

# City of Milford



## CITY COUNCIL AGENDA

**Monday, June 24, 2019**

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

**6:30 P.M.**

### **WORKSHOP**

Quarterly Update/Downtown Milford, Inc.

Quarterly Update/Milford Museum

Quarterly Update/Carlisle Fire Company

**7:00 P.M.**

### **COUNCIL MEETING**

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Recognition

Light Up Navajo/Electric Crew

Communication & Correspondence

Unfinished Business

Adoption/Ordinance 2019-21/Authorization/Chesapeake Utilities Franchise ®

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

Board of Adjustment Vacancy

New Business

Update/City Hall Basement

Approval/Kent County Levy Court/Sewage Disposal District 1/Revised Contract User Agreement for

Connection to Harrington Force Main and Service & Treatment for Northwest Milford \*

Approval/First State Inspection Agency, Incorporated/Plan Review & Inspections Agreement

Approval & Appropriations/Street Improvements/Design Services

Approval & Appropriations/Water Lead Service Line Replacement/Design Services

Approval/FY18-19 Budget Adjustment/Administration Salaries

City Solicitor/Council Salary Interpretation

Update/Sidewalk Project

EXECUTIVE SESSION

Motion to Recess into Executive Session

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

Return to Open Session

Council Appointee Goals

Adjournment

All items, other than those on a Workshop Session 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.

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**DOWNTOWN MILFORD, INC.**  
**QUARTERLY UPDATE**  
**JUNE 2019**

**Organization**

- Board resignations: Tod Van Eyken and David Pickrell
- New Board Members: Don Vaughn (Not Too Shabby), Shelley Moore (Irish Rose) & Sandra Gullledge (Tax Chicks)
- Officer Elections held on June 17, 2019:
  - President: Peggy Reilly
  - Vice President: Don Vaughn
  - Secretary: Shelley Moore
  - Treasurer: Sandra Gullledge
- ED Murrie Zlotziver was dismissed of his duties on May 18 and will move out of the DMI apartment by August 1, 2019. Joey Phillips is the Interim ED until search and hire of permanent ED is complete.
- Volunteer hours estimated 1,542 valued at an estimated \$38,056.56
- FY19-20 budget is in final stages for approval by DMI Board by June 30, 2019
- DMI changing POS to PNC Clover machine from Square
- Big Ask campaign continues providing potential sponsors the opportunity to donate to their favorite activities on a one-time annual basis
- Continue to update website and DMI Facebook page
- Searching for a new volunteer coordinator
- The committee would like to split the Big Ask into two mailings so that potential sponsors can see what events are coming up. This would begin with the Fall mailing.
- The committee has chosen August 18, 2019 for the Volunteer Appreciation Picnic.
- Keith Adams of Vivids Video Production has joined our in-kind corporate sponsorship list at the \$5000 level. He will provide video coverage of some of Downtown Milford, Inc.'s events in exchange for being listed as a corporate sponsor. This is the same level as Bayhealth and The Chronicle.

**Economic Vitality**

- The 2019 Farmers Market season began on Saturday, May 4, at the Bug & Bud Festival. Estimated at 400 people, \$5,500 in sales and 20 vendors per week.
- Downtown brochure including business map continues to be handed out at local businesses
- Continue to develop/update access to information site providing information on available building spaces in conjunction with the City Planning Office.
- New business opening: Nancy's Café (old Petite Sweets building) and Lady Maggie's Boutique – Red Bandana expanded to larger space
- Well Coffee Shop (breakfast & lunch) going into Angelluci building soon. The Pierogi Spot has passed their Health Department Inspection.
- All in the Wrist hairstyling school is looking for a new larger location in our downtown
- Nich Café from Denton looking for Milford location for Coffee, Books and Vinyl store
- Vinyard Project continues to move forward seeking funding. Sussex County declined – we will seek crowdfunding through ioby. Commitments already received from the City of Milford & Kent County. 1<sup>st</sup> invoice received and paid.
- Business Improvement District (BID) discussed with City Council. Letter prepped to go to businesses.
- A ribbon cutting was held for the new, Milford-branded, overpass on May 18.
- Ribbon cuttings for three businesses: Red Bandana, Nancy's Café & Lady Maggie's Boutique
- Entrepreneurs' Network is suspended due to lack of attendance.

## **Promotion**

- DE Turf Promotion: Bags, buttons and marketing materials are all in and delivered to Kent County Tourism. These will be distributed at major tournaments this Summer and Fall.
- Ladybug Festival Milford sponsors being approached in support of this year's event. All grants submitted. Venue's all selected – applications and fees being collected. Crowdfunding through ioby created, but not yet posted.
- Shop Early, Shop Late, Shop Local buttons continue to promote Third Thursday Shopping. Music budget suggested for Fall 2019/Spring 2020 Thursdays.
- Santa House flooring replaced – 2019 Santa schedule in place
- Bug & Bud Festival successful with profit for both DMI and City of Milford P&R Dept.
- Jazz & Film Noir Festival has been cancelled
- Father's Day event was cancelled
- Changed contract for TV commercials with ABC Channel 47 for six commercials. Film Noir/Jazz Fest will be replaced with Farmer's Market.
- Continue to advertise in the Milford Chronicle and MilfordLive
- Library would like to hold a Milford's got Talent show on the 3rd Thursday in September.
- Farmers Market group to invite any vendors to set up on 3rd Thursday for free from 5-8pm.
- Got pricing and availability for billboards. The digital boards show six ads every ten seconds. The cost is \$950 per month. There is no digital board available until August 2019. Static boards are \$1200 per month. There are no boards available until the summer of 2020. Because of the cost, DMI is not able to purchase advertising in this format.

## **Design**

- Contacted the Urban Forestry Coordinator, Delaware Forest Service about the state's Tree Grant. They want to visit to help us with our proposal for 2020. Will include P&R in meeting.
- Easter Plant Sale moved to Santa House and was a huge success with profits being \$1,627.70. Plant inventory to increase in 2020 since they sold out early and were closed on the final day.
- 30+ volunteers planted the street pole and other hay baskets throughout downtown on May 18. Parks & Recreation watering as needed as new reservoir help by spacing the daily need.
- Sail Banner Project completed and unveiled on May 25. Banners manufactured by First State Manufacturing. Art supplies and banners were distributed to local businesses, MSD students and artists.
- Wayfinding signage committee has toured both the downtown area and parking lots to improve signage to downtown businesses. A final proposal postponed until July.
- Letters sent to businesses/property owners reminding them of DMI's Sign & Paint Grants as well as our Small Business Loan program and the Efficiency Smart program.

## **Other**

- Building and ground maintenance continues on a regular basis.

Downtown Milford, Inc.

Budget

		Approved FY 10/19	Approved Short year end 11/1 - 6/30/19
<b>Income</b>			
4000	<b>Operations Income</b>		
4010	Grant Income		
4020	City of Milford	\$ 46,000.00	\$ -
4030	DEDO Delaware Economic Development	-	-
	<b>Total Grant Income</b>	<b>46,000.00</b>	<b>-</b>
4210	Corporate Sponsors	7,500.00	7,500.00
4060	Ice Cream Rental	4,000.00	1,600.00
4100	Director Occupancy Contribution	4,500.00	3,000.00
4190	Interest Income	250.00	190.00
	<b>Total Operations Income</b>	<b>62,250.00</b>	<b>12,290.00</b>
4200	<b>Organization Committee Income</b>		
4300	General Sponsors	7,500.00	7,500.00
4350	Board Support (\$50 x 14)	700.00	700.00
	<b>Total Organization Committee Income</b>	<b>8,200.00</b>	<b>8,200.00</b>
4400	<b>Promotion Committee Income</b>		
4410	Bug and Bud Festival		
4412	Games and Activities	4,500.00	4,500.00
4414	Sponsorships	10,000.00	10,000.00
4416	Vendors		
4418	Arts & Crafts	11,875.00	11,875.00
4420	Food	3,000.00	3,000.00
4422	Non-profit	1,250.00	1,250.00
	<b>Total Vendors</b>	<b>16,125.00</b>	<b>16,125.00</b>
	<b>Total Bug and Bud Festival</b>	<b>30,625.00</b>	<b>30,625.00</b>
4440	Santa House		
4442	Donors	1,800.00	1,800.00
	<b>Total Santa House</b>	<b>1,800.00</b>	<b>1,800.00</b>
4450	Holiday Stroll	-	-
4460	St. Patrick's Pub Crawl		
4461	Sponsorships	-	-
4462	Bib Sales	10,000.00	10,000.00
	<b>Total St. Patrick's Pub Crawl</b>	<b>10,000.00</b>	<b>10,000.00</b>
4480	Irish Dance & Music Concert		
4482	Ticket Sales	3,500.00	3,500.00
4484	Sponsors	-	-
	<b>Total Dance &amp; Music Concert Income</b>	<b>3,500.00</b>	<b>3,500.00</b>
4500	3rd Thursday Events		
4502	Small Business Saturday		
4505	Light up the River	1,100.00	-
4506	Music Grant	5,000.00	-
4507	Food Vendors	1,600.00	-
	<b>Total 3rd Thursday Events Income</b>	<b>7,700.00</b>	<b>-</b>
4530	Gift Certificates		
4570	Ladybug Festival		
4572	Production Sponsors	35,000.00	-

Downtown Milford, Inc.  
Budget

		Approved FY 10/19	Approved Short year end 11/1 - 6/30/19
		<u>                    </u>	<u>                    </u>
4574	Venue Fees	2,500.00	-
4576	T-Shirt Sales	1,500.00	-
4578	Beer & Wine Sponsors	2,500.00	-
	Total Ladybug Festival	<u>41,500.00</u>	<u>-</u>
	<b>Total Promotion Income</b>	<b><u>95,125.00</u></b>	<b><u>45,925.00</u></b>
4600	<b>Design Committee Income</b>		
4610	Milford in Bloom		
4611	MIB Flower & Plant Sale	3,500.00	3,500.00
4612	MIB Sponsors	2,000.00	2,000.00
4613	Wreath Sale	1,500.00	1,500.00
	Total Milford in Bloom	<u>7,000.00</u>	<u>7,000.00</u>
4670	Sailboat Banner Project		
	<b>Total Design Committee Income</b>	<b><u>7,000.00</u></b>	<b><u>7,000.00</u></b>
4800	<b>EV Committee Income</b>		
4810	Farmers Market		
4811	Sponsorships	-	-
4812	Vendors	8,790.00	1,300.00
4814	Shopping Bags	60.00	30.00
4816	Misc Income (Raffle/Tent & Table Rentals)	300.00	50.00
	Total Farmers Market	<u>9,150.00</u>	<u>1,380.00</u>
4880	Vineyard Shipyard	60,000.00	60,000.00
	<b>Total EV Committee Income</b>	<b><u>69,150.00</u></b>	<b><u>61,380.00</u></b>
	<b>Total Income</b>	<b><u>\$ 241,725.00</u></b>	<b><u>\$ 134,795.00</u></b>
	<b>Expenses</b>		
5000	<b>Operations Expenses</b>		
5010	Accounting Fees - Tax	750.00	-
5015	Administrative Assistant	8,600.00	5,720.00
	Administrative PR Taxes		
5020	Bank Charges	50.00	30.00
5030	Computer & Software Expense	250.00	150.00
5060	Donations		
5064	Milford Parade	50.00	-
5066	Misc. Memorials	50.00	50.00
	Total Donations	<u>100.00</u>	<u>50.00</u>
5100	Insurance	2,100.00	798.00
5120	Internet and Domain Name	1,000.00	800.00
5130	Website Enhancements	700.00	400.00
5250	Postage and Delivery	750.00	400.00
5300	Repairs & Maintenance (Equipment)	500.00	300.00
5350	Stationary & Printing (Copy Works)	800.00	500.00
5360	Supplies	1,000.00	550.00
5380	Taxes & Licensing	50.00	50.00
5390	Telephone	2,000.00	1,400.00

Downtown Milford, Inc.  
Budget

		Approved FY 10/19	Approved Short year end 11/1 - 6/30/19
5400	Travel, Training & Entertainment		
5404	Local Meetings/Training	800.00	320.00
5406	National Main Street Convention	3,600.00	2,600.00
	<b>Total Travel, Training &amp; Entertainment</b>	<b>4,400.00</b>	<b>2,920.00</b>
5610	Meals & Discretionary Expenses	1,000.00	300.00
5800	Executive Director Expenses		
5815	Temporary Director Expenses	-	-
5830	Health Insurance	1,430.00	953.36
5820	Payroll Taxes	3,210.00	1,900.00
5810	Salary	37,420.00	25,000.00
5840	Residence Fringe Benefit	4,500.00	4,500.00
	<b>Total Executive Director Expenses</b>	<b>46,560.00</b>	<b>32,353.36</b>
5900	Office/House Occupancy Expense		
5920	Repairs and Maintenance	1,200.00	800.00
5930	Utilities		
5932	Electric	2,200.00	1,300.00
5934	Fuel Oil	3,000.00	3,000.00
5940	Refuse/Trash	300.00	200.00
5945	Director - Residence	(3,100.00)	(2,100.00)
5950	Water/Sewer	400.00	250.00
	<b>Total Utilities</b>	<b>2,800.00</b>	<b>2,650.00</b>
	<b>Total Office/House Occupancy Expense</b>	<b>6,000.00</b>	<b>3,450.00</b>
6110	Board Training	-	-
6180	DMI Fixed Asset		
6181	New Computer/IPAD	1,500.00	1,500.00
6182	New Printer/POS machine	500.00	500.00
	<b>Total DMI Fixed Asset Expense</b>	<b>2,000.00</b>	<b>2,000.00</b>
	<b>Total Operations Expenses</b>	<b>78,610.00</b>	<b>52,171.36</b>
6200	<b>Organization Committee Expenses</b>		
6210	Annual Volunteer Appreciation	500.00	-
6270	Ice Cream	-	-
6280	Miscellaneous G&A Expense	200.00	130.00
6350	Annual Meeting	800.00	800.00
6590	Bike Rack Crowdfunding Project - C/O	4,000.00	4,000.00
	<b>Total Organization Committee Expenses</b>	<b>5,500.00</b>	<b>4,930.00</b>
6400	<b>Promotion Committee Expenses</b>		
6410	Bug and Bud Expenses		
6412	Entertainment	800.00	800.00
6414	Advertising/Promotional	2,000.00	2,000.00
6416	Equipment Rental	7,200.00	7,200.00
6416	Miscellaneous & Fees	1,000.00	1,000.00
6418	Parks & Recreation Share of Profit	9,040.00	9,040.00
6419	Taxes & Fees	50.00	50.00
6420	Supplies and Materials	1,500.00	1,500.00
	<b>Total Bug and Bud Expenses</b>	<b>21,590.00</b>	<b>21,590.00</b>

Downtown Milford, Inc.  
Budget

		Approved FY 10/19	Approved Short year end 11/1 - 6/30/19	
		<u>                    </u>	<u>                    </u>	
6440	Santa House Expenses			
6441	Advertising	125.00	125.00	
6442	Candy	200.00	200.00	
6443	Casual Labor - Santa	400.00	400.00	
6445	Entertainment/Utilities	400.00	400.00	
6447	Instant Photos	500.00	500.00	
6449	Supplies and Materials	<u>1,000.00</u>	<u>1,000.00</u>	
	Total Santa House Expenses	2,625.00		2,625.00
6459	Mothers Day/Fathers Day	200.00		200.00
6460	St. Patrick's Pub Crawl			
6462	Advertising/Promotional	700.00	700.00	
6464	Beer, Wine, Liquor	1,000.00	1,000.00	
6465	Supplies	300.00	300.00	
6466	Bibs	450.00	450.00	
6468	Taxes, Licenses, Misc. Fees, Insurance	<u>50.00</u>	<u>50.00</u>	
	Total St. Patrick's Pub Crawl	2,500.00		2,500.00
6480	Irish Music & Dance Concert			
6482	Beer, Wine, Liquor	400.00	400.00	
6484	Supplies	200.00	200.00	
6486	Taxes and Licenses	10.00	10.00	
6487	Music/Entertainment	250.00	250.00	
6488	Venue Rental	200.00	200.00	
6489	Food	<u>500.00</u>	<u>500.00</u>	
	Total Irish Music & Dance Concert	1,560.00		1,560.00
6452	DE Turf			
6454	Buttons DE Turf/Printing	500.00	330.00	
6456	Bags	<u>1,000.00</u>	<u>650.00</u>	
	Total Entrepreneur Network Expenses	1,500.00		980.00
6485	Holiday Stroll	900.00		900.00
6510	3rd Thursday Events			
6512	Small Business Saturday	250.00	250.00	
6515	Light up the River	400.00	-	
6518	Entertainment	5,000.00	3,300.00	
6519	Buttons Milford	<u>500.00</u>	<u>330.00</u>	
	Total 3rd Thursday Events Expenses	6,150.00		3,880.00
6530	Gift Certificates - Giveaways	600.00		400.00
6560	Ladybug Festival			
6561	Venue Fees	2,500.00	-	
6562	T-Shirt Purchases	755.00	-	
6563	Production Cost	35,000.00	<u>-</u>	
	Total Ladybug Festival Expenses	38,255.00		-
6570	Advertising/Promotional			
6571	TV Advertising	-	-	
6572	General Advertising	700.00	-	
6573	Internet Advertising	5,000.00	5,000.00	
6574	Print Advertising	4,500.00	2,250.00	

Downtown Milford, Inc.  
Budget

		Approved FY 10/19	Approved Short year end 11/1 - 6/30/19
		<u>                    </u>	<u>                    </u>
6575	Radio Advertising - BMI	300.00	200.00
6576	Activity Advertising	-	-
6670	Total Advertising/Promotional Expenses	<u>10,500.00</u>	<u>7,450.00</u>
	<b>Total Promotion Committee Expenses</b>	<u><b>86,380.00</b></u>	<u><b>42,085.00</b></u>
6600	<b>Design Committee Expenses</b>		
6610	Milford in Bloom		
6613	Flowers/Wreath Purchases	1,600.00	1,200.00
6614	Baskets, Liners, Plants	3,500.00	3,500.00
6617	Miscellaneous G&A	-	-
	Total Milford in Bloom	<u>5,100.00</u>	<u>4,700.00</u>
6650	Public Art Project		
6652	Maintenance	<u>300.00</u>	<u>120.00</u>
	Total Public Art Project	300.00	120.00
6630	Signage - Directional	1,500.00	1,500.00
6645	Five for Free Paint	250.00	150.00
6670	Sailboat Banner Project - C/O	<u>2,000.00</u>	<u>2,000.00</u>
	<b>Total Design Committee Expenses</b>	<u><b>9,150.00</b></u>	<u><b>8,470.00</b></u>
6800	<b>EV Committee Expense</b>		
6810	Farmer's Market Expenses		
6812	Entertainment	350.00	175.00
6814	Market Labor	3,900.00	1,950.00
6816	Misc. Expenses	1,250.00	550.00
6819	FM New Assets	<u>650.00</u>	<u>325.00</u>
	Total Farmer's Market Expenses	6,150.00	3,000.00
6880	Vineyard Shipyard - Feasibility Study	60,000.00	60,000.00
6890	Recruiting - Pamphlets	<u>400.00</u>	<u>265.00</u>
	<b>Total EV Committee Expense</b>	<u><b>66,550.00</b></u>	<u><b>63,265.00</b></u>
	<b>Total Expenses</b>	<u><b>246,190.00</b></u>	<u><b>170,921.36</b></u>
	<b>Net Operating Income (Loss)</b>	<u><b>\$ (4,465.00)</b></u>	<u><b>\$ (36,126.36)</b></u>
	<b>Other Income (Expense)</b>		
9020	Major Expenses - Office Improvements	\$ (5,000.00)	\$ (5,000.00)
9640	Transfer from Reserves - Operations - Office Improvements	5,000.00	5,000.00
9642	Transfer from Reserves - Design - Banner Project	2,000.00	2,000.00
9644	Transfer from Reserves - Design - WSFS Façade	4,500.00	3,000.00
6660	WSFS Façade Project Grants	(4,500.00)	(3,000.00)
9646	Transfer from Reserves - Organization - Bike Rack	<u>4,000.00</u>	<u>4,000.00</u>
	<b>Total Other Income (Expense)</b>	<u><b>\$ 6,000.00</b></u>	<u><b>\$ 6,000.00</b></u>
	<b>Net Income (Loss)</b>	<u><b>\$ 1,535.00</b></u>	<u><b>\$ (30,126.36)</b></u>

**MILFORD MUSEUM  
QUARTERLY UPDATE  
JUNE 2019**

**EVENTS**

- 1) Speaker Series (April): Joan Lofland and Claudia Leister presented "lantern slides" showing newly discovered Milford photographs.
- 2) Speaker Series (May): Dan Griffith presented "Seventeenth Century Indian Towns in Sussex County".
- 3) South Milford Walking Tour (May): David Kenton hosted with seven people attending.7)
- 4) Dr. Amanda Gaglione, Gifted & Talented Teacher for Elementary School Programs, brought seven classes of students from Ross, Banneker, and Mispillion to visit the Museum.
- 5) Museum maned a booth at the Bug & Bud Festival.
- 6) 5<sup>th</sup> Annual Roaring 20's Lawn Party at Causey Mansion realized a profit of \$2,695.50.

