

MILFORD CITY COUNCIL
MINUTES OF MEETING
June 4, 2019

A meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers, 201 South Walnut Street, Milford, Delaware on Tuesday, June 4, 2019, to discuss the proposed Fiscal Year 2019-2020 City of Milford Budget.

PRESIDING: Mayor Arthur Campbell

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

STAFF: City Manager Eric Norenberg, City Clerk/Recorder Terri Hudson and City Accountant Suzannah Frederick

Call to Order

Mayor Campbell called the Council Meeting/Budget Hearing to order at 5:09 p.m.

Public Works Director Mark Whitfield and several staff members were present.

Continued Review and Discussion of Proposed City of Milford FY 2019-2020 Budget

Enterprise Funds:

Public Works

- Streets and Grounds
- Water
- Wastewater
- Solid Waste
- Electric
- Technical Services
- Public Works
- Garage

Public Works Director Whitfield handed out a new organization chart (see packet) stating that he has diversified the department over the past three years. He said that means he does not have personnel pigeonholed in electric, water or sewer and has promoted four employees to supervisors that now work in more than one department. The electric superintendent will continue to oversee that department and the city engineer position remains vacant though two engineering techs have been hired.

He then reviewed the duties of each employee in the public works department.

In addition to the city engineer position, the administrative assistant position approved by City Council is also vacant. Interviews have been scheduled for the vacated electric groundsman position.

Significant budget items discussed during budget meeting are noted.

Streets and Grounds Division

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Training	3,000	1,000	3,000

Salaries	234,520	190,000	199,900
Temporary Wages	1,000	21,800*	1,000
Maintenance/Repair Vehicle Labor	22,000	20,000	25,000
Environmental Compliance	0	0	15,000
Street Signs & Markers	10,000	6,580	35,000
Storm sewers & drain	10,000	3,780	10,000
Street/Road Materials	30,000	20,000	30,000
Sidewalks & Curbs	50,000	11,085	50,000
Streetlights	92,000	76,900	92,000

Wages and salaries decrease-reallocation of personnel from streets into other departments.

Temporary wages increase-due to large number of vacancies.

Training-majority of training at no cost; LTAP training minimal.

Vehicle labor-garage expenses.

Environmental compliance added-dispose of sweepings properly in a landfill (testing performed).

Storm sewers and drain increased to qualify for future MS4 community compliance.

Street signs and markers increased as a result of parking identification needs outlined in parking study.

Street/toad materials remains at average 4-5-year budgets-based on snow and ice control and intermittent roadway patching and crack sealing.

Sidewalks & curbs-predominantly curb work on resurfaced/rehabilitated streets; work not completed in FY18-19.

Streetlights-cost of streetlight power.

Capital equipment increased-flair mower.

Capital streets increased-sidewalk project.

Southeast Street-curb and sidewalks will be paid by City; Handicapped sidewalks paid by State.

Water Division

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Revenues:			
Kent County Cost Adjustment			
Expenses:			
Temporary Wages	0	0	10,000
Surface Restoration	15,000	53,000	60,000
Maintenance Vehicle Labor	12,000	10,000	15,000
Cellphones	4,000	3,400	5,000
Sidewalks	0	0	40,000
Water Meters	60,000	30,000	60,000
Transfer to Tech Services	0	0	167,159

Kent County Cost Adjustment-Treatment Rate increase 10%; offset in budget with same number (first increase since 2006—pass thru);

Temp wages-transferred to P&R this past year; one seasonal employee will handle water, sewer and electric facilities. Also includes is the cost of a Delaware Rural Water Intern.

Surface restoration-street pavement patches due to water line installation/repairs.

Maintenance/Repair Vehicle Labor-garage expense increases.

Cellphones increase-due to additional supervisory employees.

Sidewalk increase-damages caused by city water line or meter pit damage.

Water meters-updates are required as a result of changeover to Smart Metering; additional meters must be kept in stock as replacements.

Interdepartmental transfer to tech services added-25% of that total tech services budget.

