432-20-20	SOCIAL SECURITY	67,665	69,075	76,080
432-20-30	RETIREMENT	98,200	98,522	114,990
432-20-50	UNEMPLOYMENT COMPENSATION	5,540	5,161	3,920
432-20-60	WORKMEN'S COMPENSATION	40,485	41,486	45,490
432-20-70	GROUP LIFE INSURANCE	9,290	6,622	6,350
432-20-75	VISION	-	-	865
	TOTAL EMPLOYEE BENEFITS	386,305	370,994	421,755
	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	360,000	370,800	393,920
432-90-80	TRANSFER TO PUBLIC WORKS	94,670	151,825	192,755
432-90-82	TRANSFER TO BILLING DEPT.	416,765	427,595	418,809
	TOTAL TRANSFERS	3,371,435	3,450,220	3,505,483
	TOTAL ELECTRIC OPERATING EXPENSES	5,529,345	5,821,722	5,937,623

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
205-5050	ELECTRIC DIVISION			
	POWER PURCHASED			
432-50-16	DEMEC	18,600,000	18,300,000	18,300,000
	DEBT SERVICE			
432-80-21	2011 BOND DEBT-PRINCIPAL	160,000	85,000	215,000
432-80-22	2011 BOND DEBT-INTEREST	186,445	107,965	104,965
	TOTAL BOND DEBT	346,445	192,965	319,965
	CAPITAL OUTLAY			
432-70-40	EQUIPMENT	-	30,000	100,000
432-70-42	VEHICLES	265,000	238,000	330,000
432-70-44	PROJECTS	185,000	238,000	-
432-90-10	TRANSFER TO RESERVES	-	215,665	137,412
	TOTAL ELECTRIC FUND CAPITAL	450,000	721,665	567,412
	TOTAL ELECTRIC FUND EXPENDITURES	24,925,790	25,036,352	25,125,000

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
222-6120	PW COST ALLOCATION			
435-10-10	SALARIES & WAGES	141,390	300,728	399,970
435-10-30	SALARIES & WAGES-OVERTIME	2,000	2,000	2,000
435-30-10	CONTRACT SERVICES	11,700	9,600	7,830
435-30-15	CLEANING	20,000	20,000	32,500
435-30-20	LEGAL	2,000	-	1,000
435-30-30	AUDITING	3,000	3,000	4,000
435-30-50	ENGINEERING	12,000	2,500	2,500
435-40-29	MAINT. & REPAIR-GARAGE LABOR	1,400	-	-
435-40-30	MAINT. & REPAIR-VEHICLES	500	-	-
435-40-31	MAINT. & REPAIR-BUILDING	20,200	18,700	14,200
435-40-34	Facility Maintenance	-	-	18,500
435-50-20	INSURANCE	3,145	3,300	3,000
435-50-30	TELEPHONE	1,000	1,200	1,200
435-50-31	CELLPHONE	500	1,500	2,100
435-50-40	ADVERTISING	-	-	1,000
435-50-60	SOFTWARE MAINTENANCE	-	4,425	9,345
435-50-90	TRAINING	7,000	5,000	6,000
435-60-10	MATERIALS & SUPPLIES	10,027	8,500	8,500
435-60-11	GENERAL EXPENSE	1,500	2,500	2,500
435-60-13	COPIER	1,000	1,000	3,580
435-60-15	POSTAGE	600	600	700
435-60-17	GASOLINE & OIL	1,000	-	-
435-60-18	UNIFORMS	-	250	900
435-60-19	RADIO	2,000	2,000	1,000
435-60-21	NATURAL GAS	15,000	18,000	27,000
435-60-22	ELECTRIC	55,000	52,000	47,000
435-60-23	WATER	4,700	4,700	4,700
435-60-90	COMPUTERS	-	2,000	3,000
435-69-20	OFFICE EQUIPMENT	-	1,100	4,000
	PUBLIC WORKS EXPENSES	316,662	464,603	608,025