**EXHIBITS**

- 1) The Ladybug and Kennedy Silver exhibits were relocated and replaced the Doll exhibit.
- 2) Installed two new exhibits: 1920's Toy Collection; Wall of information on the Milford Air Park.
- 3) The Museum has loaned Milford Art League twelve pieces of artwork by well-known Delaware artists to be exhibited during their June exhibit.

**VISITATION**

(Visitation from June 1, 2018 to Dec 30, 2018 = 2,151)

January	165 visitors	April	280
February	310	May	440
March	165		

**PROJECTS**

- 1) Received five large section labels from Bayhealth for our History of Milford Hospitals exhibit.
- 2) New website is being created.
- 3) A large fiberglass ladybug statue will be installed on the front landing of the Museum. Purchased from the same company that constructed the Augusta ship models.

**UPCOMING EVENTS**

08/24 Planning underway for "HippieFest" fundraiser to be held at Causey Mansion.

Carlisle Fire Company Update

## Light Up Navajo Background

### *Video Links:*

[APPA Light Up Navajo Video](#) – Shown at the APPA Conference

<https://www.youtube.com/watch?v=UDT1-6SOjyQ> – Includes one of our City staff

<https://www.youtube.com/watch?v=N9kPGFgUePI>

### *News Report Links:*

Fox News, 06/19/19: [Navajo Families who've never had electricity are for the first time seeing the light](#)

Delaware Online, 06/04/19: [Delaware team helps bring electricity to remote Navajo town \(opinion\)](#)

AZCentral.com, 05/22/19: ['I used to stay here in the dark': Utility workers from across the country light up the Navajo Reservation](#)

MilfordLIVE, 04/29/19: [Local Linemen help Build Navajo Nation](#)



## APPA - *Light Up Navajo*

- Milford's Participation
  - Gary Johnston, City of Milford Electric
  - Rob Paladino, City of Milford Electric
- With support from:
  - Gary Simpson
  - IBEW
  - DEMEC











Please join us for the

# 14TH ANNUAL MAYOR'S CHALLENGE

WILL YOU BE THE ONE TO GO HOME WITH  
THE COVETED CITY OF SEAFORD MAYOR'S  
CHALLENGE CUP?

RSVP TO TRACY TORBERT  
302-629-9173 OR [ttorbert@seafordde.com](mailto:ttorbert@seafordde.com)

**JULY 13, 2019 5:30 PM**

**S. PINE STREET - FLOATING DOCK**



June 21, 2019

TO: Mayor and City Council  
FROM: Eric Norenberg, City Manager  
SUBJECT: Chesapeake Utilities Franchise Renewal

### **Purpose and Background**

The purpose of this memo is to provide information on the Chesapeake Utilities franchise and the proposed renewal. Twenty years ago, Chesapeake Utilities received a 20-year exclusive franchise to build and operate a natural gas utility in Milford. Since then, the utility has installed and expanded its distribution system to a large part of the community, however, notably unserved is the downtown and older, established neighborhoods.

The Milford Charter gives the City Council the authority to award franchises:

#### 4.09 - Action Requiring an Ordinance.

The City Council is hereby vested with the authority to enact ordinances or resolutions relating to any subject within the powers and functions of the City, or relating to the government of the City, its peace and order, its sanitation, beauty, health, safety, convenience and property, and to fix, impose and enforce the payment of fines and penalties for the violation of such ordinances or resolutions, and no provision of this Charter as to ordinances on any particular subject shall be held to be restrictive of the power to enact ordinances or resolutions on any subject not specifically enumerated. For purposes of this paragraph, resolutions shall include actions by City Council taken in accordance with this Charter.

In addition to other acts required by State law or by specific provision of this Charter to be done by ordinance, those acts of the City Council which shall be by ordinance are as follows:

...

(d) Grant, renew or extend a franchise.

...

Except, that the City Council may not renew or extended a franchise as an emergency ordinance (4.11).

### **Discussion**

As review of the existing franchise began, we sought information from other communities. Franchises from Middletown, Seaford and Georgetown were received and we learned that other communities were also in the process of negotiating renewals as well. City staff identified a number of key issues in the current franchise and the draft submitted by Chesapeake Utilities during our review:

- Exclusive vs. Non-Exclusive: Our current franchise is exclusive however, Seaford, Middletown and Georgetown for example are non-exclusive. Because of the areas of Milford that are still unserved by natural gas in spite of many requests, staff felt that a non-exclusive agreement (or

one with a first-right-of-refusal clause) would enable alternative providers to enter those markets.

- Revenue: The City currently receives “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.” This is projected to provide the City with about \$43,000 in revenue for FY19-20. Georgetown charges the same rate. It is proposed that the fee remain the same.
- Extensions: The rules governing extensions of the distribution system in Milford are subject to the jurisdiction of the Public Services Commission. The City and Chesapeake Utilities partnered last year to secure a grant to offset some of the cost to extend gas service along Northwest and Northeast Front Streets. Otherwise, we could not require through the franchise extension into areas that did not meet the financial requirements set out by the State. Chesapeake Utilities representatives will be able to address this subject during their presentation on Monday.
- Buyout: The agreement that is about to expire, provided for the unilateral right to purchase the system five years into the term of the franchise at 225 percent of net book value. Chesapeake Utilities proposed that the City would have to pay 500 percent of the net book value to buyout the distribution system under certain circumstances in the new agreement. This amount has been negotiated down to 300 percent.
- Indemnification: The Middletown agreement had a more current and complete indemnification section, so that was substituted for the 20-year old version.
- Non-Discrimination: Previously, no such language was included, so a non-discrimination section was added.
- Term: The last franchise was 20 years. Others in the state are 15 to 25 years. Extending for another 20 years will hopefully give a window of opportunity to justify the expansion into unserved areas.

## **Conclusion**

As the current franchise is near expiration, it is recommended that the franchise be renewed.

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 elected officials, 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.

<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 24<sup>th</sup> 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)



June 21, 2019

TO: Mayor and City Council  
FROM: Eric Norenberg  
Suzannah Frederick  
SUBJECT: FY2019-20 Budget Adoption and Approval

### **Purpose, Background and Recommendation**

During the June 10 City Council meeting, the City Council discussed and agreed to one change in the draft FY 2019-20 budget. There was consensus to increase the non-union employee base pay adjustment from 2.0 percent to 2.5 percent, effective on July 1. The purpose of this memo is to confirm that the change was made, to review the impacts, and to report on one other revision in the budget document since the June 10 meeting. It is recommended that the FY19-20 budget be adopted. At the end of this memo, is a recommended motion to be made to adopt the budget.

### **Discussion**

- **Base Pay Increase:** The additional half percent increase for non-union employees' base pay will cost \$27,313. \$15,566 of that increase is in the General Fund and the remainder is in the various enterprise funds, as follows:
  - Water - \$1,895
  - Sewer - \$1,895
  - Electric - \$5,995
  - Solid Waste - \$1,962
- **Grant for K9:** Since the City Council meeting, Chief Brown received approval for a grant that will partially cover the cost of the budgeted new K-9 dog and related equipment. As a result, we could reduce that item in the general fund by \$10,800 (partially offsetting the wage adjustment for the first year).
- **Solid Waste Fee:** To accommodate the impact of the additional base pay increase and to keep the Solid Waste increase to \$1.00, additional cuts were made in advertising and printing.

### **Conclusion**

It is recommended that the FY 2019-20 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."



June 21, 2019

TO: Mayor and City Council  
FROM: Eric Norenberg  
Suzannah Frederick  
SUBJECT: FY2019-20 Budget Adoption and Approval

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**CITY OF MILFORD  
 BUDGET FISCAL YEAR 2019 - 2020  
 BUDGET SUMMARY ANALYSIS**

<b>DEPARTMENT</b>	<b>OPERATIONS &amp; MAINTENANCE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL</b>	<b>TOTAL EXPENDITURES</b>
<b>GENERAL FUND</b>				
ADMINISTRATION	\$819,920	\$0	\$0	\$819,920
PLANNING & ZONING	\$214,407	\$0	\$0	\$214,407
CODE ENFORCEMENT & INSPECTION	\$371,687	\$0	\$32,000	\$403,687
FINANCE	\$526,588	\$0	\$0	\$526,588
INFORMATION TECHNOLOGY	\$346,080	\$0	\$48,500	\$394,580
POLICE	\$5,591,133	\$0	\$106,185	\$5,697,318
STREETS	\$779,745	\$0	\$200,000	\$979,745
PARKS & RECREATION	\$955,810	\$0	\$192,000	\$1,147,810
COUNCIL	\$527,660	\$0	\$58,795	\$586,455
<b>TOTAL GENERAL FUND</b>	<b>\$10,133,030</b>	<b>\$0</b>	<b>\$637,480</b>	<b>\$10,770,510</b>
<b>WATER</b>	<b>\$1,636,680</b>	<b>\$384,005</b>	<b>\$838,815</b>	<b>\$2,859,500</b>
<b>SEWER</b>	<b>\$4,133,051</b>	<b>\$404,540</b>	<b>\$107,409</b>	<b>\$4,645,000</b>
<b>SANITATION</b>	<b>\$1,184,965</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,184,965</b>
<b>ELECTRIC</b>	<b>\$24,456,345</b>	<b>\$320,615</b>	<b>\$1,038,040</b>	<b>\$25,815,000</b>
<b>TOTAL BUDGET</b>	<b>\$41,544,072</b>	<b>\$1,109,160</b>	<b>\$2,621,744</b>	<b>\$45,274,976</b>

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	<b>GENERAL FUND REVENUE</b>							
390-10-10	<b>GENERAL FUND CAPITAL RESERVES</b>	316,000	270,023	585,000	237,590	500,500	715,455	623,775
390-10-10	<b>GENERAL FUND CAPITAL RESERVES 5 Officers</b>	0	-	0	-	0	255,000	425,000
390-10-20	<b>GF RESERVES-ECONOMIC DEV. FUNDS</b>	201,255	177,846	95,000	41,713	125,000	75,845	166,360
	<b>REAL ESTATE TAX</b>							
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	4,120,385
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>
	<b>TOTAL REAL ESTATE TAXES</b>	4,262,970	4,340,402	4,350,560	4,447,542	4,427,716	4,474,570	4,871,385
	<b>LICENSES &amp; PERMITS</b>							
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	35,000
328-10-30	GRASSCUTTING REVENUE	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
	<b>TOTAL LICENSES &amp; PERMITS</b>	297,250	298,736	236,000	392,655	326,000	397,299	396,000
	<b>POLICE DEPARTMENT</b>							
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	15,800
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>
	<b>TOTAL POLICE DEPARTMENT</b>	440,000	425,396	446,750	461,474	462,485	449,303	502,750

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	<b>GENERAL FUND REVENUE</b>							
	<b>MISCELLANEOUS REVENUE</b>							
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
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>272,820</b>	<b>332,632</b>	<b>286,065</b>	<b>353,610</b>	<b>376,065</b>	<b>336,324</b>	<b>388,399</b>
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
	<b>TOTAL TRANSFERS- GENERAL FUND</b>	<b>3,300,000</b>		<b>3,324,000</b>	<b>3,324,000</b>	<b>3,370,720</b>	<b>3,370,720</b>	<b>3,396,842</b>
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>9,090,295</b>	<b>5,845,034</b>	<b>9,323,375</b>	<b>9,258,584</b>	<b>9,588,486</b>	<b>9,819,516</b>	<b>10,770,510</b>

**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	<b>CITY ADMINISTRATION</b>							
413-10-10	SALARIES & WAGES	320,220	330,729	351,015	356,716	355,080	375,505	436,310
413-10-11	SALARIES & WAGES-VACATION SELLBACK	2,760	2,755	2,845	3,118	1,610	1,604	2,080
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
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	585,075	478,873	491,110	501,591	483,120	480,608	623,790

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	<b>CITY ADMINISTRATION</b>							
	<b>EMPLOYEE BENEFITS</b>							
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	35,300
413-20-30	RETIREMENT	40,230	42,205	46,278	45,634	45,682	47,050	57,030
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	3,160
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>
	<b>TOTAL EMPLOYEE BENEFITS</b>	135,950	141,002	146,742	148,781	156,988	155,800	196,130
	<b>TOTAL GEN. GOV'T. - O &amp; M</b>	721,025	619,875	637,852	650,372	640,108	636,408	819,920
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>
	<b>TOTAL GENERAL GOV. CAPITAL</b>	0	0	0	0	0	0	0
	<b>TOTAL GENERAL GOVERNMENT</b>	721,025	619,875	637,852	650,372	640,108	636,408	819,920

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	<b>PLANNING &amp; ZONING</b>							
419-10-10	SALARIES & WAGES	117,490	113,056	91,406	93,109	94,365	92,925	98,220
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>5,307</u>
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	187,965		144,781	123,742	135,340	125,600	165,107

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	<b>PLANNING &amp; ZONING</b>							
	<b>EMPLOYEE BENEFITS</b>							
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	7,810
419-20-30	RETIREMENT	15,140	13,741	11,795	11,617	12,410	12,543	12,920
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	810
419-20-75	VISION	0	124	0	77	80	77	80
	<b>TOTAL EMPLOYEE BENEFITS</b>	64,410	62,190	47,672	47,203	48,480	48,770	49,300
	<b>TOTAL GENERAL GOV.-O &amp; M</b>	252,375	62,190	192,453	170,945	183,820	174,370	214,407
419-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	0
	<b>TOTAL GENERAL GOV. CAPITAL</b>	0	0	0	0	0	0	0
	<b>TOTAL GENERAL GOVERNMENT</b>	252,375	62,190	192,453	170,945	183,820	174,370	214,407

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	BUDGET FY 18-19	BUDGET FY 19-20
101-1045	<b>CODE ENFORCEMENT &amp; INSPECTION</b>							
429-10-10	SALARIES & WAGES	154,265	90,882	87,870	86,286	199,725	156,300	198,620
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 Payor	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	5,307
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	225,055	160,457	206,820	228,682	252,775	269,950	286,977

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	<b>CODE ENFORCEMENT &amp; INSPECTION</b>							
	<b>EMPLOYEE BENEFITS</b>							
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	15,520
429-20-30	RETIREMENT	16,300	9,451	9,008	9,044	20,690	16,660	23,800
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	1,630
429-20-75	VISION	0	98	0	108	230	200	240
	<b>TOTAL EMPLOYEE BENEFITS</b>	69,445	32,674	41,866	41,801	110,800	74,170	84,710
	<b>TOTAL GENERAL GOV.-O &amp; M</b>	294,500	193,131	248,686	270,483	363,575	344,120	371,687
429-70-42	CAPITAL-VEHICLE	25,000	0	0	0	0	23,792	32,000
	<b>TOTAL GENERAL GOV. CAPITAL</b>	25,000	0	0	0	0	23,792	32,000
	<b>TOTAL GENERAL GOVERNMENT</b>	319,500	193,131	248,686	270,483	363,575	367,912	403,687

**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	<b>CITY HALL COST ALLOCATION</b>							
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	<b>CITY HALL BUILDING EXPENSES</b>	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)	-
	<b>NET CITY HALL COST</b>	-	-	-	-	-	-	-

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	<b>FINANCE</b>							
415-10-10	SALARIES & WAGES	299,545	248,699	302,709	296,556	305,433	297,500	303,290
415-10-11	SALARIES & WAGES-VACATION SELLBACK	3,120	3,116	985	1,040	1,057	1,056	1,100
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
			0					
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	<b>354,710</b>	<b>304,790</b>	<b>378,144</b>	<b>368,843</b>	<b>380,440</b>	<b>364,784</b>	<b>400,039</b>

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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
101-1310	<b>FINANCE</b>							
	<b>EMPLOYEE BENEFITS</b>							
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	23,703
415-20-30	RETIREMENT	35,025	29,783	37,362	34,484	40,592	36,540	32,280
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
	<b>TOTAL EMPLOYEE BENEFITS</b>	115,730	90,008	116,807	98,036	119,643	103,090	116,323
	<b>FINANCE BUILDING</b>							
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
	<b>TOTAL MUN. BLDG. GEN. EXP</b>	10,225	9,424	10,200	9,952	10,900	9,260	10,225
	<b>TOTAL GENERAL GOV.-O &amp; M</b>	480,665		505,151	476,831	510,983	477,134	526,588
415-70-40	CAPITAL-EQUIPMENT	0	0	0	0	0	0	0
	<b>TOTAL GENERAL GOV. CAPITAL</b>	0	0	0	0	0	0	0
	<b>TOTAL GENERAL GOVERNMENT</b>	480,665		505,151	476,831	510,983	477,134	526,588

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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
101-1510	<b>INFORMATION TECHNOLOGY</b>							
418-10-10	SALARIES & WAGES	107,310	102,885	114,995	114,900	116,805	115,000	120,710
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>
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	280,215	276,184	299,475	260,406	313,115	274,861	297,370

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	<b>INFORMATION TECHNOLOGY</b>							
	<b>EMPLOYEE BENEFITS</b>							
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	9,600
418-20-30	RETIREMENT	10,485	10,508	11,065	11,067	11,400	11,180	11,810
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
	<b>TOTAL EMPLOYEE BENEFITS</b>	39,790	39,066	40,570	40,475	40,900	40,504	41,710
	<b>MUNICIPAL BUILDING</b>							
418-90-80	COST ALLOCATION-CITY HALL BUILDING	6,125	5,421	5,100	4,968	5,800	5,800	7,000
	<b>TOTAL GENERAL GOV.-O &amp; M</b>	326,130	320,671	345,145	305,849	359,815	321,165	346,080
418-70-40	CAPITAL-EQUIPMENT	55,000	47,516	63,000	48,148	49,000	47,727	48,500
	<b>TOTAL GENERAL GOV. CAPITAL</b>	55,000	47,516	63,000	48,148	49,000	47,727	48,500
	<b>TOTAL GENERAL GOVERNMENT</b>	381,130	368,187	408,145	353,997	408,815	368,892	394,580