Wastewater Division

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Salaries	145,663	163,233	188,780
Overtime	15,875	4,535	15,875
Temporary Wages	0	0	10,000
Wastewater Treatment	1,850,000	1,730,915	2,035,000
Wastewater Treatment I&I	475,000	954,140	1,000,000
Sidewalks	0	0	1,000
Transfer to Tech Services	0	0	167,159

Temporary Wages includes an eight-month employee who provides grass cutting services at sewer facilities and Delaware Rural Water Inter.

I&I Increase-expenses doubled this past year due to abnormally wet year; work continues to identify problem areas.

Salaries-increased due to more employees; overtime budgeted on past experience only and call outs anticipated.

Sidewalk added as a result of Sidewalk Repair Program/City responsibilities.

Interdepartmental transfer to tech services added-25% of that total tech services budget.

Solid Waste

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Contact Services	17,500	21,250	38,000
Trash & Recycling Containers	60,750	56,550	38,500
Transfer to Billing Dept	123,821	114,221	159,979

Mr. Norenberg reported there is no reserve money in this enterprise account. The business model needs to be reviewed and a determination made on whether to continue with the City providing this service or figuring out how to fund it moving forward. Replacement vehicles are \$250,000 and money is needed in an account to replace an eight-year old refuse truck.

The oldest refuse truck is 2011 and the transmission needs to be replaced at a cost of \$30,000. Two fairly new vehicles complete the fleet, but when one goes down, a rear loader is used which requires two to three people.

The new side loader trash truck covers 85% of the City, which is more efficient and does a much faster job.

Projected revenue includes between 175 and 200 new homes.

In 2015, there were six full-time employees in solid waste. That has been reduced to four full-time employees with the addition of the side loader.

Contract services increase-eliminating dumpster business and contracting to a private contractor, whose services are much safer and more cost efficient.

Trash and recycling decrease-trash containers have been slowly replaced over the past few years. At this point, the number of containers can be reduced due to this effort.

Recycling was then discussed at length.

Transfer to billing increase-Costs of two new Billing Clerks which is paid by the various enterprise accounts.

Capital Vehicle-\$360,000 cost to replace the 2011 rear loader trash truck (previously discussed). Recommendation is to purchase truck now and spreading cost over the next three years from a reserve to pay for it.

Mr. Whitfield explained that to fund the truck over three years, \$120,000 will be needed. In addition, \$169,000 is needed to balance the budget for solid waste, which includes the \$120,000 which equals a \$3.85 rate increase. Approximately \$1.10 is necessary without the truck purchase.

Solid waste is also included in the cost of service study to aid in the development of a depreciation fund for future vehicle replacement and to ensure that fair rates are established.

The City has approximately 4,500 trash customers, though that number does not include the anticipated number of new customers over the next year.

Ms. Frederick explained that the I&I increase needs to be \$1.15 and solid waste would increase from \$25 to \$28.85, with the Kent County fee. However, that is based on the customer's usage and weather conditions.

Councilman James then discussed rates and accumulation of reserves and whether those funds should be used more frequently to prevent other rate increases.

It was noted there is a large number of the more than 8,000 electric customers who live outside City limits. Hypothetically, paying for a trash truck out of electric funds is a tax on non-solid waste customers/non-residents who are paying for solid waste services that benefit the residents of the City of Milford.

Councilman Culotta said those residents are more than welcome to annex into the City and then they would have City trash services. Though he understands the point, that is a windfall the City has.

It was also noted there is a \$2.5 million transfer out of electric funds into the general fund to balance the budget every year.

Council agreed the City is running budget surpluses on a consistent basis. Councilman James suggested it be looked at carefully before a fee is increased to satisfy another need. He agrees that solid waste is the enterprise that has always needed help.

Councilman Boyle pointed out that until a policy is in place on how to handle reserve funds, the risk of taking money from different accounts will lose accountability in the big sense. Council agreed.