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
222-6120	PW COST ALLOCATION			
	EMPLOYEE BENEFITS			
435-20-10	MEDICAL	29,280	47,884	59,410
435-20-20	SOCIAL SECURITY	10,720	23,945	31,750
435-20-30	RETIREMENT	12,845	33,236	49,140
435-20-50	UNEMPLOYMENT COMPENSATION	895	1,826	1,690
435-20-60	WORKMEN'S COMPENSATION	855	3,493	8,260
435-20-70	GROUP LIFE INSURANCE	1,565	2,427	2,760
	VISION	-	-	325
	TOTAL EMPLOYEE BENEFITS	56,160	112,811	153,010
	PUBLIC WORKS CAPITAL			
435-70-20	CAPITAL-BUILDING	21,708	-	-
435-70-40	CAPITAL-EQUIPMENT	-	11,000	10,000
	TOTAL PUBLIC WORKS COST	394,530	588,414	771,035
331-10-10	INTERSERVICE-GARAGE	(55,240)	(52,957)	(69,393)
331-10-20	INTERSERVICE-WATER	(67,070)	(105,915)	(138,786)
331-10-30	INTERSERVICE-SEWER	(67,070)	(105,915)	(138,786)
331-10-40	INTERSERVICE-SOLID WASTE	(55,240)	(88,262)	(115,655)
331-10-50	INTERSERVICE-ELECTRIC	(94,670)	(147,104)	(192,759)
331-10-60	INTERSERVICE-STREETS	(55,240)	(88,262)	(115,655)
	TOTAL INTERSERVICE BILLINGS	(394,530)	(588,414)	(771,035)
	NET PUBLIC WORKS COST	-	-	-

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
221-6010	GARAGE-INTERSERVICE FUND			
434-10-10	SALARIES & WAGES	54,955	63,634	53,290
434-10-11	SALARIES & WAGES-VACATION SELLBACK	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	2,000
434-40-34	FACILITY MAINT. & REPAIR - GAS TANKS	4,000	4,000	3,000
434-50-20	INSURANCE	3,745	4,000	3,500
434-50-30	TELEPHONE	150	200	200
434-50-31	CELLPHONE	300	300	600
443-50-90	TRAINING	-	-	2,000
434-60-10	MATERIALS & SUPPLIES	2,000	2,000	3,000
434-60-12	COMPUTER	-	-	1,500
434-60-17	GASOLINE & OIL	1,200	1,200	1,200
434-60-18	UNIFORMS & EQUIPMENT	2,000	2,000	1,500
434-60-60	GARAGE EXPENSE	4,000	4,000	14,000
434-90-80	TRANSFER TO PUBLIC WORKS	55,240	55,655	69,393
	TOTAL GARAGE ADMIN EXPENSE	<u>135,145</u>	<u>144,569</u>	<u>160,683</u>
	EMPLOYEE BENEFITS			
434-20-10	MEDICAL	17,445	18,710	23,380
434-20-20	SOCIAL SECURITY	4,465	5,124	4,050
434-20-30	RETIREMENT	7,070	8,322	6,080
434-20-50	UNEMPLOYMENT COMPENSATION	380	484	280
434-20-60	WORKMEN'S COMPENSATION	2,830	3,262	2,690
434-20-70	GROUP LIFE INSURANCE	650	505	383
434-20-75	VISION	-	-	62
	TOTAL EMPLOYEE BENEFITS	<u>32,840</u>	<u>36,407</u>	<u>36,924</u>
	TOTAL GARAGE BUDGET	167,985	180,976	197,608
331-10-10	(LESS INTERSERVICE BILLINGS)	<u>(167,985)</u>	<u>(180,976)</u>	<u>(197,608)</u>