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101-1610	<b>POLICE DEPARTMENT</b>	-----	-----	-----	-----	-----	-----
421-10-10	SALARIES & WAGES-SWORN OFFICERS	1,895,217	1,971,767	1,913,037	2,054,350	2,180,000	2,427,900
421-10-11	SALARIES & WAGES-VACATION SELLBACK	10,258	14,695	12,282	15,780	13,930	19,330
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	511,060
421-11-11	SALARIES & WAGES-VACATION SELLBACK	244	2,570	2,770	2,810	2,810	2,923
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 PAYO	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	10,880
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
	<b>TOTAL POLICE GEN. SERV. EXPENSE</b>	<b>2,787,283</b>	<b>2,993,257</b>	<b>2,868,225</b>	<b>3,105,298</b>	<b>3,310,283</b>	<b>3,681,093</b>

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101-1610	<b>POLICE DEPARTMENT EMPLOYEE BENEFITS</b>						
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	257,980
421-20-30	RETIREMENT	371,831	355,835	336,142	476,267	497,695	586,610
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	121,460
421-20-70	GROUP LIFE INSURANCE	15,537	19,484	16,285	17,104	23,565	23,550
421-20-75	VISION	1,931	0	2,462	2,534	2,675	2,970
	<b>TOTAL EMPLOYEE BENEFITS</b>	1,295,106	1,280,433	1,228,108	1,399,010	1,530,900	1,645,140
	<b>VEHICLE EXPENSE</b>						
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
	<b>TOTAL VEHICLE EXPENSE</b>	138,473	152,350	170,511	164,000	163,429	187,000
	<b>HEADQUARTERS EXPENSE</b>						
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
	<b>TOTAL HEADQUARTERS EXPENSE</b>	62,381	68,500	58,902	73,300	70,850	77,900
	<b>POLICE CAPITAL</b>						
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
	<b>TOTAL POLICE CAPITAL</b>	64,352	83,340	80,021	87,100	85,000	106,185
	<b>TOTAL POLICE BUDGET</b>	4,347,595	4,577,880	4,405,766	4,828,708	5,160,462	5,697,318

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101-1810	<b>STREETS &amp; GROUNDS DIVISION</b>							
431-10-10	SALARIES & WAGES	277,305	194,211	228,306	225,916	234,520	190,000	200,880
431-10-11	SALARIES & WAGES-VACATION SELLBACK	2,560	2,559	1,495	1,599	840	837	880
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>95,525</u>
	<b>TOTAL S &amp; G GEN. EXPENSE</b>	705,870	522,435	646,346	532,013	700,014	575,826	667,305

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101-1810	<b>STREETS &amp; GROUNDS DIVISION EMPLOYEE BENEFITS</b>							
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	17,050
431-20-30	RETIREMENT	32,745	23,856	26,664	27,248	27,320	24,000	23,940
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	8,720
431-20-70	GROUP LIFE INSURANCE	3,065	1,364	1,928	1,620	1,700	1,700	1,650
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>
	<b>TOTAL EMPLOYEE BENEFITS</b>	<u>177,595</u>	<u>118,555</u>	<u>134,895</u>	<u>135,994</u>	<u>138,340</u>	<u>123,365</u>	<u>112,240</u>
	<b>BUILDING EXPENSES</b>							
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>
	<b>TOTAL BUILDING EXPENSE</b>	<u>1,400</u>	<u>710</u>	<u>300</u>	<u>168</u>	<u>200</u>	<u>160</u>	<u>200</u>
	<b>TOTAL S &amp; G DIVISION O &amp; M</b>	884,865	641,700	781,541	668,175	838,554	699,351	779,745
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>
	<b>TOTAL S &amp; G DIV. CAPITAL &amp; DEBT</b>	227,475	-1,809	513,000	452,510	182,000	136,954	200,000
	<b>TOTAL S &amp; G DIVISION</b>	<u>1,112,340</u>	<u>639,891</u>	<u>1,294,541</u>	<u>1,120,685</u>	<u>1,020,554</u>	<u>836,305</u>	<u>979,745</u>

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101-1910	<b>PARKS &amp; RECREATION</b>							
451-10-10	SALARIES & WAGES	308,420	309,269	330,297	322,326	323,670	282,500	369,140
451-10-11	SALARIES & WAGES-VACATION SELLBACK	4,455	4,454	4,700	4,842	2,010	2,006	1,050
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
	<b>TOTAL P&amp;R GENERAL EXPENSE:</b>	<b>716,245</b>	<b>737,600</b>	<b>750,397</b>	<b>762,712</b>	<b>803,280</b>	<b>716,256</b>	<b>748,800</b>

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	<b>PARKS &amp; RECREATION</b>							
	<b>EMPLOYEE - BENEFITS</b>							
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	29,640
451-20-30	RETIREMENT	37,050	36,567	39,792	37,807	38,180	33,000	44,100
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	12,960
451-20-70	GROUP LIFE INSURANCE	3,635	2,193	2,719	2,250	2,330	2,330	2,930
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
	<b>TOTAL P&amp;R EMPLOYEE BENEFITS</b>	156,760	157,684	177,885	177,171	184,335	151,877	207,010
	<b>TOTAL P&amp;R OPERATIONAL EXPENSES:</b>	873,005	895,284	928,282	939,883	987,615	868,133	955,810
	<b>PARKS &amp; RECREATION CAPITAL</b>							
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
	<b>TOTAL P&amp;R CAPITAL</b>	126,000	34,091	115,000	57,500	189,000	108,790	192,000
201-7010	<b>PARKS &amp; RECREATION ENTERPRISE FUND</b>							
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
	<b>TOTAL P&amp;R ENTERPRISE EXPENSE</b>	0	3,942	0	-4,300	0	0	0
	<b>TOTAL PARKS &amp; REC. BUDGET</b>	999,005	933,317	1,043,282	993,083	1,176,615	976,923	1,147,810

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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
<b>GENERAL GOVERNMENT</b>								
<b>101-1110 COUNCIL</b>								
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
<b>101-1210 ELECTIONS</b>								
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
<b>TOTAL COUNCIL AND ELECTIONS O &amp; M</b>		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
<b>TOTAL COUNCIL AND ELECTIONS BUDGET</b>		396,115	379,119	389,425	359,990	445,830	409,092	586,455
<b>TOTAL GENERAL FUND BUDGET</b>		9,185,295	7,543,305	9,297,415	8,802,152	9,579,009	9,407,498	10,770,510

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	<b>WATER DIVISION</b>							
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
	<b>TOTAL WATER REVENUES</b>	2,730,500	2,762,786	2,734,500	2,864,804	2,848,500	2,878,200	2,859,500
203-0000	<b>WASTEWATER DIVISION</b>							
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
	<b>TOTAL WASTEWATER REVENUES</b>	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	<b>WATER DIVISION</b>							
432-10-10	SALARIES WAGES	175,590	160,378	166,111	163,070	145,663	163,385	189,627
432-10-11	SALARIES WAGES-VACATION SELLBACK	495	492	700	714	2,408	528	549
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	<u>700</u>	<u>761</u>	<u>700</u>	<u>641</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>TOTAL WATER DIVISION O&amp;M EXP</b>	966,700	815,995	982,236	799,158	950,071	869,372	1,014,964

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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	<b>WATER DIVISION</b>							
	<b>EMPLOYEE BENEFITS</b>							
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	16,964
432-20-30	RETIREMENT	22,090	20,318	21,328	20,914	19,304	18,920	23,547
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	8,598
432-20-70	GROUP LIFE INSURANCE	2,070	1,179	1,355	1,198	1,047	1,558	1,523
432-20-71	VISION	0	216	0	197	185	192	219
	<b>TOTAL EMPLOYEE BENEFITS</b>	108,590	97,353	93,860	90,070	91,424	76,940	89,947
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	181,306
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	121,688	180,437
432-90-82	TRANSFER TO BILLING	113,665	111,954	116,410	113,098	123,821	126,425	160,416
	<b>TOTAL WATER DIVISION - O&amp;M</b>	1,426,025	1,256,482	1,476,921	1,286,379	1,489,516	1,379,779	1,636,680
	<b>DEBT SERVICE</b>							
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
	<b>TOTAL WATER DIVISION DEBT</b>	901,745	1,573,038	724,765	611,813	329,765	332,735	384,005
	<b>WATER CAPITAL</b>							
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	582,815
	<b>TOTAL WATER DIVISION</b>	2,730,500	3,171,670	2,734,500	2,864,804	2,858,100	2,878,199	2,859,500

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203-3030	<b>SEWER DIVISION</b>							
432-10-10	SALARIES & WAGES	175,590	160,375	166,111	163,016	145,663	163,233	189,627
432-10-11	SALARIES & WAGES-VACATION SELLBACK	495	493	700	714	1,200	528	549
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
	<b>TOTAL SEWER GENERAL EXPENSE</b>	<b>2,849,980</b>	<b>2,565,599</b>	<b>2,823,086</b>	<b>2,712,381</b>	<b>2,783,713</b>	<b>3,065,468</b>	<b>3,516,896</b>

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203-3030	<b>SEWER DIVISION EMPLOYEE BENEFITS</b>							
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	16,964
432-20-30	RETIREMENT	22,090	20,316	21,328	20,913	19,304	18,920	23,547
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	8,598
432-20-70	GROUP LIFE INSURANCE	2,070	1,178	1,355	1,197	1,047	1,556	1,523
432-20-75	VISION	0	215	0	196	185	190	219
	<b>TOTAL EMPLOYEE BENEFITS</b>	108,590	97,347	93,860	90,064	91,121	80,261	89,947
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	181,306
432-90-80	TRANSFER TO PUBLIC WORKS	67,070	61,180	109,315	108,953	138,845	138,786	180,437
432-90-82	TRANSFER TO BILLING DEPT.	113,665	119,544	116,410	113,098	123,821	124,721	160,416
	<b>TOTAL SEWER DIVISION - O&amp;M:</b>	3,309,305	3,013,670	3,317,771	3,199,596	3,322,854	3,594,591	4,133,051
	<b>DEBT SERVICE</b>							
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
	<b>TOTAL SEWER DEBT</b>	612,470	905,868	658,720	601,836	395,490	395,486	404,540
	<b>CAPITAL</b>							
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	17,409
	<b>TOTAL SEWER DIVISION</b>	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	<b>SOLID WASTE DIVISION</b>							
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	34,965
399-40-00	BUDGETED CD-RESERVES	250,000	0	227,000	0	0	0	0
	<b>TOTAL SOLID WASTE REVENUE:</b>	<b>1,360,440</b>	<b>1,080,261</b>	<b>1,370,665</b>	<b>1,114,474</b>	<b>1,178,243</b>	<b>1,131,600</b>	<b>1,184,965</b>

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
204-4040	<b>SOLID WASTE DIVISION</b>							
432-10-10	SALARIES & WAGES	234,190	176,004	168,137	137,883	203,321	204,897	210,096
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	8,000
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	106,139
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>160,416</u>
	<b>TOTAL SOLID WASTE O &amp; M EXP.</b>	<b>963,160</b>	<b>925,979</b>	<b>989,032</b>	<b>994,153</b>	<b>1,061,315</b>	<b>1,022,972</b>	<b>1,069,324</b>

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	<b>SOLID WASTE DIVISION EMPLOYEE BENEFITS</b>							
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	17,551
432-20-30	RETIREMENT	29,385	21,328	24,596	17,696	25,991	27,461	28,236
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	8,803
432-20-70	GROUP LIFE INSURANCE	2,770	1,314	1,705	987	1,461	1,879	1,656
432-20-75	VISION	0	299	0	196	294	294	294
	<b>TOTAL EMPLOYEE BENEFITS</b>	136,280	107,444	117,533	79,848	127,800	132,160	115,641
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
	<b>TOTAL SOLID WASTE CAPITAL</b>	261,000	220,291	227,000	254,653	0	0	0
	<b>TOTAL SOLID WASTE EXPENSES</b>	1,360,440	1,253,714	1,333,565	1,328,654	1,189,115	1,155,132	1,184,965

CITY OF MILFORD  
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 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	<b>ELECTRIC DIVISION REVENUE</b>							
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>
	<b>TOTAL ELECTRIC DIVISION REVENUE</b>	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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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
<b>205-5050</b>	<b>ELECTRIC DIVISION</b>							
432-10-10	SALARIES & WAGES	788,235	785,991	808,233	839,132	888,830	870,000	662,647
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 SERVI
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 SERVI
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
	<b>SUB-TOTAL ELECTRIC O &amp; M EXP.</b>	<b>1,613,405</b>	<b>1,560,922</b>	<b>1,817,308</b>	<b>1,586,055</b>	<b>1,826,685</b>	<b>1,553,963</b>	<b>1,494,256</b>

CITY OF MILFORD  
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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
205-5050	<b>ELECTRIC DIVISION O &amp; M CONTINUED</b>							
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>
	<b>TOTAL ELECTRIC O &amp; M EXPENSE</b>	1,771,605	1,605,649	2,000,508	1,694,792	2,010,385	1,735,866	1,657,456
	<b>EMPLOYEE BENEFITS</b>							
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	58,159
432-20-30	RETIREMENT	98,200	92,673	98,522	101,284	114,990	97,000	86,228
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	28,904
432-20-70	GROUP LIFE INSURANCE	9,290	5,744	6,622	5,923	6,350	7,000	5,329
432-20-75	VISION	0	<u>902</u>	0	<u>829</u>	<u>865</u>	<u>800</u>	<u>587</u>
	<b>TOTAL EMPLOYEE BENEFITS</b>	386,305	364,961	370,994	375,830	421,755	369,210	292,092
	<b>TRANSFERS TO OTHER FUNDS</b>							
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	362,612
432-90-80	TRANSFER TO PUBLIC WORKS	94,670	82,363	151,825	151,317	192,836	192,836	350,256
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>588,191</u>
	<b>TOTAL TRANSFERS</b>	3,371,435	3,352,851	3,450,220	3,441,571	3,540,764	3,550,313	4,206,797
	<b>TOTAL ELECTRIC OPERATING EXPENSE:</b>	5,529,345	5,323,461	5,821,722	5,512,193	5,972,905	5,655,389	6,156,345

CITY OF MILFORD  
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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
205-5050	<b>ELECTRIC DIVISION</b>							
	<b>POWER PURCHASED</b>							
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
	<b>DEBT SERVICE</b>							
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
	<b>TOTAL BOND DEBT</b>	346,445	107,965	192,965	192,965	319,965	319,965	320,615
	<b>CAPITAL OUTLAY</b>							
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	368,040
	<b>TOTAL ELECTRIC FUND CAPITAL</b>	450,000	0	721,665	576,342	966,412	284,837	1,038,040
	<b>TOTAL ELECTRIC FUND EXPENDITURES</b>	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	<b>TECH SERVICES INTERSERVICE FUND</b>			
436-10-10	SALARIES & WAGES	0	0	155,806
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	<u>0</u>	<u>0</u>	<u>84,912</u>
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	0	0	593,117

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	<b>TECH SERVICES INTERSERVICE FUND</b>			
	<b>EMPLOYEE BENEFITS</b>			
436-20-10	MEDICAL	0	0	31,126
436-20-20	SOCIAL SECURITY	0	0	12,335
436-30-30	RETIREMENT	0	0	16,342
436-20-50	UNEMPLOYMENT COMPENSATION	0	0	840
436-20-60	WORKMAN'S COMPENSATION	0	0	6,093
436-20-70	GROUP LIFE INSURANCE	0	0	1,186
436-20-75	VISION	0	0	185
	<b>TOTAL EMPLOYEE BENEFITS</b>	0	0	68,107
	<b>TOTAL TECH SERVICES - O &amp; M</b>	0	0	661,224
416-70-42	CAPITAL-VEHICLES	0	0	64,000
	<b>TOTAL TECH SERVICES</b>	0	0	725,224
224-0000	<b>LESS INTERSERVICE BILLING</b>			
331-10-20	INTERSERVICE-WATER	0	0	-181,306
331-10-30	INTERSERVICE-SEWER	0	0	-181,306
331-10-50	INTERSERVICE-ELECTRIC	0	0	-362,612
	<b>LESS TOTAL INTERSERVICE BILLING</b>	0	0	-725,224

**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	<b>PW COST ALLOCATION</b>							
435-10-10	SALARIES & WAGES	141,390	143,901	300,728	292,924	399,970	344,105	503,610
435-10-11	SALARIES & WAGES-VACATION SELLBACK	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
	<b>PUBLIC WORKS EXPENSES</b>	<b>316,662</b>	<b>345,149</b>	<b>464,603</b>	<b>499,331</b>	<b>608,025</b>	<b>553,794</b>	<b>714,275</b>

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	<b>PW COST ALLOCATION EMPLOYEE BENEFITS</b>							
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	38,987
435-20-30	RETIREMENT	12,845	14,145	33,236	28,798	49,140	36,880	53,945
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	7,707
435-20-70	GROUP LIFE INSURANCE	1,565	964	2,427	1,921	2,760	2,700	3,955
435-20-75	VISION	0	118	0	232	325	285	510
	<b>TOTAL EMPLOYEE BENEFITS</b>	56,160	59,632	112,811	93,493	153,335	122,250	215,119
	<b>PUBLIC WORKS CAPITAL</b>							
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	<b>TOTAL PUBLIC WORKS COST</b>	394,530	404,781	588,414	593,454	771,360	676,044	1,061,394
331-10-10	INTERSERVICE-GARAGE	-55,240	0	-52,957	0	-69,422	-60,844	-53,070
331-10-20	INTERSERVICE-WATER	-67,070	0	-105,915	0	-138,845	-121,688	-180,437
331-10-30	INTERSERVICE-SEWER	-67,070	0	-105,915	0	-138,845	-121,688	-180,437
331-10-40	INTERSERVICE-SOLID WASTE	-55,240	0	-88,262	0	-115,704	-101,407	-106,139
331-10-50	INTERSERVICE-ELECTRIC	-94,670	0	-147,104	0	-192,840	-169,011	-350,260
331-10-60	INTERSERVICE-STREETS	-55,240	0	-88,262	0	-115,704	-101,407	-95,525
331-10-92	INTERSERVICE-PLANNING & ZONING	0	0	0	0	0	0	-5,307
331-10-93	INTERSERVICE-CODE ENFORCEMENT	0	0	0	0	0	0	-5,307
331-10-95	INTERSERVICE-TECH SERVICES	0	0	0	0	0	0	-84,912
	<b>TOTAL INTERSERVICE BILLINGS</b>	-394,530	0	-588,414	0	-771,360	-676,044	-1,061,394
	<b>NET PUBLIC WORKS COST</b>	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	<b>GARAGE-INTERSERVICE FUND</b>							
434-10-10	SALARIES & WAGES	54,955	54,951	63,634	61,735	53,290	53,290	55,126
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	53,070
434-60-70	LOAN PAYBACK ELECTRIC RESERVES	0	0	0	0	0	0	10,000
	<b>TOTAL GARAGE ADMIN EXPENSE</b>	135,145	0	144,569	153,426	160,712	158,863	170,013
	<b>EMPLOYEE BENEFITS</b>							
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	4,207
434-20-30	RETIREMENT	7,070	7,012	8,322	7,817	6,080	6,080	6,291
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	2,195
434-20-70	GROUP LIFE INSURANCE	650	400	505	452	383	383	183
434-20-75	VISION	0	62	0	67	62	62	62
	<b>TOTAL EMPLOYEE BENEFITS</b>	32,840	32,497	36,407	37,925	36,924	36,925	36,599
434-40-34	Capital - Equipment	0	0	0	0	0	0	0
	<b>TOTAL GARAGE BUDGET</b>	167,985	32,497	180,976	191,351	197,637	195,788	206,612
331-10-10	<b>(LESS INTERSERVICE BILLINGS)</b>	<b>-\$167,985</b>	<b>-\$32,497</b>	<b>-\$180,976</b>	<b>-\$191,351</b>	<b>-\$197,637</b>	<b>-\$195,788</b>	<b>-\$206,612</b>

