

City of Milford



CITY COUNCIL AGENDA

Monday, June 10, 2019

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

Bug & Bud Festival Children's Art Contest Winners

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

New Business

Adoption Resolution 2019-06/Scheduling Board of Revision and Appeal for said General Assessment ©

Adoption/Resolution 2019-07/Approval of 2019-2020 Fiscal Year Budget & Capital Plan ©

Introduction/Ordinance 2019-21/Authorization/Chesapeake Utilities Franchise

Authorization/I&I Supplemental Funding

Board of Adjustment/Vacancy

EXECUTIVE SESSION

Motion to Recess into Executive Session

*Pursuant to 29 Del. C. §10004(b)(4) Strategy Sessions
Union Matter

Pursuant to 29 Del. C. §10004(b)(9) Personnel Matter
City Manager & Police Chief Goals

Return to Open Session

*Teamsters Issue

City Manager & Police Chief Goals

Adjournment

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.

050719 052919 *061019 1535 Hours/Amended by City Manager/Executive Session Item Added

MILFORD CITY COUNCIL
MINUTES OF MEETING
March 25, 2019

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 25, 2019.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow, Jason James Sr. and Katrina Wilson

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

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the Council Meeting to order prior to the Public Hearing at 7:12 p.m. to recognize the Jefferson Award Recipients.

The Council Meeting resumed at 8:51 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance as led by Boy Scout Troop 1116, followed the invocation was given by Councilmember Wilson.

RECOGNITION

Jefferson Awards/Lead360 Local Project Presentation

Madeline Milligan announced that the former Jefferson Awards for Public Service, created in 1972, has been rebranded 'Multiplying Good'. That name now encompasses a lot more than simply give out awards. They provide students with the tools and the knowledge to go out and create and impact by educating them on what they can be doing in their community with greater skills. They wanted a name that reflected that and did not only relate to awards. However, the Jefferson Awards are still their main recognition platform and what will be presented tonight.

She spoke about the Lead 360 program and its two phases and how the top project is selected and replicated in various activations.

She provided related information which can be found in the presentation included in the corresponding Council packet.

The following groups were recognized:

Phase II-
Buckets of Love
4H Foundation of Delaware
Milford Central Academy & Jobs for Delaware Graduates

The top three winners, in order, were:
Sammi Mitchell and MOT Charter were the top winners in Phase II
Charter School of Wilmington
Bank of America

Phase I:
Boy Scouts Troop 116-Records Rescue

Girl Scouts of the Chesapeake Bay Troop 352-Interact to Impact
Jessica Donovan-Be Safe Milford Food Pantry
Milford High School Jobs for Delaware Graduates Program-Raised Garden Beds
W.T. Chipman Middle School-Chat and Chew Lunch with Veterans and Holiday Toy Drive

Mayor's Top Project Selection:

Harrington Sunshine 4-H Club-Veterans Care Packets & Monthly Nursing Home Visits

Ms. Milligan invited those present to the Delaware Salute to Service at which time all the Mayor's Top Projects will be recognized. In addition, the next year's phase 2 project will be selected.

Proclamation 2019-06/National Service Day

Mayor Campbell presented the following proclamation to National Service Expert Nancy Greene and National Service Member Melissa Stevenson Enck:

Proclamation 2019-06/National Service Day-April 2, 2019

*WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and
WHEREAS, the City of Milford is increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and*

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century, to fighting the opioid epidemic, to responding to natural disasters, to supporting veterans and military families; and

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

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

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

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

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

WHEREAS, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and join with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 2, 2019.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim April 2, 2019, as National Service Recognition Day in the City of Milford and encourage all residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities need.

Both recipients thanked Mayor Campbell and City Council for the acknowledgment.

ICMA Fellow Evan Miller

Mr. Norenberg announced that Mr. Miller will be moving on to the next step of his career in Milford to accept a position with the City of Rehoboth Beach. He recalled that Mr. Miller, was hired by the City as an International City/County Management Association (ICMA) Local Government Management Fellow. His fellowship was a shared position with the City of Rehoboth Beach that began in June 2019.

The City Manager provided a long list of accomplishments that can be attributed to Mr. Miller's expertise.

Mr. Miller then spoke stating that he is honored to have worked for the City of Milford and the staff who have been very helpful the past two years.

He will be starting with the City of Rehoboth Beach as their Project Coordinator, continuing to do a lot of the duties he currently does such as grant administration, policy implementation, capital improvement plan, budgets, assisting the Parks and Recreation Department with the transition to new software.

Mr. Evan thanked everyone for providing the opportunity to work here.

Mr. Norenberg announced that Mr. Miller is currently assisting with his replacement whom the City of Milford will share with the City of Lewes.

COMMUNICATION & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

Authorization/Downtown Development District Boundary/Expansion

Planning and Economic Development Director Pierce recalled at the last meeting Council discussed the proposed expansion of the Downtown Development District (DDD) area from 170 acres to 185 acres. Two options were proposed. Council asked him to provide some additional statistics based on code violations, building permits, rental licenses and vacant land. He has included that information in the Council packet.

Maps/exhibits of the area were presented showing properties since 2017 with code violations, parcels that received the building permits for construction, vacant land available for new construction and finally a map showing registered rental properties.

Also received were some written requests from property owners to be included in the DDD.

Two are on North Street, where the property owner is interested in constructing new single-family homes. The same owner constructed two new homes on Marshall Street as part of the DDD program.

Another request was from Mobius Investments, who owns several properties including the old firehouse and some of the state buildings. They are requesting the Gods Way facility be incorporated into the DDD to redevelop it as mixed use.

The First Presbyterian Church on South Walnut has also submitted a request to be included in the DDD area for some refurbishments to their church building.

A request was received from the property owner on Southeast Second Street which is outside of the proposed DDD area and involves an existing unit that needs some renovation work. That is owned by the same gentleman interested in building the two homes on North Street.

He also referenced the two options discussed at the previous meeting.

Option one includes land adjacent to the northwest portion of the District and includes parcels north of NW Fifth Street between Truitt Avenue and North Street. Within this area, there are 91 tax parcels containing approximately 19 vacant lots. This area has had 12 building permits issued since 2017, 32 properties with code violations since 2017 and contains 16 registered rental properties. This area contains two vacant properties that requested to be considered for the DDD expansion for the construction of new residential dwellings.

Option two includes land along South Washington Street between Southeast Second Street and Ball Park Lane, including those lots north of the Little League fields and Parks & Recreation administrative building. Within this area, there are

76 tax parcels containing approximately 4 vacant lots. This area has had 16 building permits issued since 2017, 41 properties with code violations since 2017 and contains 7 registered rental properties.

Based on the information analyzed, staff recommends moving forward with Option 1 in terms of opportunities for new construction and the need of the community.

Councilmember Culotta thanked Mr. Pierce for all the work he has done. If he had to pick one, it would be the area where he lives.

Councilman James recalled that his recommendation was based on the facts presented to Council at that time and with the additional information presented this evening, the pros of option one clearly outweighs the pros for option two.

Councilman Culotta said he has had a lot of feedback from his constituents asking questions about the DDD. His recommendation is to send it back to the committee level to take public comments so those constituents have a say in how this is handled. He is basing this on the large number of calls and feedback he has received and those residents would like to have a say in how this is decided.

Councilmember Wilson confirmed that those constituents are not basing their concerns on what is being presented to Council, but other areas in the community. Councilman Culotta said that is correct and because he represents the people that have these concerns, they want input on where to extend the DDD.

Mr. Norenberg said that normally this would go to the Community and Economic Development and based on that schedule, their next meeting would be in May. He asked if there is a deadline that needs to be met and if so, a special meeting may need to be scheduled.

Mr. Pierce explained the expansion request typically occurs with the annual review of the DDD and is based on related statistics and information with the Office of State Planning which is due by June 1st. He explained that would only provide him the guidance and it would not be adopted until after the Cabinet Committee for State Planning approved it. It would then be adopted by City Council.

He explained this opportunity is the result of an increase in acreage for all population ranges for existing municipal DDDs. This could be a one-time possibility to increase the area by fifteen acres. If this does not proceed, he thinks it may be done a little later though he was attempting to get out in front to give Milford the most opportunity to take advantage of the increase.

Mr. Pierce clarified he does not know if there will be a future expansion, though he knows they are planning to add two more municipalities to the program that currently has eight participating. However, the same total of funds will be used so each town will receive less funding.

Councilman James stated that Council has had the time to absorb the information considering the previous discussions even after Mr. Pierce as asked to provide additional information.

He further stated that if he was making his recommendation on his constituents in his ward, he would have informed those concerned persons to attend the meeting on March 25th to hear the conversation.

Councilman James feels that after all the work that has been, he feels it is the duty of Council to make a motion tonight. Dragging it out does not appear beneficial to him.

Councilmember Wilson agrees adding that this information was not on individual wards, but instead based on facts. She said that Mr. Pierce looked at the City as a whole and made a decision based on those statistics. It should not be about wards and instead Council needs to consider the Planner's recommendation and move forward.

Councilmember Culotta agrees with his fellow Councilmembers and if this is decided by our City Planner, there has not had any public input from constituents.

Councilman James disagreed stating that the decision is not being made by the City Planner and instead made by Council through a motion and a vote.

Mr. Pierce then responded by saying that he would like to take a sliver of the river out, and when he asked the State of Delaware, they informed him he could not remove the river. However, he could ask to remove a small area to get the other written request to include the church.

It was confirmed items like this are typically made by Council and public comment is not normally taken.

Councilman Boyle asked if the boundary is flexible based on information and after going through the proper channels and asked if the flood plain can be removed; Mr. Pierce explained that there must be serious justification for removing properties or change the area in the DDD area. That is due to the investments and decisions being made by property owners based on the DDD.

He clarified there is an avenue to remove areas from the DDD, but it must be based on a significant reason.

Councilman Boyle asked if there would be any interest in building in the floodplain. Mr. Pierce said that is the reason for the mixed-use property, shown on exhibit B in the packet, was not included. It could be expanded in that area but a lot of land is being eaten up on large chunks of land that are primarily in the floodplain. Councilman Boyle said he was considering the properties on Front Street that are in the floodplain.

Mr. Pierce considered removing certain areas because of that, but they discouraged that and prohibit enclaves and the reason they did not pull out some of the park areas and the river to allow more opportunity for other property owners.

When asked about the Gods Way site, Mr. Pierce explained they want to redevelop the site into a mixed-use project that would include apartments with commercial uses or all residential use. The owner also has other properties available for redevelopment that are still vacant, including the old firehouse.

Councilwoman Peel asked about two properties on North Street and Mr. Pierce confirmed that Joe Wiley had gone through the minor subdivision process previously, and he is interested in new housing options there.

The Planning Director stated that if our plan is to increase home ownership in the downtown area, option one provides more options for new housing. Infill development should be encouraged by the municipality versus sprawling out into the communities due to utilities being available and services within walking distance.

Councilman James moved to recommend to the State of Delaware Office of Planning with option one, seconded by Councilmember Peel. Motion carried.

NEW BUSINESS

Authorization/AT&T Water Tower Lease

Deferred until April 8, 2019 Council meeting.

Bid Award/Shawnee Acres Pump Station Replacement

Public Works Director Mark Whitfield reported that bids were opened for this project. This pump station also serves as the receiving station for the new Southeast Regional Pump Station, which serves the new Bayhealth Hospital. It is under capacity and there have been numerous maintenance issues over the past several years, due to the type and size of the pump currently used.

The project will be funded through a USDA Loan/Grant. The award must also be approved by the USDA. The project budget for the construction project was \$1,432,925.

The low bidder was Kuhn Construction Company of Hockessin, DE, in the amount of \$1,398,750 with funding through the USDA Loan/Grant, which is his recommendation.

Councilmember Wilson moved to award the Shawnee Acres Pump Station Kuhn Construction Company of Hockessin, DE, in the amount of \$1,398,750 with funding through the USDA Loan/Grant, seconded by Councilman James. Motion carried.

Bid Award/Sidewalk Replacement Project

Mr. Whitfield recalled that when this was bid last year, the City only received on bid which was extremely high. They talked with various contractors to ask why they did not bid and most indicated they had no idea what the quantity was going to be.

He explained the new bid provided various ranges based on the quantity of sidewalks repaired. The more sidewalks completed under the contract, the less expensive the square foot price. Additionally, separate prices for 4” thick sidewalk and 6” thick sidewalk (at driveways) were obtained.

Bids for the project were opened on March 14 and of the two bids received, one bidder failed to submit a bid surety, and therefore was disqualified.

Based on the lowest responsible bid, the replacement of sidewalks under the City’s responsibility would be as follows:

	<u>at \$17.95/sf</u>	<u>at \$15.70/sf</u>	<u>at \$13.55/sf</u>	<u>at \$12.95/sf</u>
Water	\$37,246	\$32,577	\$28,116	\$26,871
Electric	\$16,155	\$14,130	\$12,195	\$11,655
Sewer	\$ 897	\$ 785	\$ 678	\$ 648
Streets	\$29,617	\$25,905	\$22,358	\$21,368

Costs to property owners for a single sidewalk block (approximately 25 sf) would be as follows:

<u>Price</u>	<u>Cost for 1 block</u>
\$17.95/sf	\$448.75
\$15.70/sf	\$392.50
\$13.55/sf	\$338.75
\$12.95/sf	\$323.75

When this information is provided to the property owners, they will be provided with the range which can be used for comparison purposes.

As part of this project, 3,500 square feet is the amount of sidewalk the City is responsible where water meter pits, utility poles, street signs, hydrants, street tree roots, and sewer cleanouts, have caused damage. The range the City will be responsible for will range from \$60,000 to \$83,000, depending on the total quantity.

He recommends City Council award the Sidewalk Replacement Project-Year 1 to Diamond Materials of Newport, Delaware, at a not-to-exceed price of \$660,537.50. This price covers all sidewalks that need repairs and is the maximum price as a result.

Councilman James referenced the language in the code that states ‘in regard to all sidewalks within, adjacent to or parallel to an owner’s property line though it may be partially in a City right-of-way or easement is considered he property owner’s responsibility’.

He asked if a portion of the sidewalk is not within the legal boundary line, what happens because section of the code he read states the sidewalk is their responsibility though technically they are city-owned.

Mr. Whitfield said his understanding is the property owner owns to the center of the street. The City owns a right-of-way and the thought is the property owner is responsible for anything within your property including the right-of-way in front of your property and deferred to the solicitor.

Mr. Rutt said in a perfect world that is correct. When reviewing deeds in the City of Milford of which many go back to the 1700's and early 1800's, the land dimensions have changed and some of the property lines do not go to the curb. Some go out into the street. Therefore, they do fluctuate. There is a presumption that if there is a city sidewalk in front of you, the property owner is responsible for the maintenance and care because it benefits your property.

He agrees that the property line may fall in the sidewalk, behind the sidewalk or on the other side of the sidewalk.

Councilman James said using himself as an example, he owns some of each and he has properties with the marker in the sidewalk. He also has a property marker that is several feet away from the sidewalk. He has heard from many residents from throughout the City who complain about their sidewalk not being part of their property. He understands the presumption, but does not know how to explain that to the citizens.

Councilman Culotta said he also understands that the code says the homeowner is responsible. But to take that code and send a letter out to everyone saying the City is going to start enforcing this and the property owner will be responsible. He said we have not notified them that there may be public money available if they qualify for it. But we have gone so far as to send letters stating the property owner will get another letter directing them but this letter is only preparing them.

Councilman Culotta said that was not decided by him or any elected official. It may have been before he came along, but he thinks this is two parts. He feels we need to start about the City sidewalks and the financing that is needed. And then Council needs to talk about the homeowners and how that will be handled and not go by what the code says. He recalled when Councilman Brooks stated the code can be changed by Council at any time.

Councilman Culotta said he does not like how it started, how it was communicated and the level of negative feedback from as Councilman James alluded to, not just from his ward but all wards.

The other problem is there is only bid again despite the reason the other contractor was disqualified.

Councilman Culotta appreciates what the City is trying to do by getting a better per square foot cost. The contractors are bidding even though they have no idea what they may be adding it is somewhat of an expensive amount for a sidewalk repair.

Councilman Brooks said he asked Council and the City Manager about concerns over an inch drop and an inch and a half here and if the code needs to be changed. Basically, he was told and he thinks Council was also told, it was going to be put in the hands of the Public Works Committee and after it was reviewed, it would be brought back to Council. He said no one every got back to him and asked Doug if that is correct.

Councilman Morrow believes the Public Works Committee last met in August during which time they asked for more information related to total number of sidewalk slabs. His point at that meeting was to figure out the assistance package before letters were sent out. He feels Council should have answers before the questions are asked. The first question his constituents ask if where the homeowner can get financial help and what is the cost if the City handles it, though that has been presented tonight.

Councilman Culotta asked if Council ever decided this is an issue they don't want to take with residents.

Councilman Mergner recalled at one time, the plan was to do a savings plan, but that was denied by some Councilmembers. He feels that savings plan could have been used to pay for these types of repairs. Councilmember Peel agreed that was included in the budget two years ago. She said that was because the Councilmembers were in disagreement about the way the code was written and who was going to be fiscally responsible.

She continued by recalling that there was a discussion about going away from what the code says to start a savings program and they began discussions about who would be funded initially.

Councilman James agrees the code needs to be addressed because the City Manager and the Director of Public Works says they are doing what the code says. Council agreed they are doing the work based on an ordinance that Council approved at some point. However, he does not like the code.

Councilman Brooks said he asked and he was told they would get back with him.

Councilman Morrow also pointed out there are some areas that do not have sidewalks and that was a problem.

Councilman Culotta said if he asks someone in the Mayor's neighborhood if they feel the sidewalks need to be fixed in Milford, they are going to say yes. If he asks people in his neighborhood, they might say but not want to pay for it.

When asked how the proposed savings fund was going to be funded, Councilman Mergner recalled that money was going to be put aside each year for the project.

Councilman Morrow said Council gave it back to management to review what funding was available.

Mr. Norenberg recalled at one point, and based on the complaints he had heard about the conditions of Milford's sidewalks for many years, the Finance Director proposed putting money in the budget each year to do some in an attempt to start getting the sidewalks repaired. However, that did not go anywhere.

He recalled that last year, City Planner Pierce put together a plan and applied for CDBG funds. That was denied even though it involved a low-income area with extremely damaged sidewalks, gaps or no sidewalks. Other than CDBG, he is unaware of any other funding available unless many years ago there was some streetscape money available for the downtown area.

The City Manager pointed out that they are trying to adhere to the code which is very similar to other municipal codes that put the sidewalk responsibility on the property owners and sets standards of criteria related to trip hazard or other safety issues. The last time this was discussed was last October and there have been numerous conversations in the Public Works Committee and several times by Council over the past two years.

He thinks it would be helpful if each individual Councilperson would provide direction about specific concerns about the code and whether it is the ownership responsibility, the standards or is there a problem with the trip hazard.

The City Manager recalled sending an email, though this was prior to Councilman James being on Council, with information about health benefits and property value benefits that are the result of having sidewalks. When in a walkable area, sidewalks become an amenity and is part of the price of a house when it is purchased. He will forward the email to Councilman James.

It could also be a negative if someone were to sell a house that had sidewalks in front that were in very poor condition. Either way, some concrete feedback is needed so that Council and staff can stop spinning on this.

It was also noted that most cities in Delaware are struggling with this as well with most having similar codes, other than Wilmington.

Councilman Culotta said that Georgetown announced they are putting a fund together to improve sidewalks. Councilman Mergner said that was the attempt in Milford a couple years ago.

Councilman Culotta appreciates what the City Manager is saying, but the choice to enforce it in a shotgun approach to everyone that needs to repair their sidewalks, as opposed to looking at the worst offenders first. He also recommended taking care of the City's first and then the City can go to the homeowners and inform them there is a need to improve sidewalks or if buying a new home, the sidewalks need to be included as part of the condition.

Councilmember Peel pointed out that was done and recalled the project to prioritize the severity.

Public Works Director said the priority was set to look at streets that service the downtown areas as well as streets that service the schools where students walk. That was the direction as first priority.

Mr. Rutt read from the code:

In all instances, property owners shall be responsible for maintaining, repairing, or replacing sidewalks and for keeping sidewalks in good repair, in safe condition and free of vegetation and shall not permit hazards to either pedestrian or vehicular traffic to exist. All sidewalks within, adjacent to, or approximately parallel to an owner's property line, although it may be situated partially or wholly in a City right-of-way or easement, shall be considered the property owner's responsibility.

Councilman James and Wilson agree there is a problem with the language if you are not the owner of the land the sidewalk is on. He recalled working on the sidewalk ordinance and when a developer built, a sidewalk fee needed to be paid, or sidewalks had to be installed, etc. He believes the code was in placed though they wrestled with the property.

He is concerned about a property owner who is aware their property stops before the sidewalk and now receives a letter from the City saying they are responsible and they need to pay to have fixed.

Councilman Boyle said we first need to decide if we want to proceed with repairing the sidewalks, and in what order, and how to handle properties where the sidewalks are not part of their property. If it is half on, perhaps the City can pay half and the property owner pays half. Everyone knows there are exceptions and perhaps they need to be considered individually.

He said that everywhere he lived he had a sidewalk and there were never questions about the responsibility being his.

Councilman Culotta feels the code needs to be reviewed and make changes if needed. He appreciates the sidewalk repair project and it will slow that down. He does not think the entire Council will agree to tell a homeowner they need to fix their sidewalk and if not, the City will handle and bill them.

In lieu of a committee meeting, Councilman Morrow preferred having a workshop where all eight Councilmember were in attendance. Otherwise, it could involve multiple meetings.

Councilmember Peel said because we have done these steps that are being recommended such as the eight Councilmember talking about it and the inventory and priority has been done, consider what information is needed. Council left this before knowing that winter was coming and this will provide another delay. In thinking about that, Council needs to ask for the exact information so that we can be prepared.

Mayor said where he lived the homeowner was responsible and if it did not get fixed, the City would pay for it with no interest.

All those items need to be addressed.

It was agreed that a workshop needs to be scheduled. Mr. Norenberg said he will need to talk to the City Clerk this week because there are a number of workshops already scheduled, in addition to the regular committee meetings. He again asked for each Councilmember to make a list of those specific concerns in the code and get that to either him, the Solicitor or the City Clerk so it can be pulled together and all of us better prepared.

Councilmember Peel moved to defer action on the Sidewalk Project, seconded by Councilman James. Motion carried.

EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference the below statutes, seconded by Councilmember Peel:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:50 p.m. for the purpose permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 10:47 p.m.

City Manager Norenberg returned at this time.

Employee Evaluation

Councilmember Wilson moved to approve the City Manager’s contract for one year with a 3% increase, including the cost of living, seconded by Councilmember Peel. Motion carried by the following roll call vote of 5 to 3:

Yes:

Mergner, Boyle, Peel, James, Wilson

No:

Culotta, Brooks, Morrow

ADJOURNMENT

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

The Council Meeting adjourned at 10:51 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:

Jefferson Awards/Multiplying Good/Lead 360 Program Presentation

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 8, 2019

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 8, 2019.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:15 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance, followed the invocation was given by Councilmember Wilson.

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the March 11, 2019 Committee and Council Meetings. Motion to approve made by Councilmember Brooks, seconded by Councilmember Morrow. Motion carried.

RECOGNITION

Miss Sussex County's Outstanding Teen 2019/Kristen Greenly

Mayor Campbell introduced Kristen Greenly, newly crowned Sussex County Outstanding Teen. Ms. Greenly stated she was born and raised in Milford and is presently a junior at Milford High School. She competes for Miss Delaware's Outstanding Teen on May 19, 2019 at Wesley College.

Chief Brown then introduced Officers John Badger and Marlon Ramos who graduated from the Delaware State Police Academy on February 14, 2019 and are currently in the Field Training program.

He then surprised Corporal Miles J. Kosiorowski with the first Quarter of the Year award. Corporal Kosiorowski was hired in February 2014, is a member of the motorcycle unit and is active in the field training program.

On February 25th while on patrol, Corporal Kosiorowski witnessed smoke coming from a residence, spoke with the family who was on the front porch with the exception of their teenage son. He then entered the residence to search the residence though fortunately no one was inside.

Chief Brown then had photos taken.

MONTHLY POLICE REPORT

Police Committee Chairperson Wilson presented the monthly Police Report on behalf of Chief Brown.

Councilman Morrow moved to accept the monthly report, seconded by Councilman Brooks. Motion carried.

Councilman James commended the police noting that he walks the Bicentennial Walkway frequently and recently has noticed a substantial clean up of the park and has even witnessed officers patrolling that area which has resulted in a much safer area. Chief Brown credited other police departments for their help in accomplishing that.

City Manager Norenberg reported that he had asked Chief Brown if his officer would report burned out streetlights that needed to be replaced. After that request, they came up with a list of over thirty of which half have been replaced and the remaining are being converted to LED.

He thanked the officers for taking the extra effort to handle those duties.

Councilmember Boyle moved to accept the monthly police report, seconded by Councilmember Mergner. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his monthly report.

He also reported that Planner Director Rob Pierce hosted a meeting earlier about the State-designated Opportunity Zone in northern Milford. The room was packed with attendees from all over the State of Delaware with many interested in learning more about the program aimed to promote new investments into economically-distressed communities.

Councilmember Wilson moved to accept the monthly City Manager report, seconded by Councilmember Boyle. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman Morrow reported that through the eighth month of Fiscal Year 2018-2019 with 67% of the year having passed, 70% of revenues have been received and 60% of the operating budget expended.

He noted that the building permit and planning and zoning fees have well exceeded what was budgeted which he feels is a sign of things to come.

Councilmember Morrow moved to accept the February 2019 Finance Report, seconded by Councilmember Brooks. Motion carried.

COMMITTEE & WARD REPORTS

Northeast Tenth Street

Councilman Brooks reported there is a big pothole on Northeast Tenth Street that needs to be repaired.

Church and North Street Intersection

Councilmember Wilson also reported a large pothole that she had previously reported to the City Manager.

She also noted she had removed a large tree branch that way laying in the roadway and had broken off from a tree in the cemetery and asked that City staff check on it.

Parks and Recreation-Sponsored Community Clean-up Day

Councilman James commended those volunteers that assisted with the cleanup in the Fourth Ward, and in particular to Brad Dennehy and the Parks and Recreation staff and City Manager Eric Norenberg.

He said they will continue cleanup Northwest Second Street, Truitt Avenue and West Street beginning at 9 o'clock this coming Saturday.

Councilman James also offered to assist with any other cleanup projects in their wards, adding that it was a mission of his to make Milford a much more presentable town when he chose to run for Council.

Mr. Norenberg said Perdue Farms also participated and commended their initiative "Clean Streams" and volunteer in other towns they have facilities.

It was noted that there is no longer a spring or fall clean up and instead residents have the option for two bulk ups a year which can be scheduled at their convenience.

Councilmember Wilson moved to accept the City Manager report, seconded by Councilmember James. Motion carried.

COMMUNICATION & CORRESPONDENCE

None to report.

UNFINISHED BUSINESS

Funding Source Authorization/Cemetery Equipment Loan

City Council approved a loan for Milford Cemetery to purchase equipment to aid with mowing and maintenance. Solicitor Rutt also composed a promissory note that has since been official signed. Unfortunately, the source of funding was not included in the motion.

Councilman James moved to authorize the funding for the cemetery loan for equipment purchase, as described in the promissory note, be paid from and reimbursed to General Fund Reserves, seconded by Councilwoman Wilson. Motion carried.

NEW BUSINESS

Introduction/Ordinance 2019-08/Zoning Code/Chapter 230/Article IV/ Off-Street Parking and Loading

City Manager Norenberg introduced the following ordinance:

ORDINANCE 2019-08
Chapter 230

The City of Milford hereby ordains:

SECTION 1.

That Article IV-Off Street Parking and Loading, Section 230.21(b), currently reads as follows:

<p>Medical and dental offices or clinics [Amended 7-14-1997]</p>	<p>From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics</p>
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SECTION 2.

That Article IV-Off Street Parking and Loading, Section 230.21(b) shall be modified where language deleted is shown stricken as follows:

Medical and dental offices or clinics [Amended 7-14-1997]	From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics
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SECTION 2. Dates.

City Council Introduction: April 8, 2019

Planning Commission Review: April 16, 2019

City Council Review/Public Hearing: April 22, 2019

Introduction/Ordinance 2019-12 Zoning Code/Chapter 230/§230-11 R-3/ Garden Apartment and Townhouse District

City Manager Norenberg introduced the following ordinance:

The City of Milford hereby ordains:

Section 1. Section 230-11(C) of the Zoning Code of the City of Milford is hereby amended by inserting language shown as italicized and underlined and removing language indicated by strikethrough.

§ 230-11. - R-3 Garden Apartment and Townhouse District.

In an R-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying

C. Conditional uses subject to special regulations. *All uses specified as conditional uses in the R-2 District and subject to its area regulations, and the* The following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

Section 2. Dates.

Council Introduction April 8, 2019

Planning Commission Public Hearing April 16, 2019

City Council Public Hearing April 22, 2019

Contract Award/Public Works Vehicles Truck S-4/Sewer Division

Truck S-9/Street Division

Truck S-5/Water Division

Public Works Director Mark Whitfield referenced the following memo:

The Public Works Department requests the Finance and Public Works Committee, and City Council, consider a recommendation to purchase two (2) replacement trucks: one dump truck with snow plow and salt spreader; and one hook truck with dump body, forestry body and flatbed body.

The dump truck will replace S-5, a 1995 Chevrolet dump truck with s snowplow. The hook truck will replace three different trucks with a single truck with multiple bodies. The trucks being replaced are S-4, a 1987 Chevrolet dump truck; SE-9, a 1990 International flatbed and E-105, a 1986 GMC bucket truck with forestry body.

The dump truck is used for various purposes but primarily for snow and ice removal. It will be equipped with a snowplow, an aluminum dump body and a tailgate salt spreader. The truck being replaced has had numerous maintenance issues including rusted brake lines, rusted out oil pan, rusted hinge pins as well as rusted frame rails. For reliability purposes, the replacement of the truck is imperative.

The hook truck will allow the Department numerous body configurations with a single truck. If all three trucks were purchased it would cost approximately \$377,000. In lieu, Mr. Whitfield is requesting an International Dump Truck with snowplow and salt spreader for \$147,838.62 and the purchase of one hook truck that can swap bodies and utilized various times of the year for \$204,267.07.

The forestry body is used for hauling wood chips from brush/tree trimming operations and the flat bed body with electric lift gate will be used for transporting refuse carts and collecting bulk items, as well as hauling pipe and other materials. The dump body will be used for hauling various materials

Funding for the truck purchases was included in the 2019 Capital Budget as follows:

S-5	Water Division	\$176,000
S-4	Sanitary Sewer Division	\$220,000

Mr. Whitfield reported this was reviewed by the Finance and Public Works Committee prior to the Council meeting.

It was confirmed that any purchase over \$50,000 must be authorized by City Council.

Councilman James pointed out the overall savings considering the cost of three vehicles which results in a savings of 170,000. In addition, replacing a 1995 vehicle that will need a minimum of \$100,000 in repairs with a new \$148,000 truck results in a collective savings of \$130,000. Councilman Mergner also pointed out there will be an insurance savings by having less vehicles. In addition, there will lesser costs associated with maintenance savings and the benefit of being able to use one flatbed truck to deliver several trash containers at one point.

Councilmember Peel moved to award the contract for the purchase of the International Dump Truck with snowplow and salt spreader for \$147,838.62 through the NJPA Contract #081716-NAV, and the purchase of one hook truck with a dump body, forestry body, and flatbed body for \$204,267.07 through NJPA Contract #081718-NAV, per the National Joint Purchasing Alliance as approved by the State of Delaware, with funding of \$147,838.62 from Water Capital Account 202-2020-432-70-42 and \$202,267.07 from the Sewer Capital Account 203-3030-432-70-42, seconded by Councilmember Mergner. Motion carried.

Staff Changes/Customer Service Office

City Accountant Suzannah Frederick asked Council consideration to hire two additional full-time staff at Customer Service.

At the Finance and Public Works Committee meeting earlier this evening, she discussed the growth over the past ten years. Real estate transfer tax in 2009 was 260,000 and was almost \$1 million the past three years. Customer service has also taken on the property tax duties. Interim tax bill duties have also increased and in 2007, the quarterly tax assessments totaled \$25,416. Last year, that increased to \$87,861 and in the first half of this year, it has exceeded \$88,000.

Councilman Morrow and Councilman Brooks both agreed it sounds like the City can pass on some tax reductions this year.

Of the developments in progress, Ms. Frederick reported there are 2,600 residential units planned, of which 1,059 have been completed. The remaining 1,500 units planned will involve additional staff time to set up and manage each utility and tax account.

She noted that 2,939 units have been recorded and are on the books.

Councilwoman Peel said it was discussed in the earlier committee meeting and was endorsed by its members.

As a result, she is requesting two additional positions for a total of \$145,000 to include salaries and benefits to be funded out the enterprise funds as is the norm for Customer Service.

Because of the time Ms. Frederick puts in at Customer Service and the Finance Director's impending retirement, they are hoping to backfill her position at the Finance Department and advertise for the position with a July 1st start date. The funding should be included in the next fiscal year though she does not expect it to exceed the current Finance Department's budget because of the change in structure.

However, there is a need to hire now due to the length of time it takes to hire a new employee.

Ms. Frederick clarified they wish to proceed with the two new customer service positions and hired as soon as possible. The third position is the accountant position at the Finance Department which have a start date of July 1st.

Two private consultants were hired to evaluate the needs of the Customer Service Department. Both identified the same weaknesses in the department that the City Manager, Finance Director and Ms. Frederick had already discussed.

She pointed out that up until 2015, it was known as the Billing Department and now it is Customer Service. With the relocation to the old PNC Bank, foot traffic has increased and the additional calls as a result of the additional customer accounts, has taken its toll.

She referenced all the permitting that goes along with a new house, the settlement paperwork, utility account set up and maintenance, staff is inundated with more work.

When asked if any employees have left, Ms. Frederick explained the customer service/supervisor/IT Specialist has been moved into a full time Software Support position. But that department has taken on the staff duties that used to be handled by a tax assessor and then by the City Clerk's Office. It was then moved to the Customer Service Department two and a half years ago. There have never been more employees hired as a result of the new duties, and instead staff was being handed the additional work.

Three staff members that know the utility billing and tax information are working a great deal of overtime which is a concern to her. She recalled Council authorizing an additional appropriation to cover those expenses, and that has been used. Besides the number of hours being put in, it is having a financial impact on their budget as well.

When asked the timeline, Mr. Norenberg pointed out the accountant position will depend on the caliber of the candidate. He feels it can probably be filled on July 1st though the process needs to be started based on the recruitment and selection timeline.

However, the positions in the Customer Service Department is much more critical. In addition, there is a long learning curve with the software and billing practices. Starting as soon as possible, that could involve a late May or early June start date.

As a result of our Spanish and Creole population growing, Councilwoman Wilson asked to consider hiring a bilingual candidate.

Councilwoman Peel moved to authorize hiring of two additional full-time Customer Service employees, as has been discussed, at an annual cost of \$145,000 for salaries and benefits, to be paid from the Enterprise Funds, seconded by Councilman Mergner. Motion carried.

Councilwoman Peel moved to begin the recruitment process by posting the need to fill the Accounting position in the Finance Department beginning on July 1, 2019, and associated costs and funding to be identified during the budget process, seconded by Councilman Mergner. Motion carried.

Staff Changes/Public Works Department

Public Works Director Whitfield said he is also experiencing some growing pains in terms of staff needs. Presently, the Public Works Department has a need to fill five positions. Those include the Electric Superintendent, City Engineer, Engineering Technician, Equipment Operator, and Electric Groundsman Technician.

He is also recommending the following positions be added to the Public Work Department:

Engineering Technician. Up until November 2014, the City employed a Utility Locator to handle all the Miss Utility locates that come in. Since that time and during the downturn, the City had been using a First Class Lineman to handle electric locates and an Equipment Operator to handle the water and sewer locates.

During 2014, the City had a full-time Utility Locator and roughly 1300 locates were being done. Last year, more than 3,000 locates were needed which takes up about 80% of the Equipment Operator and First-Class Lineman's time.

He believes it would be more prudent to hire an additional engineering tech to handle those job duties and to do utility locates as well as other inspection work. There are no monies needed at this time because the salary of the Engineering Tech that retired back in December was at the high end of the scale. As a result, two Engineering Technicians can be hired to fill the one vacant position, as well as the new position at no additional costs.

He is also recommending hiring an Administrative Assistant to help the clerical needs of the Electric Operations Manager, Solid Waste/Facilities Supervisor, City Engineer, and Water/Wastewater Facilities Supervisor. When asked to estimate how much time each of those staff members spent during administrative assistant type work, it would be prudent to hire a full-time administrative to assist those four employees and allow them to do more supervisory work and be responsive to the needs of the citizens and contractors.

The wage and benefit cost of the position will be roughly \$47,000. There is sufficient funding available due to the five vacant positions to cover those costs for an Administrative Assistant and would be added to next year's budget.

When asked why there are so many vacancies in the Public Works Department, Mr. Whitfield said a number were retirees, two have gotten new jobs and one was the result of a promotion.

Councilman Morrow said from an HR perspective, it would seem like there is a need to fill the vacant positions before it is determined that additional positions are needed. He said the Electric Superintendent already had an Administrative Assistant; Mr. Whitfield said it does not.

Councilman Morrow said he thought there was an Administrative Assistant there; Mr. Whitfield said they only have one Administrative Assistant for the entire department. Councilwoman Wilson asked which positions the Administrative Assistant is support staff for and whether it was Electric, Streets, and Sewer Departments. Mr. Whitfield said also Water, Engineering and Public Works.

Councilman Brooks had heard that Rick Carmean had an employee he was training to take his position when he left. City Manager Norenberg explained there are employees though he does not believe they were prepared for Mr. Carmean's retirement nor are they ready to fill the level needed for the superintendent in terms of an electrical engineering expert to do the work that is needed today.

Though there are some skilled in their positions, the challenge is finding someone with the electrical and technical background.

The City Manager also informed Council that they interviewed for the vacant position so Mr. Whitfield is asking permission to fill two positions.

Councilwoman Peel confirmed this was discussed by the Finance and Public Works Committee and there seemed to be no objectives.

Councilman James agreed adding that the Engineering Technician needs were straightforward. In regard to the Administrative Assistant position, Mr. Whitfield explained there are some individuals have to do some administrative assistant duties because their current Administrative Assistant is only part-time through a temp service. He has concerns with that due to the premium costs that come with temp labor in addition to the salary. As a result, there is a mark-up to the salary and it is always cheaper to hire our own employee. However, if a full-time person is hired, it would take the burden off the other managers so they could handle the duties that are not currently being accomplished.

He agrees that an Administrative Assistant can be hired at a much lower cost so that these higher paid employees are able to do those duties they are tasked to do.

Councilman Morrow asked what occurs if after we hire six people two weeks from now, what is the overall budget impact in the next fiscal year. Mr. Whitfield said the only increase will be the \$47,000 for an Administrative Assistant position. That would be paid by four departments within the Public Works Department.

Mr. Whitfield confirmed he does not currently need additional money, but will going forward.

Councilman Boyle moved to authorize to hire two Engineering Technicians at no additional funding this fiscal year and the cost of approximately \$110,000 in wages and benefits for next fiscal year will spread over the Electric, Water and Sewer Budgets and authorize an Administrative Assistant be hired at the Public Works Department with the associated \$47,000 wage and benefit costs to be spread over the Electric, Water, Sewer and Solid Waste Budgets, seconded by Councilman James. Motion carried.

EXECUTIVE SESSION

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

Pursuant to 29 Del. C. §10004(b)(4) Pending or Potential Litigation
Pursuant to 29 Del. C. §10004(b)(9) Personnel Matters

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:10 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 8:48 p.m.

Previous and Pending Lawsuits

No action taken. Informational only.

Council Appointees Evaluations/Recommendations

Chief Brown:

Councilmember Wilson made a motion to accept the information discussed and provide a 5% increase for Chief Brown, seconded by Councilman James. Motion carried.

City Manager Norenberg:

Councilmember Wilson moved that "in accordance with the City Manager's employment agreement dated November 23, 2015, as amended, the City Manager shall for fiscal year 2019-2020 receive the same COLA increase approved for

all non-union employees, plus a merit increase, which combined, shall not exceed 3% of his current salary.” Motion seconded by Councilmember James. Motion carried.

When asked about the second amendment, Solicitor Rutt read the following:

Upon commencing employment, the City Manager shall be credited with 80 hours sick leave and 160 vacation leave. The City Manager shall then accrue sick leave and vacation leave in accordance with other non-collective bargaining City Employees, except however, the City Manager may accrue up to 360 vacation hours.

Mr. Rutt said what it should say is ‘the City Manager shall then accrue sick leave in accordance with other non-collective bargaining City Employees, and shall receive 160 hours of vacation per year.’

Councilmember Wilson moved to amend the City Manager’s contract to accrue sick leave in accordance with other non-collective bargaining City Employees, and receive 160 hours of vacation per year.’