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
BILLING INTERSERVICE FUND				
224-1410	ADMINISTRATION			
416-10-10	SALARIES & WAGES	330,935	344,860	338,730
416-10-11	SALARIES & WAGES-VACATION SELLBACK	1,890	1,950	1,980
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	20,000	23,000	23,000
416-30-12	CONTRACT SERVICES-PINNACLE	46,000	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	3,000
416-30-60	COLLECTION EXPENSE	4,000	4,000	4,000
416-40-29	MAINT.&REPAIR-VEHICLE LABOR	3,000	2,400	4,000
416-40-30	MAINT.&REPAIR-VEHICLES	1,000	1,000	1,000
416-40-31	BUILDING MAINTENANCE	4,530	500	500
416-50-20	INSURANCE	4,000	4,200	3,600
416-50-30	TELEPHONE	3,000	3,000	3,000
416-50-31	CELLPHONE	1,000	300	350
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	3,000	2,000	2,000
416-60-18	UNIFORMS	-	675	2,300
416-60-22	ELECTRIC	12,000	11,000	11,000
416-60-23	WATER	500	400	400
416-69-30	BANK CHARGES-CREDIT CARD FEES	60,000	60,000	60,000
	TOTAL ADMIN. GEN. EXPENSE	567,855	578,285	575,860

CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	BUDGET FY 17-18	BUDGET FY 18-19
224-1410	BILLING INTERSERVICE FUND EMPLOYEE BENEFITS			
416-20-10	MEDICAL	117,070	123,505	113,790
416-20-20	SOCIAL SECURITY	25,325	26,520	25,900
416-20-30	RETIREMENT	37,595	39,730	37,870
416-20-50	UNEMPLOYMENT COMPENSATION	3,035	2,815	2,240
416-20-60	WORKMAN'S COMPENSATION	2,975	2,935	2,870
416-20-70	GROUP LIFE INSURANCE	3,905	3,035	2,440
416-20-75	VISION	-	-	500
	TOTAL EMPLOYEE BENEFITS	189,905	198,540	185,610
	TOTAL BILLING - O & M	757,760	776,825	761,470
416-70-40	CAPITAL-EQUIPMENT	-	-	-
416-70-20	CAPITAL-BUILDING	-	-	20,000
	TOTAL BILLING EXPENSES	757,760	776,825	761,470
	LESS INTERSERVICE BILLING			
331-10-20	INTERSERVICE-WATER	(113,665)	(116,524)	(114,221)
331-10-30	INTERSERVICE-SEWER	(113,665)	(116,524)	(114,221)
331-10-40	INTERSERVICE-SOLID WASTE	(113,665)	(116,524)	(114,221)
331-10-50	INTERSERVICE-ELECTRIC	(416,765)	(427,254)	(418,809)
	LESS TOTAL INTERSERVICE BILLING	(757,760)	(776,825)	(761,470)

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 IMPACT FEE FUNDS**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
128-0000	WATER IMPACT FEE		
	BALANCE PRIOR YEAR	1,683,885	1,983,885
355-30-10	IMPACT FEE REVENUE	300,000	270,000
	BALANCE	1,983,885	2,253,885
129-0000	SEWER IMPACT FEE		
	BALANCE PRIOR YEAR	1,067,326	1,255,880
355-30-10	IMPACT FEE REVENUE	188,554	150,000
	BALANCE	1,255,880	1,405,880
132-0000	ELECTRIC IMPACT FEE		
	BALANCE PRIOR YEAR	496,265	575,265
355-30-10	IMPACT FEE REVENUE	79,000	75,000
	BALANCE	575,265	650,265

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 WATER RESERVES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
212-0000	WATER CAPITAL RESERVES		
	BALANCE PRIOR YEAR	7,469,714	8,581,586
361-20-10	INTEREST-CD PURCHASE FEE	77,529	80,000
395-10-20	DEPOSIT-FUND BALANCE	1,050,000	
395-10-20	BUDGETED XFER. TO RESERVES	485,939	774,878
	DEPOSIT - UNSPENT FY18 BUDGET	-	45,000
432-95-00	NW & NEW FRONT ST WATERLINE	(10,703)	(191,797)
	SMART METERING	(490,893)	(309,107)
	SE 2ND STREET	-	(1,550,000)
	FRONT STREET WATER LINES	-	(1,500,000)
	FY 17 BUDGETED CAPITAL	-	(50,000)
	FY 18 BUDGETED CAPITAL	-	(45,000)
	FY 19 REQUESTED	-	(1,280,000)
	BALANCE AVAILABLE	8,581,586	4,555,560