Ms. Frederick explained that they have begun working on the reserve policies. However, they need the cost of service study completed to ensure accuracy. Once that is completed, they will use those recommendations in the policy relating to fund balances, capital assessment replacement plan, etc.

Councilman James warned Council that there are some unknowns out there so there is a need to be very careful as we review the budget and taking any related action.

It was noted that the only rate adjustment proposed is in the solid waste area, in addition to approving a major piece of equipment the City does not have adequate funds for. Council has a choice not to raise rates to pay for the truck, and take the money from another fund not dedicated for solid waste. In the meantime, an understanding of what that impact would have on the other fund for future projects and capital equipment purchases is needed.

Councilman Boyle asked if we can defer the purchase of the truck until we have the results of the study, create the policy and then begin to allocate money for these items. He agrees that money can be moved around though we lose visibility on how it will impact future budgets and use reserve funds.

Mr. Whitfield commented that the current truck could last three or six months, though there is an immediate need to replace a \$30,000 transmission, which Mr. Whitfield does not recommend and Council agreed.

It was determined a \$1.10 rate increase is needed to balance the solid waste budget, not including the truck. The Kent County I&I is the pass thru that is based on individual usage.

Councilman Morrow has no problem with that, stating the fee we pay for trash collection is still a great deal.

Mr. Norenberg confirmed the \$2.5 million transferred from electric reserves into the general fund was capped in 2012 by City Council. However, that agreement was with Governor Jack Markell and expired at the end of his term. Council does have the discretion to increase that transfer.

The consensus of City Council is to increase the rate by \$1.10 and once the study is completed and policies created. After that, proceed with the truck purchase.

Electric
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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Revenue:			
Service Billing	24,900,000	25,000,000	25,500,000
Expenses:			
Salaries	888,830	870,000	661,197
Temporary Wages	0	0	10,000
Contract Services	40,000	20,000	40,000
Transfer to Tech Services	0	0	334,318
Transfer to Public Works	192,836	192,836	349,469
Smart Metering	30,000	84,774	TECH SERVICES

Meters	45,000	15,000	TECH SERVICES
Sidewalks	0	0	20,000
Distribution Lines	350,000	200,000	350,000
Training	36,000	14,000	30,000
Legal Expenses	25,000	460	50,000
Vegetation Control	75,000	83,250	85,000
SCADA	25,000	11,000	TECH SERVICES
Transfer to Technical Services	0	0	334,318
Transfer to Public Works	192,836	192,836	349,469
Transfer to Billing	454,009	460,807	586,588
Total Electric Emp Benefits	421,755	369,210	291,731
DEMEC	18,300,000	18,000,000	18,300,000

Service billing increase-based on growth and new homes.

Salaries decrease-reallocation of technical services and operation manager moved to public works.

Temporary wages added-eight-month employee to grass mowing of electric facilities

Contract services increase-end of third year of last Cost of Services Study/Electric, resume study in December.

Two transfers balance increase/added due to new positions in public works.

Smart metering, metering and SCADA line items eliminated; moved to Tech Services

Sidewalks added-repairs to blocks damaged by electrical equipment.

Distribution line increase-previous time spent in new developments; distribution line replacements needed.

Training increased; new employee training; current employees moving into other positions and specialized training planned.

Legal expenses increase-IBEW contract year.

Vegetation control increase-additional tree trimming needs; consideration for in-house arborist.

Transfer to Technical Services (new) and Public Works increase-reallocation of employees.

Transfer to Billing Department increase-result of two new Customer Services employees.

Employee Benefits decrease-result of reallocation of employees.

Mr. Whitfield recommends one flat electric rate and eliminating the summer rate. There is no longer a difference in the purchasing costs in the difference seasons, as was the case when it was created.

Analysis of wooden poles will be done and a replacement schedule created.

A tuition reimbursement plan was also discussed, as well as various avenues for no-cost training.