Adjournment

There being no further business, Councilmember Peel moved to adjourn, seconded by Councilmember Mergner. Motion carried.

The Council meeting was adjourned at 8:53 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

DRAFT

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 22, 2019

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, April 22, 2019.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Christopher Mergner, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow and Jason James Sr.

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:31 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance, followed the invocation was given by Councilmember James.

RECOGNITION

Proclamation 2019-05/Municipal Clerks Week

City Clerk Terri Hudson and Deputy City Clerk Christine Crouch were recognized for the 50th Anniversary of Municipal Clerks Week.

City Manager Norenberg read the following proclamation into record:

WHEREAS, The International Institute of Municipal Clerks (IIMC), a professional nonprofit association with 14,500 members comprising City, Town, Township, Village, Borough, Deputy and County Clerks throughout the United States, Canada and fifteen other countries, celebrates its 50th Anniversary of Municipal Clerks Week this year; and

WHEREAS, Beginning in 1969, IIMC sponsored Municipal Clerks Week and in 1984, Ronald Reagan was the first President to sign a Proclamation officially declaring Municipal Clerks Week the first full week of May, thus publicly recognizing the essential role Municipal Clerks play in local government, and the importance of their responsibilities; and

WHEREAS, The oldest professional among public servants, the Municipal Clerk's primary function is to serve as the Mayor and Council's foundation, while preparing agendas, publishing legal notices, recording and transcribing meeting minutes, drafting ordinances and resolutions, preserving historical records, administering elections, protecting the City seal, and ensuring compliance with local, state, and federal requirements in relation to contracts, grants, and other official documents and acts, all while serving as the clearinghouse for information about the City and its community; and

WHEREAS, Municipal Clerks pledge to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education sessions, workshops and meetings of their state and international professional organizations.

WHEREAS, This celebrated week is an appropriate time to recognize the exceptional accomplishments of this municipality's Office of the Municipal Clerk, and in particular City Clerk Teresa Hudson, Master Municipal Clerk and Deputy City Christine Crouch, Certified Municipal Clerk.

NOW, THEREFORE, I, ARTHUR J. CAMPBELL, MAYOR OF THE CITY OF MILFORD, do hereby recognize the week of May 5 through May 11, 2019, as Municipal Clerks Week, and extend my appreciation and applaud the untiring work ethics of Municipal Clerk Teresa Hudson and Deputy City Clerk Christine Crouch, and to all Municipal Clerks for the vital services performed and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 22nd day of April in the Year of Our Lord, Two Thousand Nineteen.

The proclamation was presented to Ms. Hudson and Ms. Crouch.

Proclamation 2019-09/Economic Development Week

City Manager Norenberg read the following proclamation into record:

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work with passion and dedication here in the City of Milford, Delaware; and

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim May 6 to 11, 2019 as "National Economic Development Week" and recognize the contributions of our community economic development partners, including Downtown Milford, Inc. and the Chamber of Commerce for Greater Milford, salute the City of Milford staff engaged in Economic Development, and in particular Rob Pierce, and remind community members and business persons of the importance of this community celebration that supports expanding career opportunities and improving quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 22nd day of April 2019.

He then recognized Planning and Economic Development Director Pierce for his work with the City Manager and other economic partners in Delaware.

Proclamation 2019-10/Honoring Outgoing Councilman Christopher Mergner

Mayor Shupe recognized Councilman Mergner presenting him with the following proclamation:

WHEREAS, Sworn in by the Honorable William J. Walls, Jr. on June 23, 2014, Christopher H. Mergner has served as a Councilman for the City of Milford after being elected to fill the remaining term left vacant by then newly elected Mayor Bryan W. Shupe; and

WHEREAS, Christopher H. Mergner has served as a member of the Community Affairs, Public Works, Finance, Economic Development, Annexation and Charter Review Committees during that period of time; and

WHEREAS, Christopher H. Mergner also served as Milford's representative on the Kent Economic Partnership Committee beginning in 2016, providing outstanding public service to the residents and businesses in Central Delaware through his conscientious efforts; and

WHEREAS, major accomplishments have taken place during his tenure as a Councilmember of the City of Milford, including the planning and completion of the \$314 million Bayhealth Sussex Campus, riverwalk and greenway expansions, formation of private/public partnerships, initiation and implementation of downtown revitalization efforts, redevelopment of vacated subdivisions, approvals of major healthcare projects, essential transportation improvements and other capital needs; and

WHEREAS, Christopher H. Mergner has decided not to seek re-election to Council and his term expires on May 6, 2019, and

WHEREAS, Christopher H. Mergner has devoted his time and attention to these important functions and has served well in his capacity as a member of City Council.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED BY THE MAYOR AND COUNCIL OF THE CITY OF MILFORD, IN COUNCIL MET:

1. The Mayor and Council express their extreme appreciation to Christopher H. Mergner for devoting his undivided attention and rendering his guidance and leadership ability to the City of Milford over the past five years.
2. Christopher H. Mergner is hereby recognized and commended for many outstanding accomplishments during his tenure as Councilmember made possible by his commitment, devotion, thoroughness, good judgment, integrity and concern. Best wishes are extended to him in his future endeavors.

Councilman Mergner spoke about his time on Council, adding that he took this opportunity to be more active in the community. He thought I was a great ride and will miss his economic involvement. He acknowledged the City Department heads adding that he will be around and hopes to become involved in something similar in the near future.

COMMUNICATIONS & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

No items to discuss.

NEW BUSINESS

Approval/Milford Little League Agreement

Work continues on the agreement and the Little League Board is currently reviewing the most recent draft. Once they have provided their authorization, the agreement will be presented to Council for ratification.

Carlisle Fire Department Quarterly Update

President Kevin Donovan introduced himself noting that though the agenda reflects a quarterly update, he was under the impression they were reviewing their financials. He introduced Duane Fox, Past Chief and Chief Engineer, who will be presenting the information.

He noted that a document was provided today and apologized for being late.

Mr. Fox said he has been a member of Carlisle's Board for several years during which time the fire department has gotten much busier. He then provided the following statistics:

	2016	2017	% Increase	2018	% Increase	2019 (Projected)*
<i>Fire Calls</i>	476	564	18%	664	18%	700+
<i>Ambulance</i>	2,850	2,933	3%	3,140	7-8%	3,400

**Based on 2019 First Quarter*

Mr. Fox explained that although they are called a volunteer fire department, it is really a combination fire company due to having paid staff. Due to the small number of EMT volunteers, they would not be able to provide the ambulance service currently available through the company.

Of those totals, 75% of their runs are within the City of Milford due to the increase in commercialization. In addition, they respond to automatic alarms, EMS calls, fire and public assist calls.

In addition, they have a dedicated number of volunteers who are fire police. They typically put out more than 1,000 volunteer hours per year by helping with parades, funerals, car accidents and city calls (traffic lights, electric and utility emergencies). Doing this allows the police officers to leave those scenes and back to patrol.

Of the projected 3,075 calls within the limits of Milford, 525 will be fire calls, 2,550 will be ambulance calls which equates to 8.5 calls per day. They have 24-hour EMS coverage on one rig and just added a second 12-hour rig in order to cover the number of runs. Carlisle employs two full-time EMT's and the balance of 17 part-time employees. They also have a paid secretary/supervisor that costs a total of approximately \$450,000 a year to cover the runs in the City of Milford and the little bit of county in their jurisdiction. As a result, they pay \$335,000 (or 75%) to provide paid staff solely in the City of Milford.

An average ambulance call runs \$700 a run though they only receive a 60% return and even less when considering Medicare and Medicaid. Medicaid will pay the fire company \$75 for a \$700 ambulance run and cannot be billed higher. Medicare pays a certain percentage though the balance can be billed.

The fire company offers an ambulance club, which is a way to offset related costs over the year. Today that membership is \$50 and any additional fees that due after the insurance is billed is waived for members.

He recalled several years ago, under City Manager Dick Carmean, the City started charging the fire company utilities. Prior to that, they did not pay for water and electric. As a result, the contribution was slightly higher to offset that cost. From 2001 to 2003, the fire company was receiving \$52,000. Following they received the below amounts:

2004	\$77,000
2005-2006	\$102,000
2007	\$200,000 (to purchase a tanker and pumper)
2008-2009	\$150,000

Following the economy downturn, Council asked Carlisle Fire Company to reduce their contribution. The fire company was very willing to do that.

Mr. Fox said that was a gentleman's agreement because there was nothing in writing. Also, during that time, the City promised to give them the money that was saved over those years at a future date. As a result, it was decreased to \$140,000. They have received that amount up to January 2018.

In 2019, they received zero dollars.

Mr. Fox took into consideration the prior increase of 40-45% when the fire company went from \$77,000 to \$102,000, though he realized that was unreasonable. He then considered a 10% increase which would result in a \$300,000 payment today.

Mr. Fox looked at the number of residential units in Milford which was based on the number of water meters. The water department explained there are water customers outside of the City though that number is not as large in comparison to electric customers. As a result, there are about 3,840 residential units that are metered/billed in the City of Milford, 615 commercial units of which 13 belong to the City.

He then used \$50 a unit which calculates to \$192,000 a year to protect those units. To protect the brick and mortar commercial units, which the fire company does on a regular basis, is \$150 or \$92,250 for a total of \$284,250.

As a result, the fire company is asking the City to provide \$290,000 this year. Of that, the City will get back \$35,000 to \$40,000 for utilities, which reduces that number to \$250,000 to \$255,000.

Mr. Fox emphasized that does not pay for the EMS staff that cost \$332,000 and that is where the City's money will be used to provide EMS service to the residents within the City. They will continue to volunteer to provide fire service though young kids don't want to do it anymore. He himself may have ten or so years left which will put him close to 70. There is a big gap of firefighters that have ten and thirty years of experience.

He noted that there is a nursing home, dementia unit, veterans' home and a hospice in Milford, in addition to the proposed assisted living/nursing home at the Milford Hospital, adding that all those patients have to be transported to the Bayhealth. In addition, there are more planned residential units in Milford. All of that straps the fire and police departments. They can only hope that when the fire whistle blows, firefighters show up.

Mr. Fox said he is asking from the City, a fair and balanced figure of \$290,000.

A discussion followed that \$100,000 was appropriated in the current budget and they have been negotiating a contract, as was done, with all other non-city entities, for many months. The plan approved by Council was for \$100,000 to come out of the general fund and \$40,000 to come out of the enhancement fund thru a potential increase of .25% (from .25 to .50%). However, that the fire company representatives did not agree to that which required other discussions and negotiations.

When they were asked what they do with the money from the City, their response was that it was none of their business. Mr. Fox explained that they were asked what the fire company has done with the \$1 million provided them over the past ten years.

Mr. Fox explained that every year, the fire company comes before City Council and requests funding requests and provides information on where the money has been spent. Their secretary has the documentation which is provided annually every year.

However, he does not feel the Carlisle Fire Company should have to again present the same presentations from the past nine years when they have already heard and seen that documentation. He said the fire company tell them every year where the money is spent.

Mayor asked if representatives canceled at least four to five meetings; Mr. Fox said he does not know that but he has attended every meeting he is supposed to come to. The fire company was asked if the money from the City was used for capital or operating expenses and they were told that is not for the City to ask.

Mr. Fox said he did not say that when he sat here during the one meeting.

Mayor recalled Carlisle asking for the money in the enhancement fund and the City stated that they would have to look into whether or not that could be handled in that manner. That was one of the meetings that no one showed up. Four refusals followed after which a meeting was held in which nine people were in attendance.

There was discussion about whether the agreement correlates with the funding; he does not remember tying any money to a written agreement.

Solicitor Rutt explained that the agreement that is being worked on, along with Carlisle's Attorney Rogers, lays out how Carlisle Fire Company and the City interact moving forward, in terms of budget request timing, information provided, etc. Mr. Rutt pointed out they are the largest recipient of funds. It talks about how the money is to be used, public outreach programs, etc., in addition to how the enhancement fund is to be addressed. Under the current enhancement fee ordinance, Mr. Rut said he looked at the history of the ordinance. In the last version he received from Attorney Rogers, states the enhancement fund in total would be turned over to Carlisle though that is not what the ordinance states.

The current draft does not tie the actual appropriation from last year to the contract.

Councilman Brooks and Morrow feel it is bad faith to hold the money over the head. They agree the contribution is not tied into the contract.

Councilman James recommends that Council conducts themselves in a meaningful manner when this is being discussed. If he understands this correctly, the 2019 donation is what has not been provided.

Mr. Fox said it is weird because the fire company comes before Council in April and it is never paid until the following January.

Councilman James confirmed that the money that has not been issued is not related to the contract that is being considered and instead was under the contract in place at the time. Councilman Morrow said there never was a contract.

Solicitor Rutt said there had been some agreements in the past.

Mr. Fox explained that before the lengthy contract, the fire company had a two-page contract in which the appropriated amount was stated in that contract which required them to provide service to the City of Milford. Every year, they have been asked to account for the money and each year when they show up during the budget meetings, they account for last year's money and inform Council what they will use the money for this year.

He noted that last year, their representatives did not understand some of the perimeters that is placed on how they ask for money and they made a mistake and asked for a capital improvement. He further stated that the City's money is only 10% of their total working budget. He just told Council the fire company will spend all that money in employees every year. Instead, they are nice enough to break it down.

Mr. Fox said they were told only \$100,000 would be provided this year; and they would receive \$40,000 of their own money. He added that the money put in the Carlisle Fire Company Enhancement Fund cannot be touched except to give it to the fire company and the agreement presented years ago when this came up.

Mr. Fox explained that this was recommended years ago because Sussex County started doing the same thing. Carlisle had some members that felt they were missing out on the Kent side because they do not do it. The representatives approached the City Manager at the time and hammered out an agreement ordinance and what he had been told, though he was not in those negotiations, is that money is available for Carlisle to use though it has to be requested and the City prefers it be used on capital expenses. In the meantime, the City is going to put it into an account and collect the interest.

He noted that Sussex County gives them the funding every year and the fund starts again each year. However, it is divided between eighteen other fire companies in Sussex County. However, they happen to be a Kent County fire department by location, so they only get half of the enhancement money that comes from the building fund in Sussex County. It is actually split up 18 and a half times and after a certain figure, you receive whatever has been built in your territory.

He said that Carlisle has also asked for money from that enhancement fund at different times. They are willing to do that until that is how they get funding. Now, the City is taking away from his funding that is for special projects and giving that as part of the appropriation which does not set well with him.

Pointing out that all firefighters have other jobs and other obligations, he is sure that is why they weren't showing up for meetings. He recalled that Mr. Donovan tried to find people and had scheduled meetings that were moved because there were not enough people to attend and he did not want to waste the City's times with only one or two people.

According to Mr. Fox, the enhancement fund was offered to them in full. When asked how much is in it, Mr. Fox said he is unsure because at the time, the fire company was having to pay an attorney to figure out why the City was giving away that money by not making Bayhealth pay that fee. He recalled the City asked the fire company if they were willing to waive the enhancement money. First of all, they should not have been put in that position because it is not their ordinance. Because now, Bayhealth is not happy with Carlisle Fire Company because they made them pay \$300,000 into that enhancement fund that they were trying to save. He said that ordinance and agreement states that everyone pays into that fund. They built a building to house the ambulance and they paid that enhancement fund.

Councilman James wants to maintain some order so that he can understand what it is he is trying to decide. He is hearing is that there is an enhancement fund, which is separate from the budget appropriation, and there was a two-page agreement up until some point in time and asked when that ended. And there is a current agreement under negotiations.

Councilman James asked when the two-year agreement ended or did it exist until some point in time.

Mr. Fox said that was in effect until sometime in the middle of 2018. After that, the new proposal was presented. However, the fire company still received the two-page agreement because they were still negotiating and instead accepted the two-page agreement they had forever.

They are still under negotiations and they just received the agreement a week or so ago.

City Manager Norenberg recalled when this was discussed during the budget adding that it was never said they would take the \$40,000 from the enhancement fund money. However, an increase to the enhancement fund was considered to generate at least \$40,000 or more. For some reason, that was ruled out by the fire company who did not want the increase.

Mr. Norenberg said the discussion about the enhancement fee with Bayhealth was also mischaracterized. Councilmembers that were present at that time, did not want a conflict between Bayhealth and the fire company. Instead, the City agreed to see if there was a possibility for a compromise and a win-win solution, where the fire company and the hospital would be happy with the results. There was no intent to pick a winner or loser and never wanted to make a decision that neither would be happy with, but ultimately that no-solution was negotiated between Carlisle and Bayhealth and the fee was collected and the balance in the fund as of last month was \$455,000, which is published every month in the finance report.

Mr. Norenberg said there was a section in the draft agreement, which is also included in the two-page agreement Mr. Fox referred to, in some form or another, that states 'if Council awards a grant to Carlisle, it shall pay the grant in full on or before --- date and following the passage of the budget'. That spells out the agreement is part of the granting document.

He also recalled that last year, during June and July, there were new agreements with the Boys and Girls Club, DMI and Milford Museum. It was agreed that all City agreement be consistent because the two-page agreement did not have a lot of the current terms and provisions, etc. that a modern, updated agreement contains. They were trying to standardize the format and content of all four agreements, which is when Mr. Norenberg said down with the President and Treasurer to talk about the new agreement. At that time, the President said they will need to review it and then get back to the City. He asked the agreement be sent electronically and some meetings were scheduled, though several were postponed and canceled, after which Carlisle's attorney became involved sometime in August or September and subsequently, Mr. Rutt because involved as well.

Mayor Campbell recalled that when the budget was being reviewed and Chief was asking for five additional officers, when the Carlisle Fire Company's \$140,000 contribution came up, it was compared to the cost of the five new officers. When that was explained to Carlisle, their comment was that was a bad decision on the City's part. However, Mayor Felt it was a good decision based on the needs of the police.

In the meantime, Mr. Rutt has gone through the contract and many things were different than what has been explained. He said the reason the meetings were canceled is because a FOIA was submitted. When the information was received, it was a huge surprise the amount of money Carlisle has. Its members were very upset about that. And the only reason the FOIA was submitted is because they refused to sit down with the City and talk about those things.

Since then, he has met with them three times with Mr. Norenberg and Mr. Rutt, and it was always the same thing. He said this is what really happened. He said if that is what the agreement said and that is what they were going by.

Councilperson Peel did not realize the City was placing a conditional use on the \$100,000 when it was appropriated. She recalled the discussion about the capital improvement. She said she might be naïve or misunderstood though she was very surprised they had not received the \$100,000. Mayor Campbell recalled the discussions because he was on Council at the time.

Mr. Fox then explained the contract says that City Council, and specifically the City Manager or one of his designees, gets to see their books. He said they have been an incorporated business since 1802. The City's money is 10% of their budget and Carlisle did say they could not see their books, because its none of the City's business.

He said how he saves money and where he pinches pennies to make things happen, because this year, he has to buy a \$1.5 million ladder truck. He asked where is that money coming from though it is not coming from the hospital. Because after that bridge burnt up, they can no longer go there and ask them. And the ladder truck is going to be used on the tallest building in the City of Milford.

Mr. Fox continued by stating that the condition would allow them to see their books and the fire company said no they will not. As a result, the City went to the State Fire Commission which can be done by anyone who submits a FOIA. After they told the City no, that it was really none of their business, they said they would be happy to tell them and they are happy to tell them, as they do every year when they present their needs and where each penny the City gives them goes. He thinks it is fair to do that every year.

However, he said how they spend the state appropriations and how they raise money, is the Carlisle Fire Company's business and he is pretty sure the City is not hunting up other incorporated businesses asking them to show the City their books. If the City wants to run the fire department, he agrees they should see the books, but that includes fire and EMS, but the books are available.

But at 10%, Mr. Fox said that does not warrant the fire company to give their entire books to the City to find out if the 10% is warranted.

Councilman Boyle disagreed explaining that this money is not the City's, but instead belongs to the taxpayers of the City of Milford and asked if he is saying they have no right to know where their money is going. Mr. Fox said that is absolutely not what he said. Councilman Boyle said the City gives to four different organizations and periodically, and typically quarterly the other organizations come in and inform Council what they are doing and provide financials. He cannot understand how this is a burden to come before Council and say this is what we are doing in the best interest of the City of Milford with your money.

Councilman James agreed stating that is what he always thought that was asked upon every organization who receives funding from the City.

Mr. Fox said it was the way it was asked as much as anything. If anyone wants to see his proposed budget, he has no problem with that.

Councilman Boyle further explained that what is being asked is if the taxpayers' money is being used wisely. That information simply reaffirms that and provides reassurance to the taxpayers. But by saying the City cannot see what they do and it is none of the City's business is a bad message to be sending.

Councilmember Peel said there is a distinction between the fire company's overall budget and what we're giving.

Mr. Fox said the \$1.4 million that is spent in the books have to be presented to the State of Delaware because they appropriate the most amount of money. They have no issue at all telling the City where the \$100,000 or \$290,000 goes. They stand before this Council every year and tell them where this money is going to be spent.

But they will not say how they will spend all the money the fire company gets from appropriations through the State of Delaware because they tell the commission that and the auditors office. Mr. Fox said he agrees the citizens should know exactly where their money is spent and they will tell the City that. But how Carlisle invests their money to pay bills to do what they do, is the Carlisle Fire Company's business that is overseen by the commission. That happens because they are volunteers and as can be seen in the newspapers, money does disappear and it is accounted for. But that is not a problem.

He reiterated that every year, they tell City Council where the City's money was spent and the documentation is provided.

Councilman James said he agrees with Councilman Boyle, as he has said to many people out loud, that it is the responsibility of this Council to make sure the taxpayer's money is accounted for, properly documented and they have the right to know where it is going. From what he just heard from Fireman Duane Fox say that is what they are willing to do.

Mr. Fox said the problem is they are being required to turn the books over to the City. It does not say they only continue to provide information on where the \$140,000 has been spent.

Solicitor Rutt referenced the two-page agreement that requires the fire company to furnish personnel, equipment, at its own risk and expense to attend fires and related occurrences in the City and the City in turn agrees to pay Carlisle ___ dollars. The earlier agreements (early 1990's) indicated specific items the money is to be used for.

According to Mr. Fox, there have been good-faith or handshake agreements with the City, which happens all the time. The fire department is not against a contract, though some of the bits and pieces need to be negotiated.

Mr. Rutt stated that there have been a lot of negotiations, which he considers the document to be a memorandum of understand, which Mr. Rogers and he disagree with as well. There was something submitted, there was a response and a response has gone back. He feels the latest response does not seek all of Carlisle's books and records, but instead seeks other grant requests.

Mr. Rutt noted that any type of grant application he has been involved in, requires what other funding sources have been sought, but he has not had a response from Mr. Rogers.

They do not that Sussex County provides numerous funding pieces that are called different things—such as fire company grants, ambulance grants, though he agrees that Carlisle only receives half of the other fire departments in Sussex County receive.

It is Mr. Rutt's understanding that Kent County also make some type of funding, in addition to the state and other entities.

However, Mr. Rutt does not want a misconception that this is all one-sided from the City to Carlisle because some of the things that came back were a little bit skewed in the other direction. His intent was to lay out the relationship of Carlisle and the City of Milford and make it clear so that people sitting around this table, who may not be here ten years from now would have no questions. That is the reason this needs to be hammered out so that everything is clear and there are no questions later on, because this is a big number for the City of Milford, its taxpayers and Carlisle Fire Company.

Mr. Fox said this is a year contract because the funding is going to be different every year. They will not stay at \$140,000 forever.

Mr. Rutt read from the proposed contract:

If City Council awards a grant to Carlisle, it shall pay the grant, in full, on or before the ---- day of ----- following the passage of the City budget. Carlisle shall use the funds granted as it deems reasonable and necessary in accordance with Section B(2).

He noted that section B(2) is part of the budget request, and how Carlisle intends to use funds requested from the City for the upcoming year.

Mr. Fox said that is the reason he is here. Instead he is here to ask and provide documentation as to why Carlisle needs the money and where the money will be spent. He reiterated that \$290,000 is the request emphasizing that the money will be spent on electric, water and trash of which \$35,000 to \$40,000 is that range. The additional \$250,000 to \$255,000 will be used to offset the cost to provide ambulance service/EMS service to the citizens of the City of Milford. That includes salaries, taxes, etc. included in an employee's pay. That estimated figure is \$332,537.

Council agrees they should receive the \$100,000 earmarked that should have been provided in January.

Councilman Mergner agreed the money should be provided but we need to continue working on the agreement to address these future items so there are no questions and we do not have to go through this again.

Unintelligible conversation.

Councilmember Peel said the \$100,000 was approved in June; Councilman James said that Mr. Fox says the fire company provides a presentation every year. He asked if they had already come or after this became an issue to say how they will spend it.

Unintelligible conversation.

At the time this came up, Mr. Fox stated that President Donovan and then-Treasurer Joe Mriss came before this Council and asked for the same amount of \$140,000 they have always received since 2010.

Councilman James again asked if the \$100,000 approved was after the fire company had done their presentation and provided the information on how the money would be spent or is that what is being done now.

Councilmember Peel said it was supplied in paper.

City Manager Norenberg explained that they were asked to provide this information on the first night of the budget hearings so that Council is able to act more accordingly in planning the remaining budget. Councilman James confirmed that the \$100,000 has been satisfied; Councilmember Peel said yes that is why she is very surprised they never received their money under the conditions that had been set previously. She was not under that understanding.

Mr. Fox said they ask and say this is what they project to spend the City's money on and they do that every year. But the City has not given them any money so no they have not come and said how they will spend no money. But they will come back each year, as they always have, report how it will be spent though it will be on utilities and employees' salaries.

In addition, Mr. Fox pointed out they do that in writing every year. Councilmember James said he understands.

There was a misunderstanding about the two-page agreements and how current they were.

Councilman Boyle said it sounds like there has been a signed agreement and believes there is a need for a signed agreement in place that is needed in the future.

Mayor Campbell summarized stating that the Carlisle Fire Company is given the \$100,000 and Attorney Rutt and Attorney Rogers will settle what will occur henceforth. He agrees the \$100,000 is for 2019.

A discussion then occurred about whether there was a need to vote on the \$100,000 because Council already voted on it though there was a question about issuing a check without an agreement as was done with the other organizations;

Mr. Rutt asked if when the budget was approved last June, the funding was approved for the various organizations and dispersed once the agreements were in place;

Councilman Mergner recalled each coming and talking about what they would use the money for and does not recall a contract being significant.

It was agreed the fire company provided answers to what the money was going to be used for; Councilman James said that is what he is hearing as well. Councilmember Peel said she did not understand there be specific conditions tied to the money.

Again, there were questions about whether a vote was needed; Councilman Morrow argued that it had already been voted on and a vote wasn't needed.

Councilman Boyle pointed out we are now discussing Council procedure and asked if Carlisle's representatives could sit down while this is worked out.

After reviewing the minutes, Solicitor Rutt read portions of the minutes noting that the minutes are somewhat unclear whether the agreement would be tied into the payment:

The Carlisle Fire Company consideration to increase the enhancement fund fee and reduce the contribution, paid by the general fund to \$100,000. Mr. Norenberg explained it is important to ensure the fire company they will not lose revenue because of the increase to the enhancement fund. Currently it is ¼% thought presently determining the amount needed to guarantee there is no gap.

Councilman Morrow agrees that any additional costs they encounter are the result of growth. He recalled several years ago when the police chief proposed a public safety development fund that was identical and the intent was to assist with funding of the new police facility.

It was confirmed the enhancement fund could be used for capital expenditures. Councilman Morrow recommends they be combined with some type of performance type tracking system that has been absent over the years. He recommends the same criteria apply to DMI, Milford Museum and Carlisle Fire Company.

Ms. Frederick suggested asking for the fire company's profit and loss statement, income and expenses and what they are receiving and spending their money on. Councilwoman Peel agrees adding that she asked for the same information from DMI and was concerned that their increased request was tied to a guaranteed salary increase.

Mr. Norenberg explained that the agreement will identify quarterly reports, an evaluation process and other performance measures planned for other entities that receive taxpayer funding.

Councilwoman Wilson said this has been discussed on many occasions and recalls when the President of Carlisle Fire Company used to come before the council and provide the information. She feels the City was at fault for not requesting that information as was agreed with both parties at that time.

Councilmember Peel said the ambiguity falls in where we are talking about the specific capital fund and having something there. That is why she thought that was appropriate at the time.

Solicitor Rutt then referenced the charter regarding the administration of the budget that states as follows:

Section 6.06. Adoption of the budget shall constitute appropriations of the amounts specified therein, as expenditures from the fund indicated, and shall constitute a levy of the property tax therein proposed.

Mr. Rutt feels that based on what was approved last year and what the minutes state, \$100,000 has been appropriated as expenditures from the budget. From going forward, each entity receiving money must have some type of agreement in place so that Council has something to rely on now and in the future.

Council agreed that next year, an agreement must be in place, but this year the \$100,000 should be paid.

Based on the conversation, Mr. Norenberg does not feel another vote is needed. Mr. Rutt stated that it was voted on last June as part of the adopted budget and that the intent of Council was that all agreements be in place with all the receiving organizations as part of the budgeting process for this coming year.

Mayor Campbell summarized the conversation, stating that the \$100,000 be paid and when the budget is discussed in June, the money will be appropriated though the expenditure will not be made until the agreement is in place.

It was confirmed there is \$100,000 in the general fund budget; the intent was to increase the Carlisle Enhancement Fee to provide additional funding and to make up the difference, though that was never agreed to. If Council wished to proceed, an ordinance would need to be created.

When asked if a motion was needed, Council stated no motion is needed though the consensus of Council agreed.

Alcohol Waiver/Chapter 77/Alcoholic Beverages/Riverwalk Freedom Festival

Angela Dorey, Riverwalk Freedom Festival Chairperson was present and briefly reviewed the request submitted March 25, 2019 which states as follows:

Once again, the Chamber of Commerce for Greater Milford is hosting the 19th Annual Riverwalk "Freedom" Festival scheduled for Saturday, September 14, 2019. As we did in the past, we will hold the event all on one day, with the vendor and children's activities beginning at 9 am on Saturday, ending with fireworks after dark that evening. The enclosed area in Bi Centennial park known as the Red, White and Brew Garden continues to be a hit, rain or shine. We are diligently planning this year's festival, so we want to begin accurately advertising the details of the event. We request permission to host the Beer Garden in Bicentennial Park again.

We will use the same layout that worked so well with the Red, White & Brew Garden, and will have a fenced off area in a small section of the park with a view of the stage. A map is attached for your information. We will be checking identifications and hand stamping those above age 21. This will allow them to purchase beer and wine with cash during the festival in the designated area. We will reserve the right to recheck identification as deemed appropriate. As the Delaware Alcoholic Beverage Control regulations permit, the designated area will be family friendly, so all ages will be permitted to enter the area. We will have the entrance/exit clearly marked with eyelevel signage that no alcoholic beverages are permitted beyond the designated area. We will have a portable restroom in the enclosed area, as well as multiple trash bins. We plan to have cornhole and food vendor(s) in the area as well. We will provide several open tents to provide shade and cover and we will follow all Delaware Alcoholic Beverage Control regulations regarding alcohol service, including obtaining a Gathering License.

The Beer Garden would open at 12 noon on Saturday, September 14th and will close at 10 PM. All beer and alcohol sales will end promptly at 9 pm.

We are requesting your approval to waive the restrictions against alcohol in the park from 11 am until 10 PM on this date. If you have any questions, please contact me at 302-588-3573 or by email at angeladorey@comcast.net.

Councilmember Peel moved to approved the Alcohol Waiver submitted for the Riverwalk Freedom Festival on September 14, 2019, seconded by Councilmember James. Motion carried.

Certification/2019 City of Milford Voter Registration

City Manager referenced the list of registered voters in the packet for the upcoming April 27, 2019 election.

Councilmember Brooks moved to certify the 2019 Voter Register, seconded by Councilmember Peel. Motion carried.

*City of Milford 2019 Comprehensive Plan Amendment/Office of State Planning/PLUS Submissions:
Amendment #1/SE Master Plan/TDR Receiving Areas
Amendment #2/Marina-Del Project/Commercial to Moderate Density Residential Future Land Use
Amendment #3/S. Rehoboth Boulevard Corridor/Commercial to Industrial Future Land Use
Amendment #4/Windward on the River Commercial & Residential/S. Rehoboth Blvd
Amendment #5/Kaplan Property/302 Polk Avenue/Employment to Low Density Residential*

Mr. Pierce referenced several items needed for comprehensive plan amendments being submitted to the State Planning Office for plan review in May. After their approval, formal public hearings will be scheduled.

Amendment #1 Transfer Development Rights Receiving Area:

Moving further south and putting it all on one parcel will make the program easier to operate, versus the multiple strip lots currently included.

Amendment #2 Marina Property on Route 36

The applicant has already submitted their PLUS application to the State Planning Office for a residential use on the southern portion and commercial in the northern portion of the parcel. The commercial and moderate density residential line to accommodate their development plans.

Amendment #3 Rehoboth Boulevard Parcels changed to Commercial

The property owners want to remain industrial and the City is honoring that request and will submit it for review to the State Planning Office.

Amendment #4 Windward on the River Development

Involves a mixed use of residential/apartment and commercial at the Swain Property and Webb Farm again shifting the commercial line to allow more moderate density.

Amendment #5

And older home that was converted to a doctor's office on a parcel adjacent to the former Milford Memorial Hospital and the applicant has requested it revert back to a low density residential due to the elimination of the medical use.

Once comments have been received back, the ordinances will be prepared and public hearings scheduled.

Approval/Funding Appropriation/Riverwalk Decking & Upgrading Project Change Order

City Manager Norenberg stated that we are in the final stages of the removal and replacement of the wooden decking on the Riverwalk Project and a final change order is needed as a result of some recently discovered additional work behind Gods Way to Recovery.

Parks and Recreation Director Dennehy was present and explained that when the deck boards were removed, a compromised area of wooden joists and beams was found. The new composite deck boards can be attached without this area first having the beams and joists removed and replaced.

The proposal from the contractor totals \$47,410.56 and the additional work needed by the design professional totals \$2,000.00 for a total of \$49,410.56. Mr. Dennehy approached DNREC who administered the Outdoor Recreation Parks and Trails Program who gave him a verbal commitment of 50% of this cost in a grant, contingent upon a match for the other 50%.

The City Manager has approached local legislators to fund the remaining 50% balance out of the Community Transportation Funding.

Councilmember Culotta confirmed this is the second change order and what is being found is normal. He asked if steel or aluminum will be added to prevent this from happening again.

Mr. Dennehy said there was no contingency on the project though on a residential project, there is typically a 20% contingency. He does not recall the amount of the first change order and believes it was in the \$20,000 range, which takes it to \$52,000 which is not costing the City any money. However, that puts it just above the 20% contingency had that been added.

He feels that by using the newer composite materials should last much longer into the future.

Councilmember Peel moved to approve the Change Order in the amount of \$47,410.56, seconded by Councilmember Mergner, contingent upon the funding being approved by a grant from DNREC and funding from CTF funding. Motion carried.

Approval/Bayhealth Hospital/Fiber Optic Lease Agreement

Public Works Director Whitfield asked Council to consider the use of the City's fiber network by Bayhealth Medical Center Incorporated to connect Bayhealth Imaging and Bayhealth Dickinson to Bayhealth Sussex Campus Hospital. The lease is for a one-year period and renews automatically. The City will receive \$90/fiber strand mile annually and is similar in terms as the fiber lease with Milford School District and Caulk Company.

Councilmember Culotta moved to authorize the two Bayhealth Medical Center Incorporated (Bayhealth Imaging and Bayhealth Dickinson) Fiber Optic Lease Agreements, as presented, seconded by Councilmember James. Motion carried.

Approval/AT&T/Cell Tower Lease Agreement

Mr. Whitfield reported the Public Works Department are asking City Council to consider a recommendation to enter into a lease with New Cingular Wireless PCS, LLC for the use of the Washington Street Water Tower for the purpose of installing cellular equipment. The lease is for a five-year period, commencing on the date of construction and includes an automatic four additional five-year renewal options.

The City will receive \$2,153 per month initially, with a three percent annual escalator.

The lease is similar in terms and conditions as the Southeast Tower lease with Cellco Partnership (Verizon).

It was confirmed that the renter typically comes to Milford when there is a need for cellular services in this area. Councilmember Culotta said anything we can do to help these companies creates more revenue for the City.

When questioned about maintenance, Mr. Whitfield confirmed that the Washington Street tower is the only tower in the City with lead paint on the exterior. At some point, it will need to be sandblasted off though he estimates ten more years before that occurs.

Councilmember James moved to authorize the execution of the attached lease of the Washington Street Water Tower with New Cingular Wireless PCS, LLC, seconded by Councilmember Peel. Motion carried.

EXECUTIVE SESSION

Councilmember Morrow moved to go into Executive Session reference the below statutes, seconded by Councilmember James:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:17 p.m. for the purpose permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 9:24 p.m.

City Manager Performance Evaluation

Mayor Campbell announced that no action was needed as a result of the discussion in Executive Session.

ADJOURNMENT

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

The Council Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

DRAFT

MILFORD CITY COUNCIL
MINUTES OF MEETING
April 22, 2019

Milford City Council held a Public Hearing on Monday, April 22, 2019 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 Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow and Jason James Sr.

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilmember Katrina Wilson

Mayor Campbell called the Public Hearing to order at 7:06 p.m.

*Ordinance 2019-08
Amends the Zoning Code of the City of Milford
Chapter 230 Section 230-21(b)
Article IV - Off-Street Parking and Loading/Medical and Dental Offices or Clinics*

Planning Director Rob Pierce stated that on July 14, 1997, Council approved an amendment to section 230-21(b) of the zoning code that changed the calculation for medical and dental offices or clinics from “1 per 100 square feet gross floor space for medical and dental offices or clinics” to “1 per 150 square feet of gross floor area for medical and dental offices or clinics.” It appears there was an error during the codification process and the language to be stricken was actually incorporated into the code book.

In the manner in which it is written, it appears there is an option for a range between 1 per 100 square feet gross floor space to 1 per 150 square feet of gross floor space. Because of the length of time that has passed since the adoption, it is being presented again to clarify the intent.

The ordinance was reviewed at the Planning Commission during their April meeting at which time they approved the amendment by a unanimous vote of 4 to 0.

Mr. Pierce reiterated that the change will allow for medical and dental offices or clinics to allow the parking requirement to be one per 150 square feet of gross floor area and revert to what was intended under the 1997 amendment.

Councilman Culotta asked why it was changed in 1997 from 100 to 150; Mr. Pierce explained that one per one hundred requires a significant amount of parking for a medical office which is actually excessive or more parking than is needed, in addition to reducing the amount of impervious surface.

Councilman Culotta asked what happens if more parking is desired; Mr. Pierce said more parking is permitted, though the minimum is one per 150 square feet. The maximum would be based on amount of impervious surface allowed.

Mayor Campbell opened the floor to public comment; no one responded. The public comment session was then closed.

Councilmember Boyle moved to adopt Ordinance 2019-08 as presented, seconded by Councilmember James:

ORDINANCE 2019-08
Amends the codified Zoning Code of the City of Milford
Article IV - Off-Street Parking and Loading pertaining to Medical and Dental Offices or Clinics

WHEREAS, on July 14, 1997, the City Council of the City of Milford (the "City Council") adopted an ordinance that amended Chapter 230, Zoning Code, Article V, Section 2, Subsection B; and

WHEREAS, it has been discovered that a codification error was made and the language to be deleted remains in Chapter 230, Zoning Code; and

WHEREAS, from time to time, Chapter 230, Zoning Code has been amended, language added, repealed and stricken; and sections and subsections renumbered; the last occurring on May 29, 2012 when Ordinance No. 2012-07 was adopted; and

WHEREAS, City Staff wishes to clarify the original intent of the Ordinance, now reflected in Chapter 230- 21(B), by striking ‘from 1 per 100 square feet gross floor space for medical and dental offices or clinics to’;

WHEREAS, City Council now desires and proposes to amend Chapter 230-21(b) by correcting said codification error and upon adoption of this Ordinance, will have the same legal force and effect it intended when it was adopted on July 14, 1997.

The City of Milford hereby ordains: SECTION 1.

That Article IV-Off Street Parking and Loading, Section 230.21(b), currently reads as follows:

Medical and dental offices or clinics [**Amended 7-14-1997**]

From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics

SECTION 2.

That Article IV-Off Street Parking and Loading, Section 230.21(b) shall be modified where language deleted is shown stricken as follows:

Medical and Dental Offices and Clinics [Amended 7-14-1997]	From 1 per 100 square feet gross floor space for medical and dental offices or clinics to 1 per 150 square feet of gross floor area for medical and dental offices or clinics
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SECTION 2. Dates.

City Council Introduction: April 8, 2019

Planning Commission Review: April 16, 2019

City Council Review/Public Hearing: April 22, 2019

Motion carried.

Ordinance 2019-12

Amends the Zoning Code of the City of Milford

Chapter 230 Section §230-11

R-3 Garden Apartment and Townhouse District

Mr. Pierce explained that this would amend Chapter 230-11 regarding the R-3 District.