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
GENERAL FUND RESERVES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
140-0000	GENERAL FUND CAPITAL RESERVES		
	BALANCE PRIOR YEAR	2,048,685	2,776,535
361-20-10	INTEREST	19,334	20,000
395-10-10	DEPOSIT-FUND BALANCE	1,000,000	-
	FY17		
413-70-44	STREETS-BRIDGEHAM AND LINDSTONE LANE	(64,483)	-
413-70-44	STREET SWEEPER-1/2 FY17 + 1/2 FY18	(145,000)	-
413-70-44	EXECUTIME	(24,130)	-
413-70-44	COGNOS	(27,716)	-
413-70-44	PARKS-RIVERWALK DECKING	-	(100,000)
	FY18		
413-70-44	WAREHOUSE SHELVING	-	(25,000)
413-70-44	CURB REPLACEMENT - SE 2ND STREET	-	(150,000)
413-70-44	PAVING - MISPELLION STREET	-	(35,000)
413-70-44	PAVING - NORTH McCOLLEY STREET	-	(95,000)
413-70-44	PARKS-RIVERWALK DECKING	-	(50,000)
413-70-44	ARMORY IMPROVEMENTS	-	(13,093)
413-70-44	GROWMARK LAND STUDY	(30,155)	(17,845)
413-70-44	DEMOLITION		(17,000)
	FY19		
	FY 19 REQUESTED CAPITAL	-	(500,500)
	BALANCE	2,776,535	1,793,097

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
MUNICIPAL STREET AID**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
123-0000	MUNICIPAL STREET AID		
	BALANCE OF STREET FUNDS	1,227,594	112,409
	BALANCE OF BRIDGE FUNDS	78,673	6,552
361-10-00	INTEREST	4,125	1,200
335-30-10	MUNICIPAL STREET AID GRANT	223,659	226,451
	BALANCE AVAILABLE	1,534,051	346,612
	STREET EXPENDITURES		
431-70-45	NORTH MARSHALL STREET	-	(150,000)
431-70-45	FY19 STREETS AND SIDEWALKS	-	(183,000)
431-70-45	AIRPORT ROAD	(1,342,969)	-
431-70-45	S WASHINGTON ST BRIDGE	(72,121)	-
	TOTAL STREET EXPENDITURES	(1,415,090)	(333,000)
	RESTRICTED FUNDS		
	RESERVED FOR BRIDGE WORK	(6,552)	(6,552)
	BALANCE	112,409	7,060

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
GENERAL IMPROVEMENT FUND**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
122-0000	GENERAL IMPROVEMENT FUND		
	BALANCE PRIOR YEAR	260,906	361,144
361-10-00	INTEREST	2,200	2,200
335-20-10	STATE FUNDS-RECEIVABLE	-	147,468
335-20-10	STATE CTF FUNDS-RECEIVED	307,479	-
	BALANCE AVAILABLE	570,585	510,812
	STREET EXPENDITURES		
431-70-80	NE FRONT ST-UTILITY RELOCATIO	(6,441)	-
431-70-82	McCOY WATERLINE	(1,084)	-
431-70-82	DNREC - KAYAK DOCK	(16,878)	-
431-70-82	CTF-KAYAK DOCK	(72,872)	-
431-70-82	CTF-AIRPORT ROAD	(112,166)	-
431-70-82	DNREC-WATER & SEWER GRANTS	-	(49,660)
	TOTAL STREET EXPENDITURES	(209,441)	(49,660)
	BALANCE	361,144	461,152
127-0000	SIDEWALK FUNDS		
355-20-10	BALANCE AVAILABLE	11,998	11,998