Technical Services (new)

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Meters			75,000
Software Maintenance			130,700
Training			11,000
Building Maintenance- Transfer to Public Works			84,721
Capital Vehicles			64,000

Total Expenses	0	0	537,079
Total Employee Benefits	0	0	67,566
Total Interservice Billing	0	0	-668,635

New budget created by moving three employees from electric into technical services.

Meter increase-anticipate of 175 to 200 new homes being constructed.

Software maintenance increase-AMP for new AMI system (\$11,000 per month).

Training increase-new meter reader job-related and specialized training.

Building Maintenance Transfer to Public Works increase-share of maintenance costs.

Capital Vehicle added-replaces two 2006 vehicles.

Public Works

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Salaries	399,970	344,105	501,650
Maintenance & Repair Building	14,200	26,000	16,800
Public Works Emp Benefits	153,335	122,250	214,696

Salaries increase-reallocation of personnel (from electric and streets, additional administrative assistant).

Maintenance/Repair of Building decrease-new HVAC unit will not require maintenance that was needed in past.

Employee benefits increase-coincides with reallocation of employees to Public Works.

Garage

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Maintenance/Repair Garage Vehicle	1,000	605	3,300
Maintenance/Repair Facility	2,000	400	8,500
Software Maintenance	0	0	12,375
Transfer to Public Works	69,422	69,393	52,951
Loan Payback Electric Reserves	0	0	10,000

Maintenance and repair garage vehicle increase-replacement tires, new bed spray liner.

Maintenance and repair facility increase-relocate gas washer to wash bay.

Software maintenance added-new fuel system and firewall added.

Transfer to public works increase-reallocation of employees.

Loan Payback added-purchase of scanners for various vehicles.

Capital Improvement Program

- Reserves
- Municipal Street Aid
- Real Estate Transfer Tax

Mr. Whitfield then reviewed the Capital Improvement Plan, noting that some of the items are in the current operating budget, and some will be considered at a later time.

Enterprise Funds	
Electric	Equipment
Electric	SCADA/Smart Metering Wall Monitor
Electric	Replace 2006 Vermeer Chipper (S-38)
Electric	Replace Fork Lift (No vehicle number listed)
Water	Vehicles
Electric	Replace 2005 Excursion with similar 4x4 vehicle (E-106)
Electric	Replace 2003 Vermeer 8550 Trencher (E-130)
Electric	Replace 2000 International Line Truck (E-110)
Electric	Replace 2005 Ford F-250 Pickup (E-115)
Electric	Replace 2003 International Material Handler (E-103)
Electric	Projects
Electric	DEL1 Substation Testing
Electric	DEL2 Substation Testing
Electric	Air Brake Switch
Electric	Traffic Signal Head Refurbishment - Church/Walnut/Washington
Electric	GIS/Mapping - Smart Metering
Electric	Riverwalk Light Pole Powdercoat/Retrofit Phase II
Electric	Riverwalk Light Pole Powdercoat/Retrofit Phase II
Electric	Wilbur Street Line Reconductor
	Total Electric
Tech Service	VEHICLES
Tech Service (MR)	Replace 2006 Chevy Colorado (B-2)
Tech Service (MR)	Replace 2006 Chevy Colorado (E-134)

Water	Equipment
Water	Electronic Variable Message Board
Water	Vehicles

Water	Replace W-1 Ford F-250 Pickup
Water	Replace S-5 Kod C70 Dump Truck
Water	Replace W-4 Ford Van (Electric)
Water	Replace S-9 GMC Dump (moved from Streets) with Hook truck
Water	Replace W-14 Chevy Astro Van
Water	Infrastructure
Water	Install Automated Blow-off Valves
Water	Install Automated Blow-off Valves
Water	Protection Upgrades Caulk & 10th Street Towers
Water	Water Tower Altitude Valve at Caulk Tower
Water	Projects
Water	Tenth St Water Treatment Facility Test Well, etc.
Water	Water Treatment Facility Monitoring and Process Control Upgrades (4&5)
Water	City-wide Valve & Hydrant Replacement/Improvements
Water	Standardized Water Treatment Facility Controls
Water	SE 2nd Street Lead Service Line Replacement
Water	Front Street Water Lines
	<i>FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION</i>
Water	Replacement of Lead Water Service Lines