The proposed code amendment would allow a tiered approach for conditional uses for the R-3 zoning district, similar to what is provided for the permitted uses in the R-1, R-2, R-3 and R-8 zoning categories. There is similar language in the R-2 zoning category that also allows a tiered approach and states that all R-1 conditional uses are also conditional uses in the R-2 zoning district. However, that language was not incorporated into the R-3 section.

The amendment would allow the conditional uses in R-1 and R-2 be conditional uses in R-3. Daycare centers, professional home occupations, schools, churches, social clubs, civic organizations, cultural facilities, and bed and breakfast operations would be allowed in the R-3 zone with a conditional use approval by City Council.

This ordinance was also unanimously approved by a 4-0 vote of the Planning Commission with an amendment recommended by the City Solicitor. Mr. Rutt recommended replacing the section that references the R-2 district, with R-1 and R-2 districts for the purpose of clarifying that both R-1 and R-2 would be permitted in the R-3 zone.

Councilmember Peel confirmed that conditional use approval will still be required; Mr. Pierce confirmed that is request and explained this amendment is the result of an applicant interested in starting a daycare in an R-3. And though they are permitted in R-1 and R-2 districts with a condition use. This would now allow it to be permitted with conditional use approval.

Council will see the conditional use application in an R-3 district at a future meeting.

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

Councilmember Boyle moved to adopt Ordinance 2019-12, amending Section 230-11 and allowing any conditional uses approved in the R-1 and R-2 districts be added to the R-3 district as conditional uses, as recommended by the Planning Commission, seconded by Councilmember Peel:

ORDINANCE 2019-12
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 230-ZONING
ARTICLE III-AREA AND USE REGULATIONS
§230-11 R-3 Garden Apartment and Townhouse District

WHEREAS, the City of Milford has adopted a Zoning Code and one of its purposes is to create districts for said purposes to promote the health, safety, morals and general welfare of the City of Milford; and

WHEREAS, the specific zones and regulations are designed to facilitate adequate provisions of utilities, schools, parks and housing and open space; to lessen congestion on streets and facilitate the safe movement of traffic thereon; to provide safe pedestrian walkways; to stabilize and enhance property values; to prevent the overcrowding of land; to facilitate adequate provisions for doing public and private business and thereby safeguard the community's economic structure upon which the prosperity and welfare of all depends to help ensure the safety and security of home life, foster good citizenship, create and preserve a more healthful, serviceable and attractive municipality; and

WHEREAS, the City Council finds that adding the conditional use requirement meets those objectives in addition to assuring the criteria is appropriate and consistent in comparison to other districts within the City of Milford Zoning Code.

The City of Milford hereby ordains:

Section 1. Section 230-11(C) of the Zoning Code of the City of Milford is hereby amended by inserting language shown as italicized and underlined and removing language indicated by strikethrough.

§ 230-11. - R-3 Garden Apartment and Townhouse District.

In an R-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying

C. Conditional uses subject to special regulations. All uses specified as conditional uses in the R-2 District and subject to its area regulations, and the ~~The~~ following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

Section 2. Dates.

Council Introduction April 8, 2019

Planning Commission Public Hearing April 16, 2019

City Council Public Hearing April 22, 2019

Motion carried.

Southeast Neighborhood Master Plan/Transportation Improvement District

Mr. Pierce advised that DelDOT's Planner Sarah Coakley was in attendance as a follow up to the presentation related to Transportation Improvement Districts.

He again reminded Council that the establishment of a Transportation Improvement District is a goal and objective of Milford's Southeast Master Plan, which was prepared and adopted by City Council in 2011 and re-emphasized in Milford's 2018 Comprehensive Plan adopted in January 2018.

Mr. Pierce noted that the City is obligated by the agreement to solicit public comments related to the initial level of service standards. He offered to again present the level of service standards and review those details. However, those standards may change as they proceed with the process over the next six months as they finalize the projects and associated fees with the TID.

Ms. Coakley stated the first item is called the service standard which is what DelDOT will aim for when identifying needed transportation improvements within the TID. It is a measure of delay at intersections and is comparing the number of seconds that vehicle has to wait in line queuing up to an intersection, stopping, going through the intersection and speeding back up to the speed limit. If everyone was going the speed limit and not having to slow down and going straight thru would be zero delay. It is based on the speed limit and other related factors.

Absent the TID, DelDOT plan identifies improvements looking at the comprehensive plan and working with the Dover Kent County Metropolitan Planning Organization. They also have a planner assigned to each of the three counties. Both the Kent and Sussex County work together in Milford to identify projects.

As each individual development comes in, they are required to maintain a level of service D, which is no worse than a 55 second delay per vehicle at controlled intersections. This TID agreement maintains the level of service D criteria within the TID boundary.

Individual approaches can still be E or F. They would not leave it that way and instead come back with a list of proposed improvements as are shown on a map.

Discussions are then held about potential funding for additional work to make each approach level of service D or leave at E or F.

As a result, the agreement aims for D and if that is not meant, they will be back to discuss how to move forward.

She stated that for all facilities, 95th percentile queue lengths should not exceed available turning lane lengths and through movements should not queue through adjacent intersections.

Ms. Coakley continue to review other factors and service standards including the coverage of all state-maintained facilities, including intersections with City streets.

Currently there are two intersections that do not meet the level of service criteria at Route 113 and Fitzgerald and Johnson Road and Route 1 and Sharps Road and the first locations where improvements would be identified.

DelDOT will be reviewing several areas to lower the speed limit to 35 miles per hour once the agreement is signed.

* Cedar Creek Rd, from Cedar Creek north, to 35 mph

* Wilkins Rd/Cedar Neck Rd, from SR1 overpass to Elks Lodge Rd stop sign, to 35 mph

* Elks Lodge Rd, from Wilkins Rd to Marshall St, to 35 mph

All transportation manual design standards would govern the identification of improvements.

DelDOT Functional Classification Map, design standards, and Complete Streets Policy are assumed and minimum lane widths for State-Maintained Roads:

- * 11-foot through lanes
- * 10-foot turning lanes (12-foot for two-way left turn lanes, 15-foot for a right turn lane if a 5-foot bicycle lane is included)
- * 5-foot shoulders on local roads
- * 8-foot shoulders on collector and minor arterial roads
- * 10-foot shoulders on principal arterial roads

Subdivision streets in the City would be dedicated to the City and be maintained privately or by the City. DelDOT's coordination manual will apply to any state-maintained streets and access to state-maintained roads.

DelDOT's Development Coordination Manual applies to access on State-maintained roads

Subdivision streets in City will be built to City standards and for private or municipal maintenance

Crash data will be reviewed and the Delaware Manual on Uniform Traffic Control Devices and other criteria as adopted by DelDOT will be used for intersection control evaluation and design

Roundabouts shall be considered first as a means of intersection control, along with safety, capacity, and rights-of-way/property impacts.

They work with DART to consider any new bus stops and will consider the objectives of Milford's Southeast Master Plan.

There is a scenic byway that goes through Milford on Cedar Creek Road and Route 1 Business and Southeast Front Street and if there is a corridor management plan for those roads, they would consider that in the recommendations.

Inadequate drainage is known to exist and shall be addressed on Wilkins Road between Elks Lodge Road and Cedar Creek Road.

The City's Bicycle and Pedestrian Master Plan will also be reviewed when making design decisions related to bike and pedestrian facilities.

After the agreement is signed, the Master Plan and the Comprehensive Plan will be reviewed for bike and pedestrian plans in the southeast neighborhood. An inventory of state roads will also be done within the TID area for lane and shoulder widths, etc. A list and mapping will be generated showing what roads will be improved. Cost estimates will also be proposed.

DelDOT will also model the future land use plan from the Master Plan in order to figure out in 2045 what would be needed, if everything was built out.

The modeling process can take a few months to complete. After that she will plan a series of meetings to present different options for improvements.

Mayor Campbell opened the floor to public comment, as is required in the agreement. No one responded and the hearing was closed.

Councilmember Peel moved to authorize the DeIDOT Transportation Improvement District Agreement, seconded by Councilmember Boyle. Motion carried.

There being no further business, Mayor Campbell adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

DRAFT

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 6, 2019

The City Council of the City of Milford met in Workshop Session on Monday, May 6, 2019 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:00 p.m.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow, Jason James Sr. and Katrina Wilson

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

COUNSEL: Solicitor David Rutt, Esquire

City Manager Norenberg recalled the ethics training that was held in November 2017 after City Council made the determination to follow the Public Integrity/Code of Conduct from the Public Integrity Commission's Legal Counsel Deborah Moreau. Since that time, there are new councilmember and a new mayor.

When the oath is taken later this evening, our newly elected officials will swear or affirm to place the public interest above any special or personal interest. In order to tie that together, Ms. Moreau has returned to provide a briefing on the Delaware Code of Conduct.

Ms. Moreau congratulated the new councilmembers and apologized for those that are sitting through the presentation again.

She explained that she is Commission Counsel to the Public Integrity Commission and those commissioners only have meetings once a month, at which time they hear matters and make decisions. She noted that as a public official, there will be a lot of people watching councilmembers and how they do it. People want to make sure things are being done transparently and in a fair manner.

The rules are in place to guide public officials and not meant to discourage people from considering public service and instead, bring awareness to things you may not believe could be improper especially in your private life.

The Commission has jurisdiction over all State Executive Branch employees, as well as municipalities and counties in Delaware who have not adopted their own Code of Conduct. Each county or municipality is eligible to adopt their own code though it would have to be drafted and submitted to the Commission for approval. It would then need to be added to the City or County Charter. Until that is done, the municipalities and counties fall under the jurisdiction of the Commission.

Wilmington, New Castle County, Smyrna, Dover, Lewes, Delaware City and Newark have their own integrity commissions. All other entities fall under the State's jurisdiction.

Ms. Moreau then reported the following:

In the news every day, there are public officials who are in the news for one thing or another.

She read an article last week that a reporter wrote your employees are judging you and here is how an unethical behavior can cost you big time, which is does. It may be a small thing, but in response, someone can file a law suit which results in legal fees, etc.

In addition, the City of Milford employees are looking toward the elected and city officials and taking their cue on how they should behave. The survey stated that 71% of employees said they would take a pay cut and work in a different job if they believed their employer had the same kind of morals and ethics they did.

Recently in Wilmington, the Ex Wilmington Council President was giving allotments to nonprofits and one of the nonprofits was his. He would take half of that money and make it his salary. In essence, he was authorizing giving himself money. As he was leaving office, he had allocated \$40,000 for his own nonprofit, half of which he pocketed. When the News Journal reviewed it, they estimated over the course of his public service that he had taken approximately \$600,000 from the City of Wilmington. The matter is currently being investigated by the attorney general.

A former chief firefighter in the City of Wilmington retired and during an investigation, they found out that firefighters that worked for the county would take money out of their paychecks every week for a union membership. He would then pocket the money when everyone thought it was going toward the organization. He went to jail for a year as a result.

Another incident involved several employees who were creating fake clients and no one was reviewing their files. Someone would then come in each week and pickup the card and spend the money on the card. By the time the investigation was completed, it involved more than \$1 million in fraud.

If someone asks a City official a question involving integrity, they can be referred to their website to search their opinion' synopsis which has been updated through 2018. It provides a synopsis of every matter the commission has heard since 1991. The people's name or places of employment were omitted, but the scenario is available. In most instances, it involves people asking for advice.

The General Assembly added a statutory purpose which states:

The purpose of the code is to ensure public respect and confidence by setting standards of conduct for government personnel without unduly circumscribing their activities.

She explained there is a balancing going on and officials want to serve the public and want them to respect the government entity. But they also don't want to make the rules so harsh that no one would ever want to take a position the people in this room have taken.

It also provides guidance where something is not specifically noted in the statute.

The conflict of interest provision is the most important provision in the Code of Conduct because it carries criminal penalties for its violations. An official cannot have a personal or private interest that tends to impair judgment in performing official duties.

As a matter of law, if something is being reviewed that involves a business the official or a close relative (spouse, sibling, child, cousin) owns, that is a conflict of interest. At that time, the councilmember needs to recue himself. She emphasized that looking out for a close friend is also a violation. If someone is not related by blood, there is a fact-finding inquiry that will determine if there is a conflict of interest. If it involves a longtime friend and lived in the same neighborhood, and they come before the Council, an official should always recue himself in that situation. Even though they are not related by blood, that person can impact the manner in which a decision is made.

Though you can argue you have not been influenced by that person, everyone watching assumes you will be and that is why you should recue yourself.

Someone who works for an entity or is a board member, or a close relative could benefit, the official should recue himself. It is not always about money, but the relationship with the person.

When someone is serving in their official capacity, that person cannot have a personal or private interest that impairs their judgment when performing their official duty. For example, if an agenda item requires a vote and a relative or good friend is involved in the matter in someway, you should recue yourself. Recusal is more extensive than simply not voting.

The Delaware Department of Corrections put out a bid for someone to provide medical care for its prisoners. Two bids were received and three people reviewed them. The one reviewer reported that his wife worked for the one company so he was not going to vote. However, he stayed on that committee and discussed the two bids though he volunteered not to vote. He said he would be cautious and not vote, but remained in the room.

The contract was given to one company and the other business brought up the bid review committee member had a relative that worked there and they filed a law suit.

When the court looked at it, his appearance or mere presence during the discussion had tainted the process. He should not have been involved in any manner because a person is able to communicate a wealth of information just through body language or facial expressions without saying a word. That is the reason recusal means 'leave the room'. A person cannot just sit in the room during the discussion and not vote. Instead, that person has to physically leave the room to prevent one's colleagues from facing a decision of whether they should look at you and try and attempt to prevent being influenced by that person's body language. Leaving the room eliminates any issues.

Councilman James explained that his wife is a principal charge nurse at Bayhealth and asked if when something comes before Council, it sounds like he should recuse himself. Councilman Culotta disagreed stating she is not in an executive level and instead is in the middle management.

Ms. Moreau explained that knowing someone and seeing them at Walmart and waving to them is different than someone you go camping with. The argument is, if Bayhealth was turned down during an application, and Councilman James' wife loses her job, Councilman James then has an interest.

In this prison situation, his wife would have lost her job had the other business been awarded the job. As a result, it needs to be considered on a case by case basis. If it something entirely unrelated to her job, that will not impact her ability to earn a living. If it isn't, the Councilman can remain and vote on it. However, if it is something very specific to a department she works in or they want to open a wing related to the department she works for, Councilman James should distance himself.

Councilmember Culotta does not see a problem unless the employee's boss comes to the employees and indicates there is a problem.

Councilmember Wilson asked about her employment with Nemours/Dupont Pediatrics and whether or not she should be part of the approval process as they develop in Milford; Ms. Moreau said it depends on the way the business is organized. She said some people are a little less cautious about using the tools they have and if someone came to an employee who was a councilperson or commissioner and asked them to spread the goodwill for the benefit of organization, that person should be told that is a completely separate issue from their job and that the appropriate people should handle the situation.

Another situation involved a Department of Corrections Hiring Committee and a new job was posted for the motor pool which is a very coveted spot. This employee worked in the yard or handled transportation and most of the guards preferred that type of position because they did not have to work with the inmates. Of the three people that applied for the job, one worked for and had a very close relationship with one of the board members making the decision, one was a nephew to one of the board members and the third person Charles Brice ("Brice") had no relationship to any applicants. During a personal conversation between the wife of the third applicant and the aunt whose nephew applied, the aunt revealed that her nephew had gotten the job.

The wife reported the results to her husband (Brice) before the aptitude test was even taken by the applicants. The test resulted in the applicant, who had a relationship with the board member receiving the highest score, followed by the husband of the wife who was given the advanced information, then the nephew who received the lowest score. As a result, the applicant receiving the highest score was hired.

Mr. Brice filed a grievance with the union board. Following a hearing, the job had to be reposted and Brice hired for the position. He then filed a claim in the Delaware Supreme Court who awarded him the cost of his legal fees.

Something as simple as posting a job can cost the City millions of dollars if it not posted correctly.

She also warned that a City official should not represent or assist a private enterprise, which is usually a business, but could be a non-profit before the City. It comes down to the relationship between the Councilperson and the relationship with the other entity.

Councilmember Culotta asked for clarification. Ms. Moreau used the Milford Boys and Girls Club as an example and they want to ask for funding or a grant. They come in to present their case and a Councilmember is unable to come around the other side of the table and help them make their pitch to the City.

For example, they cannot ask an individual Councilperson to help them acquire the additional money. The Councilperson has a fiduciary duty to the City as well as to the organization's board and this is going to result in a clash of duties. Ms. Moreau said if a Councilmember is a member of another organization coming before the City, the Councilperson should complete recuse themselves and leave the room. She emphasized that when you recuse yourself, you cannot just sit in the council chamber and not say anything and not vote, but instead you have to actually leave the room. If you remain in the room, and you are sitting among your fellow Councilmembers it will be very comfortable if they want to vote no when they are looking at you knowing you want the organization to have it.

The standard is to get up, leave the room and don't come back until after the vote has been taken. They receive that complaint on a regular basis from school boards who have a board member who has a spouse as a teacher for example. They refer to it as abstention, but remain in the room and simply do not vote. The courts have ruled that is not enough and the person has to leave the room. Even if you don't speak you can communicate what your thoughts are without saying anything.

Councilman Culotta asked if the City were to put out a bid for a project, but he would recuse himself before they voted on, but he should not even be part of the bid. Ms. Moreau said he should not bid on the project at all because the business is owned by the Councilperson and fellow Councilmembers have to see him the next day after they pick someone else.

Ms. Moreau stated that if the Councilmember submitted the bid and he did have the lowest bid and he is the best contractor to do the work. No one in the public is going to believe that and instead will think he got the contract because he convinced all these people. Councilman Culotta said in the court of public opinion he can understand that.

Ms. Moreau explained there are rules, but there is also the appearance of impropriety and that is something that would set off alarm bells for everyone.

Councilman James asked if there was a company he was directly involved in, but because of his line of work, his company would benefit if a contract is awarded or an ordinance is adopted by Council, which could indirectly impact him financially at a later date. But no one may know that until three months after the contract has been awarded. Then they find out he is working with this company.

Ms. Moreau stated the statute of limitations for a conflict of interest violation is three years and anyone could file a complaint that the Councilperson voted on the matter knowing it would later benefit him.

Councilmember Wilson said every time this training is done, she thinks about situations the City has been involved in and the revolving door on City Council and she feels the City has been very non-compliant.

Ms. Moreau said that is very common and with all the social media, the transparency issue is much easier to track down today. For example, looking on Facebook easily provides information on who is related to who or who is friends with someone else. These things come up much more often and because she has been here 46 years, she knows the Delaware way. But at some point, the City has to be transparent and completely above board and the days when City Officials did the backroom handshake thing, is gone. And they should be.

Councilmember Wilson pointed out the City has been working very hard to get rid of that.

Ms. Moreau advised that this is meant to be educational and if something has been done and the Councilperson admits it was wrong, they will not track that person but they want them to learn and change the behavior. Everyone needs to be above board and not afraid to ask questions.

She encouraged Council to go to them and ask them questions, even if they thought they did something that they feel was wrong. They appreciate that and will offer the advice that needs to be done in order to fix it. It is about raising awareness and making sure everyone is on a level playing field.

Councilmember Boyle asked the scope of 'do not represent'. He understands it is Council, but asked if it is other City employees or people that work for the City. People that work for the City fall under these rules as well.

Councilmember Boyle stated that a contractor is doing work for the City, comes back representing someone else. She explained that is a contract and not an employee of the City so they are not covered by the Code of Conduct. Councilmembers and staff are covered by those rules. If the City hires a contractor, they are a private entity and not covered by these rules.

If it is a relative, they should not have been awarded the contract in the first place.

Ms. Moreau said they had a lady who had a daycare business and worked for Health and Social Services. Her job was to interview people to determine their eligibility for daycare supplements. They would come in and she would do the intake information and then show them the list of eligible daycares, of which hers was one. First, she is taking money from her own employment agency, and using her position to benefit herself financially. That did not come to light for a long time but only became known after an investigator went to the daycare to ensure it was running appropriately, etc. and she looks over and sees the employee there. The employee then told her it was her daycare and the investigator told her she cannot do that because it is a conflict of interest. The employee then said well really it is her mom's daycare. She put herself in a situation that she had to sell the daycare of get a job with a different state agency and that is what she ended up doing.

Another example Ms. Moreau provided was a Councilmember who had a plumbing business and the City was putting out a plumbing project, but the Councilperson knew they were unable to bid on it. However, that Councilperson mentions several times what a great company they have and it's too bad they cannot bid on the project but instead are advertising the company and influencing people to use the company.

Post-employment applies mostly to staff. For example, an employee leaving the water department who assists with a project, then resigns and opens up a company that will be doing the exact same work the City has proposed and their company bids on it. They cannot leave and apply to come back doing the same type duties for two years. That prevents an employee who has received training and experience through the City, then leaves with the information and comes back while using it to their financial benefit.

Another problem is using confidential information. For example, if five years ago City Council knew the land was going to be used for a new hospital and learned that from working with the City. As a result, they purchased the land ahead of time hoping to double their money because Bayhealth wanted the land.

If City Council learns something in advance, and it is discussed in executive session, so no one knew, and the property values were going to increase, they cannot take advantage of that situation.

Other than the criminal penalties that apply to conflict of interest, there are other penalties that can apply. City employees can be fired, demoted, reprimanded, etc. For Councilmembers, the penalty is limited to a public reprimand which would be published. Appearance of impropriety is something people observe even if they know all the facts but still think a Councilperson cannot do their job without being influenced.

Ms. Moreau stressed that if a Councilperson asks if they should be doing this, the answer is no. Go a different way and step away from a situation.

Do not buy a company or buy stock in a company that may be doing business with the City. An employee who worked in State of Delaware Procurement who worked with many vendors. One did a great job and he liked the way they ran their business. As a result, he bought 5,000 shares of business. Now, each time a contract comes around, he is thinking if they get the contract my stock value goes up and vice versa. He was told to get a different job or he had to sell the stock, which he did.

Councilman Culotta feels that is a gray area noting that if he owns a mutual fund and that stock is included, the same argument can be made. Ms. Moreau asked if the mutual fund buy stocks in local businesses; Councilman Culotta asked what if it is a big business that has a local presence.

Ms. Moreau said she has a mutual fund and no idea of what is in it. They send a quarterly statement and she gives them the power to buy and sell so she does not have that power.

Councilmember James explained that from an accounting standpoint, they use a threshold materiality. But if it is a mutual fund and the top ten holdings are listed, there is a fractional threshold that is used. To Ms. Moreau's point, the investor could know. That is something highly scrutinized and because it is a mutual fund, does not remove that risk.

Councilman James stated that the world he works and lives in, it cannot be done.

Ms. Moreau said she can see someone getting caught up in that, and if they bought stock in a local company, she would not know. She simply relies on them to provide the number and ignores the rest of it. If someone was active in their mutual people, who regularly told people buy sell, buy sell. Then they have more awareness of what it is in their and what the stakes are. If something came, they would be obligated to say they are aware they have stock in that company and they need to step out.

She explained that someone does not always have to limit their personal life. If there is a stock the official really believes in and wants to keep, if something comes up related in City Council, that official recuses themselves and steps out when it is discussed and come back when the vote is over.

Ms. Moreau then reviewed another prohibited conduct that states no other employment, gift, payment of expenses, compensation, or anything of monetary value if it may result in:

Impaired independence of judgment; or
Preferential treatment to any person; or
Official decisions outside official channels; or
Any adverse effect on public confidence in government.

She then referred to the Perdue chickens that used to be given during the holidays. Because Council has regulatory powers over what that plant can do creates that appearance of impropriety resulting in the public believing they received the zoning variance approved because they are given gifts every Christmas.

Councilmember Wilson disagreed stating that Perdue gives to every non-profit and charitable organization in this area. They contact her whenever they have a surplus and she gives those chickens to pass on to needy families. Ms. Moreau said as long as Councilmember Wilson does not benefit personally and/or using it herself, and instead serves as the distributor, there is not a problem.

Ms. Moreau also pointed out that Council can buy gifts and give parties for employees, but when it goes the other way and the movement is up the chain versus down, it appears as though the employee is trying to curry your favor.

She then continued stating that do not use your public office to secure unwarranted privileges, private advancement or gain.

Ms. Moreau referenced the Wilmington case where officials were using their positions to line their pockets. It also applies to other things. She shared that a Florida resident, who worked for a social service agency had collected a list of all the HIV positive people in the State and disseminated it to his friends so they knew who not to date.

Common sense items regarding things you cannot do such as disclosing confidential information beyond the City. Don't use it for your personal gain or benefit.

The same applies to computer access. Employees should not be using their computer to surf the web during working hours but also access programs within the State. Employees are unable to access criminal records through DELJIS for anything other than official business.

She encouraged anyone that needs advice is welcome to attend the Commission meetings on the third Tuesday of each month. All that is need is an email asking to be added to the Commission agenda which they keep confidential. Unless it is a situation where the official is breaking the law, she will then turn the case over to the Attorney General's Office. Other than that situation, the information will not be revealed.

If a complaint is filed against an official, the official has the right to get an attorney. A notice of hearing will be mailed and witnesses can be subpoenaed and evidence presented during the hearing.

If the official or employee is found not in violation, no one knows about it. But if the official/employee is found in violation, there are either criminal penalties or a public reprimand which includes a publishing of the opinion.

There being no further questions, the Workshop concluded at 6:59 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

DRAFT

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 6, 2019

The Annual Organizational Meeting of Milford City Council was held Monday, May 6, 2019 in the Joseph Ronnie Rogers Council Chambers of Milford City Hall at 201 South Walnut Street, Milford, Delaware.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow, Jason James Sr. and Katrina Wilson

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

COUNSEL: Solicitor David Rutt, Esquire

Mayor Campbell called the Annual Organization Meeting to order at 7:00 p.m.

INVOCATION AND PLEDGE

The invocation, given by Councilmember Wilson, followed the Pledge of Allegiance.

CERTIFICATION BY BOARD OF ELECTION

City Manager Norenberg referenced the Certification Letter included in the May 6, 2019 Council packet, submitted by the 2019 City of Milford of Elections stating as follows:

Honorable Mayor and Members of City Council:

As members of the City of Milford Board of Election and in accordance with 15 Del. C. §7558(d), we hereby certify the results of the April 27, 2019 Annual Election, in which one office were contested, to be as follows:

<i>Total Votes Cast for Ward One Council Seat:</i>	<i>279</i>
<i>Daniel Marabello</i>	<i>181</i>
<i>Samuel Passwaters III</i>	<i>98</i>

Following a review and recalculation of absentee and machine votes, Daniel Marabello has been officially declared the winner of the Ward One Council election.

There being only one candidate for each Office of Councilperson in Wards Two, Three and Four, the Election Board of the City of Milford hereby declares the following candidates elected for a two-year term beginning May 6, 2019:

*F. Todd Culotta - Ward Two
Douglas E. Morrow - Ward Three
Jason L. James Sr. - Ward Four*

Above three candidates are entitled to assume office without a formal election pursuant to 15 Del. C. §7555(j).

Respectfully submitted,

City of Milford Board of Elections

s/Board Member Karen Boone

s/Board Member Joanne Leuthauser

s/Board Member Katrina White

ELECTION REPORT

City Manager Eric Norenberg then read the 2019 City of Milford Election results into record:

On behalf of the Board of Elections for the City of Milford, I am reporting the certified results of the April 27, 2019 City of Milford Annual Election to be as follows:

With only one contested City Council race in the First Ward, a total of 279 persons voted, with Daniel Marabello receiving 181 votes and Samuel Passwaters receiving 98 votes.

After certifying the results of the Annual Election, the Election Board officially declared Daniel Marabello the winner. Councilman Elect Marabello's two-year term will commence the 6th day of May 2019, following the administration of the Oath of Office by the Honorable Jeffrey J. Clark.

Given:

2nd Ward Councilperson F. Todd Culotta,

3rd Ward Councilperson Douglas S. Morrow

and

4th Ward Councilperson Jason James Sr.

each ran unopposed, an Election for those Offices was not required (pursuant to 15 Del. C. §7555(j)). Each office carries a two-year term beginning the 6th day of May 2019.

Mr. Brooks moved to accept the 2019 Election Report, seconded by Mr. Morrow. Motion carried with no one opposed.

OATH OF OFFICE

Mayor Campbell announced the Honorable Jeffrey J. Clarke of the Delaware Superior Court, was in attendance to administer the Oath of Office to the re-elected and newly elected members of City Council:

1st Ward Councilmember Daniel Marabello

2nd Ward Councilmember F. Todd Culotta

3rd Ward Councilmember Douglas E. Morrow

4th Ward Councilmember Jason L. James Sr.

Each Councilmember, accompanied by family member(s), was individually administered the Oath of Office by Judge Clarke.

VICE MAYOR NOMINATION & ELECTION

Mayor Campbell then opened the floor to nominations for Vice Mayor.

Councilman Brooks moved to nominate Councilman Douglas Morrow to serve as Vice Mayor for a one-year term, seconded by Councilman James. Motion carried (no additional nominations made).

CITY SOLICITOR APPOINTMENT

On motion of Councilman Boyle, seconded by Councilman James, David Rutt was reappointed Solicitor for the City of Milford with all present voting in favor and no one opposed.

CITY COUNCIL COMMITTEE APPOINTMENTS

Mayor Campbell announced the following Committee Assignments beginning May 2019:

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>MEMBERS</u>	<u>MEETS</u>
Annexation	Owen Brooks	Dan Marabello, Todd Culotta, Doug Morrow	As needed
Community & Economic Development	Mike Boyle	Lisa Peel, Todd Culotta, Katrina Wilson	5:30 p.m. Every other Second Monday- (Odd Months) January, March, May, July, September, November
Finance & Public Works	Jason James	Dan Marabello, Lisa Peel, Doug Morrow	5:30 p.m. Every other Second Monday- (Even Months) February, April, June, August, October, December
Police	Katrina Wilson	Mike Boyle, Lisa Peel, Jason James	5:30 p.m. Every other Fourth Monday- (Even Months) February, April, June, August, October
Milford Cemetery Board		Owen Brooks	8:30 a.m.; Quarterly- January, April, July, October

Kent Economic Partnership		Mike Boyle	Every other month or as scheduled
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Councilmember Wilson moved to endorse the appointments, seconded by Councilmember James. Motion carried.

ADJOURN

Ms. Wilson moved to adjourn the Annual Organizational Meeting, seconded by Mr. Morrow. Motion carried.

The Annual Organizational Meeting adjourned at 7:49 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 13, 2019

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 Monday, May 13, 2019.

PRESIDING: Chairperson Mike Boyle

IN ATTENDANCE: Mayor Arthur Campbell

Committee Members:
Councilmembers Lisa Peel, Todd Culotta and Katrina Wilson

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

Call to Order

Chairperson Boyle called the Committee Meeting to order at 5:36 p.m.

Unfinished Business

DDD Threshold

City Manager Norenberg recalled this was discussed at a previous meeting and an increase from \$15,000 to \$25,000 to align with the investment threshold now offered by the State of Delaware.

Council asked for more information and it was agreed to send the matter back to the Committee for a review and recommendation to Council.

Mr. Pierce recalled that the Expansion request was submitted to the Office of State Planning and meet with the State Cabinet Committee at the end of June and will receive a response sometime around the 20th. After the authorization, it will be back before City Council for a formal vote to include the additional area to the district.

No changes have been made and the City is still operating under the \$15,000 threshold for incentives though it is necessary to inform any interested applicant they will not qualify for the State Grant unless they spend \$26,000 or more.

A table was included (attached) that provides information on all DDD projects, though a number have not applied for State rebates and are pleased just to get their building permit fee waived. A snapshot from a month ago, it has been updated.

He then reviewed the various aspects of the Project List of which almost \$1.4 million was awarded in Milford. He also referenced the City and County rebates noting that the City has approximately \$10 million of which the City has abated approximately \$137,000 of fees and taxes, adding that we are giving very little to incentive people to build or renovate downtown.

When asked how many projects fell between the \$15,000 and \$25,000, Mr. Pierce stated the first one was a commercial fit out in the shopping center and added some kitchen fixtures though they received \$8,000 in impact fees waved. Out of the five that would not qualify under the State's threshold, that it one that received the greatest benefit.

The two applications for Durand and Masu, highlighted in red did not require a building permit. One was a conversation from a rental unit to owner occupied and the other project was an exterior paint job that involved flaking paint. Excluding those two, there were three that would not make the cutoff.

The \$24,495 improvement in the Wiley application probably would have increased by another \$500 to meet that threshold. At the time, the building permit was \$10.

Mr. Pierce reviewed several of the incentives received on individual applications.

He stated that unless a commercial kitchen renovation or something similar, the local incentive is only going to be a \$150 or so.

The second report included all the permits issued since Milford became DDD participants that may have quailed and were beneath the \$15,000.

Mr. Pierce recalled discussing the possibility of taking that threshold to zero and that impact on the City. He estimates the City would have lost approximately \$4,700 in general fund revenues. The list involved mainly residential permits and he was not able to pull the impact fees from those permits because of the formatting. There could be additional impact fees that may have been waived as a result.

The Planning Director again explained that he was trying to make the threshold align with recent State change. When Milford first submitted an application, a very aggressive incentive package was created due to the competition with other municipalities.

He is presenting this to get some direction from City Council.

Councilman Culotta understands the simplicity of moving it to align with the State's requirement, but he suggests moving it to zero to encourage anyone to invest in this district. He feels that impact fees are important to a business who is investing money downtown and they can really add up.

He recommends it go to zero which also makes it very simple.

Mr. Pierce noted that the impact fees are significant and having one men's restroom and one women's restroom requires a toilet and sink in each for a total of \$7,000. Currently if they spend more than \$15,000, they reduce that by almost 2/3 because they still have to pay the county's impact fee.

The Planning Director explained the county fees are a direct pass-thru as a result of the City being a contract user for the treatment of wastewater and there is a requirement to collect impact fees for capacity upgrades to their transmission lines and the treatment facility in Frederica.

In addition, the Carlisle Enhancement Fee is no longer waived. Other than that, the majority of the fees are waived if the investment is over \$15,000.

Mr. Pierce said it comes down to whether Council wants to retain some revenues as a result of the projects, keep it at \$15,000 or reduce it lower and possibly to zero, to prevent not working with two different thresholds.

Councilman Culotta feels there is a need to incentivize business to Milford and especially in the Downtown Development District, as opposed to investing in buildings on the highway.

He feels if the City makes it easier for these investors at every step, they will invest in this area. He anticipates a loss of approximately \$5,000 of City revenues in return for hundreds of thousands of dollars in our downtown.

Councilman Culotta recommends decreasing the threshold to zero so Mr. Pierce does not have to consider it. He clarified that this would waive the permit and impact fees for businesses, adding there will not be much residential development in this area.

Mr. Pierce said in the case of Riverwalk Villas, they are already above the threshold and will have the impact fees waived for 48 units. He feels the impact fees on the residential side are a moot point, because any new house will be above the \$25,000 which is the maximum threshold at this time.

Councilman Culotta said he does not understand their reasoning, but the State increased their threshold to \$25,000 so the builder has to spend at least \$25,000 in improvements to get any kind of tax breaks or cash incentives from the State. However, instead of leaving it at \$15,000 as it currently is, he prefers leaving it at zero so the builders or investor does not even have to think about it when they express an interest in the downtown district.

He explained that opening a restaurant involves a three-bowl wash sink, prep sink, hand sink at every work area, ADA compliant bathroom (toilet, sink) which results in a lot of fixtures that impact the calculation. In Sussex County, they include the number of seating as part of the formula. His company just handled a 1,300 square foot restaurant where 16,000 were paid for impact fees.

Councilman Culotta advised that the point of an impact fee is to build infrastructure to provide water and sewer services. Though valid, the City has been here for many years and someone adding a toilet, sink and hand sink is hardly impacting the system. Therefore, he does not feel there will be any harm by waiving the impact fee. The City is only losing the opportunity to make money, but he is willing to argue the impact fee is not a necessity.

It was confirmed that one impact fee is \$2,500 and the other is \$1,500. For comparison, Councilman Culotta said Rehoboth Beach is \$1,800 per fixture. Milford is more expensive than a town that has a line of businesses wanting to lease a business. He will revisit this once we get those investors in line.

Councilman Culotta cares about business coming to Milford and not the City making money.

The Committee then talked about how downtown businesses are closed at night and weekends.

Councilman Culotta said we need more anchors like the Georgia House and Poncho and Lisa Johnson's new restaurant at the old Arena's. Then the ancillary businesses will stay open later because of the additional foot traffic.

Mr. Norenberg explained that impact fees are for the future expansion of our facilities as a result of the growth and expansion created by new structures. The fees are most likely are not likely to be felt in terms of not recovering costs, are permit fees, etc., that help fund the Planning and Code/Inspections Departments.

He also noted that the fees on the second chart are not huge and most items are residential in nature.

Councilmember Wilson arrived at this time.

This is hopefully making downtown better by attracting more people who want to live downtown and making it a more appropriate livable area.

The City Manager agrees with Councilman Culotta that this is period of time when we need to do this. He said the Committee may want to consider authorizing a change for the remaining 2019 and 2020 and then consider reverting after that period of time or it could be reviewed annually.

Councilmember Peel said it is also a bargaining chip and the frenzy is to get it while you can.

Councilmember Boyle is leaning towards that too as long as it is maintained in the DDD and not throw it open to everyone. Councilman Culotta agreed this is will be for our downtown and it is not on the highway and not by the hospital and the way Milford is designed, a lot of that will migrate out there.

Councilman Boyle pointed out we are experiencing hard times attracting people to these downtowns. Councilmember Peel agreed stated that this is an anti-sprawl campaign as well with the City's efforts on our downtown. She feels that no one else will go to zero making Milford unique.

The Committee agreed it would be appropriate to reduce the threshold to zero for the rest of 2019 and all of 2020. After that it will be re-evaluated.

Councilmember Culotta prefers to evaluate it every year based on the City's recommendations.

Mr. Pierce said the State will have to approve the change but they will have no problem with it because we are making it more lenient and more friendly.

Councilman Culotta made a motion to reduce the Milford threshold in the DDD from \$15,000 investment costs to zero and review it annually and review and align it with where the City is economically, seconded by Councilmember Peel. Motion carried.

Mr. Pierce explained that the ordinance will need be revised, advertised, etc.

New Business

*Ordinance 2019-07/Chapter 19/Economic Development & Redevelopment Amendment
Business Improvement District Concept Review*

The City Manager reported that this discussion began last winter at which time a letter was signed by several businesses and stakeholders asking for more foot patrol policing downtown which stated they were willing to pay for it. Council asked that he and Chief Brown meet with the group and talk about ideas and solutions.

Because there was not a lot of money gathered to directly pay for it, they talked about the concept of the Business Improvement District.

The packet included an article about the City of Dover reviving their Business Improvement District and also a section of the Delaware Code that covers the authority provided to municipalities to create these types of districts and related criteria.

He and Chief Brown met with the Executive Director and Board President of DMI a few weeks ago, then taking it to the downtown business community about what will be provided in comparison to its costs. However, they wanted to get the input of this committee first. It could fund police cadets or other police employees, whether they are fully sworn officers or civilian employees who have had that training, depending on their authority. Private security could also be hired who would call the police when assistance is needed.

Chief Brown felt it would be very expensive to have full-time officers downtown, considering the effort that has been made to fill vacant positions and hire new officers that are needed.

Other items that could be funded by this district are more aggressive litter management and other beautification efforts, additional marketing, etc.

Mr. Norenberg asked Chief Brown to attend, as well as DMI President Sarah Pletcher.

Councilmember Peel confirmed that the letter was prompted by someone who is no longer doing business in Milford.

DMI President Pletcher said it was initiated by two downtown business owners and neither have come forth completely and said they are not doing business in the town anymore, though both are rumored to either having left or leaving Milford.

She said when the group met at the library, a lot of people indicated they would be willing to help pay for this program. The letter was passed around and people signed it and when the news hit, the consensus was they really did not feel that way.

DMI Pletcher believes the police presence is not a big deal with all the merchants, though the trash pickup is. They do have a solid group of merchant owners that go out on their own on Friday mornings and pick up trash. If there was a more collective effort from everyone it could be even more successful.

Ms. Pletcher pointed out that Chief Brown has talked to one of the downtown merchants who has expressed many concerns though she does not feel she feels unsafe in her house and her business anymore.

Councilmember Wilson pointed out that several changes have been implemented since that meeting with regard to their concerns for safety and loitering. Ms. Pletcher agrees and added that a lot is seasonal and the homeless population is a lot higher in the summer.

Councilmember Wilson noted they now have a place to go during the days.

Chief Brown advised there was a known drug dealer also hung out in the downtown area but was recently taken care of.

Councilmember Culotta asked if this involves funding for foot patrol in the downtown area. He said the problem is not necessarily downtown or on Walnut Street though it is mainly in the park and the open space and recommended putting the money toward more security cameras that would help better manage it.