**CITY OF MILFORD
BUDGET FISCAL YEAR 2018-2019
SEWER RESERVES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
213-0000	SEWER CAPITAL RESERVES		
	BALANCE PRIOR YEAR	3,943,638	4,037,336
361-20-10	INTEREST-CD PROGRAM FEE	38,866	40,000
432-90-10	DEPOSIT-FUND BALANCE	15,000	-
432-90-10	BUDGETED XFER TO RESERVES	254,634	322,815
432-90-10	UNSPENT FY 18 CAPITAL	20,000	-
	TOTAL FUNDS AVAILABLE	4,272,138	4,400,151
	EXPENDITURES		
	CAPITAL BUDGET FY17	-	(15,000)
	CAPITAL BUDGET FY18	-	(20,000)
	REQUESTED CAPITAL FY 19	-	(450,000)
	SHAWNEE ACRES PUMP STATION	-	(211,000)
	SRF LOAN REDEMPTION	(210,377)	-
	SE 2ND STREET	(24,425)	-
	TOTAL EXPENDITURES	(234,802)	(696,000)
	BALANCE AVAILABLE	4,037,336	3,704,151

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 ELECTRIC RESERVES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
215-0000	ELECTRIC CAPITAL RESERVES		
	BALANCE PRIOR YEAR	8,090,291	10,110,757
361-20-10	INTEREST-CD PROGRAM FEE	83,954	90,000
395-10-50	DEPOSIT-FUND BALANCE	3,028,450	-
395-10-50	BUDGETED XFR TO RESERVES	195,603	137,412
395-10-50	UNSPENT FY 18 CAPITAL	214,307	-
	GARAGE LOAN PAYBACK	-	10,000
	FUNDS AVAILABLE	11,612,605	10,348,169
	EXPENDITURES		
	BUDGETED FY 17 CAPITAL	-	(28,450)
	BUDGETED FY 18 CAPITAL	-	(214,307)
	REQUESTED FY 19 CAPITAL	-	(422,000)
	GARAGE LOAN	-	(50,000)
	AIRPORT ROAD	(240,040)	(134,960)
	SMART METERING	(1,261,808)	(338,192)
	TOTAL EXPENDITURES	(1,501,848)	(1,187,909)
	BALANCE AVAILABLE	10,110,757	9,160,260

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 REAL ESTATE TRANSFER TAX FUND**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
124-0000	REAL ESTATE TRANSFER TAX		
	BALANCE PRIOR YEAR	2,020,871	2,469,516
361-10-00	INTEREST	16,906	14,000
319-30-10	R/E TRANSFER TAX REVENUE	931,739	900,000
480-71-99	TRANSFER TO POLICE DEPT. BUDGET	(500,000)	(500,000)
	STREETS AND SIDEWALK RAMP REPAIRS	-	(757,000)
	BALANCE	2,469,516	2,126,516

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2018-2019
 ECONOMIC DEVELOPMENT FUND**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 17-18	BUDGET FY 18-19
101-0000	ECONOMIC DEVELOPMENT FUND		
	BALANCE PRIOR YEAR	350,758	418,214
392-20-10	SALE OF BUSINESS PARK LAND	154,905	-
413-70-44	DMI	(40,000)	(45,000)
413-70-44	M & T PARKING LOT IMPROVEMENTS	(31,374)	(60,426)
413-70-44	M & T PARKING LOT FENCE	(6,383)	-
413-70-44	COMPREHENSIVE PLAN ASSISTANCE	(8,700)	-
413-70-44	ECONOMIC DEVELOPMENT EXPENSES	(992)	(5,000)
413-70-44	TAP PROJECT FUNDING	-	(30,000)
413-70-44	DOWNTOWN PARKING LOT IMPROV.	-	(45,000)
413-70-44	KENT ECONOMIC PARTNERSHIP	-	(30,000)
	TOTAL EXPENDITURES	(87,449)	(215,426)
	BALANCE	418,214	202,788