Sanitary Sewers	Equipment
Sewer	Electronic Variable Message Board
Sewer	Zoom Sewer Camera
Sanitary Sewers	Vehicles
Sewer	Replace SE-2 Ford F250 Pickup
Sewer	Replace Caterpillar Backhoe with Wheeled Loader
Sewer	Replace S-4 with Hook Truck with Dump/Flatbed & Plow
Sewer	Replace SE-13 Vermeer Pump Utility Trailer
Sanitary Sewers	Projects
Sewer	Truitt Avenue Pump Station Groundwater Investigation & Repair
Sewer	SCADA Instrumentation Upgrades & Integration
Sewer	Targeted Inflow and Infiltration Investigation & Repair
Sewer	SE 2nd Street Sewer Line Replacement
	<i>FOR DISCUSSION PURPOSES - WILL COME BACK FOR APPROPRIATION</i>

Solid Waste	Vehicles
Solid Waste	Replace Refuse Truck SW-12 with Split Body Collection Truck

Public Works	Building
Facilities	LED Lighting Upgrade & Replacement (all facilities)
Facilities	Key Card Access at Facility/Gates
Facilities	Repair, Patch and Repaint Walls
Facilities	HVAC - Upgrade & Repair
Facilities	Phase II - Breakroom/Locker Room Redesign
Fleet Service (Garage)	Equipment
Garage	Vehicle Diagnostic Scanners (2; 1 @ 19,000 and 1 @ 16,000)
Garage	Replace Fuel Pumps
Garage	Purchase Mobil Truck Lifts (REMOVED 6/3/19)
Customer Service	Equipment
Facilities	Customer Service Building Work Station
Customer Service	Vehicles
Customer Service	Replace 2006 Dodge Stratus (B-1)
Customer Service	Projects - Customer Service
Facilities	Customer Service Building Window Replacement
Facilities	Customer Service Building Drive-thru Curb
Facilities	Customer Service Building Basement Waterproofing

General Fund	
Streets	Equipment
Streets	Replace 1995 Aeri Crack Sealer (S-22)
Streets	Replace 2001 6500 Kubota Tractor with Flail Mower (S-30)
Streets	Vehicles
Streets	Replace 2005 Ford F250 PU w/plow & salt spreader (S-1)
Streets	Projects
Streets	West Street Curb and Sidewalk Project
Parking	NE Front Street Parking Lot Enhancements

Streets	Financing for Private Sidewalk Improvements
Streets	Projects
Streets	Street Resurfacing and Rehabilitation, ADA Ramps
Streets	Installation of ADA Compliant Ramps
Streets	Walnut Street Pedestrian Crossing (Landscaping)
	Total Streets
City Hall	Building
Facilities	Replace City Hall Exterior Doors
Facilities	Council Chambers Recording System Upgrade
Facilities	Monitors in Council Chambers
Facilities	City Hall Video Monitoring System Replacement

Mr. Whitfield confirmed that all equipment/vehicles is purchased through the State of Delaware Contract or National Joint Powers Alliance (NJPA) now called Sourcewell.

Parks & Recreation	Equipment
Parks & Recreation	New Holland Loader Attachment
Parks & Recreation	Ventrac Tractor with Mulching Mower
Parks & Recreation	Kubota Zero Turn Mower (PR-35)
Parks & Recreation	Ventrac Tractor Attachments (V-Blade, Broom)
Parks & Recreation	Kubota B series Tractor
Parks & Recreation	Portable lighting for Soccer fields
Parks & Recreation	Vehicles
Parks & Recreation	Ford F-350 Dual Cab Dump Truck (PR-3)
Parks & Recreation	Building
Parks & Recreation	Armory Renovations for Workshop
Parks & Recreation	Parks
Parks & Recreation	Riverwalk and Pedestrian Bridge Decking Painting
Parks & Recreation	Riverwalk Concrete Repairs
Parks & Recreation	Tony Silicato Memorial Park Electric Installation
Parks & Recreation	S Washington and SE Front Basketball Court Repairs
Parks & Recreation	Repaving of Parks and Recreation Parking Lot
Parks & Recreation	Amory paving
Parks & Recreation	Riverwalk Extension