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
<b>BILLING INTERSERVICE FUND</b>								
<b>ADMINISTRATION</b>								
224-1410								
416-10-10	SALARIES & WAGES	330,935	331,240	344,860	341,215	338,730	343,129	495,567
416-10-11	SALARIES & WAGES-VACATION SELLBACK	1,890	1,121	1,950	0	1,980	1,979	2,063
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	<u>60,000</u>	<u>64,022</u>	<u>60,000</u>	<u>67,200</u>	<u>60,000</u>	<u>70,000</u>	<u>70,000</u>
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	567,855	548,584	578,285	571,249	619,860	615,962	742,480

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	<b>BILLING INTERSERVICE FUND EMPLOYEE BENEFITS</b>							
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	37,515
416-20-30	RETIREMENT	37,595	37,190	39,730	38,451	37,870	41,371	58,198
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	925
416-20-70	GROUP LIFE INSURANCE	3,905	2,408	3,035	2,439	2,440	3,370	4,052
416-20-75	VISION	0	495	0	495	500	495	618
	<b>TOTAL EMPLOYEE BENEFITS</b>	189,905	188,049	198,540	195,458	185,610	210,194	279,959
	<b>TOTAL BILLING - O &amp; M</b>	757,760	736,633	776,825	766,707	805,470	826,156	1,022,439
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
	<b>TOTAL BILLING EXPENSES</b>	757,760	736,633	776,825	766,707	825,470	842,831	1,069,439
224-0000	<b>LESS INTERSERVICE BILLING</b>							
331-10-20	INTERSERVICE-WATER	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-160,416
331-10-30	INTERSERVICE-SEWER	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-160,416
331-10-40	INTERSERVICE-SOLID WASTE	-113,665	-111,954	-116,524	-114,886	-123,821	-126,425	-160,416
331-10-50	INTERSERVICE-ELECTRIC	-416,765	-410,488	-427,254	-421,944	-454,009	-463,557	-588,191
	<b>LESS TOTAL INTERSERVICE BILLING</b>	<b>-757,760</b>	<b>-746,350</b>	<b>-776,825</b>	<b>-766,602</b>	<b>-825,470</b>	<b>-842,831</b>	<b>-1,069,439</b>
						0		

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>Enterprise Funds</b>					
<b>Electric</b>	<b>Equipment</b>				
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>	<b>\$ 100,000</b>	<b>\$ 140,000</b>
<b>Water</b>	<b>Vehicles</b>				
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>	<b>\$ 330,000</b>	<b>\$ 455,000</b>
<b>Electric</b>	<b>Projects</b>				
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
	<b>Total Electric</b>		<i>Total Projects (Page 26)</i>	<b>\$ 422,000</b>	<b>\$ 75,000</b>
<b>Tech Service</b>	<b>VEHICLES</b>				
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 17)</i>		<b>\$ 64,000</b>

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>Water</b>	<b>Equipment</b>				
Water	Electronic Variable Message Board	Essential	Enterprise Fund	\$ 20,000	
			<i>Total Equipment (Page 17)</i>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>Water</b>	<b>Vehicles</b>				
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>	<b>\$ 244,000</b>	<b>\$ 206,000</b>
<b>Water</b>	<b>Infrastructure</b>				
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>	<b>\$ 155,000</b>	<b>\$ 50,000</b>
<b>Water</b>	<b>Projects</b>				
Water	Tenth St Water Treatment Facility Test Well, etc.	Essential	Water Reserve	\$ -	\$ 625,000
Water	Water Trtmnt 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
			<b>FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION</b>	<b>\$ -</b>	<b>\$ 4,225,000</b>
Water	Replacement of Lead Water Service Lines	Essential	Water Reserve/Loan Grant Money	\$ 250,000	\$ 650,000
	<b>Total Water</b>			<b>\$ -</b>	<b>\$ 4,225,000</b>

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>Sewer</b>	<b>Equipment</b>				
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>	<b>\$ 20,000</b>	<b>\$ 15,000</b>
<b>Sewer</b>	<b>Vehicles</b>				
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>	<b>\$ 405,000</b>	<b>\$ 75,000</b>
<b>Sewer</b>	<b>Projects</b>				
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
			<b>FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION</b>	<b>\$ -</b>	<b>\$ 725,000</b>
<b>Solid Waste</b>	<b>Vehicles</b>				
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>	<b>\$ -</b>	<b>\$ -</b>

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>Public Works</b>	<b>Building</b>				
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
<b>Garage</b>	<b>Equipment</b>				
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	(Page 29)		\$ -
			<i>Total Equipment (Page 29)</i>	\$ 50,000	\$ -
<b>Customer Service</b>	<b>Equipment</b>				
Facilities	Customer Service Building Work Station	Desirable	Enterprise Fund (Page 31)		\$ 15,000
<b>Customer Service</b>	<b>Vehicles</b>				
Customer Service	Replace 2006 Dodge Stratus (B-1)	Essential	Enterprise Fund (Page 31)		\$ 32,000
<b>Customer Service</b>	<b>Projects - Customer Service</b>				
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

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>General Fund</b>					
<b>Streets</b>	<b>Equipment</b>				
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>	<b>\$ 70,000</b>	<b>\$ 60,000</b>
<b>Streets</b>	<b>Vehicles</b>				
Streets	Replace 2005 Ford F250 PU w/plow & salt spreader (S-1)	Essential	General Fund Reserves	\$ 27,000	
			<i>Total Vehicles (Page 11)</i>	<b>\$ 27,000</b>	<b>\$ -</b>
<b>Streets</b>	<b>Projects</b>				
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>	<b>\$ 85,000</b>	<b>\$ 140,000</b>
<b>Streets</b>	<b>Projects</b>				
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
			<b>FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION</b>	<b>\$ -</b>	<b>\$ 1,890,000</b>
<b>City Hall</b>	<b>Building</b>				
Facilities	Replace City Hall Exterior Doors	Essential	General Fund Reserves	\$ 30,400	
Facilities	Council Chambers Recording System Upgrade	Essential	General Fund Reserves		\$ 8,795
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
	<b>Total City Hall</b>		<i>Total City Hall (page 14)</i>	<b>\$ 30,400</b>	<b>\$ 58,795</b>

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>Parks &amp; Recreation</b>	<b>Equipment</b>				
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>	<b>\$ 49,000</b>	<b>\$ 72,000</b>
<b>Parks &amp; Recreation</b>	<b>Vehicles</b>				
Parks & Recreation	Ford F-350 Dual Cab Dump Truck (PR-3)	Essential	General Fund Reserves	\$ 60,000	
			<i>Total Vehicles (Page 13)</i>	<b>\$ 60,000</b>	<b>\$ -</b>
<b>Parks &amp; Recreation</b>	<b>Building</b>				
Parks & Recreation	Armory Renovations for Workshop	Essential	General Fund Reserves	\$ 25,000	
			<i>Total Building (Page 13)</i>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>Parks &amp; Recreation</b>	<b>Parks</b>				
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>	<b>\$ 55,000</b>	<b>\$ 120,000</b>
			<b>Total Parks and Recreation</b>	<b>\$ 189,000</b>	<b>\$ 192,000</b>
Parks & Recreation	Riverwalk Extension	Desirable	General Fund/State Grants/Private Donations		\$ 474,000
			<b>FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION</b>		<b>\$ 474,000</b>

City of Milford  
Draft Capital Improvement Plan  
FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
<b>Planning</b>	<b>Vehicles</b>				
Planning	Replace 2006 Chevy Colorado (M-3)	Essential	General Fund Reserves		\$ 32,000
			<i>Total Vehicles (Page 4C-2)</i>	\$ -	\$ 32,000
<b>Planning</b>	<b>Projects</b>				
Planning	Open Space Acquisition	Desirable	General Fund Reserves	\$ 200,000	\$ 200,000
<b>Information Technology</b>	<b>Equipment</b>				
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
	<b>Total Information Technology</b>				
<b>Police</b>	<b>Equipment</b>				
Police	Safety Recording Lines	Essential	General Fund Reserves		\$ 13,885
			<i>Total Equipment (Page 9)</i>		\$ 13,885
<b>Police</b>	<b>Vehicles</b>				
Police	Police Vehicles (2 per year @ 90,000)	Essential	General Fund Reserves	\$ 87,100	\$ 92,300
			<i>Total Vehicles (Page 9)</i>	\$ 87,100	\$ 92,300
<b>Police</b>	<b>Building</b>				
Police	Air Curtains Over Doorways	Essential	General Fund Reserves	\$ 8,000	\$ -
			<i>Total Building (Page 9)</i>	\$ 8,000	\$ -
<b>Police</b>	<b>Projects</b>				
Police	Police Station (Design/Engineering/Geotech)	Essential	TBD	\$ 1,500,000	TBD

City of Milford  
 Draft Capital Improvement Plan  
 FINAL FY 19-20

Department	Project	Dept Priority	Funding Source	2019	2020
	<b>General Fund</b>				
	Total City Hall			\$ 30,400	\$ 58,795
	Total Streets			\$ 137,000	\$ 200,000
	Total Parks & Recreation			\$ 189,000	\$ 192,000
	Total Planning			\$ -	\$ 32,000
	Total Information Technology			\$ 49,000	\$ 48,500
	Total Police			\$ 95,100	\$ 106,185
	<b>Total General Fund</b>		<i>Total General Fund Reserves (Page 2)</i>	\$ 500,500	\$ 637,480
	<b>Totals by Department</b>				
	Total Electric			\$ 852,000	\$ 670,000
	Total Water			\$ 264,000	\$ 256,000
	Total Sewer			\$ 425,000	\$ 90,000
	Total Solid Waste			\$ -	\$ -
	Total Customer Service			\$ 20,000	\$ 79,000
	Total Technical Services			\$ -	\$ 64,000
	<b>Total Enterprise Funds</b>			<b>\$ 1,561,000</b>	<b>\$ 1,159,000</b>
	Total Fleet Services (Garage)			\$ 50,000	\$ -
	<b>Grand Total</b>			<b>\$ 2,111,500</b>	<b>\$ 1,796,480</b>

# 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 Division, Parks and Recreation and Council; and the Water, Sewer, Sanitation and Electric Divisions was adopted and approved as the budget of the City of Milford for Fiscal Year 2019-2020 in the following amounts:

Operations and Maintenance - \$41,544,072  
Debt Service - \$1,109,160  
Capital Program - \$2,621,744  
Total Expenditures - \$45,274,976

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 24<sup>th</sup> day of June 2019.

APPROVED: \_\_\_\_\_  
Mayor Arthur J. Campbell

ATTEST: \_\_\_\_\_  
City Clerk Teresa K. Hudson

**From:** Chad Carter <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.



June 21, 2019

Ms. Christie Murphy  
The City of Milford  
180 Vickers Drive  
Milford, DA 19963

Re: Milford City Hall Water Infiltration Report/Recommendations

Please see below a brief summary on the water infiltration issue experienced at the Milford City Hall.

During the week of November 12, 2018, EDiS was engaged by the City of Milford, Erik Retzlaff, to provide services to investigate the water infiltration into the Lower Level of the City Hall building. Included in these services would be a recommendation for remediation of the water infiltration. Below is a summary of the investigation along with comments from our consultants.

A meeting was held onsite with Erik Retzlaff and the City of Milford to get an understanding of the issue and the frequency of the water infiltration into the Lower Level area of the City Hall building. A few heavy rain events had caused some significant water damage to the Lower Level area. One event was contributed to water infiltration through one of the existing masonry chimneys. (This water infiltration issue is not a part of this investigation). It was determined that an agreed path forward would be to enlist the services of Harry Caswell Plumbing and Davis, Bowen & Friedel, Inc. The scope of the investigation for Harry Caswell Plumbing would be to provide video services of the existing underground storm water management piping along with an associated sketch format "as-builts". Please see attachments for these items. The scope of work for Davis, Bowen and Friedel would be to provide civil engineering services as required. We have also consulted with the City of Milford for additional archived drawings of the existing storm water piping system down-stream from the City Hall property.

Our findings from the video taken of the existing rain water conductor drain piping and the existing perimeter foundation drain piping were intact and performing without noting any obstructions. The video taken to and from the existing catch basins did not find any obstructions from the existing parking lot area to the existing storm sewer piping at S Washington Street. In consulting with Davis, Bowen and Friedel regarding the existing infrastructure below the parking lot, the sizing of the existing piping is adequate to handle the storm water capacity. Also, a factor that could be contributing to this issue is the discharge of the storm water into the Mispillion River. The discharge could be restricted during extreme high tide situations which in turn could cause a back-up into the existing storm water piping preventing the proper discharge from the City Hall property. Further investigation from Davis, Bowen and Friedel could confirm this theory. EDiS did receive additional drawings from the City of Milford showing the routing of the existing storm water piping down S Washington Street to 2<sup>nd</sup> Street. These drawings did





not indicate the actual location of the discharge point. If additional documents can be obtained, the review of the existing storm water piping, downstream from the City Hall property, can be completed.

**Recommended Action:**

1. Isolate the rain water conductor piping discharge and the perimeter drain discharge to "catch basin #1" This will be accomplished by having the existing rain water conductors discharge to grade and ensure proper drainage away from the building. The existing inlets to catch basin #1 for both the existing rain water conductors and the existing perimeter drain will be infilled at the catch basin #1. The existing perimeter drain system is not effective due to the location of the perimeter drain piping. Due to the existing elevations of the inlets into catch basin #1, the perimeter drain piping had to be installed at an elevation higher than the existing footing elevation. This decreases the effectiveness of the perimeter drain performing to the greatest extent. The method of controlling the water in the stairwell landings will be as follows. A catch basin will be installed at each stairwell landing area outside the existing doors. This catch basin will be piped to the interior of the building into a sump pit. This pit will have a sump pump which will pump the water out above the ceiling to the existing exterior grade. The budget estimate cost for this scope of work is \$51,850.00.

2. Fit-Out Lower Level: Complete fit out to restore the lower level back to original condition along with a new perimeter drain system at the existing exterior walls, as well as, a trench drain (tied into the perimeter drain system), at each existing exterior door. The building material for the partitions, from existing floor level to 3'-0" above the finish floor, will be materials that are resistant to water absorption. Above the 3'-0" mark to the ceiling line will be conventional building materials. Existing finishes will be restored to include acoustical ceiling system, paint, casework and a water resistant carpet. The existing lights and hvac grilles and diffusers will be re-installed to their original locations. The budget estimate cost for this scope of work is \$263,595.00

To date, EDiS is approximately have spent \$15,000.00 out of the \$29,000.00 budgeted fee for the evaluation.

Please feel free to contact our office with any questions/comments.

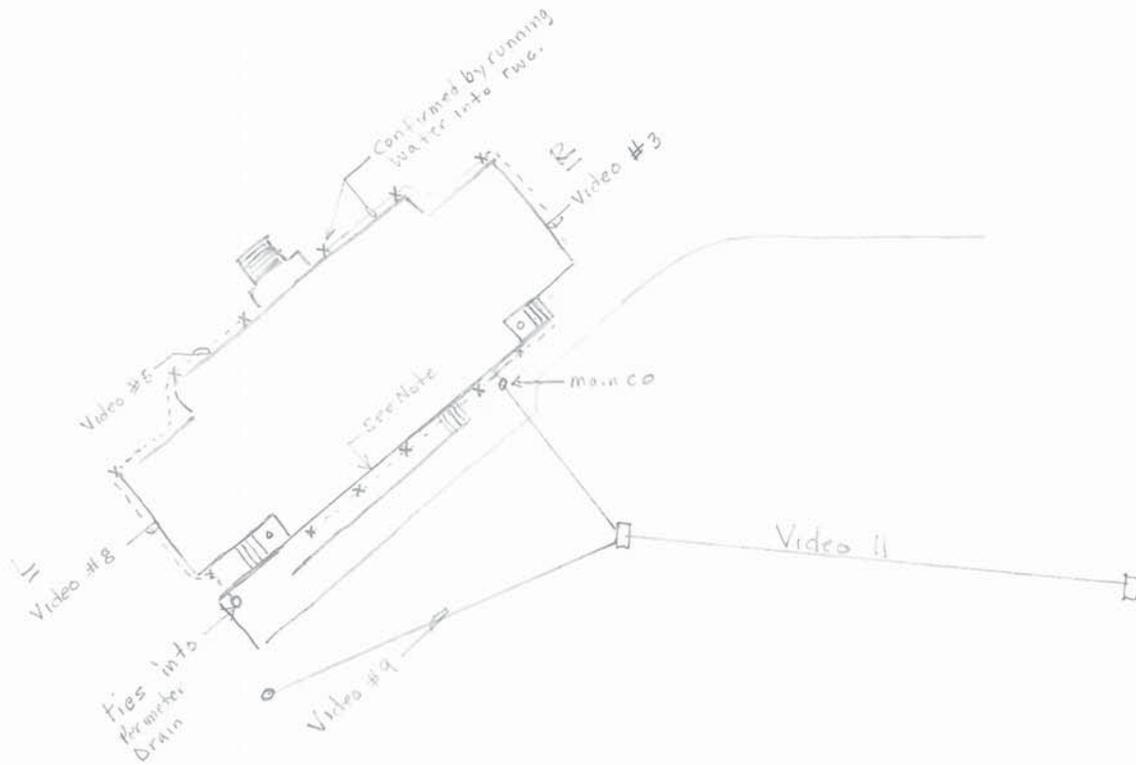
Thank you.