June 8, 2018

TO: Mayor and City Council
FROM: Eric Norenberg
SUBJECT: FY2018-19 Budget

Overview

The Fiscal Year 2018-19 budget was prepared in conjunction with department heads and superintendents from all departments and with special thanks to the hard work of Accountant Suzannah Frederick and Finance Director Jeff Portmann. We are pleased to present you with this recommended Budget for the City of Milford that covers the General Fund and the various Enterprise Funds for the time period of July 1, 2018 through June 30, 2019 totaling \$43,196,730.

The annual budget document serves a number of purposes for the City. First, the budget provides the citizens of Milford with information regarding the operations of the City government and details on how public funds will be utilized throughout the community. Next, the budget serves as a roadmap for the City Council and City Manager to achieve the City's priorities, not just in this fiscal year, but in the future. In the future, items in the budget document will be directly linked to priorities and strategies in City's recently adopted Strategic Plan goals.

Finally, the annual budget is used as a managerial tool by the City Manager, Police Chief and the City's department heads. The annual spending plan not only serves as a monitoring tool of revenues and expenses for the various departments, but also as a means of evaluation to ensure public resources are used in the most effective and efficient manner.

Background and Summary

As we prepare to the start the new fiscal year, the General Fund is balanced. This is in large part thanks to greater efficiency and careful stewardship of our resources in a number of areas of our municipal operation (examples: greater use of purchasing cooperatives, energy efficiency measures, replacement of the outdated systems and equipment, and selected use of contracted services), utilizing a \$500,000 transfer from Realty Transfer Tax Fund for public safety staffing, funding the annual appropriation for Downtown Milford, Inc. and the financial support for the Kent Economic Partnership from the Economic Development Fund and use of capital reserves for general fund capital needs.

However, on the horizon are anticipated, but unknown costs that will likely impact the fiscal year budget. These include:

- Possible increase premium cost for employee healthcare benefits (expected to be announced in late-2018)
- New Police Department collective bargaining agreement (negotiations are continuing)
- Initial costs related to the planning and design of a new Police Station prior to a public vote

As discussed in recent years, it will be important for the City to end the reliance on the Real Estate Transfer Tax for ongoing personnel expenses that are more appropriate to be funded from the City's General Fund. A decision to make this change has been deferred in the past, and as result, we continue to use a fund that may not be sustainable for on-going expenses.

Revenue Overview

The FY 2018-19 budget constitutes an increase of \$394,190 or one percent over the prior fiscal year. At this time, the property tax rate remains unchanged at \$0.46 per \$100.00 of assessed value. Enterprise revenues continue to be stable. No changes in solid waste, electric, water or sewer rates are recommended.

Budget Overview / Highlights

The individual fund increases/decreases for each fund are as follows:

	FY2018-19 Budget	Change from FY2017-18	Percent Change
General Fund	\$9,588,486	\$265,111	2.84%
Water Fund	\$2,848,500	\$114,000	4.16%
Sewer Fund	\$4,456,500	\$98,500	2.26%
Sanitation Fund	\$1,178,243	- \$192,422	- 14.0%
Electric Fund	\$25,125,000	\$109,000	0.4%

The recommended FY 2018-19 budget includes:

- An overall 1.5% pay increase in accordance with the IBEW (Electric) and Teamster (Police) collective bargaining agreements and as a cost of living adjustment for non-union employees
- Funding to expand employee recognition initiatives and begin a merit pay program
- Refilling the Building Official position
- Hiring a new Code Enforcement Officer
- The halftime Local Government Management Fellow shared with Rehoboth Beach

Capital Equipment

- Two replacement Police patrol vehicles
- Replacement Line Truck – Electric
- Hook-lift Truck for multiple uses – Public Works
- Plow Truck with Spreader – Public Works
- Ventrac Tractor for multiple uses – Parks and Recreation

Capital Improvements / Repairs

- Pavement resurfacing – various locations: N. McColley Street, Mispillion Street, and N. Marshall Street pavement improvements
- Match for the NE Front Street Transportation Alternative Program improvements
- Downtown parking lot improvements

- City share for sidewalk improvements
- Substation testing (preventative maintenance)
- Test well for future water production

Planned Major Capital Projects

- Replacement of deteriorated curb on Southeast Second Street ahead of DeIDOT repaving
- Southeast Second Street sewer line and water line rehab ahead of DeIDOT repaving
- Shawnee Acres pump station upgrade
- Replacement of Northeast/Northwest Front Street sewer line and water line ahead of DeIDOT repaving

Conclusion

The current fiscal condition of the City is stable. In particular, the utility reserve funds are healthy and building permit revenues are growing. However, funding decisions to improve the City's general fund capital reserve (typically used for capital equipment, vehicles, building repairs and street improvements) is needed in order to have a stable fund for future street maintenance, equipment replacement and facility maintenance and repairs. State Community Transportation Funds and Municipal Street Aid cannot be counted on to make up the difference.

As the economy slowly strengthens, it will be extremely important for the City continue to maintain sound financial policies and practices, while looking to build financial stability for the future.

City of Milford



RESOLUTION 2018-13

ADOPTING THE CITY OF MILFORD *FISCAL YEAR 2018-2019 BUDGET & CAPITAL PROGRAM*

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2018-2019 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 4, 2018 and June 5, 2018; 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, 2018 and ending June 30, 2019.

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 2018-2019 in the following amounts:

Operations and Maintenance - \$39,251,906
Debt Service - \$1,045,220
Capital Program - \$2,899,605
Total Expenditures \$43,196,730

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 11th day of June 2018.

APPROVED:

Mayor Arthur J. Campbell

ATTEST:

City Clerk Teresa K. Hudson

NOTICE OF PUBLIC HEARINGS
PLANNING COMMISSION PUBLIC HEARING: MAY 15, 2018
CITY COUNCIL PUBLIC HEARING: JUNE 25, 2018

The City of Milford Planning Commission will hold a Public Hearing on **Tuesday, May 15, 2018** at 7:00 pm to hear evidence from interested parties and make a recommendation to City Council regarding the ordinance. The City of Milford City Council will hold a Public Hearing on **Monday, June 25, 2018** at 7:00 pm to hear evidence from interested parties and make a final determination regarding the ordinance.

All Public Hearings are held in the Joseph Ronnie Rogers Council Chambers, Milford City Hall, 201 South Walnut Street, Milford, Delaware.

ORDINANCE 2018-16

JD Barnard on behalf of Barnard Properties Partnership for a Conditional Use to
allow multiple permitted uses or mixed uses on
2.70+/- acres in a C3 Zoning District;
Located at the southeast corner of intersection N Rehoboth Blvd and NE Tenth Street
at 601 N Rehoboth Blvd, Milford, Delaware.
Present Use: Retail, Wholesale Establishment with Associated Warehouse;
Proposed Use: Same with three suites
Tax Map MD-16-174.18-03-25.00

WHEREAS, the City of Milford Planning Commission considered the ordinance, as described, at a duly noticed Public Hearing on May 15, 2018 and recommended its adoption to City Council; and

WHEREAS, Milford City Council conducted a duly noticed Public Hearing on June 25, 2018 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 or mixed uses, as herein described.

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

Section 1. Upon the adoption of this ordinance by City Council, JD Barnard on behalf of Barnard Properties Partnership is hereby granted a Conditional Use Permit to allow multiple permitted uses or mixed uses, 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 15, 2018

City Council Introduction: June 11, 2018

City Council Public Hearing: June 25, 2018

Projected Adoption: June 25, 2018

Projected Effective: July 5, 2018

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 04/25/18