Planning	Vehicles
Planning	Replace 2006 Chevy Colorado (M-3)
Planning	Projects

Planning	Open Space Acquisition
Information	Equipment
Information	Server Refresh (3 @ 9,000) and Firewall Boxes (4 @ 5,500)
Information	Server Refresh (3 @ 9,000) and Firewall Boxes (4 @ 5,500)
Information	Agenda Packet Viewing Software
Police	Equipment
Police	Safety Recording Lines
Police	Vehicles
Police	Police Vehicles (2 per year @ 90,000)
Police	Building
Police	Air Curtains Over Doorways
Police	Projects
Police	Police Station (Design/Engineering/Geotech)

Mr. Whitfield expects the report on the City Hall waterproofing project later this month and anticipates a project estimate of at least \$200,000.

He has also been informed that two bridges in the City will need to be replaced. One is on Maple Street and the other on Southwest Front Street. Both are eligible for federal aid which will pay approximately 80% of the estimated \$3 million replacement costs.

City Council

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	Budget FY18-19	Projected FY18-19	Budget FY19-20
Salaries-Meeting Transcription	14,000	0	0
Computer Expense	0	0	7,400
ADA Transition Plan	0	0	50,000
Armory	12,000	10,000	10,000
Citizen Survey	15,000	15,690	0
Election Salaries	8,000	3,205	6,000
Election Supplies	2,000	1,952	3,000
Milford Museum	30,500	30,500	30,500
Carlisle Fire Company	100,000	100,000	100,000
Downtown Milford Inc.	45,000	45,000	45,860
Milford Public Library	0	0	Request received
Kent Economic Partnership	30,000	30,000	30,000

Meeting transcription moved to City Hall Administration salary line item.

Computer expenses increase-replacement shared laptops for City Council and Planning Commission; along with a new transcription laptop. The shared program would allow the Planning Commission to go paperless as well.

ADA Transition Plan added-City ADA Coordinator must be named, self-assessment done by a third party and a transition plan created (required since 1999).

Armory expense decreased-expenses continue to be reduced due to full-time tenant now using facility. Parking needs to be improved and grass cutting and snow removal continued.

City survey reduced-every other year item (completed in current fiscal year).

Funding for the Kent Economic Partnership was discussed with Mr. Norenberg explaining the various ways they have indirectly helped the City through their website, marketing services, tradeshow exhibits, etc. Their Executive Director and the City Manager have met with several Milford businesses to discuss their challenges.

Councilman Boyle, who is Milford's Kent Economic Partnership board member, stated their economic development plan centers on DE Turf. They want a buildout and are looking in the area around Dover Air Force Base. Currently they are at the stage of developing a joint use agreement for use of their land.

It was agreed to provide funding for one more year because a lot of the past year was spent developing plans and making their organization and Central Delaware known to interested corporations.

Councilman James again asked that the Council salary matter continue to be reviewed. It believes it is a matter of interpretation and not a rewrite in relation to Council compensation per meeting versus per night.

Ms. Frederick explained that \$16,000 is based solely on Council wages. In the past, the City Clerk's compensation for transcription services was included. That was re-evaluated this past year and is now included in her regular salary in the administrative division budget. That is the reason it appears to have been decreased by \$6,000.

Mr. Norenberg assured Council their salary issue will be corrected by July 1st without a change to the ordinance.

Carlisle Fire Company

Councilman James recused himself due to his father-in-law and brother-in-law being active member of the Carlisle Fire Company.

Councilman Culotta feels that when Duane Fox came up with that a large number, based on their study of callouts that occur within the City of Milford. He does not think they expect to get \$290,000.