Councilman Boyle said the manner in which it is writing, is imposing the authority for a tax district among the merchants. Whatever they contribute will go toward the total costs. He doubts if they will get that amount of foot patrol and it depends on what they are willing to pay. His initial action when he read it was that no one is willing to pay for it. He thinks there is a need to talk with the downtown merchants, present the option, but what occurs if only half wants to participate. He does not believe Council will get a consensus.

Councilman Culotta recommends they provide public comment on whether or not they want it.

Councilman Boyle stated that if we proceeded, he assumes DMI would become the managing agency to oversee it.

Mayor Campbell said he and Chief Brown looked at the crime rate downtown and Chief Brown determined it was non-existent. Councilman Boyle explained he is referring to the trash issues and the simpler things.

Ms. Pletcher said the other thing Eric mentioned is the advertising aspect and they all talk about having a billboard. DMI looked into the costs and it is very expensive. When they were told that funding was needed, and when they start contributing, they will want the billboard but they will expect their logo to be added. Having a billboard with fifty logos will not work.

Councilmember Peel said she hears very little about the problem, so the police are now doing a much better job of meeting their specific needs at that time. In addition, hearing and validating those concerns showed some interest.

Chief Brown said at the time, Touch of Italy owner Bob Ciprietti wanted full-time officers down there.

Councilman Culotta said that during the campaign for the Ward One Council seat, he and his opponent were invited to the home of one of the merchants. At that meeting, was the first time Mr. Ciprietti made comments that began to get him in trouble. It was a push from Mr. Ciprietti and the merchant to have full-time uniformed police downtown and both said they would not invest in the town until that happened. Not all those present agreed with that, though everyone said that would be great to have it. He agrees there is no longer a big push to have a structured program that will need to be paid by the downtown merchants. He feels it is non-starter at this point especially with the status of both businesses owned by those two merchants.

Councilmember Peel agreed stating that she felt it was a plant to set up for what was to come. Either pre-mediated or not, that is how it happened. She feels there is a need to address the letter, have the conversation and make sure this

Committee is not making assumptions. Realistically, they need to understand the costs associated with this type of patrol, so the question needs to be asked if they want it bad enough to pay for it.

When asked how much it would cost to put an officer downtown, Chief Brown said the cost to hire a new police officer today is \$80,000.

Councilwoman Wilson recalled they wanted something done right away, and Chief Brown was unable to hire officers to fill the vacancies. Chief Brown agreed adding that he does not want to designate any police officers to a particular place. He explained that when that officer is out sick or on vacation, he has to arrange for another officer, who is most likely on patrol, to cover for him. He emphasized they are already doing that for the school. Because of the contract, when one of the officers is out, another officers has to fill that position. Though there is a reason to provide this at the schools, he would hate placing two police officers downtown that he would have to cover all the time.

Councilwoman Wilson also recalled that Chief Brown was concerned that people would complain that all the officers did was walking around and not doing anything.

Councilmember Peel also pointed out that if Chief Brown does not feel that is a high crime area and has data that shows where the officers need to be and has had success, would be more beneficial. Chief Brown said he is doing what he can down there. He has been putting his officers at Brightway Commons on weekends and there has been no shooting since December because of their presence. That is eating up a lot of the grant money he received for foot patrol though it is needed at Brightway Commons but it is not needed downtown. He always has foot patrol there on Third Thursdays and during other events.

He recalled at one time the Police Department had a Seasonal Officer Program with a budget of \$14,000. He took that money and combined it with regular overtime that is used only for downtown foot patrol. The \$38,000 grant that is almost gone, can be used anywhere, including downtown, though his priority is the places that really need police presence.

The City Manger said the group was told he and Chief Brown would follow up. He has kept in touch with the downtown merchants through the entrepreneur meeting on the fourth Tuesday of the month. That is in the process of dissolving right now because there has not been a lot of pressing issues, though it could be reformulated through another concept though he was able to hear the concerns in that manner. He has regular dialogue with DMI in addition to hearing concerns from staff and board members.

Mr. Norenberg also obtained email addresses for the group and is willing to follow up and say it was discussed at the Committee level and believe it is better and we prefer to take the wait and see approach and review this over the next few months. Several different things are being done, including parking an empty police vehicle to be a visible presence. They are trying to do things that do not involve a tax and a new organization structure.

Councilmember Peel asked Mr. Norenberg to include the correspondence that because of the request, Chief Brown reviewed the crime data and found it did not exist and the decision to hold off is a result of facts and not simply a preference.

Ms. Pletcher said that she believes the merchants will not pay this, but also talked about cameras on the Riverwalk and grants that may be available to get them up and operating. She feels that repairing the cameras could be a big help as well as ease some minds at the same time.

Chief Brown stated that they are looking at ways to upgrade and improve the current cameras. That came up when the merchants were talking about providing money and in response, Chief Brown recommended that instead of investing in police officers, help them with cameras. So that was the result of him asking the merchants to help them.

Ms. Pletcher suggests that the cost of the cameras also be included in the letter. Rather than tax them in a business district, this amount is needed to get them up and running and ask for a one-time contribution.

Councilman Boyle is going to ask the City Manager to respond to the downtown merchants and to state the current position of the Committee.

City Manager said he and Chief Brown will work on it jointly.

Adjournment

There being no further business, Councilmember Wilson moved to adjourn the Community and Economic Development Committee meeting, seconded by Councilmember Peel. Motion carried.

The meeting adjourned at 6:21 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

DRAFT

Downtown Development District - Project List - February 19, 2019

Applicant Name	Date	Private Investment	State Rebate	County Rebate	City Waivers/Tax Abatements	Total Incentives	Project Description	Project Size
Ling Xiao	5/16/2017	\$ 15,000.00	\$ -	\$ -	\$ 8,108.00	\$ 8,108.00	Interior Commercial Renovation	Small Project
Joan Durand *	4/3/2018	\$ 15,000.00	\$ -	\$ -	\$ 3,730.60	\$ 3,730.60	Conversion from Rental Unit to Owner Occupied, Residential Rehabilitation	Small Project
Hello Masu, LLC **	12/19/2018	\$ 15,500.00	\$ -	\$ -	\$ -	\$ -	Exterior Renovation	Small Project
Lang & Mark Redden	6/20/2018	\$ 16,800.00	\$ -	\$ -	\$ 155.00	\$ 155.00	Residential Renovation	Small Project
Black, Helene	3/10/2017	\$ 18,000.00	\$ -	\$ -	\$ 95.00	\$ 95.00	Exterior renovations, new roof	Small Project
Joseph Wiley	4/17/2018	\$ 24,495.00	\$ 4,899.00	\$ -	\$ 10.00	\$ 4,909.00	Residential Rehabilitation	Small Project
Robert Donovan	11/9/2017	\$ 28,000.00	\$ -	\$ -	\$ 185.00	\$ 185.00	Residential Interior & Exterior Renovations	Small Project
Barry Peterman	8/30/2018	\$ 29,035.00	\$ -	\$ -	\$ 195.00	\$ 195.00	New siding and doors	Small Project
Anthony Vari	1/11/2019	\$ 30,000.00	\$ -	\$ -	\$ 1,138.20	\$ 1,138.20	Interior Commercial Renovation	Small Project
Sorghum Mill Holdings, LLC	1/15/2019	\$ 32,000.00	\$ -	\$ -	\$ 230.00	\$ 230.00	Interior and Exterior Renovations	Small Project
Sorghum Mill Holdings, LLC	1/15/2019	\$ 34,500.00	\$ -	\$ -	\$ 245.00	\$ 245.00	Interior and Exterior Renovations	Small Project
Larry Smith	4/3/2018	\$ 35,000.00	\$ -	\$ -	\$ 245.00	\$ 245.00	Residential Rehabilitation	Small Project
Sudler Lofland	5/2/2018	\$ 38,000.00	\$ -	\$ -	\$ 285.00	\$ 285.00	Commercial Roof, Siding and Windows	Small Project
Rockaway Likeness, LLC	11/23/2016	\$ 40,000.00	\$ -	\$ -	\$ 655.00	\$ 655.00	New Single-Family Detached Dwelling	Small Project
Wattay Accounting	2/19/2019	\$ 42,000.00	\$ -	\$ -	\$ 330.00	\$ 330.00	Commercial interior renovations	Small Project
James Hartnett	11/13/2018	\$ 47,500.00	\$ -	\$ -	\$ 355.00	\$ 355.00	Residential rehabilitation	Small Project
Harry Greenwell	10/4/2017	\$ 50,000.00	\$ -	\$ -	\$ 300.00	\$ 300.00	Interior / Exterior Renovations	Small Project
Juan Hernandez	3/12/2018	\$ 55,000.00	\$ -	\$ -	\$ 345.00	\$ 345.00	Residential Rehabilitation & Addition	Small Project
Christian Owens	12/6/2016	\$ 68,127.00	\$ 13,625.00	\$ 1,500.00	\$ 355.00	\$ 15,480.00	Residential Interior & Exterior Renovations	Small Project
Zook, Cordelia & Justin	2/14/2017	\$ 69,223.00	\$ 15,349.00	\$ -	\$ 1,190.80	\$ 16,539.80	Interior/Exterior Renovations	Small Project
Wavecrest, LLC	5/15/2017	\$ 70,000.00	\$ -	\$ -	\$ 1,252.80	\$ 1,252.80	Interior/Exterior Renovations	Small Project
Inns on the Mispillion, LLC	8/28/2017	\$ 70,000.00	\$ -	\$ -	\$ 420.00	\$ 420.00	Residential Renovations	Small Project
River Lights Cafe	4/9/2018	\$ 75,780.00	\$ -	\$ -	\$ 4,987.60	\$ 4,987.60	Commercial Renovation	Small Project
Riverwalk Center at Milford	8/16/2018	\$ 82,000.00	\$ -	\$ -	\$ 1,398.20	\$ 1,398.20	Commercial renovation	Small Project
100 Charles Street, LLC	10/2/2017	\$ 89,508.00	\$ 17,902.00	\$ -	\$ 5,938.60	\$ 23,840.60	Residential Interior / Exterior Renovations	Small Project
Downtown Properties of Milford, LLC	12/21/2017	\$ 93,386.00	\$ -	\$ -	\$ 6,576.00	\$ 6,576.00	New Single-family Detached	Small Project
Cordelia & Justin Zook	8/1/2017	\$ 95,000.00	\$ 18,803.00	\$ -	\$ 520.00	\$ 19,323.00	Residential Rehabilitation - Interior and Exterior renovations	Small Project
Zook Property Management	9/14/2017	\$ 116,660.00	\$ 23,332.00	\$ -	\$ 3,305.00	\$ 26,637.00	Complete Interior & Exterior Renovation of existing Single Family Dwelling	Small Project
J&R Marshall West LLC	12/18/2018	\$ 125,000.00	\$ -	\$ -	\$ 1,275.00	\$ 1,275.00	New Single-Family Detached Dwelling	Small Project
J&R Marshall West LLC	12/18/2018	\$ 125,000.00	\$ -	\$ -	\$ 5,616.00	\$ 5,616.00	New Single-Family Detached Dwelling	Small Project
Greater Milford Development Corporation	6/30/2017	\$ 157,161.00	\$ 31,432.00	\$ 10,000.00	\$ 3,971.60	\$ 45,403.60	Conversion of office space into DE Music School	Small Project
Towers Bed & Breakfast	8/29/2018	\$ 163,505.00	\$ 32,701.00	\$ -	\$ -	\$ 32,701.00	Restoration of Historic Structure	Small Project
Wavecrest, LLC	1/25/2017	\$ 200,000.00	\$ -	\$ -	\$ 1,050.00	\$ 1,050.00	Full rehabilitation of existing two-family dwelling unit	Small Project
Il Nostro Locale, LLC	10/7/2016	\$ 250,000.00	\$ -	\$ -	\$ 20,485.60	\$ 20,485.60	Renovation of vacated bank into an Italian Restaurant	Small Project
Triple Moon	11/9/2016	\$ 277,148.00	\$ 50,000.00	\$ 10,000.00	\$ 7,334.40	\$ 67,334.40	Interior and Exterior renovation of historic building, conversion of single family home to Bed and Breakfast Operation	Small Project
Downtown Properties of Milford, LLC	2/19/2019	\$ 787,501.00	\$ 135,000.00	\$ -	\$ -	\$ 135,000.00	Complete historic restoration, first floor commercial with (3) apartments on second and third floors	Large Project
Downtown Properties of Milford, LLC	12/2/2016	\$ 872,768.00	\$ 135,554.00	\$ -	\$ 7,378.80	\$ 142,932.80	Complete historic restoration, first floor commercial with (2) apartments on second and third floor.	Large Project
Greater Milford Development Corporation	11/21/2016	\$ 1,420,900.00	\$ 248,792.00	\$ -	\$ 45,576.24	\$ 294,368.24	Conversion of vacated commercial space into professional office space	Large Project
Devreco	6/27/2018	\$ 1,992,500.00	\$ 259,500.00	\$ -	\$ 2,370.00	\$ 261,870.00	Commercial Renovation	Large Project
200 Front LLC	6/27/2018	\$ 2,587,000.00	\$ 404,905.00	\$ -	\$ -	\$ 404,905.00	8-unit Townhouse Development	Large Project
		\$ 10,353,997.00	\$ 1,391,794.00	\$ 21,500.00	\$ 137,608.44	\$ 1,550,902.44		

* Rental Unit converted to owner occupied, not subject to minimum threshold

** Exterior painting and work that did not require a building permit

Application Year	Application Number	Permit Code Description	Permit Valuation	Parcel Number	Street Address	Permit Date	Permit Fee
17	100208	COMMERCIAL BUILDING PERMIT	\$ 12,000.00	MD-16-183.10-02-76.00	127 NW FRONT ST	8/8/2017	\$ 160.00
17	100084	COMMERCIAL BUILDING PERMIT	\$ 300.00	MD-16-183.10-03-74.00	115 N WALNUT ST	3/14/2017	\$ 101.50
17	100481	COMMERCIAL BUILDING PERMIT	\$ 3,600.00	MD-16-183.10-03-74.00	115 N WALNUT ST	12/6/2017	\$ 118.00
17	100429	COMMERCIAL BUILDING PERMIT	\$ 4,500.00	MD-16-183.10-03-76.00	107 N WALNUT ST	11/6/2017	\$ 122.50
19	100022	COMMERCIAL BUILDING PERMIT	\$ 10,000.00	MD-16-183.10-03-85.00	23 NW FRONT ST	1/11/2019	\$ 150.00
17	100176	COMMERCIAL BUILDING PERMIT	\$ 585.00	MD-16-183.10-04-24.00	209 NE FRONT ST	5/5/2017	\$ 102.93
16	100445	COMMERCIAL BUILDING PERMIT	\$ 7,000.00	MD-16-183.10-04-24.00	209 NE FRONT ST	12/12/2016	\$ 135.00
19	100003	COMMERCIAL BUILDING PERMIT	\$ -	MD-16-183.10-04-24.00	231 NE FRONT ST	1/3/2019	\$ 100.00
18	100129	COMMERCIAL BUILDING PERMIT	\$ -	MD-16-183.10-04-24.00	233 NE FRONT ST	4/10/2018	\$ 100.00
16	100347	COMMERCIAL BUILDING PERMIT	\$ 489.00	MD-16-183.10-04-24.00	233 NE FRONT ST	10/20/2016	\$ 102.45
17	100023	COMMERCIAL BUILDING PERMIT	\$ 800.00	MD-16-183.10-04-32.00	104 NE FRONT ST	1/10/2017	\$ 104.00
18	100427	COMMERCIAL BUILDING PERMIT	\$ 9,400.00	MD-16-183.10-04-32.00	111 PARK AVE	11/13/2018	\$ 147.00
17	100347	COMMERCIAL BUILDING PERMIT	\$ 825.00	MD-16-183.10-04-68.00	19 SW FRONT ST	9/1/2017	\$ 104.13
19	100077	RES RENOVATION / ACCESSORY	\$ 750.00	1-30-1.20-065.00	22 S WALNUT ST	2/25/2019	\$ 53.75
18	100452	RES RENOVATION / ACCESSORY	\$ 300.00	3-30-6.20-015.00	103 MONTGOMERY ST	12/8/2018	\$ 51.50
18	100453	RES RENOVATION / ACCESSORY	\$ 8,000.00	3-30-6.20-015.00	103 MONTGOMERY ST	12/8/2018	\$ 90.00
17	100238	RES RENOVATION / ACCESSORY	\$ 3,200.00	3-30-6.20-021.00	205 SE SECOND ST	6/23/2017	\$ 66.00
16	100386	RES RENOVATION / ACCESSORY	\$ 1,000.00	3-30-6.20-041.00	9 SE SECOND ST	11/2/2016	\$ 55.00
16	100329	RES RENOVATION / ACCESSORY	\$ -	3-30-7.17-022.00	409 SE FRONT ST	10/5/2016	\$ 50.00
17	100080	RES RENOVATION / ACCESSORY	\$ 2,003.00	3-30-7.17-056.00	617 SE FRONT ST	3/10/2017	\$ 60.02
17	100352	RES RENOVATION / ACCESSORY	\$ 1,231.00	3-30-7.17-157.00	503 CARLISLE LN	9/7/2017	\$ 56.16
17	100392	RES RENOVATION / ACCESSORY	\$ 3,800.00	3-30-7.17-158.00	111 MCCOLLEY ST	10/12/2017	\$ 69.00
16	100300	RES RENOVATION / ACCESSORY	\$ 1,200.00	3-30-7.17-160.00	107 MCCOLLEY ST	9/6/2016	\$ 56.00
16	100313	RES RENOVATION / ACCESSORY	\$ 6,000.00	3-30-7.17-204.00	706 SE FRONT ST	9/14/2016	\$ 80.00
17	100212	RES RENOVATION / ACCESSORY	\$ 10,000.00	MD-16-183.06-01-85.00	103 NW FOURTH ST	6/8/2017	\$ 100.00
19	100017	RES RENOVATION / ACCESSORY	\$ 600.00	MD-16-183.06-02-42.00	17 NW FOURTH ST	1/11/2019	\$ 53.00
17	100300	RES RENOVATION / ACCESSORY	\$ 1,500.00	MD-16-183.06-04-22.00	105 NE FOURTH ST	8/3/2017	\$ 57.50
17	100101	RES RENOVATION / ACCESSORY	\$ 500.00	MD-16-183.06-04-45.00	211 NE FOURTH ST	4/7/2017	\$ 52.50
16	100304	RES RENOVATION / ACCESSORY	\$ 600.00	MD-16-183.10-01-37.00	108 TRUITT AVE	9/8/2016	\$ 53.00
18	100083	RES RENOVATION / ACCESSORY	\$ 1,000.00	MD-16-183.10-01-42.00	125 TRUITT AVE	3/13/2018	\$ 55.00
18	100296	RES RENOVATION / ACCESSORY	\$ 1,000.00	MD-16-183.10-01-45.00	106 WEST ST	8/13/2018	\$ 55.00
18	100325	RES RENOVATION / ACCESSORY	\$ 1,723.00	MD-16-183.10-02-09.00	207 NW FOURTH ST	8/24/2018	\$ 58.62
18	100386	RES RENOVATION / ACCESSORY	\$ 2,000.00	MD-16-183.10-02-09.00	207 NW FOURTH ST	10/11/2018	\$ 60.00
17	100443	RES RENOVATION / ACCESSORY	\$ 2,200.00	MD-16-183.10-02-46.00	114 NW THIRD ST	11/9/2017	\$ 61.00
18	100046	RES RENOVATION / ACCESSORY	\$ 2,500.00	MD-16-183.10-02-64.00	110 NW SECOND ST	2/16/2018	\$ 62.50
17	100133	RES RENOVATION / ACCESSORY	\$ 500.00	MD-16-183.10-03-07.00	216 N WALNUT ST	4/5/2017	\$ 52.50
16	100410	RES RENOVATION / ACCESSORY	\$ 1,500.00	MD-16-183.10-03-18.00	112 NE FOURTH ST	11/17/2016	\$ 57.50
18	100005	RES RENOVATION / ACCESSORY	\$ 6,000.00	MD-16-183.10-03-22.00	206 EAST ST	1/10/2018	\$ 80.00
17	100308	RES RENOVATION / ACCESSORY	\$ 9,000.00	MD-16-183.10-03-45.00	15 NW SECOND ST	8/3/2017	\$ 95.00
16	100412	RES RENOVATION / ACCESSORY	\$ 1,500.00	MD-16-183.10-04-18.01	220 NE SECOND ST	11/18/2016	\$ 57.50
18	100433	RES RENOVATION / ACCESSORY	\$ 2,500.00	MD-16-183.10-04-19.00	400 NE FOURTH ST	11/28/2018	\$ 62.50
18	100115	RES ROOF / SIDING PERMIT	\$ 670.00	3-30-6.20-030.00	110 SE FRONT ST	3/29/2018	\$ 50.00
18	100117	RES ROOF / SIDING PERMIT	\$ 5,700.00	3-30-6.20-040.00	11 SE SECOND ST	4/2/2018	\$ 50.00
18	100408	RES ROOF / SIDING PERMIT	\$ 1,500.00	3-30-6.20-086.00	122 SE SECOND ST	10/22/2018	\$ 50.00
17	100467	RES ROOF / SIDING PERMIT	\$ 9,100.00	3-30-7.17-002.00	205 SE FRONT ST	11/22/2017	\$ 50.00
16	100354	RES ROOF / SIDING PERMIT	\$ 4,200.00	3-30-7.17-020.00	401 SE FRONT ST	10/18/2016	\$ 50.00
18	100153	RES ROOF / SIDING PERMIT	\$ 200.00	3-30-7.17-034.00	25 MCCOLLEY ST	4/25/2018	\$ 50.00
18	100131	RES ROOF / SIDING PERMIT	\$ 7,000.00	3-30-7.17-076.00	27 FISHER AVE	4/11/2018	\$ 50.00
18	100191	RES ROOF / SIDING PERMIT	\$ 6,900.00	3-30-7.17-080.00	35 FISHER AVE	5/29/2018	\$ 50.00
17	100042	RES ROOF / SIDING PERMIT	\$ 2,500.00	3-30-7.17-136.00	109 COLUMBIA ST	2/1/2017	\$ 50.00
18	100062	RES ROOF / SIDING PERMIT	\$ 4,000.00	3-30-7.17-145.00	310 CARLISLE LN	3/1/2018	\$ 50.00
18	100061	RES ROOF / SIDING PERMIT	\$ 4,000.00	3-30-7.17-145.01	312 CARLISLE LN	3/1/2018	\$ 50.00
17	100095	RES ROOF / SIDING PERMIT	\$ 400.00	MD-16-183.06-01-53.00	111 NW FOURTH ST	3/21/2017	\$ 50.00
19	100018	RES ROOF / SIDING PERMIT	\$ 2,000.00	MD-16-183.06-02-42.00	17 NW FOURTH ST	1/11/2019	\$ 50.00
18	100295	RES ROOF / SIDING PERMIT	\$ 1,200.00	MD-16-183.06-04-07.00	403 N WALNUT ST	8/13/2018	\$ 50.00
18	100136	RES ROOF / SIDING PERMIT	\$ 1,000.00	MD-16-183.06-04-45.00	211 NE FOURTH ST	4/17/2018	\$ 50.00
17	100406	RES ROOF / SIDING PERMIT	\$ 6,000.00	MD-16-183.10-01-37.00	108 TRUITT AVE	10/16/2017	\$ 50.00
17	100185	RES ROOF / SIDING PERMIT	\$ 900.00	MD-16-183.10-02-51.00	113 NW SECOND ST	5/12/2017	\$ 50.00
18	100097	RES ROOF / SIDING PERMIT	\$ 2,640.00	MD-16-183.10-02-61.00	126 NW SECOND ST	3/15/2018	\$ 50.00
18	100190	RES ROOF / SIDING PERMIT	\$ 1,000.00	MD-16-183.10-03-17.00	106 NE FOURTH ST	5/25/2018	\$ 50.00
18	100021	RES ROOF / SIDING PERMIT	\$ 10,842.00	MD-16-183.10-03-55.00	6 NW SECOND ST	1/24/2018	\$ 50.00
18	100428	RES ROOF / SIDING PERMIT	\$ 5,000.00	MD-16-183.10-04-29.00	220 NE FRONT ST	11/8/2018	\$ 50.00
17	100048	RES ROOF / SIDING PERMIT	\$ 3,000.00	MD-16-183.10-04-66.00	25 N CHURCH ST	2/7/2017	\$ 50.00
19	100041	SIGN PERMIT	\$ 2,499.00	1-30-1.20-063.00	28 S WALNUT ST	1/30/2019	\$ 50.00
19	100023	SIGN PERMIT	\$ 750.00	MD-16-183.10-03-85.00	23 NW FRONT ST	1/11/2019	\$ 50.00
18	100164	SIGN PERMIT	\$ 750.00	MD-16-183.10-04-24.00	219 NE FRONT ST	5/8/2018	\$ 50.00
18	100431	SIGN PERMIT	\$ 1,500.00	MD-16-183.10-04-24.00	229 NE FRONT ST	11/20/2018	\$ 50.00
18	100051	SIGN PERMIT	\$ 1,875.00	MD-16-183.10-04-26.00	203 NE FRONT ST	2/15/2018	\$ 50.00
							\$ 4,658.03

MILFORD CITY COUNCIL
MINUTES OF MEETING
May 13, 2019

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 13, 2019.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Lisa Ingram Peel, Todd Culotta, Owen Brooks Jr., Douglas Morrow, Jason James Sr. and Katrina Wilson

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

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:03 p.m.

INVOCATION AND PLEDGE

The Pledge of Allegiance, followed the invocation was given by Councilmember Wilson.

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the March 25, April 8, April 22 and April 27, 2019 Committee and Council Meetings. Motion to approve made by Councilmember Wilson and seconded by Councilmember Peel. Motion carried.

RECOGNITION

Delaware Operator of the Year/Steve Ellingsworth

Public Works Director announced that in addition to being nominated the last two years, Milford's Steve Ellingsworth won the Delaware Operator of the Year Award.

When Mr. Whitfield submitted his recommendation, he highlighted his relationship with Milford's customers. Not only as an ambassador to the profession, but to the City as a whole, Mr. Ellingsworth is always very supportive of the City and our Council and the work that is being done throughout the City, in all departments, and speaks highly of the work that goes on in the day to day operations.

He said more importantly, when there are issues, Mr. Ellingsworth is the one that goes out and meets with people one on one. Often the get comments back, that they did not understand until Mr. Ellingsworth explained it to him.

Mr. Whitfield then recognized Mr. Ellingsworth and the award he received.

Mr. Norenberg added that Mr. Ellingsworth is also a mentor to the employees in his department. His interest in educating the public and providing assistance to the public, has expanded to other employees, who are also interested in taking that information into the schools for recruiting purposes and to educate our children.

Proclamation 2019-07/National Kids to Parks Day

Mr. Norenberg read the following proclamation into record:

National Kids to Park Day

WHEREAS, Organized and launched by the National Park Trust on the third Saturday of May, the ninth Kids to Parks Day is Saturday, May 18, 2019; and

WHEREAS, Kids to Parks Day empowers kids and inspires families to get outdoors and visit America's parks; and

WHEREAS, It is important to introduce a new generation and that families take advantage of their local parks; and

WHEREAS, We should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and the outdoors.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim May 18, 2019 as National Kids to Park Day in the City of Milford and urge our residents to take their children, their children's friends, other family members and neighbors to a City Park to participate in physical activity and free play.

s/Mayor Arthur J. Campbell

Proclamation 2019-11/Public Works Week

City Manager Norenberg read the following proclamation into record:

National Public Works Week

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Milford; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who include engineers, managers and employees at all levels of government and the private sector and are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Milford to gain knowledge of and to maintain a progressive interest and understanding about the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2019 marks the 59th Annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, do hereby proclaim the week May 19 through 25, 2019 as National Public Works Week in the City of Milford and urge all citizens to join representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees, and to recognize the substantial contributions they make to protecting our health, safety, and quality of life.

s/Mayor Arthur J. Campbell

Public Works Director Whitfield then announced that at 10:00 a.m. on this Saturday, they are sponsoring a Touch a Truck Event. Several food trucks are participating.

A majority of the Public Works equipment will be available where people can see the equipment and children can climb on board and see what it feels like to sit inside some of the newer equipment acquired. They will also hand out educational materials, including coloring books.

City Manager Norenberg then reported that from 9:00 a.m. to 10:00 a.m., before the new overpass officially opens at Northeast Tenth Street, people can come out and celebrate the accomplishment and actually experience being on the bridge without being in the car. They have partnered with the Milford Police Department, DMI and the Chamber of Commerce to promote the event.

Life Cycle will also be organizing a bike ride from downtown to the overpass.

Following, the ribbon cutting will occur at 10:00 a.m. and the interchange will be open for traffic.

Work will begin on N.E. Tenth Street on Monday, May 20th.

He recalled that this overpass is unique not only because it is a gateway to downtown Milford, but our branding is on the wingwalls, which cannot be found on any other overpass in Delaware.

MONTHLY POLICE REPORT

Police Committee Chairperson Wilson presented the monthly Police Report on behalf of Chief Brown noting the number of City and outside events he has attended throughout the months.

Chief Brown announced that he is a Board of Director explaining they have a drop-in program on weekdays though weekends are being added. The program is for Kent and Sussex County where people can be taken, regardless of their problem, such as homeless persons. They have the resources to provide showers, meals, computers, drug treatment, mental health treatment.

The police are able to take people there 24 hours though he believes the public is restricted to the daytime hours.

He does have a concern with the location of the facility which is behind McDonalds and pedestrians crossing the highway. He and Mr. Norenberg are presently working with DART to add a bus stop at that location in lieu of crossing the highway.

Councilwoman Wilson moved to accept the report, seconded by Councilman Peel. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Norenberg referenced his report, noting that a couple of reports are missing. Once they are submitted, he will send the updated version via email.

He asked Council for any feed or recommendations with regard to the new format.

Mr. Norenberg also reported they have been visiting a lot of businesses in town with regard to the energy efficiency program and economic development. In the last week, they visited US Cold Storage, Bayhealth, Caulk Dentsply, Sarrono and Mohawk Electric, with more scheduled in the coming weeks.

Councilmember Peel moved to accept the City Manager report, seconded by Councilmember Boyle. Motion carried.

MONTHLY FINANCE REPORT

Finance Committee Chairman James advised the detailed report is included in the Council packet.

With 75% of Fiscal Year 2018-2019 elapsed, revenues are up 5% over budget, with business type enterprise funds up 2.9-3% over budget.

Total expenses are under budget 8% and business type enterprise funds are under budget by the same amount.

Councilman James announced that the way the year is trending, the business type enterprise funds should be favorable by about \$3.9-\$4 million, which is consistent with last year, if you exclude the forgiveness of debt of 1.3%. Last year the business type enterprise funds would have increased by 4.1%.

Even with 25% of the year to go, he does not know enough detail to provide further guidance though it does look consistent and favorable.

With that, we are looking at increasing the electric fund by \$1.8 million after the \$2.5 million transfer to the general fund.

He plans to continue working with the City Manager to make the information in the Finance Report a little more relevant. Currently, it seems there is more data than information and hopes to provide more useful information which can be used in its decision making.

Councilmember James moved to accept the March 2018 Finance Report, seconded by Councilmember Peel. Motion carried.

COMMITTEE & WARD REPORTS

No reports were provided.

COMMUNICATION & CORRESPONDENCE

Included in packet.

Councilmember Wilson excused herself at this time due to an unexpected personal matter.

UNFINISHED BUSINESS

Authorization/Addendum/Chief of Police Contract

Councilmember Marabello moved to accept the Addendum to the Police Chief's contract, seconded by Councilmember James. Motion carried.

Appointment/Planning Commission

The City Manager reported Duval Lewis who was recently appointed to the Planning Commission relocated outside of the City which leaves a vacancy on the commission.

It was noted that Duane Powell submitted his application for consideration.

Councilmember Boyle moved to appoint Duane Powell to fill the vacancy on the Planning Commission, seconded by Councilmember James. Motion carried by the following 4-3 roll call vote:

Yes:

Marabello, Boyle, Peel, James

No:

Culotta, Brooks, Morrow

Appointment/Parks & Recreation Advisory Board

Former Councilmember Christopher Mergner has requested appointment to fill the vacancy on the Parks and Recreation Advisory Board.

Motion made by Councilmember Peel to appoint Mr. Mergner to the Parks and Recreation Advisory Board, seconded by Councilmember Boyle. Motion carried unanimously by a unanimous roll call vote.

NEW BUSINESS

Bid Award/Public Works Facility Renovation Project

Public Works Director Whitfield referenced the following memo in reference to their redesigned breakroom:

In the 2019 Capital Budget, staff recommended and Council approved funding for the Breakroom/Locker Room Redesign at the Public Works Administrative Building. In 2017, staff contracted with Davis Bowen and Friedel on various layout options to provide for an expanded break room and locker room within the Public Works Administration Building. Prior to 2017, each division had separate break rooms/locker room areas scattered throughout the facility. Having a central area within the Administration Building will provide more staff contact, as well as more efficient use of space and use of energy in terms of heating and cooling.

At the June 11, 2018, council unanimously approved the recommendation that 25% from each Water and Sewer Reserves and 50% from Electric Reserves be used for the project. On May 1, 2019, bids for the recommended Breakroom/Locker Room Re-design work were opened. The low bidder, BRS Contracting, Inc. of Harrington, DE was the low bidder at \$87,450. The engineer's estimate for the work was \$115,865. The engineering fees for the project is expected to be \$14,900.

The 2019 Capital Budget included \$450,000 for work at the Public Works Facility, including replacement of the HVAC (\$350,000), renovations to the breakroom and locker room (\$90,000), and LED lighting (\$10,000). The HVAC work is \$349,000 (including \$25,000 for engineering) and \$19,844 has been spent on architecture design for the Breakroom/Locker Room Project, leaving a balance of \$81,156 in the original budget. Sufficient funds are available in the Electric, Water, and Sewer Reserves to cover the additional cost for the project.

Councilmember Marabello moved to award the Public Works Administrative Building Breakroom/Locker Room Redesign Contract to BRS Contracting, Incorporated of Harrington DE in the amount of \$87,450 to be funded with \$43,725 from Electric Reserves and \$21,863 from Water and \$21,863 from Sewer Reserves, seconded by Councilmember James. Motion carried.

Authorization/Amendment/Milford Ponds Development Agreement

The Public Works Director reported that Milford Ponds requested they install their electric service, which helps the City crews considering the number of developments currently underway. As a result, an agreement was made which gives Milford Ponds permission to install electric lines within their subdivision.

Mr. Whitfield confirmed that the installation will be inspected, and all terminations and connections will be made by the City. In addition, the City is required to purchase and install all transformers. Though a blended project, the majority of the labor will be completed by Milford Ponds' contractor.

Councilmember Culotta asked if electric impact fees are paid by the development, Mr. Whitfield explained that relates to the infrastructure that may be needed in the future in order to provide for those facilities. A lot of that fee is paid by the developer up front.

When asked if Milford Ponds will still need to pay impact fees because they are installing their own infrastructure, Mr. Whitfield explained that relates to the main infrastructure providing them electricity and not what goes in the ground. The City would have installed it and the developer assessed an hourly fee.

Mr. Whitfield also verified that the City of Milford meter and meter pans are still required.

He explained that because of the work that is occurring, any developer that wishes to install their own would be given that option. However, an addendum is required because the original agreement states the City would perform that work.

Councilmember Culotta moved to authorize Addendum #1 to the Milford Ponds Development Agreement, seconded by Councilmember Peel:

***MILFORD PONDS – PLANNED UNIT DEVELOPMENT AGREEMENT
CITY OF MILFORD, DELAWARE
ADDENDUM #1***

*This Agreement, hereinafter the **ADDENDUM #1**, dated this 13th day of May, 2019, by and between the equitable property owner **MILFORD PONDS, LLC**, a Delaware Limited Liability Corporation, hereinafter the “**OWNER**”.*

AND

*The **City of Milford**, a municipal corporation of the State of Delaware, hereinafter the “**CITY**”.*

*WHEREAS, the **OWNER** is proposing a 178.07 acre +/- Planned Unit Development located along S. Dupont Boulevard, hereinafter the “**PROJECT**,*

*WHEREAS, the **OWNER**, intends to develop the parcel in accordance with the project plans previously reviewed and approved by the City, hereinafter “**THE PLANS**,*

*WHEREAS, it is a requirement of the **CITY**’s Ordinance that properties within the **CITY** are connected to the municipalities’ electrical, water and sewer systems;*

*WHEREAS, the **OWNER**, shall complete all improvements of the **PROJECT** as shown on **THE PLANS**;*

*WHEREAS, the **OWNER** and the **CITY** entered into a **DEVELOPMENT AGREEMENT** for the project on October 10, 2017;*

*WHEREAS, the **OWNER** requests **CITY** permission to install electric lines within the project;*

*NOW THEREFORE, in consideration of the requirements of the **CITY** and the services required by the **OWNER**, the parties hereto agree, under seal, to **ADDENDUM #1**, which can be found in the Council packet.*

Motion carried.

Introduction/Ordinance 2019-11/Chapter 230-Zoning Code/Amends §230-18 OC-1 District

Introduced by Mayor Campbell, Planning Director Pierce explained this is an amendment to the OC-1 zoning category in Chapter 230, as was recommended by the Community and Economic Development Committee.

The Planning Commission will review tomorrow evening and is scheduled for a public hearing on May 28, 2019.

Introduction/Ordinance 2019-14/Conditional Use/Windward Communities LLC-Commercial

on behalf of Property Owners Janet R. Swain, Gilbert C. & Irene D. Simpson and Jesse & Joyce Webb

Introduced by Mayor Campbell, Planning Director Pierce explained this is a conditional use application at the Swain, Simpson and Webb properties on South Rehoboth Boulevard where a commercial shopping center is planned with office, retail and restaurant uses.

The Planning Commission will review tomorrow evening and is scheduled for a public hearing on May 28, 2019.

Introduction/Ordinance 2019-15/Change of Zone/Larry M. & Linda H. Pfeiffer on behalf of Pfeiffer Enterprises

Introduced by Mayor Campbell, this application involves a change of zone for the Pfeiffer lands on the west side of North Rehoboth Boulevard from R-2 to C-1.

The Planning Commission will review tomorrow evening and is scheduled for a public hearing on May 28, 2019.

Introduction/Ordinance 2019-16/Conditional Use/Mavis Discount Tires/LC Management on behalf of Shawnee Farm LLC

Introduced by Mayor Campbell, this application involves a conditional use to allow a tire business on one of the pad sites in front of Redner's Market at Cypress Hall.

The Planning Commission will review tomorrow evening and is scheduled for a public hearing on May 28, 2019.

Introduction/Ordinance 2019-17/Change of Zone/Growmark FS

Introduced by Mayor Campbell, this application is the result of a change of zone request at the vacant Growmark warehouse on Northeast Front Street from I-1 to C-3, next to the land purchased for the new Milford Police Department.

The Planning Commission will review tomorrow evening and is scheduled for a public hearing on May 28, 2019.

*Introduction/Ordinance 2019-18/Chapter 67/Volunteer Fire Companies
Introduction/Ordinance 2019-19/Chapter 26/Enhancement Funds**

City Manager Norenberg introduced the aforementioned ordinances.

He explained they are related in that Ordinance 2019-18 rescinds Chapter 67 that was adopted at the time the Carlisle Fire Company Enhancement Fee was put in place.

A new Chapter 26 is being created and retitled which will include the provisions of the rescinded Chapter and will establish a similar fund for public building including police and general government buildings.

Both ordinances are scheduled for review and adoption on May 28, 2019.

EXECUTIVE SESSION

Executive Session discussion postponed until May 28, 2019.

ADJOURNMENT

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

The Council Meeting adjourned at 7:51 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Lady Bug Art Contest Winners—Spring, 2019

Best in Show—Onel Jean Baptiste 11th grade-MHS

Crayon/Pencil/Marker medium

1st place—Lea Heesh 4th grade Banneker

2nd place—Payton Lane 3rd grade Banneker

3rd place—Keegan Dennehy 4th grade Mispillion

3D medium

1st place—Emmaline Green 1st grade--Banneker

2nd place—Chloe Lebo 2nd grade—Mispillion

3rd place—Samuel Chavez Corzo Kindergarten—Morris Early Childhood

Paint medium

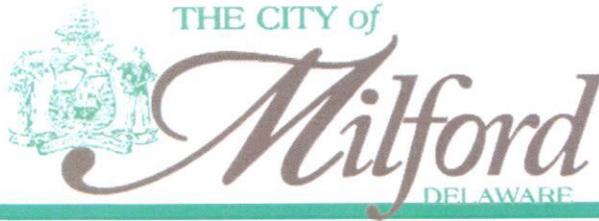
1st place—Isabella Valentine 3rd grade--Banneker

2nd place—Kate Wilson 1st grade—Mispillion

3rd place—Lilly Enck Kindergarten—Morris Early Childhood



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 5, 2019
RE: Activity Report/May 2019

Monthly Stats:

A total of 621 arrests were made by the Milford Police Department during May 2019. Of these arrests, 141 were for criminal offenses and 480 for traffic violations. Criminal offenses consisted of 29 felonies and 112 misdemeanors. Traffic violations consisted of 146 Special Duty Radar, 8 Drunk-Driving charges, 326 other.

Police officers investigated 69 accidents during the month and issued 77 written reprimands. In addition, they responded to 1272 various complaints including city requests and other agency assistance.

Monthly Activities:

Trained with Staff and PowerDMS in reference to our new Policy & Procedures program on May 2, 2019.

Attended Annual National Day of Prayer event held at Bicentennial Park on May 2, 2019.

Attended the Annual Chief's Staff Development Seminar held in Bethany Beach on May 6, 2019 – May 8, 2019.

Concept Design Review on May 9, 2019.

Attended the 33rd NAACP Annual Banquet held at the Senior Center on May 11, 2019.

Attended Peoples Place Annual Breakfast held at the Senior Center on May 15, 2019

Interviewed potential applicants for the Police Dispatcher positions throughout the month.

Attended the AI DuPont Hospital Topping Off Ceremony held at the Bayhealth Sussex Campus on May 22, 2019.

Met with City Manager and other staff to review IQRM results.

Met with contractor in reference to A-1 Auto building on May 30, 2019.

Training –

Two officers attended FBI-LEEDA Executive Conference held in Virginia Beach, VA., from April 29 – May 1, 2019.

Two officers attended FBI-LEEDA Command & Trilogy training held at Dover Police Department from May 6, 2019 – May 10, 2019.

Two officers attended DEMA Active Shooter Incident training held at Cheswold Fire Co. on May 7, 2019 – May 9, 2019.

Two officers attended the Hometown Security Conference held at Polytech High School on May 21, 2019 – May 23, 2019.

SRO –

Plans for the 25th Annual Milford's Night Out continue with Mountaire Farms coming on board to support the event. Mounatire Farms joins Pepsi and Grotto Pizza, both of whom have committed again to make this event possible.

S/Cpl. Bloodsworth participated in the "Touch A Truck" event hosted by the City of Milford's Public Works Department on May 18, 2019

S/Cpl. Bloodsworth, Sgt. Masten, and members of the Volunteer Patrol set up a display at the annual Bug and Bud Festival. The group spoke to dozens of people about a variety of public safety related topics, along with giving out numerous handouts to both adults and children.

Pfc. Stanton participated in a Special Olympics of Delaware event at the Elks Lodge on May 23, 2019.

Sgt. Masten assisted Milford School District staff with conducting a "Tabletop Safety Exercise" at Milford Senior High School and Milford Central Academy.

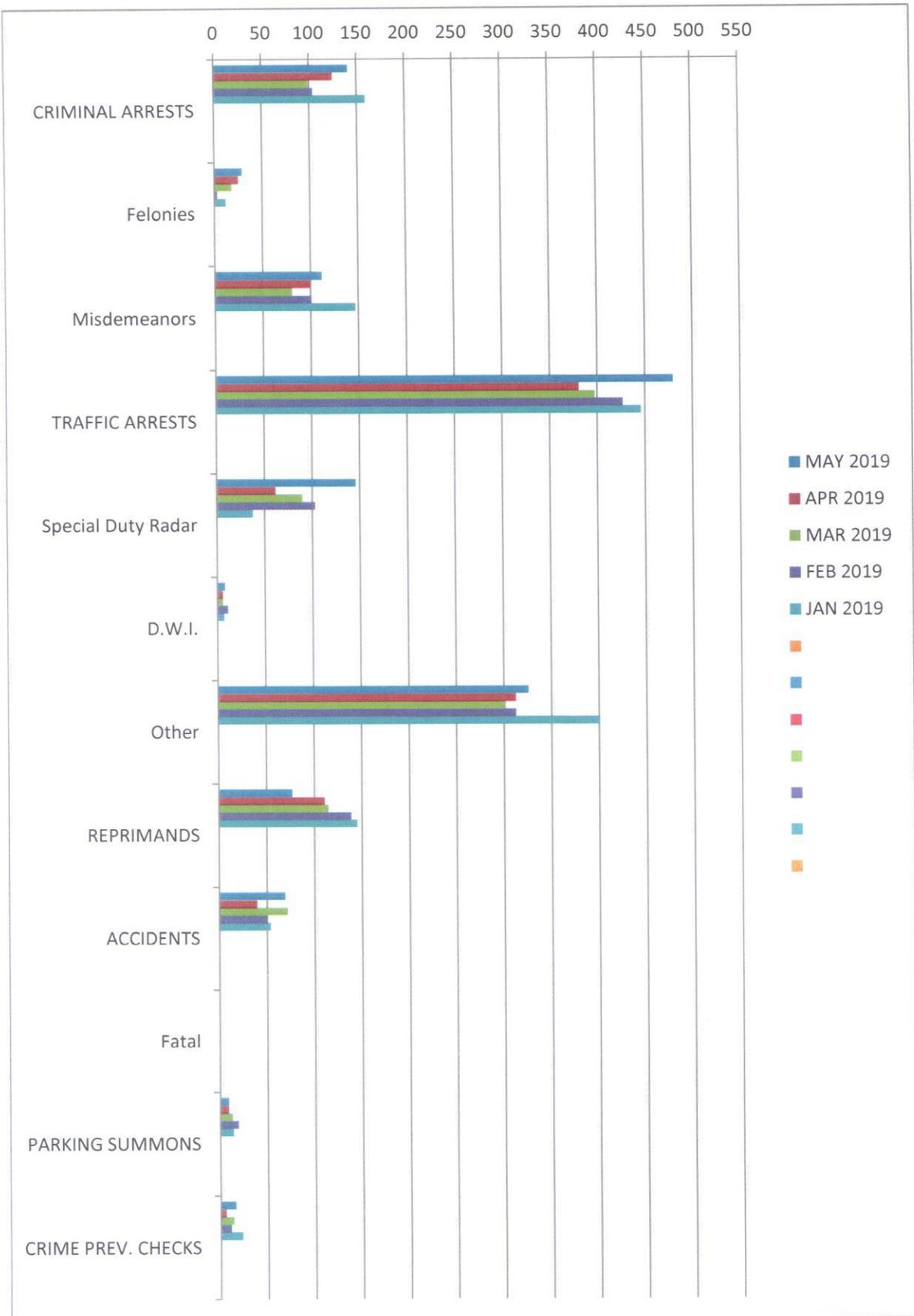
K9 Unit –

For the month of May 2019 the Milford Police Department K9 unit had the following stats:

- Foot Patrols 4
- Building Searches 3
- Demo's 3
- No Bite Apprehensions 2

MAY 2019 ACTIVITY REPORT

	MAY 2019	TOTAL 2019	MAY 2018	TOTAL 2018
COMPLAINTS	1272	5992	1183	5840
CRIMINAL ARRESTS	141	628	167	712
Felonies	29	87	37	139
Misdemeanors	112	541	130	573
TRAFFIC ARRESTS	480	2132	327	1973
Special Duty Radar	146	439	130	642
D.W.I.	8	38	5	42
Other	326	1655	192	1289
REPRIMANDS	77	587	74	441
ACCIDENTS	69	285	62	253
Fatal	0	0	0	1
PARKING SUMMONS	9	64	18	84
CRIME PREV. CHECKS	16	70	16	103
FINES RECEIVED	\$10,237.30	\$ 43,043.79	\$8,194.29	\$ 40,912.70



CITY MANAGER REPORT

MAY 2019

Human Resources Office	Same Month Last Year	Current Month	FY18 YTD (07/01/17- 05/31/18)	FY19 YTD (07/01/18- 05/31/19)
Vacant Positions	1	7	0	6
Full Time Employees	111	109	109	104
Part Time/Seasonal Employees	9	13	8	13
Finance Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17- 05/31/18)	FY19 YTD (07/01/18- 05/31/19)
Accounts Billed				
Payments Received				
IT Assistance Offered				
Parks & Recreation Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17- 05/31/18)	FY19 YTD (07/01/18- 05/31/19)
Program Participants	189	221	1422	1209
Programs Offered	3	3	17	10
Events Held	0	1	3	4
Planning & Economic Development Department	Same Month Last Year	Current Month	FY18 YTD (07/01/17- 05/31/18)	FY19 YTD (07/01/18- 05/31/19)
<i>Building Inspections & Permitting</i>				
Total Residential Permits Issued	26	30	247	336
New Housing Construction Permits Issued	5	18	95	163
Residential Inspections Performed		114		
Total Commercial Permits Issued	11	12	97	71
New Commercial Construction Permits Issued	8	5	68	39
Commercial Inspections Performed		5		
<i>Code Enforcement & Licensing</i>				
Code Enforcement Cases Opened	102	78	275	462
Code Enforcement Cases Closed	20	42	352	374
Contractor & Vendor Licenses Issued	30	39	541	611
Rental Licenses Issued	22	38	1798	2421
Rental Inspections Performed	69	110	262	1262

Planning & Economic Development Department (continued)	Same Month Last Year	Current Month	FY18 YTD (07/01/17-05/31/18)	FY19 YTD (07/01/18-05/31/19)
<i>Economic Development</i>				
Economic Development Incentive Applications Received	0	0	0	0
Downtown Development District Applications Received		1	44	15
- Private Investment		\$ 15,000.00	\$10,850,989.00	\$1,593,157.00
- State Investment			\$1,488,885.00	\$179,927.00
- Milford Waivers		\$ 1,063.20	\$14,815.74	\$20,528.50
<i>Planning & Zoning</i>				
Land Use Applications Received	5	10	26	37
Public Works Department	Same Month Last Year	Current Month	FY18 YTD	FY19 YTD
<i>Electric Division</i>				
Kilowatt Hours Sold				
Service Calls	19			
Outages	4	11	19	21
<i>Engineering Division</i>				
Water Treated (Millions of Gallons) 4 months	76,881,900	79,569,100	313,392,500	318,379,700
Wastewater Transferred (Millions of Gallons) 3 months	76,637,000	88,210,000	245,836,000	263,353,000
Construction Plans Received	1	1	2	2
Construction Plans Approved	1	1	2	2
Bids Advertised	1	1	2	2
Bids Awarded	1	1	1	1
Projects Underway	1	1	1	1
<i>Public Service Division</i>				
Refuse Collected (Tons)	242.01	244.48	2361.09	2354.12
Recycle Collected (Tons)	54.09	53.9	528.75	537.18
Yard Waste Collected (Tons)	31.36	61.10	361.29	392.85
Fuel Use-Diesel	1199.35	895.00	8623.51	9129.18
Fuel Use-Gas	0	0	0	350.40

**CITY OF MILFORD
FUND BALANCES REPORT**

Date: April 2019

Cash Balance - General Fund Bank Balance	3,459,320
Cash Balance - Electric Fund Bank Balance	4,817,316
Cash Balance - Water Fund Bank Balance	1,919,199
Cash Balance - Sewer Fund Bank Balance	796,782
Cash Balance - Trash Fund Bank Balance	47,516

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	276,549	325,930	2,764,059	\$303,648
Deposits		67,639	36,937	
Interest Earned this Month	460	655	4,592	
Disbursements this Month			(41,666)	
Investments				
Ending Cash Balance	\$277,009	\$394,224	\$2,763,922	\$303,648

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,422,755	8,711,187	4,096,022	8,566,065
Deposits				
Interest Earned this Month	4,959	14,450	6,716	17,318
Disbursements this Month	(22,045)	(772)	(359)	(6,208)
Investments				
Ending Cash Balance	\$2,405,669	\$8,724,865	\$4,102,379	\$8,577,175

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>
Beginning Cash Balance	2,340,147	\$1,449,370	\$692,140
Deposits	83,212	\$43,979	\$17,400
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	\$2,423,359	\$1,493,349	\$709,540

INTEREST THROUGH THE TENTH MONTH OF THE FISCAL YEAR:

General Fund	63,677	Water Fund	28,882
GF Capital Reserves	46,082	Water Capital Reserves	134,271
Municipal Street Aid	4,583	Sewer Fund	7,113
Real Estate Transfer Tax	44,648	Sewer Capital Reserves	62,402
Electric Fund	65,873	Trash Fund	1,041
Electric Reserves	160,924		

TOTAL INTEREST EARNED TO DATE \$619,496

REVENUE REPORT

Page Two

83% of Year Expended

Date: April 2019	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	140,000	3,115	116,960	83.54%
General Fund Reserves	518,455	58,192	362,336	69.89%
GF Reserves-New Police Officers	80,150	3,290	80,150	100.00%
GF Reserves-Police Union Pay	197,000	0	197,000	100.00%
Realty Transfer Tax-Police	500,000	41,667	416,667	83.33%
Real Estate Tax	3,927,717	(3,679)	3,970,654	101.09%
Business License	50,000	(1,770)	44,500	89.00%
Rental License	85,000	6,750	98,475	115.85%
Building Permits	160,000	28,556	238,605	149.13%
Planning & Zoning	15,000	820	35,650	237.67%
Grasscutting Revenue	16,000	2,000	12,000	75.00%
Police Revenues	462,485	11,554	379,855	82.13%
Misc. Revenues	376,065	12,782	300,720	79.96%
Transfers From	3,370,720	280,893	2,808,933	83.33%
Total General Fund Revenues	\$9,898,592	\$444,170	\$9,062,505	91.55%
Water Revenues	2,848,500	231,224	2,477,368	86.97%
Sewer Revenues	2,839,709	250,626	2,283,789	80.42%
Kent County Sewer	1,850,000	132,575	1,499,615	81.06%
Solid Waste Revenues	1,178,243	95,567	947,548	80.42%
Electric Revenues	25,547,000	1,969,417	22,173,965	86.80%
TOTAL REVENUES	\$44,162,044	\$3,123,579	\$38,444,790	87.05%
YTD Enterprise Expense		(51,035)		
YTD Enterprise Revenue		40,779		
LTD Carlisle Fire Company Building Permit Fund		494,880		

EXPENDITURE REPORT

Page Three

Date: April 2019

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	522,678	\$46,752	429,405	82.15%	93,273
O&M	117,430	\$7,291	83,442	71.06%	33,988
Capital	0	\$0	0		0
Total City Manager	\$640,108	\$54,043	\$512,847	80.12%	127,261
Planning & Zoning					
Personnel	129,534	\$11,515	115,030	88.80%	14,504
O&M	38,475	\$851	30,507	79.29%	7,968
Capital	0	\$0	0		0
Total P, C & I	\$168,009	\$12,366	\$145,537	86.62%	22,472
Code Enforcement & Inspections					
Personnel	283,811	\$21,350	176,373	62.14%	107,438
O&M	113,530	\$4,158	105,612	93.03%	7,918
Capital	0	\$0	0		0
Total P, C & I	\$397,341	\$25,508	\$281,985	70.97%	115,356
Council					
Personnel	31,230	\$1,292	19,940	63.85%	11,290
O&M	54,729	\$10,277	43,068	78.69%	11,661
Council Expense	17,500	\$1,941	17,283	98.76%	217
Contributions	175,500	\$100,000	175,000	99.72%	500
Codification	10,000	\$0	7,802	78.02%	2,198
Employee Recognition	21,000	\$97	15,670	0.00%	5,330
Insurance	18,200	\$0	17,396	95.58%	804
Christmas Decorations	9,581	\$0	9,581	100.00%	0
Economic Development	5,000	\$0	1,712	34.24%	3,288
Resident Survey	15,690	\$9,975	9,975	63.58%	5,715
Kent Economic Partnership	30,000	\$0	30,000	100.00%	0
Repair Parking Lot	15,000	\$0	0	0.00%	15,000
Armory Expenses	12,000	\$120	7,746	64.55%	4,254
Vinyard Shipyard	15,000	\$15,000	15,000	100.00%	0
Capital	30,400	\$0	0	0.00%	30,400
Total Council	\$460,830	\$138,702	\$370,173	80.33%	90,657
Finance					
Personnel	427,660	\$33,589	319,216	74.64%	108,444
O&M	84,850	\$3,203	57,263	67.49%	27,587
Capital	0	\$0	0		0
Total Finance	\$512,510	\$36,792	\$376,479	73.46%	136,031
Information Technology					
Personnel	159,366	\$12,307	124,979	78.42%	34,387
O&M	200,450	(\$32,061)	148,740	74.20%	51,710
Capital	49,000	\$0	47,726	97.40%	1,274
Total Information Technology	\$408,816	(\$19,754)	\$321,445	78.63%	87,371

EXPENDITURE REPORT

Page Four

Date: April 2019

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Police Department					
Personnel	4,396,720	\$358,266	3,432,423	78.07%	964,297
O&M	622,038	\$39,796	486,122	78.15%	135,916
Capital	95,100	\$0	92,946	97.74%	2,154
Total Police	\$5,113,858	\$398,062	\$4,011,491	78.44%	1,102,367
Streets & Grounds Division					
Personnel	394,200	\$25,074	284,078	72.06%	110,122
O&M	444,305	\$38,341	286,038	64.38%	158,267
Capital	182,000	\$0	95,068	52.24%	86,932
Total Streets & Grounds	\$1,020,505	\$63,415	\$665,184	65.18%	355,321
Parks & Recreation					
Personnel	701,515	\$43,615	494,020	70.42%	207,495
O&M	286,100	\$14,988	173,757	60.73%	112,343
Capital	189,000	\$55,077	108,641	57.48%	80,359
Total Parks & Recreation	\$1,176,615	\$113,680	\$776,418	65.99%	400,197
Total General Fund					
Operating Budget	\$9,898,592	\$822,814	\$7,461,559	75.38%	2,437,033

EXPENDITURE REPORT

Page Five

Date: April 2019

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	269,170	\$0	183,918	68.33%	85,252
O&M	1,216,187	\$0	833,854	68.56%	382,333
Capital	1,033,378	\$0	19,020	0.00%	1,014,358
Debt Service	329,765	\$0	243,651	73.89%	86,114
Total Water	\$2,848,500	\$0	\$1,280,443	44.95%	1,568,057
Sewer Division					
Personnel	267,659	\$0	177,217	66.21%	90,442
O&M	1,426,036	\$0	1,108,131	77.71%	317,905
Capital	750,524	\$0	177,229	0.00%	573,295
Debt Service	395,490	\$0	286,151	72.35%	109,339
Sewer Sub Total	\$2,839,709	\$0	\$1,748,728	61.58%	1,090,981
Kent County Sewer	1,850,000	\$0	1,338,337	72.34%	511,663
Total Sewer	\$4,689,709	\$0	\$3,087,065	65.83%	1,602,644
Solid Waste Division					
Personnel	346,828	\$0	239,118	68.94%	107,710
O&M	831,415	\$0	628,914	75.64%	202,501
Capital	0	\$0	0		0
Total Solid Waste	\$1,178,243	\$0	\$868,032	73.67%	310,211
Total Water, Sewer Solid Waste	\$8,716,452	\$0	\$5,235,540	60.07%	3,480,912
Electric Division					
Personnel	1,384,940	\$0	943,018	68.09%	441,922
O&M	2,075,683	\$0	1,191,917	57.42%	883,766
Transfer to General Fund	2,500,000	\$0	1,875,000	75.00%	625,000
Capital	966,412	\$0	233,808	24.19%	732,604
Debt Service	319,965	\$0	268,558	83.93%	51,407
Electric Sub Total	\$7,247,000	\$0	\$4,512,301	62.26%	2,734,699
Power Purchased	18,300,000	\$0	13,038,894	71.25%	5,261,106
Total Electric	\$25,547,000	\$0	\$17,551,195	68.70%	7,995,805
TOTAL OPERATING BUDGET	\$44,162,044	\$822,814	\$30,248,294	68.49%	13,913,750

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: April 2019

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	83% of Year Expended	UNEXPENDED BALANCE
				YTD%	
Garage					
Personnel	91,215	7,447	74,235	81.38%	16,980
O&M	106,393	25,348	102,175	96.04%	4,218
Capital	50,000	0	41,859	83.72%	8,141
Total Garage Expense	\$247,608	32,795	\$218,269	88.15%	29,339
Public Works					
Personnel	544,980	22,486	404,449	74.21%	140,531
O&M	216,055	11,138	144,252	66.77%	71,803
Capital	10,000	0	0	0.00%	10,000
Total Public Works Expense	\$771,035	33,624	\$548,701	71.16%	222,334
Billing & Collections					
Personnel	579,820	49,806	495,753	85.50%	84,067
O&M	225,650	20,005	178,708	79.20%	46,942
Capital	20,000	0	16,675	83.38%	3,325
Total Billing & Collections	\$825,470	69,811	\$691,136	83.73%	134,334
City Hall Cost Allocation					
Personnel	0				0
O&M	63,300	4,149	66,744	105.44%	(3,444)
Capital	0				0
Total City Hall Cost Allocation	\$63,300	4,149	\$66,744	105.44%	(3,444)

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.



May 23, 2019

Arthur Campbell
Mayor
City of Milford
201 S. Walnut Street
Milford, DE 19963

Re: Changes to Xfinity Packages with Cinemax

Dear Mr. Campbell:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note that as of July 17, 2019, customers who subscribe to the Digital Premier Tier, receive Digital Premier Tier as part of their package, or subscribe to most other packages with Cinemax, will receive Hitz, a new service that will include more than 200 movie titles selected from a variety of top studios. As of that date, Cinemax will no longer be available with Digital Premier Tier or those packages. For more information about this change, please visit <http://xfinity.com/hitz>. We are notifying customers who subscribe to these services of this change.

Cinemax will still be available to purchase separately as a Premium channel. Customers who currently subscribe to Cinemax as a separate Premium channel or with our Digital Preferred w/ 1 Premium (Cinemax) service will continue to receive the channel. For those customers, as of July 10, 2019, the following channels will only be located on channels 1822 to 1835, where available: More Max, Action Max, Thriller Max, 5Star Max, MovieMax, OuterMax, and Cinemáx. We are notifying customers who currently subscribe to these channels through bill messages.

In addition, due to business costs, the following packages will see a price decrease starting July 17, 2019: Premier Double Play w/ Sports and Performance Internet from \$198.12 to \$196.12. Prices exclude applicable taxes and fees. We are notifying customers who subscribe to these services of this change as well.

Please feel free to contact me at (301) 836-9519 if you have any questions.

Sincerely,

Adeyinka Ogunlegan
Senior Manager, Government & Regulatory Affairs
Comcast - Beltway Region

City of Milford



RESOLUTION 2019-06

WHEREAS, the provisions of Article VII, Section 7.05 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment, as adjusted, to be posted in two public places in the City of Milford and there to remain for the space of ten days for public information; and

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

NOW, THEREFORE, BE IT RESOLVED, that on Monday, July 22, 2019 at 6:30 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2019-2020 General Assessment.

Mayor Arthur J. Campbell

Attest: _____
City Clerk

Adopted: June 10, 2019

City of Milford



PUBLIC NOTICE *City of Milford Property Tax Appeals*

Please be advised that on Monday, July 22, 2019 at 6:30 p.m., the City Council of the City of Milford will sit in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware, as a Board of Revision and Appeal in regard to the 2019-2020 City of Milford General Property Assessment.

Property owners wishing to appeal the value of their property under the 2019-2020 General Assessment must contact Customer Service Department at 302-422-6616 Extension 1204 by 4:30 p.m. on Friday, July 12, 2019.

Copies of the 2019-2020 General Assessment are posted for public information at Milford City Hall, 201 South Walnut Street, Milford, Delaware and the City of Milford Customer Service Center, 119 South Walnut Street, Milford, Delaware.

Issued this 10th day of June 2019 pursuant to Article 7 of the Charter of the City of Milford, Delaware.

s/Eric Norenberg
City Manager

Posted 060119

June 7, 2019

TO: Mayor and City Council
FROM: Eric Norenberg
Suzannah Frederick
SUBJECT: FY2019-20 Budget Adoption and Approval

Purpose and Recommendation

Over several hours on the evenings of June 3 and 4, the Mayor, City Council and staff participated in a Budget Review Workshop meetings. While a balanced budget was presented to the Council, additions were requested and other questions / topics came up during the two nights of meetings. The purpose of this memo is to review the changes resulting from the Budget Workshop meetings, other changes/modifications that have occurred since the meetings, and to recommend adoption of the FY19-20 budget. At the end of this memo, is a recommended motion to be made to adopt the budget.

Discussion

- **Solid Waste Fee Increase:** As you are aware, the City has made a number of operational improvements in recent years that have increased customer satisfaction with the Solid Waste operation. These include, automated collection for approximately 85 percent of our customers, increasing safety and efficiency, replacement of 20-year-old carts, implementation of weekly recycling services, increasing frequency of yard waste, and providing up to two free bulk pickups annually. In order to cover the operational costs of this enterprise fund, a fee increase of \$1.00 is necessary for FY19-20. Once the cost of service study is completed this summer, we can return to the discussion of replacing the 9-year old collection vehicle.
- **Line Item Examination:** As a result of some of the questions on Monday and Tuesday, staff have re-examined a number of line items and made adjustments in a number of places. These include:
 - Streets & Grounds decrease in operating expense of \$16,000
 - Water Division decrease in operating expense of \$78,775
 - Sewer Division decrease in operating expense of \$40,075
 - Solid Waste decrease in operating expense of \$14,400
 - Removed replacement vehicle of \$360,000
 - Lowering the needed rate increase from \$1.10 to \$1.00
 - Electric Division decrease in expense of \$94,000
 - Tech Services Interservice increase in expense of \$53,000
- **Increases:** Since the budget meetings, staff received the results of Open Enrollment for employee benefits for the year starting July 1. As a result, we have had to increase the budget \$24,230 to accommodate changes by three Police employees moving from single to family coverage.

- Revise Procedures for City Council Pay and Consider Pay for Planning Commissioners and Board of Adjustment Members: A survey is underway to gather data from other communities regarding compensation for board and commission members. In the meantime, \$15,000 has been added to the City Council budget to fund City Council payments for each regular City Council meeting and Workshop meeting and the potential additional expense of Commissioner and BOA member pay.
- Other Items: As a result of conversations during the budget meetings, staff will be exploring a pilot composting program and tuition reimbursement for employees during the upcoming fiscal year. Reports will be brought to the appropriate committees in the coming months.
- City Council Grants: A meeting has been scheduled with the Library Director and David Rutt and I are in the process of scheduling a meeting with the Carlisle Fire Company.
- Additions / Changes: As a result of the additions to the budget agreed to during the Workshop meetings (see Exhibit A) and continued consultations with our Department Heads, adjustments were made in order to keep the budget in balance, as follows:
 - Increased transfer from the Economic Development Fund for the Library and the Museum, and parking directional signs (in addition to Downtown Milford, Inc. and Kent Economic Partnership previously funded from this fund) to \$166,360. This fund has been supplemented this year by the additional revenue from the Lodging Tax that went into effect in January.
 - Increased transfer from Real Estate Transfer Tax Fund for Police-related costs to \$723,000. This increase covers the \$160,000 for second year of the Teamster contract and \$63,000 for additional full-time dispatcher.

Conclusion

It is recommended that the FY2019-20 be adopted with the following motion:

“I move to adopt Resolution 2019-07 adopting the annual budget for Fiscal Year 2019-20 as presented, including the \$1.00 per month rate increase for Solid Waste service.”

City of Milford
New or Increased for FY2020

Exhibit A

General Fund	<u>Budgeted Amount</u>	Funding Source
City Administration		
Part time intern	\$ 8,724	Operating Budget
Administrative Assistant	\$ 74,450	Operating Budget
Council/City Hall		
Computer upgrade	\$ 7,400	Operating Budget
ADA Transition Plan	\$ 50,000	Operating Budget
Council Request		
Staffing Study	\$ 20,000	Operating Budget
Legal Review of Code	\$ 25,000	Operating Budget
City Council Community Support		
Carlisle Fire	\$ 140,000	Operating Budget
Library Funding	\$ 25,000	Economic Development
Planning		
Legal Review of Code	\$ 25,000	Operating Budget
Police		
K-9 Unit	\$ 12,800	Operating Budget
Dispatcher	\$ 62,786	RTT (\$63,000)
FY 20 of Teamster Contract	\$ 160,222	RTT (\$160,000)
Parks and Recreation		
Parks Coordinator	\$ 63,375	Operating Budget
Streets		
Parking Directional Signs	\$ 25,000	Economic Development



June 10, 2019

TO: Mayor and City Council
FROM: Eric Norenberg
SUBJECT: FY2019-20 Budget

Overview

The Fiscal Year 2019-20 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. 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, 2019 through June 30, 2020 totaling \$45,233,238.

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. As staff prepared this year's budget, priorities and requests were expected to align with the Strategic Plan that was adopted in 2018.

Finally, the annual budget is used as a managerial tool by the City Manager, Police Chief and the City's department heads. This 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, changes are in large part driven by requirements of the organization related to growth and associated demands on staff and operations. For example, the majority of growth (53%) in the General Fund is due to the addition of five police officers, a dispatcher and the new Teamster contract for the Police Department. Other departments have requests for additional staffing to support quality, efficient operations that will support a growing community. These include, additions of staff in the Customer Service Office, the Finance Department, the City Clerk's Office and in Park Maintenance.

Laying the groundwork for these plans have been moves to achieve greater efficiency with existing resources and facilities in recent years 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).

Revenue Overview

The FY 2019-20 budget constitutes an increase of \$2,036,509 or 4.7 percent over the prior fiscal year. At this time, the property tax rate remains unchanged at \$0.46 per \$100.00 of assessed value.

Electric, Water and Wastewater enterprise revenues continue to be stable. The Kent County Wastewater treatment charge is increasing effective July 1. However, the customer portion of this treatment charge is a pass through and no change to the City rate is proposed. In addition, the negative electric power cost adjustment (PCA) is recommended to continue until the end of December and no change is recommended for the water rates. In order to balance the Solid Waste enterprise, a \$1.00 increase is recommended.

Budget Overview / Highlights

The individual fund changes are as follows:

	FY2019-20 Budget	Change from FY2018-19	Percent Change
General Fund	\$10,728,735	\$1,140,249	11.89%
Water Fund	\$2,859,500	\$11,000	0.39%
Sewer Fund	\$4,645,000	\$188,500	4.23%
Solid Waste Fund	\$1,182,003	\$6,760	0.57%
Electric Fund	\$25,815,000	\$690,000	2.75%
	\$ 45,233,238	\$ 2,036,509	4.71%

This year's General Fund budget continues to utilize a transfer from Realty Transfer Tax Fund for public safety staffing (\$723,000). In addition, the appropriation for Downtown Milford, Inc. and the financial support for the Kent Economic Partnership continues from the Economic Development Fund, but now draws on that fund for the support for the Milford Museum, the Milford Public Library and to pay for new and replacement parking directional signs for downtown (\$166,360). The General Fund capital reserves will support general fund capital equipment or projects totaling \$623,775.

The recommended FY 2019-20 budget includes:

- An overall 2.0% pay increase in base pay for non-union employees and additional funds to begin the merit pay program discussed with City Council earlier this year (non-union employees with Meets Expectation or Exceeds Expectations on their annual performance evaluation may receive a 1.5% step increase).
- Continuing to expand employee recognition initiatives, including the Safety Incentive program, and beginning to recognize Special Performance of individuals or teams.
- Continuing the halftime Local Government Management Fellow shared with Lewes.

We continue to monitor healthcare costs. As we try to anticipate and mitigate the impact of possible increased healthcare costs, we negotiated a move to increase the employee share of premiums in next year (July 1, 2020) and plan to explore alternatives to the State benefits program in the next year.

Following is a partial list of capital equipment and projects. (The full list is in the budget materials, see Attachment A.)

Capital Equipment

- Replacement trucks, chipper and material handler - Electric
- Replace Dump Truck with Hook-lift Truck – Water
- Portable Soccer Field Lighting - Parks and Recreation
- New Zoom camera – Sewer

Capital Improvements / Repairs

- Water valve and hydrant replacements / improvements - Water
- Match for the NE Front Street Transportation Alternative Program improvements - Streets
- Replacement of lead water services - Water
- Automated blow off / flushing valves – Water
- Targeted Inflow and Infiltration investigation and repair – Sewer
- Final phase of Riverwalk Lighting Powdercoat and Retrofit
- Continued downtown parking lot improvements and directional signage
- Continued resurfacing and repair – Streets
- City share for sidewalk improvements
- Basketball Court repair – Parks and Recreation

Planned Major Capital Projects

- Replacement of a section of sewer line and lead water service lines, and deteriorated curb on Southeast Second Street ahead of DeIDOT repaving
- Shawnee Acres pump station upgrade
- Replacement of Northeast/Northwest Front Street sewer line and water line ahead of DeIDOT repaving

In addition, the following additional staff are included in the proposed recommended budget:

- Customer Service Clerks (two)
- Police Dispatcher
- Accountant
- Administrative Assistant for City Administration / City Clerk's Office
- Administrative Assistant for Public Works
- Parks Maintenance Coordinator

Conclusion

The current fiscal condition of the City is stable. In particular, the water and electric 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.

In the coming year, it will be extremely important for the City implement sound financial policies and practices, while looking to build financial stability for the future.

**CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 BUDGET SUMMARY ANALYSIS**

DEPARTMENT	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND				
ADMINISTRATION	\$817,350	\$0	\$0	\$817,350
PLANNING & ZONING	\$213,815	\$0	\$0	\$213,815
CODE ENFORCEMENT & INSPECTION	\$370,505	\$0	\$32,000	\$402,505
FINANCE	\$525,794	\$0	\$0	\$525,794
INFORMATION TECHNOLOGY	\$345,380	\$0	\$48,500	\$393,880
POLICE	\$5,558,670	\$0	\$106,185	\$5,664,855
STREETS	\$778,301	\$0	\$200,000	\$978,301
PARKS & RECREATION	\$953,780	\$0	\$192,000	\$1,145,780
COUNCIL	\$527,660	\$0	\$58,795	\$586,455
TOTAL GENERAL FUND	\$10,091,255	\$0	\$637,480	\$10,728,735
WATER	\$1,634,785	\$384,005	\$840,710	\$2,859,500
SEWER	\$4,131,156	\$404,540	\$109,304	\$4,645,000
SANITATION	\$1,185,003	\$0	\$0	\$1,185,003
ELECTRIC	\$24,450,350	\$320,615	\$1,044,035	\$25,815,000
TOTAL BUDGET	\$41,492,549	\$1,109,160	\$2,631,529	\$45,233,238

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-0000	GENERAL FUND REVENUE							
390-10-10	GENERAL FUND CAPITAL RESERVES	316,000	270,023	585,000	237,590	500,500	715,455	623,775
390-10-10	GENERAL FUND CAPITAL RESERVES 5 Officers	0	-	0	-	0	255,000	425,000
390-10-20	GF RESERVES-ECONOMIC DEV. FUNDS	201,255	177,846	95,000	41,713	125,000	75,845	166,360
	REAL ESTATE TAX							
311-10-10	PROPERTY TAXES: CURRENT LEVY	3,732,970	3,817,126	3,820,560	3,817,511	3,902,716	3,946,924	4,099,409
311-10-30	PROPERTY TAXES: PENALTIES	30,000	23,275	30,000	130,031	25,000	27,646	28,000
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>500,000</u>	<u>723,000</u>
	TOTAL REAL ESTATE TAXES	4,262,970	4,340,402	4,350,560	4,447,542	4,427,716	4,474,570	4,850,409
	LICENSES & PERMITS							
321-10-10	CONTRACTORS LICENSE	43,750	42,775	45,000	50,725	50,000	46,525	50,000
321-10-15	BUSINESS LICENSE	62,500	0	0	0	0	0	0
321-10-20	RENTAL LICENSE	85,000	95,500	80,000	107,725	85,000	91,725	95,000
322-10-00	BUILDING PERMIT FEES	75,000	119,661	80,000	181,275	160,000	208,219	200,000
322-15-00	PLANNING & ZONING FEES	15,000	24,800	15,000	36,930	15,000	34,830	25,000
328-10-30	GRASSCUTTING REVENUE	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>0</u>	<u>16,000</u>	<u>0</u>	<u>16,000</u>
	TOTAL LICENSES & PERMITS	297,250	298,736	236,000	376,655	326,000	381,299	386,000
	POLICE DEPARTMENT							
342-10-10	FINES	135,000	103,572	110,000	105,313	110,000	83,497	100,000
342-10-60	MISCELLANEOUS REVENUE	5,000	5,380	5,000	7,534	5,000	5,380	5,000
342-10-90	ACCIDENT COPIES	10,000	14,206	14,000	14,160	14,000	11,090	14,000
342-10-70	STATE POLICE PENSION	130,000	138,964	130,000	150,947	135,000	153,845	162,950
342-10-92	SALE OF VEHICLES & EQUIPMENT	5,000	656	5,000	161	5,000	3,076	5,000
342-10-98	SPECIAL DUTY OVERHEAD	5,000	12,618	5,000	5,608	5,000	3,930	5,000
342-10-99	SRO OFFICERS SCHOOL FUNDED	<u>150,000</u>	<u>150,000</u>	<u>177,750</u>	<u>177,750</u>	<u>188,485</u>	<u>188,485</u>	<u>200,000</u>
	TOTAL POLICE DEPARTMENT	440,000	425,396	446,750	461,474	462,485	449,303	491,950

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-0000	GENERAL FUND REVENUE							
	MISCELLANEOUS REVENUE							
359-10-20	SPRINT TOWER RENTAL	17,300	17,307	17,300	17,307	17,300	12,980	17,300
359-10-25	VERIZON TOWER RENTAL	22,845	22,543	25,590	25,590	25,590	21,325	25,590
359-10-30	AT&T TOWER RENTAL	16,800	16,800	16,800	15,400	16,800	14,000	16,800
359-10-35	VERIZON SE TOWER RENTAL	0	0	0	22,000	24,000	20,540	24,000
359-10-38	VERIZON 10th ST TOWER RENTAL	0	0	0	0	24,000	0	24,000
359-10-39	NEW CINGULAR TOWER RENTAL	0	0	0	0	0	0	25,836
359-10-40	CHESAPEAKE GAS	36,000	35,858	36,000	34,716	35,000	43,042	43,000
359-10-50	CATV FRANCHISE FEES	106,000	114,883	113,000	112,219	113,000	55,444	113,000
359-10-55	POLE RENTAL FEES-CATV	6,835	6,839	6,835	6,839	6,835	5,650	6,835
359-10-60	FIBER OPTIC RENTAL	27,540	27,540	27,540	27,540	27,540	27,540	31,038
359-10-65	CEMETERY FUNDS	32,000	53,041	32,000	50,269	55,000	40,681	0
359-10-99	MISCELLANEOUS REVENUE	1,000	15,955	1,000	9,353	1,000	43,858	1,000
361-10-00	EARNINGS ON INVESTMENTS	6,500	21,866	10,000	32,378	30,000	51,264	60,000
	TOTAL MISCELLANEOUS REVENUE	272,820	332,632	286,065	353,610	376,065	336,324	388,399
391-10-10	OTHER - INTERDEPARTMENTAL	800,000	800,000	824,000	824,000	870,720	870,720	896,842
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
	TOTAL TRANSFERS- GENERAL FUND	3,300,000		3,324,000	3,324,000	3,370,720	3,370,720	3,396,842
	TOTAL GENERAL FUND REVENUES	9,090,295	5,845,034	9,323,375	9,242,584	9,588,486	9,803,516	10,728,735

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1010	CITY ADMINISTRATION							
413-10-10	SALARIES & WAGES	320,220	330,729	351,015	356,716	355,080	375,505	434,210
413-10-11	SALARIES & WAGES-VACATION SELLBACK	2,760	2,755	2,845	3,118	1,610	1,604	2,070
413-10-30	SALARIES & WAGES-OVERTIME	3,000	6,239	8,000	8,675	9,000	8,500	9,000
413-10-20	SALARIES & WAGES - TEMPORARY WAGES	0	0	0	0	0	0	7,970
413-10-40	SALARIES & WAGES-SICK/VACATION PAYOL	0	0	0	15,214	0	0	0
413-30-10	CONTRACT SERVICES-FELLOW	1,000	0	25,000	27,926	28,000	18,000	35,000
413-30-11	CONTRACT SERVICES-TAX ASSESSOR	15,000	16,097	MOVED	0	0	0	0
413-30-12	CONTRACT SERVICES-COMP. STUDY	25,000	25,000	0	0	0	0	0
413-30-13	CONTRACT SERVICES-STUDY OPER. & FAC.	95,000	7,379	0	0	0	0	0
413-30-14	CONTRACT SERVICES-STAFFING STUDY.	0	0	0	0	0	0	20,000
413-30-20	LEGAL SERVICE	21,000	8,399	16,000	14,461	16,000	10,000	12,000
413-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
413-30-50	ENGINEERING	5,000	2,055	0	0	0	0	0
413-50-20	INSURANCE & BONDING	5,160	5,084	5,500	4,340	4,750	4,452	4,680
413-50-30	TELEPHONE	1,200	3,454	2,400	2,292	2,400	2,300	2,400
413-50-40	ADVERTISING & PRINTING	22,500	12,159	20,500	11,464	12,000	12,000	15,000
413-50-61	WEBSITE MAINTENANCE	3,500	3,308	3,500	3,473	3,680	3,847	3,700
413-50-62	CAMA SOFTWARE	6,760	3,308	MOVED	0	0	0	0
413-50-90	TRAINING	10,500	10,697	12,500	12,927	13,000	13,000	16,100
413-60-10	MATERIALS & SUPPLIES	4,500	4,490	3,000	2,317	3,200	4,000	4,500
413-60-11	GENERAL EXPENSE	9,600	6,533	9,150	5,720	6,000	7,000	10,000
413-60-12	COMPUTER	1,650	1,609	4,100	4,010	0	0	6,000
413-60-13	COPIER	6,000	6,969	3,000	3,427	3,400	3,400	3,300
413-60-15	POSTAGE	750	543	1,100	637	1,000	400	500
413-67-11	DISCRETIONARY FUNDS	15,000	13,115	15,000	12,520	15,000	7,600	10,000
413-69-20	OFFICE FURNITURE	0	0	0	0	0	0	5,000
413-90-80	COST ALLOCATION-CITY HALL BUILDING	8,975	7,951	7,500	11,354	8,000	8,000	19,250
	TOTAL ADMIN. GEN. EXPENSE	585,075	478,873	491,110	501,591	483,120	480,608	621,680

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1010	CITY ADMINISTRATION							
	EMPLOYEE BENEFITS							
413-20-10	MEDICAL	54,730	58,799	57,577	59,856	67,300	65,030	88,410
413-20-20	SOCIAL SECURITY	25,230	26,159	27,860	29,342	29,727	29,000	35,130
413-20-30	RETIREMENT	40,230	42,205	46,278	45,634	45,682	47,050	56,750
413-20-50	UNEMPLOYMENT COMPENSATION	1,655	1,401	1,689	1,489	1,298	1,500	1,540
413-20-60	WORKMAN'S COMPENSATION	1,475	1,438	1,500	1,500	1,411	1,700	1,340
413-20-70	GROUP LIFE INSURANCE	3,595	2,179	2,803	2,144	2,289	2,700	3,150
413-20-75	VISION	0	247	0	242	247	245	310
413-20-80	RETIREE MEDICAL BENEFITS	<u>9,035</u>	<u>8,574</u>	<u>9,035</u>	<u>8,574</u>	<u>9,035</u>	<u>8,575</u>	<u>9,040</u>
	TOTAL EMPLOYEE BENEFITS	135,950	141,002	146,742	148,781	156,988	155,800	195,670
	TOTAL GEN. GOV'T. - O & M	721,025	619,875	637,852	650,372	640,108	636,408	817,350
413-70-40	CAPITAL-EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL GENERAL GOV. CAPITAL	0	0	0	0	0	0	0
	TOTAL GENERAL GOVERNMENT	721,025	619,875	637,852	650,372	640,108	636,408	817,350

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1035	PLANNING & ZONING							
419-10-10	SALARIES & WAGES	117,490	113,056	91,406	93,109	94,365	92,925	97,750
419-10-30	SALARIES & WAGES-OVERTIME	2,500	3,423	2,500	599	2,500	1,200	2,500
419-30-10	CONTRACT SERVICES	30,000	20,000	0	0	0	0	25,000
419-30-20	LEGAL SERVICE	15,000	17,118	20,000	9,940	15,000	15,620	20,000
419-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
419-30-50	ENGINEERING	6,000	9,653	6,000	0	0	0	0
419-50-20	INSURANCE & BONDING	300	296	325	256	325	260	280
419-50-31	CELLPHONE	700	1,006	150	0	150	0	0
419-50-60	SOFTWARE MAINTENANCE	0	0	4,000	3,996	4,000	2,766	4,000
419-50-90	TRAINING	1,000	349	2,500	200	2,500	343	1,500
419-60-10	MATERIALS & SUPPLIES	3,000	442	2,400	2,332	2,000	210	2,000
419-60-11	GENERAL EXPENSE	1,000	444	2,500	2,252	2,000	417	2,000
419-60-12	COMPUTER	0	0	0	0	0	0	0
419-60-13	COPIER	0	0	3,500	2,216	2,500	2,500	2,300
419-60-15	POSTAGE	1,000	617	1,000	488	1,000	359	1,000
419-90-80	BUILDING MAINT.-XFER TO CITY HALL	8,975	9,447	7,500	7,354	8,000	8,000	0
429-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,295</u>
	TOTAL ADMIN. GEN. EXPENSE	187,965		144,781	123,742	135,340	125,600	164,625

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1035	PLANNING & ZONING							
	EMPLOYEE BENEFITS							
419-20-10	MEDICAL	37,290	37,297	26,860	26,870	26,860	26,860	26,860
419-20-20	SOCIAL SECURITY	9,205	8,963	7,262	7,106	7,540	7,559	7,780
419-20-30	RETIREMENT	15,140	13,741	11,795	11,617	12,410	12,543	12,850
419-20-50	UNEMPLOYMENT COMPENSATION	760	661	496	350	350	350	350
419-20-60	WORKMAN'S COMPENSATION	630	581	537	534	560	583	470
419-20-70	GROUP LIFE INSURANCE	1,385	823	722	650	680	798	800
419-20-75	VISION	<u>0</u>	<u>124</u>	<u>0</u>	<u>77</u>	<u>80</u>	<u>77</u>	<u>80</u>
	TOTAL EMPLOYEE BENEFITS	64,410	62,190	47,672	47,203	48,480	48,770	49,190
	TOTAL GENERAL GOV.-O & M	252,375	62,190	192,453	170,945	183,820	174,370	213,815
419-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	0
	TOTAL GENERAL GOV. CAPITAL	0	0	0	0	0	0	0
	TOTAL GENERAL GOVERNMENT	252,375	62,190	192,453	170,945	183,820	174,370	213,815

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	BUDGET FY 18-19	BUDGET FY 19-20
101-1045	CODE ENFORCEMENT & INSPECTION							
429-10-10	SALARIES & WAGES	154,265	90,882	87,870	86,286	199,725	156,300	197,650
429-10-30	SALARIES & WAGES-OVERTIME	1,500	0.00	2,000	1,798	2,000	2,000	3,000
429-10-40	SALARIES & WAGES-Sick and Vacation Payo	0.00	6,630	0	0	0	0	0
426-30-10	CONTRACT SERVICES	0	17,094	72,000	91,910	0	49,300	35,000
429-30-20	LEGAL SERVICE	2,300	880	2,500	2,360	2,500	520	2,000
429-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
429-30-50	ENGINEERING	1,000	0	1,000	0	1,000	0	500
429-40-29	MAINT. & REPAIR - VEHICLE LABOR	1,500	945	1,500	1,125	2,000	1,125	2,000
429-40-30	MAINT. & REPAIR - VEHICLES	1,700	1,318	1,000	233	1,500	1,200	1,500
429-50-20	INSURANCE & BONDING	2,815	1,948	2,050	1,044	2,050	1,180	2,050
429-50-30	TELEPHONE	0	1,637	0	694	0	750	1,000
429-50-31	CELLPHONE	1,000	387	900	266	1,500	1,550	1,500
429-50-90	TRAINING	5,000	2,912	2,000	245	5,000	90	5,000
429-60-10	MATERIALS & SUPPLIES	2,500	1,473	2,500	2,377	2,500	3,300	2,500
429-60-11	GENERAL EXPENSE	2,500	1,432	2,000	2,061	2,000	1,800	2,000
429-60-12	COMPUTER	2,000	1,762	0	0	0	2,300	2,000
429-60-13	COPIER	0	0	0	0	1,000	1,000	1,000
429-60-15	POSTAGE	2,500	2,382	2,500	2,760	2,500	2,500	2,500
429-60-17	GASOLINE & OIL	1,500	698	1,500	691	1,500	1,000	1,500
429-60-18	UNIFORMS	1,000	171	1,000	70	1,000	1,100	1,000
429-68-10	DEMOLITIONS	16,000	0	0	15,900	0	17,955	0
429-68-20	PROPERTY MAINTENANCE	16,000	13,453	16,000	10,508	16,000	16,000	16,000
429-90-80	BUILDING MAINT.-XFER TO CITY HALL BLDG	8,975	13,453	7,500	7,354	8,000	7,980	0
429-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	0	0	0	0	0	0	5,295
	TOTAL ADMIN. GEN. EXPENSE	225,055	160,457	206,820	228,682	252,775	269,950	285,995

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	BUDGET FY 18-19	BUDGET FY 19-20
101-1045	CODE ENFORCEMENT & INSPECTION							
	EMPLOYEE BENEFITS							
429-20-10	MEDICAL	37,290	13,909	24,335	24,336	71,100	40,840	41,560
429-20-20	SOCIAL SECURITY	11,895	7,411	6,720	6,750	15,160	12,560	15,440
429-20-30	RETIREMENT	16,300	9,451	9,008	9,044	20,690	16,660	23,690
429-20-50	UNEMPLOYMENT COMPENSATION	1,140	556	617	489	1,050	1,290	1,050
429-20-60	WORKMAN'S COMPENSATION	1,000	596	447	440	1,140	1,050	910
429-20-70	GROUP LIFE INSURANCE	1,820	653	739	634	1,430	1,570	1,620
429-20-75	VISION	0	98	0	108	230	200	240
	TOTAL EMPLOYEE BENEFITS	69,445	32,674	41,866	41,801	110,800	74,170	84,510
	TOTAL GENERAL GOV.-O & M	294,500	193,131	248,686	270,483	363,575	344,120	370,505
429-70-42	CAPITAL-VEHICLE	25,000	0	0	0	0	23,792	32,000
	TOTAL GENERAL GOV. CAPITAL	25,000	0	0	0	0	23,792	32,000
	TOTAL GENERAL GOVERNMENT	319,500	193,131	248,686	270,483	363,575	367,912	402,505

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
225-6320	CITY HALL COST ALLOCATION							
481-30-10	CONTRACT SERVICES	2,700	2,665	9,500	8,418	9,500	9,000	13,300
481-30-15	CLEANING SERVICE	5,700	5,640	6,000	5,640	6,500	5,440	6,500
481-30-30	AUDITING SERVICES	1,000	1,000	1,000	1,000	1,000	1,000	1,000
481-40-31	BUILDING MAINT. & REPAIRS	25,000	23,465	9,000	8,296	5,000	47,500	3,000
481-50-30	TELEPHONE	2,500	2,857	-	-	-	-	-
481-60-10	MATERIALS & SUPPLIES	800	506	2,000	1,995	3,000	3,000	-
481-60-14	POSTAGE MACHINE	1,100	916	1,100	968	1,100	1,000	1,000
481-60-22	ELECTRIC	13,500	12,941	13,500	13,074	13,500	12,500	13,500
481-60-23	WATER	1,200	1,150	1,200	1,142	1,200	1,150	1,200
481-60-24	FUEL OIL	7,500	3,450	7,500	5,175	5,000	5,280	6,000
225-0000	CITY HALL BUILDING EXPENSES	61,000	54,590	50,800	45,708	45,800	85,870	45,500
331-10-01	LESS INTERSERVICE BILLING-CITY ADMIN.	(8,975)	(7,951)	(8,700)	(11,354)	(8,000)	(8,000)	(19,250)
331-10-02	LESS INTERSERVICE BILLING-CITY COUNCIL	(17,950)	(16,762)	(18,100)	(14,678)	(16,000)	(16,000)	(19,250)
331-10-03	LESS INTERSERVICE BILLING-CODE ENF.	(8,975)	(7,203)	(8,700)	(7,354)	(8,000)	(8,000)	-
331-10-04	LESS INTERSERVICE BILLING-IT	(6,125)	(5,893)	(6,600)	(4,968)	(5,800)	(5,800)	(7,000)
331-10-05	LESS INTERSERVICE BILLING-P&Z	(8,975)	(7,480)	(8,700)	(7,354)	(8,000)	(8,000)	-
390-10-10	TRANSFER FROM CAPITAL RESERVES	(10,000)	(9,301)	-	-	-	(40,070)	-
	NET CITY HALL COST	-	-	-	-	-	-	-

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1310	FINANCE							
415-10-10	SALARIES & WAGES	299,545	248,699	302,709	296,556	305,433	297,500	302,640
415-10-11	SALARIES & WAGES-VACATION SELLBACK	3,120	3,116	985	1,040	1,057	1,056	1,090
415-10-40	SALARIES & WAGES-SICK & VACATION PAYOFF	0	9,245	0	10,967	0	0	0
415-30-10	CONTRACT SERVICES	10,000	4,227	10,000	2,628	10,000	2,000	12,000
415-30-11	CONTRACT SERVICES - TAX ASSESSOR	0	0	16,100	15,400	16,100	21,700	32,000
415-30-15	CLEANING SERVICES	9,000	8,448	9,000	8,580	9,000	8,910	9,000
415-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000
415-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	0	500	0	500	675	1,000
415-40-30	MAINT. & REPAIR-VEHICLE	500	0	500	72	500	450	500
415-50-20	INSURANCE & BONDING	1,445	1,400	1,500	1,216	1,350	1,328	1,394
415-50-30	TELEPHONE	1,850	3,861	1,200	1,120	1,200	1,060	1,200
415-50-31	CELLPHONE	1,000	773	900	852	900	965	1,000
415-50-62	CAMA TAX SOFTWARE	0	0	7,000	7,030	7,500	8,210	7,605
415-50-90	TRAINING	9,000	7,916	9,000	5,404	9,000	6,500	9,000
415-60-10	MATERIALS & SUPPLIES	8,000	6,649	8,000	6,621	7,000	4,750	6,500
415-60-11	GENERAL EXPENSE	2,000	2,016	2,000	1,846	2,000	1,200	2,000
415-60-12	COMPUTER	4,000	4,148	4,000	4,637	4,000	3,955	4,000
415-60-13	COPIER	1,000	1,023	1,000	1,119	1,150	1,150	1,300
415-60-15	POSTAGE	2,500	2,269	2,500	2,719	2,500	2,300	2,500
415-60-17	GAS & OIL	250	0	250	36	250	75	150
415-69-20	OFFICE FURNITURE	0	0	0	0	0	0	3,500
	TOTAL ADMIN. GEN. EXPENSE	354,710	304,790	378,144	368,843	380,440	364,784	399,379

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1310	FINANCE							
	EMPLOYEE BENEFITS							
415-20-10	MEDICAL	50,890	35,766	50,475	35,396	50,529	39,570	56,400
415-20-20	SOCIAL SECURITY	23,445	20,508	23,825	23,706	24,207	22,975	23,649
415-20-30	RETIREMENT	35,025	29,783	37,362	34,484	40,592	36,540	32,200
415-20-50	UNEMPLOYMENT COMPENSATION	1,900	1,216	1,940	1,473	1,119	1,780	1,120
415-20-60	WORKMAN'S COMPENSATION	945	713	808	722	708	730	560
415-20-70	GROUP LIFE INSURANCE	3,525	1,801	2,397	2,090	2,180	1,140	2,030
415-20-75	VISION	0	221	0	165	309	355	230
	TOTAL EMPLOYEE BENEFITS	115,730	90,008	116,807	98,036	119,643	103,090	116,189
	FINANCE BUILDING							
415-40-31	MAINTENANCE & REPAIRS	5,000	3,459	5,000	4,126	5,000	4,500	5,000
415-60-22	ELECTRIC	5,000	5,747	5,000	5,636	5,700	4,500	5,000
415-60-23	WATER	225	218	200	190	200	260	225
	TOTAL MUN. BLDG. GEN. EXP	10,225	9,424	10,200	9,952	10,900	9,260	10,225
	TOTAL GENERAL GOV.-O & M	480,665		505,151	476,831	510,983	477,134	525,794
415-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	0
	TOTAL GENERAL GOV. CAPITAL	0	0	0	0	0	0	0
	TOTAL GENERAL GOVERNMENT	480,665		505,151	476,831	510,983	477,134	525,794

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1510	INFORMATION TECHNOLOGY							
418-10-10	SALARIES & WAGES	107,310	102,885	114,995	114,900	116,805	115,000	120,120
418-10-11	SALARIES & WAGES-VACATION SELLBACK	1,580	1,580	1,630	1,625	1,660	0	1,710
418-30-10	CONTRACT SERVICES	1,300	1,260	1,300	1,260	1,300	1,300	1,300
418-30-30	AUDITING	1,000	1,000	1,000	1,000	1,000	1,000	1,000
418-40-29	MAINT. & REPAIR-VEHICLE LABOR	500	53	500	1,575	1,500	500	1,000
418-40-30	MAINT. & REPAIR-VEHICLE	500	7	500	449	500	500	500
418-50-20	INSURANCE & BONDING	700	660	750	584	650	684	750
418-50-30	TELEPHONE	300	1,305	600	510	600	515	600
418-50-31	CELLPHONE	1,000	775	1,000	852	900	962	1,000
418-50-60	SOFTWARE MAINTENANCE	124,225	126,537	134,000	98,518	145,000	115,000	129,000
418-50-90	TRAINING	5,000	4,055	6,400	3,336	6,400	3,250	3,000
418-60-10	MATERIALS & SUPPLIES	6,000	5,826	6,000	5,805	6,000	6,000	6,000
418-60-11	GENERAL EXPENSE	500	262	500	69	500	0	500
418-60-12	COMPUTER	30,000	29,739	30,000	29,739	30,000	30,000	30,000
418-60-17	GASOLINE & OIL	<u>300</u>	<u>240</u>	<u>300</u>	<u>184</u>	<u>300</u>	<u>150</u>	<u>300</u>
	TOTAL ADMIN. GEN. EXPENSE	280,215	276,184	299,475	260,406	313,115	274,861	296,780

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1510	INFORMATION TECHNOLOGY							
	EMPLOYEE BENEFITS							
418-20-10	MEDICAL	18,710	18,716	18,710	18,716	18,710	18,710	18,710
418-20-20	SOCIAL SECURITY	8,525	8,188	9,130	9,123	9,280	8,965	9,550
418-20-30	RETIREMENT	10,485	10,508	11,065	11,067	11,400	11,180	11,750
418-20-50	UNEMPLOYMENT COMPENSATION	760	713	685	625	560	560	560
418-20-60	WORKMAN'S COMPENSATION	340	282	310	274	270	292	230
418-20-70	GROUP LIFE INSURANCE	970	597	670	608	620	735	730
418-20-75	VISION	0	62	0	62	60	62	70
	TOTAL EMPLOYEE BENEFITS	39,790	39,066	40,570	40,475	40,900	40,504	41,600
	MUNICIPAL BUILDING							
418-90-80	COST ALLOCATION-CITY HALL BUILDING	6,125	5,421	5,100	4,968	5,800	5,800	7,000
	TOTAL GENERAL GOV.-O & M	326,130	320,671	345,145	305,849	359,815	321,165	345,380
418-70-40	CAPITAL-EQUIPMENT	55,000	47,516	63,000	48,148	49,000	47,727	48,500
	TOTAL GENERAL GOV. CAPITAL	55,000	47,516	63,000	48,148	49,000	47,727	48,500
	TOTAL GENERAL GOVERNMENT	381,130	368,187	408,145	353,997	408,815	368,892	393,880

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT	DESCRIPTION	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1610	POLICE DEPARTMENT	-----	-----	-----	-----	-----	-----
421-10-10	SALARIES & WAGES-SWORN OFFICERS	1,895,217	1,971,767	1,913,037	2,054,350	2,180,000	2,406,020
421-10-11	SALARIES & WAGES-VACATION SELLBACK	10,258	14,695	12,282	15,780	13,930	19,130
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	135,194	164,000	146,812	178,000	178,000	206,000
421-10-35	SALARIES & WAGES-OFFICERS COURT/ STAN	24,333	35,000	33,064	35,000	33,000	40,500
421-10-50	SALARIES & WAGES-OFFICERS ON CALL	54,760	55,000	60,120	55,000	58,000	50,000
421-10-55	SALARIES & WAGES-SHIFT DIFFERENTIAL.	16,841	16,000	15,078	16,000	17,000	20,000
421-10-60	SALARIES & WAGES-DOWNTOWN PATROL	10,095	14,000	9,669	0	0	0
421-11-10	SALARIES & WAGES-CIVILIAN	367,588	399,625	387,810	398,520	433,500	508,910
421-11-11	SALARIES & WAGES-VACATION SELLBACK	244	2,570	2,770	2,810	2,810	2,900
421-10-12	SALARIES & WAGES - HOLIDAY SELLBACK	0	0	0	0	0	3,630
421-11-30	SALARIES & WAGES-CIVILIAN OVERTIME	32,043	30,000	35,622	30,000	40,000	30,000
421-11-40	SALARIES & WAGES - SICK & VACATION PAYOL	42,858	0	5,395	0	5,836	0
421-11-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	3,484	4,800	3,944	4,800	4,800	4,800
421-12-10	SALARIES & WAGES-CROSS. GUARDS	10,298	10,300	10,053	10,450	10,450	10,830
421-30-10	CONTRACT SERVICES	30,652	30,000	27,933	61,888	65,000	70,000
421-30-20	LEGAL EXPENSE	11,525	50,000	22,685	50,000	45,000	50,000
421-30-30	AUDITING	5,000	5,000	5,000	5,000	5,000	5,000
421-50-20	INSURANCE	46,726	51,500	38,360	42,200	42,444	44,570
421-50-30	TELEPHONE	6,341	6,500	5,955	6,500	5,613	6,500
421-50-31	CELLPHONE	8,525	9,500	10,041	9,500	9,000	9,500
421-50-40	ADVERTISING & PRINTING	2,064	5,000	1,984	5,000	2,000	5,000
421-50-90	TRAINING	2,064	42,000	41,000	42,000	42,000	42,000
421-60-10	MATERIALS & SUPPLIES	21,281	20,000	19,268	22,000	22,000	22,000
421-60-11	GENERAL EXPENSE	6,272	7,500	6,531	7,500	7,500	7,500
421-60-18	UNIFORMS & EQUIPMENT	31,378	32,500	37,118	37,500	80,000	63,700
421-65-11	SENIOR PATROL	201	1,000	536	1,000	755	1,000
421-65-13	CRIMINAL INVESTIGATION FUND	750	2,500	4,359	4,000	2,136	4,000
421-65-14	COMMUNITY POLICING	4,336	5,000	4,745	5,000	2,500	5,000
421-65-16	K-9 UNIT EXPENSE	3,179	3,500	3,261	2,500	687	15,300
421-65-17	SPECIAL OPS GROUP EXPENSE	3,775	4,000	3,791	3,000	1,322	3,000
	TOTAL POLICE GEN. SERV. EXPENSE	2,787,283	2,993,257	2,868,225	3,105,298	3,310,283	3,656,790

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1610	POLICE DEPARTMENT EMPLOYEE BENEFITS						
421-20-10	MEDICAL	547,867	549,452	519,635	547,802	592,245	638,040
421-20-20	SOCIAL SECURITY	210,647	208,924	210,641	213,164	236,750	256,020
421-20-30	RETIREMENT	371,831	355,835	336,142	476,267	497,695	581,570
421-20-50	UNEMPLOYMENT COMPENSATION	15,679	15,404	13,766	12,214	16,000	14,530
421-20-60	WORKMAN'S COMPENSATION	131,615	131,334	129,178	129,926	161,970	120,500
421-20-70	GROUP LIFE INSURANCE	15,537	19,484	16,285	17,104	23,565	23,350
421-20-75	VISION	1,931	0	2,462	2,534	2,675	2,970
	TOTAL EMPLOYEE BENEFITS	1,295,106	1,280,433	1,228,108	1,399,010	1,530,900	1,636,980
	VEHICLE EXPENSE						
421-40-29	MAINTENANCE-GARAGE LABOR	38,892	38,000	64,022	50,000	60,000	60,000
421-40-30	MAINTENANCE-PARTS & REPAIRS	24,172	28,000	26,965	28,000	28,000	39,000
421-50-21	INSURANCE	24,280	26,350	23,436	26,000	25,429	28,000
421-60-17	GASOLINE & OIL	51,130	60,000	56,088	60,000	50,000	60,000
	TOTAL VEHICLE EXPENSE	138,473	152,350	170,511	164,000	163,429	187,000
	HEADQUARTERS EXPENSE						
421-40-31	MAINTENANCE & REPAIR BUILDING	13,935	15,000	6,209	15,000	15,000	15,000
421-40-32	MAINTENANCE & REPAIR OF EQUIPMENT	12,845	15,000	11,750	15,000	10,000	15,000
421-60-12	COMPUTERS	5,155	7,000	7,506	10,000	10,000	10,000
421-60-13	COPIERS	1,684	2,000	1,841	2,000	2,450	3,000
421-60-15	POSTAGE	1,450	1,500	2,024	1,800	2,900	2,900
421-60-22	ELECTRIC	21,664	21,000	22,851	22,500	23,500	25,000
421-60-23	WATER	3,165	3,000	2,739	3,000	3,000	3,000
421-60-24	FUEL OIL	2,483	4,000	3,981	4,000	4,000	4,000
	TOTAL HEADQUARTERS EXPENSE	62,381	68,500	58,902	73,300	70,850	77,900
	POLICE CAPITAL						
421-70-20	CAPITAL-BUILDING	0	0	0	8,000	8,000	0
421-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	13,885
421-70-42	CAPITAL-VEHICLES	64,352	83,340	80,021	87,100	85,000	92,300
	TOTAL POLICE CAPITAL	64,352	83,340	80,021	87,100	85,000	106,185
	TOTAL POLICE BUDGET	4,347,595	4,577,880	4,405,766	4,828,708	5,160,462	5,664,855

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1810	STREETS & GROUNDS DIVISION							
431-10-10	SALARIES & WAGES	277,305	194,211	228,306	225,916	234,520	190,000	199,900
431-10-11	SALARIES & WAGES-VACATION SELLBACK	2,560	2,559	1,495	1,599	840	837	870
431-10-20	SALARIES & WAGES-TEMPORARY	1,000	104	1,000	1,382	1,000	21,800	1,000
431-10-30	SALARIES & WAGES-OVERTIME	8,000	4,198	8,000	12,411	9,000	9,000	9,000
431-10-50	SALARIES & WAGES-ON CALL	10,500	11,072	10,500	13,508	10,500	12,000	12,000
431-10-40	SALARIES & WAGES - SICK & VACATION PAYOUT	0	14,098	0	0	0	0	0
431-30-10	CONTRACT SERVICES	30,000	11,485	12,000	2,641	22,550	20,000	15,000
431-30-30	AUDITING	2,000	2,000	2,000	2,000	3,000	3,000	3,000
431-30-50	ENGINEERING SERVICES	10,000	3,175	2,500	1,665	2,500	0	2,500
431-40-29	MAINT. & REPAIR-VEHICLE LABOR	29,000	22,260	30,000	20,640	22,000	20,000	25,000
431-40-30	MAINT. & REPAIR-VEHICLES	40,000	11,614	30,000	9,258	15,000	20,000	15,000
431-50-13	ENVIRONMENTAL COMPLIANCE	0	0	0	0	0	0	15,000
431-50-20	INSURANCE	18,165	16,566	19,000	15,995	17,500	15,520	16,300
431-50-30	TELEPHONE	500	1,278	400	366	400	370	400
431-50-31	CELLPHONE	800	723	800	231	2,080	1,300	2,000
431-50-40	ADVERTISING & PRINTING	1,500	206	1,500	487	2,000	500	1,500
431-50-60	SOFTWARE MAINTENANCE	0	0	0	0	550	0	550
431-50-90	TRAINING	1,000	170	2,500	245	3,000	1,000	3,000
431-60-10	MATERIALS & SUPPLIES	7,000	5,597	8,000	2,450	8,000	4,000	6,000
431-60-11	GENERAL EXPENSE	500	195	500	494	770	770	770
431-60-12	COMPUTER	0	2,528	0	0	0	0	2,500
431-60-17	GASOLINE & OIL	18,000	10,345	13,000	12,106	13,000	10,000	12,000
431-60-18	UNIFORMS & EQUIPMENT	5,800	2,779	6,100	4,195	6,100	5,500	5,500
431-60-19	RADIO	0	2,779	1,650	0	2,000	0	2,000
431-60-70	STREET SIGNS & MARKERS	10,000	10,000	10,000	3,096	10,000	6,580	35,000
431-60-71	STREET & ROAD MATERIALS	25,000	12,269	20,000	10,531	30,000	20,000	25,000
431-60-72	SNOW & ICE REMOVAL	20,000	8,559	16,000	8,704	16,000	6,180	10,000
431-60-73	STORM SEWERS & DRAINS	10,000	9,403	8,000	0	10,000	3,780	8,000
431-60-75	SIDEWALKS & CURBS	30,000	26,843	30,000	251	50,000	11,085	50,000
431-60-76	STREET LIGHTS	92,000	89,419	92,000	91,055	92,000	76,900	92,000
431-90-80	TRANSFER TO PUBLIC WORKS	<u>55,240</u>	<u>46,000</u>	<u>91,095</u>	<u>90,787</u>	<u>115,704</u>	<u>115,704</u>	<u>95,311</u>
	TOTAL S & G GEN. EXPENSE	705,870	522,435	646,346	532,013	700,014	575,826	666,101

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1810	STREETS & GROUNDS DIVISION							
	EMPLOYEE BENEFITS							
431-20-10	MEDICAL	101,490	62,752	73,050	73,074	75,600	67,500	59,360
431-20-20	SOCIAL SECURITY	23,025	17,634	18,876	19,574	19,380	17,000	16,970
431-20-30	RETIREMENT	32,745	23,856	26,664	27,248	27,320	24,000	23,830
431-20-50	UNEMPLOYMENT COMPENSATION	2,465	1,452	2,036	1,592	1,400	1,400	1,240
431-20-60	WORKMEN'S COMPENSATION	14,805	11,214	12,341	12,583	12,630	11,500	8,680
431-20-70	GROUP LIFE INSURANCE	3,065	1,364	1,928	1,620	1,700	1,700	1,640
431-20-75	VISION	<u>0</u>	<u>283</u>	<u>0</u>	<u>303</u>	<u>310</u>	<u>265</u>	<u>280</u>
	TOTAL EMPLOYEE BENEFITS	177,595	118,555	134,895	135,994	138,340	123,365	112,000
	BUILDING EXPENSES							
431-40-31	MAINTENANCE & REPAIR BUILDING	1,000	464	0	0	0	0	0
431-60-23	WATER	<u>400</u>	<u>246</u>	<u>300</u>	<u>168</u>	<u>200</u>	<u>160</u>	<u>200</u>
	TOTAL BUILDING EXPENSE	<u>1,400</u>	<u>710</u>	<u>300</u>	<u>168</u>	<u>200</u>	<u>160</u>	<u>200</u>
	TOTAL S & G DIVISION O & M	884,865	641,700	781,541	668,175	838,554	699,351	778,301
431-70-20	CAPITAL-BUILDING	0	0	25,000	0	0	0	0
431-70-40	CAPITAL-EQUIPMENT	0	0	60,000	60,000	70,000	64,954	60,000
431-70-42	CAPITAL-VEHICLES	145,000	0	173,000	144,712	27,000	27,000	0
431-70-44	CAPITAL-STREETS	66,000	0	280,000	247,798	85,000	45,000	140,000
431-80-10	1996 BOND DEBT-PRINCIPAL	14,360	-3,442	0	0	0	0	0
431-80-11	1996 BOND DEBT-INTEREST	<u>2,115</u>	<u>1,633</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL S & G DIV. CAPITAL & DEBT	227,475	-1,809	513,000	452,510	182,000	136,954	200,000
	TOTAL S & G DIVISION	1,112,340	639,891	1,294,541	1,120,685	1,020,554	836,305	978,301

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1910	PARKS & RECREATION							
451-10-10	SALARIES & WAGES	308,420	309,269	330,297	322,326	323,670	282,500	367,510
451-10-11	SALARIES & WAGES-VACATION SELLBACK	4,455	4,454	4,700	4,842	2,010	2,006	1,040
451-10-15	SALARIES-SUMMER PLAYGROUND	14,000	14,267	14,000	13,112	14,000	13,000	14,000
451-10-20	SALARIES-TEMPORARY WAGES	90,000	83,832	90,000	99,337	120,000	115,500	100,000
451-10-22	SALARIES-TEMP. WAGES CEMETERY	32,000	53,041	32,000	50,269	55,000	55,000	0
451-10-30	SALARIES-TEMP. OVERTIME	0	273	2,500	1,372	2,500	1,000	1,000
451-10-40	SALARIES-SICK & VACATION PAYOUT	0	7,099	0	17,186	0	515	0
451-30-10	CONTRACT SERVICES	24,000	23,457	24,000	23,072	24,000	22,000	24,000
451-30-11	BOYS AND GIRLS CLUB RENTAL	32,000	30,000	33,000	33,000	33,000	18,750	18,750
451-30-20	LEGAL	1,000	0	1,000	0	1,000	480	1,000
451-30-30	AUDITING	2,000	2,000	2,000	2,000	2,000	3,000	3,000
451-30-50	ENGINEERING	2,000	753	2,000	0	2,000	1,000	2,000
451-40-29	MAINT. & REPAIR-VEHICLES LABOR	19,000	25,095	19,000	18,678	19,000	15,000	15,000
451-40-30	MAINT. & REPAIR-VEHICLES	15,000	14,399	15,000	21,763	20,000	15,000	14,000
451-40-31	MAINTENANCE & REPAIR-BUILDING	21,000	19,659	25,000	16,804	12,000	12,000	15,000
451-40-34	MAINTENANCE & REPAIR-FACILITIES	80,000	74,996	80,000	70,345	80,000	80,000	80,000
451-50-20	INSURANCE	12,615	12,684	13,500	10,510	12,000	11,484	12,060
451-50-30	TELEPHONE	950	4,632	1,500	1,483	1,500	1,650	1,500
451-50-31	CELLPHONE	1,000	305	0	0	1,200	700	1,200
451-50-40	ADVERTISING & PRINTING	3,500	4,598	5,500	2,836	5,500	3,500	4,000
451-50-60	SOFTWARE MAINTENANCE	3,005	4,598	3,100	3,076	3,300	3,165	3,300
451-50-90	TRAINING	5,000	4,759	4,200	5,075	5,000	4,095	5,000
451-60-10	MATERIALS & SUPPLIES	3,000	2,997	3,000	2,675	3,000	3,000	3,000
451-60-11	GENERAL EXPENSES	1,000	943	1,000	907	1,000	415	1,000
451-60-12	COMPUTER	2,000	1,505	4,000	3,808	3,000	820	3,000
451-60-13	COPIER	2,500	3,177	3,300	3,418	3,300	3,300	3,300
451-60-15	POSTAGE	800	334	800	122	800	25	500
451-60-17	GASOLINE & OIL	14,000	11,419	14,000	12,071	18,000	13,000	15,000
451-60-22	ELECTRIC	10,000	8,423	10,000	8,943	11,500	13,590	14,000
451-60-23	WATER	12,000	14,632	12,000	12,547	14,000	12,000	14,000
451-60-24	FUEL OIL	0	0	0	1,135	8,000	7,000	8,000
451-60-25	UNIFORMS	0	0	0	0	2,000	1,761	2,000
	TOTAL P&R GENERAL EXPENSE:	716,245	737,600	750,397	762,712	803,280	716,256	747,160

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
101-1910	PARKS & RECREATION							
	EMPLOYEE - BENEFITS							
451-20-10	MEDICAL	65,490	68,235	82,890	84,279	93,190	73,500	114,740
451-20-20	SOCIAL SECURITY	25,590	26,139	27,197	27,663	26,200	22,500	29,510
451-20-30	RETIREMENT	37,050	36,567	39,792	37,807	38,180	33,000	43,900
451-20-50	UNEMPLOYMENT COMPENSATION	2,595	2,333	2,450	2,053	2,000	2,000	2,200
451-20-60	WORKMAN'S COMPENSATION	14,130	14,371	15,152	15,279	14,370	13,000	12,910
451-20-70	GROUP LIFE INSURANCE	3,635	2,193	2,719	2,250	2,330	2,330	2,920
451-20-75	VISION	0	0	0	0	380	320	440
451-20-80	RETIREE HEALTH INSURANCE	8,270	7,846	7,685	7,840	7,685	5,227	0
	TOTAL P&R EMPLOYEE BENEFITS	156,760	157,684	177,885	177,171	184,335	151,877	206,620
	TOTAL P&R OPERATIONAL EXPENSES:	873,005	895,284	928,282	939,883	987,615	868,133	953,780
	PARKS & RECREATION CAPITAL							
451-70-42	CAPITAL-VEHICLES	0	0	0	0	60,000	55,077	0
451-70-20	CAPITAL-BUILDING	7,000	0	25,000	0	25,000	0	0
451-70-40	CAPITAL-EQUIPMENT	39,000	34,091	40,000	36,529	49,000	28,713	72,000
451-70-50	CAPITAL-PARKS	80,000	0	50,000	20,971	55,000	25,000	120,000
	TOTAL P&R CAPITAL	126,000	34,091	115,000	57,500	189,000	108,790	192,000
201-7010	PARKS & RECREATION ENTERPRISE FUND							
347-10-10	EXPENDITURES	100,000	101,748	90,000	92,944	90,000	55,000	90,000
451-69-10	ENTERPRISE PROGRAM REVENUES	-100,000	-97,806	-90,000	-97,244	-90,000	-55,000	-90,000
	TOTAL P&R ENTERPRISE EXPENSE	0	3,942	0	-4,300	0	0	0
	TOTAL PARKS & REC. BUDGET	999,005	933,317	1,043,282	993,083	1,176,615	976,923	1,145,780

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
GENERAL GOVERNMENT								
101-1110 COUNCIL								
411-10-10	SALARIES & WAGES-COUNCIL	16,000	29,375	16,000	27,534	16,000	22,000	31,000
411-10-10	SALARIES & WAGES-MEETING TRANSCRIPTION	14,000	0	14,000	0	14,000	0	0
411-20-20	SOCIAL SECURITY	1,225	1,121	1,225	1,109	1,230	1,080	2,380
411-30-10	CONTRACT SERVICE-RECORDING EQUIP.	1,200	0	1,200	0	9,000	8,975	0
411-30-XX	CONTRACT SERVICE-ADA TRANSITION PLAN	0	0	0	0	0	0	50,000
411-30-20	LEGAL	20,500	25,844	20,000	17,109	20,000	20,000	45,000
411-40-31	CITY HALL BUILDING EXPENSES	17,950	25,315	15,000	14,678	16,000	16,000	19,250
411-68-11	PUBLIC OFFICIALS & LIABILITY INSURANCE	21,740	19,636	23,000	17,067	18,200	17,397	18,270
411-68-12	CHRISTMAS DECORATIONS	15,000	10,355	10,000	1,100	10,000	9,581	7,000
411-68-XX	COMPUTER EXPENSE	0	0	0	0	0	0	7,400
411-68-13	COUNCIL EXPENSE	17,000	16,975	20,000	17,376	17,500	19,000	25,000
411-68-14	EMPLOYEE RECOGNITION	11,000	9,656	11,000	10,317	21,000	17,000	21,000
411-68-15	CODIFICATION	9,500	6,196	10,000	9,794	10,000	10,000	15,000
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	140,000	140,000	100,000	100,000	140,000
411-68-17	MUSEUM	26,000	26,000	26,000	26,000	30,500	30,500	30,500
411-68-19	DOWNTOWN MILFORD INC.	40,000	40,000	40,000	40,000	45,000	45,000	45,860
411-68-XX	MILFORD PUBLIC LIBRARY	0	0	0	0	0	0	25,000
411-68-34	ECONOMIC DEVELOPMENT	15,000	1,621	5,000	1,713	5,000	1,712	2,000
411-68-37	ARMORY EXPENSE	10,000	11,999	12,000	12,865	12,000	10,000	10,000
411-68-39	RESIDENT SURVEY	15,000	11,999	0	0	15,000	15,690	0
411-68-40	STRATEGIC PLAN	0	0	20,000	20,000	0	0	0
411-68-41	KENT ECONOMIC PARTNERSHIP	0	0	0	0	30,000	30,000	30,000
411-68-42	REPAIR & MAINTENANCE PARKING LOT	0	0	0	0	15,000	0	0
101-1210 ELECTIONS								
414-10-10	SALARIES-ELECTIONS	4,000	2,172	4,000	2,328	8,000	3,205	0
414-60-12	SUPPLIES-ELECTIONS	1,000	855	1,000	1,000	2,000	1,952	3,000
TOTAL COUNCIL AND ELECTIONS O & M		396,115	379,119	389,425	359,990	415,430	379,092	527,660
411-70-20	CAPITAL - BUILDING	0	0	0	0	30,400	30,000	0
411-70-40	CAPITAL - EQUIPMENT	0	0	0	0	0	0	58,795
TOTAL COUNCIL AND ELECTIONS BUDGET		396,115	379,119	389,425	359,990	445,830	409,092	586,455
TOTAL GENERAL FUND BUDGET		9,185,295	7,543,305	9,297,415	8,802,152	9,579,009	9,407,498	10,728,735

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-0000	WATER DIVISION							
344-10-10	SERVICE BILLINGS	2,700,000	2,711,294	2,700,000	2,805,656	2,800,000	2,800,000	2,800,000
344-10-20	LATE PENALTIES	3,000	2,645	3,000	3,386	3,000	3,200	3,000
344-10-40	CONNECT AND RECONNECT FEES	15,000	24,053	15,000	17,255	15,000	17,000	16,000
344-10-45	NEW METER CONNECTIONS	10,000	16,200	12,000	20,800	20,000	27,000	25,000
359-10-99	MISCELLANEOUS	500	0	500	560	500	0	500
361-10-00	EARNINGS ON INVESTMENTS	2,000	8,594	4,000	17,147	10,000	31,000	15,000
390-20-10	TRANSFER FROM CAPITAL RESERVES	0	0	0	0	0	0	0
	TOTAL WATER REVENUES	2,730,500	2,762,786	2,734,500	2,864,804	2,848,500	2,878,200	2,859,500
203-0000	WASTEWATER DIVISION							
344-10-09	KENT COUNTY COST ADJUSTMENTS	1,850,000	1,795,309	1,850,000	1,863,753	1,850,000	1,850,000	2,035,000
344-10-10	SERVICE BILLINGS	2,500,000	2,521,502	2,500,000	2,611,205	2,600,000	2,600,000	2,600,000
344-10-20	PENALTIES	5,000	4,584	5,000	5,225	5,000	6,000	5,000
361-10-00	EARNINGS ON INVESTMENTS	1,500	6,264	3,000	2,040	1,500	6,989	5,000
390-10-10	TRANSFER FROM CAPITAL RESERVES	0	292,284	0	210,377	0	198,303	0
	TOTAL WASTEWATER REVENUES	4,356,500	4,619,943	4,358,000	4,692,600	4,456,500	4,661,292	4,645,000

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ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-2020	WATER DIVISION							
432-10-10	SALARIES WAGES	175,590	160,378	166,111	163,070	145,663	163,385	188,780
432-10-11	SALARIES WAGES-VACATION SELLBACK	495	492	700	714	2,408	528	547
432-10-20	SALARIES WAGES-TEMP WAGES	0	0	0	1,186	0	0	10,000
432-10-30	SALARIES WAGES-OVERTIME	15,875	15,794	15,875	16,089	15,875	12,000	15,875
432-10-40	SALARIES WAGES - VACATION/SICK PAYOUT	0	0	0	0	0	372	0
432-10-50	SALARIES WAGES-ON CALL	13,800	16,960	13,800	12,699	13,800	11,000	13,800
432-30-10	CONTRACT SERVICES	45,000	49,542	50,000	33,996	50,000	30,000	50,000
432-30-15	SURFACE RESTORATION	0	0	0	0	15,000	53,000	60,000
432-30-20	LEGAL EXPENSES	2,500	1,337	2,500	0	2,500	2,400	2,500
432-30-30	AUDITING	8,000	8,000	8,000	8,000	8,000	8,000	9,000
432-30-50	ENGINEERING	25,000	9,454	25,000	1,067	10,000	5,000	10,000
432-40-10	WATER METERS	49,000	44,323	49,000	48,451	60,000	30,000	15,000
432-40-11	WELLS	80,000	81,975	100,000	16,798	85,000	80,500	85,000
432-40-12	MAINS	30,000	5,347	30,000	24,605	30,000	13,820	25,000
432-40-13	CHEMICALS	125,000	80,898	125,000	98,400	100,000	100,000	100,000
432-40-14	SERVICE CONNECTIONS	12,000	6,954	12,000	5,850	12,000	3,700	10,000
432-40-15	PUMPING - POWER PURCHASED	250,000	232,534	240,000	243,760	250,000	240,000	250,000
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	8,000	5,828	8,000	11,078	12,000	10,000	15,000
432-40-30	MAINT. & REPAIR-VEHICLES	8,000	2,238	8,000	4,495	8,000	5,000	8,000
432-40-31	MAINT. & REPAIR-BUILDING	10,000	3,995	10,000	6,855	10,000	7,625	10,000
432-40-34	MAINT. & REPAIR-WATER TOWERS	52,650	52,647	52,650	52,647	52,650	53,380	52,650
432-50-19	MAINT. & REPAIR - SCADA	10,000	9,870	20,000	12,408	20,000	2,935	TECH SERVI
432-50-20	INSURANCE	16,090	9,870	17,000	13,548	15,000	14,345	15,062
432-50-30	TELEPHONE	3,000	1,223	300	327	300	330	300
432-50-31	CELLPHONE	3,000	2,241	3,000	3,581	4,000	3,400	5,000
432-50-40	ADVERTISING & PRINTING	1,000	524	1,000	625	1,000	652	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	0	1,781	3,275	2,075	TECH SERVI
432-50-90	TRAINING	2,500	690	2,500	1,249	2,500	660	2,500
432-60-10	MATERIALS & SUPPLIES	8,000	2,728	8,000	3,144	8,000	4,500	5,000
432-60-11	GENERAL EXPENSE	2,000	934	2,000	706	2,000	3,500	2,000
432-60-17	GASOLINE & OIL	8,000	7,272	8,000	7,911	8,000	5,765	8,000
432-60-18	UNIFORMS	1,500	1,187	2,500	3,477	2,500	1,500	3,500
432-60-19	RADIO	0	0	600	0	600	0	600
432-60-75	SIDEWALKS	0	0	0	0	0	0	40,000
432-69-30	DEBT EXPENSE	700	761	700	641	0	0	0
	TOTAL WATER DIVISION O&M EXP	966,700	815,995	982,236	799,158	950,071	869,372	1,014,114

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
202-2020	WATER DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	57,020	49,274	44,799	41,892	47,530	32,351	38,102
432-20-20	SOCIAL SECURITY	15,795	15,548	15,173	15,105	13,713	13,695	16,896
432-20-30	RETIREMENT	22,090	20,318	21,328	20,914	19,304	18,920	23,453
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,222	1,354	1,034	839	1,229	994
432-20-60	WORKMEN'S COMPENSATION	10,210	9,596	9,851	9,730	8,806	8,995	8,565
432-20-70	GROUP LIFE INSURANCE	2,070	1,179	1,355	1,198	1,047	1,558	1,515
432-20-71	VISION	0	216	0	197	185	192	219
	TOTAL EMPLOYEE BENEFITS	108,590	97,353	93,860	90,070	91,424	76,940	89,745
432-90-30	INTERDEPARTMENTAL TRANSFERS	170,000	170,000	175,100	175,100	185,355	185,355	190,916
432-90-70	TRANSFER TO TECH SERVICES	0	0	0	0	0	0	180,409
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	121,688	180,032
432-90-82	TRANSFER TO BILLING	113,665	111,954	116,410	113,098	123,821	126,425	159,979
	TOTAL WATER DIVISION - O&M	1,426,025	1,256,482	1,476,921	1,286,379	1,489,516	1,379,779	1,634,785
	DEBT SERVICE							
432-80-10	G O BONDS 2011(96)-PRINCIPAL	50,245	271,528	0	0	0	0	0
432-80-11	G O BONDS 2011(96)-INTEREST	7,395	5,714	0	0	0	0	0
432-80-13	1992 CAB BONDS-PRINCIPAL	395,000	395,000	395,000	390,000	0	0	0
432-80-15	G O BONDS 2011(92)-PRINCIPAL	104,035	562,229	0	0	0	0	0
432-80-16	G O BONDS 2011(92)-INTEREST	15,310	134,140	0	0	0	0	0
432-80-23	2012 USDA LOAN - PRINCIPAL	90,752	90,753	91,589	91,585	93,550	93,550	95,300
432-80-24	2012 USDA LOAN - INTEREST	95,248	95,248	94,416	94,416	92,455	92,455	90,700
432-80-02	2012 WASHINGTON ST. LOAN - PRINCIPAL	125,334	0	107,948	0	116,790	119,760	155,520
432-80-03	2012 WASHINGTON ST. LOAN - INTEREST	18,426	18,426	35,812	35,812	26,970	26,970	23,755
432-80-29	2019 USDA LEAD SERVICE LINE REPLACEMENT	0	0	0	0	0	0	18,730
	TOTAL WATER DIVISION DEBT	901,745	1,573,038	724,765	611,813	329,765	332,735	384,005
	WATER CAPITAL							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	10,000	0	0	30,000	20,000	19,020	0
432-70-42	CAPITAL OUTLAY-VEHICLE	25,000	24,420	0	0	244,000	211,265	206,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	50,000	0	45,000	172,739	0	0	50,000
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	317,730	317,730	487,814	763,873	774,819	935,400	584,710
	TOTAL WATER DIVISION	2,730,500	3,171,670	2,734,500	2,864,804	2,858,100	2,878,199	2,859,500

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
203-3030	SEWER DIVISION							
432-10-10	SALARIES & WAGES	175,590	160,375	166,111	163,016	145,663	163,233	188,780
432-10-11	SALARIES & WAGES-VACATION SELLBACK	495	493	700	714	1,200	528	547
432-10-20	SALARIES WAGES-TEMP WAGES	0	0	0	1,185	0	0	10,000
432-10-30	SALARIES & WAGES-OVERTIME	15,875	15,792	15,875	13,873	15,875	4,535	15,875
432-10-40	SALARIES & WAGES-SICK & VACATION PAY	0	3,403	0	-3,999	0	-372	0
432-10-50	SALARIES & WAGES-ON CALL	13,800	16,956	13,800	12,697	13,800	9,500	12,500
432-30-10	CONTRACT SERVICES	25,000	27,722	30,000	24,199	30,000	22,914	28,000
432-30-15	SURFACE RESTORATION	0	0	0	0	15,000	4,490	15,000
432-30-20	LEGAL EXPENSE	2,000	520	2,000	0	2,000	0	2,000
432-30-30	AUDITING	8,000	8,000	8,000	8,000	8,000	8,000	9,000
432-30-50	ENGINEERING EXPENSE	25,000	2,804	25,000	2,570	10,000	3,050	10,000
432-40-12	MAINS	20,000	8,491	20,000	3,262	15,000	10,890	11,000
432-40-13	CHEMICALS	33,000	16,219	33,000	14,797	20,000	5,305	17,500
432-40-14	SERVICE CONNECTIONS	4,000	488	4,000	455	4,000	445	2,000
432-40-15	PUMPING - POWER PURCHASED	25,000	24,434	25,000	26,923	25,000	25,535	28,000
432-40-17	LIFT STATIONS	85,000	46,576	85,000	30,559	70,000	70,000	70,000
432-40-18	FACILITIES	5,000	1,614	5,000	555	5,000	4,290	5,000
432-40-19	WASTEWATER TREATMENT	1,850,000	1,795,303	1,850,000	1,863,759	1,850,000	1,730,915	2,035,000
432-40-20	WASTEWATER TREATMENT-I & I	500,000	402,664	475,000	498,169	475,000	954,140	1,000,000
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	8,000	5,828	8,000	11,078	12,000	10,000	15,000
432-40-30	MAINT. & REPAIRS-VEHICLES	5,500	2,010	5,500	4,015	5,500	5,500	5,500
432-40-32	MAINT. & REPAIRS-EQUIPMENT	5,000	2,876	5,000	2,988	6,000	1,500	6,000
432-50-19	MAINT. & REPAIRS-SCADA	20,000	2,876	20,000	12,149	20,000	9,000	TECH SERVIK:
432-50-20	INSURANCE	5,420	5,739	5,700	4,641	5,000	5,090	5,345
432-50-30	TELEPHONE	400	1,157	300	256	300	530	600
432-50-40	ADVERTISING & PRINTING	1,000	22	1,000	258	1,000	0	1,000
432-50-60	SOFTWARE MAINTENANCE	0	0	0	1,781	3,275	2,075	TECH SERVIK:
432-50-90	TRAINING	1,500	424	1,500	1,072	1,500	190	1,500
432-60-10	MATERIALS & SUPPLIES	3,000	2,433	3,000	1,951	8,000	3,000	5,000
432-60-11	GENERAL EXPENSES	1,500	181	1,500	22	1,500	2,500	1,500
432-60-17	GASOLINE & OIL	8,000	7,272	8,000	7,911	8000	6,000	8,000
432-60-18	UNIFORMS	1,500	1,350	2,500	2,508	3,500	2,310	4,000
432-60-19	RADIO	0	0	1,200	0	1,200	0	0
432-69-30	BOND DEBT SERVICE EXPENSE	1,400	1,577	1,400	1,016	1,400	375	1,400
432-60-75	SIDEWALKS	0	0	0	0	0	0	1,000
	TOTAL SEWER GENERAL EXPENSE	2,849,980	2,565,599	2,823,086	2,712,381	2,783,713	3,065,468	3,516,046

CITY OF MILFORD
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 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
203-3030	SEWER DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	57,020	49,274	44,799	41,892	47,530	34,950	38,102
432-20-20	SOCIAL SECURITY	15,795	15,547	15,173	15,104	13,529	13,695	16,896
432-20-30	RETIREMENT	22,090	20,316	21,328	20,913	19,304	18,920	23,453
432-20-50	UNEMPLOYMENT COMPENSATION	1,405	1,222	1,354	1,033	839	1,125	994
432-20-60	WORKMEN'S COMPENSATION	10,210	9,595	9,851	9,729	8,687	9,825	8,565
432-20-70	GROUP LIFE INSURANCE	2,070	1,178	1,355	1,197	1,047	1,556	1,515
432-20-75	VISION	0	215	0	196	185	190	219
	TOTAL EMPLOYEE BENEFITS	108,590	97,347	93,860	90,064	91,121	80,261	89,745
432-90-40	INTERDEPARTMENTAL TRANSFERS	170,000	170,000	175,100	175,100	185,355	185,355	185,355
432-90-70	TRANSFER TO TECH SERVICES	0	0	0	0	0	0	180,409
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	138,786	180,032
432-90-82	TRANSFER TO BILLING DEPT.	113,665	119,544	116,410	113,098	123,821	124,721	159,979
	TOTAL SEWER DIVISION - O&M:	3,309,305	3,013,670	3,317,771	3,199,596	3,322,854	3,594,591	4,131,156
	DEBT SERVICE							
432-80-10	G O BONDS 2011(1996)-PRINCIPAL	66,365	358,649	0	0	0	0	0
432-80-11	G O BONDS 2011(1996)-INTEREST	9,765	13,353	0	0	0	0	0
432-80-12	2000 STATE REV. FUND LOAN-PRINCIPAL	95,785	95,785	362,000	313,750	0	0	0
432-80-28	2000 STATE REV. FUND LOAN-INTEREST	17,885	17,884	8,590	0	0	0	0
432-80-04	2011 BOND ISSUE-PRINCIPAL	140,000	140,000	75,000	75,000	185,000	185,000	185,000
432-80-05	2011 BOND ISSUE-INTEREST	105,565	103,097	60,980	60,938	58,340	58,340	54,640
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	49,975	49,975	50,980	50,980	52,005	52,005	53,050
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	15,730	15,728	14,725	14,724	13,700	13,700	12,655
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	23,690	23,690	24,230	24,230	24,780	24,777	25,340
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	27,255	27,252	26,715	26,714	26,165	26,164	25,605
432-80-25	2015 USDA LOAN-PRINCIPAL	0	0	0	0	0	0	0
432-80-26	2015 USDA LOAN-INTEREST	60,455	60,455	35,500	35,500	35,500	35,500	48,250
	TOTAL SEWER DEBT	612,470	905,868	658,720	601,836	395,490	395,486	404,540
	CAPITAL							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	0	0	0	0	20,000	19,020	15,000
432-70-42	CAPITAL OUTLAY-VEHICLE	130,000	379,388	60,000	59,427	405,000	362,475	75,000
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	15,000	15,000	65,000	62,265	0	0	0
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	289,725	289,725	254,634	254,634	313,156	289,720	19,304
	TOTAL SEWER DIVISION	4,356,500	4,603,652	4,356,125	4,177,758	4,456,500	4,661,292	4,645,000

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
204-0000	SOLID WASTE DIVISION							
344-10-70	SERVICE BILLINGS-COMMERCIAL	42,000	42,569	43,000	43,608	43,000	47,500	45,000
344-10-71	SERVICE BILLINGS-RESIDENTIAL	1,000,000	1,017,790	1,040,000	1,063,762	1,060,000	1,078,000	1,100,000
344-10-72	SERVICE BILLINGS-BULK TRASH	10,000	9,618	10,000	1,200	1,000	600	500
344-10-74	REBATE	18,000	0	0	0	0	0	0
344-10-20	LATE PENALTIES	3,500	3,896	3,500	3,968	3,500	4,300	3,500
361-10-00	EARNINGS ON INVESTMENTS	4,500	6,389	2,000	1,937	1,000	1,200	1,000
399-40-00	BUDGETED FUND BALANCE	32,440	0	45,165	0	69,743	0	35,003
399-40-00	BUDGETED CD-RESERVES	250,000	0	227,000	0	0	0	0
	TOTAL SOLID WASTE REVENUE:	1,360,440	1,080,261	1,370,665	1,114,474	1,178,243	1,131,600	1,185,003

CITY OF MILFORD
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 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
204-4040	SOLID WASTE DIVISION							
432-10-10	SALARIES & WAGES	234,190	176,004	168,137	137,883	203,321	204,897	209,074
432-10-11	SALARIES & WAGES-VACATION SELLBACK	0	752	390	387	0	0	0
432-10-20	SALARIES & WAGES-TEMPORARY	20,000	41,932	20,000	49,380	10,000	11,450	15,000
432-10-30	SALARIES & WAGES-OVERTIME	11,000	6,728	11,000	17,229	15,000	15,000	10,000
432-10-31	SALARIES & WAGES-SICK AND VACATION	0	2,664	0	5,518	0	0	0
432-10-50	SALARIES & WAGES-ON CALL					930	0	0
432-30-10	CONTRACT SERVICE	21,700	15,445	25,550	35,169	17,500	21,250	38,000
432-30-30	AUDITING	6,000	6,000	6,000	6,000	6,000	6,000	6,000
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	18,000	29,480	18,000	35,218	28,000	23,000	30,000
432-40-30	MAINT. & REPAIR-VEHICLE	35,000	42,439	40,000	40,000	40,000	42,000	25,000
432-42-10	LANDFILL FEES	265,000	248,047	250,000	245,438	250,000	245,000	250,000
432-50-20	INSURANCE	11,365	10,837	12,000	9,134	10,000	10,804	11,350
432-50-31	CELL PHONE	0	0	1,200	402	2,250	500	2,200
432-50-40	ADVERTISING AND PRINTING	4,000	4,437	5,000	4,706	10,000	2,500	10,000
432-50-60	SOFTWARE MAINTENANCE	0	0	3,600	3,411	9,000	0	10,600
432-50-90	TRAINING	1,000	160	3,000	811	3,500	2,850	4,500
432-60-10	MATERIALS & SUPPLIES	3,500	2,223	3,000	2,575	3,500	1,250	2,500
432-60-11	GENERAL EXPENSES	1,000	631	1,000	544	1,000	505	600
432-60-15	POSTAGE	500	69	750	110	750	100	650
432-60-17	GASOLINE & OIL	20,000	19,975	20,000	30,244	25,200	26,000	26,000
432-60-18	UNIFORMS	6,000	2,621	4,450	2,704	5,000	3,500	5,500
432-60-21	NATURAL GAS	6,000	2,621	5,000	2,167	4,000	1,400	2,500
432-61-10	TRASH & RECYCLING CONTAINERS	20,000	49,682	48,000	42,059	60,750	56,550	35,000
432-61-11	YARD WASTE CONTAINERS	10,000	0	8,000	6,805	10,000	12,450	0
432-61-12	DUAL CONTAINERS	0	0	24,450	0	0	0	0
432-90-50	INTERDEPARTMENTAL TRANSFERS	100,000	100,000	103,000	103,000	106,090	106,090	109,273
432-90-80	TRANSFER TO PUBLIC WORKS	55,240	51,280	91,095	100,080	115,704	115,655	105,901
432-90-82	TRANSFER TO BILLING DEPT.	<u>113,665</u>	<u>111,954</u>	<u>116,410</u>	<u>113,176</u>	<u>123,821</u>	<u>114,221</u>	<u>159,979</u>
	TOTAL SOLID WASTE O & M EXP.	963,160	925,979	989,032	994,153	1,061,315	1,022,972	1,069,626

CITY OF MILFORD
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 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
204-4040	SOLID WASTE DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	70,365	59,272	63,214	40,272	71,588	70,710	57,771
432-20-20	SOCIAL SECURITY	19,130	14,504	15,873	12,210	16,519	17,994	17,468
432-20-30	RETIREMENT	29,385	21,328	24,596	17,696	25,991	27,461	28,104
432-20-50	UNEMPLOYMENT COMPENSATION	2,465	1,520	1,852	980	1,328	1,490	1,330
432-20-60	WORKMEN'S COMPENSATION	12,165	9,208	10,293	7,507	10,618	12,332	8,763
432-20-70	GROUP LIFE INSURANCE	2,770	1,314	1,705	987	1,461	1,879	1,646
432-20-75	VISION	0	299	0	196	294	294	294
	TOTAL EMPLOYEE BENEFITS	136,280	107,444	117,533	79,848	127,800	132,160	115,376
432-70-40	CAPITAL-EQUIPMENT	0	0	9,350	8,860	0	0	0
432-70-42	CAPITAL-VEHICLE	261,000	220,291	227,000	254,653	0	0	0
	CAPITAL RESERVES	0	0	0	0	0	0	0
	TOTAL SOLID WASTE CAPITAL	261,000	220,291	227,000	254,653	0	0	0
	TOTAL SOLID WASTE EXPENSES	1,360,440	1,253,714	1,333,565	1,328,654	1,189,115	1,155,132	1,185,003

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 REVENUE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-0000	ELECTRIC DIVISION REVENUE							
344-10-10	SERVICE BILLING	24,730,790	25,033,358	24,815,000	24,946,717	24,900,000	25,000,000	25,500,000
344-10-20	LATE PENALTIES	60,000	51,081	60,000	49,400	50,000	55,000	55,000
344-10-30	RETURNED CHECKS	3,000	5,250	4,000	3,550	3,000	5,000	5,000
344-10-40	CONNECTION FEES	90,000	124,782	100,000	351,077	125,000	150,000	150,000
344-10-41	UNDERGROUND FEES	10,000	27,500	20,000	54,500	20,000	64,000	50,000
359-10-99	MISCELLANEOUS	5,000	65,320	5,000	102,802	5,000	76,005	15,000
361-10-00	EARNINGS ON INVESTMENTS	5,000	18,977	10,000	30,667	20,000	77,300	40,000
392-10-10	SALE OF PROPERTY OR EQUIPMENT	2,000	0	2,000	0	2,000	0	0
390-10-10	TRANSFER FROM RESERVES	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>422,000</u>	<u>422,000</u>	<u>0</u>
	TOTAL ELECTRIC DIVISION REVENUE	24,925,790	25,326,268	25,016,000	25,538,712	25,547,000	25,849,305	25,815,000

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CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-5050	ELECTRIC DIVISION							
432-10-10	SALARIES & WAGES	788,235	785,991	808,233	839,132	888,830	870,000	661,197
432-10-20	SALARIES & WAGES-TEMPOARY WAGES	0	0	0	0	0	0	10,000
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,895	1,893	3,610	3,610	6,490	3,276	987
432-10-30	SALARIES & WAGES-OVERTIME	35,225	28,858	35,225	35,456	35,225	35,225	35,225
432-10-40	SALARIES & WAGES-SICK/VACATION PAY	0	5,071	0	38,844	0	18,778	0
432-10-50	SALARIES & WAGES-ON CALL	42,640	40,481	42,640	40,246	42,640	42,640	42,640
432-30-10	CONTRACT SERVICES	30,000	29,559	30,000	23,396	40,000	20,000	40,000
432-30-12	SMARTMETERING	0	0	50,000	6,955	30,000	84,774	TECH SERVIK
432-30-20	LEGAL SERVICE	37,500	97,103	100,000	4,764	25,000	460	50,000
432-30-30	AUDITING	8,000	7,480	8,000	7,429	9,000	8,170	9,000
432-30-50	ENGINEERING SERVICE	20,000	6,674	20,000	7,772	20,000	15,000	15,000
432-40-10	METERS	45,000	43,571	45,000	16,482	45,000	15,000	TECH SERVIK
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	22,000	26,015	22,000	33,753	28,000	25,000	40,000
432-40-30	MAINT. & REPAIRS-VEHICLES	43,000	37,922	43,000	23,989	43,000	40,000	43,000
432-44-20	RENTAL OF EQUIPMENT	2,500	0	2,500	2,489	5,000	0	5,000
432-50-10	TRAFFIC SIGNALS	5,000	0	5,000	1,992	5,000	0	2,500
432-50-11	SUB-STATIONS	50,000	48,019	50,000	37,268	50,000	30,000	35,000
432-50-12	DISTRIBUTION LINES	300,000	244,323	350,000	303,933	350,000	200,000	300,000
432-50-20	INSURANCE	83,810	82,348	88,000	70,739	77,000	72,150	75,758
432-50-30	TELEPHONE	5,000	6,456	3,000	2,791	3,000	2,800	3,000
432-50-31	CELLPHONE	3,600	3,206	3,100	3,100	3,500	4,000	4,000
432-50-40	ADVERTISING & PRINTING	2,500	3,206	2,500	593	2,500	0	2,500
432-50-90	TRAINING	21,000	10,018	34,000	22,765	36,000	14,000	23,000
432-60-10	MATERIALS & SUPPLIES	5,000	3,662	5,000	3,462	5,000	1,520	3,500
432-60-11	GENERAL EXPENSE	2,000	1,745	2,000	1,442	2,000	1,670	2,000
432-60-17	GASOLINE & OIL	22,000	19,701	22,000	21,082	22,000	15,000	20,000
432-60-18	UNIFORMS	10,000	6,416	15,000	14,852	25,000	17,000	25,000
432-60-19	RADIO	5,000	610	5,000	0	5,000	600	2,000
432-60-23	WATER	0	2,544	0	2,697	0	2600	3,000
432-60-25	SMALL TOOLS	7,500	7,394	7,500	7,447	7,500	10,000	7,500
432-60-26	BOOTS & SAFETY GEAR	15,000	10,658	15,000	7,573	15,000	4,300	12,000
TBD	SIDEWALKS	0	0	0	0	0	0	20,000
	SUB-TOTAL ELECTRIC O & M EXP.	1,613,405	1,560,922	1,817,308	1,586,055	1,826,685	1,553,963	1,492,806

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-5050	ELECTRIC DIVISION O & M CONTINUED							
432-50-13	ENVIRONMENTAL COMPLIANCE	31,000	27,767	31,000	30,200	31,000	37,000	40,000
432-50-14	VEGETATION CONTROL	75,000	33,977	75,000	65,107	75,000	83,250	85,000
432-50-15	WAREHOUSE EXPENSE	3,500	3,411	3,500	898	3,500	1,020	3,500
432-50-17	FIBER MAINTENANCE	10,000	596	10,000	1,068	10,000	4,200	TECH SERVIK
432-50-19	SCADA	0	0	25,000	0	25,000	11,000	TECH SERVIK
432-50-60	SOFTWARE MAINTENANCE	4,000	2,975	4,000	3,960	4,500	4,500	TECH SERVIK
432-58-40	INVENTORY EXPENSE	25,000	-33,514	25,000	3,441	25,000	29,558	25,000
432-69-20	OFFICE EQUIPMENT	8,000	8,000	8,000	2,980	8,000	10,300	8,000
432-69-30	BANK CHARGES-BOND ISSUE	700	822	700	375	700	375	700
432-80-30	METER DEPOSIT INTEREST EXPENSE	<u>1,000</u>	<u>693</u>	<u>1,000</u>	<u>708</u>	<u>1,000</u>	<u>700</u>	<u>1,000</u>
	TOTAL ELECTRIC O & M EXPENSE	1,771,605	1,605,649	2,000,508	1,694,792	2,010,385	1,735,866	1,656,006
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	165,125	155,660	150,128	149,375	174,060	145,000	110,225
432-20-20	SOCIAL SECURITY	67,665	66,670	69,075	71,598	76,080	70,000	58,043
432-20-30	RETIREMENT	98,200	92,673	98,522	101,284	114,990	97,000	86,050
432-20-50	UNEMPLOYMENT COMPENSATION	5,540	4,810	5,161	3,949	3,920	3,920	2,660
432-20-60	WORKMEN'S COMPENSATION	40,485	38,502	41,486	42,872	45,490	45,490	28,848
432-20-70	GROUP LIFE INSURANCE	9,290	5,744	6,622	5,923	6,350	7,000	5,319
432-20-75	VISION	<u>0</u>	<u>902</u>	<u>0</u>	<u>829</u>	<u>865</u>	<u>800</u>	<u>587</u>
	TOTAL EMPLOYEE BENEFITS	386,305	364,961	370,994	375,830	421,755	369,210	291,731
	TRANSFERS TO OTHER FUNDS							
432-90-20	TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
432-90-60	INTERDEPARTMENTAL TRANSFERS	360,000	360,000	370,800	370,800	393,920	393,920	405,738
432-90-70	TRANSFER TO TECH SERVICES.	0	0	0	0	0	0	360,818
432-90-80	TRANSFER TO PUBLIC WORKS	94,670	82,363	151,825	151,317	192,836	192,836	349,469
432-90-82	TRANSFER TO BILLING DEPT.	<u>416,765</u>	<u>410,488</u>	<u>427,595</u>	<u>419,454</u>	<u>454,009</u>	<u>463,557</u>	<u>586,588</u>
	TOTAL TRANSFERS	3,371,435	3,352,851	3,450,220	3,441,571	3,540,764	3,550,313	4,202,613
	TOTAL ELECTRIC OPERATING EXPENSE:	5,529,345	5,323,461	5,821,722	5,512,193	5,972,905	5,655,389	6,150,350

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
205-5050	ELECTRIC DIVISION							
	POWER PURCHASED							
432-50-16	DEMEC	18,600,000	17,995,016	18,300,000	17,315,409	18,300,000	18,000,000	18,300,000
	DEBT SERVICE							
432-80-21	2011 BOND DEBT-PRINCIPAL	160,000	0	85,000	85,000	215,000	215,000	220,000
432-80-22	2011 BOND DEBT-INTEREST	186,445	107,965	107,965	107,965	104,965	104,965	100,615
	TOTAL BOND DEBT	346,445	107,965	192,965	192,965	319,965	319,965	320,615
	CAPITAL OUTLAY							
432-70-40	EQUIPMENT	0	0	30,000	30,000	100,000	0	140,000
432-70-42	VEHICLES	265,000	0	238,000	198,000	330,000	191,795	455,000
432-70-44	PROJECTS/INRASTRUCTURE	185,000	0	238,000	152,739	422,000	93,042	75,000
432-90-10	TRANSFER TO RESERVES	0	0	215,665	195,603	114,412	TBD	374,035
	TOTAL ELECTRIC FUND CAPITAL	450,000	0	721,665	576,342	966,412	284,837	1,044,035
	TOTAL ELECTRIC FUND EXPENDITURES	24,925,790	23,426,442	24,726,823	24,057,621	25,559,282	24,260,191	25,815,000

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20
223-6220	TECH SERVICES INTERSERVICE FUND			
436-10-10	SALARIES & WAGES	0	0	152,958
436-10-50	SALARIES & WAGES-ON CALL	0	0	6,600
436-30-10	CONTRACT SERVICES	0	0	7,500
436-30-30	AUDITING SERVICE	0	0	1,000
436-30-12	SMART METERING	0	0	15,000
436-40-10	METERS	0	0	90,000
436-40-30	MAINT.&REPAIR-VEHICLES LABOR	0	0	1,000
436-40-30	MAINT.&REPAIR-VEHICLES	0	0	5,000
436-50-17	FIBER MAINTENANCE	0	0	25,000
436-50-19	SCADA MAINTENANCE	0	0	25,000
436-50-20	INSURANCE	0	0	3,000
436-50-60	SOFTWARE MAINTENANCE	0	0	140,700
436-50-90	TRAINING	0	0	11,000
436-60-10	MATERIALS & SUPPLIES	0	0	2,500
436-60-17	GAS & OIL	0	0	2,000
436-60-18	UNIFORMS	0	0	7,600
436-60-19	RADIO	0	0	1,000
436-90-20	OFFICE FURNITURE & EQUIPMENT	0	0	3,500
436-60-25	SMALL TOOLS	0	0	2,500
436-60-26	BOOTS & SAFETY GEAR	0	0	2,500
436-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	0	0	<u>84,721</u>
	TOTAL ADMIN. GEN. EXPENSE	0	0	590,079

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20
223-6220	TECH SERVICES INTERSERVICE FUND			
	EMPLOYEE BENEFITS			
436-20-10	MEDICAL	0	0	31,126
436-20-20	SOCIAL SECURITY	0	0	12,109
436-30-30	RETIREMENT	0	0	16,152
436-20-50	UNEMPLOYMENT COMPENSATION	0	0	840
436-20-60	WORKMAN'S COMPENSATION	0	0	5,982
436-20-70	GROUP LIFE INSURANCE	0	0	1,162
436-20-75	VISION	0	0	185
	TOTAL EMPLOYEE BENEFITS	0	0	67,556
	TOTAL TECH SERVICES - O & M	0	0	657,635
416-70-42	CAPITAL-VEHICLES	0	0	64,000
	TOTAL TECH SERVICES	0	0	721,635
224-0000	LESS INTERSERVICE BILLING			
331-10-20	INTERSERVICE-WATER	0	0	-180,409
331-10-30	INTERSERVICE-SEWER	0	0	-180,409
331-10-50	INTERSERVICE-ELECTRIC	0	0	-360,818
	LESS TOTAL INTERSERVICE BILLING	0	0	-721,635

**CITY OF MILFORD
BUDGET FISCAL YEAR 2019 - 2020
EXPENDITURES**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
222-6120	PW COST ALLOCATION							
435-10-10	SALARIES & WAGES	141,390	143,901	300,728	292,924	399,970	344,105	501,650
435-10-11	SALARIES & WAGES-VACATION SELLBAC	0	0	0	0	0	1,550	0
435-10-20	SALARIES & WAGES-TEMP WAGES	0	0	0	1,530	0	1,030	0
435-10-30	SALARIES & WAGES-OVERTIME	2,000	3,640	2,000	233	2,000	2,000	2,000
435-10-40	SALARIES & WAGES-SICK & VACATION P	0	16,420	0	35,979	0	14,335	0
435-30-10	CONTRACT SERVICES	11,700	14,271	9,600	8,030	7,830	8,500	10,000
435-30-15	CLEANING	20,000	17,178	20,000	16,620	32,500	26,100	35,800
435-30-20	LEGAL	2,000	300	0	0	1,000	990	1,000
435-30-30	AUDITING	3,000	3,000	3,000	3,000	4,000	4,000	4,000
435-30-50	ENGINEERING	12,000	27,135	2,500	2,173	2,500	775	2,500
435-40-29	MAINT. & REPAIR-GARAGE LABOR	1,400	173	0	0	0	0	0
435-40-30	MAINT. & REPAIR-VEHICLES	500	17,885	0	28,128	0	0	0
435-40-31	MAINT. & REPAIR-BUILDING	20,200	0	18,700	0	14,200	26,000	16,800
435-40-34	FACILITY MAINTENANCE	0	0	0	0	18,500	13,000	19,000
435-50-20	INSURANCE	3,145	3,032	3,300	2,660	3,000	3,008	3160
435-50-30	TELEPHONE	1,000	3,256	1,200	1,164	1,200	1,200	1,200
435-50-31	CELLPHONE	500	0	1,500	0	2,100	2,000	2,100
435-50-40	ADVERTISING	0	0	0	0	1,000	1,000	1,000
435-50-60	SOFTWARE MAINTENANCE	0	0	4,425	4,425	9,345	8,536	4,425
435-50-90	TRAINING	7,000	3,785	5,000	2,961	6,000	3,500	6,100
435-60-10	MATERIALS & SUPPLIES	10,027	7,892	8,500	7,714	8,500	8,500	8,500
435-60-11	GENERAL EXPENSE	1,500	7,892	2,500	1,897	2,500	2,500	2,500
435-60-13	COPIER	1,000	0	1,000	2,271	3,580	3,580	3,580
435-60-15	POSTAGE	600	431	600	605	700	705	700
435-60-17	GASOLINE & OIL	1,000	0	0	0	0	0	0
435-60-18	UNIFORMS	0	0	250	157	900	375	900
435-60-19	RADIO	2,000	939	2,000	715	1,000	425	1,200
435-60-21	NATURAL GAS	15,000	18,496	18,000	27,149	27,000	22,000	27,000
435-60-22	ELECTRIC	55,000	50,753	52,000	45,944	47,000	45,000	47,000
435-60-23	WATER	4,700	4,771	4,700	4,264	4,700	4,500	4,700
435-60-90	COMPUTERS	0	0	2,000	8,281	3,000	2,580	0
435-69-20	OFFICE EQUIPMENT	0	0	1,100	507	4,000	2,000	5,500
	PUBLIC WORKS EXPENSES	316,662	345,149	464,603	499,331	608,025	553,794	712,315

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
222-6120	PW COST ALLOCATION EMPLOYEE BENEFITS							
435-20-10	MEDICAL	29,280	30,937	47,884	35,401	59,410	46,390	107,510
435-20-20	SOCIAL SECURITY	10,720	11,365	23,945	22,989	31,750	28,155	38,830
435-20-30	RETIREMENT	12,845	14,145	33,236	28,798	49,140	36,880	53,726
435-20-50	UNEMPLOYMENT COMPENSATION	895	1,187	1,826	2,074	1,690	1,840	2,505
435-20-60	WORKMEN'S COMPENSATION	855	917	3,493	2,079	8,260	6,000	7,674
435-20-70	GROUP LIFE INSURANCE	1,565	964	2,427	1,921	2,760	2,700	3,940
435-20-75	VISION	0	118	0	232	325	285	510
	TOTAL EMPLOYEE BENEFITS	56,160	59,632	112,811	93,493	153,335	122,250	214,696
	PUBLIC WORKS CAPITAL							
435-70-20	CAPITAL-BUILDING	21,708	0	0	0	0	0	132,000
435-70-40	CAPITAL-EQUIPMENT	0	0	11,000	630	10,000	0	0
222-0000	TOTAL PUBLIC WORKS COST	394,530	404,781	588,414	593,454	771,360	676,044	1,059,011
331-10-10	INTERSERVICE-GARAGE	-55,240	0	-52,957	0	-69,422	-60,844	-52,951
331-10-20	INTERSERVICE-WATER	-67,070	0	-105,915	0	-138,845	-121,688	-180,032
331-10-30	INTERSERVICE-SEWER	-67,070	0	-105,915	0	-138,845	-121,688	-180,032
331-10-40	INTERSERVICE-SOLID WASTE	-55,240	0	-88,262	0	-115,704	-101,407	-105,901
331-10-50	INTERSERVICE-ELECTRIC	-94,670	0	-147,104	0	-192,840	-169,011	-349,473
331-10-60	INTERSERVICE-STREETS	-55,240	0	-88,262	0	-115,704	-101,407	-95,311
331-10-92	INTERSERVICE-PLANNING & ZONING	0	0	0	0	0	0	-5,295
331-10-93	INTERSERVICE-CODE ENFORCEMENT	0	0	0	0	0	0	-5,295
331-10-95	INTERSERVICE-TECH SERVICES	0	0	0	0	0	0	-84,721
	TOTAL INTERSERVICE BILLINGS	-394,530	0	-588,414	0	-771,360	-676,044	-1,059,011
	NET PUBLIC WORKS COST	0	404,781	0	593,454	0	0	0

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
221-6010	GARAGE-INTERSERVICE FUND							
434-10-10	SALARIES & WAGES	54,955	54,951	63,634	61,735	53,290	53,290	54,857
434-10-11	SALARIES & WAGES-VACATION SELLBACK	1,055	1,053	1,080	1,307	0	0	0
434-10-30	SALARIES & WAGES-OVERTIME	1,000	0	1,000	5,626	1,000	1,040	1,000
434-10-40	SALARIES & WAGES-SICK & VACATION PAY	0	-442	0	12,756	0	0	0
434-30-10	CONTRACT SERVICES	500	260	500	320	500	370	500
434-30-30	AUDITING	2,000	2,000	2,000	2,000	2,000	2,000	2,000
434-40-29	MAINT. & REPAIR-GARAGE LABOR	1,000	2,205	1,000	3,540	1,000	675	1,000
434-40-30	MAINT. & REPAIR-VEHICLES	1,000	61	1,000	69	1,000	605	3,300
434-40-31	MAINT. & REPAIR-BUILDING	1,000	6,440	1,000	595	2,000	400	8,500
434-40-34	FACILITY MAINT. & REPAIR - GAS TANKS	4,000	2,055	4,000	1,623	3,000	4,070	3,000
434-50-20	INSURANCE	3,745	3,831	4,000	1,224	3,500	4040	4242
434-50-30	TELEPHONE	150	603	200	183	200	185	200
434-50-31	CELLPHONE	300	249	300	252	600	395	1,000
434-50-60	SOFTWARE MAINTENANCE	0	0	0	0	0	0	12,375
443-50-90	TRAINING	0	0	0	0	2,000	3,170	3,000
434-60-10	MATERIALS & SUPPLIES	2,000	986	2,000	1,948	3,000	2,970	3,000
434-60-12	COMPUTER	0	0	0	0	1,500	1,760	0
434-60-17	GASOLINE & OIL	1,200	1,057	1,200	1,110	1,200	700	1,200
434-60-18	UNIFORMS & EQUIPMENT	2,000	1,029	2,000	953	1,500	1,225	1,500
434-60-60	GARAGE EXPENSE	4,000	1,003	4,000	3,719	14,000	12,575	6,000
434-90-80	TRANSFER TO PUBLIC WORKS	55,240	46,000	55,655	54,466	69,422	69,393	52,951
434-60-70	LOAN PAYBACK ELECTRIC RESERVES	0	0	0	0	0	0	10,000
	TOTAL GARAGE ADMIN EXPENSE	135,145	0	144,569	153,426	160,712	158,863	169,625
	EMPLOYEE BENEFITS							
434-20-10	MEDICAL	17,445	17,552	18,710	19,884	23,380	23,380	23,382
434-20-20	SOCIAL SECURITY	4,465	4,376	5,124	5,736	4,050	4,050	4,185
434-20-30	RETIREMENT	7,070	7,012	8,322	7,817	6,080	6,080	6,261
434-20-50	UNEMPLOYMENT COMPENSATION	380	330	484	291	280	280	280
434-20-60	WORKMEN'S COMPENSATION	2,830	2,765	3,262	3,678	2,690	2,690	2,184
434-20-70	GROUP LIFE INSURANCE	650	400	505	452	383	383	182
434-20-75	VISION	0	62	0	67	62	62	62
	TOTAL EMPLOYEE BENEFITS	32,840	32,497	36,407	37,925	36,924	36,925	36,536
434-40-34	Capital - Equipment	0	0	0	0	0	0	0
	TOTAL GARAGE BUDGET	167,985	32,497	180,976	191,351	197,637	195,788	206,161
331-10-10	(LESS INTERSERVICE BILLINGS)	-\$167,985	-\$32,497	-\$180,976	-\$191,351	-\$197,637	-\$195,788	-\$206,161

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
BILLING INTERSERVICE FUND								
ADMINISTRATION								
224-1410								
416-10-10	SALARIES & WAGES	330,935	331,240	344,860	341,215	338,730	343,129	493,160
416-10-11	SALARIES & WAGES-VACATION SELLBACK	1,890	1,121	1,950	0	1,980	1,979	2,053
416-10-30	SALARIES & WAGES-OVERTIME	6,000	5,348	6,000	5,346	26,000	30,000	10,000
416-10-20	SALARIES & WAGES - TEMPORARY WAGES	0	0	0	0	24,000	24,000	0
416-10-50	SALARIES & WAGES-ON CALL	3,500	2,907	3,500	2,670	3,500	2,800	0
416-10-40	SALARIES & WAGES-SICK & VACATION PAYO	0	754	0	5,240	0	0	0
416-30-10	CONTRACT SERVICES	20,000	20,545	23,000	22,586	23,000	23,000	23,000
416-30-12	CONTRACT SERVICES-PINNACLE	46,000	45,695	46,000	46,807	46,000	45,500	47,000
416-30-20	LEGAL-COLLECTION LAWYER	6,000	1,148	6,000	5,659	6,000	1,500	6,000
416-30-30	AUDITING SERVICE	2,000	2,000	2,000	2,000	3,000	3,000	3,000
416-30-60	COLLECTION EXPENSE	4,000	3,569	4,000	3,591	4,000	2,000	4,000
416-40-29	MAINT.&REPAIR-VEHICLE LABOR	3,000	1,680	2,400	3,885	4,000	1,500	2,000
416-40-30	MAINT.&REPAIR-VEHICLES	1,000	802	1,000	812	1,000	750	1,500
416-40-31	BUILDING MAINTENANCE	4,530	4,529	500	220	500	400	3,000
416-50-20	INSURANCE	4,000	3,920	4,200	3,364	3600	3,520	4,000
416-50-30	TELEPHONE	3,000	6,832	3,000	2,183	3,000	2,200	3,000
416-50-31	CELLPHONE	1,000	312	300	252	350	252	0
416-50-61	PITNEY BOWES EQUIPMENT	6,500	3,315	6,500	2,580	6,500	3,000	4,000
416-50-90	TRAINING	5,000	3,488	5,000	2,469	5,000	2,500	5,000
416-60-10	MATERIALS & SUPPLIES	13,000	13,214	13,000	11,906	13,000	13,000	13,000
416-60-11	GENERAL EXPENSE	1,000	795	1,000	829	1,000	1,000	1,000
416-60-12	COMPUTER	10,000	795	10,000	8,790	10,000	9,777	10,000
416-60-13	COPIER	6,000	4,758	6,000	5,567	6,000	3,560	6,000
416-60-15	POSTAGE	14,000	12,323	14,000	11,136	14,000	12,000	14,000
416-60-17	GAS & OIL	3,000	1,868	2,000	2,154	2,000	750	1,000
416-60-18	UNIFORMS	0	0	675	1,023	2,300	1,995	1,000
416-60-22	ELECTRIC	12,000	11,214	11,000	11,390	11,000	12,500	13,000
416-60-23	WATER	500	390	400	375	400	350	350
416-69-30	BANK CHARGES-CREDIT CARD FEES	60,000	64,022	60,000	67,200	60,000	70,000	70,000
	TOTAL ADMIN. GEN. EXPENSE	567,855	548,584	578,285	571,249	619,860	615,962	740,063

CITY OF MILFORD
 BUDGET FISCAL YEAR 2019 - 2020
 EXPENDITURES

BILLING & COLLECTIONS PAGE 31

ACCOUNT CODE	DESCRIPTION	BUDGET FY 16-17	ACTUAL FY 16-17	BUDGET FY 17-18	ACTUAL FY 17-18	BUDGET FY 18-19	PROJECTED FY 18-19	BUDGET FY 19-20
224-1410	BILLING INTERSERVICE FUND EMPLOYEE BENEFITS							
416-20-10	MEDICAL	117,070	117,324	123,505	122,433	113,790	130,798	175,851
416-20-20	SOCIAL SECURITY	25,325	25,261	26,520	26,455	25,900	28,123	37,321
416-20-30	RETIREMENT	37,595	37,190	39,730	38,451	37,870	41,371	57,919
416-20-50	UNEMPLOYMENT COMPENSATION	3,035	2,651	2,815	2,455	2,240	2,967	2,800
416-20-60	WORKMAN'S COMPENSATION	2,975	2,720	2,935	2,730	2,870	3,070	920
416-20-70	GROUP LIFE INSURANCE	3,905	2,408	3,035	2,439	2,440	3,370	4,032
416-20-75	VISION	0	495	0	495	500	495	618
	TOTAL EMPLOYEE BENEFITS	189,905	188,049	198,540	195,458	185,610	210,194	279,461
	TOTAL BILLING - O & M	757,760	736,633	776,825	766,707	805,470	826,156	1,019,524
416-70-20	CAPITAL-BUILDING	0	0	0	0	20,000	16,675	32,000
416-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	15,000
416-70-40	CAPITAL-VEHICLES	0	0	0	0	0	0	32,000
	TOTAL BILLING EXPENSES	757,760	736,633	776,825	766,707	825,470	842,831	1,066,524
224-0000	LESS INTERSERVICE BILLING							
331-10-20	INTERSERVICE-WATER	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-159,979
331-10-30	INTERSERVICE-SEWER	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-159,979
331-10-40	INTERSERVICE-SOLID WASTE	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-159,979
331-10-50	INTERSERVICE-ELECTRIC	-416,765	-410,488	-427,254	-421,944	-454,009	-463,557	-586,588
	LESS TOTAL INTERSERVICE BILLING	-757,760	-746,350	-776,825	-766,602	-825,470	-842,831	-1,066,524
						0		

City of Milford
Draft Capital Improvement Plan
Final FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
Enterprise Funds					
Electric	Equipment				
Electric	SCADA/Smart Metering Wall Monitor	Essential	Enterprise Fund (equipment)	\$ 100,000	
Electric	Repalce 2006 Vermeer Chipper (S-38)	Essential	Enterprise Fund		\$ 60,000
Electric	Replace Fork Lift (No vehicle number listed)	Deferrable	Enterprise Fund		\$ 80,000
			<i>Total Equipment (Page 26)</i>	\$ 100,000	\$ 140,000
Electric	Vehicles				
Electric	Replace 2005 Excursion with similar 4x4 vehicle (E-106)	Essential	Enterprise Fund (vehicles)	\$ 50,000	
Electric	Replace 2003 Vermeer 8550 Trencher (E-130)	Essential	Enterprise Fund (vehicles)	\$ 105,000	\$ 20,000
Electric	Replace 2000 International Line Truck (E-110)	Essential	Enterprise Fund (vehicles)	\$ 175,000	\$ 100,000
Electric	Repalce 2005 Ford F-250 Picup (E-115)	Essential	Enterprise Fund		\$ 60,000
Electric	Replace 2003 International Material Handler (E-103)	Essential	Enterprise Fund		\$ 275,000
			<i>Total Vehicles (Page 26)</i>	\$ 330,000	\$ 455,000
Electric	Projects				
Electric	DEL1 Substation Testing	Essential	Electric Reserves	\$ 50,000	
Electric	DEL2 Substation Testing	Essential	Electric Reserves	\$ 75,000	
Electric	Air Break Switch	Essential	Electric Reserves	\$ 72,000	
Electric	Traffic Signal Head Refurbishment - Church/Walnut/Washington	Essential	Electric Reserves	\$ 150,000	
Electric	GIS/Mapping - Smart Metering	Essential	Electric Reserves	\$ 40,000	
Electric	Riverwalk Light Pole Powdercoat/Retrofit Phase II	Essential	Electric Reserves	\$ 35,000	\$ -
Electric	Riverwalk Light Pole Powdercoat/Retrofit Phase II	Essential	Enterprise Fund		\$ 35,000
Electric	Wilbur Street Line Reconductor	Essential	Enterprise Fund		\$ 40,000
	Total Electric		<i>Total Projects (Page 26)</i>	\$ 422,000	\$ 75,000
Tech Service	VEHICLES				
Tech Service (MR)	Replace 2006 Chevy Colorado (B-2)	Essential	Enterprise Fund		\$ 32,000
Tech Service (MR)	Replace 2006 Chevy Colorado (E-134)	Essential	Enterprise Fund		\$ 32,000
			<i>Total Vehicles (Page 26B)</i>		\$ 64,000
Water	Equipment				
Water	Electronic Variable Message Board	Essential	Enterprise Fund	\$ 20,000	
			<i>Total Equipment (Page 17)</i>	\$ 20,000	\$ -
Water	Vehicles				
Water	Replace W-1 Ford F-250 Pickup	Essential	Enterprise Fund	\$ 38,000	
Water	Replace S-5 Kod C70 Dump Truck	Essential	Enterprise Fund	\$ 176,000	
Water	Replace W-4 Ford Van (Electric?)	Essential	Enterprise Fund	\$ 30,000	
Water	Replace S-9 GMC Dump (moved from Streets) with Hook truck	Essential	Enterprise Fund		\$ 176,000
Water	Replace W-14 Chevy Astro Van	Essential	Enterprise Fund		\$ 30,000
			<i>Total Vehicles (Page 17)</i>	\$ 244,000	\$ 206,000
Water	Infrastructure				
Water	Install Automated Blow-off Valves	Essential	Enterprise Fund		\$ 50,000
Water	Install Automated Blow-off Valves	Essential	Water Reserve	\$ 50,000	
Water	Protection Upgrades Caulk & 10th Street Towers	Essential	Water Reserve	\$ 30,000	
Water	Water Tower Altitude Valve at Caulk Tower	Essential	Water Reserve	\$ 75,000	
			<i>Total Infrastructures (Page 17)</i>	\$ 155,000	\$ 50,000
Water	Projects				

City of Milford
Draft Capital Improvement Plan
Final FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
Water	Tenth St Water Treatment Facility Test Well, etc.	Essential	Water Reserve	\$ -	\$ 625,000
Water	Water Trtmt Facility Monitoring and Process Control Upgrades (4&5)	Essential	Water Reserve	\$ -	\$ 250,000
Water	City-wide Valve & Hydrant Replacement/Improvements	Essential	Water Reserve	\$ -	\$ 250,000
Water	Standardized Water Treatment Facility Controls	Essential	Water Reserve	\$ -	\$ 50,000
Water	SE 2nd Street Lead Service Line Replacement	Essential	Water Reserve	\$ -	\$ 1,550,000
Water	Front Street Water Lines	Essential	Water Reserve	\$ -	\$ 1,500,000
	FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION			\$ -	\$ 4,225,000
Water	Replacement of Lead Water Service Lines	Essential	Water Reserve/Loan Grant Money	\$ 250,000	\$ 650,000
	Total Water			\$ -	\$ 4,225,000
Sewer	Equipment				
Sewer	Electronic Variable Message Board	Essential	Enterprise Fund	\$ 20,000	
Sewer	Zoom Sewer Camera	Essential	Enterprise Fund		\$ 15,000
			<i>Total Equipment (Page 19)</i>	\$ 20,000	\$ 15,000
Sewer	Vehicles				
Sewer	Replace SE-2 Ford F250 Pickup	Essential	Enterprise Fund	\$ 35,000	
Sewer	Replace Caterpillar Backhoe with Wheeled Loader	Essential	Enterprise Fund	\$ 150,000	
Sewer	Replace S-4 with Hook Truck with Dump/Flatbed & Plow	Essential	Enterprise Fund	\$ 220,000	
Sewer	Replace SE-13 Vermeer Pump Utility Trailer	Essential	Enterprise Fund		\$ 75,000
			<i>Total Vehicles (Page 19)</i>	\$ 405,000	\$ 75,000
Sewer	Projects				
Sewer	Truitt Avenue Pump Station Groundwater Investigation and Repair	Essential	Sewer Reserves		\$ 250,000
Sewer	SCADA Instrumentation Upgrades & Integration	Essential	Sewer Reserves		\$ 50,000
Sewer	Targeted Inflow and Infiltration Investigation & Repair	Essential	Sewer Reserves	\$ -	\$ 250,000
Sewer	SE 2nd Street Sewer Line Replacement	Essential	Sewer Reserves		\$ 175,000
	FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION			\$ -	\$ 725,000
Solid Waste	Vehicles				
Solid Waste	Replace Refuse Truck SW-12 with Split Body Collection Truck	Essential	Solid Waste Fund (Removed 6/4/2019)		\$ -
			<i>Total Vehicles (Page 22)</i>	\$ -	\$ -
Public Works	Building				
Facilities	LED Lighting Upgrade & Replacement (all facilities)	Deferrable	Green Energy Fund	\$ 30,000	\$ 30,000
Facilities	Key Card Access at Facility/Gates	Essential	Enterprise		\$ 62,000
Facilities	Repair, Patch and Repaint Walls	Deferrable	Enterprise		\$ 40,000
Facilities	HVAC - Upgrade & Repair	Essential	Water/Sewer/Electric Reserves	\$ 310,000	
Facilities	Phase II - Breakroom/Locker Room Redesign	Deferrable	Water/Sewer/Electric Reserves	\$ 60,000	
			<i>Total Building (Page 28)</i>		\$ 132,000
Garage	Equipment				
Garage	Vehicle Diagnostic Scanners (2; 1 @ 19,000 and 1 @ 16,000)	Essential	Electric Reserves, repay over 5 years	\$ 35,000	
Garage	Replace Fuel Pumps	Essential	Electric Reserves, repay over 5 years	\$ 15,000	
Garage	Purchase Mobil Truck Lifts (REMOVED 6/3/19)	Essential	Removed 6/3/19		
			<i>Total Equipment (Page 29)</i>	\$ 50,000	\$ -

City of Milford
Draft Capital Improvement Plan
Final FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
Customer Service	Equipment				
Facilities	Customer Service Building Work Station	Desirable	Enterprise Fund (Page 31)		\$ 15,000
Customer Service	Vehicles				
Customer Service	Replace 2006 Dodge Stratus (B-1)	Essential	Enterprise Fund (Page 31)		\$ 32,000
Customer Service	Projects - Customer Service				
Facilities	Customer Service Building Window Replacement	Desirable	Enterprise Fund	\$ 20,000	
Facilities	Customer Service Building Drivethrough Curb	Desirable	Enterprise Fund		\$ 5,000
Facilities	Customer Service Building Basement Waterproofing	Desirable	Enterprise Fund		\$ 27,000
			<i>Total Building (Page 31)</i>	\$ 20,000	\$ 32,000
General Fund					
Streets	Equipment				
Streets	Replace 1995 Aeri Crack Sealer (S-22)	Essential	General Fund Reserves	\$ 70,000	
Streets	Replace 2001 6500 Kubota Tractor with Flail Mower (S-30)	Essential	General Fund Reserves		\$ 60,000
			<i>Total Equipment (Page 11)</i>	\$ 70,000	\$ 60,000
Streets	Vehicles				
Streets	Replace 2005 Ford F250 PU w/plow & salt spreader (S-1)	Essential	General Fund Reserves	\$ 27,000	
			<i>Total Vehicles (Page 11)</i>	\$ 27,000	\$ -
Streets	Projects				
Streets	West Street Curb and Sidewalk Project	Essential	CDBG/General Fund Reserves(match)	\$ 40,000	
Parking	NE Front Street Parking Lot Enhancements	Essential	Economic Development	\$ 45,000	
Streets	Financing for Private Sidewalk Improvements	Essential	General Fund Reserves	\$ -	\$ 140,000
			<i>Total Projects (Page 11)</i>	\$ 85,000	\$ 140,000
Streets	Projects				
Streets	Street Resurfacing and Rehabilitation, ADA Ramps	Essential	RTT	\$ -	\$ 1,597,000
Streets	Installation of ADA Compliant Ramps	Essential	Muni Street Aid	\$ -	\$ 283,000
Streets	Walnut Street Pedestrian Crossing (Landscaping)	Desirable	General Fund/Grant AARP (30K-35K)	\$ -	\$ 10,000
			FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION	\$ -	\$ 1,890,000
City Hall	Building				
Facilities	Replace City Hall Exterior Doors	Essential	General Fund Reserves	\$ 30,400	
Facilities	Council Chambers Recording System Upgrade	Essential	General Fund Reserves		\$ 8,975
Facilities	Monitors in Council Chambers	Desirable	General Fund Reserves		\$ 25,000
Facilities	City Hall Video Monitoring System Replacement	Essential	General Fund Reserves		\$ 25,000
Facilities	City Hall Basement Renovation	Essential	TBD		TBD
	Total City Hall		<i>Total City Hall (page 14)</i>	\$ 30,400	\$ 58,975
Parks & Recreation	Equipment				
Parks & Recreation	New Holland Loader Attachment	Deferrable	General Fund Reserves	\$ 7,000	
Parks & Recreation	Ventrac Tractor with Mulching Mower	Desirable	General Fund Reserves	\$ 27,000	
Parks & Recreation	Kubota Zero Turn Mower (PR-35)	Essential	General Fund Reserves	\$ 15,000	
Parks & Recreation	Ventrac Tractor Attachments (V-Blade, Broom)	Desirable	General Fund Reserves		\$ 15,000
Parks & Recreation	Kubota B series Tractor	Desirable	General Fund Reserves		\$ 25,000
Parks & Recreation	Portable lighting for Soccer fields	Essential	General Fund Reserves		\$ 32,000
			<i>Total Equipment (Page 13)</i>	\$ 49,000	\$ 72,000
Parks & Recreation	Vehicles				
Parks & Recreation	Ford F-350 Dual Cab Dump Truck (PR-3)	Essential	General Fund Reserves	\$ 60,000	

City of Milford
Draft Capital Improvement Plan
Final FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
			<i>Total Vehicles (Page 13)</i>	\$ 60,000	\$ -
Parks & Recreation	Building				
Parks & Recreation	Armory Renovations for Workshop	Essential	General Fund Reserves	\$ 25,000	
			<i>Total Building (Page 13)</i>	\$ 25,000	\$ -
Parks & Recreation	Parks				
Parks & Recreation	Riverwalk and Pedestrian Bridge Decking Painting	Essential	General Fund Reserves	\$ 15,000	
Parks & Recreation	Riverwalk Concrete Repairs	Essential	General Fund Reserves	\$ 15,000	
Parks & Recreation	Tony Silicato Memorial Park Electric Installation	Essential	General Fund Reserves	\$ 15,000	
Parks & Recreation	S Washington and SE Front Basketball Court Repairs	Essential	General Fund Reserves	\$ 10,000	\$ 65,000
Parks & Recreation	Repaving of Parks and Recreation Parking Lot	Essential	General Fund Reserves		\$ 45,000
Parks & Recreation	Amory paving	Essential	General Fund Reserves		\$ 10,000
			<i>Total Parks (Page 13)</i>	\$ 55,000	\$ 120,000
			Total Parks and Recreation	\$ 189,000	\$ 192,000
Parks & Recreation	Riverwalk Extension	Desirable	General Fund/State Grants/Private Donations		\$ 474,000
	FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION				\$ 474,000
Planning	Vehicles				
Planning	Replace 2006 Chevy Colorado (M-3)	Essential	General Fund Reserves		\$ 32,000
			<i>Total Vehicles (Page 4C-2)</i>	\$ -	\$ 32,000
Planning	Projects				
Planning	Open Space Acquisition	Desirable	General Fund Reserves		\$ 200,000
	FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION				\$ 200,000
Information Technology	Equipment				
Information Technology	Server Refresh (3 @ 9,000) and Firewall Boxes (4 @ 5,500)	Essential	General Fund Reserves	\$ 49,000	
Information Technology	Server Refresh (3 @ 9,000) and Firewall Boxes (4 @ 5,500)	Essential	General Fund Reserves		\$ 43,500
Information Technology	Agenda Packet Viewing Software	Desirable	General Fund Reserves		\$ 5,000
			<i>Total Equipment (Page 7B)</i>	\$ 49,000	\$ 48,500
	Total Information Technology				
Police	Equipment				
Police	Safety Recording Lines	Essential	General Fund Reserves		\$ 13,885
			<i>Total Equipment (Page 9)</i>		\$ 13,885
Police	Vehicles				
Police	Police Vehicles (2 per year)	Essential	General Fund Reserves	\$ 87,100	\$ 92,300
			<i>Total Vehicles (Page 9)</i>	\$ 87,100	\$ 92,300
Police	Building				
Police	Air Curtains Over Doorways	Essential	General Fund Reserves	\$ 8,000	\$ -
			<i>Total Building (Page 9)</i>	\$ 8,000	\$ -
Police	Projects				
Police	Police Station (Design/Engineering/Geotech)	Essential	TBD	\$ 1,500,000	TBD
	General Fund				
	Total City Hall			\$ 30,400	\$ 58,975
	Total Streets			\$ 137,000	\$ 200,000

City of Milford



RESOLUTION 2019-07

ADOPTING THE CITY OF MILFORD *FISCAL YEAR 2019-2020 BUDGET & CAPITAL PROGRAM*

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2019-2020 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 3, 2019 and June 4, 2019; 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, 2019 and ending June 30, 2020.

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 2019-2020 in the following amounts:

Operations and Maintenance - \$41,492,549
Debt Service - \$1,109,160
Capital Program - \$2,631,529
Total Expenditures - \$45,233,238

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 10th day of June 2019.

APPROVED:

Mayor Arthur J. Campbell

ATTEST:

City Clerk Teresa K. Hudson

CITY OF MILFORD
ORDINANCE 2019-21

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE GRANTING TO CHESAPEAKE UTILITIES CORPORATION, ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE GAS SUPPLY AND DISTRIBUTION SERVICES FRANCHISE AGREEMENT WITH THE CITY OF MILFORD; PRESCRIBING THE TERMS AND CONDITIONS UNDER WHICH SAID FRANCHISE MAY BE EXERCISED; PROVIDING AN EFFECTIVE DATE; AND REPEALING AND REPLACING THE PRIOR ORDINANCE AND FRANCHISE AGREEMENT.

WHEREAS, Chesapeake Utilities Corporation and the City of Milford desire to enter into a franchise agreement for a period of twenty (20) years commencing from the date provided herein; and

WHEREAS, Ordinance 2019-21 repeals and replaces Ordinance 2-1999 adopted by City Council on June 28, 1999; and

WHEREAS, the Council of the City of Milford finds that it is in the public interest of its citizens to enter into an updated franchise agreement with Chesapeake Utilities Corporation.

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

AGREEMENT BETWEEN
THE CITY OF MILFORD AND
CHESAPEAKE UTILITIES CORPORATION

THIS AGREEMENT ("Agreement") is entered into as of July 4, 2019 between the City of Milford ("City of Milford"), an incorporated municipality located in the State of Delaware and Chesapeake Utilities Corporation ("Company"), a corporation organized under the laws of the State of Delaware.

WHEREAS the Company agrees to provide gas supply and distribution services in the City of Milford and the City of Milford is desirous to have these services in Milford.

NOW THEREFORE, in consideration of these premises and the mutual promises set forth herein, the Company and the City of Milford ("the Parties", or individually "Party"), each intending to be legally bound, hereby agree to the following:

1. Franchise: The nonexclusive right, privilege and franchise is hereby granted for a term of twenty (20) years, from the effective date hereof to the Company, its successors and assigns, to carry on in the City of Milford inclusive of annexation areas granted hereafter (hereafter the City of Milford shall include the annexed areas) the business of distributing natural, mixed or manufactured gas ("gas") for light, heat, power and other purposes. The nonexclusive right, privilege and franchise hereby granted shall be deemed to include the right to construct, operate and maintain in, along and upon the streets, alleys, bridges, public highways and other public places in Milford, gas mains, valves, manholes, meters and service connections for the purpose of distributing gas for light, heat, power and other purposes to Milford and the inhabitants

thereof. In addition to the other rights and privileges granted to the Company in this Agreement, the Company shall also have the nonexclusive right to sell gas to customers in the City of Milford, subject to the terms and conditions of its Gas Tariff.

2. Indemnification: The Company, for itself, its successors or assigns, covenants and agrees to indemnify and hold harmless the City of Milford, its directors, officers, agents, employees or designees, of and from any and all damage, injury, claim, penalty, judgments, costs, charges, expenses (including reasonable attorney's fees) and/or any other liability of any nature to the extent said claim arises directly or indirectly from the exercise of Company's right, privileges, and franchise granted herein, including but not limited to, any liability by reason of the distribution of gas set forth herein, and in connection therewith, the operation or use of the public streets, avenues, roads, alleys, lands, parks, and other public places and ways in the City of Milford by Company. Notwithstanding the foregoing, Company shall not be obligated to indemnify the City of Milford, its directors, officers, agents, employees, or designees for any claim or liability to the extent said claim arises directly or indirectly out of the negligence of the City of Milford, its directors, officers, agents, employees, or designees. It is expressly understood and agreed that Company is and shall be deemed to be an independent contractor for the purposes set forth herein and shall therefore be solely responsible to all parties for its respective acts and/or omissions. This indemnification shall survive the termination of this franchise.
3. Permits: Before any street, alley, bridge, public highway or other public place is opened, obstructed or in any manner interfered with for the purpose of altering, installing or making additions to any of the gas mains, valves, manholes, meters or service connections for any other purpose, written application shall be made to the Manager of the City of Milford or such other person as the City Manager shall from time-to-time designate, setting forth in general terms the nature, location and extent of openings or obstructions desired and a permit from said City Manager or such other designated person shall be obtained and all specifications set forth in said permit as to the minimum or maximum area or depth or both for opening or other matters, shall be strictly observed by the Company. Emergency construction actions shall be exempt from prior permitting but shall be noticed to the Manager of the City of Milford or such other person as the City Manager shall from time-to-time designate within 24 hours or as reasonably accomplished.
4. Restorations: The repairing and restoring of all openings and obstructions to the condition of the adjacent road bed shall be completed by the Company or by a firm or person employed by it as soon as practical and shall be completed in accordance with reasonable and customary standards of road construction at the sole expense of the Company. Provided, however, that upon the failure of the Company to make such repairs and restorations within a reasonable time, the City of Milford shall have the right to make such repairs or restorations or to employ a person or firm to make such repairs and restorations and charge the Company for all reasonable costs of such repairs and restorations of all said openings. Any work on state highways shall conform to DelDOT standards.
5. Rates: The determination of the Company's rates shall be subject solely to the rules and regulations of such State or Federal authority which shall have jurisdiction over this type of industry or enterprise.

6. Fees: In consideration of the granting of this franchise and pursuant to 26 Del.C. ss. 1301, the Company shall pay Milford a volumetric franchise fee in the amount of \$0.010 per 100 cubic feet (ccf) of gas delivered to customers through the Company's distribution system within the limits of the City of Milford. The Company is authorized, subject to any necessary approvals from any State or Federal regulatory body having jurisdiction over the Company, to collect said \$0.010 per ccf franchise fee from the Company's customers within the City of Milford, including any future annexations of the City of Milford, by way of a surcharge on the customers' bill. The volumetric franchise fee otherwise payable hereunder shall not apply to any gas delivered to any customer of the Company from whom the Company is prohibited by law from collecting said surcharge. The \$0.010 per ccf franchise fee payable hereunder shall be paid annually to the City of Milford based upon gas delivered to the customers during the period January 1, through December 31. Payment shall be due prior to March 1 of the following year.

7. Financial Information: During the term of this Agreement, the Company shall submit a written annual report to the City of Milford, upon request, within three (3) months of the end of the Company's fiscal year and in a form approved by the City of Milford including the following information:

7.1. Summary of the previous year's activities in the development of the gas system and total number of customers.

7.2. Gross and net book values of the facilities used to distribute gas in Milford.

7.3. Fiscal and financial data sufficient to accurately document franchise fees payable.

7.4. Details sufficient to allow the City of Milford to ascertain that the standards prescribed by this Agreement are achieved and maintained.

7.5. A list of the Company's local managers.

All such information shall be deemed confidential proprietary information of the Company and shall not be disclosed to any third party by the City of Milford unless the City of Milford is required to provide this information under the state or federal laws.

8. Taxes: All property of the Company within the corporate limits of said City of Milford shall at all times be subject to taxation in accordance with any law now or hereafter enacted, provided however, the Company shall have the right to terminate this Agreement if the City of Milford hereafter enacts a tax on the Company's property or profits or otherwise levies a tax on the Company which does not apply on the effective date of the Agreement and does not apply to all businesses selling products or services within the City of Milford, including but not limited to other energy providers such as propane dealers and distributors, oil dealers and distributors, and electric distributors other than Milford's municipal system.

9. Receivership: The City of Milford shall have the right to cancel this Agreement one hundred twenty (120) days after the appointment of a receiver or trustee to take over and conduct the business of the Company, whether in receivership, reorganization, bankruptcy or other action or proceeding unless such receivership or trusteeship shall have been vacated prior to the expiration of said one hundred twenty (120) days or unless:

9.1. within one hundred twenty (120) days after the election or appointment, such receiver or trustee shall have fully complied with all the provisions of this Agreement and remedied all defaults thereunder, and

- 9.2. such receiver or trustee, within said one hundred twenty (120) days, shall have executed an agreement, duly approved by the court having jurisdiction in the premises, whereby such receiver or trustee assumes and agrees to be bound by each and every provision of this Agreement.
10. Definitions: For the purpose of this Agreement, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number and words in the singular number include the plural number. The word "shall" is mandatory and "may" is permissive. Words not defined shall be given their common and ordinary meaning.
11. Financial Risk: During the term of this Agreement, the Company intends to construct certain gas distribution facilities within the City of Milford. For any such investments in gas distribution facilities made by the Company, the City of Milford will not bear the financial risk associated with the Company's investment in such distribution facilities.
12. Gas Service and Transportation Service Contracts:
- 12.1. The Company will be responsible for transportation capacity from Eastern Shore Natural Gas Company ("ESNG") necessary to meet the needs of existing customers and expansions of the Milford distribution system.
13. Default by the Company:
- 13.1. If the Company fails to pay the fees described in Paragraph 6 of this Agreement by the due date, an interest charge shall be added which will be computed at the prevailing prime interest rate for the period between the due date and the date when the payment is made by the Company.
- 13.2. In the event the Company does not pay the fees prescribed in Paragraph 6 of this Agreement for a period of twelve (12) months after the due date, the Company shall pay the City a penalty charge equal to ten thousand dollars (\$10,000). In the event the Company fails to pay the franchise fee and the \$10,000 penalty charge within twenty-four (24) months after the original due date of the franchise fee, the City of Milford shall have the right to cancel this Agreement, purchase the gas distribution facilities in Milford, and take over operation of the gas distribution system in Milford, or seek other legal actions. If the City of Milford elects to exercise this right to purchase the gas distribution facilities, such facilities will be purchased from the Company at 300% (three hundred percent) of the net book value of the distribution assets less the unpaid franchise fee and less the \$10,000 penalty charge. The assets that may be purchased by the City of Milford pursuant to this Paragraph 13.2 excludes any gas transmission facilities owned by Eastern Shore Natural Gas Company that exist within the Milford City limits at the time of the purchase.
14. Agreement Assignment: Either Party may assign and transfer its rights and obligations hereunder to an affiliate or subsidiary provided that such affiliate or subsidiary has the legal ability to perform its obligations hereunder. Neither Party may assign or transfer its rights hereunder to a non-affiliate or subsidiary without the prior written consent of the other Party.

All the terms and conditions of this Agreement shall be binding upon all successors and assignees of this Agreement.

15. Force and Effect: This Agreement shall become effective and shall constitute a binding contract between the City of Milford and the Company on the latter of (a) the date when the same shall have been duly adopted by a majority vote of the Council of the City of Milford in any regular or special meeting wherein action is taken in compliance with the City of Milford Charter; or (b) the date when the provisions hereof shall have been accepted by the Company as signified by the Company's execution. This Agreement is also enacted pursuant to and in the manner provided for in 26 Del.C. ss. 1301. Performance of the terms of this Agreement shall commence on the effective date of this Agreement.
16. Rules and Regulations: The Company shall have the right to adopt reasonable rules and regulations governing its business relationship with its customers.
17. This Agreement shall constitute the entire agreement and understanding between the Parties, superseding any and all previous contracts, agreements, and understanding, oral or written, pertaining to the subject matter contained herein.
18. No failure or delay by either Party to insist upon the strict performance of any term or condition of this Agreement, or to exercise any right, power or remedy permitted in this Agreement shall constitute a waiver of any such term or condition of this Agreement, or preclude any Party from exercising such right, power or remedy at any later time.
19. This Agreement has been executed and entered into in the State of Delaware, and this Agreement, and its formation, operation, and performance shall be governed, construed, performed, and enforced in accordance with the substantive laws of Delaware without regards to conflicts of law. Any dispute arising out of this Agreement shall be litigated in a court in the State of Delaware.
20. Non-Discrimination Provision: The Company will not discriminate against any employee or customer because of race, creed, color, religion, gender, age, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital status, pregnancy, military veteran status, political beliefs or affiliation, genetic history, or other characteristics protected by law. These protections apply to all areas of employment, including recruitment, hiring, training and development, transfer, dismissal, layoff, compensation, benefits, social and recreational programs and to all aspects of the provision / extension of services covered by this agreement.
21. Arbitration:
 - 21.1. Any dispute between the Parties with respect to this Agreement may be submitted to arbitration upon the request of either Party pursuant to the following procedures: Each Party shall within thirty (30) days choose one arbitrator who shall sit on a three-member arbitration panel. The two arbitrators so chosen shall within twenty (20) days select a third arbitrator to chair the arbitration panel. Arbitrators shall be knowledgeable in natural gas utility matters and shall not have any current or past substantial business or financial relationships with any Party to the arbitration. The arbitrators shall provide each of the Parties an opportunity to be heard and the Parties shall provide the arbitrators any

requested information within fifteen (15) days of the request, and except as otherwise provided herein, the arbitrators shall generally conduct the arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Unless otherwise agreed, the arbitrators shall render a decision within ninety (90) days of appointment and shall notify the Parties in writing of such decision and the reasons therefor. The direct cost of the arbitration panel shall be divided equally between the Parties; all other costs shall be borne by the Party which incurs them.

- 21.2. The decision of the arbitrators shall be final and binding upon the Parties, and judgment may be entered in any court having jurisdiction. The decision of the arbitrators may be appealed solely on the grounds that the conduct of the arbitrators, or the decision itself, violated the standards set forth in the Federal Arbitration Act and/or the Administrative Dispute Resolution Act. The final decision of the arbitrators must also be filed with the Delaware Public Service Commission, or any other regulatory authority having jurisdiction, if it affects jurisdictional rules or facilities.

Section 2. Dates

Introduction: June 10, 2019

Adoption: June 24, 2019

Ordinance becomes effective ten days following its date of adoption.

<SIGNATURE PAGE TO FOLLOW>

Ordinance 2019-21 adopted with the concurrence of a majority of all Members of the Council of the City of Milford during a regular meeting on the 24th day of June 2019.

ATTEST:

CITY OF MILFORD

City Clerk Teresa K. Hudson

Mayor Arthur J. Campbell

(City Seal)

The foregoing franchise is hereby accepted this _____ day of June, 2019 by Chesapeake Utilities Corporation.

ATTEST:

CHESAPEAKE UTILITIES CORPORATION

Witness

Vice President

(Corporate Seal)



PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Mark A. Whitfield, Public Works Director
Subject: Budget Transfer
Date: June 7, 2019

Due to the abnormally wet weather for the past 10 months, the inflow and infiltration of storm and ground water into the sanitary sewer system has created a deficit in the Inflow & Infiltration Treatment line item in the Wastewater Budget (203-3030-432-40-20). To balance the deficit, staff recommends \$250,000 be transferred from Wastewater Reserves to the Inflow and Infiltration Treatment line

Recommendation: I recommend Council authorize the transfer of \$250,000 from Wastewater Reserves to Account 203-3030-432-40-20 to cover the treatment of Inflow and Infiltration Wastewater.

From: Pierce, Rob <rpierce@milford-de.gov>
Sent: Wednesday, May 29, 2019 3:55 PM
To: Hudson, Terri <thudson@milford-de.gov>
Subject: FW: BOA Resignation - Chad Carter

From: Chad Carter [<mailto:chad.d.carter@gmail.com>]
Sent: Wednesday, May 29, 2019 3:50 PM
To: Pierce, Rob <rpierce@milford-de.gov>; Crouch, Christine <CCrouch@milford-de.gov>
Subject: BOA Resignation - Chad Carter

Rob / Christine,
Our house is finally under contract, so I must resign effective June 30, 2019.
It has been a privilege to serve on the Board of Adjustment, and I wish you well finding a suitable replacement!

--

Regards,
Chad D. Carter

(City of Milford) CHAPTER 230 - Zoning

- **ARTICLE VII - Board of Adjustment**
- **§ 230-35. - Composition and terms of office.**

The Board of Adjustment shall be established as provided in 22 Del. C. § 322(d).

[Ord. No. 2009-13, §§ 1, 2, 7-27-2009]

DELAWARE TITLE 22

Municipalities

CHAPTER 3. MUNICIPAL ZONING REGULATIONS

Subchapter II. Boards of Adjustment

§ 322 Composition; terms of office.

- (b) In cities or incorporated towns having heretofore or hereafter adopted a home rule charter pursuant to Chapter 8 of this title, the legislative body thereof may establish a board of adjustment consisting of 5 members who shall be residents of the city or incorporated town and who shall have knowledge of and experience in the problems of urban or suburban or rural development, and who, at the time of appointment, shall not be candidates-elect for or incumbents of an elective public office. The mayor or chief executive officer of such city or incorporated town, with consent of the legislative body thereof, shall appoint 4 members for terms of 4 years, provided that the terms of the original members shall be established in a manner that 1 shall expire each year. The mayor or chief executive officer of such city or incorporated town, with the consent of the legislative body thereof, shall appoint 1 member who shall be chairperson and who shall serve at the pleasure of that appointing official. The members shall be entitled to compensation as determined by the city or incorporated town.
- (d) (1) Anything heretofore in this section to the contrary notwithstanding, any city or town, by its legislative body, may establish a board of adjustment consisting of not less than 3 nor more than 5 members who shall be residents of the city or town and who shall have knowledge of the problems of urban or suburban or rural development and who, at the time of appointment and throughout the term of office, shall not be candidates nor members of the legislative body nor employees of the city or town. The mayor or chief executive officer of such city or town shall appoint such members of the board of adjustment, and all such appointments shall be confirmed by a majority vote of the elected members of the legislative body.
- (2) All appointments shall be for a period of 3 years, provided that the terms of the original members shall be established in such a manner that the term of at least 1 member shall expire each year and the successor shall be appointed for a term of 3 years. The board of adjustment so selected shall elect from among their own number a chairperson and a secretary.
- (3) Any member of the board of adjustment may be removed from office by the legislative body for cause after a hearing by a majority vote of all the elected members of the legislative body of such city or town. A vacancy occurring otherwise than by the expiration of term shall be filled for the remainder of the unexpired term in the same manner as an original appointment.