*Leon Thompson, Jr.*

Leon Thompson Jr  
EDiS Company  
Estimator/Project Manager



# RAINWATER CONDUCTOR 36" +/- Below Grade

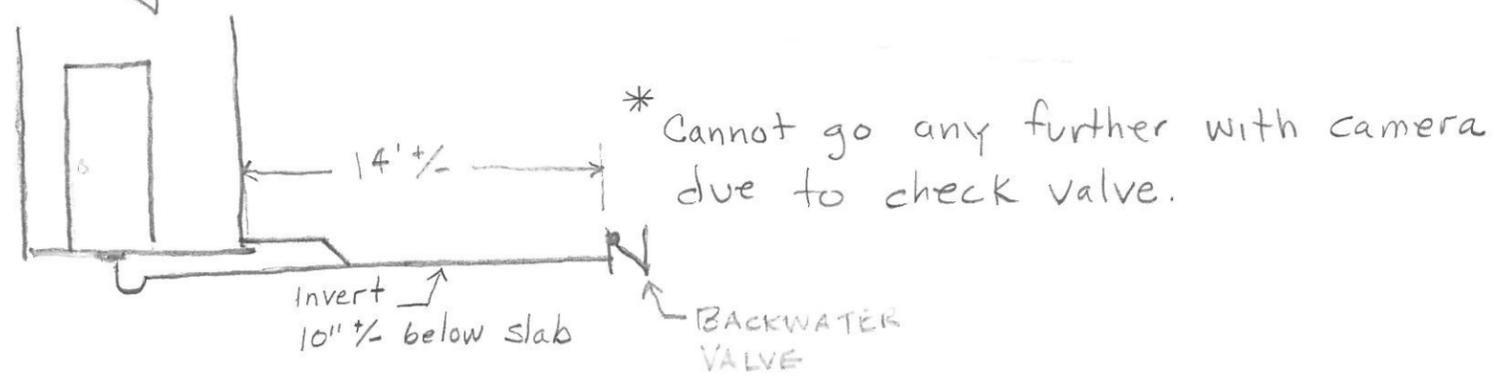
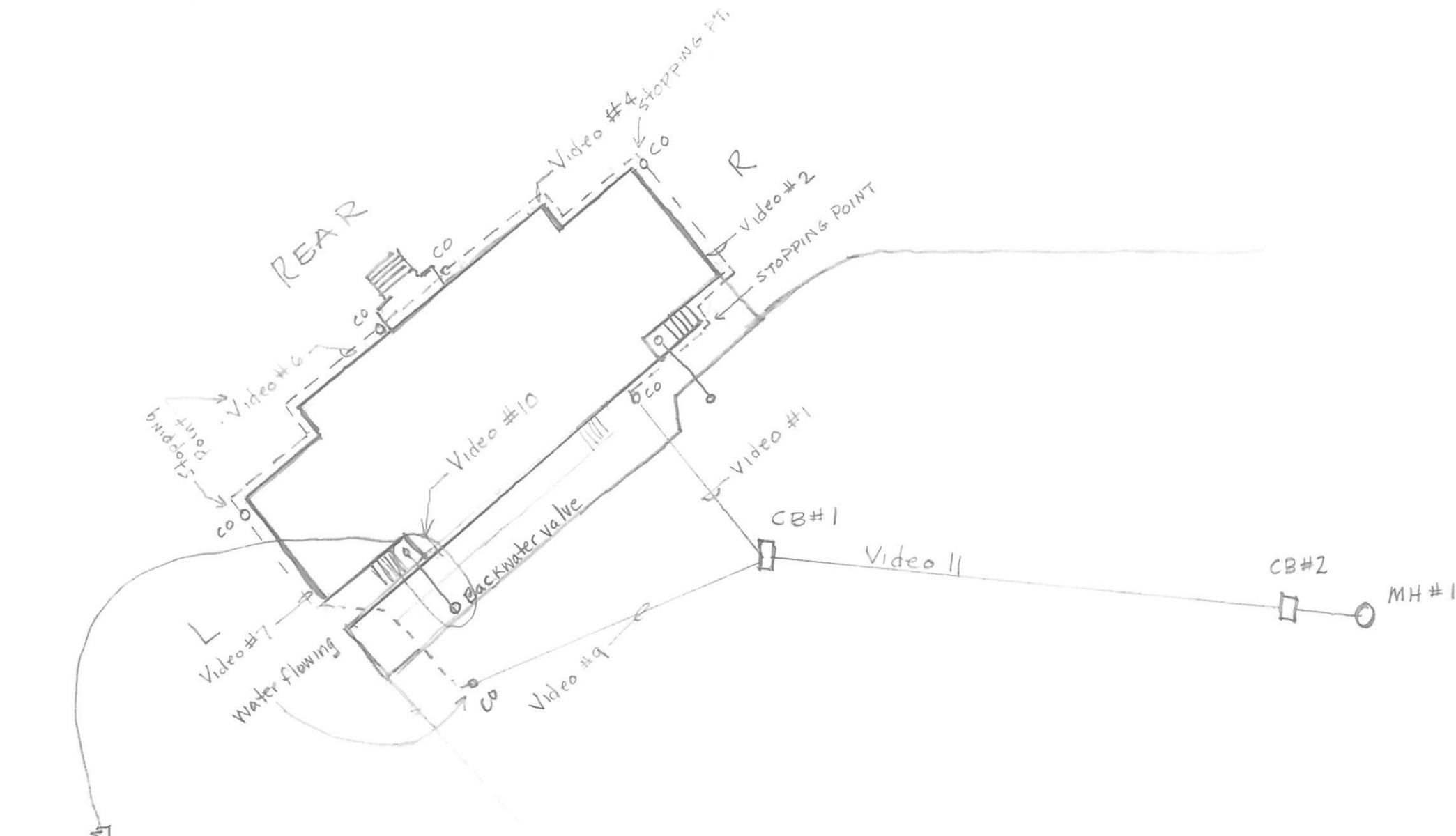


Note: There was no access into these RWC. However, we were able to run water into them. water discharged into main CO along with the RWC on Right side of bldg.

2/28/19 Milford City Hall

# PERIMETER DRAIN

60" +/- Below Grade



2/28/19 Milford City Hall





PUBLIC WORKS DEPARTMENT  
180 Vickers Drive  
Milford, DE 19963

PHONE 302.422.1110  
FAX 302.422.1117  
[www.cityofmilford.com](http://www.cityofmilford.com)

To: Eric Norenberg, City Manager  
From: Mark A. Whitfield, Public Works Director  
Subject: Kent County Agreement of Services  
Sewer Service and Treatment for Northwest Milford  
Connection to Harrington Force Main  
Date: June 18, 2019

The City received a request from the developer of the Hickory Glen Subdivision to tap the Harrington force main for sewer service rather than the existing City lines along Route 14 and the US Cold Storage pump station. City and County staff evaluated the request and deemed that the additional connection was in the best interest of the City and the developer. The connection at the Harrington force main will require an additional metering point, however the connection will provide additional future capacity for development along NW Front Street (DE 14), and at the Truitt Avenue pump station.

**Recommendation:** Staff recommends Council authorize the execution of the Agreement for Services between the City of Milford and Kent County Levy Court for and on behalf of the Kent County Sewage Disposal District No. 1.



*Kent County*  
*Department of Public Works*

**MEMORANDUM**

**DATE:** June 5, 2019  
**TO:** Sewer Advisory Board  
**FROM:** Andrew Riggi, P.E., Assistant Public Works Director *A ATR*  
**RE:** CITY OF MILFORD - REVISED CONTRACT USER AGREEMENT

---

The City of Milford has requested a revision to their Contract User Agreement to add an additional metering location on the west side of the City. With the construction of the force main from Harrington to the Regional Resource Facility (formerly the Wastewater Treatment Plant) in 2011 a connection was left along Church Hill Road west of Canterbury Road for a large subdivision in the City of Milford previously referred to as "Homestead". This subdivision has since been expunged but another subdivision called Hickory Glen is proposed. Hickory Glen will be located on the south side of Milford-Harrington Highway (Route 14) west of the Canterbury Road intersection. The City has requested a new temporary connection to the force main from Harrington at the intersection of Route 14 and Church Hill Road to utilize the existing stub that was installed for the previous subdivision "Homestead". At that time the temporary connection will be abandon and flows will be diverted into the former "Homestead" pump station maintaining only one meter.

The Public Works Engineering Department will review all pump selections, metering arrangements and the connection to the existing 14" force main from Harrington.

The Department has spoken with the City of Harrington Town Manager and Public Works Director and they have no objection to the proposed connection. This westerly sewer connection for the City of Milford will avoid numerous upgrades to the City's infrastructure throughout the town to support development of this area.

The Public Works Department recommends approval of the revised City of Milford Contract User Agreement.

Kent



County

## AGREEMENT FOR SERVICES

Between

**CITY OF MILFORD**

and

**KENT COUNTY LEVY COURT**

for and on behalf of

**KENT COUNTY SEWAGE DISPOSAL DISTRICT NO. 1**

In Connection with

**the Transmission and Treatment of Sewage Discharge from the City of Milford, Delaware**

This Agreement for Services is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between Kent County Levy Court, the governing body of Kent County, Delaware (hereinafter referred to as "Owner"), on behalf of Kent County Sewage Disposal District No. 1, and City of Milford (hereinafter referred to as "Contract User").

### **WITNESSETH:**

For and in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby agree as follows:

### **ARTICLE I - TERM OF AGREEMENT**

- A. The term of this Agreement shall be ten (10) years, commencing upon the date of this agreement, and terminating ten (10) years thereafter. If, at the expiration of the term of this Agreement, Contract User shall not be in default upon any of the terms or conditions of this Agreement, then Contract User shall have an option to renew this Agreement for an additional term of ten (10) years.
- B. The Contract User must notify the Owner in writing, via certified mail, no later than ninety (90) days prior to this Agreement's expiration, in order to indicate the Contract User's intentions to either renew or terminate this Agreement. If the Contract User does

not indicate their intentions in writing to the Owner, as described above, then this Agreement will be automatically renewed on a year to year basis.

## **ARTICLE II - DEFINITION OF TERMS**

The following terms, as used herein, shall have the following meanings:

- A. "Collection System" shall mean gravity or pressurized local transmission lines used to convey Contract User's sewer discharge to a main line pumping station connected directly to a Transmission Line.
- B. "Biological Treatment" shall mean the handling of constituents in Sewage by means of biological processes performed within the Kent County Wastewater Treatment Facility.
- C. "Sewage" shall mean a combination of the water-carried waste from residences, businesses, institutions, industrial establishments, or other structures, buildings, or improvements, together with such ground, surface, and storm water as may be present.
- D. "Sewer" shall mean a pipe or conduit which carries Sewage.
- E. "Transmission System" shall mean main transmission pipelines and pump stations used to convey Sewage to the Kent County Wastewater Treatment Facility.
- F. "Treatment Capacity" shall mean average monthly capacity as defined in the Kent County Wastewater Treatment Facility National Pollutant Discharge Elimination System (NPDES) Permit.

## **ARTICLE III - SERVICES TO BE RENDERED**

The services to be rendered to Contract User by Owner shall be sufficient to carry out and perform the functions contemplated by terms of this Agreement, including but not limited to the following:

### **A. Transmission of Sewage**

- 1. The transmission of all sewage will include pumping and piping necessary to transmit sewage through Owner's Transmission System to the Kent County Wastewater Treatment Facility. This obligation extends only to construction and operation of Owner's Transmission System and does not include the construction and operation of the Contract User's Collection System and local Transmission Lines which feed sewage into the Owner's Transmission System. Contract User is to construct, maintain and operate their Collection System and local Transmission Lines. This obligation is further limited to the Contract User's quantity as defined under Article IV (B).

### **B. Treatment of Sewage**

- 1. Upon transmission of Contract User's sewage through Owner's main conveyance system and pumping stations to the Kent County Wastewater Treatment Facility, Owner agrees to treat Contract User's sewage to a degree sufficient to enable the

final effluent to comply with the Kent County Wastewater Treatment Facility National Pollutant Discharge Elimination System (NPDES) Permit.

2. In the event that Owner cannot for any reason transmit and/or treat any sewage produced and/or delivered by Contract User, and provided that Owner's inability to transmit and/or treat such sewage is (a) not due to any cause or fault directly attributable to Contract User or (b) any significant change in the characteristics of the sewage of any existing or new contributor, or (c) in the event such sewage is not amendable to Biological Treatment due to any cause or fault which is not directly attributable to Contract User, the Owner agrees to construct and provide such additional facilities as may be necessary, in the sole discretion of Owner, to accomplish treatment of such sewage, with the expense of such additional facilities to be allocated and paid in accordance with Article V of this Agreement.
3. In the event that Owner's inability to transmit and/or treat such sewage is due to a cause or fault directly attributable to a significant change in the characteristics of sewage produced and/or delivered by Contract User, rendering it no longer amendable to Biological Treatment, then Contract User shall assume full responsibility for any and all costs or expenditures required to transmit and/or treat such sewage, including but not limited to any and all operation, maintenance, engineering and legal expenses, or other financial liability.
4. Within thirty (30) days of Contract User's receipt of written notice from Owner that Owner is unable to transmit and/or treat such sewage, Contract User's shall take all appropriate remedial action to render such sewage capable of transmission and/or treatment by Owner or, alternatively, Contract User shall submit to Owner a written plan for appropriate remedial action to render such sewage capable of transmission and/or treatment by Owner in manner and upon such other terms as may be acceptable to Owner.
5. Upon Contract User's failure to take appropriate remedial action or failure to submit to Owner a written plan for appropriate remedial action, as aforesaid, Owner may, at its option, (1) advance all costs and expenditures required to transmit and/or treat such sewage and invoice Contract User for same, in which event Contract User shall reimburse Owner for all such costs and expenditures within sixty (60) days of the receipt of any invoice for same, or (2) terminate this Agreement upon (30) days written notice.

#### **ARTICLE IV - CHARACTERISTICS & QUANTITY OF CONTRACT USERS SEWAGE**

Owner's obligation to transmit and treat Contract User's Sewage, as required hereunder, is and shall be subject to the following conditions:

##### **A. Quality of Sewage**

1. Contract User's Sewage may be either raw or pretreated sewage but will not be acceptable (1) if it does not comply with the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, or (2) if, upon the addition of

said sewage to the sewage flow entering the Kent County Wastewater Treatment Facility, the resulting combined sewage flow is not amendable to Biological Treatment or (3) the resulting combined sewage flow contributes to a violation of standards set in the Kent County Wastewater Treatment Facility's (NPDES) Permit.

**B. Quantity of Flow**

1. On or before the first (1st) day of July in each even numbered year during the term of this Agreement, Contract User shall submit to Owner a projection of Contract User's sewage flow for each of the next succeeding five (5) year period. All submissions shall clearly identify Contract User's current and projected sewage flows.
2. Based upon the aforesaid projections submitted by Contract User and the projected flows of other contributors to Owner's main conveyance system Owner shall initiate preplanning for the expansion of Transmission System capacity and/or treatment capacity, as Owner deems necessary or appropriate, if and when the projected capacity of a particular Transmission System component and/or the projected treatment capacity of the Kent County Wastewater Treatment Facility reaches eighty-five percent (85%), respectively. Owner shall subsequently contract to expand Transmission System capacity if and when the actual capacity of any particular Transmission System component has reached ninety percent (90%) of its available transmission capacity, as determined by Owner. Similarly, Owner shall subsequently contract to expand treatment capacity if and when the actual monthly average influent flow of the Kent County Wastewater Treatment Facility reaches ninety percent (90%) of its permitted capacity, as stated in the NPDES permit. Owner agrees to make good faith effort to fund and construct aforementioned improvements, however, as circumstances dictate, execution of this Agreement does not constitute a guaranty by Owner of transmission system and/or treatment capacity at the time when Contract User's projected flows require it.
3. In the event that Owner's inability to transmit and/or treat Contract User's sewage flow request is due to a cause directly attributable to Contract User's significant change in the projected flow of sewage, not comparable in percentage to requests of other contributors or previous updates of the Contract User, then Contract User shall assume full responsibility for any and all costs or expenditures required to transmit and/or treat such sewage flow increase, as contemplated by Article III , including but not limited to any and all operation, maintenance, engineering, and legal expenses, or other financial liability. Within thirty (30) days of Contract User's receipt of written notice from Owner that Owner is unable to transmit and/or treat such sewage flow increase requests, Contract User shall submit to Owner a written plan for appropriate action to render such sewage flow increases capable of transmission and/or treatment by Owner in manner and upon such other terms as may be acceptable to Owner. Upon Contract User's failure to submit to Owner a written plan for appropriate remedial action, the User's request for sewage flow increase shall be considered withdrawn.

## **ARTICLE V - PAYMENT FOR SERVICES**

### **A. Manner of Payment**

1. Payment for any and all transmission and/or treatment services rendered by Owner hereunder shall be made in monthly installments, unless stated differently below, and delivered to the Kent County Treasurer, based upon invoices generated on or before the 15th day of the following month. Payment upon any invoice so generated shall be due within twenty (20) days of the date of the invoice. Upon Contract User's failure to pay any invoice so generated, the outstanding balance due upon such invoice shall accrue a financing charge in the amount of one and one-half percent (1.5%) per month.
2. All monies received from the Contract User by the Kent County Treasurer shall be deposited into Owner's Sewer Fund. It shall be deemed a violation of this Agreement for Owner to cause or permit any such monies received from Contract User pursuant to this Agreement to be mingled with any of the Owner's general revenue sources (including but not limited to real property tax revenues) or withdrawn from Owner Sewer Fund and expended for any purpose not a necessary and integral function of the operation of Kent County Sewage Disposal District No. 1.

### **B. Uniform Rates**

1. Contract User agrees to pay Owner for all of Contract User's sewage transmitted and treated by Owner at a rate known as "the Uniform Rate". The Uniform Rate shall be based upon the Annual Sewer Fund Budget adopted by Owner, which shall assume and identify the annual projected flow of Contract User's sewage to be transmitted and treated by Owner. From the annual projected flow of Contract User's sewage, Owner shall calculate the Uniform Rate on a basis of 1,000 gallons of sewage. Owner shall then adopt the Uniform Rate in the form of a Resolution at the same time as Owner's Annual Sewer Fund Budget. Capital expenses associated with Owner's operation and maintenance of the Owner's Transmission System and treatment facilities shall be a part of the annual Sewer Fund Capital Budget adopted by Owner, and shall be incorporated into the Uniform Rate, with the exception of the debt service associated with the portion of the Southern Transmission Bypass located within the corporate limits of the Contract User.
2. Southern Transmission Bypass Debt Service Rate - Contract User agrees to pay Owner for the debt service associated with the construction of the Southern Transmission Bypass located within the corporate limits of Contract User. The Owner shall invoice Contract User quarterly for the actual principle and interest associated with the portion of the Southern Transmission Bypass located within the corporate limits of Contract User incurred by Owner on behalf of Contract User in the previous quarter.

3. Throughout the term of this Agreement, Owner shall invoice Contract User for the flows transmitted through Kent County Pump Station No. 7. City of Milford Pump Station "Lighthouse Estates" and a proposed single pump station, to be referred to as "Northwest Milford" connecting to the main transmission force main in the area of Church Hill Road.
4. Contract User shall meter and report to the Owner the monthly readings for the City of Milford's Lighthouse Estates Pump Station and the Northwest Milford Pump Station.
5. In addition, Owner shall invoice Contract User quarterly for the actual principle and interest associated with the portion of the Southern Transmission Bypass located within the corporate limits of Contract User incurred by Owner on behalf of Contract User in the previous quarter.
6. Contract User shall pay Owner for all Contract User's sewage transmitted and treated by Owner on a monthly basis as provided herein above, in an amount determined by multiplying Contract User's actually measured sewage flow for each month times the Uniform Rate.

#### **ARTICLE VI - MEASUREMENT OF CONTRACT USER'S SEWAGE FLOW**

- A. Any and all measurements of Contract User's Sewage flow, as required by Article V above, shall be performed under a monitoring program conducted and supervised by Owner. The results of all flow measurements shall be evaluated monthly, and shall serve as the basis for Owner's charges to Contract User.
- B. The metering device(s) utilized to measure Contract User's sewage flow shall be calibrated semi-annually by an independent testing agency for average daily flow rates over 0.10 mgd. Metering devices with average daily flow rates less than 0.10 mgd shall be calibrated on a bi-annual basis. The results of calibrations shall be made available to Contract User.
- C. If the calibration reveals a discrepancy greater than 10% the monthly sewer billing to the Contract User shall be adjusted (up or down) for a three (3) month period immediately preceding the calibration. No action shall be taken for metering devices within 10% accuracy.
- D. The costs of calibrations for metering devices in Owner's facilities shall be included in the operation and maintenance costs of Owner's main conveyance system and shall be incorporated into Owner's annual Sewer Fund Operating Budget. The costs of calibrations maintenance, repair and replacement for metering devices located in Contract User's facilities shall be borne by the Contract User and the prorated share of the calibration cost shall be billed to the Contract User's under a separate invoice.
- E. Owner shall secure and retain services for the repair and maintenance of the aforesaid metering devices, including provision for the immediate replacement of any faulty or inoperable metering device(s). The costs associated with maintenance, repair and replacement of metering devices located in Contract User's facilities shall be borne by the Contract User and shall be added to Contract User's monthly bill.

- F. In the event that it becomes impossible to accurately measure Contract User's sewage flow for a portion of a billing period, due to the failure or malfunction of any particular metering device, then Contract User's sewage flow for said portion shall be deemed to occur at the weekly average rate as Contract User's sewage flow for the three (3) months immediately preceding the billing period or occurrence of the inaccuracy.
- G. Calibration, maintenance, repair and replacement of potable water metering device(s) used in the Contract User's flow determinations shall be the sole responsibility of the Contract User.
- H. During an emergency, temporary or other operational conditions where metered flows are unavailable or not representative of the true flow quantity; Owner and Contract User shall handle the determination of the flow quantity administratively.
  - 1. The Contract User's sewage flow during said condition shall be deemed to occur at the weekly average rate as Contract User's sewage flow for the three (3) months immediately preceding the billing period not effected by the operational condition.
  - 2. In the event said operational condition is planned or forecasted to continue for an extended period the Owner and Contract User may discuss alternative calculation methods or estimates that are fair and reasonable to both parties. A mutual agreement shall be documented in writing.

#### **ARTICLE VII - AUDIT**

- A. Financial information concerning Contract User revenue and expenses and District revenue and expenses shall be tracked separately within the Sewer Fund. An audit of the financial position of the Sewer Fund shall be conducted annually, and shall be performed in conjunction with and according to the same procedures as the annual audit of the financial records of Kent County.

#### **ARTICLE VIII - TERMINATION OF SERVICES**

- A. Except as otherwise provided herein, either party may terminate this Agreement upon thirty-six (36) months written notice to the other party; provided that notwithstanding any such notice of termination, Contract User agrees to pay Owner for any and all transmissions and/or treatment services rendered by Owner hereunder; and further provided that, notwithstanding any such notice of termination, Contract User shall reimburse Owner for Contract User's prorate share of capital debt charges incurred by Owner (less depreciation) for any capital project which, during the term of this Agreement, was undertaken by Owner for the specific benefit of Contract User. In the latter event, Contract User shall reimburse Owner by making prorate payments in accordance with the debt service schedule originally contemplated by the parties at the time such capital debt charges were incurred by Owner.

#### **ARTICLE IX – TRANSMISSION SYSTEM IMPROVEMENTS AND RIGHT-OF-WAYS**

- A. Contract User agrees to make reasonable efforts to secure, obtain, and transfer to Owner any and all right-of ways, easements, or other covenants concerning real property within

its control or jurisdiction which may be necessary or required by Owner for the construction, operation, maintenance, or repair of Transmission System.

- B. The Contract User shall submit the design drawings for the Owner's review and approval of the City's Northwest Milford pump station for the northwest section of the City connecting to the main transmission force main in the area of Church Hill Road before starting pump station construction. The Contract User shall also submit any revisions or upgrades to the system as it connects directly to the Transmission System, including but not limited to force mains, pumps, flow meters etc..

#### **ARTICLE X - ARBITRATION**

- A. Any controversy or claim arising out of or related to this Agreement, or any breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment, upon the award rendered by the arbitrator(s), may be entered in any court having jurisdiction thereof. In any such controversy or claim, each party shall bear its own costs and neither party shall be responsible for payment of the other's legal, technical, or other costs of arbitration or litigation.

#### **ARTICLE XI - SANITARY CODE OF KENT COUNTY**

- A. In the event of direct conflict between the terms of the Agreement and the provisions of the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, the terms of this Agreement shall control and be determinative. In all other events and respects, including but not limited to any ambiguity in terms of this Agreement or any failure of this Agreement to make provision for any fact or circumstance, the provision of the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, shall control. To this end, the provisions of the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, are hereby incorporated herein by this reference.

#### **ARTICLE XI - INTENDED LEGAL EFFECT**

- A. Owner and Contract User agree it is the intent of both parties, and a condition to the formation of this Agreement, that any future owners of the Contract User's Collection System serviced in the accord with this Agreement be legally bound in accord with the terms hereof. For that reason, Contract User understands that recordation of this Agreement may be deemed necessary by Owner, and consents thereto, for the purpose of providing notice to future owners of the Collection System of the conditions and obligations set forth in this Agreement.
- B. Contract User agrees it will not sell the aforesaid property without giving thirty (30) days written notice to Owner of the sale of any or all of the Collection System. Contract User also agrees it will give any purchaser of some or all of the Collection System thirty (30) days written notice of the terms and conditions of this Agreement. Failure of Contract User to give such notices may be viewed by Owner as a material breach of this contract, permitting Owner to refuse to provide the services or other value provided in the Agreement. Owner may require the execution by any party assuming the ownership of some or all of the Contract User's Collection System or sewer service territory covered

by this Agreement to enter into a new written Agreement, under the same terms and conditions, to the extent permitted by law.

**ARTICLE XIII - MAIN SYSTEM CAPITAL IMPROVEMENT FEES & SANITARY SEWER DISTRICT EXPANSION FEES**

- A. Contract User shall be subject to payment of Main System Capital Improvement Fees (County Impact Fee) in accordance with Kent County Code Chapter 128, Fees, Article IV for all properties.
- B. In addition, Contract Users shall be subject to payment of District Expansion Fees for EDU's connected through county owned sewer district infrastructure. This applies to the area served by County Pump Station No. 26 - Colony West.

**ARTICLE XIV - MISCELLANEOUS**

- A. This Agreement supersedes any and all previous agreements and understandings, written or oral, between the parties hereto concerning the subject matter hereof.
- B. This Agreement constitutes the entire understanding of the parties with regard to the subject matter hereof, and the parties acknowledge and agree that there is no other agreement or understanding, written or oral, between the parties hereto concerning the subject matter hereof.
- C. No change, modification, revision, or amendment to this Agreement shall be made or enforceable unless such change, modification, revision, or amendment is reduced to writing and duly executed by both parties hereto.
- D. If any provision of this Agreement shall be deemed invalid or unenforceable for any reason whatsoever, then such invalidity or unenforceability shall not render invalid or unenforceable any of the other provisions of this Agreement which may be given effect without such invalid or unenforceable provision, and to this end, the provisions of this Agreement are hereby deemed to be severable.
- E. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, heirs, and assigns.
- F. Any notice required to be delivered to or by either party under this Agreement shall be sent via certified mail, return receipt requested. For purposes of this provision, Owner's address shall be 555 Bay Road, Kent County Administrative Complex, Dover, Delaware 19901, and Contract User's address shall be as set forth herein below.

**IN WITNESS WHEREOF**, intending to be legally bound hereby, the parties to this Agreement have hereunto set their respective hands and seals the day and year first above written.

**KENT COUNTY LEVY COURT**  
("Owner")

BY: \_\_\_\_\_ (Seal)  
P. Brooks Banta, President

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Address Kent County Department of Public Works  
For 555 Bay Road, Dover, DE 19901  
Notices: Attention: Mrs. Diana T. Golt, P.E., Director  
Phone (302) 744-2430

**CITY OF MILFORD**  
("Contract User")

BY: \_\_\_\_\_ (Seal)

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Address \_\_\_\_\_  
For Department  
Notices: \_\_\_\_\_  
Address, City, State, Zip  
\_\_\_\_\_  
Attention  
\_\_\_\_\_  
Phone

Attachment: Kent County Code, Chapter 180

## Plan Review/Inspection Agreement

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the **CITY OF MILFORD**, a political subdivision of the State of Delaware, (Hereinafter referred to as “City”) and **FIRST STATE INSPECTION AGENCY, INC.** (Hereinafter referred to as “FSIA”).

**WHEREAS**, the parties desire to establish a relationship with respect to plan reviews and inspections of permitted construction in the City of Milford and establish certain aspects of their relationship.

**NOW THEREFORE**, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. FSIA shall conduct plan reviews, prior to the issuance of a permit. Alterations or modifications to approved plans will constitute additional review fees.
2. FSIA shall conduct building inspections to meet the requirements of the IRC and IBC Building codes as adopted by the City, including any amendments thereto.
3. FSIA shall conduct on-site inspections, consisting of footing, foundation, framing, energy, and final inspections.
4. FSIA shall maintain written records of on-site inspections until final inspections have been completed, at which time the City will be notified of the Final inspection and a copy of all inspection records will be forward to the City.
5. All inspection requests shall be to the FSIA office.
6. FSIA shall provide technical advice and information, as requested by the City.
7. The City agrees to pay FSIA pursuant to the fee schedule attached hereto. FSIA shall bill the City: upon approval of construction drawings for the cost of plan review; upon the first inspection for half of the cost of inspection; and upon final inspection for the remaining cost of inspection. Payment is due 30 days after receipt of invoice.
9. FSIA shall, during the entire term hereof, and any extension thereof, keep in full force and effect, a policy of general liability insurance with respect to its obligations under this agreement, which is approved by the City and in which the limits of liability shall not be less than one million (\$1,000,000.00) for each accident or occurrence. FSIA also agrees to maintain an Errors and Omissions Policy approved by the City, and in which the limits of liability shall be not less than one million (\$1,000,000.00). FSIA shall furnish the City with the certificate or certificates of insurance or other acceptable evidence that such insurance is in full force at all times during the term hereof.
10. This agreement shall remain in effect for a period of One (1) Year at the same fee schedule, with the option of an additional One (1) Year with a review of the services provided and the fee schedule at that time, to determine the necessity of a possible increase of fees. This agreement will commence July 1, 2019, and end June 30, 2020, provided,

however, that the City shall have the sole option to terminate this contract after One (1) Year, by providing FSIA written notice at least 30 days prior to termination.

**IN WITNESS THEREOF:**

Signed, sealed and delivered in the presence of:

FIRST STATE INSPECTION AGENCY, INC.

\_\_\_\_\_  
Attest  
\_\_\_\_\_  
Printed Name: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Date Commission Expires

CITY OF MILFORD

\_\_\_\_\_  
Attest/City Clerk  
\_\_\_\_\_  
By: Mayor Arthur J. Campbell (SEAL)

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public  
# \_\_\_\_\_  
\_\_\_\_\_  
Date Commission Expires



# First State Inspection Agency, Inc.

## Inspection Fee Schedule

### BUILDING INSPECTIONS

*All use groups other than R3 and R4*

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- New Construction and additions \$ 55.00 *plus* \$.25 per sq. ft. of  
*Gross Floor Area*

*\*Gross Floor Area* is defined as the total square footage of all floors, within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

- Alterations and Tenant Fit-out 2.5% of  
construction cost
- Demolition \$ 40.00
- Signs \$ 40.00

Minimum fee \$ 40.00

#### One and Two Family Dwellings (use groups R3 and R4)

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- Dwellings Unit \$ 225.00 (includes 5 inspections)  
\$ 45.00 each additional inspection
  - Swimming pools \$ 80.00
  - Decks \$ 80.00
  - Minor Interior renovations (basement fit-out) \$ 100.00
  - Sunroom & Screen Porch \$ 100.00
  - Solar Inspection \$ 40.00
- 

- Emergency After Hours Inspections \$ 80.00/hour  
Minimum 1 hour



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: Street Improvements  
Date: June 18, 2019

## Background

As part of the Capital Improvement Plan requests submitted by the Department, several streets are slated for improvements for 2019 and 2020.

In 2017, the Department utilized engineering interns to complete a street Pavement Condition Report, which identified all streets in Good, Fair, Poor, Very Poor or Serious Condition. In development of the 2018-2022 Capital Improvement Plan, all streets rated in Poor, Very Poor or Serious Condition were slated for improvements over the duration of the plan, with approximately \$825,000 being needed each year.

The proposed timing and cost estimates are attached. Staff recommended the program be funded through a combination of General Fund Reserves, Municipal Street Aid, and Real Estate Transfer Tax.

## Discussion

### Projects Underway

Presently, the design work for the following street improvements are under contract with Merestone Consultants:

- Misphillion Street – Columbia Avenue to Fisher Avenue (General Fund Reserves – FY18)
- Marshall Street – SE Front Street to Milford Dog Park (Municipal Street Aid – FY18-19)
- McColley Street – SE Front Street to Misphillion Street (General Fund Reserves – FY18)

This project is slated for construction in the fall of 2019.

Additionally, the design work for improvements that need to take place on Southeast Second Street before DelDOT repaves is under contract with KCI Technologies. These improvements include, curb, sidewalks and utility work (water & sewer).. This work is slated for construction in the fall of 2019.

## Next Phase of Projects

Staff requests Council funding authorization for the contracting of professional services for the remainder of streets listed for 2019 (Fisher Avenue, Roosa Road, Masten Circle, Plum Street and SE 5<sup>th</sup> Street). The anticipated cost for engineering design services for these streets is expected to be \$60,000.

Additionally, streets slated for 2020 will be completed in conjunction with the Lead Service Line Replacement project. Funding for the Lead Service Line Replacement project is through the Delaware Drinking Water State Revolving Fund and Department of Health and Social Service. The street rehabilitation work will be funded through Municipal Street Aid and Real Estate Transfer Tax. Staff recommends both projects be completed by the same design professional.

## Recommendation:

Staff recommends City Council:

1. Authorize funding from Municipal Street Aid (MSA) for design services for the following street improvement projects:
  - a. \$60,000 for Fisher Avenue, Roosa Road, Masten Circle, Plum Street and SE 5<sup>th</sup> Street
  - b. \$72,000 for NW 3<sup>rd</sup> Street, NE 4<sup>th</sup> Street, NW 5<sup>th</sup> Street, North Street, NE 2<sup>nd</sup> Street, Mill Street, Kings Highway, Barker Street and Church Street.
2. Authorize \$75,000 funding from Water Reserves for design services for the lead service line replacement project. Money may be transferred from the loan to pay back Water Reserves.
3. Authorize contracts to KCI Technologies for:
  - a. \$14,500 for the paving of Roosa Road, Masten Circle, Plum Street and SE 5<sup>th</sup> Street;
  - b. \$19,000 for the design and paving of Plum Street
  - c. \$11,635 for the survey and concept plan for Fisher Avenue

# Streets in Poor, Very Poor, & Serious Condition

2018

Mispillion St.	11,909.00	Columbia	Marshall	\$44,659
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2019

Fisher Ave.	12,580.57	SECOND	3rd	\$47,177
Roosa Rd.	18,632.00	Airport	House #903	\$69,870
Masten Cir.	47,758.00	NW Front	Masten Intersection	\$179,093
Masten Cir.	39,321.00	Building #967 E	Building #1001 E	\$147,454
Plum St.	30,545.00	Jefferson	Clarke	\$114,544
Marshall St.	24,134.00	SE Front	North to Deadend	\$90,503
5th St.	35,676.00	Marshall	Bridgeham	\$133,785
McColley St.	11,381.25	Mispillion	SE FRONT	\$42,680

96,853.43 \$825,104

2020

3rd St. N.	11,449.00	Truitt	Church	\$42,934
4th St.	54,980.00	Walnut	NE Front Street	\$206,175
5th St.	11,875.00	Church	Truitt	\$44,531
North St.	60,465.00	NW Front	James	\$226,744
2nd St.	8,242.23	Pierce	East	\$30,908
Mill St.	3,059.78	Corn Cob	End	\$11,474
Kings Hwy.	23,978.00	Williams	Plum	\$89,918
2nd St.	5,774.44	Walnut	Washington	\$21,654
Barker St.	5,863.00	Walnut	Washington	\$21,986
Church St.	32,590.00	North	Bright	\$122,213

29,752.44 \$818,537

2021

Maple Ave.	19,949.76	Corn Cob	Causey	\$74,812
Maple Ave.	27,836.00	U.S. Post Office (Back Parking I	Walnut	\$104,385
Cedar Wood Ct.	20,686.00	House #612	Culdesac	\$77,573
2nd St.	9,154.95	Walnut	North	\$34,331
2nd St.	5,716.96	Church	West	\$21,439
Wilbur St.	17,989.13	Walnut	New	\$67,459
3rd St. S.E	38,177.00	Charles	Lovers	\$143,164
North St.	26,127.00	Dupont	Drew	\$97,976
8th St.	3,798.43	189ft W of REHOBOTH	REHOBOTH	\$14,244
Maple St.	15,753.00	Cedar Wood	Beech Wood	\$59,074
6th St.	13,241.00	Church	Truitt	\$49,654
4th St.	10,457.00	North	Walnut	\$39,214
5th St.	5,613.86	Washington	East	\$21,052
8th St.	7,835.58	Washington	East	\$29,383

208,886.23 \$833,759

2022

Lovers Ln.	43,339.00	SE Front	L Street	\$162,521
*L St.	2,271.44	Richard	Lovers	\$8,518
Dorsey Ln.	4,684.35	6th	Washington	\$17,566
Grier Ln.	5,121.00	Lakelawn	Cul-de-sac	\$19,204
Mullet Run St.	27,980.06	Vickers	Hickman Door	\$104,925
Brent-Jordan Way	11,472.75	Airport	Mullet Run	\$43,023
McColley St.	9,689.97	Giltcrist	Delaware	\$36,337
Milford Crossing Ave.	10,698.38	465ft S of Airport	End	\$40,119
Eleventh St.	29,499.25	Parking Lot Entrance	WalMart Road	\$110,622
Fourth St.	3,523.17	Washington	End	\$13,212
Fourth St.	11,052.76	Marshall	Fisher	\$41,448
School Pl.	21,421.18	House #111	SEABURY	\$80,329
Washington St. N.	6,769.65	Dorsey	5th	\$25,386
Washington St. N.	9,872.49	2nd	NE FRONT	\$37,022
Park Ave.	14,592.00	WALNUT	Denny Row	\$54,720
Washington St. S.	1,303.91	3rd	Barker	\$4,890

\$799,843

2023

West St.	11,480.00	6th	5th	\$43,050
*A Alley	6,848.00	9th	West	\$25,680
Ballpark Ln.	13,599.00	3rd	Washington	\$50,996
Beechwood Ct.	6,923.70	Maple	Cul-de-sac	\$25,964
Bridgeham Ave.	15,536.53	SE FRONT	SECOND	\$58,262
9th St.	6,287.90	WALNUT	Washington	\$23,580
Bridgeham Ave.	20,339.38	3rd	4th	\$76,273
Carlisle Ln.	4,188.42	McColley	SECOND	\$15,707
Caulk	4,635.00	Marvel	House #513	\$17,381
*Corn Cob Alley	6,358.09	Maple	Mill	\$23,843
*D Alley	833.63	Church	End	\$3,126
Hickman Door Way	7,985.71	Mattlind	Mullet Run	\$29,946
Richard St.	8,127.53	Lemuel	End	\$30,478
Church St.	17,006.45	House #786	House #654	\$63,774
Kent Pl.	33,585.00	Lakeview	Seabury	\$125,944
Foster St.	5,921.80	Kings	Parking Lot (Outside Corner)	\$22,207
Polk Ave.	7,215.56	Jefferson	Kings	\$27,058
Front St. S.W.	20,447.47	Church	WALNUT	\$76,678
Montgomery St.	4,531.45	Montgomery	Frankliin	\$16,993
Delaware Ave.	6,403.90	WALNUT	J	\$24,015
*Dixie Alley	6,424.42	Delaware	Nelson	\$24,092
*Dixie Alley	6,830.34	Elizabeth	MCCOY	\$25,614

\$830,660

**KCI TECHNOLOGIES, INC.**  
**EXTRA WORK AUTHORIZATION**  
**May 30, 2019**  
**KCI Project No. 131803632.FA**

The purpose of this form is to obtain your authorization for the work verbally requested and to confirm the terms under which these services will be provided. KCI Technologies, Inc. is pleased to provide the services described below as an amendment to the contract previously executed, dated May 24, 2018 for the Project called City of Milford On Call Services located in Milford, Delaware.

**Invoices to:** City of Milford  
Attention: Mr. Mark A. Whitfield  
180 Vickers Drive  
Milford, DE 19963

**Scope of Work:**

***Task #1: Survey***

KCI will mobilize a survey team to perform a Topographic survey for 555 LF +/- of Fisher Ave from 2nd Street to 3rd Street Topo corridor will be from face of house to face of house. KCI will contact Miss Utility to locate all known utilities within the area which will be documented by field markings. KCI will also survey surface features within the project area which may be affected by the proposed full depth roadway rehabilitation. Field measurements will be processed into a base map for the design team. Work will be done in DE SPC NAD83 horizontal and NAVD88 vertical datum set by GPS control. Deed and plat research will be performed to establish the Right-of-Way for Fisher Ave and the location of property side lines along Fisher Ave from adjoining lots. Lot property lines that do not coincide with the R.O.W. or terminate at the R.O.W. are not included in this scope (i.e. rear lot lines). No drafting of boundary and R.O.W. plats is included in this scope of work. The creation of Easements or any drafting associated with their creation is not included in this scope of work.

Start of field work within 15 business days of NTP, and delivery of base plan within 10 business days of completion of field work.

**Estimated Fee: \$6,635.00**

***Task #2: Concept Plan Development***

KCI will review the survey information and discuss project objectives/challenges with the City. Based on this information, KCI will develop an overall project concept plan to serve as the basis of design. KCI will develop a detailed scope of work in accordance with the basis of design for review and approval by the City prior to proceeding with final design.

**Estimated Fee: \$5,000.00**

**Prepared by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
*(Name)* *(Name)*  
*(Title)* *(Title)*

**Guarantee:** In consideration of the execution of this contract and extension of credits, the signator does hereby unconditionally and personally guarantee the payment of all fees and expenses arriving out of said contract.

**Work Authorized by:**

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Print or Type Name) (Title)

\_\_\_\_\_  
(Signature)

**KCI TECHNOLOGIES, INC.**  
**EXTRA WORK AUTHORIZATION**

*June 3, 2019*

**KCI Project No. 131803632.19A**

The purpose of this form is to obtain your authorization for the work verbally requested and to confirm the terms under which these services will be provided. KCI Technologies, Inc. is pleased to provide the services described below as an amendment to the contract previously executed, dated March 23<sup>rd</sup>, 2018 for the Project called 2019 Road Rehabilitation - A, located in Milford, Delaware.

**Invoices to:** City of Milford  
Attention: Mark A. Whitfield  
180 Vickers Drive  
Milford, DE 19963

**Narrative:**

The City recently requested KCI's support in providing design services for the SE 5<sup>th</sup> Street, Roosa Road, and Masten Circle Paving Projects. The project will consist of milling and paving existing roads to City specifications in the following areas:

- SE 5<sup>th</sup> Street from Marshall Street to Bridgeham Avenue.
- Roosa Road from South Dupont Boulevard to Airport Road
- Masten Circle from Front Street to the Masten Circle Loop intersection
- Masten Circle from Building #967E to Building #1001E

Work performed on this task, once authorized, will be billed under the terms of the existing on-call contract, with the reference project number 131803632.19A.

**Scope of Work:**

**Task #1 – Design Phase Services**

As discussed with the City, the following detailed scope will be performed by KCI:

KCI will develop bidding documents for the project consisting of construction specifications and a diagram showing the limits of paving. The City has provided preliminary design documents that KCI will utilize as a basis for the design.

1. The construction specifications will be produced to supplement the City's standard specifications. Special attention will be focused on minimizing traffic impacts to Milford's residents during construction.
2. Since the project is limited to mill and pave with no subsurface utility modification, the paving diagrams will be based on GIS and Aerial mapping. No field survey is proposed. Exact limits of work are to be marked in the field at the pre-construction meeting by City personnel.

KCI has assumed that the City will implement temporary maintenance of traffic measures as required and that full maintenance of traffic and detour plans are not required. Similarly, no impacts to DelDOT maintained roadways which would require MOT or construction permitting is anticipated.

Once the bidding documents are complete, KCI will submit them to the City for review. Upon receiving approval from the City, KCI will advertise the project to the public as well as a list of preferred contractors.

KCI will provide one (1) engineer's estimate for the probable construction costs for the project.

It is anticipated that one (1) design review meeting with City staff will be held at the time of 90% design.

**Fees and Payments:**

The following fees are for the performance of the Work listed in the Scope of Services above, at the location described above. The fees listed in this Fees and Payments section do not cover any Additional Work (defined herein), or any other services which are not specifically described as part of the Work listed in the Scope of Services above. Payments of any invoice shall be taken to mean that the Client is satisfied with the services and is not aware of any deficiencies in those services.

KCI's estimated fee for the Work listed in the Scope of Services above will be **\$14,000.00**, which will be invoiced monthly on a time and material basis using the previously approved rates. KCI will notify the City in advance if this budget estimate is anticipated to be exceeded.

**Direct Expenses:**

Direct Expenses, such as mileage, postage, reproductions, etc., will be billed based on the previously approved Schedule of Rates. Direct Expenses are **expected not to exceed \$500**.

**Additional Work:**

Experience indicates that certain additional items of work may be required or necessary which KCI cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions listed above on "Fees and Payments" for the performance of the Work. Further, the performance of these items is not included in the Work unless the item is expressly described as the Work in the preceding Scope of Services section. These additional items of work ("Additional Work") are caused by many factors, usually at the discretion of the Client and/or construction contractors. They may also be caused by reviewing agency or Client variance/deviation from present policies and standards of reviewing governmental agencies. "Additional Work" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Proposal, all such descriptions are intended to be encompassed within the term Additional Work.

- Surveying and geotechnical work.
- Permitting or approvals other than those stated above.
- Checking of work performed by others except for those items specifically listed in the scope of services above.
- Development of easement exhibits or access agreements.
- The recording of plats and documents and fees for same.
- Regulatory, filing and review fees.
- Construction stakeout or other surveying services.
- Boundary verification surveys.
- Bid and construction phase services.
- Inspection services, including site visits and inspection reports not included in the above Scope of Services.

**Note:** If an extra work authorization is required for an additional project task KCI will not commence the execution of the described work until receiving a signed copy of the extra work authorization.

**Fees and Payments for Additional Work:**

Fees and payments for Additional Work shall be in addition to any fees and payments for the Work described in the Scope of Services above. Fees and Payments for Additional Work will be billed in accordance with the above Fees and Payments section.

**Extra Work Authorization:**

If this Proposal is satisfactory, acceptable and fully set forth the terms of our understanding, please sign the Acceptance and return a copy to KCI's office. This Proposal shall be deemed an ADDENDUM to the Contract previously executed between the parties hereto dated March 23, 2018, and all the terms and conditions set forth in the originating contract aforesaid are hereby by reference thereto.

KCI welcomes the opportunity to serve the City and looks forward to working with you on this project. The Project Manager to be assigned to the Work is Robert Ott, P.E. and his telephone number is (302) 318-1084.

Respectfully submitted,



Daniel String, P.E.  
Sr. Project Manager

**Work Authorized by:**

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(Print or Type Name)

(Title)

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(Signature)

**Project Name:** City of Milford - 2019 paving rehabilitation A

**Project No.:** 13190124P 131803632.19A SE 5th, Roosa, E Masten

Dated Entered: 6/3/2019

By: RJO

Mult.= 1.00

**Labor:** Estimated Project Multiplier =

PR	SPM	SPM	PE	SPD	ST	2-Man	TA	S-OFF	Other	Other	Labor Cost	Misc. Fee	Labor Fee	Task No.	Scope of Work
		DS 134.50	RO 126.50	AW 88.00			ND 60.00							1	SE 5th Street Paving Project
				10.0							\$880.00		\$880.00		Review Docs and Organize
		2.0	6.0	12.0							\$2,084.00		\$2,084.00		Construction Plans
		4.0	16.0	40.0							\$6,082.00		\$6,082.00		Specifications
		1.0	4.0	8.0							\$1,344.50		\$1,344.50		Address Review Comments
											\$0.00		\$0.00		Permitting
											\$0.00		\$0.00		E&S
		1.0	2.0	4.0							\$739.50		\$739.50		Cost Estimate
		2.0	4.0								\$775.00		\$775.00		Meetings (1)
				16.0							\$2,024.00		\$2,024.00		PM and QA/QC
											\$0.00		\$0.00		
0.0	0.0	10.0	48.0	74.0	0.0	0.0	0.0	0.0	0.0	0.0	\$13,929.00	\$0.00	\$13,929.00		Subtotal of Hours
															132.0

Total Contract Labor Fees	\$13,929.00	\$0.00	\$13,929.00
Total Subs			\$0.00
<b>TOTAL FEE (excluding directs)</b>			<b>\$13,929.00</b>
Total Directs			\$500.00
<b>Total Fee (including directs)</b>			<b>\$14,429.00</b>

**\$13,929.00**

**KCI TECHNOLOGIES, INC.**  
**EXTRA WORK AUTHORIZATION**  
**June 3, 2019**  
**KCI Project No. 131803632.PS**

The purpose of this form is to obtain your authorization for the work verbally requested and to confirm the terms under which these services will be provided. KCI Technologies, Inc. is pleased to provide the services described below as an amendment to the contract previously executed, dated May 24, 2018 for the Project called City of Milford On Call Services located in Milford, Delaware.

**Invoices to:** City of Milford  
Attention: Mr. Mark A. Whitfield  
180 Vickers Drive  
Milford, DE 19963

**Narrative:**

The City recently requested KCI's support in providing design services for the Plum Street Paving Project. The project will consist of full depth replacement of the existing paving along Plum Street from Jefferson Avenue to W Clarke Avenue and repaving to City specifications. Restoration of Driveway entrances and limited landscaping relocation may be a part of this contract.

Work performed on this task, once authorized, will be billed under the terms of the existing on-call contract, with the reference project number 131803632.PS.

**Scope of Work:**

***Task #1: Survey***

KCI will mobilize a survey team to perform a Topographic survey for 1,000 LF +/- of Plum Street from Kings Highway to West Clarke Ave. Topo corridor will be 40'+/- wide centered on the physical centerline of the existing paved street. Field measurements will be processed into a base map for the design team. Work will be done in DE SPC NAD83 horizontal and NAVD88 vertical datum set by GPS control. KCI will contact Miss Utility to locate all known utilities within the area which will be documented by field markings. KCI will also survey surface features within the project area which may be affected by the proposed full depth roadway rehabilitation.

No boundary or Right-of-Way determinations are included in this scope of work, nor is the location of any boundary markers in the field. No drafting of plats is included in this scope of work.

KCI will begin field work within 15 business days of NTP, and delivery of base plan within 10 business days of completion of field work.

**Estimated Fee: \$6,685.00**

***Task #2: Design Phase Services***

Based on previous discussions with the City, the proposed rehabilitation will include full depth replacement of the existing roadway. No KCI will develop bidding documents for the project consisting of construction plans and specifications. The City has provided preliminary design documents that KCI will utilize as a basis for the design.

1. The construction specifications will be produced to supplement the City's standard specifications. Special attention will be focused on minimizing traffic impacts to Milford's residents during construction.
2. The paving diagram will show, in general terms, the area to be milled and repaved. Exact limits of work are to be marked in the field at the pre-construction meeting by City personnel.

KCI has assumed that the City will implement temporary maintenance of traffic measures as required and that full maintenance of traffic and detour plans are not required.

Once the bidding documents are complete, KCI will submit them to the City for review. Upon receiving approval from the City, KCI will submit the plans for the necessary permits and funding reviews. KCI will address one round of comments for each review agency and resubmit for final approval. The permit and funding reviews will include:

1. Sussex Conservation District Standard Plan Approval for Minor Linear Utility Disturbances

KCI will provide one (1) engineer's estimate for the probable construction costs for the project.

- B. It is anticipated that one (1) design review meeting with City staff will be held.

**Estimated Fee: \$18,500.00**

**Direct Expenses:**

Direct Expenses, such as mileage, postage, reproductions, etc., will be billed based on the previously approved Schedule of Rates. Direct Expenses are **expected not to exceed \$500.**

**Additional Work:**

Experience indicates that certain additional items of work may be required or necessary which KCI cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions listed above on "Fees and Payments" for the performance of the Work. Further, the performance of these items is not included in the Work unless the item is expressly described as the Work in the preceding Scope of Services section. These additional items of work ("Additional Work") are caused by many factors, usually at the discretion of the Client and/or construction contractors. They may also be caused by reviewing agency or Client variance/deviation from present policies and standards of reviewing governmental agencies. "Additional Work" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Proposal, all such descriptions are intended to be encompassed within the term Additional Work.

- Road Coring and geotechnical work – **KCI will coordinate with the City's geotechnical consultant to obtain representative corings/test holes to document the existing subgrade conditions.**
- Permitting or approvals other than those stated above.
- Checking of work performed by others with the exception of those items specifically listed in the scope of services above.
- Development of easement exhibits or access agreements.
- The recording of plats and documents and fees for same.
- Regulatory, filing and review fees.
- Construction stakeout or other surveying services.
- Boundary verification surveys.

- Bid and construction phase services.
- Inspection services, including site visits and inspection reports not included in the above Scope of Services.

**Note:** If an extra work authorization is required for an additional project task KCI will not commence the execution of the described work until receiving a signed copy of the extra work authorization.

**Fees and Payments for Additional Work:**

Fees and payments for Additional Work shall be in addition to any fees and payments for the Work described in the Scope of Services above. Fees and Payments for Additional Work will be billed in accordance with the above Fees and Payments section.

**Extra Work Authorization:**

If this Proposal is satisfactory, acceptable and fully set forth the terms of our understanding, please sign the Acceptance and return a copy to KCI's office. This Proposal shall be deemed an ADDENDUM to the Contract previously executed between the parties hereto dated March 23, 2018, and all the terms and conditions set forth in the originating contract aforesaid are hereby by reference thereto.

KCI welcomes the opportunity to serve the City and looks forward to working with you on this project. The Project Manager to be assigned to the Work is Robert Ott, P.E. who can be reached at (302) 318-1084.

**Prepared by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
*(Name)* *(Name)*  
*(Title)* *(Title)*

**Guarantee:** In consideration of the execution of this contract and extension of credits, the signator does hereby unconditionally and personally guarantee the payment of all fees and expenses arriving out of said contract.

**Work Authorized by:**

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Print or Type Name) (Title)

\_\_\_\_\_  
(Signature)

**Project Name:** City of Milford - Plum Street  
**Project No.:** 13190124P 131803632.PS  
 Dated Entered: 6/3/2019  
 By: RJO/DRS

Mult.= 1.00

Labor: Estimated Project Multiplier =

PR	SPM	SPM	PE	SPD	ST	2-Man	TA	S-OFF	Other	Other	Labor Cost	Misc. Fee	Labor Fee	Task No.	Scope of Work
		134.50	126.50	88.00			60.00		0.00	0.00				1	Plum Street Paving Project
				10.0							\$880.00		\$880.00		Review Docs and Organize
		2.0	8.0	24.0							\$3,393.00		\$3,393.00		Construction Plans
		2.0	8.0	32.0							\$4,097.00		\$4,097.00		Specifications
		1.0	4.0	8.0							\$1,344.50		\$1,344.50		Address Review Comments
											\$0.00		\$0.00		Permitting
		1.0	8.0	16.0							\$2,554.50		\$2,554.50		E&S
		1.0	4.0	8.0							\$1,344.50		\$1,344.50		Cost Estimate
		6.0	8.0	4.0							\$2,171.00		\$2,171.00		Meetings (1)
				20.0							\$2,530.00		\$2,530.00		PM and QA/QC
											\$0.00		\$0.00		
0.0	0.0	13.0	60.0	102.0	0.0	0.0	0.0	0.0	0.0	0.0	\$18,314.50	\$0.00	\$18,314.50		Subtotal of Hours
															175.0

Total Contract Labor Fees	\$18,314.50	\$0.00	\$18,314.50
Total Subs			\$0.00
<b>TOTAL FEE (excluding directs)</b>			<b>\$18,314.50</b>
Total Directs			\$500.00
<b>Total Fee (including directs)</b>			<b>\$18,814.50</b>

**\$18,314.50**



June 13, 2019

TO: Mayor and City Council  
FROM: Eric Norenberg, City Manager  
SUBJECT: Budget Transfer and Supplemental Appropriation

### **Purpose and Background**

As we approach the end of the fiscal year, a budget transfer and supplemental appropriation is needed to balance the final payroll for Administration.

As a result of the change in handling compensation related to transcription of meetings, funds need to be moved from the City Council budget to Administration. And, to cover approved increases and an under budget in the payroll line, a supplemental appropriation is required as follows.

### **Recommendation**

It is recommended that City Council approve:

- Transferring \$7,000 from the City Council payroll to the Administration payroll
- Appropriating \$17,256 from General Fund reserves for Administration payroll

# **MEMORANDUM**

TO: Milford City Council  
FROM: David N. Rutt, Esquire  
DATE: June 20, 2019  
RE: Compensation for Attending Meetings

I was asked at the June 10, 2019 meeting to render an opinion on what compensation a Milford City Councilmember is entitled to. In stating my opinion, it was necessary to look to the sections of the Milford City Charter as well as the Milford City Code. Additionally, I reviewed sections of the State of Delaware Code, Delaware caselaw, and the Rules of Procedure for Kent and Sussex Counties.

## **A. Pertinent Sections of the City of Milford Charter and Code.**

The following are the pertinent sections of the City of Milford Charter and the City of Milford Code that apply to compensation for Councilmembers and the Mayor of Milford.

1. Charter Section 4.03 - Compensation and Expenses: The City Council may determine the annual salary of Councilmembers and the Mayor by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of Councilmembers elected at the next regular election, provided that such election follows the adoption of such ordinance by at least six (6) months. Councilmembers and the Mayor shall receive their actual and necessary expenses incurred in the performance of their duties of office, in accordance with a policy established by City Council by Resolution.

2. Charter Section 4.08 – Meetings: (a) Meetings. The City Council shall meet regularly at least once in every month at such times and places as the City Council may prescribe by Rule. Special meetings may be held in compliance with State Law and may be on the call of the Mayor or of four (4) or more members. All meetings shall be public; however, the City Council may recess for the purposes of discussing in a closed or executive session as permitted by State Law.

3. Code Section 41-1 – Regular and Special Meetings: The regular meetings of the Milford City Council shall be held on the second Monday in each month at 7:30 p.m. in the Council Chambers. Special meetings may be called by the Mayor or by four (4) or more members and, whenever practicable, upon no less than 12 hours' notice. All meetings, regular and special, shall be open to the public.

4. Code Section 63-1 – Definition and Word Usage:

COUNCIL MEETING – The monthly Council meeting, workshop meetings and all other executive meetings called to order by the City Manager or Mayor.

5. Code Section 63-2 – Salaries Established:

A. Each City Councilmember shall receive a salary of \$50.00 per meeting.

B. The Mayor shall receive a salary of \$400.00 per month.

6. Code Section 230-58 – Procedure:

D. No proposed amendment, change, modification or repeal of any zoning regulation, restriction or boundary shall become effective until after a public hearing shall have been held by the City Council at which parties in interest and citizens shall have an opportunity to be heard.

## **B. Delaware State Code.**

The Delaware State Code does not directly address compensation for municipalities. It does give a definition in Title 29, Section 10002(g) of a Meeting as following: “Meeting means the formal or informal gathering of a quorum of the members of any public body for the purpose of discussing or taking action on public business either in person or by videoconferencing.”

Additionally, under Title 9 regarding counties, the State Code addresses change of zone procedures. The State Code requires that any change of zone application that comes before the County Council or Levy Court must be the subject of a public hearing. The public hearing requirement is similar to what is stated above for the City of Milford. That is, there must be an opportunity for the applicant and the public to be heard on the application. It does not indicate whether the public hearing must be part of the regular agenda of the public body or that they be held in a separately called meeting.

I also looked at case law. That will be discussed in my analysis.

## **C. Kent County and Sussex County Procedures.**

Kent County and Sussex County have both adopted procedural policies. The procedural policy for Sussex County is quite clear in how public hearings are stated as an agenda item. Sussex County adopted rules of procedure on January 8, 2019 and under Rule 1 Order of Business, public hearings are a specific agenda item at the Sussex County regular meetings. The policy for Kent County is not as clear. However, in reviewing various agendas Kent County Levy Court also puts public hearings as an agenda item on their normal agenda. For both counties, the Rule of Order is as follows: Call to Order, Invocation, Pledge of Allegiance, Adoption of the Agenda, Approval of Prior Minutes, Public Hearings. The public hearings appear on the agendas before old and new business and before other things such as committee reports. Public hearings are specific agenda items for the normal meetings of both county governmental bodies.

## **D. Analysis.**

The compensation to which Councilmembers and the Mayor are entitled is established by ordinance. Code Section 63-2 states that the Councilmembers will be entitled to \$50.00 per meeting and the Mayor is entitled to \$400.00 per month. The distinction was specifically made for payment to Councilmembers on a meeting by meeting basis. The Milford Code Section 63-1

clearly distinguishes council meetings both regular and special, from workshops. It does not distinguish public hearings or committee meetings as a separate meeting. 29 Del C. §10002(g) in its definition of meeting clarifies that to be compensated for a meeting a council person must be in attendance either in person or by videoconferencing. Since Milford does not have the videoconference option, to be paid the \$50.00 for a meeting, the Councilmember must be present. The Milford Code also does not provide for a payment of \$50.00 per month for services as a councilmember. Payment is solely authorized for attendance at a meeting.

The question arose regarding payment for the public hearings as a separate meeting. In my opinion, the public hearing is not a separate meeting for which a Councilmember can be compensated. Milford is unusual in that it separates the public hearings from the normal Council agenda. This is different than the agendas as noted for both Kent and Sussex Counties as well as agendas for other municipalities that I am aware of. The typical procedure is to have the public hearing as an agenda item after the Call to Order, Invocation, Pledge of Allegiance, and so forth. I am not certain how the procedure has evolved to have the public hearings called to order, conducted and then the meeting called to order. I would suggest that the City Council review its procedure and adopt a process where the meetings are officially called to order and then the public hearings are part of the agenda. On February 12, 2018, Council adopted Rules of Procedure that specifically sets forth the ordering of the agenda. It basically follows the order set out above for Kent and Sussex counties and places public hearings after approval of the minutes and before other Council business.

The fact that public hearings should be part of the normal agenda and not a separate item is bolstered by Delaware case law. Public hearings are typically heard on matters requiring adoption of a new ordinance or an amendment of an existing ordinance. In all cases involving ordinances, the ordinance to be adopted or amended must be introduced at a regular Council meeting and it is then scheduled for public hearings. The public hearing on the proposed ordinance is then to be part of Council action at a scheduled meeting. Since the public hearings are all conducted as part and parcel of the required monthly meetings, there should be no distinction between the public hearings and the regular Council agenda and meeting. *See O'Neill v. Town of Middletown, 2006 WL 205071 (DE Chancery, January 18, 2006)*. Since zoning matters are legislative functions, Council is obligated to conduct a public hearing to hear from the interested parties without adversarial proceedings after which council must weigh the evidence, pass or deny the ordinance seeking the zoning change and must state the reasons for the vote. *Conner v. Shelburne, Inc., 281 A.2d, 608 (DE, 1971)*. *Tate v. Miles, 503 A.2d, 187 (DE, 1986)*. Both of those cases also note that the Council has the right not to immediately vote on an application but to defer the vote. In that case, as is the common practice for Milford City Council, any deferred application comes back to be placed on a future agenda under old business. Therefore, it is unquestioned that public hearings are not separate compensated matters but are part of the normal meeting agenda and any compensation would be paid for as a regular meeting under the Milford Code.

If City Council wishes to amend the compensation to which it is entitled, it must be done by ordinance. *Charter Section 4.03*. That would require in itself that the ordinance amendment

be introduced and that a public hearing be held. It would be an amendment to Code Section 63-2. No amendment would be effective until after the next Council election provided that the ordinance was adopted within six (6) months of the next election. Currently, the Milford City Code provides that the Councilmembers are paid \$50.00 per meeting. The meeting definition includes regular or special meetings of Council and workshops. Thus, there is a distinction between a workshop which is held prior to a Council meeting and the Council meeting itself. Both would be compensable at the rate of \$50.00 per meeting. It is also clear under State Law that to be compensated there must be actual attendance at the meeting by the Councilmember for the member to be compensated.

There is also no provision for compensation for committee meetings. The Milford Code is clear that a compensable meeting is one called to order by the City Manager or the Mayor. *See Code Section 63-1*. It does not include committee meetings which are called to order by a Councilmember Committee Chair. Committee meetings are not separately distinguished and would be viewed as part of the Council persons obligations as an elected representative. Efforts should be made to have the committee meetings coincide with the regular meetings of the City Council.

It is also my understanding the Councilmembers have been routinely paid \$50.00 for a first meeting each month whether they have attended or not, and an additional \$50.00 if they attend a second regular meeting. The first payment is contrary to the Code and State Law. Payment should only be paid for meeting actually attended.

Lastly, the Councilmembers and the Mayor are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties. *See Charter Section 4.03*. Any expense incurred should be fully documented in accordance with the policy which has been adopted. If there are questions on the reimbursement, that should be reviewed with the Finance Department.



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: Sidewalk Inspection Program  
Date: June 21, 2019

The Public Works Department has concluded sidewalk inspection on all collector streets and streets serving public schools. As requested by the Public Works Committee, a cursory inspection has been done on all sidewalks within the City.

City wide, approximately 3215 blocks have been found deficient.

For the area inspected in the Spring 2108, approximately 1820 blocks were found to be deficient. Of those blocks, 185 are the City's responsibility (water meter pits, street signs, hydrants, utility poles, and sewer cleanouts/manholes). Therefore, property owners would be responsible for the repair of approximately 1635 blocks for the present round of inspections.

At the May 28, 2019 Council meeting, Council discusses several options in moving forward,

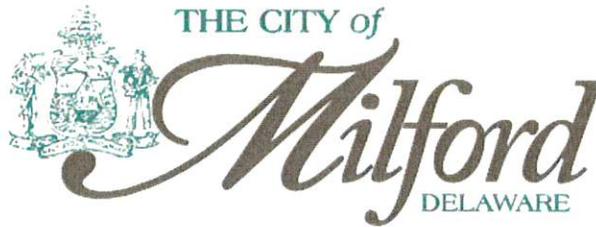
1. Provide a discount to property owners choosing to have the City replace the sidewalks blocks.
2. Provide for 60-month payment plan with no interest.
3. Do not charge a 10% administrative fee for inspection and project administration.
4. The City should complete sidewalks along City owned property first.

Attached is a draft letter as well as other information that would be sent to property owners.

Staff recommends the sidewalk discount be given to those property owners choosing to pay for the sidewalks within 30 days of invoice. Staff recommends that property owners who choose the 60-month financing option pay the full contracted price.

Engineering Technicians have inspected sidewalk blocks adjacent to City owned property and staff is presently seeking prices from contractors for the removal and replacement of those blocks identified as not meeting criteria. The work is anticipated to be completed in the month of July 2019.

If Council is in agreement with the staff recommendation, Request for Bids will be prepared and bids will be received in July, with award anticipated for July 22, 2019



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## SIDEWALK REPAIR NOTICE

Dear Property Owner:

The City of Milford strives to be a safe, walkable community. To this effect, the City has launched a Sidewalk Repair Program. The Public Works Department has developed a schedule to inspect sidewalks in the City over a 4-year cycle, with different areas being inspected each year. For the first year of the program, sidewalk inspections were completed along collector streets and streets serving public schools.

During a recent inspection of your sidewalk, deficiencies were found. City Ordinance Chapter 197 requires property owners to keep public sidewalks along City streets abutting their property in good repair. A satellite photo of your sidewalk is included with this letter depicting the location of the deficient blocks.

**Property owners have until October 31, 2019 complete the repairs of their sidewalks.** If you choose to complete the repairs, please call the City Engineer's office at 302-422-1110 or email [sidewalks@milford-de.gov](mailto:sidewalks@milford-de.gov) to schedule a reinspection of the sidewalk once the work is complete. A pamphlet is enclosed with information on how to complete the sidewalk repairs. **Sidewalks not completed by the property owner by October 31, 2019 will be completed by the City's contractor and will be billed as noted below.**

**Please note that the City will repair any sidewalk blocks found to be deficient that contain a water meter box, sewer manhole/clean-out, street sign, fire hydrant, or utility pole at no cost to the property owner.** Property owners **do not** need to complete the repair of those blocks.

**Property owners can opt to have the City complete the repairs and be billed for the repair cost.** Property owners will have 30 days to make payment for the repairs.

4" thick \$ \_\_\_\_\_ per square foot, or approximately \$ \_\_\_\_\_ per 5' x 5' block  
6" thick \$ \_\_\_\_\_ per square foot, or approximately \$ \_\_\_\_\_ per 5' x 5' block (driveways)

Property owners who want the City to repair the sidewalk must contact the City Engineer's office at your earliest convenience at [sidewalks@milford-de.gov](mailto:sidewalks@milford-de.gov) or 302-422-1110. Property owners electing to have the City repair the sidewalk, and make payment within 30 days of invoice, will receive a 15% discount.

Property owners may finance the sidewalk repair costs completed by the City over a 60-month period at no interest. You will receive a coupon payment booklet to use to make your monthly payments.

Property owners who are financially unable to pay for the repair costs may opt for the City to complete the repair and have a lien filed against the property that will be satisfied at the time the property is sold.

It is important that City of Milford be a safe, walkable community, and we appreciate your effort in being part of that initiative.

Yours truly,

---

Mark A. Whitfield,  
Public Works Director

# **Sidewalk Repair/Replacement Alternatives**

## **Property owner can:**

- 1. Repair/replace the sidewalk themselves**
- 2. Hire a contractor to repair/replace the sidewalk**
- 3. Contact the City and have the City replace using the City's contractor; City will inspect**
- 4. Do nothing and City will repair sidewalk in November 2019**

## **City replacement:**

- 1. City's contractor will remove and replace sidewalk blocks and complete inspection.**
- 2. City will bill property owner for contractor's cost.**

## **Financing options:**

- 1. Property owner can pay directly to contractor hired by them**
- 2. Property owner can pay 85% of City cost at time of billing (15% discount)**
- 3. Property owner can make 60 equal monthly payments for 100% of City's cost at no interest.**
- 4. Property owner can pay nothing and a lien will be filed against property to be satisfied at time of sale.**

**Timeline:**

**August 1, 2019 – Notices sent to property owners identifying sidewalk blocks needing repair**

**October 31, 2019 – Deadline for property owners to have sidewalks repaired/replaced.**

**November 1, 2019 – Notices to property owners sent of City repair of sidewalks not completed by October 30, 2019**

**November 2019 – City contractor replaces sidewalks not completed by property owner.**

**January 2020 – Invoices sent to property owners for sidewalk replacements completed by City contractor.**

**February 1, 2020 – First payments due on invoices.**

**City of Milford  
Public Works Department  
Public Sidewalk  
Repair and Construction  
Criteria**

## Tripping Hazards

Repair/replacement of a sidewalk block is necessary when a tripping hazard exists as follows:

- 1) a crack or joint has separated greater than 1";
- 2) the edge(s) of a crack are chipped or broken, creating a surface opening of 1" or more;
- 3) vertical offset at a crack creates a trip hazard;
- 4) a block is raised or sunken greater than 1" above or below the adjacent block (measured 15" from the edge of the block);
- 5) greater than 25% of the horizontal surface of a block and at any point has deteriorated ½" below the original surface;
- 6) cross slope is insufficient or misaligned;
- 7) water ponds on sidewalk;
- 8) any other deficiency deemed a trip hazard as determined by the City Engineer.

Blocks damaged by tree roots may need special attention and methods of repair which are listed below.

## Suggested Repair Methods

### Patching

Repairs may be made using a half-and half mixture of Portland cement and sand, or with a commercial two-part epoxy-type concrete patch material. The minimum thickness for a patch is 1". **Thicknesses less than 1" generally do not bond well.**

Prior to patching, the deteriorated material should be removed to expose sound concrete. The surface should be prepared with a bonding material or epoxy as prescribed by the patch material manufacturer.

### Grinding

The edge of a raised block may be "shaved" off by using a concrete grinder, as long as the height of the raised portion is no more than 1½". After grinding, the area should be smooth in texture and level with the adjacent block. In no case should the remaining block be less than 2" thick. Chipping or chiseling of the raised portion is not acceptable.

**Placing a wedge of patch material over a portion of a square is not acceptable because wedges will not adhere properly nor will they withstand frost movement.**

### Re-inspection

**Repairs must be re-inspected once complete. Please call 422-1110 to schedule a re-inspection.**

## Graffiti

When choosing to do the work yourself or when hiring a contractor, please remember that keeping the freshly poured concrete from graffiti is your responsibility.

## Sidewalk Replacement

If the deterioration of the sidewalk block is severe, it may be in your best interest to replace the entire block. Please follow the

guidelines listed below for new concrete sidewalk construction.

### Hiring a Contractor

Contractor names can be found in the Yellow Pages of the telephone book under "Concrete Contractors". The contractor should remove and dispose of the old block. Specify to the Contractor that the **concrete is to be Class A, 3300 PSI concrete, and reinforced with fibrillated fiber mesh MD fibers (1-1/2 pounds per cubic yard)**. The block must be at least 4 inches thick in residential areas and at least 6 inches thick for a driveway area. **The side of the sidewalk block should be formed using 2 x 4's (or 2 x 6's at a driveway). Surface edges shall have a 1/4" radius.** The finished surface should be slip resistant by coarse-brooming in a direction perpendicular to the street. The width of the sidewalk block should be at least 5 feet, unless an exception has been granted by the City Engineer. When having two or more blocks poured continuously, the contractor should create a saw cut no greater than 6 feet apart and to a depth of 2". Joints should be placed no greater than 6 feet apart. Expansion joints shall be constructed of pre-molded one-half inch (½") expansion material placed the full depth of the sidewalk for 2 or more adjacent blocks in the same pour. For one single block, the expansion joint may be one-quarter inch (¼"). Expansion material shall be placed between the sidewalk and any rigid structure (e.g. another sidewalk, curb or curb gutter, inlet, concrete driveway, light post, buildings). All hand-formed contraction and expansion joints shall be edged with an edger having one-fourth inch (¼") maximum radius. **Expansion joints in sidewalks shall be caulked with SikaFlex-1A sealant**

manufactured by Sika Corporation, or equal. A curing compound should be placed on the new concrete after brooming the finish. An application of boiled linseed oil 45-60 days after the pour should be placed to seal the concrete, which will reduce future salt damage.

### Do It Yourself

Property owners may complete the work themselves by following the same guidelines listed for contractors. You will need to dispose of the old sidewalk block(s) after it is removed. Concrete may be taken to DSWA on Rt 113 in Milford.

The property owner may use 80# bags of pre-packaged concrete mix in lieu of ordering from a concrete supplier. (Concrete suppliers normally require a minimum order which usually is in excess of the 1/3 cubic yard that is needed for one 4" thick, 5' x 5' sidewalk block) Approximately 17-80# bags will be needed for one 4" thick, 5' x 5' block. Carefully follow the directions on the package. The pour must be made in one course. Finishing and curing should be done as described above under "Hiring a Contractor".

You can also mix your own concrete using 1 part Portland cement, 2 parts fine sand, 3 parts coarse aggregate mixed with 6 gallons of water (maximum) per sack of cement.

### Re-inspection

Upon completing the sidewalk replacement, please call 422-1110 to schedule a re-inspection.

## Tree and Sidewalk Conflicts

The natural, vigorous growth of healthy street trees occasionally will cause damage to sidewalks

due to expanding roots. Several options are available to minimize the reoccurrence of this situation. Each of the options listed below must be approved by the City Engineer prior to construction.

### Reduce Sidewalk Width (Figure 1)

The sidewalk block may be reduced to a width of 4' (four feet) around an existing tree. If this option is selected, consideration should be given to the installation of root barriers as described below.

### Construct Sidewalk around Tree onto Private Property (Figure 2)

If there are multiple sidewalk blocks to be replaced due to tree root damage, a by-pass walk may be constructed back onto private property. Place concrete on a sub base of 6" of gravel (2RC stone), which will deter root growth and provide drainage.

### Root Removal/Root Barriers (Figure 3)

One solution is to remove roots for a depth of 6" to 8" below the sidewalk (12" total) and install a root barrier. A plastic root barrier may be used. Installation is the responsibility of the property owner, but the City can provide installation instructions. All roots removed should be pruned off cleanly. **Removal of roots greater than 2" in diameter is not recommended.** New concrete should be placed on 6" of gravel (2RC stone) to deter future root growth.

### Temporary Measures

The use of brick, asphalt, or quartered concrete squares may be used as a temporary measure, when approved by the City Engineer. The temporary measure may only be used until the time the tree is removed. Upon the removal of the tree, the property

owner will be expected to replace the temporary material with concrete, as noted in the above guidelines.

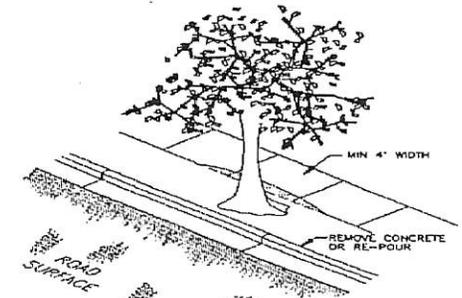


FIGURE 1  
SIDEWALK CUTOUT

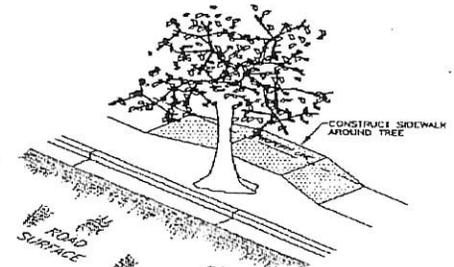


FIGURE 2  
SIDEWALK RELOCATION

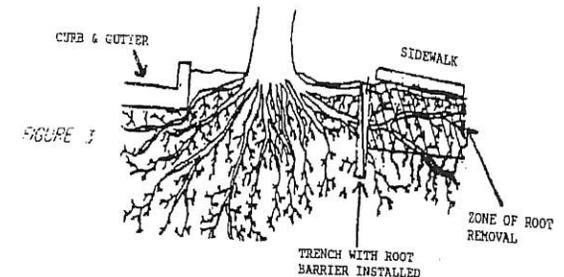


FIGURE 3

## **City Owned Sidewalks Adjacent to Streets**

### **Arena's/Bicentennial Park**

5 sq. of sidewalk along front street at Bicentennial Park entrance.

### **City Hall/Finance Building/Museum Area**

1 sq. cracked/bad patchwork by utility pole 540418 of finance building

1 sq. cracked/uneven in front of Finance building and house 11

2 sq. cracked/uneven in front of Finance building and house 9 garage

1 sq. cracked city hall corner by post office drop off

9 sq. severely cracked/degraded at Museum across from city hall

### **Parks and Rec. Columbia Street**

9 sq. cracked/rising from trees, serious tripping hazards

### **Boys and Girls/Veterans Home?**

3 sq. failing subgrade at inlet by Delaware Hospice Center sign

3 sq. failing subgrade at inlet by Dart bus pickup sign

2 sq. cracked next to Can Do playground entrance

1 sq. cracked but 4 sq. are failing (depressing at curb) around inlet next to DO NOT ENTER sign