Mr. Norenberg asked that Council to give him a number and he will work with the City Solicitor to work out an agreement. Council agreed that the City resume providing them with the same contribution that has been provided over the past several years, excluding 2019, in the amount of \$140,000.

Councilman James returned to the Council Chambers at the conclusion of the discussion.

Councilman Brooks left the meeting at this time.

Councilmember Peel asked that when each of the organizations the City provides funding to, present their report, it should focus more on the financial aspect as opposed to the events that are held throughout the year. She feels there is a need for the City to more closely monitor their numbers when we are paying them with taxpayers' money.

Milford Public Library

The services provided to Milford Public Library were then discussed.

Councilman Culotta agrees they can use the monies based on their programs and the reduction in recent donations. He pointed out they also own the LifeCycle building who pay rent. The spirit of purchasing that building was to get a small business started, get on their feet and then be able to move to a larger facility.

It was discussed that the library's financial projection included details confirming that over the past couple of years, they have had to subsidize their operations with reserve or savings that was left from the capital campaign. They are projecting that within the next two or so years, that account will be depleted and they will either have to scale back on programs or staffing.

Councilmember James feels the library is a pillar of the community and provides more services to everyone than the museum or DMI.

Councilman Culotta pointed out the museum gets \$30,000 and recommends splitting the difference and giving the Milford Library and Milford Museum both \$25,000.

Council agreed the library is important to the community, in addition to the services it provide.

It was agreed to provide both the library and the museum with \$25,000 each, but it needs to be revisited each year. In addition, they will need to provide more detailed financial reporting versus focusing on their events and services which Council is familiar with.

Councilman Boyle shared that it is important to tell DMI, museum, Carlisle Fire Company and the library what Council is looking for. Each comes with a different approach and to be fair, it needs to be explained what Council wants to see.

Councilman Morrow recommends asking for their annual audit. Mr. Norenberg explained that some organizations use the term audit though they are only getting a financial review. Councilman Marabello said that is different than a compilation and Councilman James agreed.

Council then provided Mr. Norenberg with some recommendations for the library.

Mr. Norenberg stated that he and Ms. Frederick will add \$25,000 for the library and the additional \$40,000 for Carlisle Fire Company.

DMI

Councilmember Peel recalled asking if the money the City provides DMI is for the Executive Director and recalled their answer was that he was going to receive a raise. She said that considering the incremental increases over time and wonders if the same salary will be maintained or a lower salary considered for a new hire.

Mr. Norenberg noted that our agreement with DMI does not specify the money is used for the Executive Director's salary, though it does contain the CPI increase.

Councilman Culotta expressed concern that DMI's budget is not available on their website. He said DMI is working for downtown businesses. He feels they are great event organizers though they should be holding more fundraisers. It was confirmed their budget was presented to City Council in March.

Mayor Campbell returned at this time.

Mr. Norenberg pointed out that last year, the City's contribution increased from \$45,000 to \$45,860 based on the CPI increase. He also noted there is a review process in the spring at which time the Community and the Economic Development Committee will review their performance. That was designed to prevent long conversations at 9:00 p.m. during budget hearings.

He agrees that the City needs to do a better job of describing what we expect to see from these organizations.

Summary

It was noted that the budget is slightly over and will be addressed by the Finance Department. The basement restoration will need to be decided though funding has not been set aside for open space land acquisition or the Riverwalk Extension. Only a guestimate has been received on the improvements to the dog park.

Those items will be re-addressed when more firm details are obtained. Supplemental appropriations will then be considered.

The City Manager asked for any other direction relating to the budget. No one responded though Councilman Morrow liked the process of how the budget was presented this year.

Mayor Campbell thanked everyone for their participation.

Mr. Norenberg reported that a resolution will be added to Monday's agenda (June 10th) to adopt the budget.

There being no further business, Councilman Morrow moved to adjourn, seconded by Councilman Culotta. Motion carried.

The Council Meeting was adjourned at 9:09 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder