City of Milford

CITY COUNCIL AGENDA
Monday, December 9, 2019

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

6:00 P.M.
WORKSHOP SESSION

Cost of Services Study
Water, Wastewater, Solid Waste Services

7:00 P.M.
COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition
- Excellence Award Recipients
- Employee Recognition Committee Members
- Safety Committee Members

Unfinished Business
- Introduction/Acceptance/City of Milford 2018-2019 Audit
- Funding Authorization/LED Replacement Project

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

New Business

Authorization/Perdue/Electric Service Agreement
Funding Request/Downtown Milford, Inc./Ladybug Music Festival
Adoption/Resolution 2019-22/Appointing DEMEC Director and Alternate Director Ⓟ
Authorization/Public Works Department/Electric Division/Vehicle Purchase
Authorization/Public Works Department/Water Division/Vehicle Purchase
Introduction/Ordinance 2019-41/Coranado Treasures LTD/Change of Zone
Introduction/Ordinance 2019-42/ Feebs Distilling Co on behalf of S&P Holdings LLC/Conditional Use
Appointment/Acting City Manager (Interim)
Authorization/Proceed/RFP/City Manager Search Firm

EXECUTIVE SESSION

Motion to Recess into Executive Session

Pursuant to 29 Del. C. §10004 (b)(9) for the purpose of discussing personnel matters in which the names, competency and abilities of individual employees are discussed.

Return to Open Session

Potential Vote/Related Personnel Matter

Adjourn

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

SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING; NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.

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

110419 110719 111219 111919 112610 120219 *120319 Added by Mayor **120519 Agenda Order Amended (to accommodate City Auditors) ***120619 Returned to Agenda by City Manager 120919 Items Removed

City Milford, DE
Water, Wastewater, Solid Waste
Cost of Services &
Financial Projection

December 9, 2019

Dawn Lund
Vice-President
Utility Financial Solutions, LLC
dlund@ufsweb.com

Utility Financial Solutions, LLC

- International consulting firm providing financial services to utilities across the country, Guam, Canada and the Caribbean
- Instructors for cost of service and financial planning for APPA and requested speakers for AWWA and other agencies across the country.
- Hometown connections preferred vendor for Cost of Service and Financial Planning

Key Financial Targets and Rates

- Debt Coverage Ratio
- Minimum Cash Reserve
- Operating Income
- Suggested Rates

Utility Financial Solutions, LLC


Water Division

Water Financial Projection
No Increase $7.0 Debt in 2023

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	0.00%	2,840,968	2,523,114	317,854	5,636,949	645,000	-	2.86
2022	0.00%	2,840,968	2,591,556	249,412	5,587,322	680,000	-	2.73
2023	0.00%	2,840,968	2,766,658	74,310	5,462,798	7,600,000	7,000,000	2.01
2024	0.00%	2,840,968	2,943,001	(102,033)	4,846,179	675,000		1.07
2025	0.00%	2,840,968	3,015,769	(174,801)	4,174,162	675,000		1.00
Recommended Target 2021				**$ 767,285**	**$ 2,433,832**			**1.45**
Recommended Target 2025				**$ 993,103**	**$ 3,025,401**			**1.45**

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Water Financial Projection
With Increase $7.0 Debt in 2023

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	3.90%	2,950,553	2,523,114	427,439	5,746,534	645,000	-	3.16
2022	3.90%	3,064,412	2,591,556	472,856	5,920,898	680,000	-	3.34
2023	3.90%	3,182,711	2,766,658	416,052	6,139,785	7,600,000	7,000,000	2.74
2024	3.90%	3,305,624	2,943,001	362,623	5,991,206	675,000		1.63
2025	3.90%	3,433,330	3,015,769	417,561	5,917,277	675,000		1.72
Recommended Target 2021				**$ 767,285**	**$ 2,433,832**			**1.45**
Recommended Target 2025				**$ 993,103**	**$ 3,025,401**			**1.45**

Last rate increase 3/26/12

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Water Rate Design – 3.9%

	Current Rates					Proposed Rate Change			3.90%
Residential	**Charge (Minimum)**	**Consumption Charge (0-4000 Gallons)**	**Consumption Charge (4001-8000 Gallons)**	**Sales (over 8000 Gallons)**		**Charge (Minimum)**	**Charge (0-4000 Gallons)**	**Consumption Charge (4001-8000 Gallons)**	**Sales (over 8000 Gallons)**
In Town 5/8	$ 3.25	$ 3.25	$ 3.50	$ 4.00		$ 3.38	$ 3.38	$ 3.64	$ 4.16
Out Town 5/8	$ 4.88	$ 4.88	$ 5.25	$ 6.00		$ 5.07	$ 5.07	$ 5.45	$ 6.23
Commercial In Town	**Customer Charge (Minimum Usage)**	**First Tier Consumption (Charge/1000 Gallons)**	**2nd Tier Consumption Charge (/1000 Gallons)**			**Customer Charge (Minimum Usage)**	**First Tier Consumption (Charge/1000 Gallons)**	**2nd Tier Consumption Charge (/1000 Gallons)**	
up to 10,000 Gallons	$ 32.50	$ 2.60	$ 3.25			$ 33.77	$ 2.70	$ 3.38	
up to 15,000 Gallons	48.75	2.60	3.25			50.65	2.70	3.38	
up to 25,000 Gallons	81.25	2.60	3.25			84.42	2.70	3.38	
up to 50,000 Gallons	162.50	2.60	3.25			168.84	2.70	3.38	
up to 125,000 Gallons	406.25	2.60	3.25			422.09	2.70	3.38	
up to 300,000 Gallons	975.00	2.60	3.25			1,013.03	2.70	3.38	
up to 800,000 Gallons	2,600.00	2.60	3.25			2,701.40	2.70	3.38	
up to 1.2 M Gallons	3,900.00	2.60	3.25			4,052.10	2.70	3.38	
up to 1.6 M Gallons	5,200.00	2.60	3.25			5,402.80	2.70	3.38	
up to 2 M Gallons	6,500.00	2.60	3.25			6,753.50	2.70	3.38	
Commercial Out Town									
up to 10,000 Gallons	48.75	3.90	4.88			50.65	4.05	5.07	
up to 15,000 Gallons	73.13	3.90	4.88			75.98	4.05	5.07	
up to 25,000 Gallons	121.88	3.90	4.88			126.63	4.05	5.07	
up to 50,000 Gallons	243.75	3.90	4.88			253.26	4.05	5.07	
up to 125,000 Gallons	609.38	3.90	4.88			633.15	4.05	5.07	
up to 300,000 Gallons	1,462.50	3.90	4.88			1,519.54	4.05	5.07	
up to 800,000 Gallons	3,900.00	3.90	4.88			4,052.10	4.05	5.07	
up to 1.2 M Gallons	5,850.00	3.90	4.88			6,078.15	4.05	5.07	
up to 1.6 M Gallons	7,800.00	3.90	4.88			8,104.20	4.05	5.07	
AVERAGE RESIDENTIAL USER 6,000G						**$ 20.00**	**$ 20.78**	**$ 0.78**	

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Wastewater Division

Wastewater Financial Projection
No Increase

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	0.00%	4,711,092	4,813,886	(102,794)	3,377,524	250,000	-	1.39
2022	0.00%	4,766,585	4,933,527	(166,942)	3,208,328	250,000	-	1.22
2023	0.00%	4,823,548	5,072,426	(248,878)	1,909,215	1,325,000	-	1.07
2024	0.00%	4,882,020	5,214,372	(332,352)	1,612,995	250,000	-	0.87
2025	0.00%	4,942,043	5,343,161	(401,118)	1,258,304	250,000	-	0.71
Recommended Target in 2021				**$ 613,424**				
Recommended Target in 2025				**$ 705,816**				
Minimum Target 2021					**$ 3,561,637**			**1.45**
Minimum Target 2025					**$ 3,937,351**			**1.45**

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Wastewater Financial Projection With Increase

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	4.90%	4,839,327	4,813,886	25,440	3,505,759	250,000	-	1.74
2022	4.90%	5,029,337	4,933,527	95,810	3,599,957	250,000	-	1.95
2023	4.90%	5,227,410	5,072,426	154,984	2,706,663	1,325,000	-	2.21
2024	4.90%	5,433,906	5,214,372	219,534	2,966,317	250,000	-	2.40
2025	4.90%	5,649,205	5,343,161	306,045	3,325,555	250,000	-	2.69
Recommended Target in 2021				**$ 613,424**				
Recommended Target in 2025				**$ 705,816**				
Minimum Target 2021					**$ 3,561,637**			**1.45**
Minimum Target 2025					**$ 3,937,351**			**1.45**

Last increase 3/11/13

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Wastewater Rate Design – 4.9%

	Current Rate			Proposed Rate	4.90%
	Monthly Customer Charge	Usage Rate		Monthly Customer Charge	Usage Rate
In City	$ 10.00	$ 2.78		$ 10.50	$ 2.92
Outside City	15.00	4.17		$ 15.75	$ 4.37
Average Customer 5,000G	**$ 23.90**			**$ 25.08**	**$ 1.18**

Solid Waste Division



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Solid Waste Projection
No Increase or New Debt

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	0.00%	1,237,901	1,304,504	(66,603)	(363,518)	123,000	-	N/A
2022	0.00%	1,256,295	1,334,889	(78,594)	(348,073)	50,000	-	N/A
2023	0.00%	1,274,963	1,379,413	(104,451)	(964,084)	670,000	-	N/A
2024	0.00%	1,293,908	1,424,696	(130,788)	(972,032)	50,000	-	N/A
2025	0.00%	1,313,135	1,458,355	(145,220)	(992,413)	50,000	-	N/A
Recommended Target 2021				**$ 79,761**	**$ 269,890**			**1.45**
Recommended Target 2025				**$ 107,017**	**$ 314,554**			**1.45**

Solid Waste Projection
With Increase and New Debt

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	4.00%	1,287,217	1,304,504	(17,287)	105,545	123,000	500,000	1.57
2022	4.00%	1,358,558	1,334,889	23,669	143,528	50,000	-	2.10
2023	4.00%	1,433,857	1,379,413	54,443	169,336	670,000	670,000	1.14
2024	4.00%	1,513,331	1,424,696	88,636	193,865	50,000	-	1.40
2025	4.00%	1,597,214	1,458,355	138,859	270,741	50,000	-	1.68
Recommended Target 2021				**$ 69,608**	**$ 336,501**			**1.45**
Recommended Target 2025				**$ 90,362**	**$ 470,421**			**1.45**

Solid Waste Cost of Service Results

Customer Class	Cost of Service $/Cart	Projected Revenues $/Cart	% Change
Residential	$ 28.86	$ 26.00	11.0%
Non-Residential	28.86	26.00	11.0%
Waste Additional Container	5.62	5.00	12.5%
Recycle (Additional Container)	5.62	-	0.0%
Yard Waste (Additional Container)	3.47	3.00	15.6%
Multi-Unit (2 CY x 2 weekly collection)	347.54	300.00	15.8%
Multi-Unit (Single Unit)	31.41	25.00	25.6%
Commercial At Door Collection	11.25	10.00	12.5%
Multi-Unit (2 CY x 1 weekly collection)	188.46	150.00	25.6%
Bulk Waste	2.98	-	0.0%
Bulk Waste Additional Pick up	35.73	50.00	-28.5%
Total Revenue Requirement	**$ 1,369,112**	**$ 1,232,901**	**11.0%**

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Residential Rate Components (COS)

Residential Rate Components		Monthly Rate
Residential Waste	$	14.63
Recycling		6.66
Yard Waste		4.59
Bulk Waste		2.98
Total	$	28.86

Residential Rate Survey

This rate survey compares the cost and services offered by the City of Milford to private area providers. Milford provides four services: Weekly Refuse, Weekly Recycling, Seasonal Yard Waste, and two 4CY Bulk pick ups under the stated rate. Other providers offer weekly refuse and bi-weekly recycling under the stated rate.

City/Town	Current Monthly Cost	Milford Proposed Compare	Milford Waste and Recycle Only (with Rate Adj)	One-Time Setup Charge	Deposit	Recycle	YW	BULK
City of Milford	$26.00	$27.05	$22.15	$0	$100	YES-Weekly	YES	Weekly
Waste Management	$31.00	-14.6%	-40.0%	$75		YES-Bi Weekly	NO	EXTRA $
Republic/BFI	$27.45	-1.5%	-23.9%	$78	$25	YES-Bi Weekly	NO	NO
Blue Hen	$25.33	6.3%	-14.4%			YES-Bi Weekly	NO	EXTRA $

To compare rates, the cost of yard waste and bulk pickup was removed from the City's stated rate *(Milford waste and recycle only).*

Waste Management Bulk Pick up: 4CY = $180
Blue Hen Bulk Pick up: $75

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Solid Waste Rate Design – 4%

Rates	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Customer Class						
Residential	$ 26.00	$ 27.05	$ 28.15	$ 29.30	$ 30.50	$ 31.75
Non-Residential	26.00	27.05	28.15	29.30	30.50	31.75
Waste Additional Container	5.00	5.25	5.50	5.75	6.00	6.25
Yard Waste (Additional Container)	3.00	3.50	3.75	4.00	4.25	4.50
Multi-Unit (2 CY x 2 weekly collection)	300.00	320.65	320.65	320.65	320.65	320.65
Multi-Unit (Single Unit)	26.00	27.05	28.15	29.30	30.50	31.75
Commercial At Door Collection	10.00	10.50	11.00	11.50	12.00	12.50
Multi-Unit (2 CY x 1 weekly collection)	150.00	175.00	200.00	200.00	200.00	200.00
Bulk Waste Additional Pick up	50.00	50.00	50.00	50.00	50.00	50.00
Revenue from Rate	$ 1,232,900	$ 1,283,275	$ 1,335,937	$ 1,390,357	$ 1,447,134	$ 1,506,270
Change from Previous		4.0%	4.0%	4.0%	4.0%	4.0%

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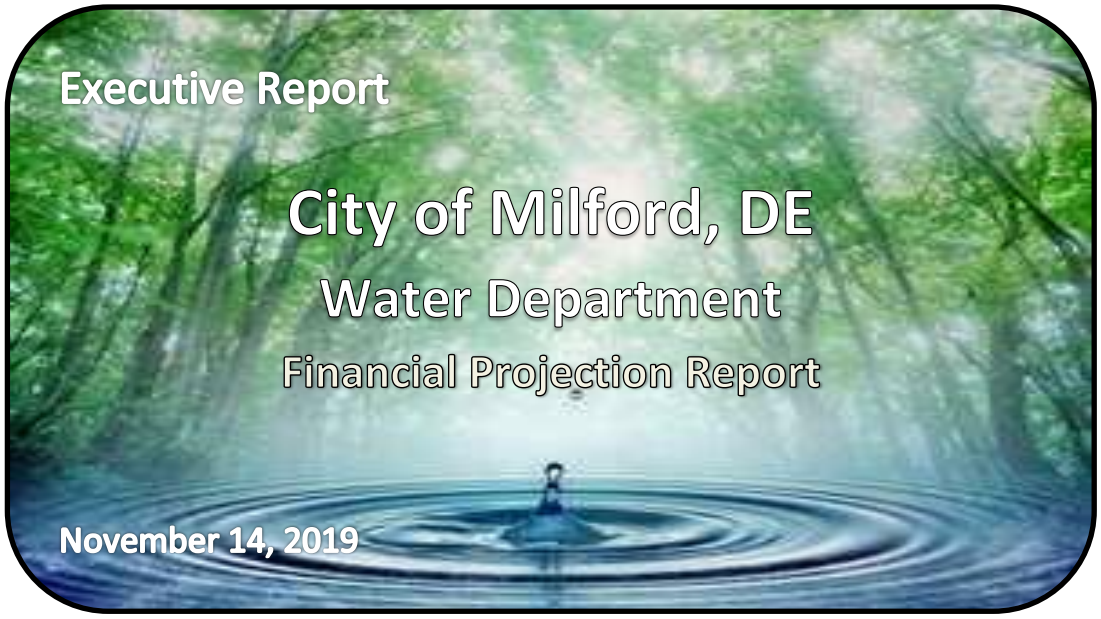
PILOT Payments

- Viewed as expense under the utilities
- To pay for services provided by the City (Police, Fire, other)
  - Based on tax rate of City for infrastructure inside the City; also industry range
  - Fair and reasonable, not arbitrary or excessive
- Average across country according to APPA 3.9% cash only, 5.9% for cash and free services; we see average 7%
- It is a 1 for 1 upward pressure on rates
- ***Get a legal opinion first***

Questions?



Dawn Lund
Vice-President
Utility Financial Solutions
dlund@ufsweb.com



Utility Financial Solutions, LLC

Specializing in Cost of Service,
Rate Design, and Financial Analysis

November 14, 2019

Mark A. Whitfield, Public Works Director
The City of Milford
180 Vickers Drive
Milford, DE 19963

Dear Mr. Whitfield,

We are pleased to present this executive summary report for a financial projection and rate design study completed for the City of Milford. This report was prepared to provide the utility with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection and rate study are:

1) Determine water utility's revenue requirements for 2021
2) Recommend rate adjustments needed to meet work toward targeted revenue requirements

This report includes results of the financial projection and a recommended 2021-2025 rate track for the Water Department. Specific recommendations included in this report are:

1) Rate adjustments that are based on the utilities ability to meet or work toward three factors listed below:
    a. Debt Coverage Ratio
    b. Minimum Cash Reserves
    c. Optimal Net Income.

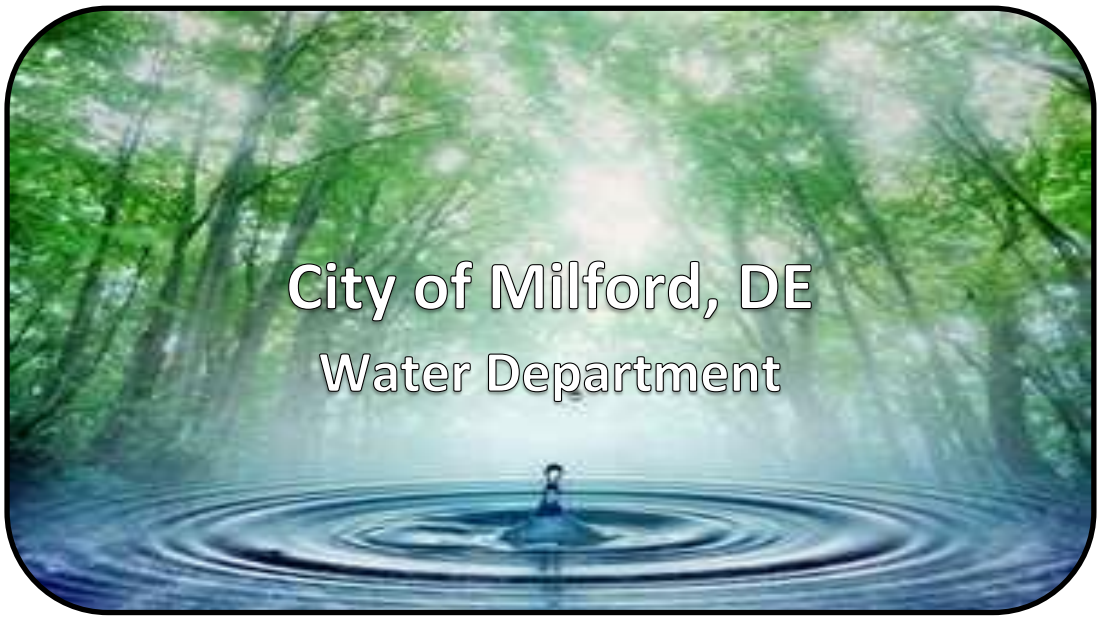
This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

Utility Financial Solutions, LLC
Dawn Lund
Vice President

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City of Milford, DE
Water Department

Utility Revenue Requirements

To determine revenue requirements, the revenues and expenses for Fiscal Year 2019 and 2020 Budget were analyzed, with adjustments made to reflect projected operating characteristics.

Table One is the projected financial summary for the Water Department from 2021 – 2025. The 2021 rate of return calculation established an operating income target of $767,285.

Operating income for 2021 is projected at $317,854 and decreases to a loss of ($174,801) in 2025. Cash balances decrease throughout the projection period and debt coverage ratio falls below the minimum in 2024.

Table One – Financial Summary (without rate adjustments)

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	0.00%	2,840,968	2,523,114	317,854	5,636,949	645,000	-	2.86
2022	0.00%	2,840,968	2,591,556	249,412	5,587,322	680,000	-	2.73
2023	0.00%	2,840,968	2,766,658	74,310	5,462,798	7,600,000	7,000,000	2.01
2024	0.00%	2,840,968	2,943,001	(102,033)	4,846,179	675,000		1.07
2025	0.00%	2,840,968	3,015,769	(174,801)	4,174,162	675,000		1.00
Recommended Target 2021				**$ 767,285**	**$ 2,433,832**			**1.45**
Recommended Target 2025				**$ 993,103**	**$ 3,025,401**			**1.45**

Projected Operating Income is below the recommended minimum and debt coverage ratio falls below the minimum in 2024

Projected Cash Flow

Table Two is the projected cash flow for 2021 – 2025, including projections of capital improvements as provided by the Utility. Changes in the capital improvement plan can greatly affect the cash balance and recommended minimum cash reserve target. The cash balance for 2021 is projected at $5.6 million with a recommended minimum of $2.4 million. Table Two shows the cash flows for the projection period. The cash balance decreases throughout the projection period and includes a $7 million bond issuance in 2023 to help fund the capital improvement in that year.

Table Two – Projected Cash Flows (without rate adjustments)

Projected Cash Flows	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Add Net Income	$ 238,932	$ 174,383	$ (102,405)	$ (380,300)	$ (444,422)
Add Back Depreciation Expense	697,974	718,049	843,504	968,883	989,337
Subtract Debt Principal	258,334	262,060	265,622	530,203	541,932
Add Bond Sale Proceeds	-	-	7,000,000	-	-
Cash Available from Operations	**$ 678,571**	**$ 630,373**	**$ 7,475,477**	**$ 58,381**	**$ 2,983**
Estimated Annual Capital Additions	**645,000**	**680,000**	**7,600,000**	**675,000**	**675,000**
Net Cash From Operations	**$ 33,571**	**$ (49,627)**	**$ (124,523)**	**$ (616,619)**	**$ (672,017)**
Beginning Cash Balance	5,603,378	5,636,949	5,587,322	5,462,798	4,846,179
Ending Cash Balance	**$ 5,636,949**	**$ 5,587,322**	**$ 5,462,798**	**$ 4,846,179**	**$ 4,174,162**
Total Cash Available	**5,636,949**	**5,587,322**	**5,462,798**	**4,846,179**	**4,174,162**
Recommended Minimum	**2,433,832**	**2,551,581**	**2,999,198**	**3,012,216**	**3,025,401**

Projected Cash Balances decline throughout the projection period.

Minimum Cash Reserve

Table Three is the minimum level of cash reserves required to help ensure timely replacement of assets and to provide financial stability of the water utility. The methodology used to establish this target is based on certain assumptions related to a percentage of operating expense, historical investment, capital improvements, and debt service to be kept in cash reserves. Based on these assumptions, the water utility should maintain a minimum of approximately $3.0 million in cash reserves.

Table Three – Minimum Cash Reserves for 2021 – 2025

	Percent Allocated	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operation & Maintenance Less Depreciation Expense	12.3%	$ 224,492	$ 230,441	$ 236,548	$ 242,817	$ 249,251
Historical Rate Base	1%	297,866	304,666	380,666	387,416	394,166
Current Portion of Debt Service Reserve	100%	365,274	470,274	835,784	835,784	835,784
Five Year Capital Improvements - Net of bond proceeds	20%	1,546,200	1,546,200	1,546,200	1,546,200	1,546,200
Recommended Minimum Cash Reserve		**$ 2,433,832**	**$ 2,551,581**	**$ 2,999,198**	**$ 3,012,216**	**$ 3,025,401**
Projected Cash Reserves		**$ 5,636,949**	**$ 5,587,322**	**$ 5,462,798**	**$ 4,846,179**	**$ 4,174,162**

Projected Cash Balances decline throughout the projection period.

Debt Coverage Ratio

Debt coverage ratios are mandated by covenants established in the bond ordinance and must be maintained to ensure the utility maintains its bond rating and has the capacity to issue revenue bonds. Typical revenue bond coverage ratios require that cash generated from operations exceed 1.25 times the debt payments. Due to fluctuations in sales, mainly the result of weather or the economy, a safety factor is recommended to help ensure coverage ratios requirements are met or exceeded during low sales years. We have established a target of 1.45 for financial projection purposes. This becomes the minimum target and rates must be established to meet the debt coverage target.

Table Four – Current Debt Coverage Ratio - 2021 – 2025

Debt Coverage Ratio	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Add Net Income	$ 238,932	$ 174,383	$ (102,405)	$ (380,300)	$ (444,422)
Add Depreciation Expense	697,974	718,049	843,504	968,883	989,337
Add Interest Expense	106,939	103,214	204,651	305,581	293,852
Cash Available for Debt Service	$ 1,043,845	$ 995,646	$ 945,750	$ 894,164	$ 838,767
Debt Principal and Interest	$ 365,274	$ 365,274	$ 470,274	$ 835,784	$ 835,784
Projected Debt Coverage Ratio (Covenants)	2.86	2.73	2.01	1.07	1.00
Minimum Debt Coverage Ratio	**1.40**	**1.40**	**1.40**	**1.40**	**1.40**

The Debt Coverage Ratio falls below the minimum in starting in 2024.

Rate of Return

The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

A. Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
B. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
C. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for the projection period 2021 is $767,285 and increases to $993,103 in 2025. This equates to approximately a 4.0% rate of return.

Table Five - Rate of Return Calculation

	Percent Allocated	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Interest Expense	1.8%	$ 106,939	$ 103,214	$ 204,651	$ 305,581	$ 293,852
Inflationary Increase on Assets	4.9%	660,345	688,065	637,859	667,943	699,252
Target Operating Income		**$ 767,285**	**$ 791,278**	**$ 842,511**	**$ 973,524**	**$ 993,103**
Projected Operating Income		**$ 317,854**	**$ 249,412**	**$ 74,310**	**$ (102,033)**	**$ (174,801)**
Rate of Return in %		**4.0%**	**4.1%**	**3.2%**	**3.8%**	**3.9%**

Rate of Return falls below recommended minimum throughout the projection period

SUMMARY OF FINANCIAL POSITION:

Proposed Rate Track

Increasing rates requires balancing the financial health of the utility with the financial impact on customers. Table Six below is the five-year financial projection with the recommended rate track. Rate increases of 3.9% are projected for 2021–2025. In addition, a $7 million bond issue should be considered to help fund the capital improvement program. The amount of the bond will depend on the ultimate cash balance the utility is trying to achieve.

The rate track should be reviewed yearly with the budget process as changes in revenues, expenses and capital can greatly impact the rate track.

Table Six – Financials with proposed Rates

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	3.90%	2,950,553	2,523,114	427,439	5,746,534	645,000	-	3.16
2022	3.90%	3,064,412	2,591,556	472,856	5,920,898	680,000	-	3.34
2023	3.90%	3,182,711	2,766,658	416,052	6,139,785	7,600,000	7,000,000	2.74
2024	3.90%	3,305,624	2,943,001	362,623	5,991,206	675,000		1.63
2025	3.90%	3,433,330	3,015,769	417,561	5,917,277	675,000		1.72
Recommended Target 2021				**$ 767,285**	**$ 2,433,832**			**1.45**
Recommended Target 2025				**$ 993,103**	**$ 3,025,401**			**1.45**

- The rate track was set to move operating income toward the target; stabilize cash balances and debt coverage ratio. The amount of the bond issuance will need to be monitored as capital materializes.

SIGNIFICANT ASSUMPTIONS

This section outlines the procedures used to develop the financial projection and the related significant assumptions.

Forecasted Operating Expenses
Forecasted expenses were based on actual 2019 adjusted for inflation and known changes in expenses.

Unit Sales
Growth of 0.0% was used for 2021-2025.

Inflation
Inflation was assumed at 2.65% annually.

Interest Income
Interest income was forecasted based on projected cash balances and an interest rate of 0.5%.

Capital Improvements
The capital improvement plan was provided by the Utility. Projections for 2021 – 2025 are listed below:

Fiscal Year	Projected Capital Improvement
2021	645,000
2022	680,000
2023	7,600,000
2024	675,000
2025	675,000

Water Department Findings

1) Yearly rate increases of 3.9% should be considered for the City of Milford to maintain long-term financial targets. We propose movement toward financial targets with the following rate track to maintain cash balances and stabilize the projected operating income and debt coverage ratio.

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Operating Income	Operating Cash Balance	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	3.90%	2,950,553	2,523,114	427,439	5,746,534	645,000	-	3.16
2022	3.90%	3,064,412	2,591,556	472,856	5,920,898	680,000	-	3.34
2023	3.90%	3,182,711	2,766,658	416,052	6,139,785	7,600,000	7,000,000	2.74
2024	3.90%	3,305,624	2,943,001	362,623	5,991,206	675,000		1.63
2025	3.90%	3,433,330	3,015,769	417,561	5,917,277	675,000		1.72
Recommended Target 2021				**$ 767,285**	**$ 2,433,832**			**1.45**
Recommended Target 2025				**$ 993,103**	**$ 3,025,401**			**1.45**

2) A cost of service was initially assessed, however the rate structure would need to be revamped and the utility is considering this in the future. To maintain the current structure an "across the board" increase could be considered.

3) The revenue, expenses and cash flow should be updated annually with the budget process to determine if the rate track is on target. The rate track was set at a minimum and any changes in revenue, expenses or capital can affect the future rate track.

4) A Cash Reserve Policy should be considered based on the formula identified below to establish a minimum reserve target for the water department.

	Percent Allocated	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operation & Maintenance Less Depreciation Expense	**12.3%**	$ 224,492	$ 230,441	$ 236,548	$ 242,817	$ 249,251
Historical Rate Base	**1.0%**	297,866	304,666	380,666	387,416	394,166
Current Portion of Debt Service Reserve	**100.0%**	365,274	470,274	835,784	835,784	835,784
Five Year Capital Improvements - Net of bond proceeds	**20.0%**	1,546,200	1,546,200	1,546,200	1,546,200	1,546,200
Recommended Minimum Cash Reserve		**$ 2,433,832**	**$ 2,551,581**	**$ 2,999,198**	**$ 3,012,216**	**$ 3,025,401**



UFS
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Specializing in Cost of Service, Rate Design, and Financial Analysis

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November 14, 2019

Mark A. Whitfield, Public Works Director
The City of Milford
180 Vickers Drive
Milford, DE 19963

Dear Mr. Whitfield,

We are pleased to present this executive summary report for a financial projection and rate design study completed for City of Milford Wastewater Department. This report was prepared to provide the utility with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection and rate study are:

1) Determine wastewater utility's revenue requirements for 2021
2) Recommend rate adjustments needed to meet work toward targeted revenue requirements

This report includes results of the financial projection and a recommended 2021-2025 rate track for the Wastewater Department. Specific recommendations included in this report are:

1) Rate adjustments that are based on the utilities ability to meet or work toward three factors listed below:
    - Debt Coverage Ratio
    - Minimum Cash Reserves
    - Optimal Net Income

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

Utility Financial Solutions, LLC
Dawn Lund
Vice President

UTILITY REVENUE REQUIREMENTS FOR 2021-2025

To determine revenue requirements, the expenses for Fiscal Year 2019 and 2020 Budget were analyzed, with adjustments made to reflect projected operating characteristics.

Table One is the projected financial summary for the Wastewater Department. Operating income for 2021 is projected at a loss of ($102,794) and the loss increases to ($401,118) in 2025. The cash generated from operating income is currently not sufficient to support the long-term projected maintenance and capital improvement program. Debt coverage ratios are below healthy minimums throughout the projection period.

Table One – Financial Summary – Without Rate Adjustment

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	0.00%	4,711,092	4,813,886	(102,794)	3,377,524	250,000	-	1.39
2022	0.00%	4,766,585	4,933,527	(166,942)	3,208,328	250,000	-	1.22
2023	0.00%	4,823,548	5,072,426	(248,878)	1,909,215	1,325,000	-	1.07
2024	0.00%	4,882,020	5,214,372	(332,352)	1,612,995	250,000	-	0.87
2025	0.00%	4,942,043	5,343,161	(401,118)	1,258,304	250,000	-	0.71
Recommended Target in 2021				**$ 613,424**				
Recommended Target in 2025				**$ 705,816**				
Minimum Target 2021					**$ 3,561,637**			**1.45**
Minimum Target 2025					**$ 3,937,351**			**1.45**

PROJECTED CASH FLOW

Table Two is the projected cash flow for 2021-2025, including projections of capital improvements as provided by the Utility. Changes in the capital improvement plan can greatly affect the cash balance and recommended minimum cash reserve target. Cash balances for 2021 are projected at $3.4 million and decline to $1.3 million by 2025. Projected cash balances are below the recommended minimum throughout the period.

Table Two – Projected Cash Flows, No Rate Adjustment

Projected Cash Flows	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Add Net Income	$ (169,675)	$ (228,775)	$ (305,817)	$ (390,011)	$ (454,246)
Add Back Depreciation Expense	585,014	592,590	616,453	640,317	647,893
Subtract Debt Principal	276,307	283,011	284,750	296,525	298,338
Add Bond Sale Proceeds	-	-	-	-	-
Cash Available from Operations	**$ 139,031**	**$ 80,804**	**$ 25,886**	**$ (46,220)**	**$ (104,691)**
Estimated Annual Capital Additions	250,000	250,000	1,325,000	250,000	250,000
Net Cash From Operations	**$ (110,969)**	**$ (169,196)**	**$ (1,299,114)**	**$ (296,220)**	**$ (354,691)**
Beginning Cash Balance	3,488,493	3,377,524	3,208,328	1,909,215	1,612,995
Ending Cash Balance	**$ 3,377,524**	**$ 3,208,328**	**$ 1,909,215**	**$ 1,612,995**	**$ 1,258,304**
Total Cash Available	**$ 3,377,524**	**$ 3,208,328**	**$ 1,909,215**	**$ 1,612,995**	**$ 1,258,304**
Recommended Minimum	**$ 3,561,637**	**$ 3,626,469**	**$ 3,797,652**	**$ 3,861,631**	**$ 3,937,351**

Projected Cash Balance are currently below the targets for the entire projection period.

DEVELOPMENT OF FINANCIAL TARGETS:

When evaluating rates to charge customers, three factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors are discussed below:

Debt Coverage Ratio

The minimum recommended debt coverage ratio for prudent financial planning purposes is 1.45 for the outstanding revenue bonds on the wastewater system. Maintaining a 1.45 debt coverage ratio is good business practice and helps to achieve the following:

a. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to cold or wet summers or loss of a major customer(s).
b. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Three - Current Debt Coverage Ratio – Without Rate Adjustment

Debt Coverage Ratio	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Add Net Income	$ (169,675)	$ (228,775)	$ (305,817)	$ (390,011)	$ (454,246)
Add Depreciation Expense	585,014	592,590	616,453	640,317	647,893
Add Interest Expense	84,324	78,720	72,981	67,205	61,192
Cash Available for Debt Service	$ 499,662	$ 442,535	$ 383,617	$ 317,511	$ 254,840
Debt Principal and Interest	$ 360,631	$ 361,731	$ 357,731	$ 363,731	$ 359,531
Projected Debt Coverage Ratio (Covenants)	1.39	1.22	1.07	0.87	0.71
Minimum Debt Coverage Ratio	**1.45**	**1.45**	**1.45**	**1.45**	**1.45**

Debt Coverage Ratio are below recommended minimums throughout the projection period.

Minimum Cash Reserve Target

Table Four is the minimum level of cash reserves required to help ensure timely replacement of assets and to provide financial stability of the wastewater utility. The methodology used in this study is based on certain assumptions related to a percentage of operating expense, historical investment, capital improvements, and debt service to be kept in cash reserves. Minimum cash reserve attempts to quantify the minimum amount of cash the utility should keep in reserve and is considered at critical levels if cash approaches this minimum. Actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The wastewater utility should maintain approximately a minimum of $3.9 million in cash reserves based on the methodology.

Table Four – Minimum Cash Reserves

	Percent Allocated	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operation & Maintenance Less Depreciation Expense	12%	$ 263,213	$ 270,188	$ 277,348	$ 284,698	$ 292,243
Kent county pass through	100%	$ 2,088,928	$ 2,144,284	$ 2,201,108	$ 2,259,437	$ 2,319,312
Historical Rate Base	1%	234,765	237,265	250,515	253,015	255,515
Current Portion of Debt Service Reserve	100%	361,731	361,731	363,731	359,531	365,331
Five Year Capital Improvements - Net of bond proceeds	20%	613,000	613,000	613,000	613,000	613,000
Recommended Minimum Cash Reserve Levels		**$ 3,561,637**	**$ 3,626,469**	**$ 3,797,652**	**$ 3,861,631**	**$ 3,937,351**
Projected Cash Reserves		**$ 3,377,524**	**$ 3,208,328**	**$ 1,909,215**	**$ 1,612,995**	**$ 1,258,304**

Cash reserves decline and are below the target throughout the period

Notes:

1. Rate base is historical investment in assets
2. Five-year capital includes budgeted capital improvements for the next five years and excludes capital improvements funded through debt issuances

Rate of Return (Operating Income)

The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

A. Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
B. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
C. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

The target established for 2021 is $613,424 and increases to $705,816 in 2025. This equates to approximately a 5.2% rate of return.

Table Five - Optimal Operating Income Targets Compared to Projected

	Percent Allocated	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Outstanding Principal on Debt	**2.2%**	84,324	78,720	72,981	67,205	61,192
System Equity	**5.9%**	529,101	545,842	605,872	624,706	644,624
Target Operating Income		**$ 613,424**	**$ 624,563**	**$ 678,853**	**$ 691,912**	**$ 705,816**
Projected Adjusted Operating Income		**$ (102,794)**	**$ (166,942)**	**$ (248,878)**	**$ (332,352)**	**$ (401,118)**
Rate of Return in %		**4.8%**	**5.0%**	**5.2%**	**5.4%**	**5.7%**

Operating Income are below minimum targets throughout the projection period.

SUMMARY OF FINANCIAL POSITION:

Proposed Rate Track

Increasing rates requires balancing the financial health of the utility with the financial impact on customers. Table Six below is the five-year financial projection with a recommended rate track for 2021-2025. The rate tract is projected at 4.9% for 2021 – 2025.

The rate track was developed to work toward healthy financial targets. Cash will need to be monitored as the capital improvement program materializes to determine if a bond is needed. The rate track should be reviewed with the budget process as changes in revenues, expenses and capital can greatly impact the rate track.

Table Six – Financials with proposed Rates

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	4.90%	4,839,327	4,813,886	25,440	3,505,759	250,000	-	1.74
2022	4.90%	5,029,337	4,933,527	95,810	3,599,957	250,000	-	1.95
2023	4.90%	5,227,410	5,072,426	154,984	2,706,663	1,325,000	-	2.21
2024	4.90%	5,433,906	5,214,372	219,534	2,966,317	250,000	-	2.40
2025	4.90%	5,649,205	5,343,161	306,045	3,325,555	250,000	-	2.69
Recommended Target in 2021				**$ 613,424**				
Recommended Target in 2025				**$ 705,816**				
Minimum Target 2021					**$ 3,561,637**			**1.45**
Minimum Target 2025					**$ 3,937,351**			**1.45**

- The rate track was set to increase operating income, maintain cash balances and the debt coverage ratio. Cash will need to be monitored as capital improvements materialize.

SIGNIFICANT ASSUMPTIONS

This section outlines the procedures used to develop the cost of service study and the related significant assumptions.

Forecasted Operating Expenses
Forecasted expenses were based on actual 2019 & 2020 and adjusted for inflation.

Inflation
Inflation was assumed at 2.65% annually.

Growth
Growth on sales was projected at 0.0%

Interest Income
Interest income was forecasted based on projected cash balances and an interest rate of 0.5%.

Capital Improvements and recommended bonds
The capital improvement program was provided by the Utility. Projections for 2021 – 2025 are listed below:

Year	Projected Capital Improvement
2021	250,000
2022	250,000
2023	1,325,000
2024	250,000
2025	250,000

Wastewater Department Findings

1) For the City of Milford to maintain long-term financial targets of the wastewater utility, rate increases of 4.9% should be considered. We propose movement toward recommended targets with the following rate track; operating income and debt coverage ratio improve, cash balance stabilize.

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Capital Improvements	Bond Issues	Debt Coverage Ratio
2021	4.90%	4,839,327	4,813,886	25,440	3,505,759	250,000	-	1.74
2022	4.90%	5,029,337	4,933,527	95,810	3,599,957	250,000	-	1.95
2023	4.90%	5,227,410	5,072,426	154,984	2,706,663	1,325,000	-	2.21
2024	4.90%	5,433,906	5,214,372	219,534	2,966,317	250,000	-	2.40
2025	4.90%	5,649,205	5,343,161	306,045	3,325,555	250,000	-	2.69
Recommended Target in 2021				**$ 613,424**				
Recommended Target in 2025				**$ 705,816**				
Minimum Target 2021					**$ 3,561,637**			**1.45**
Minimum Target 2025					**$ 3,937,351**			**1.45**

2) A cost of service was initially assessed, however the rate structure would need to be revamped and the utility is considering this in the future. To maintain the current rate structure an "across the board" increase could be considered.

3) The revenue, expenses and cash flow should be updated annually with the budget process to determine if the rate track is on target. The rate track was set at a minimum and any changes in revenue, expenses or capital can affect the future rate track.

4) A Cash Reserve Policy should be considered based on the formula identified below to establish a minimum reserve target for the wastewater department.

	Percent Allocated	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operation & Maintenance Less Depreciation Expense	12%	$ 263,213	$ 270,188	$ 277,348	$ 284,698	$ 292,243
Kent county pass through	100%	$ 2,088,928	$ 2,144,284	$ 2,201,108	$ 2,259,437	$ 2,319,312
Historical Rate Base	1%	234,765	237,265	250,515	253,015	255,515
Current Portion of Debt Service Reserve	100%	361,731	361,731	363,731	359,531	365,331
Five Year Capital Improvements - Net of bond proceeds	20%	613,000	613,000	613,000	613,000	613,000
Recommended Minimum Cash Reserve Levels		**$ 3,561,637**	**$ 3,626,469**	**$ 3,797,652**	**$ 3,861,631**	**$ 3,937,351**



Report

CITY OF MILFORD

Solid Waste Cost of Service Study and Financial Projection

December 2019

Utility Financial Solutions, LLC

Specializing in Cost of Service, Rate Design, and Financial Analysis

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December 2019

Mark Whitfield
Public Works Director
City of Milford
180 Vickers Drive
Milford, DE 19963

Dear Mr. Whitfield,

We are pleased to present the Report for the solid waste cost of service study and financial projection for the City of Milford (the City). This report was prepared to provide the City with a comprehensive examination of its existing rate structure by an outside party.

The specific purposes of this rate study are:

- Determine solid waste utility's revenue requirements for fiscal year 2021
- Recommend rate adjustments needed to meet targeted revenue requirements
- Identify the appropriate monthly charges for each customer class

This report includes results of the solid waste cost of service study and financial projection and recommendations on future rate designs.

This report is intended for information and use by the utility and management for the purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,



Utility Financial Solutions, LLC
Mark Beauchamp
CPA, MBA, CMA
185 Sun Meadow Ct
Holland, MI 49424

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1. Introduction

This report was prepared to provide the City of Milford (the City) with an solid waste cost of service study and financial projection and a comprehensive examination of its existing rate structure by an outside party. The specific purposes of the study are identified below:

1) **Determine solid waste utility's revenue requirements for fiscal year 2021.** the City's revenue requirements were projected for the period from 2021 – 2025 and included adjustments for the following:

    a. Projected landfill tipping costs
    b. Projected changes in staffing levels
    c. Capital improvement plan projected over next five years

2) ***Identify if cross-subsidies exist between rate classes.*** Cross-subsidies exist when certain customer classes subsidize the solid waste costs of other customers. The rate study identifies if cross-subsidies exist and practical ways to reduce the subsidies. The cost of service study was completed using 2021 projected revenues and expenses. The financial projections are for the period from 2021 – 2025.

3) ***Identify the appropriate monthly charges for each customer class.*** The monthly charge consists of fixed costs to serve customers, collection costs, and disposal costs.

4) ***Recommend rate adjustments needed to meet targeted revenue requirements.*** The primary purpose of this study is to identify appropriate revenue requirements and the rate adjustments needed to meet targeted revenue requirements. The report includes a long-term rate track for the City to help ensure the financial stability of the utility in future years.

2. Cost of Service Summary

Utility Rate Process

the City retained Utility Financial Solutions to review utility rates, the cost to provide service and make recommendations on the appropriate course of action. This report includes results of the solid waste cost of service and unbundling study and recommendations on future rate designs.

Utility Revenue Requirements

To determine revenue requirements, the revenues and expenses for Fiscal Years 2017, 2018, and 2019, 2020 budget were analyzed, with adjustments made to reflect projected operating characteristics. ***The projected financial statements are for cost of service purposes only.***

Table 1 is the projected financial statement for the Solid waste Department from 2021-2025. The 2021 rate of return calculation established an operating income target of $69,608 (See Table 5).

Operating income for 2021 is projected at ($66,603) and decreases to ($145,220) in 2025. Operating income is one target that helps to determine if rate adjustments are needed. The following pages review cash flow and debt coverage ratio which are also important indicators.

Table 1 – Financial Statements (without rate adjustments)

Description	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operating Revenues:					
Collection Sales					
Residential	$ 1,175,460	$ 1,192,940	$ 1,210,681	$ 1,228,685	$ 1,246,957
Non-Residential	50,570	51,322	52,085	52,860	53,646
Additional Container	2,425	2,461	2,498	2,535	2,572
Multi-Unit (2 CY x 1 weekly collection)	3,600	3,654	3,708	3,763	3,819
Yard Waste Additional Container	846	859	871	884	897
Late Penalties	4,000	4,059	4,120	4,181	4,243
Container Replacement Fees	250	250	250	250	250
Bulk Trash	750	750	750	750	750
Total Operating Revenues	**$ 1,237,901**	**$ 1,256,295**	**$ 1,274,963**	**$ 1,293,908**	**$ 1,313,135**
Personal Services	$ 350,078	$ 359,355	$ 368,878	$ 378,653	$ 388,687
Contractual Services	31,665	32,504	33,365	34,249	35,157
Landfill Fees (pulled from Contract Services)	258,000	263,443	268,991	274,646	280,409
Repairs and Maintenance	139,633	143,333	147,131	151,030	155,033
Other Supplies and Expenses	17,764	18,235	18,718	19,214	19,723
Insurance Claims and Expenses	11,351	11,652	11,961	12,277	12,603
Transfers (PW)	121,510	124,730	128,035	131,428	134,911
Transfers (Billing)	120,003	123,184	126,448	129,799	133,238
Transfers (Interdepartmental)	111,461	114,415	117,447	120,559	123,754
Depreciation Expense	143,039	144,039	158,439	172,839	174,839
Total Operating Expenses	$ 1,304,504	$ 1,334,889	$ 1,379,413	$ 1,424,696	$ 1,458,355
Operating Income	$ (66,603)	$ (78,594)	$ (104,451)	$ (130,788)	$ (145,220)
Other Income & Expense					
Interest and Other Income	-	281	-	-	-
Interest On Long Term Debt	(15,000)	(13,042)	(31,126)	(26,426)	(21,585)
Non Operating Income/Expense	**$ (15,000)**	**$ (12,761)**	**$ (31,126)**	**$ (26,426)**	**$ (21,585)**
Net Income	**$ (81,603)**	**$ (91,355)**	**$ (135,577)**	**$ (157,214)**	**$ (166,805)**
Adjusted Operating Income	**$ (66,603)**	**$ (78,594)**	**$ (104,451)**	**$ (130,788)**	**$ (145,220)**

Projected Cash Flow

Table 2 is the projected cash flow for 2021-2025, including projections of capital improvements as provided by the City. Changes in the capital improvement plan can greatly affect the cash balance and recommended minimum cash reserve target. The cash balance for 2021 is projected at $56,229 and ($546,015) in 2025. The recommended minimum cash reserve level for 2021 is $336,501 and $470,421 for 2025.

Table 2 – Projected Cash Flows (without rate adjustments)

Description	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Projected Cash Flows					
Net Income	$ (81,603)	$ (91,355)	$ (135,577)	$ (157,214)	$ (166,805)
Depreciation Expense/Amortization	143,039	144,039	158,439	172,839	174,839
Subtract Debt Principal	(65,253)	(67,211)	(156,666)	(161,366)	(166,207)
Add Bond Sale Proceeds	500,000	-	670,000	-	-
Cash Available from Operations	$ 496,183	$ (14,527)	$ 536,196	$ (145,741)	$ (158,173)
Estimated Annual Capital Additions	123,000	50,000	670,000	50,000	50,000
Net Cash From Operations	$ 373,183	$ (64,527)	$ (133,804)	$ (195,741)	$ (208,173)

On average, cash balances are decreasing throughout the projection period due to the higher capital improvement plans and debt service for construction of building in year 2021.

Minimum Cash Reserve

Table 3 details the minimum level of cash reserves required to help ensure timely replacement of assets and to provide financial stability of the utility. The methodology used to establish this target is based on an assessment of working capital needs to fund operating expenses, capital improvements, annual debt service payments, exposure to market risks and landfill tipping costs. Based on these assumptions, the City should maintain a minimum of $336,501 in cash reserves for 2021 and $470,421 in 2025.

Table 3 – Minimum Cash Reserves (without rate adjustments)

Description	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Minimum Cash Reserve Allocation					
Operation & Maintenance Less Depreciation Expense	16.4%	16.4%	16.4%	16.4%	16.4%
Landfill Expense	16.4%	16.4%	16.4%	16.4%	16.4%
Historical Rate Base	3%	2%	2%	2%	3%
Current Portion of Debt Service Payment	83%	83%	83%	83%	83%
Calculated Minimum Cash Level					
Operation & Maintenance Less Depreciation Expense	$ 172,603	$ 176,948	$ 181,402	$ 185,967	$ 190,646
Landfill Expense	18,322	18,808	19,306	19,818	20,343
Historical Rate Base	78,965	53,643	67,043	68,043	103,565
Current Portion of Debt Service Reserve	66,610	155,868	155,868	155,868	155,868
Minimum Cash Reserve Levels	**$ 336,501**	**$ 405,267**	**$ 423,619**	**$ 429,695**	**$ 470,421**
Projected Cash Reserves	**$ 56,229**	**$ (8,298)**	**$ (142,102)**	**$ (337,842)**	**$ (546,015)**

Projected cash balances are below minimum targets throughout the projection period.

Debt Coverage Ratio

Table 4 is the projected debt coverage ratios. The Solid Waste Department does not issue revenue bonds and will often finance purchases with loans from other Utility Departments. Under these circumstances, bond covenant requirements do not apply. UFS uses the debt coverage ratio as part of our overall assessment of financial condition and the long-term ability of the Department to pay back debt. UFS applies standard coverage requirements in a bond ordinance of 1.20 plus a 0.25 margin (1.45) as a benchmark to assess the Departments financial condition. Maintaining adequate coverage ratios is good business practice and helps to achieve the following:

- Helps to ensure adequate funds are available to meet debt service payments
- Obtain higher bond rating, should revenue bonds be sold in future years this allows the Department to obtain lower interest cost

Table 4 – Projected Debt Coverage Ratios (without rate adjustments)

Description	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Debt Coverage Ratio					
Net Income	$ (81,603)	$ (91,355)	$ (135,577)	$ (157,214)	$ (166,805)
Add Depreciation/Amortization Expense	143,039	144,039	158,439	172,839	174,839
Add Interest Expense	15,000	13,042	31,126	26,426	21,585
Cash Generated from Operations	$ 76,436	$ 65,727	$ 53,989	$ 42,052	$ 29,619
Debt Principal and Interest	$ 80,253	$ 80,253	$ 187,792	$ 187,792	$ 187,792
Projected Debt Coverage Ratio (Covenants)	**0.95**	**0.82**	**0.29**	**0.22**	**0.16**
Minimum Debt Coverage Ratio	**1.45**	**1.45**	**1.45**	**1.45**	**1.45**

Coverage ratio is not met during the projection period without changes in rates.

Rate of Return

The optimal target for setting rates is the establishment of a target operating income to help ensure the following:

A. Funding of interest expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
B. Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income.
C. Funding of depreciation expense.
D. Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.
E. The rate of return identifies the target operating income and is used to identify the appropriate funding for replacement of existing infrastructure to recover in rates charged to customers.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The revenue requirements for the study are set on the utility basis. Table 5 identifies the utility basis target established for 2021 is $69,608 and changes to $90,362 in 2025.

Table 5 – Rate of Return Calculation

Description	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Target Operating Income Allocation					
Interest on Debt	3.45%	3.55%	3.53%	3.67%	3.90%
System Equity	5.79%	5.79%	5.79%	6.30%	6.91%
Target Operating Income					
Interest on Debt	$ 15,000	$ 13,042	$ 31,126	$ 26,426	$ 21,585
System Equity	$ 54,608	$ 53,055	$ 52,953	$ 60,116	$ 68,777
Target Operating Income	**$ 69,608**	**$ 66,098**	**$ 84,079**	**$ 86,543**	**$ 90,362**
Projected Operating Income	**$ (66,603)**	**$ (78,594)**	**$ (104,451)**	**$ (130,788)**	**$ (145,220)**
Rate of Return in %	**5.0%**	**5.1%**	**4.7%**	**5.2%**	**5.8%**

Current rates are projected to fall below the target operating income for each year and the Department is operating at losses throughout the projection period.

Recommended Rate Track

The study identifies increasing current revenues in 2021 and increases annually thereafter to maintain or move toward financial targets. Table 6 is a summary of the financial results detailing the recommended revenue adjustments to maintain a stable operating income and cash reserves adequate to fund capital improvements.

Table 6 – Recommended Revenue Adjustments

Fiscal Year	Projected Rate Adjustments	Debt Coverage Ratio	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash
2021	4.0%	1.57	$ (17,287)	$ 69,608	$ 105,545	$ 291,101
2022	4.0%	2.10	23,669	66,098	143,528	359,867
2023	4.0%	1.14	54,443	84,079	169,336	378,219
2024	4.0%	1.40	88,636	86,543	193,865	384,295
2025	4.0%	1.68	138,859	90,362	270,741	425,021

Cost of Service Summary Results

A cost of service study was completed to determine the cost of providing service to each class of customers and to assist in design of solid waste rates. A cost of service study consists of the following general steps:

1) Determine utility revenue requirement for test year 2021
2) Classify utility expenses into common cost pools
3) Allocate costs to customer classes based on the classes' contribution to utility expenses
4) Compare revenues received from each class to the cost of service

The cost of service summary is included as Table 7 which compares the projected cost to serve each class with the revenue received from each class. The "% change" column is the revenue adjustment necessary to meet projected cost of service requirements. The cost of service summary uses the current rates including any adjustment factors.

It is recommended that rates move toward cost of service slowly over time to minimize rate impacts on customers. The cost of service summary "% change" column indicates the rate adjustment required for all classes to meet cost of service requirements.

Table 7 – Cost of Service Summary

Customer Class	Cost of Service	Projected Revenues	% Change
Residential	$ 1,304,751	$ 1,175,460	11.0%
Non-Residential	56,132	50,570	11.0%
Multi-Unit (2 CY x 1 weekly collection)	4,523	3,600	25.6%
Yard Waste Additional Container	978	846	15.6%
Total	$ 1,369,112	$ 1,232,901	11.0%

Cost of Service Results

Table 8 shows the average cost of service rates by class compared to the current monthly rate. The total cost of service charge depends on the nature of service, number of bins, and number of pickups per month.

Table 8 – Average Cost vs. Average Revenue

Customer Class	Cost of Service $/Cart	Projected Revenues $/Cart
Residential	$ 28.86	$ 26.00
Non-Residential	28.86	26.00
Waste Additional Container	5.62	5.00
Recycle (Additional Container)	6.70	-
Yard Waste (Additional Container)	4.55	3.00
Multi-Unit (2 CY x 2 weekly collection)	347.54	300.00
Multi-Unit (Single Unit)	31.41	25.00
Commercial At Door Collection	11.25	10.00
Multi-Unit (2 CY x 1 weekly collection)	188.46	150.00
Bulk Waste Additional Pick up	35.73	50.00

Cost differences result from capacity of bins used for disposal, the number of bins, and frequency of pickups.

Residential and Non-Residential Costs

Separation of collection cost helps identify collection components for each customer class. Currently, the residential and non-residential classes include the following services at no additional cost to the customer:

- Weekly refuse pickup annually
- Weekly recycling pickup annually
- Weekly yard waste pickup seasonally
- Two pickups of up to 4 cubic yards of bulk waste annually

The breakdown of the cost of service rate by collection component is shown in Table 9.

Table 9 – Residential Rate by Collection Component

Residential Rate Components	Monthly Rate
Residential Waste	$ 14.63
Recycling	6.66
Yard Waste	4.59
Bulk Waste	2.98
Total	$ 28.86

Customer-Related Services

Certain administrative-type services are included in the costs to ensure customers are billed in a timely manner and personnel is available to answer questions and service the account.

Administrative Services

These costs are sometimes referred to as overhead costs and relate to functions that cannot be directly-attributed to any service. These costs are spread to the classes through an allocator such as labor, expenses, or total rate base. These costs may consist of City Commission expenses, property insurance, and other administrative type functions.

3. Unbundling Process

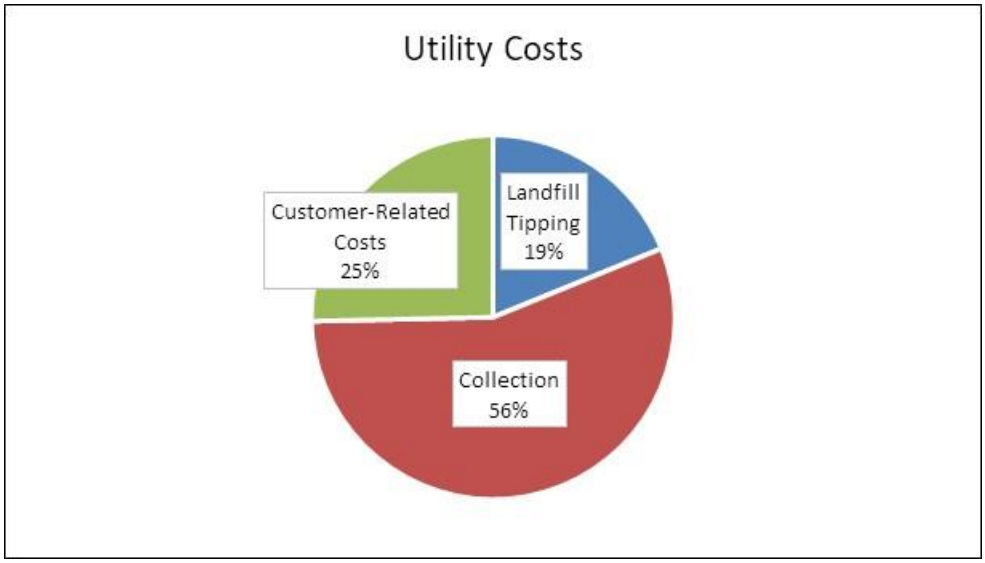
The cost of landfill tipping, collection, and administrative costs are identified as part of the unbundling process and are the first step in determining unbundled charges to customers. The total revenue requirements of $1,369,112 are separated into three categories identified in Table 10.

Table 10 – Breakdown of the City Cost Structure

Utility Costs			
Landfill Tipping	$	258,000	18.8%
Collection	$	764,133	55.8%
Customer-Related Costs	$	346,979	25.4%
	$	1,369,112	100%

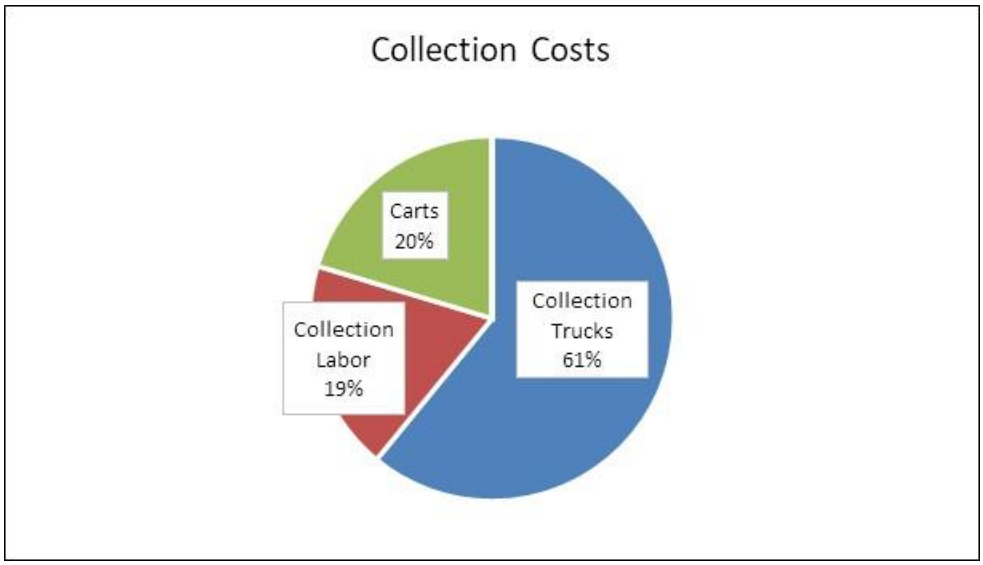
the City is projected to expend 18.8% of its total costs toward landfill tipping/disposal. Collection-related costs are 55.8% and customer-related 25.4%.

Figure 1 – Breakdown of Utility Costs



1. Landfill tipping costs are the costs associated with disposal of solid waste, recycling, yard waste, and bulk waste.
2. Customer-related costs represent the costs for customer service related items.
3. Collection costs consist of a number of components and the total collection-related costs of $764,113 for 2021 are broken down into collection labor, cart related costs, and truck related costs. Figure 1 shows the breakdown of collection components identified in the study.

Figure 2 – Breakdown of Collection Costs



Each of these components is allocated to customer groups based on certain factors established in the study. These factors are based on the number of pickups each month, size of containers, use of recycling options, and type of truck necessary to provide service.

4. Significant Assumptions

This section outlines the procedures used to develop the cost of service and unbundling study for the City and the related significant assumptions.

Forecasted Operating Expenses

Forecasted expenses were based on 2017, 2018, and 2019, 2020 budget adjusted for inflation. The table below is a summary of the expenses used in the analysis.

Table 11 – Projected Operating Expenses for 2021– 2025

Description	Projected 2021	Projected 2022	Projected 2023	Projected 2024	Projected 2025
Operating Expenses:					
Personal Services	$ 350,078	$ 359,355	$ 368,878	$ 378,653	$ 388,687
Contractual Services	31,665	32,504	33,365	34,249	35,157
Landfill Fees (pulled from Contract Services)	258,000	263,443	268,991	274,646	280,409
Repairs and Maintenance	139,633	143,333	147,131	151,030	155,033
Other Supplies and Expenses	17,764	18,235	18,718	19,214	19,723
Insurance Claims and Expenses	11,351	11,652	11,961	12,277	12,603
Transfers (PW)	121,510	124,730	128,035	131,428	134,911
Transfers (Billing)	120,003	123,184	126,448	129,799	133,238
Transfers (Interdepartmental)	111,461	114,415	117,447	120,559	123,754
Depreciation Expense	143,039	144,039	158,439	172,839	174,839
Total Operating Expenses	$ 1,304,504	$ 1,334,889	$ 1,379,413	$ 1,424,696	$ 1,458,355

Landfill Tipping costs from 2021 – 2025 are based on the City's current charges adjusted for system growth factors and inflation.

Annual Projection Assumptions

The sales forecast is based on FY2019 actual adjusted for growth. Table 12 details growth, inflation of expenses, changes in landfill tipping costs and interest earned on investments. Growth is projected at 1.5%.

Table 12 – Projection Annual Escalation Factors 2021– 2025

Fiscal Year	Inflation	Growth	Tipping Cost Change	Investment Income	Capital Improvements Plan
2021	2.7%	1.5%	0.6%	0.5%	$ 123,000
2022	2.7%	1.5%	0.6%	0.5%	50,000
2023	2.7%	1.5%	0.6%	0.5%	670,000
2024	2.7%	1.5%	0.6%	0.5%	50,000
2025	2.7%	1.5%	0.6%	0.5%	50,000

Revenue Forecast

The revenue forecast was based on FY2019 usages adjusted for growth rate assumptions.

5. Considerations and Additional Information

Financial Considerations

1. The City is projected to require increases in rates charged to customers in order to move toward financial targets over the projection period.
2. Cash balances are decreasing due to higher than average capital improvement program.
    a. The City is issuing debt in the amounts of $500,000 and $670,000 in 2021 and 2023, respectively, for a new truck.
3. Debt Coverage Ratio is below recommended minimum levels throughout the projection period without changes in rates.
4. Current rate related revenues are projected to result in operating income below the target operating income for each year, indicating that current rates in total are not appropriately recovering costs.

Rate-Related Considerations

1. Revenue recovered by each major class of customers shows the need for adjustments in all classes except bulk waste picky up.
2. Current total monthly charges are listed below and compare the current charges with the cost of service charges.

Customer Class	Cost of Service $/Cart	Projected Revenues $/Cart
Residential	$ 28.86	$ 26.00
Non-Residential	28.86	26.00
Waste Additional Container	5.62	5.00
Recycle (Additional Container)	6.70	-
Yard Waste (Additional Container)	4.55	3.00
Multi-Unit (2 CY x 2 weekly collection)	347.54	300.00
Multi-Unit (Single Unit)	31.41	25.00
Commercial At Door Collection	11.25	10.00
Multi-Unit (2 CY x 1 weekly collection)	188.46	150.00
Bulk Waste Additional Pick up	35.73	50.00

3. the City may consider movements toward cost of service. The cost of service study indicates a variance exists between revenues and costs for certain revenue classes. The study results are listed below:

Customer Class	Cost of Service	Projected Revenues	% Change
Residential	$ 1,304,751	$ 1,175,460	11.0%
Non-Residential	56,132	50,570	11.0%
Multi-Unit (2 CY x 1 weekly collection)	4,523	3,600	25.6%
Yard Waste Additional Container	978	846	15.6%
Total	$ 1,369,112	$ 1,232,901	11.0%

4. The City may consider movement toward cost of service for the Residential and Non-Residential classes.
5. The current rates and the cost of service includes services beyond the traditional refuse and recycling pickups making the rates difficult to compare with other service providers. The City's monthly charges include yard waste pickup and two bulk waste pickups per year that are normally charged separately by other providers.

Utility Financial Solutions
185 Sun Meadow Ct.
Holland, MI 49424
Phone: 616-393-9722
Fax: 616-393-9721

Accountant's Compilation Report

Governing Body
City of Milford

The accompanying forecasted statements of revenues and expenses of the City of Milford (utility) were compiled for the year ending December 31, 2021 in accordance with guidelines established by the American Institute of Certified Public Accountants.

The purpose of this report is to assist management in forecasting revenue requirements and determining the cost to service each customer class. This report should not be used for any other purpose.

A compilation is limited to presenting, in the form of a forecast; information represented by management and does not include evaluation of support for any assumptions used in projecting revenue requirements. We have not audited the forecast and, accordingly, do not express an opinion or any other form of assurance on the statements or assumptions accompanying this report.

Differences between forecasted and actual results will occur since some assumptions may not materialize and events and circumstances may occur that were not anticipated. Some of these variations may be material. Utility Financial Solutions has no responsibility to update this report after the date of this report.

This report is intended for information and use by the governing body and management for the purposes stated above. This report is not intended to be used by anyone except the specified parties.

UTILITY FINANCIAL SOLUTIONS

Mark Beauchamp, CPA, CMA, MBA
Holland, MI
December 2019

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 4, 2019

A Special Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, November 4, 2019.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Eric Norenberg and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 5:32 p.m.

INVOCATION AND PLEDGE

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

EXECUTIVE SESSION

Councilmember Culotta moved to go into Executive Session reference the below statutes, seconded by Councilmember Brooks:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 5:33 p.m. for the purpose permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 6:26 p.m.

Personnel Matter

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

ADJOURNMENT

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

The Council Meeting adjourned at 6:27 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 12, 2019

A Meeting of the City of Milford Community and Economic Development Committee was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware on Tuesday, November 12, 2019.

PRESIDING: Chairperson Mike Boyle

IN ATTENDANCE: Mayor Arthur Campbell

Committee Members: Todd Culotta, Owen Brooks Jr. & Katrina Wilson

Councilmember Jason James Sr.

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

CALL TO ORDER

Chairperson Boyle called the Committee Meeting to order at 5:31 p.m.

UNFINISHED BUSINESS

Update/Kent Economic Partnership/Chairman Boyle

Chairman Boyle reminded the Committee that he sits on the Kent Economic Partnership (KEP) as a representative of the City.

He referenced the presentation made by Executive Director Linda Parkowski and Board Chair Gregory Moore was excellent and confirmed the benefits of their services to the City of Milford. They are transitioning from more general development into specializing more in the medical-related areas that better suit what is here. In addition, it should attract more outside businesses, though they will not dismiss any other possibilities that may come along.

Councilmember Wilson said though she was absent that evening, she asked if when the referral comes through their organization, are we able to know the type of business or what they are working on. For example, there has been talk about different businesses and she would be interested in knowing what business decided or chose not to come to Milford.

Chairman Boyle explained that anything of serious interest is provided directly to the City Manager, City Planner and Mayor. The Chamber of Commerce is also supporting another Economic Development Committee that Chairman Boyle is a member of on behalf of the City. The committee is a reboot of an earlier Economic Development Commission that had gone dormant for several years and is now again active.

Executive Director Jo Schmeiser was in attendance and confirmed it is a joint committee consisting of City of Milford, Downtown Milford, Incorporated and Chamber of Commerce members. Chairman Boyle added it is a cross section of different businesses in town.

City Manager Norenberg feels it will be more on the line of creating the climate locally for economic growth rather than fulfilling a role of recruiting or attraction, thus making this area more economically success. One of their goals is planning and what they want the committee to do, and are considering an incubator project and other things.

An organizational meeting was held October 15th and the next one is scheduled in January.

Update/Delaware Prosperity Partnership and Greater Kent Committee/City Manager Norenberg

City Manager Norenberg then talked about Delaware Prosperity Partnership (DPP), which is a private entity that was created to assist with the State of Delaware's economic development efforts.

He receives several leads a week from DPP though they are unanimous. It might indicate the type of industry such as manufacturing or warehouse/logistics or pharmaceuticals. However, that aligns with available facilities based on size, location, and any specific transportation needs. Unfortunately, Milford finds itself out of the mix from the beginning, because many potential businesses want to be in New Castle with access to I-95. If they are interested in lower Delaware, they typically are looking for facilities that are 50,000 or 100,000 square feet and readily available, or will be move in ready within the next six months.

Regardless, the City responds to each one though they are never told why Milford was not chosen, or if they chose another site in Delaware or another State.

In addition, Ms. Parkowski is also getting those leads from DPP and is funneling the potential sites from Kent County, including all of Milford, to them as well.

As a result, multiple eyes are looking at every possible lead, after which the City follows up itself.

Mr. Norenberg also reported that last year, DPP, the Delaware State Chamber of Commerce and Corporation Service Company (CSC) sponsored an economic-development conference that included a panel with site selectors and moderated by Governor John Carney. KEP, along with the Greater Kent Committee, is active and are promoting Ready in Six Initiative.

Its goal is to reduce the barriers and the timeframes involved in improving economic development projects at all levels including the State of Delaware, Counties to local governments and reduce the 18 to 24-month approval process to approximately 6 months. Delaware is often overlooked because of the long-time frame needed to issue permits, when compared to other Mid-Atlantic States.

The City Manager shared that Delaware Business Roundtable Executive Director Bob Perkins is overseeing this initiative with the final report to be completed within the next month. Though not a lot of specifics, they are working on streamlining the process and activities at all levels in an attempt to eliminate those time lags.

Mr. Norenberg spoke to him after the meeting about the possibility of partnering in an effort to replace and upgrade software to share a platform that would be useful to all approving agencies and all three counties. Mr. Perkins will be bringing that back to the committee in hopes of making Delaware more competitive.

NEW BUSINESS

Presentation/The Retail Coach®/Charles Parker

City Manager Norenberg recalled the previous conversation about additional retail attraction and he is aware of three to four firms that provide somewhat similar services. Mayor Campbell and he held a couple conference calls with two firms and they invited Charles Parker to do a presentation about what they offer. Retail Coach is a national retail consulting, market research and development firm that combines strategy, technology, and creative expertise to develop and deliver high-impact retail recruitment and development strategies to local governments, chambers of commerce and economic development organizations.

Mr. Parker then talked about their process and how they have tackled the problem of recruiting retail to communities across the country for the last twenty years.

He talked about the first step for business attraction is the data needed in the report, the next step is finding a consultant who can assist with the matching of our report to the businesses that meet our criteria and working with property owners.

The Retail Coach proposes to conduct an assessment of the area and provides targeted data sets and educational opportunities focused on sustaining and enhancing existing businesses as well as recruiting new ones.

They help communities identify new retail opportunities, actively recruit those retailers to their community, then coach them on a long-term basis to ensure success.

They are not a firm that comes in, does an analysis that sits on a shelf and collects dust. They are an active consulting firm that actually handles the recruiting and works on behalf of the community.

The company was founded in 2000, after which they have worked in 37 states and more than 500 communities. Of those, 85% have worked with them on more than one basis resulting in a very high retention rate.

Retail Coach has a dedicated team on the East Coast and Southeast under Mr. Parker's direction. Currently they are working on another project in the Town of Millsboro.

They are a core team focused on doing what they can to help their communities and are very partnership-based. They are not brokers, which prevents any inherent conflicts of interest. A big part of their success in each community is working with local and regional brokers. Instead, the broker network sees them as a pre-resource that is provided by the community which helps the overall partnerships and success rates.

The Retail Coach Proposal has eight phases, detailed in the attached proposal.

1. Analyzing the Market
2. Determining Retail Opportunities
3. Identifying Development & Redevelopment Opportunities
4. Identifying Retailers & Developers for Recruitment
5. Marketing & Branding
6. Recruiting Retailers & Developers
7. Downtown Revitalization
8. Retail Recruitment Coaching.

Presentation attached.

When asked if Retail Coach has a preferred set of retailers, Mr. Parker said yes and no. The short list includes those expand the most, but they have no agreements or kickbacks with any specific retail, to prevent any conflict of interest. They do work with the ones that spend the most money across the country because they are dropping the most stores.

Due to the overall trends in the retail market space, Mr. Parker said most are in the fast, casual food market, followed by the discount retailers, in terms of Ross, TJ Maxx, etc. He pointed out that even though we are in the age of Amazon, and many people feel that retail is going away, he noted that Amazon is dropping a ton of brick and mortar stores. However, they are seeing a lot of downtown revitalization, which they believe is a result of the need for social species.

Councilmember Peel talked about Mr. Parker's reference to social touch or person to person interaction. Not pushing out local businesses for the larger companies that are dropping stores, she feels there is a difference of box stores, chain restaurants or should everything should mesh and instead support the local mom and pop businesses and the downtown economy. She referenced the members of the Chamber of Commerce and Downtown Milford Incorporated organizations in attendance, and asked how Retail Coach would partner with those organizations and what work is done with existing organization to bring that work together.

Mr. Parker said they have an official partnership through local Chambers of Commerce, through county equivalences and other economic development groups. He noted that approximately 70% of their contacts are directly with the community and always like to rope in those other players in the area in order to get the whole teamwork piece.

He agrees they do not want to exclude or run out the existing, local businesses, though the best economies have a mix of national, regional and local businesses. Pointing out that with a downtown in the middle of nowhere, residents will still need to go to a Walmart that those local businesses cannot offer. Without the proper mix, the shoppers will leave for something and once they are away, they will spend their other money that they could be spending with local retail.

In addition to the Town of Millsboro, Mr. Parker said they are working with some clients in Northern Virginia, but have done work as far as New York and Massachusetts though they are headquartered out of Tupelo, Mississippi. However, they are a nationwide firm and have an additional office in Austin, Texas.

Mr. Parker then talked about what they are doing in Millsboro, who had previously worked with one of their competitors for a year. They realized they were not getting the actual recruitment side, though they obtained a lot of good data, but were lacking on the physical help and recruitment.

Councilman James asked what it means when a town is considered more successful in its recruitment efforts and does economic incentive play a part and does that equate to a win or lose. Mr. Parker agreed that incentives are a very big piece of this, particularly post 2007 and retailers are looking for the sure thing and not dropping as many stores, or doing the shotgun approach as they used to do. In a competitive process, if one town has incentives, that retailer will make them a priority.

Mr. Parker said they also work with a lot of jurisdictions that don't use incentives and a lot of decisions are based on state and local laws from sales tax rebates, which is an incentive, but not as burdensome, because they know they are getting back money on a marginal level. There are a number of ways to front load it and South Carolina offers a number of tax incentives that is one of the most municipal friendly.

In what dictates success, Mr. Parker said that four months, in terms of the approval process.

He also shared that they work on an annual basis versus a two to three-year basis. Because of that and because many deals do not get done within a year, they show how much progress they do make in ten to eleven months.

When asked the scope of retailers they work with, Mr. Parker explained about 65% of all commercial development are food-based, and various levels of restaurants, which is the nature of the industry. They also work with grocery stores, hotels and the physical stores like TJ Maxx, Marshalls, as he previously mentioned.

Councilman James asked the success of towns the size of Milford and what were some the impediments for those towns being successful in their recruitment efforts. Mr. Parker said the basic client is under 25,000 people and most are between 5,000 to 15,000. They have several around 40,000 and really is the result of who needs the outside consultant to come in versus hiring someone fulltime internally to do this. In terms of retail recruitment, he commented that the communities that are growing quickly and have those retail districts that are opening up, do not need an external recruiting firm. They do normally work with a client that has some sort of barrier to economic development. That can be they are not growing as quickly as the towns around them, or they have a secondary corridor that is not quite ready for expansion. As a result, they are very accustomed to figuring out the hurdles and solving those issues. That is all part of their analysis not just on that town, but what attracts people to other towns.

Councilmember Wilson recalled many years ago, Milford was a booming town with many national retailers and grocery stores. However, that all went away and now people want that back but in a way that will benefit our residents, while keeping up with future growth.

Mr. Parker then talked about commercial and economic development, stating that there has always been the debate about what comes first---the jobs, the workforce or the retail. Traditional economic development has always been, get the jobs and the rooftops and retail will come. Now, with the competitive nature of the workforce, the amenities are needed to recruit the business.

He provided contact information and encouraged Council to contact him with any questions.

Independence Commons Lot Sale/Minor Subdivision

Mr. Norenberg reported the City has an offer to purchase and subdivide the three-acre parcel that fronts Airport Road. The interested party, Lessard Builders, has submitted a proposal through R&R Realty, for a one-acre portion of lot 16, for a medical office building. In addition, R&R has a pending proposal for the residual two acres.

The bylaws for Independence Commons state that no parcel shall be subdivided without the approval of the City, which presumably means, City Council. He recalled a year ago, Council approved administrative processes for subdividing parcels like this. If Council agrees to this subdivision, Mr. Pierce can handle the process in house and the purchaser will cover all the costs for recording the subdivision and associated fees.

When asked why they did not buy another one-acre parcel, Mr. Norenberg explained they are interested in the Airport Road visibility, as well as being closer to the intersection.

It was confirmed that a medical office will not require any other approvals, other than those associated with the construction.

Councilmember Culotta moved to recommend authorizing the subdivision and taking it to City Council for final approval, seconded by Councilmember Brooks. Motion carried.

ADJOURNMENT

There being no further business, Councilmember Culotta moved to adjourn, seconded by Councilmember Wilson. Motion carried.

Chairman Boyle adjourned the meeting at 6:24 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachment:
The Retail Coach Presentation

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 12, 2019

The City Council of the City of Milford met in Workshop Session on Tuesday, November 12, 2019 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:31 p.m.

PRESIDING: Mayor Arthur Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

Council Retreat Follow-Up:

Public Comment at Meetings

Councilmember Marabello explained that a number of our residents want to have a voice and want to get involved in the matters before Council. He recalls when this was done when he was Mayor, and he feels it may have been abused a couple of times, but most of the time it ran very efficiently. On a number of occasions, no one signed up to speak.

There was concern express about permitting residents to speak about anything. Councilmember Wilson recalled when it was limited to the items on the Council agenda, and is concerned about some of the topics that could be discussed publicly. In many occasions, Council may not be familiar with the facts and know nothing about it at that time. In those situations, there would be a need for it to be postponed until the next meeting or referred to the City Manager or a Department Head.

She also recalled when it was first starting, people would come in and start complaining about other people and employees, which is why that had to be stopped and the rules were tweaked and it became discussion only about the items on the agenda.

It was confirmed that Mayor Campbell would have to control it and if someone started saying things that could have consequences, they would need to be stopped. In addition, to a time limit per person.

When asked if the comment would be permitted at the time the items comes up on the agenda, everything would then be subject to public comment.

Several scenarios were discussed about the manner in which public comment would be allowed.

Councilmember Boyle recalled there was a specific time set prior to the meeting, at which time any citizen could make a comment. Councilmember Wilson agreed it was done in that manner then.

Council agreed it was not a question and answer session. This only allowed comment by the public, but it did not involve a back and forth exchange. It was also agreed that any concerns would be redirected to the appropriate staff.

Councilmember Peel feels that a town hall meeting is a better format for people to come in and talk about things that concern them, then look for patterns and identify those matters that need to be worked on. She feels that having it at the beginning of the Council meeting, may be more frustrating.

Councilmember James pointed out that if there is no town hall meeting, he feels that a public comment session does need to be added at the beginning of the meeting. Regardless, if Councilmembers want to hear from their constituents, the town

hall format affords that opportunity in a greater way with dialogue, versus them having three minutes before a meeting that Council is unable to respond to.

It was agreed that each person would be limited to one, three-minute opportunity, but a maximum of fifteen minutes total.

Solicitor Rutt agreed that perimeters need to be established, otherwise it will end up being a free for all.

Councilmember Culotta said a town hall format is better because anyone can talk about anything. From that meeting, an item can be added to the agenda if necessary. If someone wants to comment on an agenda item, it can be done at the end of the meeting, three minutes per person, for a maximum of fifteen minutes.

He agrees we do not need a free for all at every Council meeting.

The City Manager referenced the Order of Procedure and Policy for how meetings flow adopted by City Council. That document will need to be amended to accomplish what Council wants to do.

He recommended that Councilman Marabello, City Clerk Hudson and he can meet and discuss the revisions, based on the discussion tonight. The document can then be brought back for consideration within the next couple of meetings.

Live Streaming of Meetings

Councilman Culotta recalled live streaming Council meetings so that our residents can have visibility when they are unable to be in attendance. In addition, those recordings can be accessed, including by the media, for reporting purposes.

He also recalled the 30/60/90-day project period.

Councilman Culotta likes that and believes we need to ask our IT Staff to come up with solutions and platforms to allow that.

Mr. Norenberg advised that the City Clerk had asked him to talk to some of the vendors at his annual conference he recently attended. There are a number of options that will need to be considered, adding there is a range of sophistication from one camera to one in which the video is broken up so that after the meeting you can go to the agenda item and connect to that related agenda.

In addition, there is a range of costs from very inexpensive to very robust and effective for Council and the public to have access later on. Some of the materials he requested are now trickling into Mrs. Hudson now and within the next month or so, there should be enough time to review the documents and provide a range of options.

He also recommended that Councilman Culotta be included in that process as well.

Town Hall Meetings

Councilmember James said that initially, there was a need to determine the requirements for holding a town hall meeting and that has been done. One of the major hurdles is there must be minutes. Advertising and preparing the agenda is not a big issue. However, minutes have to be taken.

Currently, the discussion is who will be taking the minutes. He feels there is a need to consider the additional burden to the City Clerk, which could be an issue considering the number of hours they work now because of the City's transcription needs.

Councilman James asked if minutes have to be taken by the City Clerk or the Deputy City Clerk and properly submitted; Solicitor Rutt said they can even be recorded. As long as the City keeps the tape and the trick to that is having the person that speaks identify them each time. Even if there is a back and forth conversation, they will need to say this is Mr. Smith again, this is Ms. Wilson again. He emphasized there is a need for identity and there ever is a question and the meeting will need to be transcribed, that is the biggest hurdle for court reporters who have to listen and transcribe minutes when they do not know who is speaking. In many cases, the transcripts often say 'unknown speaker'.

Mr. Rutt reiterated that the meeting can be just recorded but a good sound system is needed, as well as the recording in a safe place.

Councilmember Culotta pointed out, that also ties into the live streaming. Those recordings need to be stored but always accessible publicly.

Councilmember James also recalled the various levels of town hall meetings that can be considered, and whether they will be ward meetings or town hall meetings by Council as a whole. All of that is doable as long as FOIA is followed. So, either a ward town hall meeting could be arranged or a citywide town hall meeting.

When asked if it had to be at City Hall, Mr. Rutt said it can be held anywhere including the fire hall or a church or anywhere a large group can be gathered.

The City Clerk then pointed out the problem doing it off site is the recording aspect. He agreed the recording is the problem in that situation, though it could even be video taped by someone with a tripod and a camera, as long as they can pick up the sound.

Councilman James feels it would wise if the City would arrange for a citywide, full Council, town hall meeting. In the meantime, ward representatives can work out their individual ward town hall meetings.

It was agreed that a neutral location would be more appropriate in this situation.

Mr. Rutt confirmed that an individual Councilmember can meet with their constituents. However, any open meeting in which the public is invited, would fall under FOIA and a record of the meeting is required, in addition to agenda posting, etc.

It was agreed this would be done citywide and by wards as needed. Councilman James suggest that if individual Ward Representatives want to plan their town hall meetings, they can do that as long as they comply with FOIA. In the meantime, Council needs to decide when to hold the first citywide town hall meeting.

Solicitor Rutt agreed with Mrs. Hudson there will need to be some guidelines on how to maintain meetings and recordings. There needs to be a central depository for those because any minutes from any public body meeting, such as a town hall meeting, and someone wanted to hear the recording at a later date, has to be made available.

Councilman James said that the Solicitor and City Clerk need to provide the best practices on how to do this to prevent any errors

Councilman Boyle recommends they be made available on line, in addition to being a permanent record. Mr. Rutt will follow up with Chip Guy the Communications Expert in Sussex County. Their Council lives streams their minutes, but have hard notes as well.

The Planning Commission and the Board of Adjustment have their meetings recorded and he is the person in charge of FOIA and is very familiar with what is required to maintain those records.

Councilman Culotta added that should we use a third party for live streaming, they also provide cloud storage, accessibility, etc., all in compliance with FOIA.

Councilmember Peel said the other option, though she is not familiar with the related law, if there is virtual moderation, for example. She would also be interested if, in addition to the people in the room that are participating, that others be allowed to interact virtually and have the opportunity to pose questions and are read by a moderator that is managing the computer.

When asked how to contact the expert at Sussex County, Mrs. Hudson announced that Mayor Campbell will be attending the annual FOIA Coordinator Training with the City's Deputy Clerk next week and that he will be very happy to ask that question of the attorneys in the room.

Mrs. Hudson said she will be out of town at her mid-year board meeting and this will provide a great opportunity for Mayor Campbell to ask the panel of State Attorneys the several questions he has had over the past year.

Workshop Meetings

It was agreed this was handled and in fact, any item on an agenda, where there is insufficient time to properly discuss an item, it would be added to the next workshop for a deeper dialogue.

Councilman James explained the intent of this topic was to avoid having meetings until 10:30 or 11:00 at night, and rushing into a resolution because it has gotten late and everyone is tired.

Councilman Culotta agreed, adding that should that situation occur, action would be deferred and one of the Councilmembers make a motion to add to a workshop agenda.

Because of the resolution, no further discussion needed.

Tree Removal/Delaware Avenue

At this time, Councilmembers Culotta and Brooks recused themselves do to involvement of relatives in this situation.

When asked for comments, Councilmember Morrow pointed out it has been common practice for thirty years to remove trees on private property. He thinks we need to continue this practice until new rules and regulations are established. He recommends it be added to a workshop agenda and discuss it. In the meantime, any request that comes in needs to be acted on even though they don't come up that often.

Councilmember Peel said she feels we are reversing precedence.

Councilmember Morrow said we just need to keep doing what we are doing and then come up with some regulations and vote on those.

When asked what happens if another request comes in, Councilmember Morrow said until we take action and set rules and regulations with public hearings, what we have done in the past is our policy. That needs to be continued at this point.

Councilmember Marabello asked when the policy was established noting that this has been discussed for some time.

Councilmember James asked if our Code addresses this matter.

City Manager Norenberg explained that the question before Council involves private property and asked the Solicitor to comment on his research. In addition, the Public Works Director has worked with the Solicitor trying to articulate why it is not the public's responsibility to remove trees from private property.

Councilmember Peel pointed out that in 2015, the land was documented as City owned. Solicitor Rutt stated that someone at Public Works did that, though he is unsure why that was done.

It was confirmed the property is not documented as City property for tax purposes.

Councilmember Morrow only wants to be fair to the citizens and feel we should move forward with any current requests and does not want to do something, when someone else comes in and all of a sudden, we don't do it anymore. That could lead to a lot of other false accusations.

When questioned, Councilmember Peel noted that the monthly report written by J. Anderson of the City's Electric Department stated:

11/2/15 & 11/3/15 Electric Crew removed 2 big trees on Delaware Ave due to being split to the base and dead (part of Cole Alley-City Owned)

She asked how was it was City-owned in 2015 and not now and was it transferred or sold.

Councilman Marabello noted that this was written in error or the employee was incorrect unbeknown to her.

Councilmember Morrow thinks we are forced to continue with this practice until we can make new rules.

Solicitor Rutt explained this involves a 12-foot alley and referred to the map and photo included in the packet. He noted there are lots that front Delaware Avenue and lots that front East Clarke Avenue and the alley is showing as a paper alley on the subdivision. But there is no physical alley there and instead is a paper street.

Councilmember Wilson said that same thing occurred on North Street when the property owner was informed the tree was on private property.

Solicitor Rutt said he was unable to find any documents that corroborate the alley is or was City-owned. He said there are no property records that show the property was gifted to the City or that it was accepted to make it a completed gift or contract offer and acceptance.

Councilmember Morrow recalled the alley that Seawatch was granted.

Solicitor Rutt also advised that more than ten years ago, he litigated a case related to the alley in the area behind the tower. There was a decision by the Court of Chancery regarding the alley between had been the Banking House and Earl Francis' home. The courts ruled they were private alleys and were referred to as coal alleys because they served as an access to get coals to the rear of those homes.

He also shared that the definition of alley in the City Code (Subdivision Ordinance) is a service roadway providing a secondary means of public access to abutting property and not intended for general traffic circulation.

Councilman Morrow recalled what the City did for the alley between the neighbors on Southeast Front Street and Warfel and Seawatch. Solicitor Rutt explained that was Evans Street, which required an official abandonment procedure. The same procedure was followed on West Clarke that extended onto the west side of Lakeview Avenue.

At the time, he and Mrs. Hudson recommended to City Council an easier way to handle such abandonments, though an ordinance was required. He noted that the City of Dover has a process called the abandonment of streets and alleys, unimproved.

Solicitor Rutt pointed out that the fact there is a tree in the alley demonstrates it was not used for public transportation. He suggests we look at the ordinances in other towns and set up a process to address these cases, regardless of what occurs tonight.

City Manager Norenberg expressed concern about the number of privately, owned alleys, forgetting what was done in the past, but consider the future obligations if we continue to provide this service. He asked if this will set a precedent going forward for the next forty years that will be much more expensive than what can be paid. He feels it is better to set a policy now that makes it clear.

Councilman Morrow argued the City set a precedent for the last thirty years.

Councilmember Peel asked if we have a policy for trouble service calls because that is what this is in response to. Mr. Norenberg said Jeff Portmann has no recollection of this and he stated he was unaware of this. Both employees involved in this situation are both gone. In fact, coal alley was misspelled and there are no utility lines that run through this area. He is unsure what facts determined this was the City's responsibility, though he is willing to do more digging.

Mayor Campbell asked for a motion.

Councilmember Morrow suggests we go ahead and cut this tree down and then put a hold on everything else because there are no other active requests. Councilmember Wilson recalled that six months to a year ago, an individual property owner

on North Street had inquired about a tree. They were told it was in an alley and it was that person's property and the City would not remove the tree and that it was the responsibility of the owner.

Councilmember Marabello asked how the City can answer another property owner that finds out a big tree is taken down by the City though they have a big tree that may even be closer to get to and how do we respond when this tree is being removed. Councilmember James agreed that is a very good question because we have already had other residents that have been denied the service.

Councilmember Boyle stated to Councilmember Morrow's point, there is no policy. He agrees we need to establish a policy that will encompass all similar situations within the City limits. If we decide it is not the City's responsibility because the tree is on private property at a certain point, from that day forward, that is the way it will be. Or, we can continue down the path this has been done.

Councilmember Morrow recommends we remove this tree and then put a moratorium on any future trees so we can get a handle on it.

Mr. Norenberg pointed out that is what the Public Works Director tried to do a month ago, but based on the precedent on North Street.

Public Works Whitfield stated that rightly or wrongly, a moratorium was put in place about three and a half years ago. At that time, he looked at each location and if it was an alley that was not open to the public, and he could find no property records the land had been dedicated or even offered for dedicated, he would not do anything with the tree.

Mr. Whitfield added there are similar situations where the City did not take the responsibility and the tree on North Street was even more evident because there was actually a building sitting in the middle of the alley so there is no way it was opened or used. Though there is no building that sits in the middle of this alley, the City would not have planted a tree there either.

Mr. Norenberg referenced the sheds that are partially or completely in the alleyway as well, which can be seen by the aerial view included in the packet.

When asked the premise for making the decision on North Street, Mr. Whitfield explained his background is actually in property surveying, in addition to dealing with alleys for more than thirty years. He had the same situation in the other municipalities though he dealt with it. A lot of people do not understand what an alley is, particularly when they are not open. When there is an alley, and the municipality has never accepted or used it, does not preclude someone's private rights. As a result, everyone within that subdivision still has the right of access to use that alley as they deemed fit.

Mr. Whitfield continued by stating an alley can be both public and it can be private. In all the maps he has looked at, there is no place that indicated this was a public alley. It just stated 12-foot alley. However, all the other streets that were public were shown as public right-of-ways. This one was not.

The Solicitor explained that because this subdivision is so old, the plat is very bare and does not show all the things that have to be added today.

Councilmember Peel confirmed the City has interpreted it to be private for the purpose of justification.

Solicitor Rutt also noted that DelDOT publishes a list of City owned streets and State maintained street within municipalities. This does not show up anywhere on the publication for Milford, even as an alley.

The presumption in these situations is that the adjoining landowners own to the middle and can maintain it.

Councilman Boyle said the description may not be consistent with the plat itself even though the dimensions are 186 feet. Then it shows the alley though there is something wrong. If it is private property, either the plat is wrong and the property line is really 192 feet. Or the plat is drawn incorrectly.

Councilman Peel said what has been done for the past three and a half years is acting on something operationally that there probably wasn't something in writing to say what the City was going to do. It was discovered based on Mr. Whitfield's expertise, but when City Council has to answer to this, there is a need to find legal justification because it is not written in the code. Her questions are should there be something added to prevent this type of debate or what do we do about all the people that were told no during that we are unaware of.

Solicitor Rutt agreed and he suggested that something is needed to address this. He also stated to Councilmember Boyle, looking at this documentation, there was a question about the lot itself and it is now the subject of a decree in the Court of Chancery from 2010, as to what that property is. If it was survey now and it was determined it is different, it does not matter because there is a court decree as to what those dimensions are and where it lies.

Discussions continued about proceeding with the removal of this tree, until such time this can be researched and a definite policy put in place.

Councilmember Wilson agrees, except for those that have already been denied by the City to remove the tree, based on the information the City Planner had at the time. She confirmed the tree is still there and there is an alley there.

It was agreed that whatever action is taken, should govern any open requests and not satisfied. The City cannot only remove this one tree without providing the same service to the other property owner.

Solicitor Rutt added that if Council approves the tree removal, permission will be needed to go across the property owner's land because there is no way to get there. The City will need to be very careful because large and heavy equipment will be needed with the hope no further damage is done.

Councilman Morrow suggests removing the tree that is already down. Mr. Whitfield agreed the crews will need to cross private property to get to the tree. The other problem is this tree is too large to be thrown into a chipper which will require a loader to go back and carry the large chunks out. His fear is the loader will cause a lot of yard damage in order to get back there. Councilman Morrow said the person who asked for the tree to be cut down, is the property that should be used to access the area and have them sign a waiver.

Councilman Boyle recommends that Council impose a moratorium on future requests, address these two trees and develop a policy to define these situations moving forward.

For the record, Mr. Whitfield said he has denied several trees over the last three and a half years and the most recent, involved Milford School District, so there are more than two trees that will need to be addressed, and possibly six to eight.

He stated that his decision was based on common property law, and in his opinion, it is private property and the City never had any jurisdiction over the property, therefore, he does not believe a policy is needed.

Council agreed it would be added to the next Council agenda.

There being no further business, the Workshop concluded at 7:38 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 25, 2019

The City Council of the City of Milford met in Workshop Session on Monday, November 25, 2019 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:00 p.m.

PRESIDING: Mayor Arthur Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

Respect and Harassment Awareness Training for Managers

HR Director Jamesha Eaddy provided an intro of the training. She advised that in 2018, Senate Bill 360 was passed, that protects all individuals, in all workplaces, including employees, applicants, apprentices, staffing agency workers, independent contractors, elected officials and their staff, agricultural workers, domestic workers, and unpaid interns.

Delaware is one of five states that mandate this training, which became effective January 1, 2019.

This requires employee and supervisor training, which began in March 2019. The last training will take place on Monday, December 2nd for any new employees.

Kathy Mickle-Askin of Health Advocate, the Employee Assistance Program for the City of Milford, the State of Delaware, as well as other entities, that provides a wide range of support services. Ms. Askin shared this is one of their most important issues in the workplace. She has been involved each of the sessions that have been provided by the City.

She then discussed the definition of harassment, which sexual harassment is one form. Ms. Askin will also talk about how to prevent it and how to maintain a respectful workplace.

She also shared how the evolution of Milford has changed over the years with growth and influx of residents from other towns and states, which has resulted in different cultures, different atmospheres and the diversity within the workplace and its impact.

She then provided and discussed the following presentation, which included a number of scenarios for consideration:

<u>EAP+Work/Life Program Features</u>
• 24/7 Unlimited Telephone Access
• In-person Assessments
• Unlimited HR & Management Consultations
• Employee wellness and prevention seminars
• Critical Incident Debriefings

<u>EAP+Work/Life Program Features</u>
• 24/7, unlimited telephone access
• In-person assessments
• Unlimited HR and management consultations
• Employee wellness and prevention seminars
• Critical incident debriefings

Work/Life Support
Work/Life Specialists find support services and local resources to help with:
• Eldercare, childcare
• Legal concerns
• Financial issues
• Time management
• Relocation issues

Employee Assistance Program (EAP)
Short-term problem resolution with Licensed Professional Counselors for help addressing a wide range of issues:
• Stress; depression; anxiety
• Marital problems; family/parenting issues
• Work conflicts
• Anger, grief and loss; substance abuse
Provides referrals for more long-term support

Goals and Objectives
• Identify
• Stop
• Prevent

The Interpersonal "Stew"
• Workplaces have collective emotional "atmospheres"
• Each of us puts "ingredients" into this "stew" through our actions
• Each of us takes out "emotional food"

Thin or Thick Skinned?

Thin	Thick
• Sensitive	• Non-Sensitive
• Reactive	• Non-Reactive
• Aware	• Non-Aware

Why Victims Do Not Speak Out
• Fear of loss of job opportunities
• Fear of rejection by coworkers
• Fear of being labeled a "trouble-maker" or a "feminist"
• Fear of not being considered a "team player"
• Fear of being accused of not having a "sense of humor"
• Fear of the "rumor mill"
• Fear of being labeled "over-sensitive" or "mentally unstable"
• Fear of not being believed
• Fear of being "wrong"

High Costs

Harassment History and The Law
Title VII, Pub. L. 88-352, 78 Stat. 253 (42 U.S.C. 2000e et seq.)
• Quid Pro Quo
• Hostile Environment
• Prevention

Reasonable Person Standard
"The discrimination would detrimentally affect a reasonable person of the same sex in that position"

What's the Motive?
• Power
• Control
• Bullying

Liability Rests with Management
An employer is generally responsible for its acts and those of its agents and supervisory employees with respect to harassment regardless of whether the specific act complained of was authorized or even forbidden by the employer, and often regardless of whether the employer knew or should have known of its occurrence.

Management Responsibility
• Inform their organizations about this policy
• Properly investigate claimed violations
• Give careful consideration to the confidentiality of the information
• Communicate that reprisal toward affected individuals will not be tolerated
• Take appropriate action when the policy is violated up to and including termination

Stopping Harassment Is Part of Your Job
Because so many legal actions result from mishandling of complaints by supervisors or other "agents" of the employer, it is vital that every manager use every means possible to handle complaints effectively within the organization.

Top Mistakes Managers Make
Trying to resolve complaints personally
• Ignoring a complaint
• Not taking it seriously
• Not taking action

Manager's Role in Promoting Respect
• Be self-aware: Monitor your behavior to role model respect and inclusion of co-workers.
• Include & Value: Pull people in and affirm their basic worth.
• Be oversensitive:
  Be thin-skinned toward disrespectful behavior and confront it early. Act promptly and follow policy.
  • Be fair: Work to treat everyone the same.
  • Advocate: Openly value and promote respect and the acceptance of differences.

Important Facts about Harassment Awareness
• Men can harass men; women can harass women
• Harassment does not have to be directed at a particular individual
• Offenders can be supervisors, co-workers or non-employees (customers, vendors, suppliers)
• Harassment does not have to be intentional
• What is offensive is in the "eye of the beholder"

Definition
Harassment depends on how the person being harassed is affected, not on the harasser's intent.

What Constitutes Harassment?
• Person states it is unwelcome
• Person is made aware it is unwelcome
• Behavior continues
• Most one-time incidents do not constitute harassment with the exception of physical touching

The Term Harassment Includes, but is Not Limited to:

Conduct-
- Verbal
- Non-Verbal
- Physical
- Written

Relating to All Individuals
- Race
- Color
- Religion
- National Origin
- Age
- Gender
- Disability
- Veteran Status
- Sexual Orientation (some jurisdictions)
- Gender Identity (some jurisdictions)

Examples of Disrespect
- Insensitive jokes or "horseplay"
- Malicious gossip
- Verbal or non-verbal threats or intimidation
- The unwelcome use of profanity
- Written, photographic or electronic media that ridicule, intimidate or demean
- Excluding with the "silent treatment"
- Screaming, name-calling or public "dressing down"
- Statements or actions that stereotype individuals
- Ignoring someone's contributions or ideas

Continuum: Respect to Violence
- Respect — Affirms and Includes
- Disrespect — Denigrates and Excludes
- Harassment — Demeans
- Violence — Destroys
- Violence Continuum

Violence Continuum
- Deadly Violence
- Assault
- Stalking
- Property Destruction
- Explicit Threats
- Intimidation
- Harassment
- Implied Threats
- Profanity
- Insensitivity

Common Excuses for Disrespect
- "Everybody else was OK. What's their problem?"
- "What about my right to free speech?"
- "I didn't mean any harm."
- "But we were off duty."
- "If nobody complained, what's the big deal?"

- "Can't anybody take a joke?"
- "I was just having a bad day."
- "It's just the way I was brought up."

Questions to Ask Yourself
- Can I demonstrate respect toward a co-worker whom I do not personally like?
- Do I feel intolerant toward certain types of individuals or groups?
- Do I feel entitled to treat others as less than equal?
- How would I feel if someone treated me, my spouse, partner or one of my children the way that I treat my co-workers?

Check Your Own Behavior
- Would I want any of those behaviors to be a headline in the newspaper?
- Is there equal power between me and the person with whom I'm interacting?
- Would I behave the same way if the person with whom I'm in a relationship were standing next to me?
- Would I want someone else to act this way toward a person with whom I'm in a relationship?

Confronting Disrespect
- Do confront in a respectful manner
- Do tell the person what you find disrespectful, insensitive or harassing
- Do tell the person the behavior bothers you
- Do tell the person what you want or don't want to have happen
- Don't "punish" the other person
- Don't ignore the behavior
- Don't try to handle
- Examine your own behavior
- Be open and available to discuss concerns
- Remain alert to disrespectful or excluding behavior and, if it occurs, confront it early
- Act promptly harassment on your own

Expectations
- Be a good role model
- Examine your own behavior
- Be open and available to discuss concerns
- Remain alert to disrespectful or excluding behavior and, if it occurs, confront it early
- Act promptly

Upon its conclusion, there being no additional questions, the Workshop Session of Council concluded at 7:03 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 25, 2019

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

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the Council Meeting to order at 7:04 p.m.

INVOCATION AND PLEDGE

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

RECOGNITION

No special guests in attendance.

PUBLIC HEARINGS

Ordinance 2019-37
Change of Zone of Annexed Lands belonging to Baltimore Aircoil Company, Incorporated
Tax Map MD-00-182.00-01-14.00
49.25 +/- Acres located at 1162 Holly Hill Road, Milford, DE
Current Zoning: IL/Proposed Zoning: I2

Planning Director Rob Pierce presented the request on behalf of Baltimore Aircoil Company, Incorporated (BAC) referencing the following report:

The Annexation Committee met on September 9, 2019, to review the request and the report is included in the Council packet. The petition involves 49+ acres of land on the south side of Holly Hill Road, southwest of the Route 14 intersection and the current location of the existing BAC manufacturing facility.

The comprehensive plan designation is industrial and the proposed zoning is I-2 (General Industrial District) under the City of Milford zoning ordinance.

A map showing the property location in relation to the current Milford municipal boundary was presented (see Council packet), in addition to a future land use exhibit showing the property to be future industrial land.

An annexation agreement has been executed by the City of Milford and BAC.

The following letter was received from Delaware Principal Planner David Edgell of the Office of State Planning Coordination.

> *RE: Plan of Services 2019-07, Lands of Baltimore Aircoil Company, Inc.*
> *Tax Parcel(s) 5-00-08200-01-1400-000*

Dear Mr. Pierce,

This letter is to confirm that we have received and accepted the completed Plan of Services for the above referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, and subsection (3) of the Delaware Code.

After this property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the annexation committee report and the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

The property is currently served by the City of Milford sewer after it was extended in 2005-2006, prior to the parcel being contiguous with the City of Milford, through a small lift station and force main along the Milford-Harrington Highway.

City water is not currently available to the site with the closest connection point being 3,000 feet to the east also along the Milford-Harrington Highway. The property is currently served by a State-approved drinking well until such time water becomes technically available at a connection point.

The public notice was advertised in the Milford Beacon on September 25, 2019, and all property owners within 200 feet of the subject parcel were mailed a copy. The Planning Commission recommended approval of the I-2 zoning at their November 19, 2019 meeting by unanimous vote.

BAC Plant Manager Stephen Tsotsoros was present and verified that he agrees with Planning Director Pierce that Baltimore AirCoil is prepared to move forward with the annexation that began many years ago when the City provided sewer to their property. The petition was filed, the fee submitted and he hopes this will be one of the final steps in the process, as they look forward to joining the Milford community officially.

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

Councilman Brooks moved to approve the annexation of Baltimore Air Coil, Incorporated at 1162 Holly Hill Road, seconded by Councilman Morrow. Motion carried.

Councilman Boyle moved to adopt Ordinance 2019-37 and authorize the change of zone from IL to I2, General Industrial District, seconded by Councilmember Wilson:

ORDINANCE 2019-37
Change of Zone of Annexed Land Belonging to Baltimore Aircoil Company, Incorporated
1162 Holly Hill Road, Milford, DE 19963
Tax Map MD-00-182.00-01-14.00
49.25 +/- Acres
Current Zone I-L/Proposed Zone I-2

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by rezoning 49.25 +/- acres of newly annexed lands from I-L to I-2 at 1162 Holly Hill Road, Milford, DE 19963.

WHEREAS, in accordance with Title 22 of the Delaware State Code and Chapter 230 of the City of Milford Code, the City provided public notice by advertisement in the Milford Beacon and by mailing public notices to property owners within a 200-foot radius of the site of the property being considered for a change of zone; and

WHEREAS, on Tuesday, October 15, 2019, the Planning Commission held a noticed public hearing during which interested persons have an opportunity to testify in support of, or opposition to, the proposed zoning change, after which a recommendation by favorable vote of the Commissioners was made; and

WHEREAS, City Council considered evidence presented, public comments and the Planning Commission's recommendation at their hearing on Monday, October 28, 2019, and has deemed it to be in the best interest of the City of Milford to allow the change of zone as herein described.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The boundary of the City of Milford, as presently established, is hereby extended to include by annexation, all that certain tract of land consisting of 49.25 +/- acres, as shown on the plan denoted as Exhibit A, to be zoned as I-2 (General Industrial) and described by the legal description referred to as Exhibit B, attached hereto and made a part hereof.

Section 2. A Plan of Services has been completed in accordance with Delaware Code and accepted by all necessary agencies.

Section 3. Following a favorable vote by City Council on November 25, 2019, said area shall be included in the geographical and political subdivision of the City of Milford known as Ward 4, beginning on the effective date of this Ordinance.

Section 4. The City Planner is hereby directed to secure a plot of the territory, the legal description of the property and associated Ordinances, as certified by the City Clerk, for recording purposes in the Kent County Office of the Recorder of Deeds, and in accordance with the Charter of the City of Milford.

Section 5. Dates.
Introduction to City Council: October 14, 2019
Planning Commission Public Hearing: November 19, 2019
City Council Public Hearing and Review: November 25, 2019

Section 6. Effective Date.
December 5, 2019

Attachments:
Exhibit A
Exhibit B

Motion carried.

Ordinance 2019-39
Judith Diaz on behalf of The Chaney Center LLC for a Conditional Use for a Daycare on 2.09+/- acres in a C-3 Zoning District. Property is located at the southeast corner of North Rehoboth Boulevard and Northeast Front Street intersection, addressed as 600 NE Front Street, Milford, Delaware. Present Use: Shopping Center; Proposed Use: Shopping Center with Daycare to be known as Little Bucs Learning Center. Tax Map MD-16-183.07-01-029.00, -030.00

Planning Director Pierce reviewed the application pointing out the comprehensive plan designation is commercial and is zoned accordingly.

The applicant proposes to convert approximate 2,600 square feet of the existing shopping center into a daycare facility and provide an outdoor, fenced in play area for children, as is indicated in the provided survey. Chapter 230-14(C)(12) states a daycare center is a conditional use within the C-3 Highway Commercial zoning district and is subject to City Council approval.

The staff analysis can be found in the Council packet and is based on the criteria found under Chapter 230-48 Conditional Uses.

A copy of the survey showing the site meets the parking criteria. There is a need to restripe the area to comply with ADA requirements and includes a proposed fenced-in play area south of the parking lot.

A narrative was submitted by the applicant related to their hours of operation, parking, daycare plans, etc. for review.

The public notice was advertised in the Milford Beacon on October 30, 2019, and all property owners within 200 feet of the subject parcel mailed a copy. The Planning Commission recommended approval of the application at their November 19, 2019 meeting by unanimous vote with no additional conditions.

Councilman James referred to the requirement for the applicant to obtain a building permit from the City of Milford for associated renovations, which require State Fire Marshal and State Plumbing Office approvals. He asked if any other State agencies would need to approve because it will be a regulated daycare.

Planning Pierce confirmed they cannot operate until all regulations and licensing requirements have been met for daycares.

Applicant Judith Diaz then addressed Council stating she is requesting approval to open the Little Bucs Learning Center at the Chaney Center, as Mr. Pierce described.

In response to questions, Ms. Diaz explained she will need to go through licensing and hire teachers in accordance with the State of Delaware regulations. The space will be measured to determine the number of children permitted. She currently owns and has operated a large family childcare at 844 Northeast Front Street for the past eighteen years. Presently, she has twelve children.

She is unsure how many children will be permitted at the new facility, as that will be based on the size of the building. However, she is required to have a teacher for each room. However, she hopes to be able to have 25 to 35 maximum children.

Once the new daycare is open, the existing daycare will close.

Councilmember Peel recused from the herself from the discussion because she was Ms. Diaz' instructor for Programming and Administration for Early Childhood Businesses.

When the floor was opened for public comment, Peggy Schmidt (unknown address) stated the only concern she has is there is no place for outdoor play. However, she understands the State Daycare regulations allow the substitution of a large indoor area.

It was noted there is a fenced-in, outdoor playground area at the site.

No one else wished to speak and the floor was closed.

Councilmember Boyle moved to adopt Ordinance 2019-39 approving the request for a conditional use for a daycare at the Chaney Center at the intersection of Rehoboth Boulevard and Northeast Front Street, seconded by Councilmember James:

ORDINANCE 2019-39
Judith Diaz on behalf of The Chaney Center LLC for a Conditional Use for a Daycare on 2.09+/- acres
in a C3 (Highway Commercial) Zoning Districts.
Property is located at the southeast corner of N Rehoboth Blvd and NE Front St intersection,
addressed as 600 NE Front Street, Milford, Delaware.
Present Use: Shopping Center;
Proposed Use: Shopping Center with Daycare to be known as Little Bucs Learning Center.
Tax Map MD-16-183.07-01-029.00, -030.00

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on November 19, 2019; and

WHEREAS, Milford City Council will hold a Public Hearing on November 25, 2019 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to allow a Conditional Use for a Daycare to be known as Little Bucs Learning Center as herein described.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section l. Upon the adoption of this ordinance, Judith Diaz on behalf of The Chaney Center LLC is hereby granted a Conditional Use Permit to allow a Daycare to be known as Little Bucs Learning Center in accordance with the application, approved plans and any conditions set forth at the Public Hearings.

Section 2. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 3. Dates.
Planning Commission Review & Public Hearing: November 19, 2019
City Council Introduction: November 12, 2019
City Council Public Hearing: November 25, 2019
Effective: December 5, 2019

Motion carried by the following 7-0-1 roll call vote:

Marabello-yes for the establishment of a daycare center, which conforms with the daycare regulations and does not adversely impact the surrounding properties. It is beneficial to the community.
Boyle-yes, the applicant falls under the criteria established in Chapter 230(48) condition use of the site for a daycare center.
Peel-abstained.
Culotta-yes based on the recommendation of the Planning Commission and the fact the shopping center is not properly utilized and this will be good for that area, the shopping center and Milford in general.
Brooks-yes based on the Planning Commission and it is much needed in that area.
Morrow-yes for the previous stated reasons.
James-yes because it conforms with the code and fits the designation of the comprehensive plan and that the site could be used for commercial uses, and it does fit a need for the city for more quality childcare.
Wilson-yes based on the Planning Commission's recommendation and she thinks it is wonderful to be able to expand the current services and because this is someone that has been in business for ten years, so she must provide good service.

Ordinance 2019-40
Liborio Watergate LLC for an Amended Conditional Use and Amended Final Major Subdivision of 47.39 +/- acres into a 276-unit subdivision consisting of 33 single family units, 10 single family units (court), 48 duplex units, 129 townhouse units, 56 apartment units, and 1 daycare center in an R-3 Zoning District. Property is located along the east side of Marshall Street approximately 650 feet north of the Elks Lodge Road intersection, Milford, Delaware. Present use: Vacant Land Proposed Use: Planned Unit Development to be known as Watergate. Tax Map: 3-30-11.09-030.00 & 031.00

Mr. Pierce reviewed the applicant stating this is an amendment to the existing conditional use planned unit development approval for the Watergate Community and an amended final major subdivision.

He stated that in April 2018, City Council approved the Final Major Subdivision application associated with the revised Watergate Planned Unit Development. Since then, the applicant had entered into discussions with Beach Babies Daycare to add a building in front of the community. As a result, modifications were needed to eliminate two proposed twelve-unit multi-family apartment buildings needed to allow the appropriate room for the daycare facility. As a result, they came back with the revised plan, creating a residual R-3 (Garden Apartment and Townhouse) zoned parcel to be used for a

daycare facility. The overall subdivision layout remains the same except for the front section where the daycare will be built. The developer is reducing the overall number of dwelling units in the Watergate subdivision from 300 to 276.

City Council approved the conditional use application and Planning Commission approved the preliminary site plan approval for the proposed daycare facility in July. That now requires a revision to the Watergate subdivision before final site plan approval can be granted.

The packet shows the various types of units that will be constructed in the Watergate community. Back in 2006, the plan was originally approved for 303 units. In 2008, there was some minor modifications, but the number of units stayed the same. In 2018, they reduced the number of units to make some internal adjustments to the overall layout resulting in a reduction to 300. The latest revision further reduces that number to 276 units.

The only major change to the plan is the added area along Marshall Street, north of Watergate Boulevard South, which was originally planned for two multi-housing structures and a parking area.

The public notice was advertised in the Milford Beacon on October 30, 2019, and all property owners within 200 feet of the subject parcel were mailed a copy. The Planning Commission recommended approval of the amended PUD and Final Major Subdivision at their November 19, 2019 meeting by unanimous vote.

When asked if the design has changed much since the last time it was approved, Mr. Pierce confirmed the design is the same other than the addition of the daycare. He reported there were comments at the previous conditional use hearing about pushing the playground area back further and some modifications were made as a result. However, that will be determined by the State licensing agency for the daycare.

Mr. Pierce reiterated the landscape screening design remains, as was discussed in the past.

PE Scott Lobdell of Van Cleef Engineering Associates commended Mr. Pierce for his comments. He noted that prior to their final site plan approval, the lots needed to be adjusted, which is the reason for this process.

He also noted that all original agreements have been settled with the self-storage facility, that will remain with no changes.

If the daycare is approved, it will be a better situation for the neighbor because the buildings are not as high.

When asked how many units are completed, Mr. Lobdell explained they are working on the third street of townhouses, and estimates roughly fifty units. No apartments, duplexes or single-family homes have been started. They are prepared to begin construction on the daycare and hope to open in Fall 2020.

Also present was Sean Turner, Chief Operations Officer, Beach Babies Childcare, who announced their opening date will be September 2020, in conjunction with next school year as they hope to enroll as many children as possible in their after-school program.

They anticipate licensing for 220 children, though they estimate approximately 180. Mr. Turner said they are part of the Delaware Stars program so they keep their numbers lower.

The floor was opened to public comment by Mayor Campbell. With no one responding, the floor was then closed.

Councilmember Boyle moved to adopt Ordinance 2019-40, amending the Liborio Watergate LLC conditional use and final major subdivision, seconded by Councilmember Culotta:

ORDINANCE 2019-40
Liborio Watergate LLC for an Amended Conditional Use and Amended Final Major Subdivision
of 47.39 +/- acres into a 276-unit subdivision consisting of 33 single family units,

10 single family units (court), 48 duplex units, 129 townhouse units, 56 apartment units, and 1 daycare center in an R-3 Zoning District.
Property is located along the east side of Marshall Street approximately 650 feet north of the Elks Lodge Road intersection, Milford, Delaware.
Present use: Vacant Land
Proposed Use: Planned Unit Development to be known as Watergate.
Tax Map: 3-30-11.09-030.00 & 031.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for an amended conditional use and for final approval of an amended plat; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on November 19, 2019; and

WHEREAS, Milford City Council will hold a Public Hearing on November 25, 2019 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the amended conditional use and amended plat, as herein described.

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

Section l. Following adoption of Ordinance 2019-40, and upon the effective date, Liborio Watergate LLC is hereby granted an Amended Conditional Use and Amended Final Major Subdivision to allow 33 single family units, 10 single family units (court), 48 duplex units, 129 townhouse units, 56 apartment units, and 1 daycare center, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

Section 2. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 3. Dates.
Planning Commission Review & Public Hearing: November 19, 2019
City Council Introduction: November 12, 2019
City Council Public Hearing: November 25, 2019
Effective: December 5, 2019

Motion carried by the following unanimous roll call vote:

Marabello-yes to approve the changes as described and accept the amended PUD and final major subdivision because it has been reviewed and approved by the Planning Commission and does not change the plan other than reducing the number of units previously approved. He also feels the daycare center will be a good fit with the eventual completion of this community.
Boyle-yes because it fits the needs of the City by providing another daycare center and also reduces the density of the subdivision.
Peel-yes, the business is reputable as far as providing childcare, quality programming for the younger students in Milford.
Culotta-yes because it is good for Milford and a sizable daycare that should meet the demand in Milford.
Brooks-yes because it is much needed.
Morrow-yes for the previous stated reasons by Council.
James-yes and likes the reduction in density, in addition, to providing a better accommodation to the neighboring business, and for the units Milford has on the books, this capacity at a daycare is needed to meet that demand.
Wilson-yes based on all the reasons mentioned.

Ordinance 2019-38
Code of The City of Milford/Part II-General Legislation/Chapter 230-Zoning/Sign Regulations

Mr. Pierce deferred to Assistant Solicitor James Sharp, also in attendance, to talk about the work on the City's sign code, and provide a background.

Assistant Solicitor Sharp recalled this was discussed at a joint meeting of City Council and the Planning Commission this past May. He also noted that this time last year, they began to organize a working group to review the sign ordinance. Representatives from the sign industry, Chamber of Commerce and other individuals made up the group to take a deep dive into the code.

The sign committee came up with several recommendations, in addition to updated formatting that will provide easier reference. Also discussed were the needs for the changes, as well as the benefits to the proposed ordinance.

Mr. Pierce then reviewed the following memo:

In May 2018, the Community & Economic Development Committee discussed the need for updating Milford's sign ordinance. It was determined that the Chamber of Commerce, Downtown Milford, Inc. and sign company representatives would work with the Planning Commission to review the current ordinance and prepare a draft code amendment. Staff attempted to schedule a Planning Commission workshop in the fall of 2018, but found it difficult to get a commitment from other stakeholders for the evening meetings. Due to the scheduling conflicts, staff organized a working group comprised of one City Council member, one Planning Commissioner and the organizations listed above. The "Sign Code Working Group" included the following members;

Michael Boyle, Ward 1 Councilmember
David Mosley, East Coast Signs
Raymond Lynch, Planning Commissioner
Wendy Longstreet, Phillips Signs
James Sharp, Esquire, Moore & Rutt
Eric Norenberg, City of Milford
Jo Schmeiser, Chamber of Commerce
Rob Pierce, City of Milford
Murrie Zlotziver, Downtown Milford, Inc.
Evan Miller, City of Milford
Lynn Rogers, Rogers Sign Company

The working group met five times between November 2018 and February 2019 to review the current code and discuss recommendations on improvements to the ordinance. The major items of discussion included the following:

1. *The existing sign regulations are located throughout Chapter 230 Zoning and are not in one location.*
2. *The definitions section needed to be updated and modernized.*
3. *Portions of the sign code are ambiguous and contain conflicting language.*
4. *There is very little guidance on how to address legal non-conforming signs and maintenance of existing signs.*
5. *The group felt signs should be constructed with durable, high-quality materials, and some guidance should be provided within the code related to construction materials.*
6. *The Electronic Message Center (EMC) sign regulations needed to be updated based on advances in technology and should include more detailed illumination standards.*
7. *The City should consider allowing EMC Signs in other zoning districts besides C-3 Highway Commercial, and should consider allowing larger EMCs.*
8. *There are no regulations for signage for non-residential uses in residential zones (schools, churches, etc.) in the current code.*
9. *Temporary sign regulations in existing code are not "content neutral."*

10. There are no specific regulations for off-premise Signs (Billboards).

Generally speaking, the working group found the current sign code disjointed, difficult to interpret and fairly restrictive.

The Planning Commission held three workshops prior to their regularly scheduled monthly meetings for June, July and August 2019 to discuss the findings of the working group, review draft code changes presented by staff and provide recommendations on additional code revision items. Enclosed is the final copy reviewed and prepared by the Planning Department and Assistant Solicitor Sharp with input from the working group and the Planning Commission.

Below is a summary of the major items that have been updated. Each section provides a comparison between the current sign code and the proposed sign code related to the particular subject.

Overview of Ordinance Changes

Utilize the United States Sign Council (USSC) Foundation On-Premise Sign Code Template and consolidate regulations into one single article.

Current Code: The current sign regulations can be found in Chapter 230 Article VI and within each zoning district's use and area regulations section. There appears to be no consistency in format. Definitions for signs are provided amongst all other definitions for Chapter 230 Zoning and include outdated terminology.

Proposed Code: The draft code amendment utilizes an on-premise sign code template prepared by the United States

Sign Council Foundation. The USSC template was prepared by sign industry experts and serves as a starting point, by providing updated definitions, more appropriate terminology, clear sign area calculations, sign type illustrations, maintenance and construction standards, and a general format for a content neutral sign code. One of the goals of the update was to consolidate the sign regulations into a single article for ease of use for business owners, sign companies and staff.

The draft ordinance has removed the old language from Chapter 230 within the definitions section, each zoning category and the former Article VI in its entirety and replaces it with the updated language.

Sign Heights, Areas and Setbacks

	Freestanding		Building	Canopy	Awning	Projecting	
Zones	Height	SF	%	%	%	SF	EMC
R-1	?	20 (subdivision only)	2 sf (home occupation)	n/a	n/a	n/a	Prohibited
R-2	?	20 (subdivision only)	2 sf (home occupation)	n/a	n/a	n/a	Prohibited
R-3	?	20 (subdivision only)	2 sf (home occupation)	n/a	n/a	n/a	Prohibited
R-8	?	20 (subdivision only)	2 sf (home occupation)	n/a	n/a	n/a	Prohibited
C-2	4	4	10	10?	10?	20	Prohibited
C-2A	4	4	10	10?	10?	20	Prohibited
C-1	4	4	10	10?	10?	15	Prohibited
OB-1	n/a	n/a	20 sf	n/a	n/a	n/a	Prohibited
BP	6	48	10	10?	10?	n/a	Prohibited
OC-1	28	225	5	5?	5?	n/a	Prohibited
H-1	25	70	5	5?	5?	n/a	Prohibited
IM	n/a	18/36	n/a	n/a	n/a	n/a	Prohibited
IS	n/a	100	5%/100 sf	n/a	n/a	n/a	Prohibited
I-1	28	200	5	5?	5?	n/a	Prohibited
I-2	28	200	5	5?	5?	n/a	Prohibited

C-3	*28*	*225*	*10*	*10?*	*10?*	*20*	*Permitted max 32 sf*

Current Code: There appears to be no consistency for some of the size regulations in relationship to one another and the uses within the zoning districts. Staff found through field measurements, that several signs in the residential zoning categories and signs in the BP, OC-1, C-1 and OB-1 zoning districts do not comply with the current standards and are considered non-conforming. Table 1 provides the current sign regulations.

Table 1 – Current Sign Regulations

**EMCs are permitted within the C-3 zoning category but are limited to 32 square feet in area.*

Proposed Code: The proposed code would adjust the sign height, size, area and setback regulations better reflect what has been constructed in the field. The zoning categories have been grouped into zones based on the types of uses and intensity of uses. Area regulations were derived using the former code as a starting point, comparing the old code to what was constructed in the field, and coming up with more reasonable height, area and setback requirements for each type of zone based on the character of these areas along with the general traffic types (high speed vehicles, low speed vehicles, pedestrian traffic).

The proposed code would allow shared freestanding signs for adjoining non-residential properties to reduce sign clutter and allow those commercial properties with limited highway frontage the ability to advertise their business.

Shared freestanding signs would require verification of an easement between property owners along with an executed agreement for long-term maintenance.

See proposed Chapter 230-24.11 through 24.16 for specific language pertaining to each zone. Table 2 shows the proposed sign regulations.

Table 2 – Proposed Sign Regulations

	Freestanding				*Building*	*Canopy*	*Awning*	*Projecting*	
Zones	*Height*	*SF*	*Front Setback*	*Side Setback*	*%*	*%*	*%*	*SF*	*EMC*
Residential Zones (R- 1, R-2, R-3, R-8)	*Prohibited*	*Prohibited*		*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*
Subdivision	*4*	*64*		*64*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*
Home Occupation	*4*	*6*	*15*	*5*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*
Non-residential Uses	*10*	*48*	*5*	*15*	*Prohibited*	*Prohibited*	*Prohibited*	*Prohibited*	*Permitted by Conditional Use for Specific Uses Only*
Downtown Commercial Zones (C-2, C-2A)	*6*	*24*	*10*	*15*	*10*	*40*	*40*	*20*	*Prohibited*
Neighborhood Commercial Zones (C-1, OB-1)	*6*	*24*	*10*	*15*	*10*	*40*	*40*	*20*	*Permitted by Conditional Use for Specific Uses Only*
Business Park and Office Zones (BP, OC- 1)	*10*	*48*	*10*	*15*	*10*	*Prohibited*	*Prohibited*	*Prohibited*	*Permitted by Conditional Use for Specific Uses Only*
Institutional Zones (H-1, IM, IS)	*10*	*120*	*10*	*25*	*5*	*Prohibited*	*Prohibited*	*Prohibited*	*Permitted by Conditional Use for Specific Uses Only*
Commercial and Industrial Zones (I-1, I-2, C-3)	*28*	*225*	*10*	*25*	*15*	*40*	*40*	*20*	*Permitted by- right*

**EMCs would be permitted within the C-3, I-1 & I-2 zoning categories by-right and would be permitted within the R-1, R-2, R-3, R-8, C-1, OB-1, BP, OC-1, H-1, IM & IS zoning categories by conditional use approval for uses such as schools, churches, social clubs, fraternal, civic, union or social organizations. For signs 32 square feet or less, the EMC portion of the sign could make up 100% of the sign. For signs larger than 32 square feet, the EMC portion of the sign would be limited to 70% of the sign area or 100 square feet, whichever is less. Each zone governs the overall size limitation for EMCs.*

Non-residential uses in Residential Zoning Districts

Current Code: The current sign code does not provide specific guidance on the allowable height, area and placement of signs for non-residential uses in residential zones. These uses include places like schools, churches, day-cares which are generally found residential areas.

Proposed Code: The proposed code amendment addresses these issues and provides guidance on sign characteristics for uses like churches, schools, daycares and similar uses that are generally found in residential zoning categories as shown in Table 2 above. See proposed Chapter 230-11 (E) for specific language.

Incorporate a Comprehensive Signage Plan review process

Current Code: Deviations from the current sign code can only be approved by the Board of Adjustment through the variance review process.

Proposed Code: The draft code amendment would allow the Planning Commission and/or City Council the ability to review and approve deviations from the proposed sign code for site plans and subdivisions as part of a comprehensive signage submission. This would allow the City to review the sign plan for these types of projects in a holistic manner and make a determination if deviations from the sign code should be permitted. See proposed Chapter 230-24.25 for specific language.

Review the current Electronic Message Center regulations

Current Code: The current code only permits EMCs within the C-3 Highway Commercial zoning category with a maximum size of 32 square feet in sign area.

Proposed Code: The draft code amendment proposes to allow EMC's in C-3, I-1 and I-2 zoning categories by- right and would allow EMCs within residential zones, neighborhood commercial and office zones and business park zones by conditional use approval from City Council. EMC's would remain prohibited in the Central Business District. For EMC signs 32 square feet or less, the EMC portion of the sign can make up 100% of the sign. For signs larger than 32 square feet, the EMC portion of the sign is limited to 70% of the sign area or 100 square feet, whichever is less.

The draft amendment utilizes illumination standards from the Sussex County sign code and provides enforcement measures for the City to ensure electronic signs meet ambient light standards, with the intention of minimizing adverse effects on neighboring property owners and vehicle operators. See proposed Chapter 230-24.20 & 230-24.21 for specific language.

No regulations for Off-Premise Signs (Billboards)

Current Code: The current code permits billboards by conditional use approval within the C-3 zoning district only.

There are no specific regulations as to the height, size and spacing of such signs in the City Code and simply references receiving DelDOT approval.

Proposed Code: The draft code would prohibit any new off-premise signs within the City. See proposed Chapter 230-14.19 for specific language.

The Temporary Sign language conflicts with recent court decisions

Current: The City's temporary sign regulations are not "content neutral" and potentially violate freedom of speech laws. The current sign code regulates business, real estate and political signs differently, which conflicts with recent Supreme Court decisions. The current sign code contains language conflicts, particularly under the prohibited sign section where it lists several types of signs that are not allowed within City limits, but ends the statement with "allowance shall be determined by the Code Official." There needs to be more definitive criteria as to what is allowed and not allowed when it comes to temporary signs.

Proposed: Each property or storefront would be permitted one temporary wall sign and one temporary freestanding sign in the Business Park and Office, Institutional or Commercial and Industrial Zones. These signs would be limited to 20 square feet in area and would need to be setback 10 feet from the property line and 15 feet from side property lines.

Each property would be permitted up to 12 square feet in total sign area per road frontage within the Residential Zones for both wall signs and freestanding signs. These signs would need to be setback 5 feet from the front property line and 15 feet from adjacent property lines.

Temporary freestanding or wall signs may be displayed no longer than 90 days.

Temporary banners would be permitted under a Special Event Sign Permit for events like grand openings, closing sales, sale events, festivals and special events. Temporary banners would be limited to 2 per property or storefront and would be limited to a maximum size of 32 square feet. Three Special Event Sign Permits may be issued in a calendar year for each property or storefront, with a period of 30 days for each.

Temporary signs and banners would not be permitted within the public right-of-way, with the exception of A- Frame signs in the Downtown and Commercial Zones. All other temporary signs in the right-of-way will be removed by the Code Enforcement Official.

See proposed Chapter 230-24.18 for specific language regarding Temporary Signage.

Downtown Design Criteria

Current Code: The current sign code provides specific design criteria for signs located in the Central Business District related to design, themes, color, material and placement.

Proposed Code: The draft code amendment incorporates the signage recommendations from the Downtown Milford, Inc. (DMI) design standards into the City Code, providing regulations on size, color, placement and aesthetics. Similar to the current code, there some criteria that are mandatory while others are recommendations. City Council should note the differences between "shall" statements and "should" statements.

See proposed Chapter 230-24.12(B)(7) for specific guidelines.

A comprehensive review of the amended code followed (see Ordinance 2019-38 attached) by the Assistant Solicitor.

When Council was asked to comment, Councilmember Peel questioned the temporary signs/banners. In the past, she understands there was an opportunity to hang signs across a street downtown from building to building for certain events. That has not been permitted in recent years and asked how that is addressed in the revision.

Councilmember Morrow left at this time.

Mr. Pierce then referenced below language:

1452 (2) In all other zones and for non-residential uses in Residential Zones, temporary banners may be
1453 permitted by the Code Official after obtaining a Special Event Sign Permit and meeting the
1454 following standards:
1455 (a) Permits may be issued for Special Events, including but not limited to Festivals, Grand
1456 Openings, Closing Sales, and Holiday Sales.

He also noted there may be additional regulations when extending a banner across a DelDOT road. However, he has not researched that possibility.

City Manager Norenberg added the other problem is having a safe and suitable point to attach the banner on either side, particularly downtown where the buildings would be used. Councilmember Peel questioned if private business owners would be interested in that possibility, considering the increasing number of festivals in Milford.

Mr. Pierce then discussed below subsections:

1430 I. Temporary Signs are prohibited in the right-of-way unless approved as part of a Special Event
1431 Permit.

Councilmember Wilson recalled it being permitted when there was a large festival in the original shopping center downtown.

Mr. Norenberg said though it has not occurred since he has been here, he was informed that a banner came down at some point in the past, and a vehicle and/or people were injured as a result. There has not been a big push since that time, that he is aware of, because of the liability risk.

He recommends we research other communities who permit over-street banners for special events and to obtain information of what is permitted for certain roads/streets. In that way, we may be able to figure out a technical way it can be addressed, while protecting the City, if that is agreeable to DelDOT.

Mr. Pierce believes it would be limited to 32 square feet and a certain weight, though there is a statement that the placement in the right of way could be waived as part of a special event permit. He agrees that something needs to be drafted related to the size limitation, or add a requirement the sign must be associated with a community-sponsored special event.

Assistant Solicitor Sharp then referenced the following subsection that require the bottom of the sign to be at least 14 feet above the ground:

1646 C. Clearances.
1647 (1) Vision clearance areas. Vision clearance areas are triangular-shaped areas located at the
1648 intersection of any combination of right-of-ways, alleys, or driveways. The sides of the
1649 triangle extend 25 feet from the intersection of the right-of-way, alley or driveway in
1650 either/each direction. No sign may be installed within this clear site triangle.
1651 (2) Vehicle area clearances. In areas outside of rights-of-way, when a sign or awning extends over
1652 an area in which vehicles travel or are parked, the bottom of the structure must be at least 14
1653 feet above the ground. Vehicle areas include driveways, alleys, parking areas, and loading and
1654 maneuvering areas.

He confirmed that it would be prohibited, and referenced the language that ‘anything in a right of way, except as otherwise permitted’.

Assistant Solicitor Sharp explained that means that unless it is allowed in the code, it cannot be done. The example is we are allowing A-frame signs in the right-of-way, but not necessarily allowing a banner to be hung above Walnut Street. He does not think that ability is in the proposed code. However, Council has the right to decide if that should be added.

Councilmember Peel recommends that if our past practice has been not to allow them, something stating that should be included in the code.

Mr. Pierce reiterated that anything not specifically listed in the code as permitted, is prohibited, and is how the zoning code is enforced. Solicitor Rutt agreed.

When asked if it could be included in the special event permit process, Mr. Piece said that is possible because all City departments comment or sign off on those applications.

It was agreed that several technical aspects need to be considered, with the first being the attachment to any buildings.

Though it would not hold up the adoption of this draft, it was agreed that could be addressed as a separate matter and brought back before Council.

Councilmember Culotta said he has some apprehensions about prohibiting billboards. He shared that the current code allows billboards by conditional use approval within the C-3 zoning district. There are no specific regulations as to the height, size and spacing of such signs in the City Code and instead, it simply references DelDOT approval.

He noted that the draft code language prohibits any new off-premise signs within the City. Though that may be ok in some areas, he has no problem with billboards along Route 1 or Route 113, adding that the City limits extend north to IG Burton's Dealership. He is aware of property owners who want to put up full-size billboards, which are 600 square feet, or an electronic billboard.

Councilmember Culotta pointed out that an electronic billboard replaces six to eight traditional signs. He is not talking about downtown on Walnut Street, but instead out on Route 113 and Route 1. He feels we are limiting our businesses and believes we are only focusing on the downtown part of the City. There are highways throughout the State that allow many things though they are somewhat restrictive in the sense you cannot place two, ten feet apart from one another.

It was agreed there are different regulations in each County.

Councilmember Culotta stated that a lot of property owners want to lease out their lands and electronic billboards cost $150,000 and those costs need to be recouped.

Mr. Pierce explained that initially, some separation distance and regulations were initially considered, but the Planning Commission instead considered the overall benefit of the off-premise signs to the community and residents. They felt there was not a lot of benefit to the municipality.

Various size and standards were then discussed. Councilman Culotta reiterated they need to be considered on the highways. Councilmember Wilson recalled a few years back when the Council Chambers was packed when a billboard was being considered by Council.

Councilman Culotta recommends some additional clarification be added so that billboards can be considered on highways.

Councilman James said he does not have a problem with that, as long as it on a commercial strip of land, under a conditional use application, and that in no way will it impact any residences or residential areas. He agrees that if something is not on a billboard, he most likely will not see if when he is traveling.

Mr. Pierce pointed out that billboards do not advertise the business at that location, and instead, more often a business in another City. He confirmed a billboard cannot advertise what exists on the property.

He believes that if billboards are permitted in a C3 zone, that would mean they could be installed along the shopping corridors in Milford, where traffic is going 40 to 50 miles per hour and people are stopping for traffic lights. Most businesses rely on local ordinance regulations, otherwise they are only restricted by the separation distance and size the State of Delaware requires.

Assistant Solicitor Sharp noted that the State of Delaware has requirements based on the Lady Bird Act in the 1960's and highway beautification that must be complied with. They have areas where they can be erected, based on separation and size. In Sussex County, DelDOT approval is required before the application can be submitted to the County.

Mr. Pierce also noted that two billboards were approved on the south side of Route 113 that is currently undeveloped. However, there will be a large residential community behind them that could potentially be impacted, and feels that long term consideration is a must.

Assistant Solicitor Sharp then commented on Route 1 in Lewes and Rehoboth, and the fact that most people do not even read the billboards because there are so many of them along that commercial corridor. If Council wants them to be considered, he wants them to visualize their impact, because it will have an impact on the City, and not just for five years, but instead fifty plus years. The C3 parcel may be vacant today, but at some point, it could be developed and include the fast food restaurants and hotels. That needs to be kept in mind as well, because that prevents someone from seeing that restaurant that you may have stopped at, because the billboard is obstructing the structure.

Councilmember Culotta disagrees stating that the City cannot limit an opportunity for a billboard only because there may be a later housing development built beside it a couple years from now. He does not feel that is appropriate for these property owners.

Councilmember Boyle said what needs to be considered is the appearance of our City. He recommends driving up to the Frederica areas to see the digital signs, and one sign that reflects on both sides, has a tremendous impact on the new homes that were built in that same area. He is familiar with a resident who lives there and the back of their home requires their curtains be closed both day and night. It is bright and continually changes it messages and detracts from that area. In addition, these billboards are most likely going to be advertising the businesses at the beach or further north, depending on the size of the highway they are on. Very rare does it advertise a business within the same town.

Councilmember James said the most compelling thing he has heard so far, is we cannot just think about now, but instead the need to consider long term. It may not be developed as a residential community right now, though that can absolutely occur. He is thinking about the Cypress Hall and Milford Pond communities whose lands were vacant for many years. Had the City approved billboards along that corridor, that would be a problem for those residents.

Councilmember Culotta pointed out the electronic billboards allow Milford businesses affordable advertising at that level. A six-month commitment on a static billboard costs $5,000 to $10,000. On an electronic billboard, it rotates with six different ads at a much cheaper rate.

Councilmember Boyle recalled when DMI looked into advertising on an electronic sign, and found it was extremely cost prohibitive.

Councilmember Marabello also referenced Lewes and Rehoboth Beach. He feels the signs are meaningless and asked if that is the look Milford wants. Councilmember Culotta said once we grow that big, we won't worry about it. Councilmember Marabello disagrees, stating at that point it would be too late. He emphasized that first impressions are a matter of seconds. If we want a honky-tonk look, people will not want to come here to visit.

A discussion followed about whether billboards were becoming somewhat passé' with on line shopping, in addition to directional amps on cell phones.

Councilman James noted that EMCs (electronic message electronic signs) over 32 square feet, cannot exceed 70% or up to 100 feet, whichever is less. He asked how we got to the 70%; Attorney Sharp explained that came from the working group and mainly recommendations from the sign companies.

Mr. Pierce said their thinking was a large EMC would be unattractive without some additional accents around it. The sign companies pointed them into the direction of a municipality that had similar language and set a standard based on the percentage of the sign. He emphasized that was a recommendation from business people that sell signs for a living.

Assistant Solicitor Sharp added that a 100 square foot electronic message center sign is a substantial sign.

Mayor Campbell then opened the floor to public comment.

Sara Pletcher of 8 Elizabeth Street stated that in her previous position as DMI President, in response to Councilmember Peel's question about overhead banners, they ran into problems with the facades of the buildings. Most cannot withstand the wind of a sign. If it is agreed this would be allowed, some type of permanent structure, barrier, or pole would need to be erected. She recalled several years ago when the University of Delaware had a sign across Front Street at Rite Aid and believes there were issues with DelDOT. Therefore, she suggests more discussion.

In terms of billboards on the highway, Ms. Pletcher recalled considering highway signs for downtown festivals and other events, and determined a stationary sign was $1,200 a month and a revolving sign is $900 a month, paid on a six or twelve-month contract. Non-profits and small businesses are unable to afford anything like that, even if they could add fifty merchants to a sign which would be unfeasible as far as content.

She agrees that it is more financially feasible for Rehoboth and Lewes businesses, who can afford that type of advertising.

Ms. Pletcher also noted that the ones approved on south on Route 1 are advertising Ryan Homes and not benefitting anything in this community.

PE Ring Lardner of Davis, Bowen and Friedel, commended the committee that has been working on this. He feels the proposed ordinance before Council this evening is very beneficial because it places all sign-related matters in one chapter and adds clarity. He has been asked by clients on numerous occasions to assess a sign but always hesitated. He lives in Milford Ponds and wonders what it would be like if they had been allowed there. He pointed out that signage may get someone where they are going though it does not have to be directional.

One of his concern is absolutely prohibiting billboards. He feels billboards do provide advertising for items such as new homes. There are people that drive to the beach every day though he does not see a sign that says Milford Ponds or Brookstone Trace, or another community. There are also a lot of electronic message boards for the benefit of public advertisement including drug prevention, etc.

He also pointed out that billboards are a business because people put the names of their company on the billboard and often see the sign company such as Geyer, Silicato, etc. By prohibiting billboards, we are prohibiting a business from being able to lease a billboard within the City limits.

He agrees the City will continue to grow, whether it is east, north, south or west. Adjacent counties allow billboards and one of the things that may prevent a homeowner from annexing into the City could be the fact that a billboard is prohibited when that is a business for them.

Mr. Lardner recommends the conditional use process be considered if billboards were to be permitted. He has worked with many billboards, though he agrees there are many locations where billboards are inappropriate. He also recommends that additional requirements be considered if billboards were to be approved including spacing, size, etc.
That may help with some of the concerns related to potential billboard clutter on Route 1 or Route 113 and could be addressed by allowing 1,000 or 2,000-feet distances between.

Peggy Schmidt said she loves to talk about billboards. This is something she has followed in the three states she has lived in. The nicer the community is, the less likely it is to have billboards. When driving down an interstate there are billboards throughout, but when you get to the City without billboards, all of a sudden it becomes quieter and more peaceful.

She said they drove down from Philadelphia the other day. Her husband said the billboards are very distracting to drivers when the electronic signs are flashing and when they are changing and become really bright.

Ms. Schmidt suggests that if the City decides to allow some type of billboards, they not permit electronic message center signs. Looking at Florida, northern Virginia and what happened in her hometown in Mississippi, which is very similar in size to Milford, the nicer communities do not have billboards. It is a sign that town or community is just a step above the others.

David Pickrell of Gallery 37 stated that he hates billboards. But we need billboards. Two facts he heard—on Route 113 and 13 where traffic slows down to 50, we can stack them up ten feet apart from each other. Route 1, where DE Turf is, traffic is 85 miles per hour. He asks that they be spread out quite a distance. He hates billboards, but feels we need to get drivers off Route 1 because they want to get to the beach. He said God help those people that live in those houses by DE Turf with the LED billboards in their backyards. He hopes they knew that before they bought, though he thinks the builder owns the signs, and hopefully told those people that built homes the sign would be installed.

Mr. Pickrell said his point is that he is a champion 'sort of not' of billboards though we need to get people off Route 1. A little Milford logo on the sign of a bridge abutment is not going to do it. And the little Milford sign from someone's club at the apex at Route 113 and 1 is not going to do it. He approached the City years ago about putting welded artistic signage on the overpasses or entrance ramps to Route 1 to create a desire to get off the road. He prefers we look at that. But if limited to billboards, they need to be positioned properly so they can be read at 75 miles per hour. About two miles north of Milford perhaps, though we can do what we want on Route 113 because he does not live there. His importance is Walnut Street though he knows where Walmart is.

There being no further comment, the public comment session was closed.

It was agreed to adopt the ordinance, as was presented. In addition, Mr. Pierce will draft an amendment that addresses billboards and overhead banners.

Councilmember Boyle moved to adopt Ordinance 2019-38, amending Chapter 230-Zoning/Sign Regulations and direct the City Planner look into potential amendments related to billboards and overhead banner signs, seconded by Councilmember James.

Motion carried by the following 7-0 vote (Councilmember Morrow absent):

Marabello-yes to approve based on the comments and recommendation previously stated by Councilmember Boyle.
Boyle-yes, he was on the committee that drafted this and there was a lot of thought and work put into it and commends Mr. Pierce and Assistant Solicitor Sharp for the heavy lifting they did. He particularly wants to commend the sign companies that participated, adding that they never tried to force their point of view and provided impartial information and background information, as well as technical data, and were extremely helpful. He agrees this is a comprehensive ordinance and will provide clarity for businesses coming into town, which is the most important reason for it.
Peel-yes, approved with the aforementioned future amendments.
Culotta-yes only with the caveat the two areas will be reviewed and a solution brought back before Council and a separate public discussion held.
Brooks-yes, he also agrees with Councilmember Boyle's opinion on this and recalls when Council voted against billboards when Councilman Marabello was Mayor.
James-yes, stating this sign ordinance goes back to the early 2000's at which time there was an attempt to clean it up then, though it never got very far. To see the work that has been done, and the great process that has been made by the committee,

is good for the City and good for the businesses and stakeholders, with the caveat of the two amendments for consideration at a later date related to the overhead banner and billboards, for the previous reasons stated.
Wilson-yes based on the hard work that has been put into this ordinance and thanks them for cleaning this code up and is definitely thankful for the conditional use, which could make it work for everyone, as we move forward.

Attorney Sharp recommends the two items be handled as two separate ordinances so the discussion can be tailored accordingly. However, that can be worked out once the work begins.

Mr. Pierce said we are approaching our deadline for the January meetings, so he anticipates at the earliest, they would be back for introduction in February.

COMMUNICATION & CORRESPONDENCE

Public Works Student Positions

Mr. Norenberg reported that as we go through this transition period, the Public Works Department, has agreed to partner with the public schools to provide the students some work experience. As a result, a high school student will be starting on Monday, December 2nd who will perform various intern duties while receiving some work experience throughout the department.

Unless there is any objection, the student will start that date and work through the remainder of the school year.

In addition, there are still a few positions open for recruitment right now, though we are not at the point of getting to the point of hiring before the end of the year. However, he will keep Council posted on that.

Tree Lighting Ceremony

The City Manager reminded Council of the holiday tree lighting event will begin Saturday afternoon at 5:00 p.m., following Shop Small Saturday downtown.

Employment Notifications

Councilmember Culotta then brought up the decisions about employee hiring because Mr. Norenberg is sending emails to all of Council with those notifications. He pointed out that if one Councilperson responds, it then becomes a public meeting. Mr. Norenberg emphasized that he asked Council to let him know if anyone had any questions or concerns. However, any responses by Councilmembers need to be directed only to Mr. Norenberg even though no one responded.

Thanksgiving Meals

Councilmember Wilson reminded those in attendance that St. Paul's Church, in collaboration with community members, provide meals to approximately 500 residents.

Councilmember James added that over twenty years, beginning at St. Paul's Church, there have been more than 400 dinners served to the Greater Milford community. It was moved from St. Paul's Church to Seaford, Delaware, and last year, returned to Milford. This year, Carlisle Fire Company is allowing them to use their facilities to do the cooking and more than 500 dinners will be distributed to the homeless and the needy in this area. The Fire Company has offered their hall for those that can come in and sit down to have a meal.

They will begin preparations Wednesday evening and deliveries will begin at 8 a.m. on Thursday and continue until all 513 dinners are delivered.

UNFINISHED BUSINESS

Delaware Avenue Tree Removal:
Impose Moratorium/Future Tree Removals
Create/Policy/Future Tree Removals
Authorization/Removal/Two Trees

Because of family members' involvement in the petition submitted, Councilmembers Culotta and Brooks recused themselves from discussion, and left the room.

Public Works Director Whitfield discussed the following recommendation:

The City of Milford recognizes the existence of unordained/unopened/unimproved alleys and rights-of-way with the City. These alleys existed as "paper" rights-of-way as noted on subdivision plots, and the alleys were referenced in property deeds. Because most, if not all of the alleys noted as such, are more than 20 years old, the City no longer has rights to ownership or use of the rights-of-way. While not formally vacated, staff recommends an amendment to the City Code for the vacation and abandonment of rights-of-way in order to make the ownership and responsibility of maintenance clear. In such vacation or abandonment, Y2 of the of right-of-way could revert back to the abutting properties, if all the abutters agree. The vacation or abandonment of a right-of-way would not preclude the private use of the right-of-way by property owners within the subdivision. Even if the City vacates any municipal interest, should all property owners not agree, the alley remains "private" and must remain open for the enjoyment of the property owners within the subdivision

The City does have the right for tree trimming and/or tree removal on private property as outlined in the City's Tree Ordinance and Electric Tariff. The Tree Ordinance does state that the maintenance of trees between the sidewalk and curb, within the public right-of-way, is the responsibility of the abutting property owner.

Staff recommends City Council confirm the policy of trimming or removing trees on private property and in private alleys/rights-of-way.

Confirmation of Policy: Since July 2016, the City has not completed tree removal or tree trimming on private property and in private alleys/rights-of -way unless such trimming or removal was completed in compliance with the City Code. City Council concurs and affirms the policy that the City will not remove or trim such trees on private property or in private alleys/rights-of-way unless authorized by the City Code.

Recommendation: Staff recommend Council consider authorizing the drafting of an ordinance for the abandonment and vacation of rights-of-way. The proposed ordinance should be reviewed and recommended by the Planning Commission and the Finance & Public Works Committee of Council.

Planning Director Pierce provided a presentation (see Council packet) that included related photos and the following information:

-Right-of-ways are dedicated to public use upon recordation but are not taken over by the City of Milford until they are improved and meet City specifications.

-A new subdivision street in a neighborhood that has not begun construction.

-As construction progresses, utilities are constructed by the developer within the right-of-way, along with curbing and road base. Again, maintenance responsibility is not assumed by the City until the improvements have been dedicated to the City.

-The right-of-way is often wider than the area needed for the public improvements.
-To the right, there is approximately 12 feet between the property line and the back of curb.
-The City only maintains the curb, pavement and utilities within the right of way, and it is the property owners responsibility to maintain the grass and any vegetation between the property line and back of curb.

-North Walnut Street, showing trees and plantings within the public right-of-way. The City is not maintaining the vegetation and it is the property owner's responsibility to make sure the vegetation does not interfere with pedestrian and vehicular traffic.

-An improved alleyway within the City.
-The City maintains the improved surface, but does not cut the excess grass outside the improved surface. This is the responsibility of the property owner.

-One of many unimproved paper alleys within the City that is not maintained by the City. The yards, vegetation and trees are being maintained by the adjacent property owners to the centerline of the alley.

-The City only maintains the public improvements within public right of ways and does not cut grass, trim trees or repair sidewalks adjacent to private land. This is the responsibility of the property owner.

Mr. Whitfield said he has been following the ordinance. He feels he has been fairly liberal when it comes to the ordinance and if an arborist feels something is a hazard or there is the potential to interfere with an electric line, the tree is removed. The ordinance provides that flexibility, but in this case, the tree is in the backyard.

As was requested, an estimate for City crews and equipment to remove the tree was obtained and determined to be roughly $2,650. A private contractor has quoted $2,700.

He emphasized that to get to the tree, private property will need to be torn up because of its location. As a result, his recommendation to Council is to confirm the policy, which has been in place since July 2016.

In addition, Mr. Whitfield suggests an ordinance be written to address the abandonment and vacation of rights-of-way and alleys so it is perfectly clear to everyone.

Mr. Pierce added that his Code Officials have been working with Public Works crews to identify some trees that have been getting in the way of trash vehicles or other vehicles and are creating hazards. Because that is a code violation, letters are being sent to inform the property owners they must maintain their trees a certain clearance and setback. That has been done for some time and residents throughout the City have complied.

Councilmember Peel thanked Mr. Whitfield and Mr. Pierce for their work and clarification. She said the sticking point the last time this was discussed was not having a full picture, and the situations involving other residents who had similar situations in the past. Because of the confusion, she agrees there is a need to clean up some of the ambiguity.

Mr. Whitfield agrees there are many misunderstandings about what the City is responsible for, in terms of a right-of-way. One of the first things he did when he was hired, was to educate his staff on how to handle these land matters. He is pretty confident on property law and his employees were very quick to admit they did not know property law and an employee told him at the time, that because it was a right-of-way, they just always assumed it belonged to the City. Because of that, they did what they thought they had to at the time because they had no other direction.

Councilmember Wilson stated that is sounds like such decisions were made administratively in the past. As she has explained, Councilmembers are now aware that some trees were removed and other were not. She appreciates the need for more clarifying language to ensure all property owners are treated in the same manner.

The City Manager noted the end of the memo relates to the confirmation of policy and asked for consensus and a motion to confirm that. The next step will be to send the letter that Public Works was going to send, and initially started this conversation a few weeks ago. In the future, he will develop an ordinance that can be brought back to Council.

Councilmember Boyle moved to direct the Public Works Director to begin drafting an ordinance for the abandonment and vacation of rights-of-way, to be reviewed and a recommendation made by the Planning Commission and the Finance and Public Works Committee, before bringing it back to the full Council, seconded by Councilmember James. Motion carried by a 5-0 vote of those Councilmembers present.

Councilmember Peel moved to impose a moratorium on future tree removal on private property or private right-of-ways, unless authorized by the City Code, seconded by Councilmember Wilson. Motion carried by a 5-0 vote of those Councilmembers present.

Councilmember Boyle moved to deny the request to remove the tree discussed by City Council, seconded by Councilmember Marabello. Motion carried by a 5-0 vote of those Councilmembers present.

NEW BUSINESS

Councilmembers Culotta returned at this time.

Board of Adjustment Resignation/Vacancy

The following memo was received from Board of Adjustment Member Ron Baker:

Subject: Resignation from Board of Adjustment (BOA)

Dear Mayor Campbell:

It has been a pleasure to serve on the BOA these past few years and my tenure has been a wonderful experience. Mostly, my service has felt like an extension of my career as an Appeals Hearing Officer, absence the stress.

Recently, I have taken time for reflection and determined it's time to move on. Therefore, I resign from the BOA, effective January 31, 2020. I believe this resignation date will allow sufficient time to locate a suitable replacement. I truly thank you, the City of Milford, and those who supported me through this exceptional opportunity. I intend to look for other opportunities to serve our community.

Mr. Pierce asked Council to inform any resident who may be interested to submit the online application for the vacancy. There being only three members, this vacancy should be filled as quickly as possible.

Solicitor Rutt reminded Council this board requires a candidate to have specific qualifications that are outlined in the Code.

City Council Rules of Procedure

City Manager Norenberg recalled at the last meeting, City Council discussed some of the projects agreed to work on from the retreat, which included updating the Rules of Procedure and Business. Councilmember Marabello met with City Clerk Hudson and the Deputy City Clerk to work on edits to the document. The goal is to allow more opportunities for the public to comment on items on the agenda.

City Clerk Hudson stated the main objective was to add a public comment session to the Council meetings. After an hour of considering several scenarios, it was agreed it would be most beneficial to add the session prior to the start of the Council meeting, as has been done in the past.

The consensus of Council was to proceed accordingly.

EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference the below statute, seconded by Councilmember Culotta:

Pursuant to 29 Del. C. §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:34 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 9:50 p.m.

Council Appointee Goals

Mayor Campbell announced that no action was needed at this time.

ADJOURNMENT

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

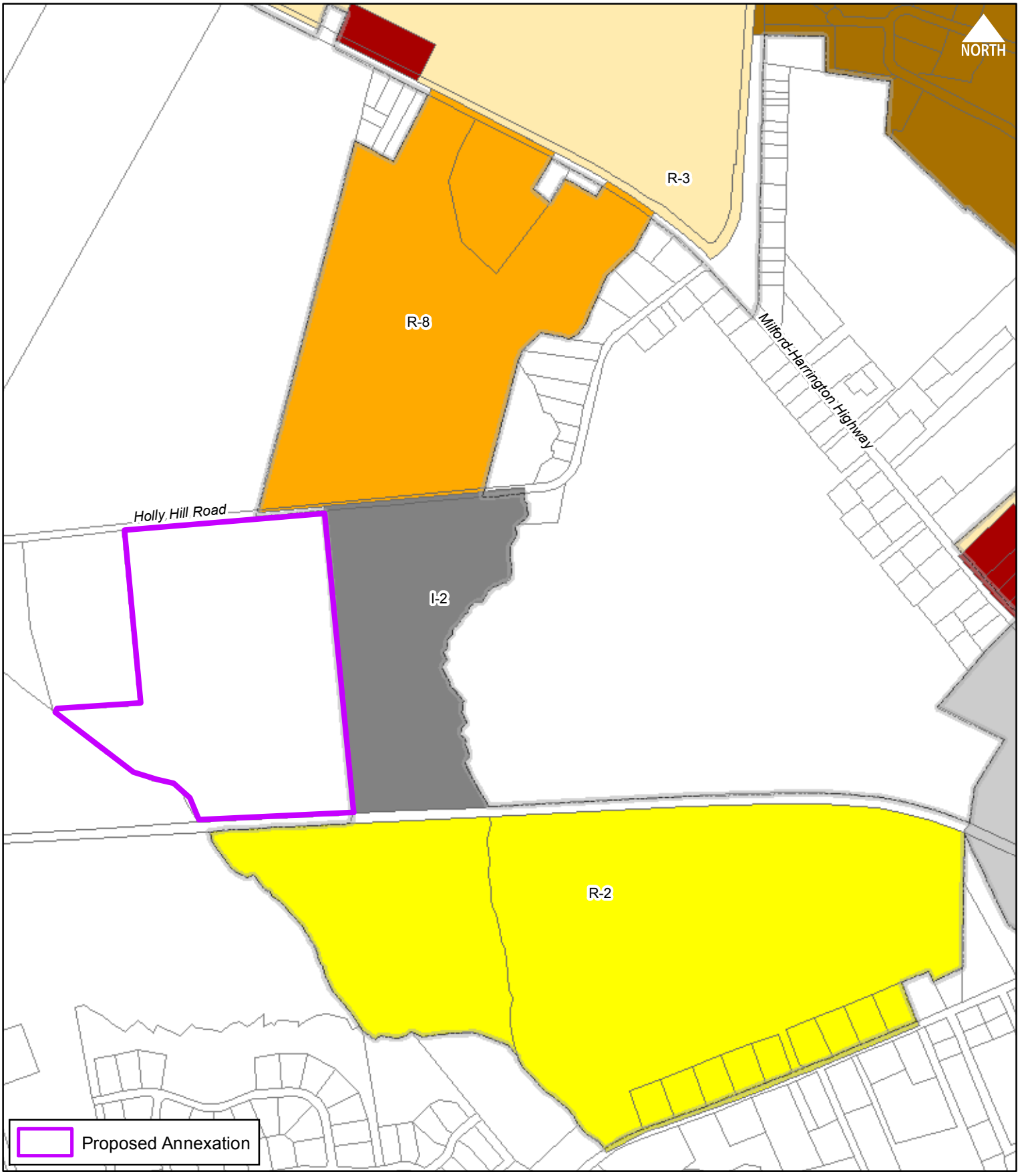
The Council Meeting adjourned at 9:51 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

Attachments:
Ordinance 2019-35 Baltimore Air Coil Annexation & Change of Zone
Attachment A & B
Ordinance 2019-38 Zoning Ordinance/Sign Code

EXHIBIT A



THE CITY of Milford DELAWARE

Scale: Feet
0 375 750

Drawn by: WRP Date: 03/15/18

Filepath: Annexation_BaltimoreAircoilCompany.mxd

Title:

Proposed Annexation
Baltimore Aircoil Company
Location & Zoning Map

EXHIBIT B

OWNER: Baltimore Aircoil Company, Inc.
TAX MAP NO.: 05-00-18200-01-1400-00001

49.25 ACRES ±

All that certain lot, piece or parcel of land, situated in the Milford Hundred, Kent County, State of Delaware, lying on the southerly side of Holly Hill Road, being bounded on the north by said Holly Hill Road, on the east by lands now or formerly of Crop Production Services, on the south by lands now or formerly Delaware Railroad Real Estate Agent and on the west by lands now or formerly of R & C Fry Farms LP and as shown on a plan entitled "Annexation Plan – Lands of Baltimore Aircoil Company, Inc." as prepared by Becker Morgan Group, Inc., dated February 12, 2018 and being more particularly described as follows to wit:

Beginning at a set iron rod with cap at a corner for the southerly right of way of Holly Hill Road and this property, said point being South 84°50'14" West 1179.37 feet as measured from the intersection of centerline of a ditch and the southerly right of way line of Holly Hill Road; thence leaving said point of beginning and running in part with Holly Hill Road right of way, lands of Crop Production Services, Inc. and lands of Delaware Railroad Real Estate Agent 1) South 05°33'56" East 1794.82 feet to a found concrete monument at a corner for this parcel and lands of Delaware Railroad Real Estate Agent; thence running with the northerly right of way of a railroad, lands of Delaware Railroad Real Estate Agent 2) South 87°03'19" West 901.13 feet to a point at the intersection of the centerline of Ludnam Branch and the northerly right of way of railroad, thence running by and with the centerline of Ludnam Branch and lands of R & C Fry Farms LP the following fifty one courses and distances:
3) North 06°45'46" West 78.53 feet; thence 4) North 21°43'49" West 76.42 feet; thence 5) North 32°09'39" West 128.58 feet; thence 6) North 78°17'45" West 37.14 feet; thence 7) South 68°06'32" West 26.11 feet; thence 8) North 66°22'48" West 23.24 feet; thence 9) North 34°55'59" West 11.56 feet; thence 10) North 78°12'49" West 10.31 feet; thence 11) North 50°01'04" West 12.45 feet; thence 12) North 10°04'15" West 14.21 feet; thence 13) North 78°42'40" West 43.16 feet; thence 14) South 74°46'37" West 47.89 feet; thence 15) North 36°28'42" West 22.28 feet; thence 16) North 77°51'17" West 9.36 feet; thence 17) South 55°33'29" West 35.98 feet; thence 18) North 82°03'35" West 15.89 feet; thence 19) North 61°40'39" West 18.26 feet; thence 20) South 80°33'17" West 12.51 feet; thence 21) North 45°30'31" West 10.86 feet; thence 22) North 03°24'47" East 12.49 feet; thence 23) North 26°34'45" West 15.29 feet; thence 24) North 73°07'32" West 12.01 feet; thence 25) South 72°10'42" West 12.32 feet; thence 26) North 62°21'41" West 24.20 feet; thence 27) North 29°28'45" East 25.11 feet; thence 28) North 40°26'54" West 16.55 feet; thence 29) North 27°59'18" West 11.04 feet; thence 30) North 03°42'11" West 14.75 feet; thence 31) North 59°40'16" West 10.03 feet; thence 32) North 88°18'36" West 13.89 feet; thence 33) North 62°46'45" West 15.18 feet; thence 34) South 81°50'06" West 20.75 feet; thence 35) North 54°24'29" West 15.51 feet; thence 36) South 76°51'26" West 13.13 feet; thence 37) North 66°25'07" West 13.71 feet; thence 38) North 87°30'28" West 10.26 feet; thence 39) North 69°01'09" West 41.09 feet; thence 40) North 22°10'06" East 12.99 feet; thence 41) North 11°30'44" West 40.88 feet; thence 42) North 44°46'42" West 40.57 feet; thence 43) North 77°21'51" West 24.59 feet; thence 44) North 29°29'46" East 26.54 feet; thence 45) North 75°44'13" West 36.96 feet; thence 46) North 05°37'15" East 28.39 feet; thence 47) North 55°01'12" West 33.19 feet; thence 48) North 22°48'04" East 11.59 feet; thence 49) North 23°36'25" West 7.85 feet; thence 50) South 87°13'13" West 15.76 feet; thence 51) North 49°19'05" West 29.82 feet; thence 52) North 40°14'52" West 47.03 feet; thence 53) North 25°06'01" East 5.56 feet to a point in the centerline of Ludnem Branch and at a corner of this parcel and the lands of R & C Fry Farms LP, said courses and distances

having a tie line with a bearing and distance of North 48°31’06” West 1035.23 feet; thence departing the centerline of Ludnem Branch and continuing with the lands of R & C Fry Farms LP the following two courses and distances 54) North 85°01’06” East, passing over a found concrete monument at 5.42 feet and continuing a total distance of 405.34 feet to a found concrete monument; thence 55) North 05°33’56” West 1000.05 feet to a found concrete monument at the corner of this parcel and in line with the southerly right of way of Holly Hill Road; thence with said Holly Hill Road right of way 56) North 84°26’04” East 1200.27 feet to the point and place of beginning, and containing 49.25 acres of land be the same, more or less.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, November 19, 2019 @ 7:00 p.m.
City Council Hearing: Monday, November 25, 2019 @ 7:00 p.m.

Notice is hereby given that the Planning Commission and City Council will hold Public Hearings in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, to allow interested parties to participate in the discussion and consideration of the following matter:

ORDINANCE 2019-38
CODE OF THE CITY OF MILFORD
PART II-GENERAL LEGISLATION
CHAPTER 230-ZONING
SIGN REGULATIONS

WHEREAS, the regulating of signage throughout the City is necessary to balance the need to protect the public safety and welfare, the need for a well maintained and attractive community, the need for adequate identification, communication, and advertising; and

WHEREAS, Chapter 230 of the Code of Ordinances provides for such regulations; and

WHEREAS, after a review of sign regulations, City Council has determined it is in the best interest of the City to update and further clarify regulations regarding the size, style, location, and maintenance of signage; and

WHEREAS, many of the present sign regulations have been in existence for many years; and

WHEREAS, recent amendments to State statutes regarding the regulation of signs require modification of the current City Code.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1: Chapter 230 is hereby renamed by adding language shown as underlined as follows:

Chapter 230 - ZONING CODE

Section 2: §230-4 "Definitions and word usage" is hereby amended by removing language indicated by strikethrough, as follows:

~~ANIMATION — Mechanical or electrical movement or change of lighting, either natural or artificial, to depict action or to create visual motion. This includes blinking, fading, flashing, scrolling vertically, traveling or crawling horizontally.~~

~~BILLBOARD — A sign directing attention to a business, commodity, service or entertainment conducted, sold or offered elsewhere than upon the premises where the sign is maintained.~~

~~EMB SIGN — An electronic message board sign that is capable of displaying words, numbers, symbols, figures or images that can be electronically or mechanically changed by remote or automatic means. The display of State mandated fuel pricing shall not be considered an EMB sign.~~

~~SIGN, ADVERTISING — A sign which directs attention to a business or profession conducted or to a commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is affixed.~~

~~SIGN, BUSINESS — A sign which directs attention to a business or profession conducted or to a commodity, service or entertainment sold or offered upon the premises where such sign is located or to which it is affixed.~~

~~SIGN, GROSS SURFACE AREA OF — The entire area within a single continuous perimeter enclosing the extreme limits of such sign and in no case passing through or between any adjacent elements of the same. However, such perimeter shall not include any structural or framing elements lying outside the limits of such sign and not forming an integral part of the display.~~

Section 3: §230-9 "R-1 Single-Family Residential District." is hereby amended by removing language indicated by strikethrough, adding language shown underlined, and renumbering Section C(6) accordingly, as follows:

B. Permitted uses. Permitted uses for the R-1 District shall be as follows:

~~(h) A maximum of one nonilluminated sign (size and setback specified in Article VI of this chapter) may be affixed to the building or placed within the front property line.~~

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

(5) Professional occupation restricted to the owner/occupant, subject to conformance with the following requirements:

~~(h) A maximum of one nonilluminated display sign affixed to the building not exceeding two square feet shall be permitted.~~

(6) Customary home occupation or a studio for artists, designers, photographers, musicians, sculptors and other similar persons, subject to conformance with the following requirements:

~~(f) A maximum of one nonilluminated display sign affixed to the building not exceeding two square feet shall be permitted.~~

~~(g)~~ (f) A maximum of two employees shall be permitted in the operation of the home occupation or studio.

(11) Planned Residential Neighborhood Development.

~~(k) Signs. Signs shall be reviewed and approved by the Planning Commission and City Council to ensure they meet the requirements of this chapter.~~

(12) Bed-and-breakfast, subject to the following requirements:

~~(k) Signs. For each bed-and-breakfast, one small unlighted announcement sign not exceeding three square feet in area may be attached to and parallel with the front porch or wall of the building.~~

Section 4: §230-11 "R-3 Garden Apartment and Townhouse District." is hereby amended by removing language indicated by strikethrough, adding language shown underlined, and renumbering Section C(6) accordingly, as follows:

C. Conditional uses subject to special regulations. All uses specified as conditional uses in the R-1 and R-2 Districts and subject to its area regulations, and the following uses may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

(6) Mobile home parks, subject to conformance with the following requirements and subject to site plan review:

~~(g) Signs.~~

~~[1] An identification sign may be set up at the park entrance. This sign may be illuminated and shall have a street setback of 15 feet. It may have a maximum height of 20 feet and may not exceed 20 square feet of area on either side.~~

~~[2] Unilluminated traffic direction signs may also be erected. These signs shall have a street and property setback of 15 feet. They shall be no more than four square feet in area or two feet in height.~~

~~(h)~~ (g) Streets shall be required from abutting public streets to individual lots. The streets shall be designed to minimize congestion and traffic hazards and must be built to the street and storm drainage specifications of Chapter 200, Subdivision of Land, of this Code. No more than two streets shall intersect at one point.

~~(i)~~ (h) Minimum requirements for mobile home lots.

[1] Lot area shall be 5,000 square feet per mobile home.

[2] Width shall be 40 feet.

[3] Public street setback shall be 50 feet.

[4] Mobile home park setback shall be 35 feet.

[5] Mobile home street or parking area setback shall be 30 feet.

[6] Distance from other mobile homes and buildings shall be 25 feet.

[7] One patio shall be required per unit, 10 feet by 40 feet paved.

[8] Landscaping shall be one tree per lot.

[9] Mobile homes must meet the requirements of the Federal Manufacturer Housing Construction and Safety Standard Act of 1974.

[10] The entire lot occupied by a mobile home park shall be maintained in single ownership throughout the entire life of the mobile home park.

Section 5: §230-13 "C-2 Central Business District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

D. Area regulations.

(5) Signs shall comply with the requirements provided in Article VI of this chapter.

Section 6: §230-13.1 "C-2A Riverfront Development District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

D. Area and bulk requirements.

(11) ~~Signs shall comply with the requirements for C-2 Central Business District as provided in Article VI of this chapter.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

Section 7: §230-14 "C-3 Highway Commercial District." is hereby amended by removing language indicated by strikethrough, adding language shown underlined, and renumbering Section 19 accordingly, as follows:

C. Conditional uses subject to special requirements. The following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:

~~(18) Billboard, subject to the following:~~

~~(a) Shall be constructed and maintained in accordance with the Delaware Code, Title 17 Highways, Chapter 11 Regulations of Outdoor Advertising, Subchapter 1 General Provisions.~~

~~(19)~~ (18) Aquarium.

Section 8: §230-15 "H-1 Institutional Development District." is hereby amended by adding Section 8 shown underlined, as follows:

D. Area regulations.

(8) Signs shall comply with the requirements provided in Article VI of this chapter.

Section 9: §230-16 "I-1 Limited Industrial District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

F. Area and height regulations.

(10) ~~Sign requirements. See Article VI of this chapter.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

Section 10: §230-17 "I-2 General Industrial District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

F. Area and height regulations.

(10) ~~Sign requirements. See Article VI of this chapter.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

Section 11: §230-18 "OC-1 Office Complex District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

F. Area and height regulations.

(10) ~~Sign requirements~~. Signs shall comply with the requirements provided in Article VI of this chapter.

~~(a) A single sign facing each street from which access to the lot is provided announcing the name or logo (or both) of all establishments or businesses housed therein shall be allowed.~~

~~(b) The sign shall be applied to the wall of the building and shall not exceed 50 square feet.~~

~~(c) The sign shall not extend beyond the wall of the building upon which it is attached.~~

~~(d) If the sign is illuminated, the illumination shall be of an indirect nature. All light sources shall be shielded from the view of adjacent properties or streets.~~

~~(e) One identification sign shall be allowed at each access point with an area of not more than eight square feet.~~

Section 12: §230-19 "OB-1 Office Building District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

F. Area and height regulations shall be as follows:

(10) ~~Sign requirements.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

~~(a) A wall sign shall be allowed, with the following stipulations:~~

~~[1] The sign shall be applied or affixed to the building and shall not exceed 20 square feet in area.~~

~~[2] The sign shall not extend beyond the wall of the building upon which it is attached and shall not protrude from the wall more than six inches.~~

~~[3] If a sign is illuminated, said illumination shall be of an indirect nature and shall have its~~

~~light source shielded from all adjacent properties and streets.~~

~~(b) One identification sign shall be allowed at each street access point, the size of which shall not exceed one foot by two feet.~~

Section 13: §230-19.1 "BP Business Park District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

G. ~~Signage requirements.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

~~(1) A single wall and/or low-profile freestanding sign announcing the name or logo (or both) of all establishments or businesses housed therein shall be allowed.~~

~~(2) The sign shall be applied to the wall of the building and shall not exceed 10% of the wall area to which it is affixed.~~

~~(3) The freestanding low-profile sign shall be no more than six feet in height and eight feet in width.~~

~~(4) If the sign is illuminated, the illumination shall be of an indirect nature. All light sources shall be shielded from the view of adjacent properties or streets.~~

Section 14: §230-19.2 "IS Institutional Service District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

I. ~~Signs in the Institutional Service District.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

~~(1) Identification signs. The total permitted sign surface area, excluding its enclosure and/or manner of support, of all business identification signs located on or affixed to the facade of a building within the lower two stories or 26 feet, whichever is lower, shall not exceed an area equal to 5% of said lower two- story area of the building facade or 100 square feet, whichever is lower, per sign for each side of the building. For any freestanding sign not located on or affixed to a building, the total permitted sign surface area, excluding its enclosure and/or manner of support, shall not be greater than 100 square feet per sign for each side of the building. For business identification signs which are placed on a building above 26 feet, the sign shall not exceed an area of 5% of the area of the building facade measured from the ground to the top of the applicable proposed sign.~~

~~(2) On-site informational signs. Any building less than 5,000 square feet shall be allowed four on-site informational signs not to exceed 50 square feet per side for each sign for each building. Any building greater than 5,000 square feet shall be allowed eight (8) on-site informational signs not to exceed 50 square feet per side for each building. In no case shall an on-site informational sign be constructed so as to obstruct the view at an intersection of a public street.~~

~~(3) Illumination. Any lighting used to illuminate advertising signs shall be arranged so that the direct rays from the lights will not fall on any adjoining property. Signs in the Institutional Service District or lighting for signs shall not be placed in such a position that it will cause danger to traffic or create a traffic hazard by obscuring the view or in any way interfering with driver vision.~~

Section 15: §230-19.3 "IM Institutional Medical District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

J. ~~Signs in the Institutional Medical District.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

~~(1) In those instances involving a single building with a single business use occupying a single lot, the total allowable sign area shall be 18 square feet, exclusive of the necessary architectural supports or columns. The reference to sign area is reference to size of structure without reference to size of actual advertising area.~~

~~(2) In those instances involving a single building but with multiple business uses, there may be erected a single advertising sign on which there shall be listed all of the occupants of the building, in which case the total allowable sign area, determined as provided in Subsection J (1) above, may be up to but not in excess of 36 square feet. The only other allowable signage for the lot shall be name identification signs for each individual business, which shall not exceed two square feet for each and shall be limited solely to the name of the business being identified and shall be attached to the building.~~

~~(3) In those instances involving a single lot comprised of a building with multiple occupants as well as a detached building with a single occupant or detached building with multiple occupants, the allowable signage for the lot shall be as provided in Subsection J (2) above.~~

~~(4) Illumination. Any lighting used to illuminate advertising signs shall be arranged so that the direct rays from the lights will not fall on any adjoining property. Signs in the Institutional Medical District or lighting for signs shall not be placed in such a position that is will cause danger to traffic or create a traffic hazard by obscuring the view or in any way interfering with driver vision.~~

Section 16: §230-19.4 "R-8 Garden Apartment and Townhouse District." is hereby amended by removing language indicated by strikethrough and adding language shown underlined, as follows:

C. Conditional uses subject to special regulations. The following uses and any conditional use allowed in R-1, R-2, and R-3 Districts may be permitted with the approval of a conditional use permit by the Milford City Council in accordance with the provisions of Article IX of this chapter:

(6) Mobile home parks, subject to conformance with the following requirements and subject to site plan review:

(g) ~~Signs.~~ Signs shall comply with the requirements provided in Article VI of this chapter.

~~[1] An identification sign may be set up at the park entrance. This sign may be illuminated and shall have a street setback of 15 feet. It may have a maximum height of 20 feet and may not exceed 20 square feet of area on either side.~~

~~[2] Nonilluminated traffic direction signs may also be erected. These signs shall have a street and property setback of 15 feet. They shall be no more than four square feet in area or two feet in height.~~

D. District regulations.

(3) Signs shall comply with the requirements provided in Article VI of this chapter.

Section 17: ARTICLE VI – Signs §230-24 through §230-26 is hereby repealed in its entirety indicated by language shown by strikethrough and replaced with language shown underlined, as follows:

~~§ 230-24. - Permitted and prohibited signs.~~

~~For the purpose of this article of this chapter, the regulations are hereby set forth as follows:~~

~~A. Signs permitted without limitation in all zoning districts shall be as follows:~~

~~(1) Authorized signs regulating traffic under state or city authority.~~

~~(2) Signs designating public transportation pickup points.~~

~~(3) Informational signs: those erected for safety or those installed to provide directional information and those erected for the identification of public rest areas, public parking areas, entrances or exits and loading or unloading zones (not to exceed 2 1/2 square feet in area and nonilluminated).~~

~~(4) Warning signs and no trespassing signs.~~

~~(5) Memorial plaques, corner stones and signs designating historical sites.~~

~~(6) Signs required to be posted by law.~~

~~(7) Duly authorized governmental signs, public notices and signs posted or maintained by~~

governmental order, rule or regulation.

(8) Flags or emblems of governmental, educational or religious organizations.

(9) Address signs, not to exceed one for each principal building or premises, not to exceed 160 square feet in area. The signs shall show only numerical address designations of premises upon which they are affixed/maintained.

(10) Signs designating permanent subdivisions, not to exceed 20 square feet in area, with only two per each street frontage.

(11) Signs which are attached or are integral to fuel dispensing pumps or devices, to be no larger than the servicing device to which they are attached.

(12) Temporary sign for sale (realty, private owner, etc.), rental or lease of premises at location. Allowance shall be determined by the Code Official.

B. Signs prohibited in all zoning districts shall be as follows:

(1) Flashing signs.

(2) Animated signs.

(3) Signs producing noise or sounds.

(4) Signs emitting visible smoke, vapor, particles or odor.

(5) Signs/advertising materials which obstruct visibility of motorists or pedestrians at any location.

(6) Signs which, by reason of wording, position, shape or color, may cause interference with or obstruction of view or may be confused with authorized traffic signage. The allowance shall be determined by the Code Official.

(7) Signs attached to fire-fighting equipment, emergency egress doors, windows and like emergency purposes.

(8) Signs causing radio, television or other communication interference because of lighting or control mechanism(s).

(9) Flags (other than United States flags), banners, twirling/spinning, sandwich/A-type, sidewalk/curb signs (nonpermanent) and balloons or other gas-filled figures. Allowance shall be determined by the Code Official.

(10) Signs attached to trees, fences, utility poles or any other means not designated by this article or that which is not approved by a City Code Official. Exceptions are public notices and public announcements (as previously stated).

(11) Portable signs, fixed on movable stands or chassis, or those self-supported types not permanently embedded or any sign that allows ready transport from site to site.

§ 230-25. - Construction; violations and penalties.

A. All signs permitted by this article shall be erected/placed in accordance with the zoning requirement set forth by this chapter (regarding setbacks, sizes and height limitations) and shall be constructed so as to withstand loadings imposed by wind or the direct result of the sign's weight or stresses that may be otherwise imposed. All signage applications shall be accompanied by scale drawings and shall meet the approval of the Plans Review Official.

B. Any violations of city code(s)/ordinance(s) regarding the laws governing signs within the City of Milford shall be grounds for the removal of the sign in question, fines, imprisonment or all of the preceding. This shall be determined by the Code Official.

§ 230-26. - General standards.

The chart, found at the end of this chapter, shall determine the size and height requirements allowed within the designated zoning district. Additional requirements are as follows:

A. Setback.

(1) Commercial/industrial districts: 10 feet from front right-of-way line.

(2) Noncommercial districts (nonresidential):

(a) Advertising: 10 feet from front right-of-way line.
(b) Nameplate, identification and instruction: five feet from right-of-way line.

B. Sign standards chart (end of chapter).

C. Guidelines for all zoning districts. The following are the general guidelines for signage in all zoning districts:
(1) Sidewalk or pedestrian areas are not to be obstructed in any way by signs of any type.
(2) Variances for dimensional increases in area, height or coverage must be submitted for review and determination by the Board of Adjustment of the City of Milford. Violations of the requirements set forth in the attached chart shall be deemed as a violation of this chapter and will be subject to the penalties herein described.
(3) All signs whose primary function it is to direct attention to the identity of the business, professional or industrial activity and which describes said nature of such operation shall be deemed a business sign. Such signs shall not exceed two in number on any one road frontage.

D. Guidelines for C-2 Zoning District. The following are the general guidelines for signage within the C-2 Downtown Commercial District:
(1) Signs shall reflect simplicity, using graphics and minimum information.
(2) Light-colored lettering should be used over dark matte background as the dominant motif.
(3) Signs should have a singular theme.
(4) A maximum of three colors may be used.
(5) Signs should employ a style consistent with the age of the building.
(6) Signs should fit into the size and proportions of the building.
(7) Wall signage shall be placed directly above the storefront.
(8) Wall signs should be made of natural materials, when feasible.
(9) Awning signs shall be carefully mounted and add variety and color to the streetscape. All awning signage and the awning assembly shall be kept properly maintained and shall be repaired as needed.

E. Political signs.
(1) Residential and Downtown Commercial Districts.
(a) Political signs shall not exceed 24 inches by 36 inches or six square feet.
(b) The maximum height of any political sign shall not exceed three feet.
(c) All political signs shall be removed within seven days after the election.
(2) Other zoning districts.
(a) Political signs shall not exceed 48 inches by 60 inches or 20 square feet.
(b) The maximum height of any political sign shall be no more than five feet.
(c) All political signs shall be removed within seven days after the election.

F. EMB signs. The following are the guidelines for all EMB signage:
(1) EMB signs are only permitted in the C-3 Zoning District.
(2) Contain static messages for at least eight seconds before changing the message and shall not have animation on any part of the sign, nor shall such sign have varying light intensity during the display of any single message.
(3) May not operate at brightness levels of more than 0.20 foot candles above ambient light levels as measured at a distance of 150 feet.
(4) The owner of said EMB sign shall provide a certification by an independent contractor of the lumens showing compliance at time of building permit application.
(5) Each sign shall have a light sensing device that will adjust the brightness of the display as the

~~natural ambient light conditions change.~~

~~(6) Shall meet the same installation and permitting requirements and inspections as set out for all other signs.~~

~~(7) The owner of said sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public including, but not limited to Amber Alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.~~

~~(8) The owner of said sign shall provide to the City of Milford contact information for a person who is available to be contacted at any time and who is able to turn off the electronic sign promptly after a malfunction occurs. If, at any time the EMB display lights malfunction or are no longer working, the owner of said sign shall make repairs to the sign within 60 days or the sign will require removal.~~

~~(9) Each sign located on a state maintained road must comply with all Delaware Department of Transportation rules and regulations applicable to electronic changeable message signs where not in conflict with this [article].~~

~~(10) All EMB signs shall have a height of no less than a minimum of two feet and no greater than a maximum of five feet. All EMB signs shall have a width of no greater than a maximum of 12 feet and shall be no larger than 32 square feet total.~~

§ 230-24. Purpose.

These regulations balance the need to protect the public safety and welfare, the need for a well maintained and attractive community, and the need for adequate identification, communication, and advertising. The regulations for signs have the following specific objectives:

A. To ensure that signs are designed, constructed, installed and maintained according to minimum standards to safeguard life, health, property and public welfare.

B. To allow and promote positive conditions for sign communication.

C. To reflect and support the desired ambience and development patterns of the various zones and districts and promote an attractive environment.

D. To ensure that the constitutionally guaranteed right of free expression is protected.

§ 230-24.1. Hierarchy of Regulations.

A. Where there is a conflict between specific sign regulations and the base for general sign regulations of this Code, the specific sign regulations supersede the base sign regulations.

B. Other conflicts. Where there is a conflict between a land use regulation and a structural regulation, or other conflicts not otherwise addressed by this section, the most restrictive regulation applies.

§ 230-24.2. Definitions.

For purpose of this Article, certain words and phrases shall be interpreted and defined as follows:

ABANDONED OFF-PREMISE SIGN – A sign that, for 180 days or more, no longer:

(1) Directs attention to a business commodity, service or entertainment conducted, sold, or offered elsewhere than upon the premises where the sign is maintained; and

(2) No longer markets, advertises, or promotes the sign for sale or rent.

ABANDONED ON-PREMISE SIGN – A sign or sign structure that, for 180 days or more, no longer identifies an ongoing business, product, location, service, idea, or activity conducted on the premises on which the sign is located or on a property adjacent to the property on which the sign is located when the adjacent property has a recorded easement for access on or along the property on which the sign is located.

ALTERATION – A change in the size or shape of an existing sign. Copy or color change of an existing sign is not an alteration. Changing or replacing a sign face or panel is not an alteration.

ANIMATED SIGN – A sign employing actual motion, the illusion of motion, or light and color changes achieved through mechanical, electrical, or electronic means. Animated signs, which are differentiated from changeable signs as defined and regulated by this Code, include the following types:

(1) ENVIRONMENTALLY ACTIVATED - Animated signs or devices motivated by wind, thermal changes, or other natural environmental input. Includes spinners, pinwheels, pennant strings, and other devices or displays that respond to naturally occurring external motivation.

(2) MECHANICALLY ACTIVATED - Animated signs characterized by repetitive motion or rotation activated by a mechanical system powered by electric motors or other mechanically induced means.

(3) ELECTRICALLY ACTIVATED - Animated signs producing the illusion of movement by means of electronic, electrical, or electromechanical input or illumination capable of simulating movement through employment of the characteristics of one or both of the classification notes below:

(a) FLASHING - Animated signs or animated portions of signs whose illumination is characterized by a repetitive cycle in which the period of illumination is either the same as or less than the period of non-illumination. For the purposes of this ordinance, flashing will not be defined as occurring if the cyclical period between on-off phases of illumination exceeds eight seconds.

(b) PATTERNED ILLUSIONARY MOVEMENT - Animated signs or animated portions of signs whose illumination is characterized by simulated movement through alternate or sequential activation of various illuminated elements for the purpose of producing repetitive light patterns designed to appear in some form of constant motion.

ARCHITECTURAL PROJECTION – Any projection from a building that is decorative or functional and not intended for occupancy, and that extends beyond the face of an exterior wall of a building but that does not include signs as defined herein. See also Awning; Back-lit Awning; and Canopy, Attached and Freestanding.

AWNING – An architectural projection or shelter projecting from and supported by the exterior wall of a building and composed of a covering of rigid or non-rigid materials or fabric on a supporting framework that may be either permanent or retractable.

AWNING SIGN – A sign displayed on or attached flat against the surface or surfaces of an awning. See also Wall or Fascia Sign. An awning that contains a "sign" section or copy area shall comply with the applicable sign area requirements for parallel signs contained in this Code. Only the sign or copy area displayed on an awning shall be used to determine the permitted sign area; the entire awning shall not be included in a Sign Area calculation.

BACK-LIT AWNING – An awning comprised of covering material exhibiting the characteristic of luminosity obtained by means of a source of illumination contained within its framework.

BANNER – A flexible substrate on which copy or graphics may be displayed.

BANNER SIGN – A sign utilizing a banner as its display surface.

BENCH SIGN – A sign applied or affixed to the seat or back of a bench.

BILLBOARD – See Off-Premise Sign and Commercial Outdoor Advertising Sign.

BUILDING FAÇADE – That portion of any exterior elevation of a building extending vertically from grade to the top of a parapet wall or eaves and horizontally across the entire width of the building elevation.

BUILDING SIGN – A sign that is applied or affixed to a building.

CANDELA – The basic unit of measurement of light in SI (metric) units.

CANDELA PER SQUARE METER (cd/m2) – The SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.

CANDLE OR CANDLEPOWER – Synonymous with Candela, but in English, not SI, terms.

CANOPY (Attached) – A multi-sided overhead structure or architectural projection supported by attachment to a building on one or more sides and either cantilevered from such building or also supported by columns at additional points. The surface(s) or soffit of an attached canopy may be illuminated by means of internal or external sources of light. Similar to a Marquee.

CANOPY (Freestanding) – A multi-sided overhead structure supported by columns, but not enclosed by walls. The surface(s) and or soffit of a freestanding canopy may be illuminated by means of internal or external sources of light.

CANOPY SIGN –A sign affixed to the visible surface(s) of an attached or freestanding canopy. May be internally or externally illuminated. Similar to a Marquee Sign.

CHANGEABLE SIGN – A sign with the capability of content by means of manual or remote input, includes the following types:

(1) MANUALLY ACTIVATED – Changeable sign whose message copy or content can be changed manually on a display surface.

(2) ELECTRONICALLY ACTIVATED – Changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light-emitting devices; or it may be from an external light source designed to reflect off the changeable component display. See also Electronic Message Center.

CHANNEL LETTER (Open Faced) – A dimensional letter with a back and sides but no face at the front of the letter. Open Faced Channel Letters may be non-lit, externally illuminated, or illuminated by a light source contained inside the open channel of the letter itself, such as a neon tube.

CHANNEL LETTER (Internally Illuminated) – A dimensional letter with a back, sides, and a translucent front face capable of transmitting light from an internal light source within the letter.

CHANNEL LETTER (Reverse) – A dimensional letter with a face and sides but no back, opposite to an Open-Faced Channel Letter. A Reverse Channel Letter has an open channel facing the wall or building to which it is affixed. A Reverse Channel Letter may contain a source of illumination designed to project lighting against the surface behind the letter, commonly referred to as a Backlit Channel Letter; also referenced as a halo or silhouette lighted channel letter. The face of a Reverse Channel Letter does not illuminate.

CLADDING – A non-structural covering designed to conceal the actual structural supports of a sign. See also Pole or Pylon Cover.

COMMERCIAL OUTDOOR ADVERTISING SIGN – A permanent off-premise sign erected, maintained or used in the outdoor environment for the purposes of providing copy area for commercial or noncommercial messages.

CONFORMING SIGN – A sign that is legally installed in conformance with all prevailing jurisdictional laws and ordinances.

COPY – The graphic content or message of a sign.

COPY AREA OF SIGN – The actual area of the sign copy as applied to any background. Copy area on any individual background may be expressed as the sum of the geometrically computed shape or shapes encompassing separate individual letters, words, or graphic elements on the background.

DIMENSIONAL LETTER, SYMBOL, OR GRAPHIC – A letter, symbol, or graphic that is three dimensional in character, containing height, width, and depth.

DIRECTIONAL SIGN – Any sign that is designed and erected for the purpose of providing direction or orientation for pedestrian or vehicular traffic.

DISPLAY TIME – The amount of time a message or graphic is displayed on an Electronic Message Sign.

DISSOLVE – A mode of message transition on an Electronic Message Sign accomplished by varying the light intensity or pattern, in which the first message gradually appears to dissipate and lose legibility with the gradual appearance and legibility of the second message.

DOUBLE-FACED SIGN – A sign with two faces, back to back.

DYNAMIC FRAME EFFECT – An Electronic Message Sign frame effect in which the illusion of motion or animation is used.

ELECTRIC SIGN – Any sign activated or illuminated by means of electrical energy.

ELECTRONIC MESSAGE CENTER OR SIGN (EMC) –An electrically activated changeable sign whose variable message or graphic presentation capability can be electronically programmed by computer from a remote location. Also known as an EMC. EMCs typically use light emitting diodes (LEDs) as a lighting source. (See also following terms principally associated with

Electronic Message Centers: Display Time, Dissolve, Dynamic Frame Effect, Fade, Frame, Frame Effect, Scroll, Transition, Travel)

EXTERNALLY ILLUMINATED SIGN – See Illuminated Sign.

EXTERIOR SIGN – Any sign placed outside a building.

FAÇADE – See Building Façade.

FADE – A mode of message transition on an Electronic Message Sign accomplished by varying the light intensity, where the first message gradually reduces intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

FASCIA SIGN – See Wall Sign.

FLASHING SIGN – See Animated Sign, Electrically Activated.

FONT – A set of letters, numerals, symbols, or shapes conforming to a specific set of design criteria.

FOOT CANDLE – An English unit of measurement of the amount of light falling upon a surface (Illuminance). One foot candle is equal to one lumen per square foot. Can be measured by means of an illuminance meter.

FOOT LAMBERT – An English unit of measurement of the amount of light emitted by or reflecting off a surface (luminance) equivalent to 3.4262591 candelas per square meter.

FRAME – A complete, static display screen on an Electric Message Sign.

FRAME EFFECT – A visual effect on an Electronic Message Sign applied to a single frame. See also Dynamic Frame Effect.

FREESTANDING SIGN – A sign principally supported by one or more columns, poles, or braces placed in or upon the ground. May also be referenced as a Ground or Monument Sign. Refer also to Section 8 for visual reference examples.

FRONTAGE (Property) – The length of the property line(s) of any single premise along either a public way or other properties on which it borders.

FRONTAGE (Building) – The length of an exterior building wall or structure of a single premise along either a public way or other properties that it faces.

GROUND SIGN – See Freestanding Sign.

ILLUMINANCE – The amount of light falling upon a real or imaginary surface, commonly called "light level" or "illumination." Measured in foot candles (lumens/square foot) in the English system, and lux (lumens/square meter) in the SI (metric) system.

ILLUMINATED SIGN – A sign characterized by the use of artificial light, either projecting through its surface(s) [Internally or trans-illuminated]; or reflecting off its surface(s) [Externally illuminated].

INTERNALLY ILLUMINATED SIGN – See Illuminated Sign.

INTERIOR SIGN – Any sign placed within a building, but not including window signs as defined by this ordinance. Interior signs, with the exception of window signs as defined, are not regulated by this ordinance.

LISTED SIGN – A sign manufactured and labeled in accordance with specifications promulgated by a recognized testing laboratory designed to assure compliance with applicable American National Standards (ANSI) and the National Electric Code (NEC).

LUMINANCE – The light that is emitted by or reflected from a surface. Measured in units of luminous intensity (candelas) per unit area (square meters in SI measurement units or square feet in English measurement units). Expressed in Si units as cd/m2, and in English units as foot lamberts. Sometimes also expressed as "nits", a colloquial reference to SI units. Can be measured by means of a luminance meter.

LUX – the SI (metric) unit for illuminance. One lux equals 0.093 foot candles.

MANSARD – A roof-like façade comparable to an exterior building wall.

MARQUEE – See Canopy (Attached).

MARQUEE SIGN – See Canopy Sign.

MULTIPLE-FACED SIGN – A sign containing 3 or more faces.

NIT – A photometric unit of measurement referring to luminance. One nit is equal to one cd/m2.

NON-CONFORMING SIGN – A sign that was legally installed by permit in conformance with municipal sign regulations and ordinances in effect at the time of its installation, but which may no longer comply with subsequently enacted laws and ordinances having jurisdiction relative to the sign.

NON-CONFORMING USE – A continued and lawful use of property, including a sign or signs lawfully installed in accordance with laws or ordinances prevailing at the time of installation.

OFF-PREMISE SIGN – See Outdoor Advertising Sign. See Also, Wayfinding Sign.

ON-PREMISE SIGN – A sign erected, maintained or used in the outdoor environment for the purpose of the display of messages appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed or on a property adjacent to the property on which the sign is located when the adjacent property has a recorded easement for access on or along the property on which the sign is located.

ORIGINAL ART MURAL - A hand produced work of visual art which is tiled or painted by hand directly upon, or affixed directly to, an exterior wall of a building or structure. Original Art Mural does not include: mechanically produced or computer-generated prints or images, including but not limited, to digitally printed vinyl, murals containing electrical or mechanical components, or changing image murals.

OUTDOOR ADVERTISING SIGN – A permanent sign erected, maintained or used in the outdoor environment for the purpose of the display of commercial or non-commercial messages not appurtenant to the use of, products sold on, or the sale or lease of, the property on which it is displayed. May also be referenced as an Off-Premise Sign, Billboard, or Commercial Outdoor Advertising Sign.

PARALLEL SIGN – See Wall Sign.

PARAPET – The extension of a building façade above the line of the structural roof.

PERMITTED ORIGINAL ART MURAL - An Original Art Mural for which a permit has been issued by the City of Milford pursuant to this Article.

PERPENDICULAR SIGN – See also Freestanding Sign; See also Projecting Sign.

POLE COVER OR PYLON COVER – An enclosure designed to conceal poles or other structural supports of a sign. See also Cladding.

POLE SIGN – See Freestanding Sign.

POLITICAL SIGN – A temporary sign intended to advance a political statement, cause, ballot, issue, or candidate for office.

PORTABLE SIGN – Any sign not permanently attached to the ground and can be removed without the use of tools.

PROJECTING SIGN – A sign other than a Wall Sign that is attached to or projects more than 18 inches from a building face or wall or from a structure whose primary purpose is other than the support of a sign.

PYLON SIGN – See Freestanding Sign.

REAL ESTATE SIGN – A temporary sign advertising the sale, lease, or rental of the property or premises upon which it is located.

REVOLVING SIGN – A sign that has the capability to revolve 360 about an axis. See also: Animated Sign, Mechanically Activated.

ROOF LINE – The uppermost line of the roof of a building or, in the case of an extended façade or parapet, the uppermost point of said façade or parapet.

ROOF SIGN – A sign mounted on the main roof portion of a building or on the uppermost edge of a parapet wall of a building and which is wholly or partially supported by such building. Signs mounted on mansard facades, pent eaves, and architectural projections such as canopies or marquees shall not be considered to be roof signs.

SCROLL – A mode of message transition on an Electronic Message Sign in which the message appears to move vertically across the display surface.

SI (International System of Units) – The modern metric system of measurement abbreviated Sis for the French term "Le Systeme International d'Unites."

SIGN – Any device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations. Noncommercial flags or any other flags displayed from flagpoles or staffs will not be considered to be signs.

SIGN AREA – The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as 50% of the sum of the area of all faces of the sign.

SIGN COPY – The letters, numerals, figures, symbols, logos and graphic elements comprising the content or message of a sign, exclusive of numerals identifying a street address only.

SIGN FACE – The surface upon, against or through which the sign copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, nonstructural thematic or decorative trim, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or border.

(1) In the case of panel or cabinet signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate upon which the sign copy is displayed or illustrated, but not open space between separate panels or cabinets.

(2) In the case of signs painted on a building, or individual letters or graphic elements affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn closest to the edge of the letters or separate graphic elements comprising the sign copy, but not the open space between separate groupings of sign copy on the same building or structure.

(3) In the case of sign copy enclosed within a painted or illuminated border, or displayed on a background contrasting in color with the color of the building or structure, the sign face shall comprise the area within the contrasting background, or within the painted or illuminated border.

SIGN STRUCTURE – Any structure designed for the support of a sign.

SITE – The ground area legally designated as a zoning lot, which may be categorized as a permanent parcel (a lot of record), multiple lots of record, or a portion of a lot of record.

SPECIAL EVENT SIGN – A temporary sign pertaining to any civic, patriotic, or special event of general public interest.

TEMPORARY SIGN – A sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is not permanently embedded in the ground, are considered temporary signs.

TRANS-ILLUMINATED SIGN – See Internally Illuminated Sign.

TRANSITION – A visual effect used on an Electronic Message Sign to change from one message to another.

TRAVEL – A mode of message transition on an Electronic Message Sign in which the message appears to move horizontally across the display surface.

UNDER CANOPY OR UNDER MARQUEE SIGN – A sign attached to the underside of a canopy or marquee.

V SIGN – A sign containing two faces of equal size, positioned at an interior angle subtending less than 179 degrees at the point of juncture of the individual faces.

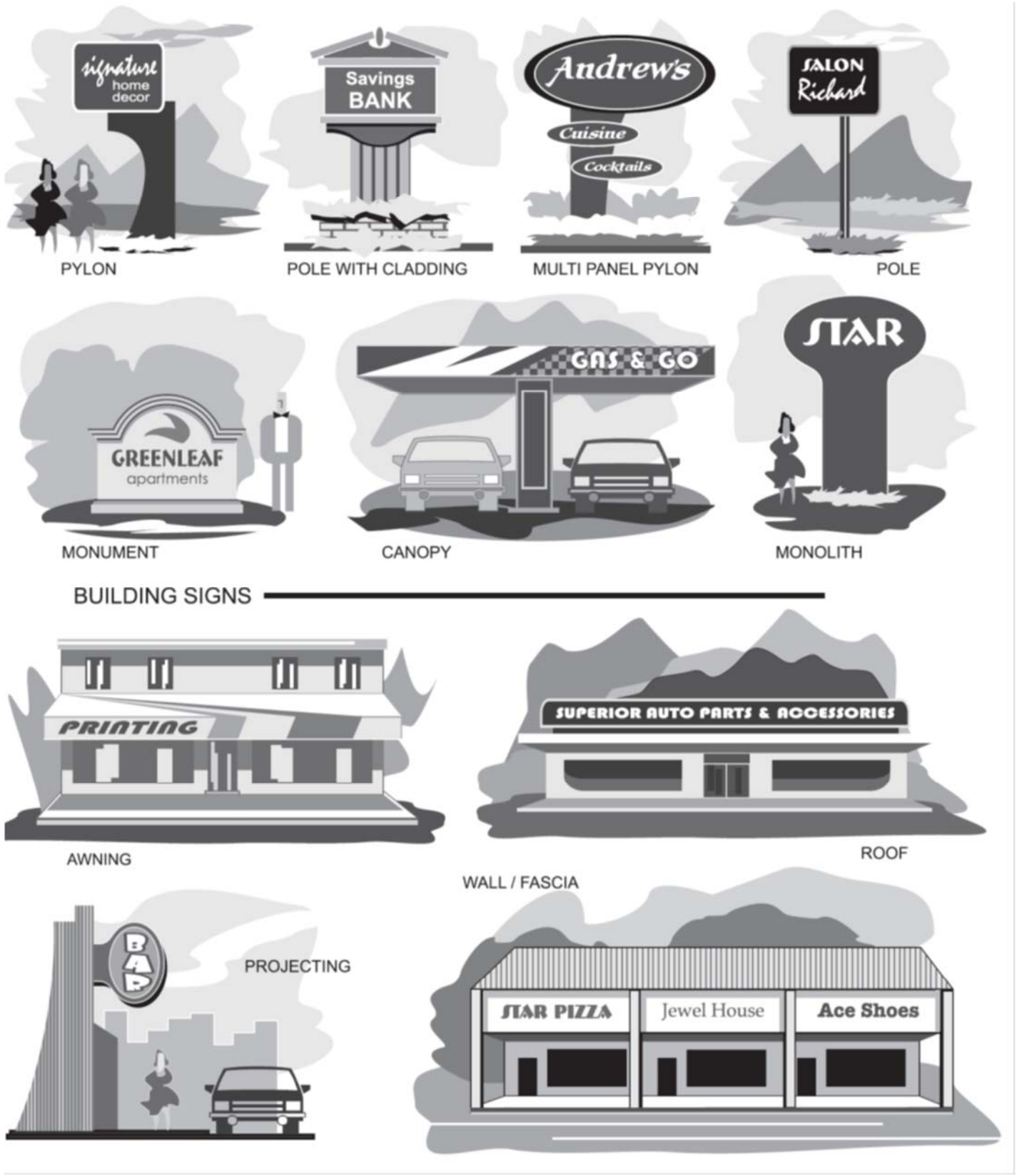
WALL OR FASCIA SIGN – A sign that is in any manner affixed to any exterior wall of a building or structure and that projects not more than 18 inches from the building or structure wall. Also includes signs affixed to architectural projections that project from a building provided the copy area of such signs remains on a parallel plane to the face of the building façade or to the face or faces of the architectural projection to which it is affixed.

WAYFINDING SIGN – A sign, frequently off-premise, specifically designed to provide directional or destination information and installed or maintained by the City or another government agency.

WINDOW SIGN – A sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

§ 230-24.3. Typical On-Premise Sign Types.

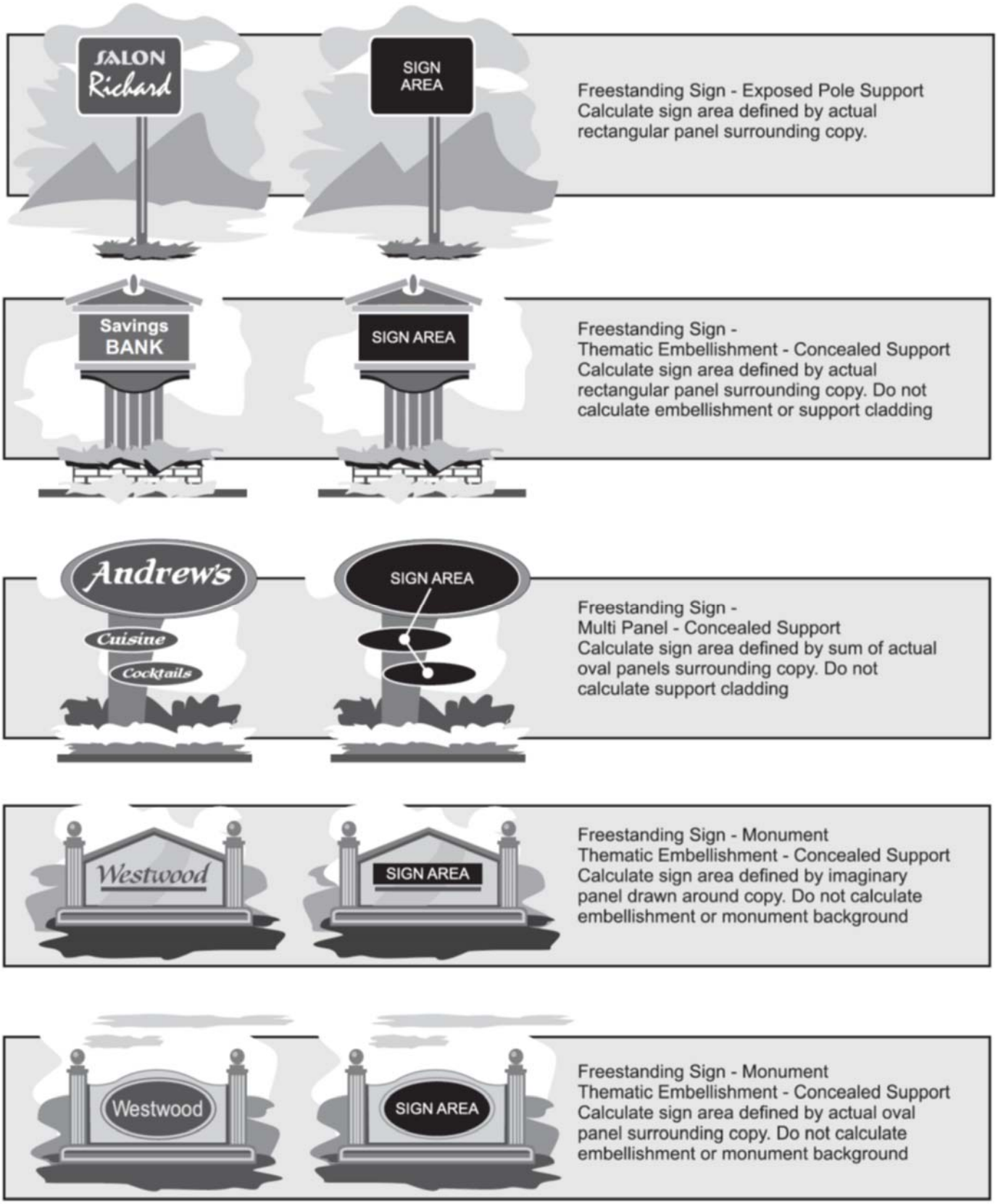
The purpose of this section is to provide visual examples of certain types of signs.

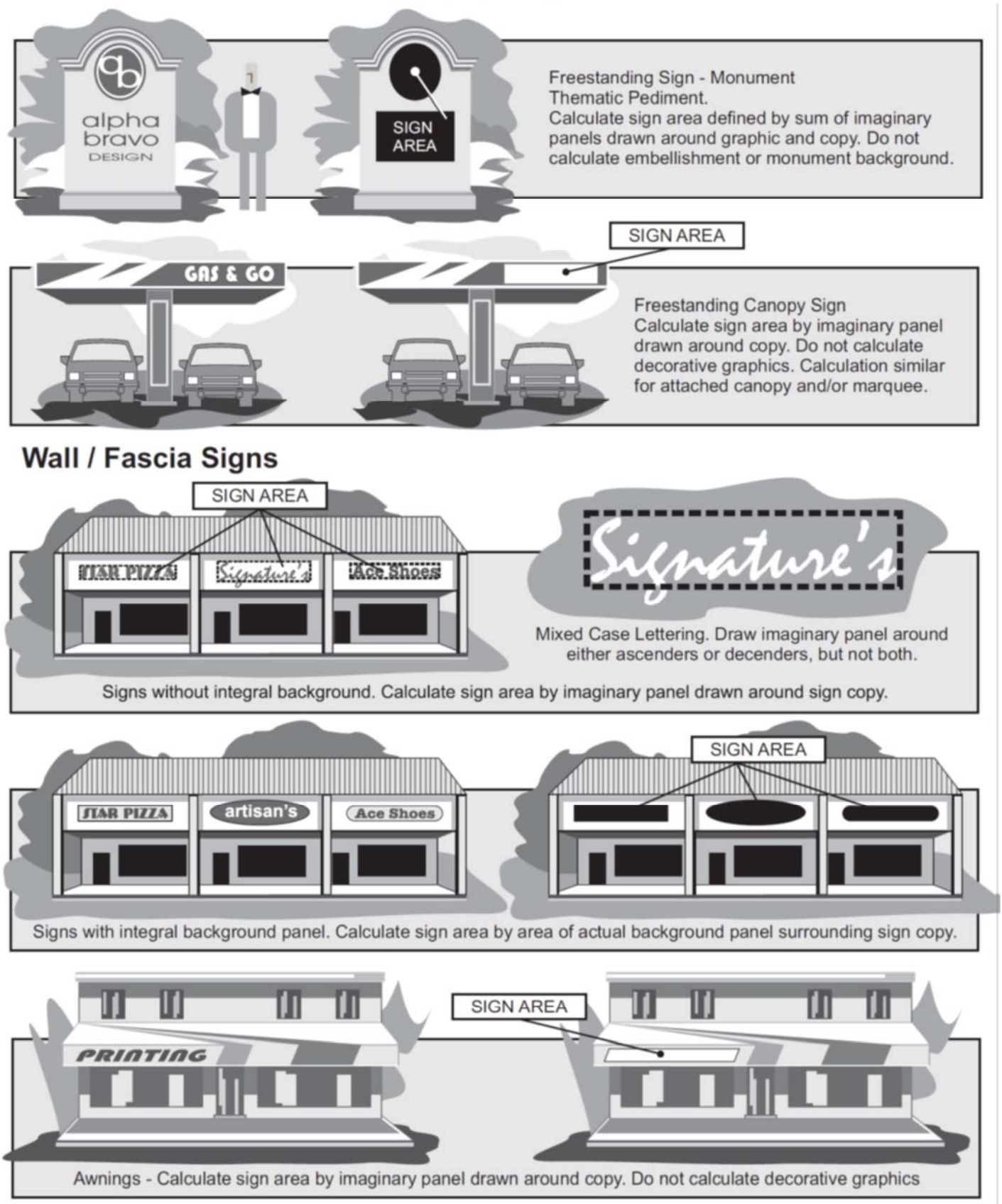


§ 230-24.4. Sign Area Computational Methodology.

Sign areas shall be calculated using the methodology set forth in this section, except that embellishment

or support cladding is not included in the sign area unless it contains copy.





§ 230-24.5. Comparison: roof and wall sign distinctions.

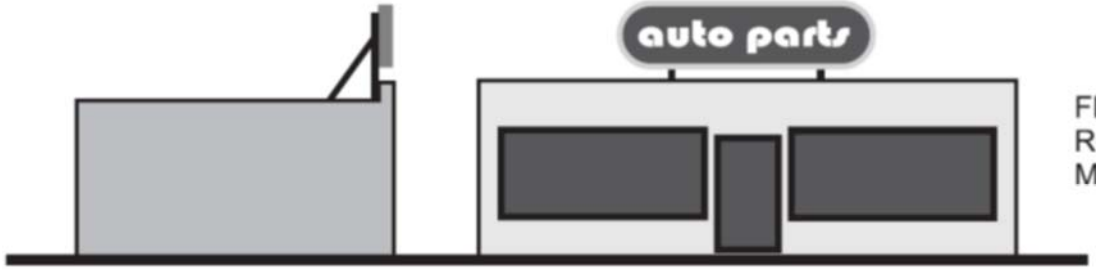
The following diagrams demonstrate visual examples of distinctions between roof signs and wall signs.

ROOF SIGNS



side elevation front elevation

SLOPING ROOF MOUNT



side elevation front elevation

FLAT ROOF MOUNT

Fascia Signs on Roof-Like Projections NOT ROOF SIGNS



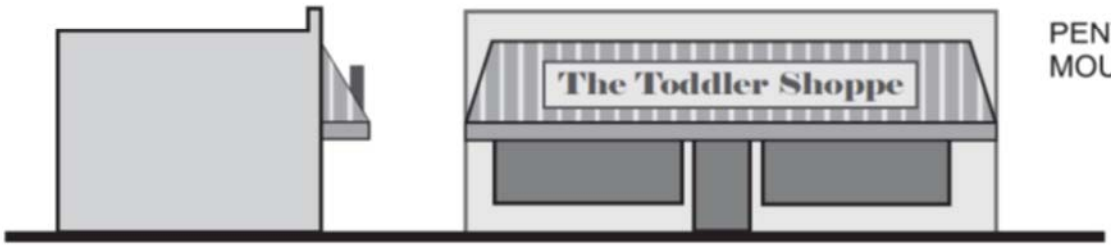
side elevation front elevation

CANOPY MOUNT



side elevation front elevation

MANSARD MOUNT



side elevation front elevation

PENT EAVE MOUNT

§ 230-24.6. Sign Face Area.

A. Sign Cabinets. The area of sign faces enclosed in frames or cabinets shall be determined based on the outer dimensions of the frame or cabinet.

B. Double-sided signs. Only one side of a double-sided sign is counted in determining the area of sign faces. Where the two sides are not of equal size, the larger of the two sides is used for the determination of sign area. The area of multiple-faced signs in which the interior angle formed by the faces is greater than 91 degrees shall be expressed as the sum of the areas of all the faces, except for multiple-faced signs containing faces that are configured back to back, in which case the area of the faces configured back to back will be calculated according to the rule for double-faced signs.

C. Round, Oval, and Irregularly shaped signs shall be measured based on the appropriate mathematical formula to obtain the sign area for the shape of the sign.

D. Calculating Sign Area

(1) Signs containing integral background areas: The area of a sign containing a clearly defined background area shall be calculated based on the area of the smallest standard geometric shape or combination of geometric shapes capable of encompassing the perimeter of the background area of the sign. In the case of signs in which multiple background areas are separated by open space, sign area shall be calculated based on the sum of the areas of all separate background areas, calculated as referenced above, but without regard for any open space between the separate background areas.

(2) Signs without integral background areas: In instances in which a sign consists of individual elements such as letters, symbols, or other graphic objects or representations that are painted, attached to, or otherwise affixed to a surface such as a wall, window, canopy, awning, architectural projection, or to any surface not specifically designed to serve as a sign background, the sign area shall be based on the sum of the individual areas of the smallest geometric shape or combination of geometric shapes capable of encompassing the perimeters of the individual elements comprising the sign.

E. Awnings and marquees. When graphics or sign copy is incorporated into an awning, the sign area is determined by computing the area of a standard imaginary geometric shape or combination of shapes drawn around the sign copy area or graphics. When the ends of awnings or marquees are parallel and contain graphics or sign copy, only one side is counted in addition to the sign face area on the front.

§ 230-24.7. Height of Signs.

A. Except as otherwise provided in this section, the overall height of a freestanding sign or sign structure is measured from the lowest point of the ground directly below the sign to the highest point of the freestanding sign or sign structure.

B. Where a freestanding sign or sign structure is mounted along a roadway that has a higher-grade level as compared to the grade level directly below the freestanding sign or sign structure, then the freestanding sign or structure's height will be measured from the roadway grade level to the highest point of the freestanding sign or sign structure. See Figure A.

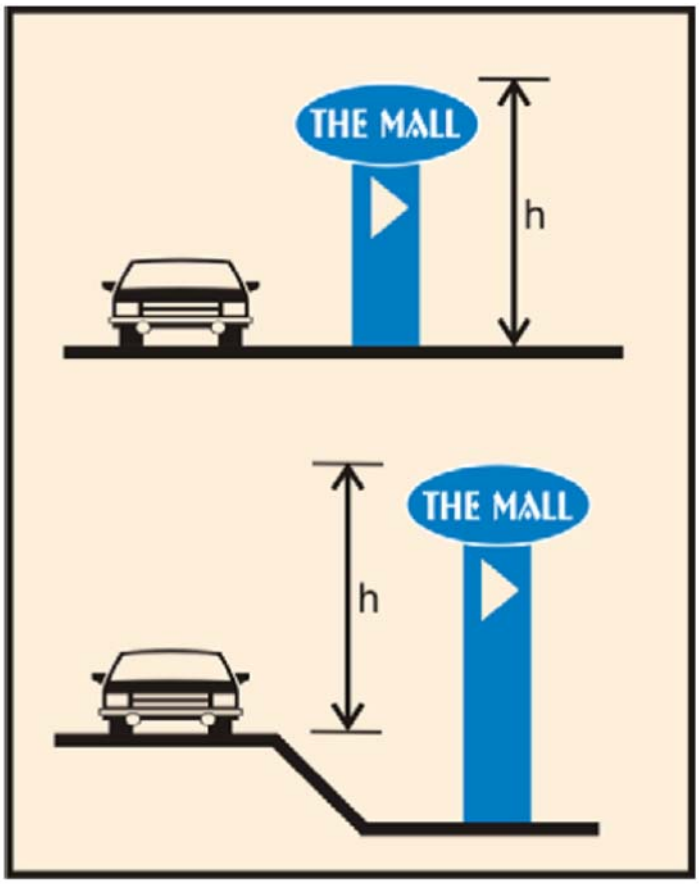


Figure A.

§ 230-24.8. Signs Permitted in All Zones. Exempt from Permit.

The following are exempt from the regulations of this Article, but may be subject to other portions of this Chapter where applicable:

A. Signs inside a building and not visible from outside the building.

B. Signs carved into a building or raised in integral relief on a building. Signs or letters that are raised must be a physical part of the building façade and a part of the physical construction of the building materials comprising the façade in order to qualify for relief under this provision. Letters or signs that are merely attached to the exterior façade of the building, even if the same finish and color, shall not qualify for this exemption.

C. Signs required by federal, state, county, or City of Milford law or regulation.

D. Painted or applied wall accents and decorations, provided that the accents and decorations are typically not associated with the brand or company that owns or occupies the building, site, or tenant space.

E. Illuminated building accents and decorations, provided the accents and decorations are typically associated with the brand or company that owns or occupies the building, site, or tenant space.

F. Public Art, including Permitted Original Art Murals.

G. Name and Address – Up to two signs indicating address, number or name of occupants of the premises, that do not exceed two square feet in area per side, and do not include any commercial advertising or other identification.

H. Decals – Decals or logos affixed to windows or door glass panels, such as those indicating membership in a business group or identifying credit cards accepted at the establishment.

I. Americans with Disabilities Act Parking Space – Signs not exceeding two square feet in area reserving parking for handicapped individuals.

J. Private Drive Signs – On-premise private drive signs are limited to one per driveway entrance, not exceeding two square feet in area.

K. Public Signs – Signs erected by government agencies or utilities, including traffic, utility, safety, railroad crossing and identification signs for public facilities and any signs erected by the City of Milford.

L. Security and Warning Signs – On-premise regulating the use of the premises, such as "no trespassing", "no hunting" and "no soliciting" signs that do not exceed one sign consisting of two square feet in area per side in residential areas and one sign consisting of five square feet in area per side in commercial and industrial zones. These limitations shall not apply to the posting of conventional "no trespassing" signs in accordance with state law.

M. Vehicles - The use of business logos, identification, or advertising on vehicles primarily and actively used for business or personal transportation shall be permitted.

§ 230-24.9. Permit.

A. Except as otherwise provided in this Article, no on-premise or off-premise sign or structure shall be erected, moved, enlarged, replaced, refaced, or reconstructed except by permit from the City and in accordance with this chapter. See Chapter 88, Building Construction.

B. Except for Special Event Signs, temporary signs shall not require a permit.

§ 230-24.10. Prohibitions.

The following signs are prohibited:

A. Signs containing strobe lights.

B. Abandoned sign structures.

C. Signs placed on or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed under this Article. Except as otherwise provided in this Article, any sign displayed on a parked trailer or truck or other vehicle where the primary purpose of the vehicle is to advertise a product, service, business, or other activity, whether on-premise or off-premise shall be prohibited. This regulation shall not prohibit the use of business logos, identification, or advertising on vehicles primarily and actively used for business or personal transportation.

D. Mechanically Moving Signs – An environmentally activated sign or other display with actual mechanical motion powered by natural, manual, mechanical, electrical or other means, including but not limited to pennant strings, streamers, spinners, propellers, and search lights.

E. Flashing Signs.

F. Inflatable Signs and Other Permanent Objects – Signs and other objects which are inflated, including but not limited to, balloons except that balloons may be permitted in temporary non-commercial situations such as for special occasions at a residence, which are permitted.

G. Posters and Handbills – Signs affixed to any structure, utility or sign pole, trees, or other natural vegetation, rocks or poles.

H. Roof Signs.

I. Simulated Traffic Signs and Obstructions – Any sign which may be confused with, or obstruct the view of, any authorized traffic sign or signal, obstruct the sight-distance triangle at any road intersection or extend into the public right-of-way.

J. A-frame/Wheeled Signs – Any portable "A" frame or similar portable sign is prohibited except as described under Temporary Signs.

K. Signs Adversely Affecting Safety – Signs which prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part. No sign other than a safety sign shall be attached to a stand-pipe or fire escape.

L. Sign Emissions – No sign which emits smoke, visible vapors, particles, sound or odor shall be permitted. Open flames used to attract public attention to a place of business or to an advertising sign shall not be permitted.

M. Mirrors – No mirror device shall be used as part of a sign.

N. Animated Signs.

O. Any sign located or projecting into the public right-of-way except as otherwise expressly permitted in this Article.

P. Permanent Banners – Banners used as permanent signs.

Q. Temporary Signs placed within any right-of-way.

§ 230-24.11. Standards in Residential Zones.

A. General standards and sign features: Permanent on-premise signs in Residential Zones, as identified herein, shall be subject to the standards set forth in this section.
(1) R-1 Single-Family Residential District
(2) R-2 Residential District
(3) R-3 Garden Apartment and Townhouse District
(4) R-8 Garden Apartment and Townhouse District

B. Subdivisions, apartments, multi-family dwellings, and condominium complexes are permitted the following:
(1) One freestanding sign not to exceed 64 square feet of sign area per side and four feet in height and further provided that one such sign shall be permitted for each separate entrance.
(2) Other directional, incidental, or accessory signs located within the subdivision, complex, or multi-family residential development provided that such signs shall not exceed 6 square feet of sign area per side and four feet in height, if freestanding.

C. For properties located in a Residential Zone as described in subsection B above, other directional, incidental or accessory signs are also permitted, to be located within the subdivision, complex or multi-family residential development. Such directional, incidental and/or accessory signs shall not exceed six square feet in sign area per side and four feet in height, if freestanding.

D. Home Occupation – One non-illuminated on-premise sign not to exceed six square feet of sign area per side, identifying a permitted home occupation on the premises. A sign shall contain no more than two sides or facings, back-to-back, and shall have a minimum setback five feet from the front lot line, and a minimum setback of 15 feet from all adjacent property lines, and shall not exceed four feet in height.

E. Properties in a Residential Zone which are used for permitted non-residential uses are permitted a freestanding sign not to exceed 48 square feet of sign area and 10 feet in height, and further provided that one such sign shall be permitted for each separate street frontage occupied by the permitted use. A sign shall contain no more than two sides or facings, back-to-back, and shall have a minimum setback of 10 feet from the front lot line, and a minimum setback of 15 feet from all adjacent property lines.

F. Electronic Message Centers are prohibited except as may be permitted by conditional use approval from City Council on properties used for any of the following uses:
(1) Public and private schools
(2) Churches and other places of worship
(3) Social clubs or fraternal, social service, union, or civic organizations

§ 230-24.12. Standards in Downtown Commercial Zones.

A. General standards and sign features: Permanent on-premise signs in the Downtown Commercial Zones, as identified herein, shall be subject to the standards set forth in this section.
(1) C-2 Central Business District
(2) C-2A Riverfront Development District

B. Subject to the regulations in this section, Downtown Commercial Zone properties are limited to a combination of two signs per street or road frontage. No more than one sign per street or road frontage shall be either a freestanding sign or a projecting sign. No more than one sign per street or road frontage shall be either a building sign, a canopy sign, or an awning sign.
(1) Freestanding Signs
(a) Freestanding signs shall be limited to one per street frontage.
(b) Freestanding signs shall not exceed six feet in height and shall not exceed 24 square feet of sign area per side.
(c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.
(2) Projecting Signs

(a) Except as otherwise stated herein, projecting signs shall not be permitted in addition to any permitted freestanding sign. Projecting signs shall be limited to one per building façade on which any such sign is mounted except for a use that fronts on more than one street, in which case, one such sign shall be permitted per façade for each separate street frontage.

(b) A projecting sign shall have a sign area of no greater than 20 square feet per side.

(c) No projecting sign shall extend in a vertical dimension above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.

(d) Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds of the width of the sidewalk. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.

(e) A property may have a projecting sign and a freestanding sign provided that the property has more than one street or road frontage provided that all other requirements governing projecting signs are met.

(f) Projecting signs should be located above the storefront windows and below the sills under the second-floor windows.

(3) Building Signs

(a) Building signs include wall or fascia signs, and signs otherwise permanently applied to walls or other building surfaces. Building signs should be placed directly over the storefront.

(b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.

(c) Window Coverings - A maximum of 20% of storefront windows may be covered with signage or decals.

(4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections)

(a) Canopy Signs, Marquee Signs, and Signs on Architectural Projections are signs that are mounted to structures that project off the face of the building more than 18 inches.

(b) Signs affixed or applied in an essentially flat plane to the face of a building or freestanding canopy, marquee, or architectural projection provided that the copy area of any such sign, as defined herein, does not exceed an area equal to 40% of the product of the height and length of the face area of the canopy, marquee, or architectural projection to which such sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.

(c) Graphic treatment in the form of striping or patterns shall be permitted on the face of any building or freestanding canopy, marquee, or architectural projection provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any such graphic allowed treatment shall not be calculated as a component of permitted copy area.

(5) Awning Signs

(a) Graphics affixed or applied to the face or side surfaces of an awning or backlit awning are permitted provided that the copy area does not exceed an area equal to 40% of the product of the height and length of the face area of the awning to which the sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.

(b) Graphic treatment and embellishment in the form of striping, patterns, or valances shall be permitted on the face or side surfaces of any awning or backlit awning provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any allowed such graphic treatment and embellishment shall not be calculated as a component of permitted copy area.

(c) Awning signs should add variety and color to the streetscape.

(6) Electronic Message Centers: Prohibited.

(7) Signs within the Downtown Commercial Zone are subject to the following standards and guidelines.

(a) Overall Design

[1] Historically significant signs shall be retained, repaired, and reused.

[2] Signs shall reflect simplicity, using graphics and minimum information.

[3] Signs should employ a style consistent with the age of the building and should fit into the size and proportions of the building.

[4] When multiple signs are used on one property, the signs should be compatible with one another and part of an overall sign plan for the building.

(b) Size and Shape

[1] Signs should be scaled and oriented to relate to pedestrians and passing motorists.

[2] Buildings signs should be typically horizontal.

[3] Projecting signs should be typically vertical.

[4] Nonrectangular shapes add variety and interest and can be appropriate, but the use of strange or highly irregular shapes, where not rationalized by the nature of the business, should be avoided.

(c) Colors

[1] Sign colors should be chosen to complement the color of the building.

[2] It is preferred to use no more than 3 colors on a sign. A fourth color might be used for illustrations if applicable.

[3] It is preferred that dark or medium colors be used for the main background of the sign and that light colors be used for the lettering. The use of the following color types is encouraged for signage; nature blending, earth tone colors, neutral colors, pastel colors. Bright colors, primary colors, and metallic colors are generally best limited to accent areas. Background colors should be burgundy red, forest green, chocolate brown, black, charcoal, or navy blue. Suggested letter colors should be ivory, white, or gold.

(d) Sign Illumination

[1] Illuminated signs shall use an indirect lighting method, such as overhead or gooseneck lights.

[2] Signs may be externally illuminated by one or more shielded, stationery bulbs projecting onto the sign.

[3] Neon signs, exposed tubes filled with a gas that glows when electrified, are permitted if located behind the storefront glass.

[4] Internally lit signs, fluorescent lighting, or spotlights are prohibited for signs on the exterior of buildings.

(e) Materials

[1] Metal and wood are traditional materials that are preferred and appropriate for historic buildings.

(f) Typefaces.

[1] Typefaces should be harmonious with the building and the nature of the building and should be easily legible.

§ 230-24.13. Standards in Neighborhood Commercial Zones.

A. General standards and sign features: Permanent on-premise signs in the Neighborhood Commercial Zones, as identified herein, shall be subject to the standards set forth in this section.

(1) OB-1 Office Building District

(2) C-1 Community (Neighborhood) Commercial District

B. Subject to the regulations in this section, Neighborhood Commercial Zone properties are limited to a combination of two signs per street or road frontage. No more than one sign per street or road frontage shall be either a freestanding sign or a projecting sign. No more than one sign per street or road frontage shall be either a building sign, a canopy sign, or an awning sign.

(1) Freestanding Signs

(a) Freestanding signs shall be limited to one per street frontage.

(b) Freestanding signs shall not exceed six feet in height and shall not exceed 24 square feet of sign area per side.

(c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.

(2) Projecting Signs

(a) Projecting signs shall be limited to one per building façade on which any such sign is mounted except for a use that fronts on more than one street, in which case, one such sign shall be permitted per façade for each separate street frontage.

(b) The sign area of any projecting sign shall be no greater than 20 square feet per side.

(c) No projecting sign shall extend in a vertical dimension above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.

(d) Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds of the width of the sidewalk. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.

(e) A property may have a projecting sign and a freestanding sign provided that the property has more than one street or road frontage provided that all other requirements governing projecting signs are met.

(3) Building Signs

(a) Building signs include wall or fascia signs, roof signs, and signs otherwise permanently applied to walls or other building surfaces.

(b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.

(4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections)

(a) Canopy Signs, Marquee Signs, and Signs on Architectural Projections are signs that are mounted to structures that project off the face of the building more than 18 inches.

(b) Signs affixed or applied in an essentially flat plane to the face of a building or freestanding canopy, marquee, or architectural projection provided that the copy area of any such sign, as defined herein, does not exceed an area equal to 40% of the product of the height and length of the face area of the canopy, marquee, or architectural projection to which such sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.

(c) Graphic treatment in the form of striping or patterns shall be permitted on the face of any building or freestanding canopy, marquee, or architectural projection provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any such graphic allowed treatment shall not be calculated as a component of permitted copy area.

(5) Awning Signs

(a) Graphics affixed or applied to the face or side surfaces of an awning or backlit awning are permitted provided that the copy area does not exceed an area equal to 40% of the product of the height and length of the face area of the awning to which the sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.

(b) Graphic treatment or embellishment in the form of striping, patterns, or valances shall be

permitted on the face or side surfaces of any awning or backlit awning provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any allowed such graphic treatment or embellishment shall not be calculated as a component of permitted copy area.

(6) Electronic Message Centers are prohibited except as may be permitted by conditional use approval from City Council on properties used for any of the following uses
(a) Public and private schools
(b) Churches and other places of worship
(c) Social clubs or fraternal, social service, union, or civic organizations

§ 230-24.14. Standards in Business Park and Office Zones.

A. General standards and sign features: Permanent on-premise signs in the Business Park and Office Zones, as identified herein, shall be subject to the standards set forth in this section.
(1) BP Business Park District
(2) OC-1 Office Complex District

B. Subject to the regulations in this section, Business Park and Office Zone properties are limited to a combination of two signs per street frontage.
(1) Freestanding Signs
(a) Freestanding signs shall be limited to one per street frontage.
(b) Freestanding signs shall not exceed 10 feet in height and shall not exceed 48 square feet of sign area per side.
(c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 15 feet from adjacent property lines.
(2) Projecting Signs: Prohibited
(3) Building Signs
(a) Building signs include wall or fascia signs, and signs otherwise permanently applied to walls or other building surfaces.
(b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 10% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.
(4) Canopy Signs: Prohibited.
(5) Awning Signs: Prohibited.
(6) Electronic Message Centers are prohibited except that electronic message centers may be permitted by conditional use approval from City Council on properties used for any of the following uses
(a) Public and private schools
(b) Churches and other places of worship
(c) Social clubs or fraternal, social service, union, or civic organizations

§ 230-24.15. Standards in Institutional Zones.

A. General standards and sign features: Permanent on-premise signs in the Institutional Zones, as identified herein, shall be subject to the standards set forth in this section.
(1) H-1 Institutional Development District
(2) IM Institutional Medical District
(3) IS Institutional Service District

B. Subject to the regulations in this section, Institutional Zone properties as regulated by reference to

types noted below are limited to a combination of two signs per street frontage.

(1) Freestanding Signs

(a) Freestanding signs shall be limited to one per street frontage.

(b) Freestanding signs shall not exceed 10 feet in height and shall not exceed 120 square feet of sign area per side.

(c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 25 feet from adjacent property lines.

(2) Projecting Signs: Prohibited.

(3) Building Signs

(a) Building signs include wall or fascia signs, roof signs, and signs otherwise permanently applied to walls or other building surfaces.

(b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 5% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.

(4) Canopy Signs: Prohibited.

(5) Awning Signs: Prohibited.

(6) Electronic Message Centers are prohibited except as may be permitted by conditional use approval from City Council on properties used for any of the following uses

(a) Public and private schools

(b) Churches and other places of worship

(c) Social clubs or fraternal, social service, union, or civic organizations

§ 230-24.16. Standards in Commercial and Industrial Zones.

A. General standards and sign features: Permanent on-premise signs in the Commercial and Industrial Zones, as identified herein, shall be subject to the standards set forth in this section.

(1) C-3 Highway Commercial District

(2) I-1 Limited Industrial District

(3) I-2 General Industrial District

B. Subject to the regulations in this section, Commercial and Industrial Zone properties are limited to a combination of two signs per street or road frontage. No more than one sign per street or road frontage shall be either a freestanding or a projecting sign. No more than one sign per street or road frontage shall be either a building sign, a canopy sign, or an awning sign.

(1) Freestanding Signs

(a) Freestanding signs shall be limited to one per street frontage. In the case of shopping centers with separate buildings or pad sites, one additional freestanding sign will be permitted for each separate building or pad site.

(b) Freestanding signs shall not exceed 28 feet in height and shall not exceed 225 square feet of sign area per side.

(c) Freestanding signs shall have a minimum setback of 10 feet from the front lot line and a minimum setback of 25 feet from adjacent property lines.

(d) Shared Freestanding Signs

[1] For adjoining nonresidential properties, a freestanding sign structure may be shared among adjoining property owners or tenants solely for the purpose of identification of the adjoining property or business located thereon.

[2] The permit application for a shared freestanding sign shall be accompanied by an agreement regarding ownership and maintenance obligations for the shared sign executed by the adjacent property owners or tenants, as the case may be.

(2) Projecting Signs

(a) Projecting signs shall be limited to one per building façade on which any such sign is mounted per each separate street frontage.
(b) The area of any projecting sign shall be no larger in area than 20 square feet per side.
(c) No projecting sign shall extend in a vertical dimension above the highest architectural point of the façade to which it is mounted in excess of 25% of the vertical dimension of the façade itself.
(d) Projecting signs extending over a public sidewalk shall be limited to a projection distance not to exceed two-thirds of the width of the sidewalk. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.
(e) A property may have a projecting sign and a freestanding sign provided that the property has more than one street or road frontage provided that all other requirements governing projecting signs are met.

(3) Building Signs
(a) Building signs include wall or fascia signs, roof signs, and signs otherwise permanently applied to walls or other building surfaces.
(b) The total sign area of all parallel wall signs applied to any given façade shall not exceed 15% of the building façade in elevation view, including window and door areas and cornices to which they are affixed or applied.
(c) In the case of a shopping center or a group of stores or other business uses on a lot held in single and separate ownership, the provisions of this section relating to the total area of signs permitted on a premise shall apply with respect to each building, separate store, separate storefront, or separate use.

(4) Canopy Signs (Also Marquee Signs and Signs on Architectural Projections)
(a) Canopy Signs, Marquee Signs, and Signs on Architectural Projections are signs that are mounted to structures that project off the face of the building more than 18 inches.
(b) Signs affixed or applied in an essentially flat plan to the face of a building or freestanding canopy, marquee, or architectural projection provided that the copy area of any such sign, as defined herein, does not exceed an area equal to 40% of the product of the height and length of the face area of the canopy, marquee, or architectural projection to which such sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
(c) In the case of a shopping center or a group of stores or other business uses on a lot held in single and separate ownership, the provisions of this section relating to the total area of signs permitted on a premise shall apply with respect to each building, separate store, separate storefront, or separate use.
(d) Graphic treatment in the form of striping or patterns shall be permitted on the face of any building or freestanding canopy, marquee, or architectural projection provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any such graphic allowed treatment shall not be calculated as a component of permitted copy area.

(5) Awning Signs
(a) Graphics affixed or applied to the face or side surfaces of an awning or backlit awning are permitted provided that the copy area does not exceed an area equal to 40% of the product of the height and length of the face area of the awning to which the sign is affixed or applied, or 10% of the building façade to which it is attached, whichever is greater.
(b) In the case of a shopping center or a group of stores or other business uses on a lot held in single and separate ownership, the provisions of this section relating to the total area of signs permitted on a premise shall apply with respect to each building, separate store, separate storefront, or separate use.
(c) Graphic treatment or embellishment in the form of striping, patterns, or valances shall be

permitted on the face or side surfaces of any awning or backlit awning provided that the striping or patterns are not typically associated with the brand or company occupying the building, site or suite, and the area of any allowed such graphic treatment or embellishment shall not be calculated as a component of permitted copy area.

(6) Electronic message centers are permitted on properties used for non-residential purposes as part of a freestanding sign or building sign subject to the regulations of this Article.

§ 230-24.17. Additional Standards.

A. Applicability. These regulations apply to all signs regulated by this Code.

B. Sign placement. All signs and sign structures must be erected and attached totally on or within the site or property to which they refer, behind any applicable legal right of way.

C. Signs extending into the right-of-way. Except as otherwise provided herein, no sign may be erected, placed, project, or extend over or into a right-of-way.

(1) Projecting, awning, and marquee signs in the Downtown Commercial Zone, projecting over a public sidewalk are permitted provided that no sign shall project farther than 2/3 of the width of the sidewalk.

(2) A-frame signs. A-frame signs may be used in the Downtown Commercial Zones and in the Commercial and Industrial Zones if said signs meet the following standards:

(a) The sign is entirely outside the street or roadway.

(b) The sign is no larger than 10 square feet of sign area per side.

(c) The sign does not obstruct a continuous path through pedestrian zone of at least four feet in width.

(d) The sign is placed no further than 10 feet from the primary entrance to the associated business.

(e) The sign does not constitute an off-premise sign.

(f) The sign does not obstruct pedestrian and wheelchair access from the sidewalk to any of the following:

[1] Transit stop areas;

[2] Designated parking spaces to comply with the Americans with Disabilities Act;

[3] Access ramps to comply with the Americans with Disabilities Act; or

[4] Building exits including fire escapes.

D. Removal of signs. The City may require signs extending into the right-of-way to be modified or moved if streets are widened, or other improvements made in the right-of-way, which result in the creation of unsafe conditions. The modifications or moving will be at the owner's expense. If a nonconforming sign is moved under this requirement, it may be re-erected on the site without being brought into conformance.

E. Freestanding Signs may not extend into the right-of-way.

F. Fascia or Wall Signs.

(1) Vertical extensions: Fascia or wall signs may not extend above the top of the building wall upon which they are mounted.

(2) Horizontal extensions: Fascia or wall signs may not extend more than 18 inches out from the wall or structure to which they are attached.

G. Projecting Signs

(1) Placement: Projecting signs are not allowed on rooftops or on pitched roofs.
(2) Projecting signs may not extend over a right-of-way unless they are located in the Downtown Commercial Zone. There shall be at least eight feet of clearance between the projecting sign and the sidewalk.

H. Directional Signs
(1) General standards: Directional signs that meet the standards of this subsection are allowed in all zones and are not counted in the total square footage of permanent sign allowed on any property or site.
(2) Size: Freestanding directional signs may consist of up to six square feet in area per side and eight feet in height. Fascia directional signs may consist of up to 16 square feet in area per side.
(3) Directional signs in any zone may have internal or external illumination.

I. Temporary Signs are prohibited in the right-of-way unless approved as part of a Special Event Permit.

§ 230-24.18. Temporary Signage.

A. Signs that meet the standards of this section are exempt from the standards for permanent signs and are not counted in the total square footage of signage allowed on any particular property or site. Signs that do not meet the standards of this section are subject to the standards for permanent signs.

B. Temporary signs may have external or internal illumination.

C. Temporary signs and banners shall be anchored or have adequate base weight to prevent blowing away or blowing over.

D. Temporary banners: Temporary banners are subject to the following regulations:
(1) In all Residential Zones, temporary banners are prohibited on properties used for residential purposes except that the following temporary banners are permitted for the following:
(a) Holidays
(b) Religious commemoration
(c) Special family events
(d) New development home sales and model homes
(2) In all other zones and for non-residential uses in Residential Zones, temporary banners may be permitted by the Code Official after obtaining a Special Event Sign Permit and meeting the following standards:
(a) Permits may be issued for Special Events, including but not limited to Festivals, Grand Openings, Closing Sales, and Holiday Sales.
(b) Three Special Event Sign Permits may be issued in a calendar year for each property or, on a multi-use property, each storefront. Each Special Event Sign Permit is limited to 30 days for each permit period.
(c) Only two temporary banners shall be permitted for each property and shall be limited to a maximum of 32 square feet each.
(d) Temporary banners shall have a minimum setback of 10 feet from the front lot line, a minimum setback of 25 feet from the right of way line of an intersection with another street or road, and a minimum setback of 15 feet from all adjacent property lines.
(e) Exceptions:

[1] Temporary banners are permitted on motor vehicle sales lots with a permit. Such temporary banners may be permitted at a rate not to exceed one temporary banner for each 10 motor vehicle parking/storage spaces on the premises, and any such temporary banner shall not be situated closer than 50 feet of any other temporary banner on the premises. Parking spaces required for employees, customers and service department uses shall not be counted to calculate the number of temporary banners. For purposes of this exception, the term "banner" does not include pennants, streamers, balloons or other temporary or permanent signs.

(3) Any temporary banner that is faded, frayed, ripped, or otherwise damaged by weather, neglect, or other circumstances, must be removed immediately.

E. Temporary Wall or Fascia Signs.

(1) Business Park and Office, Institutional, Commercial and Industrial Zones.

(a) One temporary wall sign is allowed per property or, on a multi-use property, per storefront in these Zones and is not counted in the total square footage of permanent signage allowed on the site.

(b) Temporary wall signs may be up to 20 square feet in area.

(c) Temporary wall signs may not extend above roof lines.

(d) Extensions into the right-of-way are prohibited.

(e) A temporary wall sign may be displayed no longer than 90 days per calendar year.

(2) Residential, Downtown Commercial and Neighborhood Commercial Zones.

(a) Properties are permitted temporary signs not to exceed 12 square feet in total sign area per road frontage.

(c) Temporary wall signs may not extend above roof lines.

(d) Extensions into the right-of-way are prohibited.

(e) A temporary wall sign may be displayed no longer than 90 days per calendar year.

F. Temporary Freestanding or Portable Signs.

(1) Business Park and Office, Institutional, Commercial, and Industrial Zones.

(a) One temporary freestanding sign is allowed per property or, on a multi-use property, per storefront in these Zones and is not counted in the total square footage of permanent signage allowed on the site.

(b) Temporary freestanding signs may be up to 20 square feet in area.

(c) A sign shall not contain more than two sides or facings, back to back, and shall have a minimum setback of 10 feet from the front lot line, a minimum setback of 25 feet from the right of way line of an intersection with another street or road, and a minimum setback of 15 feet from all adjacent property lines. Extensions into the right-of-way are prohibited.

(d) A temporary freestanding sign may be displayed no longer than 90 days per calendar year.

(2) Residential, Downtown Commercial, Neighborhood Commercial Zones.

(a) Properties are permitted temporary signs not to exceed 12 square feet in total sign area per road frontage.

(b) A sign shall contain no more than two sides or facings, back to back, and shall have a minimum setback of five feet from the front lot line, a minimum setback of 25 feet from the right-of-way line of an intersection with another street or road, and a minimum setback of 15 feet from all adjacent property lines.

(c) A temporary freestanding sign may be displayed no longer than 90 days per calendar year.

§ 230-24.19. Off-Premise Signs.

Off premises signs are prohibited.

§ 230-24.20. Electronic Message Centers.

A. General Electronic Message Center regulations
(1) An Electronic Message Center may consist of a portion of a building sign or freestanding sign, subject to the following limitations;
(a) For a sign with a sign area of 32 square feet or less, all of the sign can be comprised of an Electronic Message Center.
(b) For a sign with a sign area of greater than 32 square feet, the electronic message center portion of the sign cannot exceed 70% of the sign area or 100 square feet per sign, whichever is less.
(2) All Electronic Message Centers shall have automatic dimming controls, either by photocell (hardwired) or via software settings, in order to bring the Electronic Message Center lighting level at night into compliance with Chapter § 230-24.21, Sign Illumination Standards. The owner of the Electronic Message Center shall provide a certification by an independent contractor of the lumens showing compliance with the Illumination Standards at the time of building permit issuance.
(3) The owner of the Electronic Message Center shall provide the City with contact information for a person who is available at any time to turn off the Electronic Message Center promptly if a malfunction occurs.
(4) All Electronic Message Center display features and functions are permitted, except that the following features and functions are prohibited:
(a) Flashing.
(b) Full motion video or film display via an electronic file imported into the Electronic Message Center software or streamed in real time into the Electronic Message Center.

§ 230-24.21. Sign Illumination Standards.

Signs may be illuminated consistent with the following standards:

A. A sign in any Zone may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of 750 cd/m2 or Nits, regardless of the method of illumination.

B. The following signs are prohibited:
(1) Signs which are not effectively shielded as to prevent beams or rays of light from being directed at any portion of any roadway or residential area.
(2) Signs which are of such intensity or brilliance as to cause glare or to impair the vision of any resident or the driver of any motor vehicle or which otherwise interfere with any driver's operation of a motor vehicle.
(3) Signs which are so illuminated that they interfere with the effectiveness of or obscures an official traffic sign, device or signal.

C. Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded to focus light only on the sign.

D. All illuminated signs must comply with the maximum luminance level of 750 cd/m2 or Nits at least one-half hour before Apparent Sunset, as determined by the National Oceanic and Atmospheric Administration (NOAA), US Department of Commerce, for the specific geographic location and date. All illuminated signs must comply with this maximum luminance level

throughout the night, if the sign is energized, until Apparent Sunrise, as determined by the NOAA, at which time the sign may resume luminance levels appropriate for daylight conditions, when required or appropriate.

E. No illuminated sign, including Electronic Message Centers, shall have a maximum illuminance level greater than 0.30 foot candle above ambient light, as measured using a foot candle meter, or similar technology, at a preset distance. Preset distances to measure the foot candle impact vary with expected viewing distances of each sign size. Measurement shall be based upon the sign area using the following formula:

Sign Area (in square feet)	Measurement Distance (in feet)
10	32
50	71
100	100
200	141
300	173

Notes: For signs with a sign area in square feet other than those measurements specifically listed in the table above, the measurement distance shall be calculated with the following formula: Measurement Distance = Sign Area in Square Feet x 100

F. On-premise signs shall not be used as a form of outdoor lighting at night for security purposes or egress illumination.

§ 230-24.22. Nonconforming Signs.

A. Except as otherwise provided in this Article, nonconforming signs may remain on the property where located.

B. Permanent signs and sign structures that are moved, removed, replaced, or structurally altered must be brought into conformance with the sign regulations except that nonconforming signs required to be moved because of public right-of-way improvements may be re-established. Removable faces or sign panel inserts in a cabinet style may also be changed by right and such change does not constitute a structural alteration nor trigger a loss of nonconforming status.

C. Ownership. The status of a nonconforming sign is not affected by changes in ownership of the sign or of the property where the sign is located.

D. Except as otherwise provided in this Article, once a sign is altered to conform or is replaced with a conforming sign, the nonconforming rights for that sign are lost and a nonconforming sign may not be re-established.

E. If an on-premises sign or an off-premises sign is abandoned, as defined by this Article, the sign shall no longer be considered a nonconforming sign and shall be removed from the property or otherwise brought into compliance with this Article.

F. Nothing in this subsection shall require any change in the plans, construction, or designated use of any sign or part thereof, the construction of which shall be lawfully in progress at the time of passage of this Article or for which a permit shall have been issued pursuant to law, provided that construction shall be promptly and diligently pursued.

G. In any case where a district boundary line crosses a sign which existed at the time such boundary was established, a sign permitted in the less restricted of the two districts may be extended as a nonconforming sign during the life of said sign into that part of the sign situated within the more restricted district.

H. Destruction. When a sign or sign structure is removed or intentionally destroyed, replacement signs and sign structures must comply with the current standards.
(1) Repair and maintenance. A nonconforming sign or sign structure may be removed temporarily to perform sign maintenance or sign repair.
(2) Unintentional destruction. When a sign or sign structure that has nonconforming elements is partially or totally damaged by fire or other causes beyond the control of the owner, the sign and sign structure may be rebuilt to the same size and height using the same materials as long as the work is completed within 12 months of the destruction.

§ 230-24.23. Construction and Structural Requirements.

A. Structural Standards.
(1) Signs, sign structures, sign foundations, and methods to attach and anchor signs must be designed and constructed in accordance with applicable provisions of Chapter 88 Building Construction. All signs and their foundations and attachments must be designed for the appropriate dead, wind, and snow loads for the geographic area in question.
(2) The supports and foundations used for construction for all signs and sign structures must be located outside of any right-of-way.
(3) Welds of sign structures and sections of sign structures must be welded in accordance with Chapter 88 Building Construction.

B. Engineering Standards.
(1) Signs, sign structures, sign foundations, and anchorages to a building must be individually designed in accordance with Chapter 88 Building Construction and the provisions of this Article.
(2) The Building Code Official may waive the requirement for a signed, sealed design construction plan as set forth in Chapter 88 for an on-premises sign if the permit application contains sufficient information to satisfy the Building Code Official that the sign will be constructed to meet the structural standards of this Article.

C. Clearances.
(1) Vision clearance areas. Vision clearance areas are triangular-shaped areas located at the intersection of any combination of right-of-ways, alleys, or driveways. The sides of the triangle extend 25 feet from the intersection of the right-of-way, alley or driveway in either/each direction. No sign may be installed within this clear site triangle.
(2) Vehicle area clearances. In areas outside of rights-of-way, when a sign or awning extends over an area in which vehicles travel or are parked, the bottom of the structure must be at least 14 feet above the ground. Vehicle areas include driveways, alleys, parking areas, and loading and maneuvering areas.
(3) Pedestrian area clearances. When a sign or awning extends more than one foot over a sidewalk, walkway or other space used by pedestrians, the bottom of the structure must be at least 8 feet above the ground.
(4) Clearances from fire escapes, means of egress, or standpipes. Signs, sign structures and awnings are prohibited from being erected in any manner that interferes in any way with the

free use of any fire escape, means of egress, or standpipe. Attaching signs, sign structures, or awnings to a fire escape are prohibited.

(5) Obstruction of windows and ventilation. Signs, sign structures, and awnings are prohibited from being installed in any way that obstructs any building openings to such an extent that light, ventilation, or exhaust are reduced to a level below that required by either Chapter 88 Building Construction or Chapter 174 Property Maintenance.

D. Signs, sign structures, supports, foundations, panels, and methods to attach the sign to the structure shall be removed when the principal structure on the lot is demolished.

§ 230-24.24. Maintenance Requirements

A. Signs, sign structures, and awnings, together with their supports, braces, guys, anchors, and electrical components must be maintained in a proper state of repair. The City Manager may order the removal of any sign, sign structure, or awning that is not maintained in accordance with this Code.

B. Dangerous Structures and Equipment

(1) Signs, sign structures, or awnings that are dangerous must be taken down and removed or made safe as the City Manager deems necessary. Signs may be deemed dangerous for one or more of the following reasons:

(a) Whenever a sign structure or its foundation, a sign's attachments to a building, or a building to which a sign is attached is damaged by fire, earthquake, wind, flood, or by any other cause, to such an extent that the structure's strength or stability is materially less than it was before the catastrophe and is less than the minimum requirements of the Building Code;

(b) Whenever any portion or member of a sign, sign structure, or awning is likely to fail, or become detached or dislodged, or to collapse;

(c) Whenever any portion or member of a sign, sign structure, or awning is likely to partially or completely collapse as a result of any cause, including, dilapidation, deterioration, or decay, faulty construction or wiring, or removal, movement or instability of any portion of the ground or building necessary for supporting such structure;

(d) Whenever a sign, sign structure, or awning is structurally or electrically unsafe or otherwise hazardous to human life or safety by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage, or abandonment;

(2) All signs, sign structures and awnings determined after inspection by the City Manager to be dangerous must be abated by repair, rehabilitation, demolition, or removal.

§ 230-24.25. Comprehensive Signage for Major Subdivisions and Complexes

A. Purpose. In recognition that large developments and complexes have signage needs that may not be adequately addressed by the standard sign regulations of Chapter 230, this section is specifically intended to establish an optional procedure for approval of comprehensive signage plans for such projects.

B. Qualifications. Comprehensive signage plans may only be submitted in conjunction with the following types of development projects:

(1) Major subdivisions and residential developments involving more than one entrance or involving 200 or more dwelling units;

(2) Planned unit developments;

(3) Shopping centers;
(4) Groups of three or more nonresidential principal structures under common management and located on one or more contiguous properties; or
(5) Any institutional complex, professional office, medical or educational campus, or business park.

C. Standards. Comprehensive signage plans shall comply with the following standards:
(1) If approved, comprehensive signage plans may not be held to the size, height, numbers, and area regulations for signs found in other sections of this Article provided that the number, type, and size of signs proposed shall not be excessive and must be in proportion to the scale of the buildings and the uses planned for the site.
(2) All proposed signage shall be designed and coordinated with the overall architectural concept for the buildings on the site. Sign type, color scheme, size, and illumination shall be coordinated and compatible with the architecture of the development so as to formulate a thematic sign plan for the site.
(3) Wall-mounted signs shall be coordinated with the overall design theme of the site and designed as an integral component of the facades of buildings.
(4) Site landscaping shall be designed to complement and not conflict with sign placements.
(5) No off-premises signage will be permitted as part of an application for a comprehensive signage plan.

D. Approval process.
(1) Comprehensive signage plans shall be submitted for review by the Planning Commission for the purpose of providing commentary and recommendation to the City Council, if applicable. The City Council shall have authority to approve or deny the comprehensive signage plans, except for applications that are not required to be reviewed by City Council, in which case the Planning Commission shall have the authority to approve or deny the comprehensive signage plans.
(2) Applicants may submit a comprehensive signage plan in conjunction with, and as a component of, any Preliminary Site Plan or Preliminary Major Subdivision application, for review and consideration by the Planning Commission and City Council, if applicable.
(3) Owners of existing developments or previously approved but not completed developments, or successors in interest thereto, including but not limited to legally created homeowners associations, that own and control subdivision identification signage in subdivision that meet the qualifications of Chapter 230-24.25(B) may submit a comprehensive signage plan for consideration as a conditional use site plan in accordance with the procedures set forth in Chapter 230 of this Code.
(4) Sign permits shall be obtained for each sign approved for installation as part of a comprehensive signage plan prior to the installation or placement of the sign.

E. Submission requirements. The following minimum submission materials shall accompany any request for consideration of a comprehensive signage plan.
(1) A site plan which details the signage proposed to include the physical location of all existing and proposed signs on the property and their relationship to all existing and proposed buildings, structures, streets, parking areas, stormwater management ponds, and all other physical features of the site.
(2) Fully dimensioned elevation drawings of each proposed sign. Proposed wall-mounted signs shall be illustrated as a component of the architectural elevation drawing of the building façade.
(3) Colored renderings of each proposed sign.
(4) Miscellaneous specifications to include proposed illumination type, mounting details, and

materials proposed.

F. Planning Commission and City Council considerations. In considering approval of comprehensive signage plans, the Planning Commission and City Council shall take into consideration the public health, safety, and welfare, the comfort and convenience of the public in general, and the residents, businesses, and property owners in the immediate vicinity in particular, and shall ensure that qualifying developments are afforded adequate, but not excessive, signage.

§ 230-24.26. Severability.

If any portion of this Ordinance, Article, Section, or subdivision thereof shall be declared unconstitutional or in violation of the general laws of this state, such declaration shall not affect the remainder of this Ordinance and Article which shall remain in full force and effect.

§ 230-24.27. Substitution.

The owner of any sign that is otherwise allowed under this Article may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this section is to prevent inadvertent favoring of commercial message over any other non-commercial messages. This provision prevails over any more specific provision to the contrary. This provision does not create a right to increase the total amount of signage on a parcel or to allow the substitution of an off-premises commercial message in place of an on-premises commercial message.

§ 230-25. Reserved.

§ 230-26. Reserved.

~~City of Milford~~
~~Sign Types and Allowable Dimensions and Restrictions~~

~~ZONING~~

~~City of Milford~~
~~Sign Types and Allowable Dimensions and Restrictions~~

	~~Types of Signs~~												
~~Zoning District~~	~~Wall or Mailbox (residence/occupant ID)~~		~~Freestanding [mounted on post(s)]~~		~~Fascia: Commercial (wall, roof edge, etc.) (of wall square feet)~~	~~Hanging/Projecting (extended from wall) (square feet)~~	~~Marquee (movable letters)~~		~~Illuminated (nonflashing)~~		~~EMB~~	~~Mobile (mounted, trailer, etc.)~~	~~Billboard~~
	~~Height (inches)~~	~~Square feet~~	~~Height~~	~~Square feet~~			~~Height~~	~~Square feet~~	~~Height~~	~~Square feet~~	~~Square feet~~		~~Prohibited~~
~~R-1~~	~~42 in~~	~~2~~	~~N/A~~	~~N/A~~	~~N/A~~	~~N/A~~	~~N/A~~	~~N/A~~	~~N/A~~	~~N/A~~	~~Prohib~~	~~N/A~~	~~Prohibi~~

											ited		ted
R-2	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	Prohibited
R-3	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A	Prohibited
C-1	42 in	2	48 in	4	10%	15	48 in	9	48 in	4	Prohibited	N/A	Prohibited
C-2	N/A	N/A	48 in	4	10%	20	48 in	9	48 in	4	Prohibited	N/A	Prohibited
C-3	N/A	N/A	28 ft	225	10%	20	10 ft	48	28 ft	225	Height : greater than 2', max 5' Width : max 12' Max 32 sq ft total	N/A	Conditional use per DelDOT standards
H-1	N/A	N/A	25 ft	70	5%	N/A	N/A	N/A	25 ft	70	Prohibited	N/A	Prohibited
OC-1	N/A	N/A	28 ft	225	5%	N/A	10 ft	48	28 ft	225	Prohibited	N/A	Prohibited
I-1	N/A	N/A	28 ft	200	5%	N/A	10 ft	48	28 ft	200	Prohibited	N/A	Prohibited
I-2	N/A	N/A	28 ft	200	5%	N/A	10 ft	48	28 ft	200	Prohibited	N/A	Prohibited

Section 18: Dates.
Planning Commission Review and Public Hearing: November 19, 2019
City Council Introduction: November 12, 2019
City Council Review and Public Hearing: November 25, 2019
Effective: December 5, 2019

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: Beacon 10/30/19

RECOGNITION

Excellence Award Recipients

See attached Employee Recognition Program Policy for details on this award.

2019 Recipients:
Dale Breeding-Electric Line Tech (April)
Valerie Springer-Police Dispatcher (July)
Christine Crouch-Deputy City Clerk (August)
Suzannah Frederick-Accountant (September)

Employee Recognition Committee

The Employee Recognition Committee consists of the Human Resources Administrator and a group of seven (7) employees from various City departments whose role is to identify, develop, and implement a recognition program for City employees; There shall be three (3) employee representatives consisting of pay grade 7 and below, one (1) employee representative from the IBEW Union, and three (3) management representatives consisting of pay grade 8 or above; Employee representatives may volunteer to serve a two (2) year term and are appointed by their supervisor; Management representatives serve as business needs dictate but not longer than a two (2) year term.

Members:
Charlie Nordberg (Streets & Utilities Division)
Rob Palladino (Electric Division)
Pam Queen-Perry (Customer Service Office)
RJ Skinner (Parks & Recreation Department)
Katrina White (Planning & Economic Development Department)
Howard Willis (Planning & Economic Development Department)

Safety Committee

The Safety Committee is comprised of the Human Resources Administrator, a representative from PMA Group, and a group of at least six (6) employees from various City departments whose role is to identify, discuss, and correct potential safety issues for City employees; Membership shall consist of at least four (4) employee representatives consisting of employees who do not supervise subordinates, and at least two (2) management representatives consisting of employees who supervise at least one subordinate; There shall at no time be more management representatives than employee representatives; Employee representatives may volunteer to serve a continuous two (2) year term or may be appointed by their supervisor; Management representatives serve as business needs dictate but not longer than a continuous two (2) year term; All terms are staggered.

Members:
Dale Breeding (Electric Division)
CC Dennis (Planning & Economic Development Department)
Billy Foxwell (Streets & Utilities Division)
Christie Murphy (Solid Waste & Facilities Division)
Shawn O'Neil (Water & Wastewater Division)
Kenny Perry (Police Department)
Pam Queen-Perry (Customer Service Office)
Larry Simpkiss (Police Department)
RJ Skinner (Parks & Recreation Department)

THE CITY of Milford DELAWARE	**EMPLOYEE RECOGNITION PROGRAM**	Page 1 of 2
Original Issue Date: 04/16/19	Last Reviewed: 05/01/19	Revision Number: 0

PURPOSE AND SCOPE

To recognize employees who exemplify outstanding service in the categories of customer service, teamwork, performance excellence, productivity and efficiency, and professional development.

DEFINITIONS:

Blind Reviewed: The process by which the nominee's name will be removed from the nomination by the Human Resources Administrator prior to the Employee Recognition Committee reviewing.

Customer Service: Dedicated to fulfilling job responsibilities; Demonstrates good customer service skills.

Employee Recognition Committee: The Human Resources Administrator and a group of seven (7) employees from various City departments whose role is to identify, develop, and implement a recognition program for City employees; There shall be three (3) employee representatives consisting of pay grade 7 and below, one (1) employee representative from the IBEW Union, and three (3) management representatives consisting of pay grade 8 or above; Employee representatives may volunteer to serve a two (2) year term and are appointed by their supervisor; Management representatives serve as business needs dictate but not longer than a two (2) year term.

Performance Excellence: High overall quality of performance; Accurately completes work assignments on time; Controls high stress situations tactfully and calmly; Takes initiative; Requires little supervision; Willingness to learn and take on new responsibilities; Ability to train others and gladly willing to do so.

Productivity and Efficiency: Demonstrates exceptional initiative to improve the productivity and efficiency of the work unit by offering ideas to reduce cost of operations and increase efficiency while continuing to provide quality services to our customers; Exhibits respect and care for the tools, vehicles, equipment and other resources entrusted to him/her, treating those resources as if they were her/his own.

Professional Development: Ongoing continuing education; Completion of a degree, certification or license.

Teamwork: Displays a helpful, cooperative and positive attitude toward superiors and co-workers; Consistently friendly and available to others; Uses effective listening skills; Has a team player attitude; Voluntarily assists co-workers in order to complete important department projects.

APPLICABILITY

This policy applies to all regular, full-time employees.

GENERAL GUIDELINES:

1. All nominations will be submitted using the online Employee Recognition Nomination Form.
2. The nominator is required to provide comments and specific examples as to how the employee meets the selection criteria.
3. Employees can be nominated by fellow employees or the public.
4. The nominations will be blind reviewed by the Employee Recognition Committee monthly.
5. The monthly winner will receive a $50.00 gift card (Walmart, Wawa, Downtown Milford, Inc., or Amazon).
6. From the monthly winner, an annual winner will be selected by the Employee Recognition Committee.
7. The annual winner will receive one (1) paid day of leave.
8. All winners will receive recognition quarterly at a City Council meeting.
9. Winners are responsible for any tax consequences of the award.

PUBLIC RECORDS

Not Applicable.

VIOLATIONS:

Not Applicable.

Final Draft - for City review & approval

CITY OF MILFORD

Milford, Delaware

Financial Statements

For The Year Ended June 30, 2019

Final Draft - for City review & approval

CITY OF MILFORD, DELAWARE

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THE CITY of Milford DELAWARE

TRANSMITTAL LETTER

December 2, 2019

The Honorable Mayor
and Members of the City Council
City of Milford
Milford, Delaware

The Finance Department and City Manager's Office are pleased to submit the Annual Financial Report for the City of Milford, Delaware for the fiscal year ended June 30, 2019.

This report is published to provide the City Council, City staff, our citizens, our bondholders and other interested parties with detailed information concerning the financial condition and activities of the City government. Responsibility for both the accuracy of the presented data and the completeness and fairness of the presentation, including all disclosures, rests with the City.

To the best of our knowledge and belief the enclosed data is accurate in all material respects, and is organized in a manner designed to fairly present the financial position and results of operations of the City as measured by the financial activity of its various funds. We also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the City's financial affairs have been included.

THE REPORT

The accompanying financial section includes a Management's Discussion and Analysis (MD&A), basic financial statements and combining and individual fund statements, required supplementary information and schedules, and additional information and reports, as well as the independent auditor's report on the basic financial statements. Gold Gerstein Group LLC, Certified Public Accountants, has issued an unmodified ("clean") opinion on the City's financial statements for the year ended June 30, 2019. The independent auditor's report is located at the front of the financial section of this report, pages 1-2.

The MD&A is a narrative introduction, overview, and analysis to accompany the basic financial statements. This letter of transmittal is designed to complement and should be read in conjunction with the MD&A. The City of Milford's MD&A can be found immediately following the report of the independent auditors.

The Financial Section described above is prepared in accordance with generally accepted accounting principles for governments as prescribed by the Governmental Accounting Standards Board (GASB) and other professional associations, as applicable.

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CITY PROFILE

Location

The City of Milford is the sixth largest city in population in the State of Delaware, serving over 10,000 residents within a rapidly growing corridor along U.S. Route 113/DE Route 1 in Kent and Sussex Counties. Located on the Mispillion River, within both Kent and Sussex Counties, the City is approximately 95 miles from Philadelphia, Pennsylvania, 85 miles from Baltimore, Maryland, and 100 miles from Washington, D.C. Locally, the City is 19 miles south of Dover, the State Capital.

The City is a home rule city operating under the Council-Manager form of government. The City Council is comprised of the Mayor and eight Council members, who enact local laws, determine policies and adopt the annual budget. The City Manager is appointed by the City Council and is responsible for the daily management of the City. The Basic Financial Statements of the City include all government activities, organizations and functions for which the City is financially accountable as defined by the GASB. Based on these criteria no other governmental organizations are included in this report.

FINANCE

Services Provided

The City provides to its citizens those services that have proven to be necessary and meaningful and which the City at the least cost can provide. Major services provided under general government and enterprise functions are: police protection, water and sewer services, electric services, sanitation services, park and recreational facilities, street improvements and general administrative services.

Accounting System and Budgetary Control

The City's accounting records for general governmental operations are maintained on a modified accrual basis with the revenues being recorded when available and measurable and expenditures being recorded when the services or goods are received and the liabilities are incurred. Accounting records for the City's utilities and other proprietary activities are maintained on the accrual basis.

In developing and maintaining the City's accounting system, consideration is given to the adequacy of the internal control structure. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding (1) the safeguarding of assets against loss from unauthorized use or disposition; and (2) the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the evaluation of costs and benefits requires estimates and judgments by management.

All internal control evaluations occur within the above framework. We believe that the City's informal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

The City charter provides that the City Council shall adopt the annual budget prepared by City Management. This budget is reviewed by the City Council and is formally adopted by the passage of a budget ordinance. The City Manager is authorized to transfer budgeted amounts between the items and departments within any fund; however, any revisions that alter the total expenditures of any fund must be approved by the City Council.

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Budgetary control has been established at the general fund level. Financial reports are produced showing budget and actual expenditures by line item, and are distributed monthly to City departmental and divisional management and to others upon request.

Individual line items are reviewed and analyzed for budgetary compliance. Personnel expenditures are monitored and controlled at a position level and capital expenditures are monitored and controlled item by item. Revenue budgets are reviewed monthly.

OTHER INFORMATION

Independent Audit

The City Charter requires an annual audit of the accounts, financial records and transactions of the City by independent certified public accountants selected by the City Council. This requirement has been complied with, and the independent auditor's report has been included in this report. Additionally, the City of Milford's Director of Finance hears and reviews all recommendations made by the independent auditors.

Acknowledgments

The preparation of this report on a timely basis could not have been accomplished without the efficient and dedicated services of the entire staff of the Finance Department. Appreciation is expressed to City employees throughout the organization, especially those employees who were instrumental in the successful completion of this report.

We would like to thank the members of the City Council for their interest and support in planning and conducting the financial operation of the City in a responsible and progressive manner.

Respectively submitted,

Eric Norenberg
City Manager

Jeffrey Portmann
Finance Director

Final Draft - for City review & approval

GOLD GERSTEIN GROUP LLC
Certified Public Accountants and Consultants

Staffordshire Professional Center
Building D
Voorhees, NJ 08043

856.770.1400
856.770.0408 fax
www.g3cpa.com

INDEPENDENT AUDITOR'S REPORT

To the Mayor and City Council
City of Milford, DE

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the City of Milford, DE as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the City of Milford, DE, as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2019, on our consideration of the City of Milford, DE's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Milford, DE's internal control over financial reporting and compliance.

Gold Gerstein Group LLC

Voorhees, NJ
December 2, 2019

CITY OF MILFORD, DELAWARE

Management's Discussion and Analysis
For the Year Ended June 30, 2019
Amounts in Thousands Unless Stated Otherwise
(Unaudited)

As management of the City of Milford, we offer readers of the City's financial statements this narrative overview and analysis of the financial activities and financial position of the City for the fiscal year ended June 30, 2019. In the broadest context, the financial well-being of a government lies in the underlying wealth and willingness of its citizens and property owners to pay adequate taxes combined with the vision of the government's elected and appointed leadership to spend those taxes strategically so that the City's tax base, service levels, City assets and the City's desirability will be maintained not just for the current year but well into the future. Financial reporting is limited in its ability to provide this "big picture" but rather focuses on financial position and changes in financial position. In other words, are revenues and or expenses higher or lower than the previous year? Have net assets (containing both short and long-term assets and liabilities) or fund balances (the current "spendable" assets less current liabilities) of the government been maintained? We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal (pages i-iii of this report) as well as information on the City's annual budget and other community information found in the City's website at www.cityofmilford.com. It should be noted that the Independent Auditor's Report describes the auditor's association with the various sections of this report and that all of the additional information from the website and other City sources is unaudited and has not been updated for events that may have occurred subsequent to the issuance of the respective report.

IN BRIEF

- The assets of the City exceeded its liabilities at the close of the most recent fiscal year by approximately $90.2 million (net position). This number must be viewed in the context that a significant portion of the City's net position, $45.6 million (50.6%) are invested in capital assets, net of related debt, and that most capital assets in government do not directly generate revenue nor can they be sold to generate liquid capital. Those net assets restricted for specific purposes total $9.6 million (10.6%). The remaining $35 million are unrestricted net assets and may be used to meet the government's ongoing obligations to citizens and creditors in accordance with the City's fund designation and fiscal policies. Unrestricted net position increased by approximately $1.8 million in fiscal year 2019.

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- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $9.4 million. Within this total $2.3 million is restricted by specific legal requirements and $4.4 million has been committed and assigned to specific types of expenditures. The remaining $2.7 million is unassigned fund balance in the general fund and can be used for any lawful purpose.

- Revenues from the City’s governmental activities decreased by approximately $160 thousand to $7.6 million (2%).

- The City had total liabilities of approximately $22.1 million as of June 30, 2019, representing a decrease of approximately $603 thousand from the prior year.

- The City benefits from strong fund balances and conservative financial practices. The Economic Factors and Next Year's Budget section on the last page of this discussion provide additional information on the subject.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of four components: 1) government wide financial statements, 2) fund financial statements 3) notes to the financial statements and 4) required supplementary information which includes this management's discussion and analysis. In addition to the basic financial statements, this report also contains other supplementary information as listed in the Table of Contents.

Government Wide Financial Statements - The government wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. The Statement of Net Position presents information on all of the City's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused compensated absences.)

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Both of the government-wide financial statements distinguish between functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government and administration, public safety, public works, and cultural and recreation. The business-type activities of the City include water and sewer, electric and sanitation operations. The government-wide financial statements can be found on pages 13 and 14 of this report.

Fund Financial Statements - A fund is a self-balancing set of accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories-governmental funds and proprietary funds.

Governmental Funds - Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Non-financial assets such as governmental buildings, roads, drainage ways, park land and long-term liabilities such as bonds payable or long-term liabilities that will not be paid with current assets are excluded. Such information may be useful in evaluating a government's near-term financing requirements. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Proprietary Funds - The City maintains two types of proprietary funds. Enterprise funds are presented as business-type activities in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, electric and sanitation operations.

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Internal service funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses its internal service funds to account for its fleet services, billing services and city hall building maintenance cost allocation programs. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Water, Sewer, Electric, and Sanitation funds, since all are considered to be major funds of the City. All internal service funds are combined into a single aggregated presentation in the proprietary fund financial statements. The basic proprietary fund financial statements can be found on pages 20 to 22 of this report.

Notes to the Financial Statements - The notes provide additional information that is essential to a full understanding of the data provided in the government wide and fund financial statements. The notes to the financial statements can be found on pages 23 through 42.

Other Information - In addition to the basic financial statements and accompanying notes, the basic financial statements contain required supplementary information including this discussion and analysis.

GOVERNMENTAL-WIDE FINANCIAL ANALYSIS

As noted earlier, net position and especially net position by category may serve over time as a useful indicator of a government's financial position. In the case of the City, total net position was $90.2 million as of June 30, 2019.

The largest portion of the City's net position, $45.6 million (50.6%) reflects its investments in capital assets (e.g., land, building, equipment, improvements and infrastructure), less any debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide service to citizens; consequently these assets are not available for future spending, and with the exception of business type assets, do not generate direct revenue for the City.

They do represent, however, an obligation on the part of the City to maintain these assets into the future. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

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An additional portion of the City's net position $9.6 million (10.6%) represents resources that are subject to restriction on how they may be used. The remaining balance of unrestricted net position of $35 million (38.8%) may be used to meet the government's ongoing obligations to citizens and creditors. The current and other assets increased in the Governmental activities by $653 thousand and increased in the Business type activities by $4.3 million. The City's total liabilities decreased by approximately $603 thousand.

Overall the City had an increase in net position of $5.7 million (6.8%).

Governmental Activities – Governmental activities net position increased by $1 million. Net position invested in capital assets, net of related debt, increased by $383 thousand, or 2.3%. Unrestricted net position decreased by $983 thousand or 10%.

Excluding transfers from business-type activities and special items, total revenues for governmental activities decreased from the previous year by $160 thousand. Property taxes decreased by $123 thousand. Total expenses for governmental activities increased by $776 thousand, or 9%.

Business-Type Activities – Net position from business-type activities increased by $4.7 million, or 7.9% from $59.5 million to $64.2 million. Net position invested in capital assets, net of related debt, increased by $560 thousand. Unrestricted net position increased by $2.7 million, while restricted net position increased by $1.4 million from the previous year.

CITY OF MILFORD, DELAWARE

Management's Discussion and Analysis
For the Year Ended June 30, 2019
Amounts in Thousands Unless Stated Otherwise
(Unaudited)

CITY OF MILFORD'S NET POSITION
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	2018	2019	2018	2019	2018	2019
Current and other assets	$ 9,650	$ 10,303	$ 34,784	$ 39,056	$ 44,434	$ 49,359
Capital assets, net	16,856	17,239	44,470	44,382	61,326	61,621
Total Assets	26,506	27,542	79,254	83,438	105,760	110,980
Deferred outflows of resources	1,355	1,537	356	334	1,711	1,871
Long term liabilities	1,727	1,766	16,222	15,473	17,949	17,239
Other liabilities	823	728	3,905	4,107	4,728	4,835
Total Liabilities	2,550	2,494	20,127	19,580	22,677	22,074
Deferred inflows of resources	370	612	-	-	370	612
Net Position						
Net investment in capital assets	16,856	17,239	27,784	28,344	44,640	45,583
Restricted	693	2,325	5,843	7,247	6,536	9,572
Unrestricted	7,392	6,409	25,856	28,602	33,248	35,011
Total Net Position	$ 24,941	$ 25,973	$ 59,483	$ 64,193	$ 84,424	$ 90,166

As of June 30, 2019, the City has positive balances in all three catagories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

CITY OF MILFORD, DELAWARE

Management's Discussion and Analysis
For the Year Ended June 30, 2019
Amounts in Thousands Unless Stated Otherwise
(Unaudited)

The following table provides a summary of the City's operations for the year ended June 30, 2019 with comparative totals for the year ended June 30, 2018.

CITY OF MILFORD'S CHANGES IN NET POSITION
(Amounts in Thousands)

	Governmental Activities		Business-Type Activities		Total	
	2018	2019	2018	2019	2018	2019
Revenues						
Program Revenues:						
Fees, fines and charges for services	$ 97	$ 76	$ 34,595	$ 35,086	$ 34,692	$ 35,162
Operating grants and contributions	1,156	1,065	-	-	1,156	1,065
General Revenues:						
Property taxes	4,128	4,005	-	-	4,128	4,005
Real estate transfer taxes	916	1,063				
Franchise taxes	543	683	-	-	543	683
Impact fees	-	-	380	702	380	702
Capital grant	-	-	-	482	-	482
Sale of property	169	(7)	-	-	169	(7)
Investment earnings	89	198	318	608	407	806
Forgiveness of debt	-	-	1,342	-	1,342	-
Miscellaneous	686	541	-	-	686	541
Total revenues	7,784	7,624	36,635	36,878	43,503	43,439
Expenses						
General government	2,078	2,208	-	-	2,078	2,208
Public safety	4,698	5,386	-	-	4,698	5,386
Public works	683	719	-	-	683	719
Culture and recreation	1,133	1,055	-	-	1,133	1,055
Interest on long term debt	-	-	362	346	362	346
Electric	-	-	21,585	21,630	21,585	21,630
Water	-	-	1,808	2,118	1,808	2,118
Sewer	-	-	3,672	4,024	3,672	4,024
Trash	-	-	1,264	1,274	1,264	1,274
Total expenses	8,592	9,368	28,691	29,392	37,283	38,760
Increase (decrease) in net assets before transfers and special items	(808)	(1,744)	7,944	7,486	6,220	4,679
Transfers	2,500	2,776	(2,500)	(2,776)	-	-
Change in net position	1,692	1,032	5,444	4,710	7,136	5,742
Net position, July 1	23,249	24,941	54,039	59,483	77,288	84,424
Net position, June 30	$ 24,941	$ 25,973	$ 59,483	$ 64,193	$ 84,424	$ 90,166

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Financial Analysis of the Government's Funds

Governmental Funds - The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, unreserved fund balances may serve as a useful measure of a government's net resources available for spending in the next fiscal year. At the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $9.4 million. Within this total $2.3 million is restricted by specific legal requirements, for street improvements, and $4.4 million has been committed and assigned to specific types of expenditures. The remaining $2.7 million is unassigned fund balance in the general fund and can be used for any lawful purpose. In the general fund, the City budgeted (as amended) a fund balance decrease in the current year of $625 thousand prior to the use of prior balances and reserves. The actual general fund balance decreased by $100 thousand less than 2% of the total budget. Actual general fund expenditures were within 3% of total budgeted expenses.

Proprietary Funds - The City's proprietary fund statements provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the respective enterprise funds were $10.1 million for water, $4.3 million for sewer, $14.1 million for electric and $97 thousand for Sanitation. The total of all enterprise funds' net position at the end of the fiscal year was $64.2 million. Change in net position for enterprise funds in 2019 were an increase of $1.5 million in the water fund, an increase of $1.1 million in the sewer fund, an increase of $2.2 million in the electric fund (net of $2.7 million in interfund transfers) and a decrease of $135 thousand in the sanitation fund.

General Fund Budgetary Highlights - The City made revisions to the original appropriations approved by the City Council. Overall these changes resulted in an increase in budgeted expenditures from the original budget of $766 thousand, which included $312 thousand of council approved funding for new police officers, as well as $198 in additional capital expenditures.

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DEBT ADMINISTRATION

At the end of the current fiscal year, the City had a total bonded debt and note obligations of $16 million all backed by the full faith and credit of the government.

Outstanding Debt at Year End
Bonds and Notes Payable

	Government Activities		Business-Type Activities		Total	
	2018	2019	2018	2019	2018	2019
General Obligation Bonds	$ -	$ -	$ 7,905	$ 7,505	$ 7,905	$ 7,505
DE Revolving Fund Loans	-	-	3,189	3,060	3,189	3,060
USDA Loan	-	-	4,386	4,292	4,386	4,292
Kent County Note	-	-	1,172	1,147	1,172	1,147
Total	$ -	$ -	$ 16,652	$ 16,004	$ 16,652	$ 16,004

During fiscal 2019, the City's outstanding debt decreased by $648 as a result of scheduled payments of its debt obligations.

No new debt obligations were incurred in fiscal year 2019.

The City's General Obligation Bond rating is AA- as rated by Standard & Poor's. Additionally, several of the City's bonds are insured.

Additional information on the City's long term debt can be found in footnote 10 on pages 35 to 37 of this report.

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CAPITAL ASSETS

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2019 amounts to $61.6 million (net of accumulated depreciation). This investment in capital assets includes land, building, equipment, improvements, and infrastructure assets. The total increase in the City's investment in capital assets, net of accumulated depreciation, for the current fiscal year was $295 thousand or less than one-half %. Additional information on the City's capital assets can be found in Note 9 on pages 33 and 34 of this report. Major capital asset events during the current fiscal year included the following:

General Fund
- $47 thousand for IT servers and software.
- $85 thousand for two public safety vehicles
- $116 thousand for street department vehicle and crack sealer.
- $91 thousand for parks and recreation vehicles and equipment.

Electric Fund
- $165 thousand in building improvements.
- $180 thousand for service vehicles and an air brake switch.
- $459 thousand to upgrade meters to smart meters.
- $1 million for the purchase of land.

Water Fund
- $48 thousand for a vehicle and solar messaging board.
- $789 thousand to upgrade meters to smart meters.

Sewer Fund
- $177 thousand for a loader and solar message board.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The fiscal 2020 budget for general fund revenues is up 6% over fiscal 2019. The City's building permit fess increased by 25% this year as the result of a strong housing market. The new Bayhealth campus should assist in keeping this trend going with increased demand for housing and commercial property.

The City was able to maintain water, sewer, solid waste and electric services without increasing rates.

REQUEST FOR INFORMATION

The financial report is designed to provide our citizens, customers, investors and creditors with general overview of the City's finances. If you have questions about this report or need any additional information, contact the Department of Finance, Attention: Finance Director, 10 SE 2nd Street, Milford, DE 19963 or call 302-424-5141 or email: jportmann@milford-de.gov.

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CITY OF MILFORD, DE
STATEMENT OF NET POSITION
June 30, 2019

	Governmental Activities	Business-type Activities	Total
ASSETS			
Current Assets			
Cash and Equivalents	$ 6,134,892	$ 10,613,066	$ 16,747,958
Investments	3,284,261	24,341,565	27,625,826
Receivables	817,741	2,810,716	3,628,457
Inventories	26,293	1,291,131	1,317,424
Prepaid Expenses	39,869	-	39,869
Total Current Assets	10,303,056	39,056,478	49,359,534
Capital Assets			
Land, Infrastructure and Other Assets not being depreciated	18,512,413	2,516,514	21,028,927
Utility System	-	62,063,406	62,063,406
Buildings and Improvements	4,822,576	7,072,674	11,895,250
Equipment and Vehicles	6,873,133	7,999,462	14,872,595
Construction in Progress	127,546	-	127,546
Less: Accumulated Depreciation	(13,096,594)	(35,269,625)	(48,366,219)
Net Capital Assets	17,239,074	44,382,431	61,621,505
Total Assets	27,542,130	83,438,909	110,981,039
Deferred Outflows of Resources	1,537,346	333,532	1,870,878
LIABILITIES			
Current Liabilities			
Accounts Payable and Accrued Expenses	497,497	2,654,773	3,152,270
Customer Deposits	-	676,212	676,212
Bonds and Notes Payable	-	737,831	737,831
Compensated Absences	230,266	37,722	267,988
Total Current Liabilities	727,763	4,106,538	4,834,301
Noncurrent Liabilities			
Net Pension Liability	845,080	-	845,080
Bonds and Notes Payable	-	15,300,161	15,300,161
Compensated Absences	921,065	172,809	1,093,874
Total Noncurrent Liabilities	1,766,145	15,472,970	17,239,115
Total Liabilities	2,493,908	19,579,508	22,073,416
Deferred Inflows of Resources	612,384	-	612,384
NET POSITION			
Net Investment in Capital Assets	17,239,074	28,344,439	45,583,513
Restricted for Capital Improvements:			
Budgeted by City Council	2,324,949	2,434,255	4,759,204
Impact Fees	-	4,812,435	4,812,435
Unrestricted	6,409,161	28,601,804	35,010,964
Total Net Position	$ 25,973,184	$ 64,192,933	$ 90,166,116

The accompanying notes are an integral part of these financial statements.

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CITY OF MILFORD, DE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

Functions/Programs	Expenses	Program Revenue: Charges for Services	Program Revenue: Operating Grants and Contributions	Program Revenue: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Governmental Activities	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Business-Type Activities	Net (Expense) Revenue and Changes in Net Assets: Primary Government: Total
Primary Government							
Governmental Activities							
General Government	$ 2,208,126	$ -	$ 40,130	$ -	$ (2,167,996)		$ (2,167,996)
Public Safety	5,385,944	-	62,653	-	(5,323,291)		(5,323,291)
Public Works	719,161	-	651,048	-	(68,113)		(68,113)
Culture and Recreation	1,055,115	75,679	-	-	(979,436)		(979,436)
Total Governmental Activities	9,368,346	75,679	753,831	-	(8,538,836)		(8,538,836)
Business-Type Activities							
Electric Fund	21,746,892	26,324,333	-	-		4,577,441	4,577,441
Water Fund	2,238,236	2,948,220	-	-		709,984	709,984
Sewer Fund	4,133,863	4,675,596	-	482,533		1,024,266	1,024,266
Trash Fund	1,274,139	1,137,870	-	-		(136,269)	(136,269)
Total Business-Type Activities	29,393,130	35,086,019	-	482,533		6,175,422	6,175,422
Total Primary Government	$ 38,761,476	$ 35,161,698	$ 753,831	$ 482,533	(8,538,836)	6,175,422	(2,363,414)
General Revenues:							
Taxes:							
Property Taxes, Levied for General Purposes					4,005,414	-	4,005,414
Real Estate Transfer Taxes					1,063,273	-	1,063,273
Franchise Taxes					682,960	-	682,960
Loss on Sale of Capital Assets					(7,216)	-	(7,216)
Impact Fees					-	702,412	702,412
Unrestricted Investment Earnings					198,101	607,953	806,054
Miscellaneous					811,710	-	811,710
Change in Net Position in Internal Service Fund					40,895	-	40,895
Transfers					2,775,680	(2,775,680)	-
Total General Revenues, Special Items, and Transfers					9,570,817	(1,465,315)	8,105,502
Change in Net Position					1,031,981	4,710,108	5,742,088
Net Position- Beginning of Year					24,941,203	59,482,825	84,424,028
Net Position - End of Year					$ 25,973,184	$ 64,192,933	$ 90,166,116

The accompanying notes are an integral part of these financial statements.

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CITY OF MILFORD, DE
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2019

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
ASSETS				
Cash and Cash Equivalents	$ 2,111,692	$ 3,791,487	$ 151,088	$ 6,054,267
Investments	3,284,261	-	-	3,284,261
Taxes Receivable, net of allowance for doubtful accounts	159,077	281,384	-	440,461
Other Receivables	112,479	185,554	-	298,033
Prepaid Expenses	39,869	-	-	39,869
Total Assets	$ 5,707,378	$ 4,258,425	$ 151,088	$ 10,116,891
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable	$ 155,033	$ -	$ 5,801	$ 160,834
Compensated Absences - Current	213,669	-	-	213,669
Other Accrued Expenses	141,147	-	-	141,147
Other Payables	155,719	-	3,877	159,596
Total Liabilities	665,568	-	9,678	675,246
Fund Balances:				
Restricted	2,324,949	-	-	2,324,949
Nonspendable	39,869	-	-	39,869
Assigned	-	4,258,425	141,410	4,399,835
Unassigned	2,676,992	-	-	2,676,992
Total Fund Balances	5,041,810	4,258,425	141,410	9,441,645
Total Liabilities and Fund Balances	$ 5,707,378	$ 4,258,425	$ 151,088	$ 10,116,891

The accompanying notes are an integral part of these financial statements.

Final Draft - for City review & approval

CITY OF MILFORD, DE
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
June 30, 2019

Total Fund Balance, Governmental Funds	$	9,441,645
Amounts reported for governmental activities in the Statement of Net Assets are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the fund financial statements, but are reported in the governmental activities of the Statement of Net Position.		17,239,074
Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The assets and liabilities of the internal service fund is included in governmental activities in the Statement of Net Position. The increase is equal to the Internal Service Net Position.		137,353
Some liabilities and other items are not due and payable in the current period and are not included in the fund financial statements, but are included in the governmental activities of the Statement of Net Position. These items include deferred outflows and inflows of resources related to its state pension plan, its net pension liability, and its long-term compensated absences.		(844,888)
Net Position of Governmental Activities	$	25,973,184

The accompanying notes are an integral part of these financial statements.

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CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

	General Fund	Special Revenue Fund	Non-Major Governmental Fund	Total Governmental Funds
REVENUES				
Property Taxes	$ 4,005,414	$ -	$ -	$ 4,005,414
Real Estate Transfer Taxes	-	1,063,273	-	1,063,273
Fees and Fines	187,669	-	-	187,669
Licenses and Permits	495,291	-	-	495,291
Intergovernmental	40,130	713,701	-	753,831
Charges for Services	-	-	75,679	75,679
Investment Earnings	131,382	66,719	-	198,101
Miscellaneous	721,401	90,309	-	811,710
Total Revenues	5,581,287	1,934,002	75,679	7,590,968
EXPENDITURES				
Current:				
General Government	1,592,854	-	-	1,592,854
Public Safety	5,087,380	295,208	-	5,382,588
Public Works	719,161	-	-	719,161
Culture and Recreation	916,541	-	138,574	1,055,115
Debt Service:				
Principal	-	-	-	-
Interest	-	-	-	-
Capital Outlay	672,762	194,304	-	867,066
Total Expenditures	8,988,698	489,512	138,574	9,616,784
(Deficiency) Excess of Revenues Over Expenditures	(3,407,411)	1,444,490	(62,895)	(2,025,816)
OTHER FINANCING SOURCES (USES)				
Transfers In	3,315,889	-	-	3,315,889
Transfers Out	(8,209)	(532,000)	-	(540,209)
Total Other Financing Sources and Uses	3,307,680	(532,000)	-	2,775,680
Net Change in Fund Balances	(99,731)	912,490	(62,895)	749,864
Fund Balances - Beginning	5,141,541	3,345,935	204,305	8,691,781
Fund Balances - Ending	$ 5,041,810	$ 4,258,425	$ 141,410	$ 9,441,645

The accompanying notes are an integral part of these financial statements.

Final Draft - for City review & approval

CITY OF MILFORD, DE
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

Net change in fund balances - total governmental funds:	$	749,864
Amounts reported for Governmental Activities in the Statement of Activities are different because:		
Some items reported in the statement of activities, including changes in deferred outflows and inflows of resources, pension liability, and compensated absences do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		99,069
Internal Service funds are used by management to charge the costs of centrally managed services to using funds and departments. The increase is equal to the net change in the Internal Service Net Position.		40,895
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. In contrast, the Statement of Activities reports only a portion of the outlay as expense. The outlay is allocated over the assets' estimated useful lives as depreciation expense for the period. This is the amount by which capital outlays of $867,066 exceeded depreciation expense of $717,697 in the current period.		149,369
Government funds report the proceeds from the sale of assets as revenue. In contrast, the Statement of Activities reports the difference between the amount of the proceeds and the net book value of the related assets as a gain or loss.		(7,216)
Change in net position of governmental activities	$	1,031,981

The accompanying notes are an integral part of these financial statements.

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CITY OF MILFORD, DE
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
June 30, 2019

	Business Type Activities - Enterprise Funds					
	Electric	Water	Sewer	Trash	Total	Governmental Activities -Internal Service Fund
ASSETS						
Current Assets:						
Cash and Cash Equivalents	$ 4,505,364	$ 3,680,568	$ 2,357,529	$ 69,605	$ 10,613,066	$ 80,625
Investments	10,517,110	9,702,008	4,122,447	-	24,341,565	-
Accounts Receivable, net of allowance for doubtful accounts	2,021,846	225,141	318,958	131,801	2,697,746	79,247
Other Receivables	59,926	750	51,794	500	112,970	-
Inventories	1,272,184	18,947	-	-	1,291,131	26,293
Total Current Assets	18,376,430	13,627,414	6,850,728	201,906	39,056,478	186,165
Non-Current Assets:						
Capital Assets:						
Land and Improvements	2,460,507	27,369	28,638	-	2,516,514	-
Utility System	19,433,098	21,841,981	20,788,327	-	62,063,406	-
Buildings and Improvements	7,005,480	10,853	50,691	5,650	7,072,674	21,340
Equipment and Furniture	3,813,693	1,708,867	1,333,797	1,143,105	7,999,462	149,947
Less Accumulated Depreciation	(16,463,783)	(8,583,395)	(9,540,066)	(682,381)	(35,269,625)	(101,192)
Total Non-Current Assets	16,248,995	15,005,675	12,661,387	466,374	44,382,431	70,095
Total Assets	34,625,425	28,633,089	19,512,115	668,280	83,438,909	256,260
Deferred Outflows of Resources						
Deferred Charges on Refundings	188,396	-	145,136	-	333,532	-
LIABILITIES						
Current Liabilities:						
Accounts Payable	1,567,909	367,779	258,164	34,515	2,228,367	35,920
Salaries Payable	21,563	4,993	4,764	5,059	36,379	-
Other Accrued Expenses	390,027	-	-	-	390,027	-
Customer and Other Deposits	632,462	-	-	43,750	676,212	-
Compensated Absences	29,124	4,299	4,299	-	37,722	16,597
Bonds, Notes and Loans Payable	221,883	251,070	264,878	-	737,831	-
Total Current Liabilities	2,862,968	628,141	532,105	83,324	4,106,538	52,517
Non-Current Liabilities:						
Compensated Absences	116,495	17,196	17,196	21,922	172,809	66,390
Bonds, Notes and Loans Payable	4,534,366	6,455,234	4,310,561	-	15,300,161	-
Total Non-Current Liabilities	4,650,861	6,472,430	4,327,757	21,922	15,472,970	66,390
Total Liabilities	7,513,829	7,100,571	4,859,862	105,246	19,579,508	118,907
NET POSITION						
Net Investment in Capital Assets	11,492,746	8,299,371	8,085,948	466,374	28,344,439	70,095
Restricted for Capital Improvements:						
Budgeted by City Council	925,910	610,595	897,750	-	2,434,255	-
Impact Fees	732,940	2,529,859	1,549,636	-	4,812,435	-
Unrestricted	14,148,396	10,092,693	4,264,055	96,660	28,601,804	67,258
Total Net Position	$ 27,299,992	$ 21,532,518	$ 14,797,389	$ 563,034	$ 64,192,933	$ 137,353

The accompanying notes are an integral part of these financial statements.

Final Draft - for City review & approval

CITY OF MILFORD, DE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED JUNE 30, 2019

	Business Type Activities - Enterprise Funds					
	Electric	Water	Sewer	Trash	Total	Governmental Activities -Internal Service Fund
REVENUES						
Charges for Services	$ 25,757,395	$ 2,891,337	$ 4,345,462	$ 1,132,946	$ 34,127,140	$ 1,806,949
Miscellaneous	566,938	56,883	330,134	4,924	958,879	139
Total Operating Revenues	26,324,333	2,948,220	4,675,596	1,137,870	35,086,019	1,807,088
OPERATING EXPENSES						
Personal Services	2,278,486	259,004	435,674	440,394	3,413,558	1,243,615
Contractual Services	17,061,234	109,248	2,676,080	278,722	20,125,284	134,780
Utilities	5,363	242,985	275	-	248,623	1,933
Repairs and Maintenance	560,133	98,304	33,441	115,390	807,268	224,332
Other Supplies and Expenses	105,149	805,091	388,139	322,062	1,620,441	196,114
Insurance Claims and Expenses	72,144	14,344	5,087	10,804	102,379	7,045
Depreciation	986,699	489,409	484,981	106,767	2,067,856	17,733
Total Operating Expenses	21,069,208	2,018,385	4,023,677	1,274,139	28,385,409	1,825,552
Operating Income (Loss)	5,255,125	929,835	651,919	(136,269)	6,700,610	(18,464)
NON-OPERATING REVENUES (EXPENSES)						
Interest and Investment Revenues	295,642	217,730	93,353	1,228	607,953	-
Impact Fees	160,125	542,287	-	-	702,412	-
Capital Grant	-	-	482,533	-	482,533	-
Miscellaneous	(561,235)	(100,426)	-	-	(661,661)	-
Interest Expense	(116,449)	(119,425)	(110,186)	-	(346,060)	-
Total Non-Operating (Expenses) Revenues	(221,917)	540,166	465,700	1,228	785,177	-
Income (Loss) Before Transfers	5,033,208	1,470,001	1,117,619	(135,041)	7,485,787	(18,464)
Transfers (Out) In	(2,783,889)	-	8,209	-	(2,775,680)	59,359
Change in Net Position	2,249,320	1,470,001	1,125,828	(135,041)	4,710,108	40,895
Net Position - Beginning of Year,	25,050,672	20,062,517	13,671,561	698,075	59,482,825	96,458
Net Position - End of Year	$ 27,299,992	$ 21,532,518	$ 14,797,389	$ 563,034	$ 64,192,933	$ 137,353

The accompanying notes are an integral part of these financial statements.

Final Draft - for City review & approval

CITY OF MILFORD, DE
STATEMENT OF CASH FLOWS
ALL PROPRIETARY FUND TYPES
FOR THE YEAR ENDED JUNE 30, 2019

	ENTERPRISE FUNDS					
	Electric	Water	Sewer	Trash	Total	Internal Service Fund
Cash Flows from Operations:						
Receipts from Customers	$ 26,296,738	$ 2,876,028	$ 4,351,396	$ 1,143,442	$ 34,667,604	$ 1,759,709
Other Operating Receipts	513,866	56,883	382,013	4,924	957,686	139
Payments to Suppliers	(17,907,019)	(902,164)	(3,193,665)	(791,303)	(22,794,151)	(564,747)
Payments to Employees	(2,306,031)	(257,024)	(433,872)	(438,018)	(3,434,945)	(1,267,658)
Insurance Premiums Paid	(72,144)	(14,344)	(5,087)	(10,804)	(102,379)	(7,045)
Net Cash Provided (Used) by Operating Activities	6,525,410	1,759,379	1,100,785	(91,759)	9,293,815	(79,602)
Cash Flows from Non-Capital Financing Activities:						
Operating Transfers (Out)	(2,783,889)	-	8,209	-	(2,775,680)	59,359
Net Cash Flows Used in Non-Capital Financing Activities	(2,783,889)	-	8,209	-	(2,775,680)	59,359
Cash Flows from Capital and Related Financing Activities:						
Net cash for additions to Property, Plant and Equipment	(1,525,829)	(316,740)	(247,202)	-	(2,089,771)	(41,169)
Principal Paid on Debt	(215,000)	(170,726)	(261,774)	-	(647,500)	-
Interest Paid on Debt	(116,449)	(119,425)	(110,186)	-	(346,060)	-
Capital Grant	-	-	482,533		482,533	
Impact Fees Received	160,125	542,287	-	-	702,412	-
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	(1,697,153)	(64,604)	(136,629)	-	(1,898,386)	(41,169)
Cash Flows from Investing Activities:						
Net Proceeds/(Purchases) from Sales and and Maturities of Short-Term Investments	(857,176)	(2,074,810)	(383,055)	-	(3,315,041)	-
Income on Investments	295,642	217,730	93,353	1,228	607,953	-
Net Cash Flows Provided by (Used in) Investing Activities	(561,534)	(1,857,080)	(289,702)	1,228	(2,707,088)	-
Net Increase (Decrease) in Cash and Cash Equivalents	1,482,834	(162,305)	682,663	(90,531)	1,912,661	(61,412)
Cash and Cash Equivalents at Beginning of Year	3,022,530	3,842,873	1,684,952	160,136	8,710,491	142,037
Cash and Cash Equivalents at End of Year	$ 4,505,364	$ 3,680,568	$ 2,367,615	$ 69,605	$ 10,623,152	$ 80,625
Reconciliation of Operating Income to Net Cash Flows from Operating Activates:						
Operating Income	$ 5,255,125	$ 929,835	$ 651,919	$ (136,269)	$ 6,700,610	$ (18,464)
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:						
Depreciation and Amortization	986,699	489,409	484,981	106,767	2,067,856	17,733
Effect of Changes in Operating Assets and Liabilities:						
Accounts Receivable, net	465,407	(15,309)	57,813	5,096	513,007	(47,240)
Inventory	(89,584)	2,191	-	-	(87,393)	13,506
Accounts Payable and Accrued Expenses	(85,556)	351,273	(95,730)	(75,129)	94,858	(21,094)
Salaries Payable	(910)	978	800	1,281	2,149	-
Customer Deposits	20,864	-	-	5,400	26,264	-
Liability for Compensated Absences	(26,635)	1,002	1,002	1,095	(23,536)	(24,043)
Net Cash Provided by Operating Activities	$ 6,525,410	$ 1,759,379	$ 1,100,785	$ (91,759)	$ 9,293,815	$ (79,602)

The accompanying notes are an integral part of these financial statements.

Final Draft - for City review & approval

CITY OF MILFORD, DE
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2019

	AGENCY
ASSETS	
Cash and Cash Equivalents	$ 254,045
Total Assets	$ 254,045
LIABILITIES	
Due to Other Governments	$ 250,434
Deferred Revenue - Trust Fund	3,611
Total Liabilities	$ 254,045

The accompanying notes are an integral part of these financial statements.

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Introduction

The City of Milford, Delaware (the "City"), operates under a Council-Manager form of government and provides the following services as authorized by its charter adopted on May 24, 1977: public safety (police), highways and streets, sanitation, health and social services, electric, water, parks and recreation, public improvements, planning and zoning, and administrative services.

The accounting and reporting policies of the City relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America (GAAP) applicable to state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB).

The accounting and reporting framework and the more significant accounting policies and practices are discussed in subsequent sections of this Note. The remainder of the notes are organized to provide explanations, including required disclosures, of the City's financial activities for the year ended June 30, 2019.

Financial Reporting Entity

The City's basic financial statements include the accounts of all City operations. The criteria for including organizations as component units within the City's reporting entity, as set forth in Section 2100 of GASB's *Codification of Governmental Accounting and Financial Reporting Standards*, include whether:

- the organization is legally separate (can sue and be sued in their own name)
- the City holds the corporate powers of the organization
- the City appoints a voting majority of the organization's board
- the City is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the City
- there is fiscal dependency by the organization on the City

Based on the aforementioned criteria, the City has no component units.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in governmental funds. Encumbrances as of the year end are reported as reservations of fund balance since they do not constitute expenditures or liabilities but serve as authorization for expenditures in the subsequent year. As of the end of the period, the City had no such encumbrances.

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Government-Wide and Fund Financial Statements

The government-wide financial statements (statement of net position and statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and inter-governmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include 1) charges to customers who directly benefit from goods or services provided by a given function or activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided by governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following governmental funds:

General Fund **-** The general fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund **-** The special revenue fund accounts for revenues derived from earmarked revenue sources. Separate self-balancing funds are established to account for each restricted special revenue source.

Parks and Recreation Fund – The parks and recreation fund accounts for revenues derived from activities provided by the City's parks and recreation department, which include youth and adult sports leagues, summer camps and clinics, special events and festivals as well as fund raising activities.

The City reports the following proprietary funds:

Enterprise Funds **-** The Enterprise Funds of the City include the electric, water, sewer and trash funds. Enterprise funds are used to account for operations (a) which are financed and operated in a manner similar to private business enterprises; where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body had decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, or accountability.

Internal Service Fund **-** Consists of three internal funds which are used to account for the financing of goods and services provided by one department to other departments of the City on a cost-reimbursement basis.

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Government-Wide and Fund Financial Statements (continued)

The City reports the following fiduciary fund types:

Agency Fund – The agency fund accounts for assets held by the City in a trustee capacity for fees collected on behalf of Kent County and the Carlisle Fire Department. In addition, a trust fund was established by an individual during fiscal 2013 to benefit Kent County residents by offsetting individual tax bills in the future. The balance of the fund as of June 30, 2019 was $3,611.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Financial resources used to acquire capital assets are capitalized in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as another financing source. Amounts paid to reduce long-term debt of the City are reported as a reduction of the related liability, rather than as an expenditure in the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter (within sixty days) to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt-service expenditures are recorded only when payment is due. Also, compensated absences are recorded as expenditures when paid.

Sales taxes, franchise taxes, permits and fees, recreation fees, fines and court fees, other miscellaneous revenues and earned but unreimbursed state and federal grants associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Property taxes are measurable as of the date levied (assessed) and are recognized as revenues when they become available. Available means when due, or past due, and received within the current period or collected soon enough thereafter to be used to pay liabilities of the current period. All other revenues are considered to be measurable and available only when the City receives cash.

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Budgets and Budgetary Accounting

Budgetary Process

The City Council follows these procedures in establishing the budgetary data reflected within the financial statements:

(1) In accordance with the City Charter, prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them for the upcoming year, along with estimates for the current year. The City Charter requires that the budget be submitted in summary form. In addition, more detailed line item budgets are included and provided for administrative control.

(2) Public hearings are conducted to obtain taxpayer comment.

(3) Prior to June 30, the budget is legally enacted through passage of an ordinance.

(4) The City Manager is required by the City Charter to present a monthly report to City Council explaining any variances from the approved budget.

(5) Formal budgetary integration is employed as a management control device during the year for the general fund.

(6) The budget for the general fund is adopted on a basis consistent with GAAP as applicable to governments.

(7) The budgets for the special revenue fund are approved on a program by program basis by the funding agencies.

(8) Budgetary amendments are approved by City Council as required throughout the year. If revenues in excess of those estimated in the budget become available, the Council, by ordinance, may make supplemental appropriations for the year up to the amount of such excess.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash, checking and money market accounts generally maturing in three months or less.

Receivables

Receivables are shown net of the allowances for estimated uncollectible accounts. The allowance for uncollectible accounts is based upon historical data established according to experience and other factors which in the judgment of City officials should be recognized in estimating possible losses. Management believes that they have adequately provided for future probable losses.

Interfund Receivables/Payables

Advances between funds are accounted within the appropriate interfund receivable and payable accounts. These advances (reported as "due from/to other funds") are considered "available spendable resources."

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Inventories

Inventories are carried at cost for the water fund, and at replacement cost for the electric fund, and are determined using the first-in, first out (FIFO) method.

Inventory in the general fund consists of gasoline and diesel fuel held for consumption. Inventory in the internal service fund consists of garage and meter supplies held for consumption. The inventory acquisitions are recorded in the inventory accounts initially and charged to expenditures when used. The cost value of such inventories have been presented on an average cost basis.

Capital Assets

Capital assets which include land, buildings, improvements, equipment, vehicles and infrastructure assets, consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage and lighting systems, are reported on the applicable governmental or business-type activities columns in the government-wide financial statements and the proprietary fund financial statements. Capital assets are recorded at historical cost if purchased, and at fair market value if donated. The capitalization threshold for all capital assets is $5,000. No dollar threshold is set for land. Capital asset depreciation is recognized using the straight-line method over the estimated lives of the respective assets.

Compensated Absences

A maximum of 30 days of vacation and 130 days of sick leave may be accumulated by each employee except for those hired before 1992, whose carry-over is not limited. The City accrues a liability for compensated absences which meet the following criteria:

- The City's obligation relating to employees' rights to receive compensation for future absences is attributable to employees' services already rendered.
- The obligation relates to rights that vest or accumulate.
- Payment of the compensation is probable.
- The amount can be reasonably estimated.

In accordance with the above criteria, the City has accrued a liability for vacation and sick pay which has been earned but not taken by City employees. For governmental funds, the liability for compensated absences is reported as a long term liability in the government-wide financial statements since it is anticipated that none of the liability will be liquidated with expendable available financial resources. The liability for compensated absences is recorded in proprietary fund types as an accrued liability in accordance with GASBS No. 16 (GASB Cod. Sec. C60), *Accounting for Compensated Absences*.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Delaware Public Employees' Retirement System (DPERS) and additions to/deductions from DPERS fiduciary net position have been determined on the same basis as they are reported by DPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Long-Term Liabilities

In the government-wide financial statements, and in the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are recorded net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and are amortized over the life of the related debt. In the fund financial statements, governmental fund types recognize bond premium and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Subsequent Events

Subsequent events were evaluated through December 2, 2019, which is the date the financial statements were available to be issued. Management of the City has determined that there were no other such events that warranted adjustment to or disclosure in these financial statements.

Deferred Outflows of Resources

Decreases in net assets that related to future periods are recorded as deferred outflows of resources in a separate section of the City's government-wide statement of net position. Deferred outflows of resources are generally reported in the City's statement of net position for pension contributions made subsequent to the measurement date. Deferred outflows of resources also include the difference in the carrying value of refunded debt and its reacquisition price, which is then amortized over the shorter of the life of the refunded or refunding bond.

Deferred Inflows of Resources

Increases in net assets that apply to future periods are recorded as deferred inflows of resources in a separate section of its government-wide statement of net position. Deferred inflows of resources are reported in the City's statement of net position for actual pension plan investment earnings in excess of projected amounts included in determining pension expense. Deferred inflows of resources are attributed to pension expense over a total of 5 years, including the current year.

Government-Wide and Proprietary Fund Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets net of accumulated depreciation and the outstanding balances of any borrowing spent for the acquisition, construction or improvements of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Governmental Fund Balances

In the governmental fund financial statements, fund balances are classified as follows:

- **Non-spendable** - Amounts that cannot be spent either because they are in a non-spendable form or because they are legally or contractually required to be maintained intact.

- **Restricted** - Amounts that can be spent only for specific purposes because of the City Charter, the City code, state or federal laws, or externally imposed conditions by grantor or creditors.

- **Committed** - Amounts that can be used only for specific purposes determined by a formal action by City Council ordinance or resolution. This included the Budget Reserve Account.

- **Assigned** - Amounts that are designated by the Mayor for a particular purpose but are not spendable until a budget ordinance is passed or there is a majority vote approval (for capital projects or debt service) by City Council.

- **Unassigned** - All amounts not included in other spendable classifications.

Inter-Fund Transactions

During the course of normal operations, the City has transactions between funds to subsidize operations in certain funds, to allocate administrative costs, to construct assets, to distribute grant proceeds, etc. These transactions are generally reflected as operating transfers, which are transfers from a fund authorized to receive certain revenues to the fund through which the resources are to be expended.

Interest Capitalization

Interest costs incurred for the acquisition and/or construction of capital assets are capitalized based on the guidelines established by GASBS No. 62, *Capitalization of Interest Cost*.

The interest capitalization period begins when the following conditions are present:

- Expenditures for the capital asset have been made.
- Activities that are necessary to get the capital asset ready for its intended use are in progress.
- Interest expense is being incurred.

The amount of interest expense to be capitalized is based on the weighted-average amount of accumulated expenditures for the period multiplied by the interest rate for the obligation incurred specifically to finance the construction of capital assets. No capitalizable interest was incurred during the year ended June 30, 2019.

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NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS:

Explanation of Certain Differences between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Assets.

The governmental fund balance sheet includes a reconciliation between total governmental fund balances and net assets of governmental activities in the government-wide statement of net assets. This difference primarily results from the long-term economic focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheets.

Capital Asset Differences

When capital assets (land, building, improvements and equipment) are purchased or constructed for use in governmental fund activities, the costs of those assets are reported as expenditures in the governmental funds. However, these costs are reported as capital assets in the statement of net assets. The details of these differences are presented below:

Land, Infrastructure and Other Assets	$18,512,413
Buildings and Improvements	4,822,576
Equipment and Furniture	6,873,133
Construction in Progress	127,546
Less: Accumulated Depreciation	(13,096,594)
Net Capital Asset Difference	$17,239,074

Noncurrent Liability Differences

Noncurrent liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund balance sheet. All liabilities (both current and long-term) are reported in the statement of net position.

Explanation of Certain Differences between the Governmental Fund Balance Sheet and the Government-Wide Statement of Net Position (Continued).

The details of these noncurrent liability differences are presented below:

Long-Term Portion of Compensated Absences	($ 921,065)
Deferred Outflows of Resources-pension	1,537,346
Deferred Inflows of Resources-pension	(612,384)
Net Pension Liability	(845,080)
Other	(3,705)
Total Current and Long-Term Liability Differences	($ 844,888)

Explanation of certain differences between the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances and the Government-Wide Statement of Activities.

The governmental fund financial statements include a reconciliation between changes in fund balances in the governmental funds and changes in net assets in the government-wide statement of activities. The differences primarily result from the long-term economic focus of the statement of activities versus the current financial resources focus of the governmental fund financial statements.

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NOTE 2 - RECONCILIATION OF GOVERNMENT-SIDE AND FUND FINANCIAL STATEMENTS (CONTINUED):

Capital Outlay Differences

Capital Outlays are reported as expenditures in the statement of revenues, expenditures and changes in fund balances. They are reported as capital assets, with the costs allocated over the useful lives of the assets, as depreciation, in the statement of activities. The details of these differences are reported below:

Capital Outlay	$ 867,066
Depreciation	(717,697)
Net Difference	$ 149,369

Other Differences

Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported in the governmental funds as expenditures. These items include the net changes during the year in the following accounts:

Long-Term Compensated Absences	$ 102,425
Deferred Outflows-pension	(182,415)
Deferred Inflows-pension	242,098
Net Pension Liability	(63,039)
Net Difference	$ 99,069

NOTE 3 - FINANCIAL INSTRUMENTS:

The City has a number of financial instruments. The City estimates that the fair value of all financial instruments as of June 30, 2019, does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying balance sheet and statement of net assets.

NOTE 4 - REAL ESTATE TAXES

The tax on real estate in the City area for the fiscal year 2019 was [46 mills ($1,000 of assessed valuation)] as levied by the City Council. The City bills and collects its own real estate taxes. Delinquent taxes are liened by the City. The schedules of real estate taxes levied for the fiscal year 2019 are:

July 1	-	Levy Date (effective date of enforceable lien)
August 1 - September 30	-	Face Payment Period
October 1	-	1% Penalty for each subsequent month not paid

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NOTE 5 - IMPACT FEES:

All new water, sewage, and electric services within the City of Milford are required to pay a one-time "impact fee." The purpose of the fee is to compensate for the impact of new users to the existing water and sewage systems, in order to provide for future expansion. All impact fees collected are restricted for capital improvements, as specified and approved by City Council that will be required as the result of population growth. The cost of the impact fee for water, sewage, and electric for the year ended June 30, 2019 was $2,840 ($2,731 in fiscal year 2018), $1,501 ($1,443 in fiscal year 2018), and $600 per Estimated Discharge Usage (EDU)($600 in fiscal year 2018), respectively.

The City has recorded as revenue in the proprietary funds Statement of Revenues, Expenses and Changes in Net Assets and in the government-wide Statement of Activities the impact fee monies, as required by GASB No. 33. Resulting restricted net assets at June 30, 2019 from impact fees is $4,812,435.

NOTE 6 - INTERFUND TRANSACTIONS:

During the course of normal operations, the City has numerous transactions between funds including expenses or expenditures and transfers of resources primarily to provide services. The financial statements of the governmental and proprietary fund types generally reflect such transactions as transfers. Transfers that are not considered operating or residual equity transfers give rise to individual fund, interfund receivables and payables. As of June 30, 2019, there are no outstanding interfund balances.

NOTE 7 - INTERGOVERNMENTAL RECEIVABLES:

Amounts due from other governmental units represent receivables for revenues earned by the City or collections made by another governmental unit on behalf of the City.

NOTE 8 - CASH AND INVESTMENTS:

Custodial credit risk is the risk that in the event of bank failure, the City's deposits may not be returned to it. The City does not have a formal deposit policy for custodial credit risk. Deposits are classified as *Category 1* if they are fully insured, registered or held by the City's agent in the City's name. Deposits would be classified as *Category 2* for those deposits which are collateralized with securities held by the pledging financial institution's trust department or agent(s) in the City's name, or *Category 3* for those deposits which are not collateralized, including bank balances that are collateralized with securities held by the pledging financial institution, or by its trust department or agent but not in the City's name. As of June 30, 2019, all of the City's bank balances were Category 1 deposits, and the financial institution balances were the same as the carrying amounts.

The City's investments are categorized according to the level of credit risk assumed as of the balance sheet date. *Category 1* includes investments that are insured, registered or are held by the City's agent in the City's name. *Category 2* includes uninsured and unregistered investments held by the counterparty's trust department or agent in the city's name. *Category 3* includes uninsured and unregistered investments held by the counterparty, its trust department or its agent but not in the City's name.

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NOTE 8 - CASH AND INVESTMENTS (CONTINUED):

As of June 30, 2019, the City's investments consist of the following:

Description	Category	Amount Market	Amount Carrying
Money Market Funds	1		
PFM Asset Management LLC		$ 9,009,826	$ 9,009,826
Certificates of Deposit	1		
PFM Asset Management LLC		18,616,000	18,616,000
Total		$27,625,826	$27,625,826

NOTE 9 - CAPITAL ASSETS:

The following schedule presents the capital activity of the governmental activities for the year ended June 30, 2019:

Description	Balances 07/01/18	Additions	Deletions	Adjustments & Transfers	Balances 06/30/19
	Year Ended June 30, 2019				
City Department:					
Land	$ 8,144,966	$ -	$ -	$ 66,246	$ 8,211,212
Buildings and Improvements	4,280,850	327,839	-	(45,275)	4,563,414
Vehicles and Equipment	5,123,131	232,373	49,454	-	5,306,050
Construction in Progress	20,971	127,546	-	(20,971)	127,546
Total City Depreciation	17,569,918	687,758	49,454	(66,246)	18,208,222
Accumulated Depreciation	(6,645,387)	(328,225)	(49,454)	233,593	(6,690,565)
Total City Department, Net	$10,924,531	$ 359,533	$ -	$ 167,347	$11,517,657
Street Department:					
Land Improvements	$10,301,201	$ 66,246	$ -	$ -	$10,367,447
Buildings and Improvements	192,916	-	-	-	192,916
Vehicles and Equipment	1,792,326	113,061	338,304	-	1,567,083
Total City Department	12,286,443	179,307	338,304	-	12,127,446
Accumulated Depreciation	(6,354,861)	(389,472)	(338,304)	-	(6,406,029)
Total Street Department, Net	$ 5,931,582	($ 210,165)	$ -	$ -	$ 5,721,417

Description	Balances 07/01/18	Additions	Deletions	Adjustments & Transfers	Balances 06/30/19
	Year Ended June 30, 2019				
Total Government Capital Assets:					
Land	$18,446,167	$ -	$ -	$ 66,246	$18,512,413
Buildings and Improvements	4,473,766	394,085	-	(45,275)	4,822,576
Vehicles and Equipment	6,915,457	345,434	387,758	-	6,873,133
Construction in Progress	20,971	127,546	-	(20,971)	127,546
Total Governmental Capital Assets	29,856,361	867,065	387,758	-	30,335,668
Accumulated Depreciation	(13,000,248)	(717,697)	(387,758)	233,593	(13,096,594)
Total Governmental Capital Assets, Net	$16,856,113	$ 149,368	$ -	$ 233,593	$17,239,074

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NOTE 9 - CAPITAL ASSETS (CONTINUED):

The following schedule presents the capital activity of the business-type activities for the year ended June 30, 2019:

Description	Balances 07/01/18	Additions	Deletions	Adjustments & Transfers	Balances 06/30/19
	Year Ended June 30, 2019				
Electric Fund:					
Land	$ 1,434,592	$1,025,915	$ -	$ -	$ 2,460,507
Buildings and Improvements	6,981,196	164,619	-	(140,335)	7,005,480
Electric System	19,885,279	38,712	-	(490,893)	19,433,098
Vehicles and Equipment	3,814,422	296,583	437,648	140,335	3,813,692
Total Capital Assets	32,115,489	1,525,829	437,648	(490,893)	32,712,777
Accumulated Depreciation	(15,914,732)	(986,698)	(437,648)	-	(16,463,782)
Net Book Value	$16,200,754	$ 539,131	$ -	($ 490,893)	$16,248,992
Water Fund:					
Land	$ 27,369	$ -	$ -	$ -	$ 27,369
Buildings and Improvements	10,853	-	-	-	10,853
Water System	21,706,509	268,868	404,799	271,403	21,841,981
Vehicles and Equipment	1,596,910	47,872	155,405	219,490	1,708,867
Total Capital Assets	23,341,641	316,740	560,204	490,893	23,589,070
Accumulated Depreciation	(8,545,439)	(489,409)	(560,204)	(108,751)	(8,583,395)
Net Book Value	$14,796,202	$(172,669)	$ -	$ 382,142	$15,005,675
Waste Water Fund:					
Land	$ 28,638	$ -	$ -	$ -	$ 28,638
Buildings and Improvements	50,691	-	-	-	50,691
Waste Water System	20,718,650	-	-	69,677	20,788,327
Vehicles and Equipment	1,188,545	247,202	32,373	(69,677)	1,333,797
Total Capital Assets	21,986,524	247,202	32,373	-	22,201,453
Accumulated Depreciation	(9,086,862)	(484,981)	(32,373)	(496)	(9,540,066)
Net Book Value	$12,899,662	$(237,779)	$ -	($ 496)	$12,661,387
Trash Fund:					
Buildings and Improvements	$ 5,650	$ -	$ -	$ -	$ 5,650
Vehicles and Equipment	1,494,492	-	351,387	-	1,143,105
Total Capital Assets	1,500,142	-	351,387	-	1,148,755
Accumulated Depreciation	(927,001)	(106,767)	(351,387)	-	(682,381)
Net Book Value	$ 573,141	($ 106,767)	$ -	$ -	$ 466,374

Description	Balances 07/01/18	Additions	Deletions	Adjustments & Transfers	Balances 06/30/19
Total Enterprise Funds					
Land	$ 1,490,599	$1,025,915	$ -	$ -	$ 2,516,514
Buildings and Improvements	7,048,390	164,619	-	(140,335)	7,072,674
Electric System	19,885,279	38,712	-	(490,893)	19,433,098
Water System	21,706,509	268,868	404,799	271,403	21,841,981
Waste Water System	20,718,650	-	-	69,677	20,788,327
Vehicles and Equipment	8,094,369	591,657	976,713	290,148	7,799,461
Total Fixed Assets	78,943,796	2,089,771	1,381,512	-	79,652,055
Accumulated Depreciation	(34,474,034)	(2,067,856)	(1,381,512)	(109,247)	(35,269,625)
Net Book Value	$46,790,974	$ 21,915	$ -	$(109,247)	$44,382,431

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NOTE 10 - LONG-TERM DEBT OBLIGATIONS:

Long-Term liability activity for the year ended June 30, 2019 is summarized as follows:

Governmental Activities:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Within One Year
General Obligation Bonds	$ -	$ -	$ -	$ -	$ -
Other Liabilities:					
Net Pension Liability	908,119	-	(63,039)	845,080	-
Compensated Absences	1,023,300	128,031	-	1,151,331	230,266
Governmental Activities Long-Term Liabilities	$ 1,931,419	$ 128,031	($ 63,039)	$ 1,996,411	$230,266

Business Activities:

Series of 2016 General Obligation Bonds	$ 7,905,000	$ -	($ 400,000)	7,505,000	405,000
Add: Bond Premium	33,492	-	(3,555)	29,937	3,373
Total Bonds Payable	7,938,492	-	(403,555)	7,534,937	408,373
Revolving Funds Loans –					
State of Delaware 2010	697,872	-	(52,004)	645,868	53,049
State of Delaware 2011	2,491,369	-	(77,180)	2,414,189	155,519
Note Payable – Kent County	1,172,106	-	(24,777)	1,147,329	25,339
Note Payable – USDA	4,385,658	-	(92,078)	4,293,580	95,551
Total Bonds and Notes Payable	16,685,497	-	(649,654)	16,035,903	651,063
Other Liabilities:					
Compensated Absences	234,067	-	(23,536)	210,531	37,722
Business-Type Activities Long-Term Liabilities	$16,919,564	$ -	($ 673,190)	$16,246,434	$688,785

General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the City. The City is required to compute, at the time taxes are levied, the rate of tax required to provide a fund to pay interest and principal at maturity. The City is in compliance with this requirement.

Series 2016

On December 6, 2016, the City issued General Obligation Bonds, Series of 2016 in the aggregate principal amount of $8,065,000, with interest rates ranging from 2.0% to 2.55%. The proceeds of the 2016 bond proceeds were utilized to currently refund the Series A of 2011 General Obligation bonds in the outstanding principal amount of $7,850,000. The 2016 bonds are scheduled to mature January 1, 2037. Semi-annual interest payments commenced July 1, 2017, while annual principal payments commenced January 1, 2018. The bonds had an original issue premium of $37,171, the unamortized portion of which is included in the balance reflected in the financial statements at June 30, 2019. The current refunding resulted in an economic gain (difference between the present values of the debt service payments on the old and new debt) of approximately $1.3 million.

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NOTE 10 - LONG-TERM DEBT OBLIGATIONS (CONTINUED):

USDA

In June 2013, the City issued bonds in the amount of $5 million in connection with its Southeast Water Expansion project. The funding for the project is being provided by the United States Department of Agriculture (USDA) under the federal direct loan for water and waste disposal systems program. Under the program, the City received proceeds from the loan only after incurring project expenditures. The balance of the loan as of June 30, 2019 is $4,292,114, which represents total expenditures incurred on the project less principal payments made. Under the terms of the note, the City is making quarterly payments in the amount of $46,500, which include interest calculated at a rate of 2% on the balance outstanding. The note is scheduled to mature June 28, 2053.

State of Delaware

The City received funds in connection with its Wastewater Collection System Expansion project through financing agreements with the Delaware Water Pollution Control Revolving Fund. Funds received for the first part of the project were repaid in full during fiscal year June 30, 2017. Additional funds were received for the second part of the project under a separate financing agreement. The balance on this obligation as of June 30, 2019 is $645,868. Semi-annual payments of $32,852 include interest calculated at an annual rate of 2.0%. The note is scheduled to mature July 1, 2030.

The City has also received funds from the State of Delaware in connection with its Washington Street Water Treatment Facility Replacement Project. The funds were provided by the DE Drinking Water State Revolving Fund only as expenditures were incurred by the City and approved by the State. The total committed loan amount was $4 million. Interest only payments commenced September 1, 2012 and were due semi-annually at 1% per annum on the balance outstanding as the project progressed. The project was completed during fiscal year June 30, 2018 in the total amount of $3,832,876. In accordance with the agreement, upon completion of the project, thirty-five percent of the amounts advanced were forgiven, resulting in forgiveness of debt in the amount of $1,341,507 in fiscal year June 30, 2018. The remaining balance of $2,491,369 is being amortized over a twenty-year period from the original advance with interest at 1% per annum. The note is scheduled to mature September 1, 2033.

Note Payable – Kent County

In connection with previous sewer problems, Kent County was forced to construct a new sewer line, a significant portion of which runs through the City of Milford. The county issued bonds to cover the cost, and it was agreed that the City would pay for the portion of the line that runs through its jurisdiction. Under the agreement, the City is paying the County in quarterly installments of $12,735, which include interest at a rate of 2.25% per annum. The balance of the obligation as of June 30, 2019 is $1,147,329 and is scheduled to mature November 10, 2050.

Long-Term Debt outstanding at June 30, 2019 is summarized as follows:

	Interest Rate %	Issue Date	Maturity Date	Amount Outstanding Electric Fund	Sewer Fund	Water Fund	Total
General Obligation Bonds							
Series of 2016	2.0-2.55	12/6/2016	1/1/2037	$4,735,000	$2,770,000	$ -	$7,505,000
USDA	2.125	6/28/2013	6/28/2053	-	-	4,292,114	4,292,114
State of DE FAB#120.33	2.0	12/22/2009	7/1/2030	-	645,868	-	645,868
State of DE 2012A-SRF	1.0	3/15/2012	9/1/2033		2,414,189		2,414,189
Note Payable-Kent County	2.25	11/12/2012	11/10/2050	-	1,147,329	-	1,147,329
Total Long-Term Debt				$4,735,000	$6,977,386	$4,292,114	$16,004,500

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NOTE 10 - LONG-TERM DEBT OBLIGATIONS (CONTINUED):

The annual requirements to amortize all debt outstanding as of June 30, 2019 are as follows:

Year Ending June 30,	Principal	Interest	Total
2020	$ 734,459	$ 307,712	$ 1,042,171
2021	749,704	294,356	1,044,060
2022	765,046	280,531	1,045,577
2023	780,486	266,479	1,046,965
2024	687,012	170,208	857,220
2025-2029	4,175,026	1,048,723	5,223,749
2030-2034	3,721,036	659,941	4,380,977
2035-2039	1,796,536	364,117	2,160,653
2040-2044	953,573	231,130	1,184,703
2045-2049	1,061,610	122,794	1,184,404
2050-2054	580,012	18,041	598,053
Total	$16,004,500	$3,764,030	$19,768,530

NOTE 11 - COMMITMENTS AND CONTINGENCIES:

In the normal course of business, there are outstanding various commitments and contingent liabilities in addition to the normal encumbrances for the purchase of goods and services. The City does not anticipate losses as a result of these transactions.

Government Grant/Award Programs

The City participates in a number of federal and state assisted programs. These programs are subject to program compliance audits by the grantors or their representatives. Accordingly, the City's compliance with applicable program requirements will be established at some future date. The amount, if any, of expenditures, not already disclosed, which may be disallowed by the granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

NOTE 12 - DEFERRED COMPENSATION PLAN:

The City has a deferred compensation plan under Internal Revenue Code (IRC) 457(b) which is available to substantially all City full-time employees. Participants may make salary deferral contributions from their base salaries to the Plan during a calendar year of up to 100% of their net compensation up to the allowable maximum under IRC 457(b)(2). The City will match 100% of the participant’s salary deferral contributions up to a maximum of 6% of the participant’s base salary. Total contributions to the Plan by the City for the year ended June 30, 2019 was $225,911.

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NOTE 13 - PENSION PLANS:

Defined Contribution Plan

The City has a defined contribution plan under IRC 401(a) which was available to substantially all City full-time employees through December 31, 2004. For plan years beginning January 1, 2005, the City no longer makes contributions to the plan, coinciding with the effective date it elected to participate in the State of Delaware's County and Municipal Pension Plans. All participants in the plan remain in the plan until they separate employment from the City and can continue to invest funds in their respective accounts. The plan is administered by VOYA Financial, and was last amended and restated January 25, 2016 in order to comply with applicable IRS rules and regulations.

State of Delaware's County and Municipal Pension Plans

Effective January 1, 2005, City Council elected, under provisions of the Delaware Code, to participate in the County and Municipal Police/Firefighter and the General Employees Retirement Funds. In connection with this election, the City agreed to fund prior service cost up to a maximum of fifteen (15) years for all eligible employees. Such funding was provided for from the City's reserves in its Water and Sewer Funds, as well as from assets of its existing retirement fund. Below is a description of each of these plans:

Police and Firefighters' Pension Plan
The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees' Retirement System and managed by its Board of Pension Trustees (the Board). The plan, which is Delaware's County and Municipal Police and Firefighter Pension Plan, covers City sworn police officers. The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is comprised of five members appointed by the Governor and confirmed by the State Senate, plus two ex officio members.

Service benefits under the plan include 2.5% of final average monthly compensation multiplied by years of credited service up to 20 years, plus 3.5% of final average monthly compensation multiplied by years of service in excess of 20 years. The final monthly compensation is the monthly average of the highest three years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon 5 years of credited service.

Employer contributions to the plan are determined annually by the Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2019 was 10.14% of payroll. In addition, employees are required to contribute 7% of compensation.

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NOTE 13 - PENSION PLANS (CONTINUED):

Other Employees' Pension Plan

The City contributes to a governmental cost-sharing multiple-employer defined benefit pension plan administered by the Delaware Public Employees' Retirement System and managed by its Board of Pension Trustees (the Board). The plan, which is Delaware County and Municipal Other Employees Pension Plan, covers all full-time non-uniformed City employees as well as elected officials. The State of Delaware General Assembly is responsible for setting benefits and amending plan provisions. The State Board of Pension Trustees determines the contributions required. The board is comprised of five members appointed by the Governor and confirmed by the State Senate, plus two ex officio members.

Service benefits include 1/60th of final average monthly compensation multiplied by years of credited service, subject to maximum limitations. For this plan, the final average monthly compensation is the monthly average of the highest five years of compensation. There are also disability benefits as well as survivor benefits provided by the plan. An employee is vested upon 5 years of credited service.

Employer contributions to the plan are determined annually by the Board of Pension Trustees. The employer contribution policy is set by State law and required contributions by active members and by participating employers. The contributions required by participating employers are based on an actuarial valuation and are expressed as a percentage of annual covered payrolls during the period for which the amount is determined. The employer contribution rate in fiscal year 2019 was 6.76% of payroll. In addition, employees are required to contribute 3% of compensation in excess of $6,000.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

The components of the total net pension liability of the each plan as of the June 30, 2018 measurement date were as follows:

	Police & Firefighters	Other Employees
Total pension liability	$335,948,000	$52,353,000
Plan fiduciary net position	325,867,000	45,874,000
Employer net pension liability	$ 10,081,000	$ 6,479,000
Plan fiduciary net position as		
percentage of total pension liability	97.0%	87.6%
Proportionate share of net pension liability	$ 239,714	$ 668,405

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NOTE 13 - PENSION PLANS (CONTINUED):

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued):

The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by rolling forward the System's total pension liability as of June 30, 2016 to June 30, 2018. The City's proportionate share of the net pension liability was calculated utilizing the employer's one-year reported covered payroll as it relates to the total one-year reported covered payroll. As of June 30, 2018 and 2017, the City's proportion for each plan is as follows:

	June 30, 2018	June 30, 2017	Increase (Decrease)
Police & Firefighters	2.3778%	2.3824%	(0.0046)
Other Employees	10.3161%	10.8534%	(0.5373)

For the year ended June 30, 2019, the City recognized pension expense for the plans as follows:

Police & Firefighters	$270,196
Other Employees	301,391
Total	$571,587

At June 30, 2019, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Police & Firefighters Deferred Outflows/Inflows		Other Employees Deferred Outflows/Inflows	
Difference between expected and actual experience	$ 57,363	$146,188	$181,559	$ 45,050
Change of assumptions	202,382	88,328	213,480	-0-
Net difference between projected and actual investment earnings	122,181	25,530	76,034	-0-
Changes in proportions	-0-	-0-	-0-	65,190
Contributions subsequent to the measurement date	217,625	-0-	284,307	-0-
Total	$599,551	$260,046	$755,380	$110,240

A total of $501,932 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date were recognized as a reduction of the net pension liability in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense over five years.

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NOTE 13 - PENSION PLANS (CONTINUED)

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of June 30, 2016, and update procedures were used to roll forward the total pension liability to June 30, 2017. The following actuarial assumptions were used and applied to all periods included in the measurement:

- Investment return – 7.1%, includes inflation at 2.50%
- Salary increases – Effective average of 2.50%, which reflects an allowance for inflation of 2.50%, plus merit.

The change in the discount rate assumption to 7.0% from 7.2% was due to an adoption by the Board of Trustees in Fiscal Year 2017. Mortality rates were based on the RP-2014 tables with gender adjustments for healthy annuitants and disabled retirees and an adjusted version on MP-2015 mortality improvement scale on a fully generational basis.

The total pension liabilities are measured based on assumptions pertaining to interest rates, inflation rates and employee demographics in future years. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates the larger the impact on the future financial statements.

Investments

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by an asset allocation percentage which is based on the nature and mix of current and expected plan investments, and by adding expected inflation.

Best estimates of geometric real rates of return for each major asset class as of June 30, 2018 are summarized in the following table:

Asset Class	Asset Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	33.5%	5.7%
International Equity	13.7%	5.7%
Fixed Income	26.6%	2.0%
Non-Traditional Investments	22.7%	7.8%
Cash & Equivalents	3.5%	0.0%

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NOTE 13 - PENSION PLANS (CONTINUED):

Discount Rate

The discount rate used to measure the total pension liability was 7.0%. The change in the discount rate assumption to 7% from 7.2% was due to adoption by the Board of Trustees in fiscal year 2017. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at rates determined by the Board of Pension Trustees, actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long- term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's Proportionate Share of the Net Pension Liability

The following presents the City's net pension liability, calculated using the discount rate of 7.0%, as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage lower (6.0%) or 1-percentage higher (8.0%) than the current rate:

	1% Decrease 6.0%	Current Discount Rate 7.0%	1% Increase 8.0%
County and Municipal P&F	$63,750,000	$10,081,000	($33,617,000)
County and Municipal Other	$14,579,000	$6,479,000	($182,000)

Pension Plan Fiduciary Net Position

Detailed information about DPERS' fiduciary net position is available in DPERS Comprehensive Annual Financial Report which can be found on the System's website at https://open.omb.delaware.gov.

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CITY OF MILFORD, DE
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Amounts, Budgetary Basis	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
Property Taxes	$ 3,927,716	$ 3,927,716	$ 4,005,414	$ 77,698
Fees and Fines	110,000	110,000	187,669	77,669
Licenses and Permits	326,000	336,000	495,291	159,291
Sale of Business Park Land	-	-	-	-
Intergovernmental	323,485	323,485	40,130	(283,355)
Investment Earnings	30,000	30,000	131,382	101,382
Miscellaneous	375,065	390,065	721,401	331,336
Total Revenues	5,092,266	5,117,266	5,581,287	464,021
EXPENDITURES				
Current:				
General Government	1,604,538	1,664,749	1,592,854	71,895
Public Safety	4,741,608	5,251,249	5,087,380	163,869
Public Works	838,505	838,505	719,161	119,344
Culture and Recreation	987,615	986,615	916,541	70,074
Debt Service:				
Principal	-	-	-	-
Interest and Other Charges	-	-	-	-
Capital Outlay	545,500	743,199	672,762	70,437
Total Expenditures	8,717,766	9,484,317	8,988,698	495,619
Deficiency of Revenues Over Expenditures	(3,625,500)	(4,367,051)	(3,407,411)	959,640
OTHER FINANCING SOURCES				
Real Estate Transfer Tax (from Special Revenue Fund)	500,000	500,000	500,000	-
Transfers In From Electric Fund	2,500,000	2,500,000	2,500,000	-
Other Transfers In/Out	-	312,641	307,680	(4,961)
Net Change in Fund Balance	(625,500)	(1,054,410)	(99,731)	954,679
DEFICIENCY FUNDED BY				
General Fund Prior Balance and Reserves	625,500	1,054,410	99,731	(954,679)
Net Revenues, Other Financing Sources, Prior Fund Balances and Expenditures	$ -	$ -	$ -	$ -

See accompanying notes to required supplementary information.

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CITY OF MILFORD, DELAWARE
SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
FOR THE LAST FOUR FISCAL YEARS

	2019	2018	2017	2016
County & Municipal Police and Firefighters' Pension Plan				
Proportion of the net pension liability (asset)	2.2946%	2.3779%	2.3824%	2.4964%
Proporationate share of the net pension liability (asset)	$ 528,464	$ 239,714	$ 378,701	$ (131,558)
Covered-employee payroll	$ 2,147,178	$ 1,905,658	$ 1,944,111	$ 1,735,698
Proportionate share of the net pension liability as a percentage of covered-employee payroll	24.6%	12.6%	19.5%	-7.6%
Plan's fiduciary net position	$ 367,470,000	$ 325,867,000	$ 284,298,000	$ 273,109,000
Plan fiduciary net positon as a percentage of the total pension liability (asset)	94.1%	97.0%	94.7%	-102.0%
County & Municipal Other Employees' Pension Plan				
Proportion of the net pension liability (asset)	10.0612%	10.3165%	10.8530%	12.1628%
Proporationate share of the net pension liability (asset)	$ 316,616	$ 668,405	$ 672,454	$ 5,230
Covered-employee payroll	$ 4,205,852	$ 3,476,349	$ 3,628,008	$ 3,630,778
Proportionate share of the net pension liability as a percentage of covered-employee payroll	7.5%	19.2%	18.5%	0.1%
Plan's fiduciary net position	$ 53,122,000	$ 45,874,000	$ 39,292,000	$ 37,840,000
Plan fiduciary net positon as a percentage of the total pension liability	94.4%	87.6%	86.4%	99.9%

See accompanying notes to required supplementary information.

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CITY OF MILFORD, DELAWARE
SCHEDULE OF EMPLOYER CONTRIBUTIONS - PENSION PLAN
FOR THE LAST FOUR FISCAL YEARS

	2019	2018	2017	2016
County & Municipal Police and Firefighters' Pension Plan				
Contractually required contribution	$ 217,625	$ 269,023	$ 240,395	$ 251,302
Contributions in relation to the contractually determined contribution	217,625	269,023	240,395	251,302
Contribution (excess) deficiency	$ -0-	$ -0-	$ -0-	$ -0-
Covered-employee payroll	$ 2,147,178	$ 1,905,658	$ 1,944,111	$ 1,735,698
Contributions as a percentage of covered-employee payroll	10.14%	14.12%	12.37%	14.48%
County & Municipal Other Employees' Pension Plan				
Contractually required contribution	$ 284,307	$ 259,355	$ 225,472	$ 235,458
Contributions in relation to the contractually determined contribution	284,307	259,355	225,472	235,458
Contribution (excess) deficiency	$ -0-	$ -0-	$ -0-	$ -0-
Covered-employee payroll	$ 4,205,852	$ 3,476,349	$ 3,628,008	$ 3,630,778
Contributions as a percentage of covered-employee payroll	6.76%	7.46%	6.21%	6.49%

See accompanying notes to required supplementary information.

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NOTE 1 - GENERAL

Required supplementary information includes financial information and disclosures that are required by the Governmental Accounting Standards Board but are not considered part of the basic financial statements.

NOTE 2 - BUDGETARY BASIS

The budgetary comparison schedule is prepared on a basis that is consistent with generally accepted accounting principles (GAAP).

NOTE 3 - PENSION PLANS

The following notes pertain to both the County and Municipal Police and Firefighters Pension Plan and the County and Municipal Other Employees' Pension Plan.

Changes in Benefit Terms

None

Changes in Assumptions

The changes in assumptions used to determine total pension liability are described in Note 13 to the financial statements.

Method and Assumptions used in calculations of actuarially determined contributions

The actuarially determined contribution rates in the Schedule of Employers' Contributions are calculated as of the June 30 two years prior to the end of the fiscal year in which the contributions are reported. Complete descriptions of the methods and assumptions used to determine the contribution rates for Fiscal Year 2017 can be found in the June 30, 2015 actuarial valuation reports. The following actuarial methods and assumptions were used to determine contribution rates reported in that schedule:

- Actuarial Cost Method – Entry Age Normal
- Amortization Method – Open 10 Year Level Percent of Payroll
- Remaining Amortization Period – 10 Years
- Asset Valuation Method - 5 Year Smoothed Market
- Actuarial Assumptions
  - Discount Rate – 7.0%
  - Amortization Growth Rate 3.0%
  - Price Inflation – 3.0%

10-year Reporting Requirements

The preceding required supplementary schedules, as related to pensions, are intended to show information for 10 years. Additional years will be displayed as they become available.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Mayor and City Council
City of Milford
Milford, Delaware

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Milford, Delaware, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City of Milford, Delaware's basic financial statements and have issued our report thereon dated December 2, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Milford, Delaware's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of, but not for the purpose of expressing an opinion on the effectiveness of the City of Milford, Delaware's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Milford, Delaware's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Milford, Delaware's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Voorhees, New Jersey
December 2, 2019

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
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To: Eric Norenberg, City Manager
From: Christie Murphy, Solid Waste & Facilities Supervisor
Subject: LED Replacement Project
Date: November 25, 2019

Staff requests City Council consider a recommendation to upgrade our current lighting to LED technology within each City facility. Two options have been evaluated--1) re-lamping only and 2) completely new LED fixture replacements. The most cost-efficient resolution is to replace the fixtures in the Public Works, Finance and Customer Service Buildings with LED fixtures, and to re-lamp only in the Police Department and City Hall. By completing this project, the payback will be less than three years.

The purchase of LED materials and labor will be made through the Delaware State Contract. Specifications for LED lighting lamps and fixtures are attached. The total project cost, including materials and labor, is $94,651. The FY2020 Capital Budget included $30,000 for the project.

Efficiency Smart and DNREC monies have made available for a total of $22,682 ($4,105 Efficiency Smart and $18,577 DNREC Grant). DEMEC also has Green Energy funds, of up to $64,210, that can be used toward the project.

Labor will be through the awarded Delaware State Contract #GSS17748/Contractor Masten Electric in the amount of $32,150, of which $30,000 Capital Funding will be used (line item 222-6120-435-70.20) and $2,150 from the DEMEC Green Energy Fund. Because the purchase is less than $50,000, Council action is not required.

RECOMMENDATION: Staff recommends City Council authorize a purchase order to United Electric, Dover, DE for materials in the amount of $62,501, in accordance with the State of Delaware Contract #GSS17749, with $39,819 being paid from the DEMEC Green Energy fund, $18,577 from a DNREC Grant and $4,105 from Efficiency Smart.

LED REPLACEMENT PROJECT COST

City Facility	Parts	Labor	Total Project Cost	10yr Operating Savings	Payback Period
City Hall (relamp only)	$ 4,355.00	$ 2,500.00	$ 6,855.00	$ 58,639.00	
Police Dept (relamp only)	$ 3,879.00	$ 1,850.00	$ 5,729.00	$ 139,369.00	
Customer Service	$ 5,955.00	$ 3,500.00	$ 9,455.00	$ 15,502.00	Less than 3 years
Finance	$ 4,043.00	$ 2,800.00	$ 6,843.00	$ 11,040.00	
Public Works	$ 44,269.00	$ 21,500.00	$ 65,769.00	$ 99,499.00	
TOTAL PROJECT COST (w/o incentives)	**$ 62,501.00**	**$ 32,150.00**	**$ 94,651.00**	**$ 324,049.00**	
*Efficency Smart Incentive**	$ (4,105.00)		$ (4,105.00)		
**subject to change upon 10% change in qty.*					
*Proposed DNREC Grant Incentive***	$ (18,577.00)		$ (18,577.00)		
***incentive proposed in United Electric Audit*					
DEMEC Green Energy Fund	$ (39,819.00)	$ (2,150.00)	$ (41,969.00)		
FY20 Budgeted Amount		$ (30,000.00)	$ (30,000.00)		
TOTAL PROJECT COST (w/incentives)	**$ -**	**$ -**	**$ -**		

ULTRA LED™ A-line Lamps

Omnidirectional



A19



16W A21



23W A21

Key Features & Benefits

- Dimmable down to 10%*
- Long life: up to 15,000 hours (L_{70})
- UV and IR free
- Mercury and lead free
- RoHS compliant
- Available in 2700K, 3000K, 3500K and 5000K color temperatures
- Suitable for rough service
- Suitable for indoor/outdoor environments
- Reduces energy consumption up to 85%
- Last up to 20 times longer than incandescent lamps
- No warm-up time, instant-on with full light output and stable color

* Performance may vary depending on dimmer used in application. Please refer to Dimmer Compatibility List (RETRO-DIM) for a list of compatible dimmers or visit www.SYLVANIA.com/LEDRetrofit

Rated up to 15,000 hours at 70% lumen maintenance, SYLVANIA ULTRA LED A-line omnidirectional lamps offer years of service and reduce energy and maintenance costs. SYLVANIA ULTRA LED lamps are environmentally preferred products. They are RoHS compliant and contain no mercury, lead or other hazardous materials. They emit no UV or IR radiation. A CRI of 80 ensures good color definition and 2700K, 3000K, 3500K and 5000K color temperatures, these lamps can be used in many applications in both homes and businesses.

Product Offering

Ordering Abbreviation	Wattage	Color Temperature	Typical Lumens
LED5.5W A19	5.5	2700K, 3000K & 5000K	450
LED9W A19	9	2700K, 3000K, 3500K & 5000K	800
LED12W A19	12	2700K, 3000K, 3500K & 5000K	1100
LED16W A21	16	2700K, 3500K & 5000K	1600
LED23W A21	23	2700K, 3000K & 5000K	2600

Application Information

Applications

- Downlights
- Pendant fixtures
- Table lamps
- Wall sconces

Market Segments

- Healthcare
- Hospitality
- Residential
- Retail

Application Notes

1. Operating temperature range between -20°C and +45°C (-4°F and + 113°F)
2. Not for use with emergency light fixtures or exit lights
3. 5.5W, 9W and 12W lamps are approved for totally enclosed fixtures. All other lamps are not for use in totally enclosed fixtures.
4. Suitable for damp locations

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. For FCC Part 15 user information, please see www.sylvania.com/fcc15b.

Specification Data

Catalog #	Type
Project	
Comments	
Prepared by	

Ordering Information

Item Number	Ordering Abbreviation	Wattage (W)	Base Type	Replaces	Input Voltage (V)	Average Rated Life (hrs.)	CCT	Typical Lumens (lm)	CRI	Bulb Finish	ENERGY STAR®
74688	LED5.5A19/DIM/O/827/U/B	5.5	Medium	40W	120	15,000	2700K	450	80	Frosted	Yes
74398	LED5.5A19/DIM/O/830/U	5.5	Medium	40W	120	15,000	3000K	450	80	Frosted	Yes
78068	LED5.5A19/DIM/O/850/U/B	5.5	Medium	40W	120	15,000	5000K	450	80	Frosted	Yes
74687	LED9A19/DIM/O/827/U/B	9	Medium	60W	120	15,000	2700K	800	80	Frosted	Yes
40043	LED9A19/DIM/O/830/U/RP	9	Medium	60W	120	15,000	3000K	800	80	Frosted	Yes
78037	LED9A19/DIM/O/835/U/RP	9	Medium	60W	120	15,000	3500K	800	80	Frosted	Yes
78038	LED9A19/DIM/O/835/U/RP4	9	Medium	60W	120	15,000	3500K	800	80	Frosted	Yes
78066	LED9A19/DIM/O/850/U/B	9	Medium	60W	120	15,000	5000K	800	80	Frosted	Yes
74685	LED12A19/DIM/O/827/U/B	12	Medium	75W	120	15,000	2700K	1100	80	Frosted	Yes
40044	LED12A19/DIM/O/830/U/B	12	Medium	75W	120	15,000	3000K	1100	80	Frosted	Yes
71190	LED12A19/DIM/O835/U/B	12	Medium	75W	120	15,000	3500K	1100	80	Frosted	Yes
74426	LED12A19/DIM/O/835/U/RP	12	Medium	75W	120	15,000	3500K	1100	80	Frosted	Yes
74427	LED12A19/DIM/O/835/U/RP4	12	Medium	75W	120	15,000	3500K	1100	80	Frosted	Yes
74428	LED12A19/DIM/O/850/U/RP	12	Medium	75W	120	15,000	5000K	1100	80	Frosted	Yes
74690	LED12A19/DIM/O/850/U/B	12	Medium	75W	120	15,000	5000K	1100	80	Frosted	Yes
74689	LED16A21/DIM/O/827/U/B	16	Medium	100W	120	15,000	2700K	1600	80	Frosted	Yes
71194	LED16A21/DIM/O/835/U/RP	16	Medium	100W	120	15,000	3500K	1600	80	Frosted	Yes
73190	LED16A21/DIM/O/835/U/RP4	16	Medium	100W	120	15,000	3500K	1600	80	Frosted	Yes
74691	LED16A21/DIM/O/850/U/B	16	Medium	100W	120	15,000	5000K	1600	80	Frosted	Yes
79714	LED23A21/DIM/O/827/U/B	23	Medium	150W	120	15,000	2700K	2600	80	Frosted	Yes
79734	LED23A21/DIM/O/830/U/B	23	Medium	150W	120	15,000	3000K	2600	80	Frosted	Yes
79735	LED23A21/DIM/O/850/U/B	23	Medium	150W	120	15,000	5000K	2600	80	Frosted	Yes

Ordering Guide

LED	5.5	A19	/	DIM	/	0	/	8	27	/	U	/	RP
LED Lamps	Wattage	Lamp Type A19		Dimmable		Omnidirectional		CRI 8 = 80+	CCT 27 = 2700K 30 = 3000K 35 = 3500K 50 = 5000K		ULTRA		Retail Pack

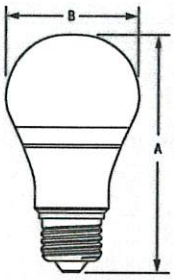
Energy Savings

Basic Product Description	LED Life (hrs.)	LED Lumens	Similar Incandescent	Incandescent Life (hrs.)	Incandescent Lumens	Watts Saved	Energy Savings*	LED Life vs. Incandescent
LED5.5A19	15,000	450	40W A19	1500	465	34.5	$56	10x
LED9A19	15,000	800	60W A19	1000	850	51	$84	15x
LED12A19	15,000	1100	75W A19	750	1170	63	$103	20x
LED16A21	15,000	1600	100W A19	750	1600	84	$138	20x
LED23A21	15,000	2600	150W A21	750	2670	125	$209	20x

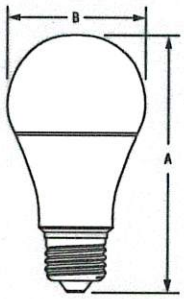
*Energy savings over life of lamp calculated at $0.11/kWh

Lamp Dimensions

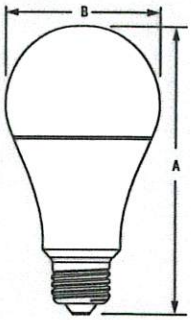
	(A) MOL (inches)	(B) Diameter (inches)
LED5.5 & LED9	4.17	2.36
LED12A19	4.42	2.36
LED16A21	5.15	2.75
LED23A21	5.45	2.93



LED5.5 & LED9



LED12A19



LED16A21
LED23A21

LEDVANCE LLC
200 Ballardvale Street
Wilmington, MA 01887 USA
Phone 1-800-LIGHTBULB (1-800-544-4828)
www.sylvania.com

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/sylvania /sylvania

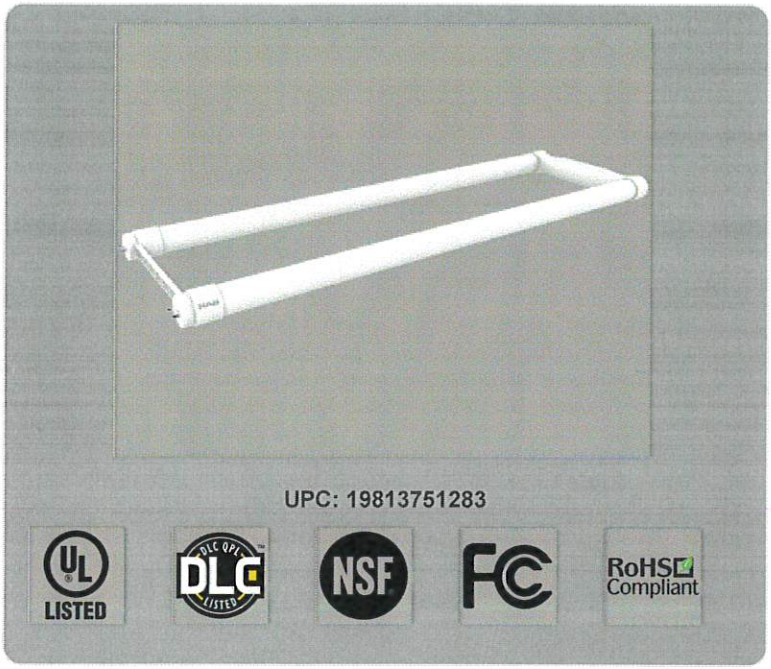
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U6-15-835-DIR

50K
NRS

RAB | Lamps

Project:	Type:	Prepared By:	Date:
City of Milford	U-BEND LED	D.BRANDA	9/19/19



Features and Benefits

FLUORESCENT REPLACEMENT - Replace conventional fluorescent T8 linear tubes

EASY TO INSTALL - Simply plug and play No rewiring, no tools, no instructions

50,000-HOUR LIFESPAN - Lasts 1.6x longer than conventional fluorescent tubes

ENCLOSED FIXTURE RATED - May be used in enclosed and open fixtures

DIFFUSION COATING - Will maintain the same light quality over time and won't yellow, shrink, or wrinkle

BALLAST COMPATIBLE - Please check Compatibility List

SAVE ENERGY AND MONEY - Approximately 40% more efficient than conventional T8 lamps

INSTANT ON - No warmup time required, full brightness instantly

MERCURY FREE - Environmentally friendly vs fluorescent technologies

Technical Specifications

Product Type	Linear
Bulb Shape	U-Bent
Nominal Length	U6
Finish	Frosted
Wattage	15W
Wattage Equivalency	32W Fluorescent
Typical Lumen Output	2100
Efficacy	140 lm/W
Color Temperature	3500K Neutral White
CRI	82
Base Type	2G13
L70 Lifespan	50,000 hours
Operating Temperature	-20°C - 45°C
Dimmable	No
Beam Angle	240°
Warranty	5-Year, No-Compromise Warranty
Installation Type	Type A, Plug and Play
For Use in Emergency Fixtures	No
For Use Outdoors in Open Fixtures	No

Electrical Characteristics

Input Voltage	Ballast Dependent
Power Factor	Ballast Dependent
Operating Frequency	Ballast Dependent
Input Current @ 120V	Ballast Dependent
Input Current @ 277V	Ballast Dependent
THDi	<20%

Listings

UL Listed	Yes
NSF Listing	Meets NSF/ANSI standards for use in Food Zone (non-contact), Splash, and Non-Food Zones
DLC Listed	This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.
DLC Model Number	U6-15-835-DIR
DLC Product Code	PZQNGL8J
CEC Status	Lawful for sale in California

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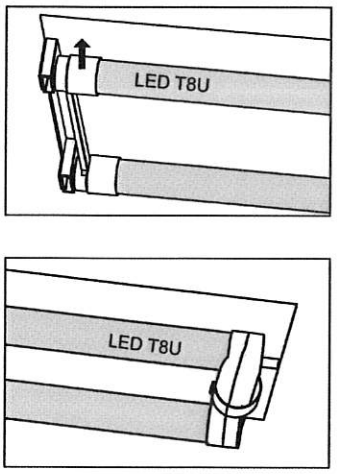
Ballast Performance

	0.78BF	0.88BF	1.88BF
Lumens	2000	2220	2880
System Power (W)	16	17.5	22.5

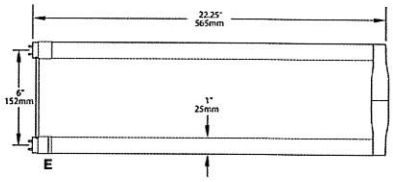
Case and Pallet Dimensions

	QTY	LENGTH	WIDTH	HEIGHT
CASE	12	24	15.6	8.9
PALLET	300	47.2	39.4	40.2

Wiring Diagram



Dimension

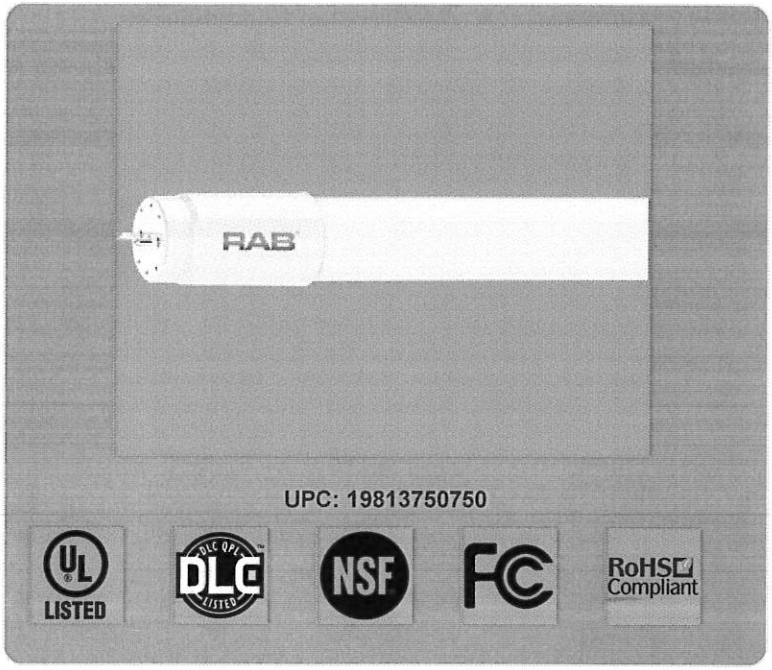


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T8-15-48G-835-DIR

RAB | Lamps

Project:	Type:	Prepared By:	Date:
City of Milford	4' LED	D. Branda	9/19/19



Features and Benefits

FLUORESCENT REPLACEMENT - Replace conventional fluorescent T8 linear tubes

EASY TO INSTALL - Simply plug and play No rewiring, no tools, no instructions

50,000-HOUR LIFESPAN - Lasts 1.6x longer than conventional fluorescent tubes

ENCLOSED FIXTURE RATED - May be used in enclosed and open fixtures

DIFFUSION COATING - Will maintain the same light quality over time and won't yellow, shrink, or wrinkle

BALLAST COMPATIBLE - Please check Compatibility List

SAVE ENERGY AND MONEY - Approximately 40% more efficient than conventional T8 lamps

INSTANT ON - No warmup time required, full brightness instantly

MERCURY FREE - Environmentally friendly vs fluorescent technologies

Technical Specifications

Product Type	Linear
Bulb Shape	T8
Nominal Length	4FT
Finish	Frosted
Wattage	15W
Wattage Equivalency	32W Fluorescent
Typical Lumen Output	2000
Efficacy	133 lm/W
Color Temperature	3500K Neutral White
CRI	82
Base Type	G13
L70 Lifespan	50,000 hours
Operating Temperature	-20°C - 45°C
Dimmable	No
Beam Angle	240°
Warranty	5-Year, No-Compromise Warranty
For Use in Emergency Fixtures	No
For Use Outdoors in Open Fixtures	No

Electrical Characteristics

Input Voltage	Ballast Dependent
Power Factor	Ballast Dependent
Operating Frequency	Ballast Dependent
Input Current @ 120V	Ballast Dependent
Input Current @ 277V	Ballast Dependent
Flicker	≤40%
THDi	<25%

Listings

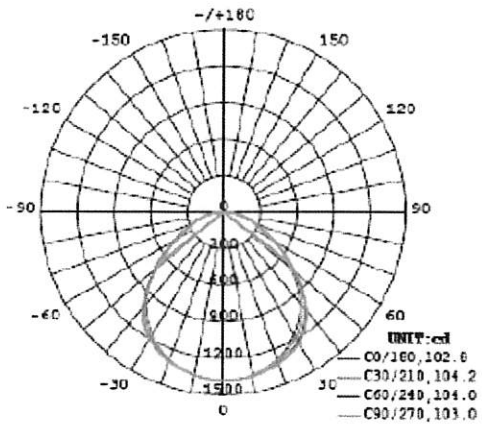
UL Listed	Yes
NSF Listing	Meets NSF/ANSI standards for use in Food Zone (non-contact), Splash, and Non-Food Zones
DLC Listed	This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities. DLC Product Code: PVH09D9Q
DLC Model Number	T8-15-48G-835-DIR
DLC Product Code	PVH09D9Q
CEC Status	Lawful for sale in California

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T8-15-48G-835-DIR

RAB | Lamps

Light Distribution



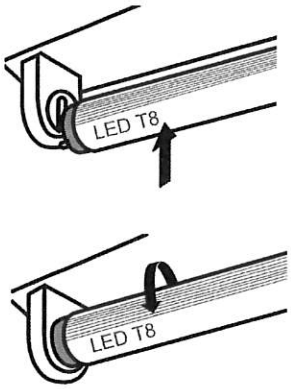
Ballast Performance

	0.78BF	0.88BF	1.88BF
Lumens	1850	2050	2640
System Power (W)	16	17.5	22.5

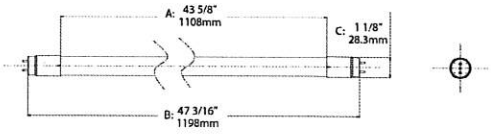
Case and Pallet Dimensions

	QTY	LENGTH	WIDTH	HEIGHT
CASE	25	49.2	7.9	7.3
PALLET	30	49.2	39.4	48.8

Wiring Diagram



Dimension



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T8-43-96G-FA8-835-DE-BYP

RAB | Lamps

Project:	Type:	Prepared By:	Date:
City of Milford	8' LED LAMP	D.BRANDA	9/19/19



UPC: 19813751368

Features and Benefits

FLUORESCENT REPLACEMENT - Replace conventional fluorescent T8 and T12 linear tubes

EASY TO INSTALL - Simply cut the ballast out, and rewire sockets directly to line voltage

SAVE ENERGY AND MONEY - Provides same output as fluorescent but uses far less energy

ENCLOSED FIXTURE RATED - May be used in enclosed and open fixtures

DIFFUSION COATING - Will maintain the same light quality over time and won't yellow, shrink, or wrinkle

BALLAST BYPASS - Internal driver eliminates the need for external ballasts or drivers

INSTANT ON - No warmup time required, full brightness instantly

LOW FLICKER - Less than 5% flicker

MERCURY FREE - Environmentally friendly vs fluorescent technologies

SHUNTED AND NON-SHUNTED - Works on shunted and non-shunted sockets

Technical Specifications

Product Type	Linear
Bulb Shape	T8
Nominal Length	8FT
Finish	Frosted
Wattage	43W
Wattage Equivalency	59W/54W Fluorescent
Typical Lumen Output	5000
Efficacy	116 lm/W
Color Temperature	3500K Neutral White
CRI	82
Base Type	Fa8
L70 Lifespan	50,000 hours
Operating Temperature	-20°C - 45°C
Dimmable	No
Beam Angle	240°
Warranty	5-Year, No-Compromise Warranty
Installation Type	Type B, Double Ended wiring
For Use in Emergency Fixtures	No
For Use Outdoors in Open Fixtures	No

Electrical Characteristics

Input Voltage	120-277V
Power Factor	0.9
Operating Frequency	50 / 60 Hz
THDi	<20%

Listings

UL Recognized	Yes
UL Classified	Yes
NSF Listing	Meets NSF/ANSI standards for use in Food Zone (non-contact), Splash, and Non-Food Zones
DLC Listed	This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities.
DLC Model Number	T8-43-96G-Fa8-835-DE-BYP
DLC Product Code	PLCPHCMV6D6Q
CEC Status	Lawful for sale in California

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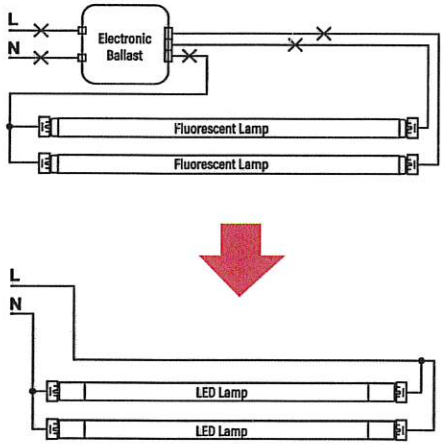
T8-43-96G-FA8-835-DE-BYP

RAB | Lamps

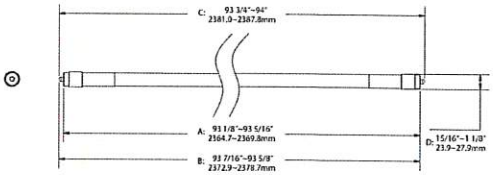
Case and Pallet Dimensions

	QTY	LENGTH	WIDTH	HEIGHT
CASE	10	95.7	7.5	4.7
PALLET	1000	0	0	0

Wiring Diagram



Dimension



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HUBBELL Outdoor Lighting

DATE: 9/19/19 | LOCATION:

TYPE: New Fixture | PROJECT: City of Milford

CATALOG #: NRG-356L-5K-U

NRG 300 SERIES

PERIMETER WALL PACK

tradeSELECT®

DIMENSIONS
CATALOG PAGE
INSTALL INSTRUCTIONS
SELECTION GUIDE

FEATURES

- New higher output plus increased lumens per watt
- 4000K and 5000K high 80 CRI LEDs provide optimal color recognition
- 1,800+ lumens at 110+ LPW
- Universal voltage 120-277V (including photocontrol)
- Non-cutoff retractor fills surrounding area with safety/security illumination
- ½ bottom knockout for surface conduit wiring
- Rigid cast aluminum back housing
- One-piece polycarbonate front
- Tamper proof hardware included
- DLC® (DesignLights Consortium) Qualified - see www.designlights.org



RELATED PRODUCTS

Permaliter® PGM3/PGL

WGH Glass Wallpacks

SPECIFICATIONS

CONSTRUCTION

- Full polycarbonate front provides vandal resistance and efficient spread of forward and lateral light coverage
- Internally painted bronze finish for lasting appearance
- LED unit is an excellent upgrade from HID systems featuring a 17w LED system with a 1700+ lumen output, 4000K or 5000K CCT, 80 CRI - 60,500 hr rated life at L94
- Rugged cast aluminum back housing for rigid mounting; Bottom 1/2" conduit knockout for surface conduit wiring. Back hub allows access to recessed wiring boxes; Two point mounting; Additional center-pin torx screws provided for tamper-resistant applications

OPTICS

- Single driver 50/60 Hz, 120-277V
- NRG-356L is 1858/1794 lumens, 4000K/5000K, 112/110 IPW, CRI 80, 1 driver at 100mA
- PC version 120V-277V

CERTIFICATIONS

- Listed to UL 1598 for use in wet locations
- Some LED models meet DesignLights Consortium (DLC) qualifications, consult DLC website for more details: http://www.designlights.org/QPL

WARRANTY

- 5 Year warranty
- See HLI Standard Warranty for additional information

KEY DATA	
Lumen Range	1794–1858
Wattage	16.6
Efficacy Range (LPW)	110–112
Fixture Projected Life (Hours)	L70 > 50K
Weight lbs. (kg)	6 lbs. (2.7kg)

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701 Millennium Blvd • Greenville, SC 29607 / Tel 888.777.4832 / Website www.hubbelloutdoor.com

HUBBELL Lighting

HUBBELL Outdoor Lighting

DATE: 9/19/19 | LOCATION:

TYPE: New Fixture | PROJECT: City of Milford

CATALOG #: NRG-356L-5K-U

NRG 300 SERIES

PERIMETER WALL PACK

ORDERING INFORMATION

Catalog Number						
Without Photocontrol	With Photocontrol	Wattage	Voltage	Max Input Amps	Color	Weight lbs. (kg)
NRG–356L–4K–U	NRG–356L–4K–U–PC	16.6W	120–277V	.15	Bronze	6 (2.7)
NRG–356L–5K–U	NRG–356L–4K–U–PC	16.3W	120–277V	.15	Bronze	6 (2.7)

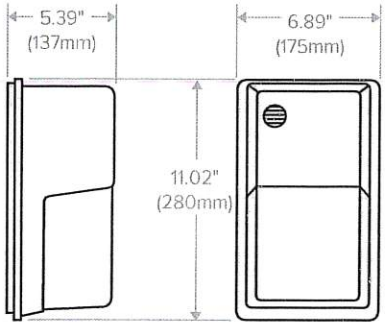
ACCESSORIES

Catalog Number	Description
PBT–1	Button photocontrol, 120V
PBT–234	Button photocontrol, 208, 240, 277V

REPLACEMENT PART - ORDER SEPARATELY

Catalog Number	Description
SM352–COVER	Polycarbonate front cover, Bronze

DIMENSIONS



ADDITIONAL INFORMATION

ORDERING INFORMATION

Catalog Number	G.W (kg)/ CTN	Carton Dimensions			Carton Qty. per Master Pack
		Length Inch (cm)	Width Inch (cm)	Height Inch (cm)	
NRG356LU5KBZ	5.33 (2.42)	11.8 (30)	7.4 (19)	6.1 (15.5)	1
NRG356LU5K–BZPC	5.40 (2.45)	11.8 (30)	7.4 (19)	6.1 (15.5)	1

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HUBBELL Lighting

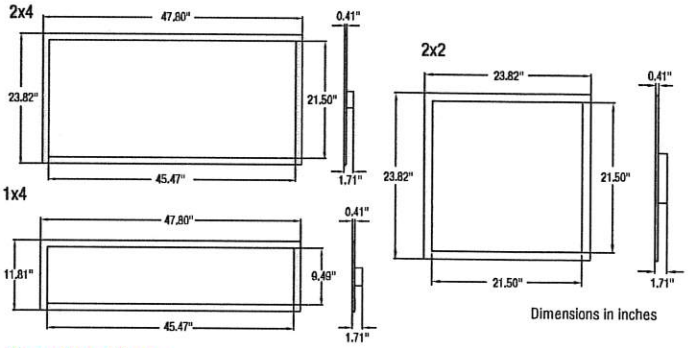
SYLVANIA Luminaires

Edge-Lit Panel

Catalog # PANELF1A/040UNVD835/24G/WH	**Type**
Project CITY OF MILFORD	2X4 ACRYLIC AND 2X4 SURFACE
Notes PUBLIC WORKS, FINANCE AND CUSTOMER SERVICE	
Date	
Prepared by ** Surface mount kit	



Dimensions



Dimensions in inches

Product Features

The Edge-Lit Panels are environmentally preferable LED alternatives to traditional fluorescent luminaires, offering up to 52% in energy savings. Ideal in place of traditional luminaires, or as new installations, the Edge-Lit Panels are offered in three sizes for illuminating offices, retail or hospitality areas.

The slim design of these luminaires is beneficial for installation in tight ceilings spaces and they offer low glare and uniform illumination. SYLVANIA luminaires assure optimum light engine performance for extended service and rated life (≥50,000 hours L_{70}).

Wattage Comparison Chart

Edge-Lit Panel Size	Traditional Source	Traditional System Wattage	LED System Wattage	Energy Savings
1x4	2x28W T8	49	32	35%
	2x32W T8	56	32	43%
2x2	3x17W T8	48	32	33%
	2U31 T8	56	32	43%
2x4	2x28W T8	49	32	35%
	2x32W T8	56	32	43%
	3x28W T8	73	40	45%
	3x32W T8	83	40	52%

Specifications

Weight: 1x4 & 2x2: 6.17lbs (2.8 kg) Standard 2x4: 9.92lbs (4.5 kg) Standard
1x4 & 2x2: 8.38lbs (3.8 kg) Emergency 2x4: 12.13lbs (5.5 kg) Emergency

Construction: Extruded aluminum frame with sheet metal back plate, earthquake clips and diffused flat lens. The standard color is white.

LED System: LED system with a life rating of ≥50,000 hours at L_{70} @ 25°C. Luminaire efficacy up to 114 LPW.

Electrical: Offered in 32 and 40 Watts, the luminaire is designed to operate through the 120-277 VAC universal voltage range. The LED driver has a 0.5kV inherent surge suppression and is a constant current device. The power factor is ≥90% and THD is ≤20%.

Dimming: The driver is 0-10V dimmable (down to 10%). Please reference the dimmer compatibility document (LEDLUM012).

Color Characteristics: CRI>80; CCT of 3500K, 4000K or 5000K.

Options Available: Emergency Battery Backup.

Installation: Luminaire lays in standard 15/16" and 9/16" T-grid ceilings.

Operating Temperature: -4°F to +104°F (-20°C to +40°C);
EM: +32°F to +104°F (0°C to +40°C).

Listings: cETLus listed to UL1598 standards, IC and damp rated.

Note: Suitable for use in closets, compliant with NFPA 70, NEC section 410.16 (A)(3) and 410.16 (C)(5).

Warranty: Standard 5-year luminaire warranty (LEDLUM001).

Note: Specifications subject to change without notice. IES files available online.

**DLC not applicable to emergency versions

Ordering Guide

Item Number:

PANELF	1A	040	UNV	D	8	35	24	G	WH	
PANELF	**1A** /	**XXX**	**XXX**	**D**	**8**	**XX** /	**XX**	**G** /	**WH** /	**X**
Product Name	Generation	Wattage	Voltage	Dimming	CRI	Color Temp (CCT)	Dimension	Mounting	Color/Finish	Option
PANELF	1A	032 = 32 Watts 040 = 40 Watts*	UNV = 120-277V	D = 0-10V	8 ≥ 80	35 = 3500K 40 = 4000K 50 = 5000K	14 = 1x4 22 = 2x2 24 = 2x4	G = Grid	WH = White	Blank = No Option E = Emergency

*Only available in 2x4 size.

Photometric Data

Average Illuminance (FC) at 30" AFF and avg/min uniformity
80/50/20 Reflectances

			8 ft Mounting Height			10 ft Mounting Height			12 ft Mounting Height		
			On Center Fixture Spacing			On Center Fixture Spacing			On Center Fixture Spacing		
			8'x10'	10'x10'	10'x12'	8'x10'	10'x10'	10'x12'	8'x10'	10'x10'	10'x12'
1'x4'	32W	PANELF1A/032UNVD835/14G/WH	44fc / 3.2	36fc / 2.9	32fc / 2.0	43fc / 2.7	35fc / 2.4	31fc / 1.8	42fc / 2.5	34fc / 2.3	31fc / 1.8
		PANELF1A/032UNVD840/14G/WH									
2'x2'	32W	PANELF1A/032UNVD835/22G/WH	47fc / 3.2	39fc / 2.9	35fc / 2.0	46fc / 2.7	38fc / 2.4	33fc / 1.8	44fc / 2.4	37fc / 2.3	33fc / 1.8
		PANELF1A/032UNVD840/22G/WH									
2'x4'	32W	PANELF1A/032UNVD835/24G/WH	44fc / 3.3	36fc / 2.8	32fc / 2.0	43fc / 2.7	35fc / 2.4	31fc / 1.8	42fc / 2.5	34fc / 2.3	31fc / 1.7
		PANELF1A/032UNVD840/24G/WH									
	40W	PANELF1A/040UNVD835/24G/WH	62fc / 3.3	51 fc /2.8	46fc / 2.0	60fc / 2.7	50fc / 2.4	44fc / 1.8	59fc / 2.5	48fc / 2.3	43fc / 1.7
		PANELF1A/040UNVD840/24G/WH									

*Table also applicable to emergency versions.

Ordering Information

Item Number	Ordering Abbreviation	Power (W)	Input Voltage	Dimming	CRI	Color Temp (CCT)	Size	Total Fixture Lumens	LPW*	DLC**	Options
74243	PANELF1A/032UNVD835/14G/WH	32	120-277V	0-10V	>80	3500K	1x4	3200	102	Std	–
74244	PANELF1A/032UNVD840/14G/WH	32	120-277V	0-10V	>80	4000K	1x4	3300	104	Std	–
74938	PANELF1A/032UNVD850/14G/WH	32	120-277V	0-10V	>80	5000K	1x4	3500	110	Std	–
74251	PANELF1A/032UNVD835/22G/WH	32	120-277V	0-10V	>80	3500K	2x2	3500	110	Std	–
74252	PANELF1A/032UNVD840/22G/WH	32	120-277V	0-10V	>80	4000K	2x2	3500	110	Std	–
74797	PANELF1A/032UNVD850/22G/WH	32	120-277V	0-10V	>80	5000K	2x2	3500	114	Std	–
74247	PANELF1A/032UNVD835/24G/WH	32	120-277V	0-10V	>80	3500K	2x4	3300	104	Std	–
74248	PANELF1A/032UNVD840/24G/WH	32	120-277V	0-10V	>80	4000K	2x4	3300	104	Std	–
74935	PANELF1A/032UNVD850/24G/WH	32	120-277V	0-10V	>80	5000K	2x4	3500	112	Std	–
74249	PANELF1A/040UNVD835/24G/WH	40	120-277V	0-10V	>80	3500K	2x4	4200	109	Std	–
74250	PANELF1A/040UNVD840/24G/WH	40	120-277V	0-10V	>80	4000K	2x4	4200	110	Std	–
74934	PANELF1A/040UNVD850/24G/WH	40	120-277V	0-10V	>80	5000K	2x4	4300	113	Std	–
74245	PANELF1A/032UNVD835/14G/WH/E	32	120-277V	0-10V	>80	3500K	1x4	3200	102	–	Emergency Battery Backup
74246	PANELF1A/032UNVD840/14G/WH/E	32	120-277V	0-10V	>80	4000K	1x4	3300	104	–	Emergency Battery Backup
74939	PANELF1A/032UNVD850/14G/WH/E	32	120-277V	0-10V	>80	5000K	1x4	3500	110	–	Emergency Battery Backup
74253	PANELF1A/032UNVD835/22G/WH/E	32	120-277V	0-10V	>80	3500K	2x2	3500	110	–	Emergency Battery Backup
74254	PANELF1A/032UNVD840/22G/WH/E	32	120-277V	0-10V	>80	4000K	2x2	3500	110	–	Emergency Battery Backup
74798	PANELF1A/032UNVD850/22G/WH/E	32	120-277V	0-10V	>80	5000K	2x2	3500	114	–	Emergency Battery Backup
74239	PANELF1A/032UNVD835/24G/WH/E	32	120-277V	0-10V	>80	3500K	2x4	3300	104	–	Emergency Battery Backup
74240	PANELF1A/032UNVD840/24G/WH/E	32	120-277V	0-10V	>80	4000K	2x4	3300	104	–	Emergency Battery Backup
74937	PANELF1A/032UNVD850/24G/WH/E	32	120-277V	0-10V	>80	5000K	2x4	3500	112	–	Emergency Battery Backup
74241	PANELF1A/040UNVD835/24G/WH/E	40	120-277V	0-10V	>80	3500K	2x4	4200	109	–	Emergency Battery Backup
74242	PANELF1A/040UNVD840/24G/WH/E	40	120-277V	0-10V	>80	4000K	2x4	4200	110	–	Emergency Battery Backup
74936	PANELF1A/040UNVD850/24G/WH/E	40	120-277V	0-10V	>80	5000K	2x4	4300	113	–	Emergency Battery Backup

*LPW per LM79 report.
**Std for DLC Standard.
For further information and to learn more about utility rebates, contact your local SYLVANIA sales representative.

Options Information

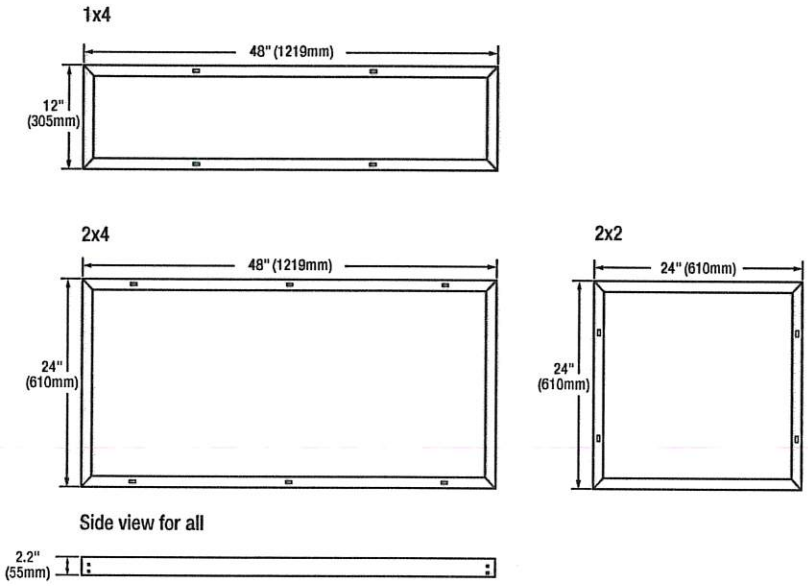
Emergency Battery Backup:
Activates when normal power supply to the fixture fails, providing a minimum of 650 lumens (700 nominal lumens) for at least 90 minutes.

Accessories and Replacement Parts

Item Number	Ordering Abbreviation	Item Description
70132	SMKIT1A/14A/WH	1x4 Surface Mount Kit, White Finish
70380	SMKIT1A/22A/WH	2x2 Surface Mount Kit, White Finish
70381	SMKIT1A/24A/WH	2x4 Surface Mount Kit, White Finish
60457	FK1A14GWH	1x4 Flange Kit, White Finish
60458	FK1A22GWH	2x2 Flange Kit, White Finish
60459	FK1A24GWH	2x4 Flange Kit, White Finish

*Please see Surface Mount Kit installation manual for instructions.

Surface Mount Kits:



LEDVANCE LLC
200 Ballardvale Street
Wilmington, MA 01887 USA
Phone 1-800-LIGHTBULB (1-800-544-4828)
www.sylvania.com

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Product Licensee of Trademark SYLVANIA in General Lighting.
Specifications subject to change without notice.

/sylvania /sylvania

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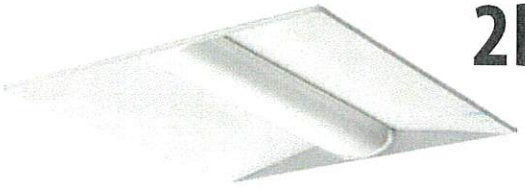
LITHONIA LIGHTING®

Catalog Number	2BLT233LADPLP835
Notes	FINANCE BUILDING
Type	2X2 PARABOLIC

BLT Series LED

2BLT2

2' x 2'
LED



FEATURES & SPECIFICATIONS

INTENDED USE — The BLT Best-in-Value Low Profile LED luminaire features a popular center basket design that offers a clean, versatile style and volumetric distribution. High efficacy LED light engines deliver energy savings and low maintenance compared to traditional sources. An extensive selection of configurations and options make the BLT the perfect choice for many lighting applications including schools, offices and other commercial spaces, retail, hospitals and healthcare facilities. The low profile BLT design (2-3/8") also makes it an excellent choice for renovation projects.

CONSTRUCTION — Prior to fabrication, BLT components are coated with a proprietary paint blend and die-formed for dimensional consistency.

The reflector is finished with a high reflective matte white powder paint for improved aesthetics and increased light diffusion.

End plates contain easy-to-position integral T-bar clips for securely attaching the luminaire to the T-grid. For additional T-grid security, optional screw on T-bar clips are available.

Diffusers are extruded from impact modified acrylic for increased durability.

LED boards and drivers are accessible from the plenum.

OPTICS — Volumetric illumination is achieved by creating an optimal mix of light to walls, partitions and vertical and horizontal work surfaces – rendering the interior space, objects and occupants in a more balanced, complimentary luminous environment. High performance extruded acrylic diffusers conceal LEDs and efficiently deliver light in a volumetric distribution. Four diffuser choices available - curved and square designs with linear prisms or a smooth frosted finish.

ELECTRICAL — Long-life LEDs, coupled with high-efficiency drivers, provide superior quantity and quality of illumination for extended service life. 80% LED lumen maintenance at 60,000 hours (L80/60,000). Color Variation within 3-step MacAdam ellipse (3SDCM).

Non-Configurable BLT: Generic 0-10 volt dimming driver. Dims to 10%

Configurable BLT: available in High Efficiency (HE) versions for applications where a lower wattage (over the standard product) is required. The High Efficiency versions deliver >130 LPW and can be specified via the Lumen Package designations in the Ordering Information below.

eldoLED driver options deliver choice of dimming range, and choices for control, while assuring flicker-free, low-current inrush, 89% efficiency and low EMI.

Optional integrated nLight®controls make each luminaire addressable - allowing them to digitally communicate with other nLight enabled controls such as dimmers, switches, occupancy sensors and photocontrols. Connection to nLight is simple. It can be accomplished with integrated nLight AIR wireless RIO, RES7 sensors, or through standard Cat-5 cabling. nLight offers unique plug-and-play convenience as devices and luminaires automatically discover each other and self-commission. nLight AIR is commissioned easily through an intuitive model app.

Lumen Management: Unique lumen management system (option N80) provides on board intelligence that actively manages the LED light source so that constant lumen output is maintained over the system life, preventing the energy waste created by the traditional practice of over-lighting.

Step-level dimming option allows system to be switched to 50% power for compliance with common energy codes while maintaining fixture appearance.

Driver disconnect provided where required to comply with US and Canadian codes.

SENSOR— Integrated sensor (individual control): Sensor Switch MSD7ADCX ((Passive infrared (PIR)) or MSDPDT7ADCX ((PIR/Microphonics Dual Tech (PDT)) integrated occupancy sensor/automatic dimming photocell allows the luminaire to power off when the space is unoccupied or enough ambient light is entering the space. See page 4 for more details on the integrated sensor.

Integrated Sensor (nLight Wired Networking): This sensor is nLight-enabled, meaning it has the ability to communicate over an nLight network. When wired, using CAT-5 cabling, with other nLight-enabled sensors, power packs, or WallPods, an nLight control zone is created. Once linked to a Gateway, directly or via a Bridge, the zone becomes capable of remote status monitoring and control via SensorView software. See page 4 for the nLight sensor options.

Integrated Smart Sensor (nLight Air Wireless Platform): The RES7 sensor is nLight AIR enabled, meaning it has the ability to communicate over the wireless nLight control platform. It is available with an automatic dimming photocell, and either a digital PIR or a microphonics (PDT) dual technology occupancy sensor. It pairs to other luminaires and wall switches through our mobile app, CLAIRITY, which allows for simple sensor adjustment. See page 4 for more details on the Integrated Smart Sensor.

INSTALLATION — The BLT's low profile design of only 2-3/8" provides increased installation flexibility especially in restrictive plenum applications. The BLT fits into standard 15/16" and narrow 9/16" T-grid ceiling systems.

Suitable for damp location.

For recessed mounting in hard ceiling applications, Drywall Grid Adapters (DGA) are available as an accessory. See Accessories section.

LISTINGS — CSA Certified to meet U.S. and Canadian standards. IC rated.

DesignLights Consortium® (DLC) Premium qualified product. Not all versions of this product may be DLC Premium qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

WARRANTY — 5-year limited warranty. Complete warranty terms located at: www.acuitybrands.com/resources/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

Specifications subject to change without notice.

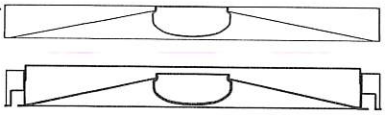
Specifications

Length: 23-3/4 (60.3)

Width: 23-3/4 (60.3)

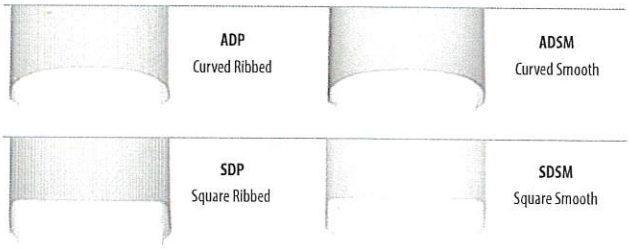
Depth: 2-3/8 (6.0)

Depth with Air supply/return: 2-3/4 (6.9)



All dimensions are inches (centimeters) unless otherwise specified.

Multiple Diffuser Options



A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency
- This luminaire is part of an A+ Certified solution for nLight® control networks when ordered with drivers marked by a shaded background*
- This luminaire is part of an A+ Certified solution for nLight control networks, providing advanced control functionality at the luminaire level, when selection includes driver and control options marked by a shaded background*

To learn more about A+, visit www.acuitybrands.com/aplus.

*See ordering tree for details

2BLT Volumetric Recessed Lighting 2'x2'

A+ Capable options indicated by this color background.

ORDERING INFORMATION Lead times will vary depending on options selected. Consult with your sales representative.

Example: 2BLT2 33L ADP EZ1 LP835

2BLT2		33L	ADP			LP835
Series	**Air function**	**Lumens[2]**	**Diffuser**	**Voltage**	**Driver**	**Color temperature**
2BLT2 2X2 BLT	(blank) Static A Air supply/return[1]	**Standard efficiency[3,4] (>125 LPW)** 20L 2000 33L 3300 40L 4000 48L 4800 **High efficiency[5,6] (>130 LPW)** 20LHE 2000 33LHE 3300 40LHE 4000 48LHE 4800	ADP Curved, linear prisms ADSM Curved, smooth SDP Square, linear prisms SDSM Square, smooth **Includes trim rings to match sensored version** ADPT Curved, linear prisms ADSMT Curved, smooth SDPT Square, linear prisms SDSMT Square, smooth	(blank) MVOLT 120 120V 277 277V 347 347V[7]	EZ1 eldoLED dims to 1% (0-10 volt dimming) GZ1 Dims to 1% (0-10V dimming)[8] GZ10 Dims to 10% (0-10V dimming)[8] SLD Step-level dimming[9]	LP830 82CRI, 3000 K LP835 82CRI, 3500 K LP840 82CRI, 4000 K LP850 82CRI, 5000 K LP930 90CRI, 3000K LP935 90CRI, 3500K LP940 90CRI, 4000K LP950 90CRI, 5000K

nLight Interface	Control[12]		Standy Mode	Options
nLight Wired (blank) no nLight® interface N80 nLight with 80% lumen management N80EMG nLight with 80% lumen management For use with generator supply EM power[10] N100 nLight without lumen management N100EMG nLight without lumen management For use with generator supply EM power[10] **nLight Wireless** (blank) no nLight® interface NLTAIR2 nLight AIR Generation 2 enabled[11]	**nLight Wired** (blank) No sensor control NES7 nLight™ nES 7 PIR integral occupancy sensor[13] NESPDT7 nLight™ nES PDT 7 dual technology integral occupancy control[13] NES7ADCX nLight™ nES 7 ADCX PIR integral occupancy sensor with automatic dimming photocell[13] NESPDT7ADCX nLight™ nES PDT 7 dual technology integral occupancy sensor with automatic dimming photocell[13] **nLight Wireless** RES7 nLight AIR PIR integral occupancy sensor with automatic dimming photocell for Networking Capabilities RES7PDT nLight AIR microphonics dual technology occupancy sensor with automatic dimming photocell RIO nLight AIR radio module without sensor	**Individual Control** MSD7ADCX PIR integral occupancy sensor with automatic dimming control photocell[14] MSDPDT7ADCX PDT integral occupancy sensor with automatic dimming control photocell[14]	NOC NOC Occupancy sensor disabled[15]	EL7L 700 lumen battery pack (Noncompliant with CA T20)[16] EL14L 1400 lumen battery pack (Noncompliant with CA T20)[16] EL14LSD 1400 lumen battery pack with self-diagnostic testing feature (Noncompliant with CA T20)[16,17] E10WLCP EM Self-Diagnostic battery pack, 10W Constant Power, Certified in CA Title 20 MAEDBS[16] CP Chicago plenum[18] BGTD Bodine Generator Transfer Device[19] PWS1836 6' pre-wire, 3/8" diameter, 18 gauge, 1 circuit PWS1846 6' pre-wire, 3/8" diameter, 18 gauge, 2 circuit PWS1846 PWSLV Two cables: one 6' pre-wire, 3/8" diameter, 18 gauge, 2 circuits; one 6' pre-wire, 3/8" diameter, 18 gauge, purple and gray[20] PWS1856LV 6' pre-wire, 3/8" diameter, 18 gauge, 1 circuit w/low voltage purple and grey wires[20] GLR Fast-blowing fuse[21] GMF Slow-blowing fuse[21] NPLT Narrow pallet RRL_ RELOC®-ready luminaire[22] LATC Earthquake clip DWAM Anti-Microbial paint JP32 Job packaging IP5X Gasketed diffuser compartment to meet IP5X rating[23]

Non-Configurable BLT

Stock/MTO	Catalog Description *	UPC	Lumens	Wattage	LPW	Color Temperature	Voltage	Pallet Qty
Stock	2BLT2 33L ADP LP835	00190887529708	3332	26	127	3500K/82 CRI	120-277	56
	2BLT2 33L ADP LP840	00190887529739	3385	26	129	4000K/82CRI	120-277	56
	2BLT2 33L ADP EL14L LP835	00190887529890	3332	26	127	3500K/82CRI	120-277	56
	2BLT2 33L ADP EL14L LP840	00190887529937	3385	26	129	4000K/82CRI	120-277	56
MTO	2BLT2 33L ADP 347 LP835		3332	26	127	3500K/82 CRI	347	56
	2BLT2 33L ADP 347 LP840		3385	26	129	4000K/82CRI	347	56

*Generic 0-10V Dimming to 10%.

Notes and Accessories next page

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2BLT Volumetric Recessed Lighting 2'x2'

Notes

1 Consult factory for airflow data.
2 Approximate lumen output.
3 All versions may not achieve 125+ LPW. Refer to photometry on www.acuitybrands.com.
4 Air supply/return option, 90 CRI, and versions with integral sensor trim rings may not achieve 125 LPW.
5 All versions may not achieve 130+ LPW. Refer to photometry on www.acuitybrands.com.
6 Air supply/return option, 90 CRI, and versions with integral sensor trim rings may not achieve 130 LPW.
7 Not available with SLD EL7L, or EL14L options.
8 GZ1 and GZ10 not available with any Control or Sensor options
9 Not available with N80, N80EMG, N100, N100EMG, NLTAIR2, or occupancy control.
10 nLight EMG option requires a connection to existing nLight network. Power is provided from a separate N80 or N100 enabled fixture.
11 Must order with RES7, RES7PDT or Rio module. Must order with EZ1 driver.
12 Must specify diffuser with trim rings. See sensor options on page 4.
13 Requires N80, N80EMG, N100, or N100EMG. Must order with EZ1 driver.
14 Only available with EZ1 driver option. 0-10v dimming wires not accessible via access plate.
15 Can only be ordered in conjunction with EZ1, NLTAIR2, RES7/RES7PDT. Occupancy sensor disabled at factory but can be re-enabled upon commissioning.
16 When using pre-wire option, use PWS1846 or PWS1846 PWSLV.
17 For more information, please see the PSSD2 specification sheet.
18 Not available with N80, N80EMG, N100, or N100EMG.
19 Must specify voltage. Requires BSE labeling, voltage specific. Consult factory for options.
20 Not available with nLight wired/wireless network or individual controls.
21 Must specify voltage, 120 or 277, with GLR and GFM fusing.
22 For ordering logic consult RRL 2013.
23 Not available with air supply/return or Wired Networking (NES_) and Individual Control (MSD_) sensors.

Accessories: *Order as separate catalog number.*

DGA22	Drywall grid adapter for 2x2 recessed fixture
2X2SMKSHP PAF	Surface Mount Troffer Kit Post Paint

nLight® Wired Control Accessories:
Order as separate catalog number. Visit www.acuitybrands.com/products/controls/nlight.

WallPod stations	Model number	Occupancy sensors	Model number
On/Off	nPODM [color]	Small motion 360°, ceiling (PIR / dual tech)	nCM 9 RJB / nCM PDT 9 RJB
On/Off & raise/lower	nPODM DX [color]	Large motion 360°, ceiling (PIR / dual tech)	nCM10 RJB / nCM PDT 10 RJB
Graphic touchscreen	nPOD GFX [color]	Wall switch with raise/lower	nWSX PDT LV DX [color]
Photocell controls	**Model number**	**Cat-5 cable (plenum rated)**	**Model number**
Full range dimming	nCM ADCX RJB	10' cable	CAT5 10FT J1
		30' cable	CAT5 30FT J1

nLight® AIR Control Accessories:
Order as separate catalog number. Visit www.acuitybrands.com/products/controls/nlightair.

Wall switches	Model number
On/Off single pole	rPODB [color] G2
On/Off two pole	rPODB 2P [color] G2
On/Off & raise/lower single pole	rPODB DX [color] G2
On/Off & raise/lower two pole	rPODB 2P DX [color] G2
On/Off & raise/lower single pole	rPODBZ DX WH G2

rCMS[1] **Example: RCMS PDT 10 AR G2**

Series / Detection	Power Supply[1]	Occupancy Detection	Lens (Required)	Operating Mode	Generation
RCMS nLight AIR occupancy and daylight sensor	[blank] Power Supply ordered separately PS 150 Standard 150 mA Power Supply	[blank] PIR Detection PDT Dual Tech PIR/ Microphonics	10 Large Motion/ Extended Range 360° 9 Small Motion/ Extended Range 360° 6 High Bay 360° Lens	[BLANK] None AR Auxiliary Relay	G2 Generation 2 compatibility

Replacement Parts: *Order as separate catalog number.*

*247WJV	2DBLT24 ADP LENS ASSEMBLY	2 ft. replacement lens
*249P2P	2DBLT24 SDP LENS ASSEMBLY	2 ft. replacement lens
*249P2W	2DBLT24 ADSM LENS ASSEMBLY	2 ft. replacement lens
*249P32	2DBLT24 SDSM LENS ASSEMBLY	2 ft. replacement lens
*237LT1	2DBLT24 ADPT LENS ASSEMBLY	2 ft. replacement lens
*237LT3	2DBLT24 SDPT LENS ASSEMBLY	2 ft. replacement lens
*237LT5	2DBLT24 ADSMT LENS ASSEMBLY	2 ft. replacement lens
*237LT7	2DBLT24 SDSMT LENS ASSEMBLY	2 ft. replacement lens
*237LT9	2DBLT24 ADPT SENSOR LENS ASSEMBLY	2 ft. replacement lens
*237M4Y	2DBLT24 SDPT SENSOR LENS ASSEMBLY	2 ft. replacement lens
*237M57	2DBLT24 ADSMT SENSOR LENS ASSEMBLY	2 ft. replacement lens
*237M5H	2DBLT24 SDSMT SENSOR LENS ASSEMBLY	2 ft. replacement lens

Notes
1 RCMS requires low voltage power from either RPP20 DS 24V G2 or PS150.



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2BLT Volumetric Recessed Lighting 2'x2'

Sensor Options					
Option	Automatic Dimming Photocell	Occupancy Sensing		nLight Wired Networking	nLight AIR Networking
		PIR	PDT		
MSD7ADCX	X	X			
MSDPDT7ADCX	X		X		
NES7		X		X	
NES7ADCX	X	X		X	
NESPDT7			X	X	
NESPDT7ADCX	X		X	X	
RES7	X	X			X
RESPDT7	X	X	X		X

Basic nLight Zone

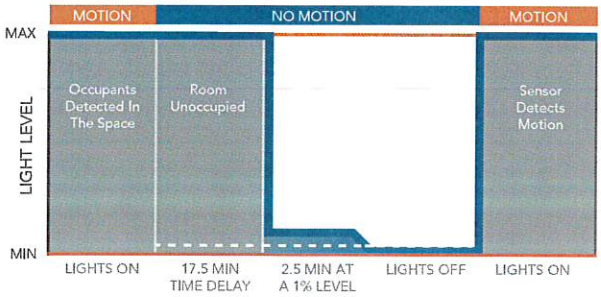


Integrated Sensor with Individual Control

The MSD7ADCX PIR occupancy sensor/automatic dimming photocell is ideal for areas without obstructions and where daylight harvesting may be desired. Suggested applications include, but not limited to, hallways, corridors, storage rooms, and breakrooms or other areas where people are typically moving.

The MSDPDT7ADCX PIR/Microphonics Dual Tech occupancy sensor/automatic dimming photocell is ideal for areas with obstructions and where daylight harvesting is desired. Suggested applications include, but not limited to, open offices, private offices, classrooms, public restrooms, and conference rooms.

Sequence of Operation



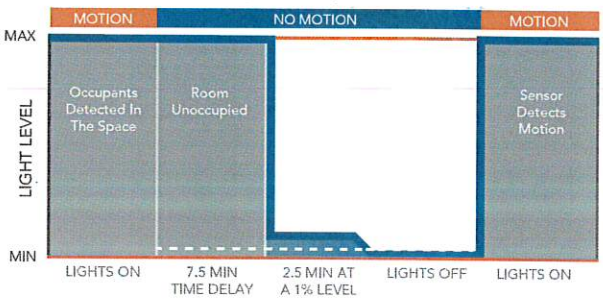
*The presetting on the automatic dimming photocell is 5fc.

nLight Wired Networking

The nES 7 is ideal for small rooms without obstructions or areas with primarily walking motion. Ideal areas include hallways, corridors, storage rooms, and breakrooms. Additionally, the NES7ADCX includes an integrated photocell, which enables daylight harvesting controls.

For areas like restrooms, private offices, open offices, conference rooms or any space with obstructions, the nES PDT 7 dual technology sensor is recommended. The nES PDT 7 utilizes both PIR (passive infrared) and Microphonics technologies to detect occupancy. Additionally, the NESPDT7ADCX includes an integrated photocell, which enables daylight harvesting controls which is ideal for areas where windows are present.

Sequence of Operation



*The presetting on the automatic dimming photocell is 5fc.

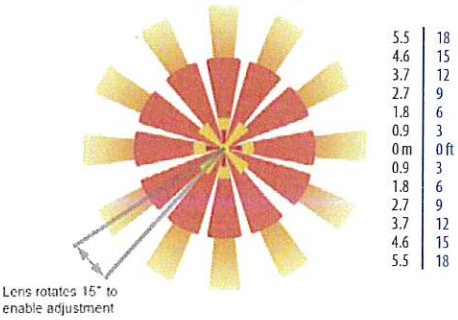
Sensor Coverage Pattern
Mini 360° Lens

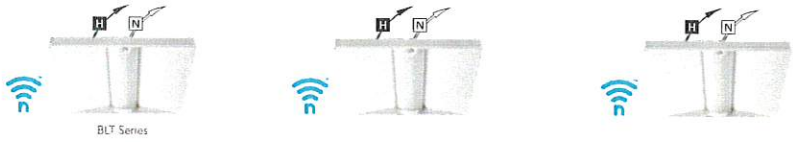
- Recommended for walking motion detection from mounting heights between 8 ft (2.44 m) and 20 ft (6.10 m)
- Initial detection of walking motion along sensor axes at distances of 2x the mounting height up to 15 ft (4.57 m) and
- 1.75x up to 20 ft (6.10 m).
- Provides 12 ft (3.66 m) radial detection of small motion when mounted at 9 ft (2.74 m)
- Initial detection will occur earlier when walking across sensor's field of view than when walking directly at sensor

nLight AIR Wireless

nLight AIR is the ideal solution for retrofit or new construction spaces where adding additional wiring can be labor intensive and nLight AIR is available with or without an integral sensor. The integrated RES7 or RES7PDT smart sensors are part of each luminaire in the nLight AIR network, which can be grouped to control multiple luminaires. The granularity of control with the digital PIR occupancy detection and daylight sensing makes a great solution for any application.

9 FT Mounting





Simple as 1,2,3

1. Install the nLight® AIR fixtures with embedded smart sensor
2. Install the wireless battery-powered wall switch
3. With CLAIRITY app, pair the fixtures with the wall switch and if desired, customize the sensor settings for the desired outcome

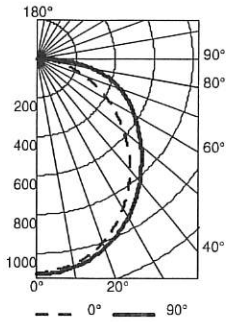


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2BLT Volumetric Recessed Lighting 2'x2'

PHOTOMETRICS

2BLT2 33L ADP LP835, 3332 delivered lumens, test no. ISF36900P19, tested in accordance to IESNA LM-79



CP Summary

	0°	90
0°	1103	1103
5°	1090	1104
15°	1042	1064
25°	946	989
35°	817	881
45°	664	757
55°	500	634
65°	340	517
75°	177	383
85°	40	164
90	1	14

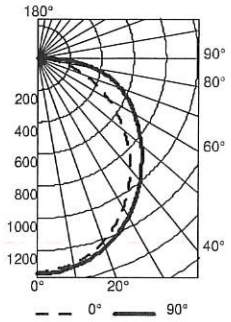
Coefficients of Utilization

RCR	pf 20% pc 80%			70%			50%		
pw	70%	50%	30%	50%	30%	10%	50%	30%	10%
0	119	119	119	116	116	116	111	111	111
1	108	102	97	100	96	92	96	92	89
2	97	88	81	86	80	74	83	77	72
3	88	77	69	76	68	61	72	66	60
4	81	68	59	67	58	52	64	57	51
5	74	61	51	60	51	44	57	50	44
6	68	55	45	54	45	39	52	44	38
7	63	50	40	49	40	34	47	39	34
8	59	45	36	44	36	30	43	36	30
9	55	41	33	41	33	27	40	32	27
10	52	38	30	38	30	25	37	30	25

Zonal Lumen Summary

Zone	Lumens	% Lamp	% Fixture
0° - 30°	853	25.6	25.6
0° - 40°	1390	41.7	41.7
0° - 60°	2466	74.0	74.0
0° - 90°	3330	100.0	100.0
90° - 120°	2	0.0	0.0
90° - 130°	2	0.0	0.0
90° - 150°	2	0.0	0.0
90° - 180°	2	0.0	0.0
0° - 180°	3332	100.0	100.0

2BLT2 40L ADP LP835, 4041 delivered lumens, test no. ISF36900P35, tested in accordance to IESNA LM-79



CP Summary

	0°	90
0°	1338	1338
5°	1322	1339
15°	1263	1291
25°	1148	1199
35°	991	1069
45°	805	918
55°	607	769
65°	412	627
75°	214	465
85°	48	199
90	1	17

Coefficients of Utilization

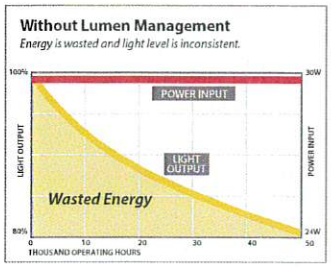
RCR	pf 20% pc 80%			70%			50%		
pw	70%	50%	30%	50%	30%	10%	50%	30%	10%
0	119	119	119	116	116	116	111	111	111
1	108	102	97	100	96	92	96	92	89
2	97	88	81	86	80	74	83	77	72
3	88	77	69	76	68	61	72	66	60
4	81	68	59	67	58	52	64	57	51
5	74	61	51	60	51	44	57	50	44
6	68	55	45	54	45	39	52	44	38
7	63	50	40	49	40	34	47	39	34
8	59	45	36	44	36	30	43	36	30
9	55	41	33	41	33	27	40	32	27
10	52	38	30	38	30	25	37	30	25

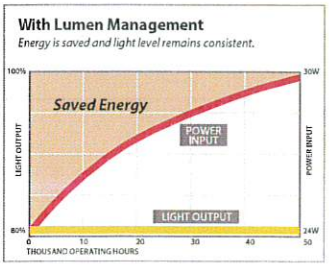
Zonal Lumen Summary

Zone	Lumens	% Lamp	% Fixture
0° - 30°	1035	25.6	25.6
0° - 40°	1686	41.7	41.7
0° - 60°	2991	74.0	74.0
0° - 90°	4039	100.0	100.0
90° - 120°	2	0.0	0.0
90° - 130°	2	0.0	0.0
90° - 150°	2	0.0	0.0
90° - 180°	2	0.0	0.0
0° - 180°	4041	100.0	100.0

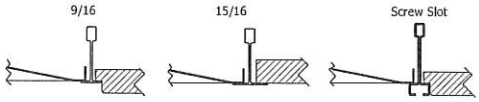
Constant Lumen Management

Enabled by the embedded nLight control, the BLT actively tracks its run-time and manages its light source such that constant lumen output is maintained over the system life. Referred to as lumen management, this feature eliminates the energy waste created by the traditional practice of over-lighting.





MOUNTING DATA	
Ceiling Type	**Appropriate Trim Type**
Exposed grid tee (1' and 9/16")	G
Concealed grid tee	G
Plaster or plasterboard	G*



*DGA accessory available to provide ceiling trim flange and fixture support for plaster or plasterboard ceiling. Recommended rough-in dimensions for DGA installation is 24-3/4" x 24-3/4" (Tolerance is +1/8", -0").

How to Estimate Delivered Lumens in Emergency Mode

Use the formula below to estimate the delivered lumens in emergency mode

Delivered Lumens = 1.25 x P x LPW

P = Ouput power of emergency driver. P = 10W for E10WLCP option.

LPW = Lumen per watt rating of the luminaire. This information is available on the ABL luminaire spec sheet. LPW = Lumen per watt rating of the luminaire. LPW information available in Performance Data section.

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2BLT Volumetric Recessed Lighting 2'x2'

Performance Data					
Model Number	**Lumens**	**LPW**	**Watts**	**DLC Listing**	**DLC ID**
2BLT2 20L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	2065.45	124.06	16.64	Premium	PM92196A
2BLT2 20L ADP EZ1 (GZ10) LP835 [All Options]	2033	126.58	16.06	Premium	P6445UVD
2BLT2 20L ADP GZ1 LP835 [All Options]	2033	122.11	16.64	standard	PLNK6MX8
2BLT2 20L ADPT EZ1 (GZ10) LP840 [All Options]	2037.91	126.89	16.06	Premium	PYX15QEQ
2BLT2 20L ADPT GZ1 LP835 [All Options]	2005.89	120.49	16.64	standard	P40HQGLB
2BLT2 20L ADPT GZ1 LP840 [All Options]	2037.91	122.41	16.64	standard	PB3HB9AK
2BLT2 33L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	3332	124.92	26.67	Premium	PHSXHE8F
2BLT2 33L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	3385.19	126.91	26.67	Premium	PD18CKQ8
2BLT2 33L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	3340.05	125.22	26.67	Premium	PF98CZ2H
2BLT2 33L ADPT EZ1 (GZ10) LP835 [All Options]	3287.57	125.14	26.27	Premium	PTKZR9WQ
2BLT2 33L ADPT GZ1 LP835 [All Options]	3287.57	123.25	26.67	standard	PTN5023N
2BLT2 40L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4041	127.35	31.73	Premium	P1XWW9GV
2BLT2 40L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4105.51	129.38	31.73	Premium	PHCQ2CQF
2BLT2 40L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	3987.12	125.65	31.73	Premium	PW6RMMJ4
2BLT2 40L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4050.77	127.65	31.73	Premium	P5YYDAA8
2BLT2 48L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4800	109.9	43.67	standard	PJRH1R1G
2BLT2 48L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4876.63	111.66	43.67	standard	P8G93YOK
2BLT2 48L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	4736	108.44	43.67	standard	PITU3V6X
2BLT2 48L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4811.61	110.17	43.67	standard	P5X2XU76

DLC information is subject to change, for the most up-to-date information please refer to www.dlc.org. Above listings do not cover 347v or SLD.

HE Performance Data					
Model Number	**Lumens**	**LPW**	**Watts**	**DLC Listing**	**DLC ID**
2BLT2 20LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	1948	130.59	14.91	Premium	PUQCZNQI
2BLT2 20LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	1979.1	132.67	14.91	Premium	PJCZRW21
2BLT2 20LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	1952.71	130.9	14.91	Premium	PLC4RF4L
2BLT2 33LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	3392	137.3	24.7	Premium	PXXZN9PH
2BLT2 33LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	3446.15	139.5	24.7	Premium	PKPJYYRF
2BLT2 33LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	3346.77	135.47	24.7	Premium	PZC8BZSS
2BLT2 33LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	3400.2	137.64	24.7	Premium	PM5G8AFU
2BLT2 40LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4118	133.71	30.79	Premium	PJ55XFFP
2BLT2 40LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4183.74	135.85	30.79	Premium	PEGFHPZD
2BLT2 40LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	4063.09	131.93	30.79	Premium	P8E16E9B
2BLT2 40LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4127.96	134.04	30.79	Premium	PFRSSSVG
2BLT2 48LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4845	128	37.85	Premium	P558XUZP
2BLT2 48LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4922.35	130.04	37.85	Premium	P1863H56
2BLT2 48LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	4780.4	126.29	37.85	Premium	PHPTG5M8
2BLT2 48LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4856.71	128.31	37.85	Premium	PBKN954Z

DLC information is subject to change, for the most up-to-date information please refer to www.dlc.org. Above listings do not cover 347v or SLD.

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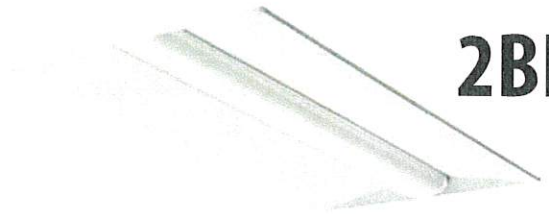
LITHONIA LIGHTING®

Catalog Number	2BLT440LADPL835
Notes	CUSTOMER SERVICE, PUBLIC WORKS & FINANCE
Type	2X4 PARABOLIC & CENTER BASKET

BLT Series LED

2BLT4

2' x 4'
LED



FEATURES & SPECIFICATIONS

INTENDED USE —The BLT Best-in-Value Low Profile LED luminaire features a popular center basket design that offers a clean, versatile style and volumetric distribution. High efficacy LED light engines deliver energy savings and low maintenance compared to traditional sources. An extensive selection of configurations and options make the BLT the perfect choice for many lighting applications including schools, offices and other commercial spaces, retail, hospitals and healthcare facilities. The low profile BLT design (2-3/8") also makes it an excellent choice for renovation projects.

CONSTRUCTION — Prior to fabrication, BLT components are coated with a proprietary paint blend and die-formed for dimensional consistency.

The reflector is finished with a high reflective matte white powder paint for improved aesthetics and increased light diffusion.

End plates contain easy-to-position integral T-bar clips for securely attaching the luminaire to the T-grid. For additional T-grid security, optional screw on T-bar clips are available.

Diffusers are extruded from impact modified acrylic for increased durability.

LED boards and drivers are accessible from the plenum.

OPTICS — Volumetric illumination is achieved by creating an optimal mix of light to walls, partitions and vertical and horizontal work surfaces – rendering the interior space, objects and occupants in a more balanced, complimentary luminous environment. High performance extruded acrylic diffusers conceal LEDs and efficiently deliver light in a volumetric distribution. Four diffuser choices available - curved and square designs with linear prisms or a smooth frosted finish.

ELECTRICAL — Long-life LEDs, coupled with high-efficiency drivers, provide superior quantity and quality of illumination for extended service life. 80% LED lumen maintenance at 60,000 hours (L80/60,000). Color Variation within 3-step MacAdam ellipse (3SDCM).

Non-Configurable BLT: Generic 0-10 volt dimming driver. Dims to 10%

Configurable BLT: available in High Efficiency (HE) versions for applications where a lower wattage (over the standard product) is required. The High Efficiency versions deliver >130 LPW and can be specified via the Lumen Package designations in the Ordering Information below.

eldoLED driver options deliver choice of dimming range, and choices for control, while assuring flicker-free, low-current inrush, 89% efficiency and low EMI.

Optional integrated nLight®controls make each luminaire addressable - allowing it to digitally communicate with other nLight enabled controls such as dimmers, switches, occupancy sensors and photocontrols. Connection to nLight is simple. It can be accomplished with integrated nLight AIR wireless RIO, RES7 sensors, or through standard Cat-5 cabling. nLight offers unique plug-and-play convenience as devices and luminaires automatically discover each other and self-commission. nLight AIR is commissioned easily through an intutitive mobile app.

Lumen Management: Unique lumen management system (option N80) provides on board intelligence that actively manages the LED light source so that constant lumen output is maintained over the system life, preventing the energy waste created by the traditional practice of over-lighting.

Step-level dimming option allows system to be switched to 50% power for compliance with common energy codes while maintaining fixture appearance.

Driver disconnect provided where required to comply with US and Canadian codes.

SENSOR— Integrated sensor (individual control): Sensor Switch MSD7ADCX ((Passive infrared (PIR)) or MSDPDT7ADCX ((PIR/Microphonics Dual Tech (PDT)) integrated occupancy sensor/automatic dimming photocell allows the luminaire to power off when the space is unoccupied or enough ambient light is entering the space. See page 4 for more details on the integrated sensor.

Integrated Sensor (nLight Wired Networking): This sensor is nLight-enabled, meaning it has the ability to communicate over an nLight network. When wired, using CAT-5 cabling, with other nLight-enabled sensors, power packs, or WallPods, an nLight control zone is created. Once linked to a Gateway, directly or via a Bridge, the zone becomes capable of remote status monitoring and control via SensorView software. See page 4 for the nLight sensor options.

Integrated Smart Sensor (nLight Air Wireless Platform): The RES7 sensor is nLight AIR enabled, meaning it has the ability to communicate over the wireless nLight control platform. It is available with an automatic dimming photocell, and either a digital PIR or a microphonics (PDT) dual technology occupancy sensor. It pairs to other luminairs and wall switches through our mobile app, CLAIRITY, which allows for simple sensor adjustment. See page 4 for more details on the Integrated Smart Sensor.

INSTALLATION — The BLT's low profile design of only 2-3/8" provides increased installation flexibility especially in restrictive plenum applications. The BLT fits into standard 15/16" and narrow 9/16" T-grid ceiling systems.

Suitable for damp location.

For recessed mounting in hard ceiling applications, Drywall Grid Adapters (DGA) are available as an accessory. See Accessories section.

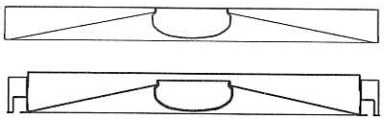
LISTINGS — CSA Certified to meet U.S. and Canadian standards. IC rated.
DesignLights Consortium® (DLC) Premium qualified product. Not all versions of this product may be DLC Premium qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

WARRANTY — 5-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/support/customer-support/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application.
All values are design or typical values, measured under laboratory conditions at 25 °C.
Specifications subject to change without notice.

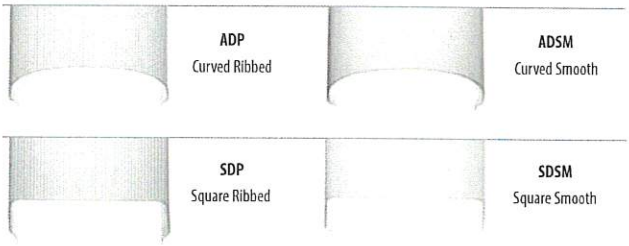
Specifications

Length: 47-3/4 (121.2)
Width: 23-3/4 (60.3)
Depth: 2-3/8 (6.0)
Depth with Air supply/return: 2-3/4 (6.9)



All dimensions are inches (centimeters) unless otherwise specified.

Multiple Diffuser Options



A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency
- This luminaire is part of an A+ Certified solution for nLight® control networks when ordered with drivers marked by a shaded background*
- This luminaire is part of an A+ Certified solution for nLight control networks, providing advanced control functionality at the luminaire level, when selection includes driver and control options marked by a shaded background*

To learn more about A+, visit www.acuitybrands.com/aplus.

*See ordering tree for details

2BLT Volumetric Recessed Lighting 2'x4'

A+ Capable options indicated by this color background.

ORDERING INFORMATION Lead times will vary depending on options selected. Consult with your sales representative.

Example: 2BLT4 40L ADP EZ1 LP840

2BLT4		40L	ADP			LP835
Series	**Air function**	**Lumens[2]**	**Diffuser**	**Voltage**	**Driver**	**Color temperature**
2BLT4 2x4 BLT	(blank) Static A Air supply/return[1]	**Standard efficiency (>100 LPW)** 30L 3000 40L 4000 48L 4800 60L 6000 72L 7200 85L 8500 100L 10000 120L 12000 **High efficiency[3,4] (>130 LPW)** 30LHE 3000 40LHE 4000 48LHE 4800 60LHE 6000 72LHE 7200 85LHE 8500	ADP Curved, linear prisms ADSM Curved, smooth SDP Square, linear prisms SDSM Square, smooth **Includes trim rings to match sensored version** ADPT Curved, linear prisms ADSMT Curved, smooth SDPT Square, linear prisms SDSMT Square, smooth	(blank) MVOLT 120 120V 277 277V 347 347V[5]	EZ1 eldoLED dims to 1% (0-10 volt dimming) GZ1 Dims to 1% (0-10V dimming)[6] GZ10 Dims to 10% (0-10V dimming)[6] SLD Step-level dimming[7]	LP830 82CRI, 3000 K LP835 82CRI, 3500 K LP840 82CRI, 4000 K LP850 82CRI, 5000 K LP930 90CRI, 3000K LP935 90CRI, 3500K LP940 90CRI, 4000K LP950 90CRI, 5000K

nLight Interface	Control[10]		Standy Mode	Options
nLight Wired	**nLight Wired**	**Individual Control**	NOC NOC Occupancy sensor disabled[13]	EL7L 700 lumen battery pack (Noncompliant with CA T20)[14]
(blank) no nLight® interface	(blank) No sensor control	MSD7ADCX PIR integral occupancy sensor with automatic dimming control photocell[12]		EL14L 1400 lumen battery pack (Noncompliant with CA T20)[14]
N80 nLight with 80% lumen management	NES7 nLight™ nES 7 PIR integral occupancy sensor[11]	MSDPDT7ADCX PDT integral occupancy sensor with automatic dimming control photocell[12]		EL14LSD 1400 lumen battery pack with self-diagnostic testing feature (Noncompliant with CA T20)[14,15]
N80EMG nLight with 80% lumen management For use with generator supply EM power[8]	NESPDT7 nLight™ nES PDT 7 dual technology integral occupancy control[11]			E10WLCP EM Self-Diagnostic battery pack, 10W Constant Power, Certified in CA Title 20 MAEDBS[14]
N100 nLight without lumen management	NES7ADCX nLight™ nES 7 ADCX PIR integral occupancy sensor with automatic dimming photocell[11]			CP Chicago plenum[16]
N100EMG nLight without lumen management For use with generator supply EM power[8]	NESPDT7ADCX nLight™ nES PDT 7 dual technology integral occupancy sensor with automatic dimming photocell[11]			BGTD Bodine Generator Transfer Device[17]
nLight Wireless	**nLight Wireless**			PWS1836 6' pre-wire, 3/8" diameter, 18 gauge, 1 circuit
(blank) no nLight® interface	RES7 nLight AIR PIR integral occupancy sensor with automatic dimming photocell for Networking Capabilities			PWS1846 6' pre-wire, 3/8" diameter, 18 gauge, 2 circuit
NLTAIR2 nLight AIR Generation 2 enabled[9]	RES7PDT nLight AIR microphonics dual technology occupancy sensor with automatic dimming photocell			PWS1846 PWSLV Two cables: one 6' pre-wire, 3/8" diameter, 18 gauge, 2 circuits; one 6' pre-wire, 3/8" diameter, 18 gauge, purple and gray[18]
	RIO nLight AIR radio module without sensor			PWS1856LV 6' pre-wire, 3/8" diameter, 18 gauge, 1 circuit w/low voltage purple and grey wires[18]
				GLR Fast-blowing fuse[19]
				GMF Slow-blowing fuse[19]
				NPLT Narrow pallet
				RRL_ RELOC®-ready luminaire[20]
				LATC Earthquake clip
				DWAM Anti-Microbial paint
				JP16 Job packaging
				IP5X Gasketed diffuser compartment to meet IP5X rating[21]

Notes

1 Consult factory for airflow data.
2 Approximate lumen output.
3 All versions may not achieve 130+ LPW. Refer to photometry on www.acuitybrands.com.
4 Air supply/return option, 90 CRI, and versions with integral sensor trim rings may not achieve 130 LPW.
5 Not available with SLD, EL7L, EL14L, or E10WLCP options.
6 GZ1 and GZ10 not available with any Control or Sensor options
7 Not available with N80, N80EMG, N100, N100EMG, NLTAIR, or occupancy control.
8 nLight EMG option requires a connection to existing nLight network. Power is provided from a separate N80 or N100 enabled fixture.
9 Must order with RES7, RES7PDT, or RIO module. Only available with EZ1 driver. Not available with 85L, 100L, or 120L options.
10 Must specify diffuser with trim rings. See sensor options on page 4.
11 Requires N80, N80EMG, N100, or N100EMG. Only available with EZ1 driver.
12 Only available with EZ1 driver option. 0-10v dimming wires not accessible via access plate.
13 Can only be ordered in conjunction with EZ1, NLTAIR2, RES7/RES7PDT. Occupancy sensor disabled at factory but can be re-enabled upon commissioning.
14 When using pre-wire option, use PWS1846 or PWS1846 PWSLV.
15 For more information, please see the PSSD2 specification sheet.
16 Not available with N80, N80EMG, N100, or N100EMG.
17 Must specify voltage. Requires BSE labeling, voltage specific. Consult factory for options.
18 Not available with nLight wired/wireless network or individual controls.
19 Must specify voltage, 120 or 277, with GLR and GFM fusing.
20 For ordering logic consult RRL 2013.
21 Not available with air supply/return or Wired Networking (NES_) and Individual Control (MSD_) sensors.

Accessories next page

COMMERCIAL INDOOR: One Lithonia Way Conyers, GA 30012 Phone: 800-705-SERV (7378) www.lithonia.com

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2BLT Volumetric Recessed Lighting 2'x4'

Non-Configurable BLT								
Stock/MTO	Catalog Description *	UPC	Lumens	Wattage	LPW	Color Temperature	Voltage	Pallet Qty
Stock	2BLT4 40L ADP LP835	00190887470789	4000	31	129	3500K/82 CRI	120-277	28
	2BLT4 40L ADP LP840	00190887470765	4063	31	131	4000K/82CRI	120-277	28
	2BLT4 46L ADP LP835	00190887468656	4960	38	131	3500K/82 CRI	120-277	28
	2BLT4 46L ADP LP840	00190887468649	5039	38	133	4000K/82CRI	120-277	28
	2BLT4 40L ADP EL14L LP835	00190887470925	4000	31	129	3500K/82 CRI	120-277	28
	2BLT4 40L ADP EL14L LP840	00190887470918	4063	31	131	4000K/82 CRI	120-277	28
	2BLT4 46L ADP EL14L LP835	00190887468670	4960	38	131	3500K/82 CRI	120-277	28
	2BLT4 46L ADP EL14L LP840	00190887468663	5039	38	133	4000K/82 CRI	120-277	28
MTO	2BLT4 40L ADP 347 LP835	00193047562188	4000	31	129	3500K/82 CRI	347	28
	2BLT4 40L ADP 347 LP840	00193047059183	4063	31	131	4000K/82CRI	347	28
	2BLT4 46L ADP 347 LP835	00193047562225	4960	38	131	3500K/82 CRI	347	28
	2BLT4 46L ADP 347 LP840	00193047686426	5039	38	133	4000K/82CRI	347	28

*Generic 0-10V Dimming to 10%.

Accessories: *Order as separate catalog number.*

DGA24	Drywall grid adapter for 2x4 recessed fixture
2X4SMKSHP PAF	Surface Mount Troffer Kit Post Paint

nLight® Wired Control Accessories:
Order as separate catalog number. Visit www.acuitybrands.com/products/controls/nlight.

WallPod stations	Model number	Occupancy sensors	Model number
On/Off	nPODM [color]	Small motion 360°, ceiling (PIR / dual tech)	nCM 9 RJB / nCM PDT 9 RJB
On/Off & raise/lower	nPODM DX [color]	Large motion 360°, ceiling (PIR / dual tech)	nCM10 RJB / nCM PDT 10 RJB
Graphic touchscreen	nPOD GFX [color]	Wall switch with raise/lower	nWSX PDT LV DX [color]
Photocell controls	**Model number**	**Cat-5 cable (plenum rated)**	**Model number**
Full range dimming	nCM ADCX RJB	10' cable	CAT5 10FT J1
		30' cable	CAT5 30FT J1

nLight® AIR Control Accessories:
Order as separate catalog number. Visit www.acuitybrands.com/products/controls/nlightair.

Wall switches	Model number
On/Off single pole	rPODB [color] G2
On/Off two pole	rPODB 2P [color] G2
On/Off & raise/lower single pole	rPODB DX [color] G2
On/Off & raise/lower two pole	rPODB 2P DX [color] G2
On/Off & raise/lower single pole	rPODBZ DX WH G2

rCMS — **Example: RCMS PDT 10 AR G2**

Series / Detection	Power Supply[1]	Occupancy Detection	Lens (Required)	Operating Mode	Generation
RCMS nLight AIR occupancy and daylight sensor	[blank] Power Supply ordered separately PS 150 Standard 150 mA Power Supply	[blank] PIR Detection PDT Dual Tech PIR/ Microphonics	10 Large Motion/ Extended Range 360° 9 Small Motion/ Extended Range 360° 6 High Bay 360° Lens	[BLANK] None AR Auxiliary Relay	G2 Generation 2 compatibility

Replacement Parts: *Order as separate catalog number.*

*249P2N	2DBLT48 ADP LENS ASSEMBLY	4 ft. replacement lens
*249P2T	2DBLT48 SDP LENS ASSEMBLY	4 ft. replacement lens
*249P30	2DBLT48 ADSM LENS ASSEMBLY	4 ft. replacement lens
*249P33	2DBLT48 SDSM LENS ASSEMBLY	4 ft. replacement lens
*237LT2	2DBLT48 ADPT LENS ASSEMBLY	4 ft. replacement lens
*237LT4	2DBLT48 SDPT LENS ASSEMBLY	4 ft. replacement lens
*237LT6	2DBLT48 ADSMT LENS ASSEMBLY	4 ft. replacement lens
*237LT8	2DBLT48 SDSMT LENS ASSEMBLY	4 ft. replacement lens
*237LTA	2DBLT48 ADPT SENSOR LENS ASSEMBLY	4 ft. replacement lens
*237M52	2DBLT48 SDPT SENSOR LENS ASSEMBLY	4 ft. replacement lens
*237M5A	2DBLT48 ADSMT SENSOR LENS ASSEMBLY	4 ft. replacement lens
*237M5L	2DBLT48 SDSMT SENSOR LENS ASSEMBLY	4 ft. replacement lens

Notes
1 RCMS requires low voltage power from either RPP20 DS 24V G2 or PS150.

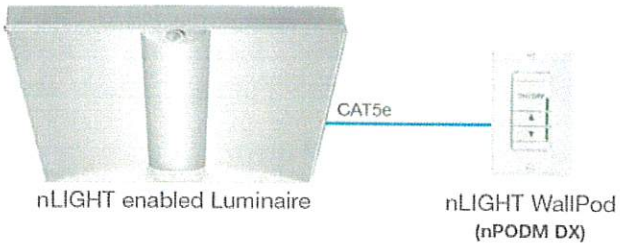


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2BLT Volumetric Recessed Lighting 2'x4'

Sensor Options					
Option	Automatic Dimming Photocell	Occupancy Sensing		nLight Wired Networking	nLight AIR Networking
		PIR	PDT		
MSD7ADCX	X	X			
MSDPDT7ADCX	X		X		
NES7		X		X	
NES7ADCX	X	X		X	
NESPDT7			X	X	
NESPDT7ADCX	X		X	X	
RES7	X	X			X
RESPDT7	X	X	X		X

Basic nLight Zone

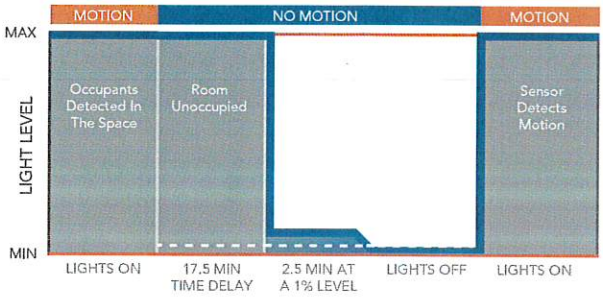


Integrated Sensor with Individual Control

The MSD7ADCX PIR occupancy sensor/automatic dimming photocell is ideal for areas without obstructions and where daylight harvesting may be desired. Suggested applications include, but not limited to, hallways, corridors, storage rooms, and breakrooms or other areas where people are typically moving.

The MSDPDT7ADCX PIR/Microphonics Dual Tech occupancy sensor/automatic dimming photocell is ideal for areas with obstructions and where daylight harvesting is desired. Suggested applications include, but not limited to, open offices, private offices, classrooms, public restrooms, and conference rooms.

Sequence of Operation



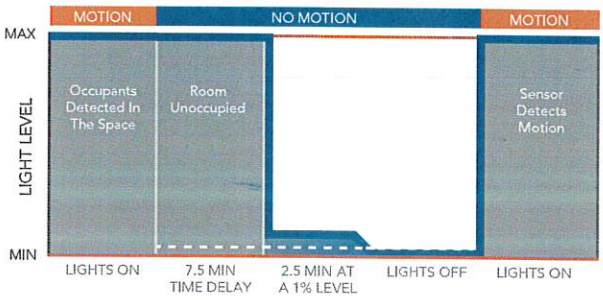
*The presetting on the automatic dimming photocell is 5fc.

nLight Wired Networking

The nES 7 is ideal for small rooms without obstructions or areas with primarily walking motion. Ideal areas include hallways, corridors, storage rooms, and breakrooms. Additionally, the NES7ADCX includes an integrated photocell, which enables daylight harvesting controls.

For areas like restrooms, private offices, open offices, conference rooms or any space with obstructions, the nES PDT 7 dual technology sensor is recommended. The nES PDT 7 utilizes both PIR (passive infrared) and Microphonics technologies to detect occupancy. Additionally, the NESPDT7ADCX includes an integrated photocell, which enables daylight harvesting controls which is ideal for areas where windows are present.

Sequence of Operation



*The presetting on the automatic dimming photocell is 5fc.

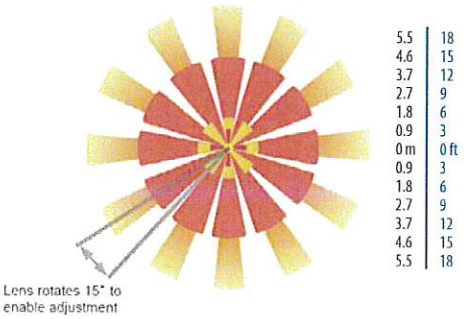
Sensor Coverage Pattern
Mini 360° Lens

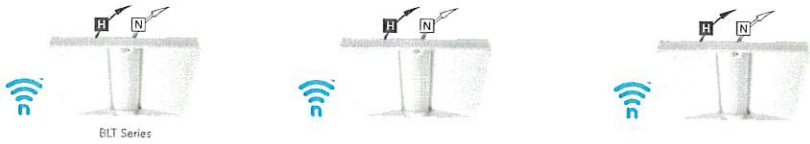
- Recommended for walking motion detection from mounting heights between 8 ft (2.44 m) and 20 ft (6.10 m)
- Initial detection of walking motion along sensor axes at distances of 2x the mounting height up to 15 ft (4.57 m) and
- 1.75x up to 20 ft (6.10 m).
- Provides 12 ft (3.66 m) radial detection of small motion when mounted at 9 ft (2.74 m)
- Initial detection will occur earlier when walking across sensor's field of view than when walking directly at sensor

nLight AIR Wireless

nLight AIR is the ideal solution for retrofit or new construction spaces where adding additional wiring can be labor intensive and nLight AIR is available with or without an integral sensor. Integrated RES7 or RES7PDT smart sensors are part of each luminaire in the nLight AIR network, which can be grouped to control multiple luminaires. The granularity of control with the digital PIR occupancy detection and daylight sensing makes a great solution for any application.

9 FT Mounting





Simple as 1,2,3

1. Install the nLight® AIR fixtures with embedded smart sensor
2. Install the wireless battery-powered wall switch
3. With CLAIRITY app, pair the fixtures with the wall switch and if desired, customize the sensor settings for the desired outcome

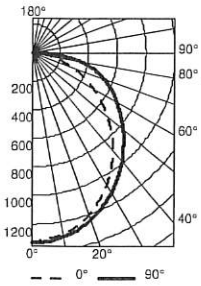


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2BLT Volumetric Recessed Lighting 2'x4'

PHOTOMETRICS

2BLT4 40L ADP LP835, 4000 delivered lumens, test no. ISF36900P109, tested in accordance to IESNA LM-79



CP Summary

	0°	90
0°	1325	1325
5°	1309	1325
15°	1250	1278
25°	1136	1187
35°	981	1058
45°	797	909
55°	601	761
65°	408	621
75°	212	460
85°	48	197
90	1	17

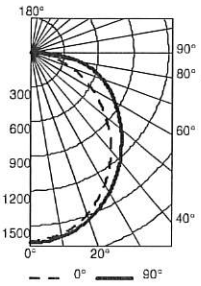
Coefficients of Utilization

RCR	pf 80% pc 70%	70% 50%	30%	pf 20% pc 50%	30%	10%	pf 50% pc 50%	30%	10%
0	119	119	119	116	116	116	111	111	111
1	108	102	97	100	96	92	96	92	89
2	97	88	81	86	80	74	83	77	72
3	88	77	69	76	68	61	72	66	60
4	81	68	59	67	58	52	64	57	51
5	74	61	51	60	51	44	57	50	44
6	68	55	45	54	45	39	52	44	38
7	63	50	40	49	40	34	47	39	34
8	59	45	36	44	36	30	43	36	30
9	55	41	33	41	33	27	40	32	27
10	52	38	30	38	30	25	37	30	25

Zonal Lumen Summary

Zone	Lumens	% Lamp	% Fixture
0° - 30°	1024	25.6	25.6
0° - 40°	1669	41.7	41.7
0° - 60°	2960	74.0	74.0
0° - 90°	3998	100.0	100.0
90° - 120°	2	0.0	0.0
90° - 130°	2	0.0	0.0
90° - 150°	2	0.0	0.0
90° - 180°	2	0.0	0.0
0° - 180°	4000	100.0	100.0

2BLT4 48L ADP LP835, 4960 delivered lumens, test no. ISF 36900P117, tested in accordance to IESNA LM-79



CP Summary

	0°	90
0°	1643	1643
5°	1623	1644
15°	1550	1585
25°	1409	1472
35°	1217	1312
45°	988	1127
55°	745	943
65°	505	769
75°	263	571
85°	59	244
90	1	21

Coefficients of Utilization

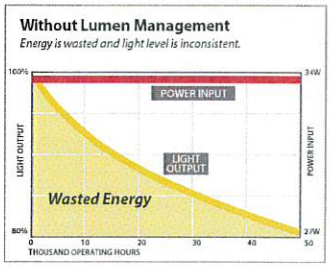
RCR	pf 80% pc 70%	70% 50%	30%	pf 20% pc 50%	30%	10%	pf 50% pc 50%	30%	10%
0	119	119	119	116	116	116	111	111	111
1	108	102	97	100	96	92	96	92	89
2	97	88	81	86	80	74	83	77	72
3	88	77	69	76	68	61	72	66	60
4	81	68	59	67	58	52	64	57	51
5	74	61	51	60	51	44	57	50	44
6	68	55	45	54	45	39	52	44	38
7	63	50	40	49	40	34	47	39	34
8	59	45	36	44	36	30	43	36	30
9	55	41	33	41	33	27	40	32	27
10	52	38	30	38	30	25	37	30	25

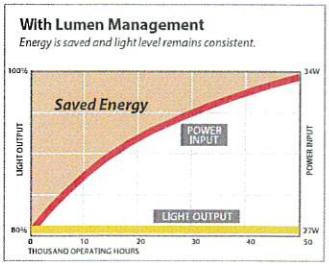
Zonal Lumen Summary

Zone	Lumens	% Lamp	% Fixture
0° - 30°	1270	25.6	25.6
0° - 40°	2070	41.7	41.7
0° - 60°	3671	74.0	74.0
0° - 90°	4957	100.0	100.0
90° - 120°	2	0.0	0.0
90° - 130°	2	0.0	0.0
90° - 150°	2	0.0	0.0
90° - 180°	2	0.0	0.0
0° - 180°	4960	100.0	100.0

Constant Lumen Management

Enabled by the embedded nLight control, the BLT actively tracks its run-time and manages its light source such that constant lumen output is maintained over the system life. Referred to as lumen management, this feature eliminates the energy waste created by the traditional practice of over-lighting.





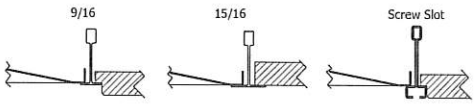
How to Estimate Delivered Lumens in Emergency Mode
Use the formula below to estimate the delivered lumens in emergency mode

Delivered Lumens = 1.25 x P x LPW

P = Ouput power of emergency driver. P = 10W for E10WLCP option.

LPW = Lumen per watt rating of the luminaire. This information is available on the ABL luminaire spec sheet. LPW = Lumen per watt rating of the luminaire. LPW information available in Performance Data section.

MOUNTING DATA	
Ceiling Type	**Appropriate Trim Type**
Exposed grid tee (1' and 9/16")	G
Concealed grid tee	G
Plaster or plasterboard	G*



*DGA accessory available to provide ceiling trim flange and fixture support for plaster or plasterboard ceiling. Recommended rough-in dimensions for DGA installation is 24-3/4" x 48-3/4" (Tolerance is +1/8", -0").

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2BLT Volumetric Recessed Lighting 2'x4'

Performance Data					
Model Number	**Lumens**	**LPW**	**Watts**	**DLC Listing**	**DLC ID**
2BLT4 30L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	2962	127.31	23.26	Premium	PWJDEMHS
2BLT4 30L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	3009.28	129.34	23.26	Premium	P18J5GLD
2BLT4 30L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	2969.16	127.62	23.26	Premium	P3HB2XSG
2BLT4 40L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4000	126.22	31.69	Premium	PDWKYXFD
2BLT4 40L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4063.86	128.23	31.69	Premium	PEYXAZWD
2BLT4 40L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	3946.66	124.53	31.69	Premium	PS63CPK6
2BLT4 40L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4009.67	126.52	31.69	Premium	PK79UR9W
2BLT4 48L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4960	130.5	38	Premium	PJ9CK6C1
2BLT4 48L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	5039.18	132.58	38	Premium	P9W2R5AK
2BLT4 48L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	4893.86	128.76	38	Premium	PPFKZU3U
2BLT4 48L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4971.99	130.82	38	Premium	PC8HMCH9
2BLT4 60L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	6016	126.39	47.59	Premium	PSJ6QERM
2BLT4 60L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	6112.04	128.4	47.59	Premium	PVXQXPUV
2BLT4 60L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	5935.78	124.7	47.59	Premium	PHT84BW4
2BLT4 60L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	6030.55	126.69	47.59	Premium	PXV55BC8
2BLT4 72L ADP EZ1 (GZ10) LP840 [All Options]	7360.66	125.3	58.74	Premium	PSCZ22CB
2BLT4 72L ADP GZ1 LP835 [All Options]	7245	119.07	60.84	standard	PISHTCTS
2BLT4 72L ADP GZ1 LP840 [All Options]	7360.66	120.97	60.84	standard	PBERALG7
2BLT4 72L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	7148.4	117.48	60.84	standard	PDQS3CYK
2BLT4 72L ADPT EZ1 (GZ10) LP840 [All Options]	7262.52	123.63	58.74	Premium	P2KKMMVN
2BLT4 72L ADPT GZ1 LP840 [All Options]	7262.52	119.36	60.84	standard	P10DUPC0
2BLT4 85L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	8567	116.43	73.58	standard	PYD2GO6V
2BLT4 85L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	8703.77	118.28	73.58	standard	P8Z4IV4X
2BLT4 85L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	8452.77	114.87	73.58	standard	PTZEW3QM
2BLT4 85L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	8587.72	116.71	73.58	standard	P01DMEK9
2BLT4 100L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	9837	103.14	95.36	standard	PGDES20R
2BLT4 100L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	9994.04	104.79	95.36	standard	P007CHGX
2BLT4 100L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	9705.84	101.77	95.36	standard	PSZUQY7M
2BLT4 100L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	9860.79	103.39	95.36	standard	P6V6X6HY
2BLT4 120L ADP EZ1 (GZ1, GZ10) LP835 [All Options]	11709	118.18	99.07	standard	PGM4Y7DP
2BLT4 120L ADP EZ1 (GZ1, GZ10) LP840 [All Options]	11895.9	120.07	99.07	standard	P0ODDCG2
2BLT4 120L ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	11552.9	116.61	99.07	standard	PXM0FS09
2BLT4 120L ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	11737.3	118.47	99.07	standard	PJ4GEBZM

DLC information is subject to change, for the most up-to-date information please refer to www.dlc.org. Above listings do not cover 347v or SLD.

COMMERCIAL INDOOR: One Lithonia Way Conyers, GA 30012 Phone: 800-705-SERV (7378) www.lithonia.com
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HE Performance Data					
Model Number	**Lumens**	**LPW**	**Watts**	**DLC Listing**	**DLC ID**
2BLT4 30LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	3107	135.17	22.98	Premium	P7KEICW5
2BLT4 30LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	3156.6	137.33	22.98	Premium	PDOM06BH
2BLT4 30LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	3065.57	133.37	22.98	Premium	P7PZAJDZ
2BLT4 30LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	3114.51	135.5	22.98	Premium	P2N23EBP
2BLT4 40LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4085	138.56	29.48	Premium	P67P6S5Y
2BLT4 40LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4150.21	140.77	29.48	Premium	P95UQD66
2BLT4 40LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	4030.53	136.71	29.48	Premium	PC15DQEC
2BLT4 40LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4094.88	138.89	29.48	Premium	PGRCSJ2T
2BLT4 48LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	4770	138.16	34.52	Premium	PXBJBGN8
2BLT4 48LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	4846.15	140.37	34.52	Premium	P5PQ5RRX
2BLT4 48LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	4706.4	136.32	34.52	Premium	P2NK2H33
2BLT4 48LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	4781.53	138.5	34.52	Premium	PK8C1321
2BLT4 60LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	5894	135.12	43.61	Premium	PQZN176R
2BLT4 60LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	5988.09	137.28	43.61	Premium	PG5CYJUC
2BLT4 60LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	5815.41	133.32	43.61	Premium	PZ72TAWM
2BLT4 60LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	5908.25	135.45	43.61	Premium	PRC4W72B
2BLT4 72LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	7149	135.94	52.58	Premium	PUB38GEQ
2BLT4 72LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	7263.13	138.11	52.58	Premium	P7GDHZTN
2BLT4 72LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	7053.68	134.12	52.58	Premium	P5CC2VKV
2BLT4 72LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	7166.29	136.26	52.58	Premium	P6P1BKDM
2BLT4 85LHE ADP EZ1 (GZ1, GZ10) LP835 [All Options]	8158	128.96	63.25	Premium	PRTW6BXW
2BLT4 85LHE ADP EZ1 (GZ1, GZ10) LP840 [All Options]	8288.24	131.02	63.25	Premium	P6H1V2D6
2BLT4 85LHE ADPT EZ1 (GZ1, GZ10) LP835 [All Options]	8049.22	127.24	63.25	Premium	P1VG5TA3
2BLT4 85LHE ADPT EZ1 (GZ1, GZ10) LP840 [All Options]	8177.73	129.27	63.25	Premium	PN5BKJ6E

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CONTACT Lithonia Way Conyers, GA 30012 Phone: 800-705-SERV (7378) www.lithonia.com © 2016-2019 Acuity Brands Lighting, Inc. All rights reserved. Rev. 07/01/19

LITHONIA LIGHTING®

Catalog Number	CDS L48 MVOLT DM 40K 80CRI WH
Notes	CUSTOMER SERVICE,
Type	4' STRIP

FEATURES & SPECIFICATIONS

INTENDED USE — Inspired by classic fluorescent strip channels, this LED fixture offers a traditional appearance that incorporates the latest technology. Available in several color temperatures, lumen packages and lengths. Ideal for use in commercial, retail, office, warehouse and display applications. **Certain airborne contaminants can diminish integrity of acrylic and/or polycarbonate. Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.**

Certain airborne contaminants may adversely affect the functioning of LEDs and other electronic components, depending on various factors such as concentrations of the contaminants, ventilation, and temperature at the end-user location. **Click here for a list of substances that may not be suitable for interaction with LEDs and other electronic components.**

CONSTRUCTION — Compact-design channel and cover are formed from code-gauge cold-rolled steel. Easy to install row aligner bracket included for continuous row mounting.

Finish: High-gloss, baked white enamel (standard).

OPTICS — LEDs provide 80+ color rendering index (CRI) at 3500K, 4000K and 5000K. Diffuse polycarbonate lens provides smooth, linear illumination which is designed to resemble the classic look of traditional fluorescent lamps.

Lumen output exceeds 1,000 lumens per foot. Luminaire should be installed in applications where ambient temperatures do not exceed maximum ambient operating temperature of 95°F (35°C).

ELECTRICAL — Luminaire Surge Protection Level: Designed to withstand up to 2.5kV/0.75kA per ANSI C82.77-5-2015. For applications requiring higher level of protection additional surge protection must be provided.

INSTALLATION — Fixture may be surface or suspension mounted with appropriate mounting options (see accessories). Aligner locks in place for easy continuous row mounting.

LISTINGS — CSA certified to US and Canadian safety standards and listed suitable for damp locations. Minimum starting temperature at -40°F (-40°C). Maximum ambient operating temperature of 95°F (35°C).

DesignLights Consortium® (DLC) qualified product. Not all versions of this product may be DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

WARRANTY — 5-year limited warranty. Complete warranty terms located at: www.acuitybrands.com/resources/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

LED Striplight

CDS



ORDERING INFORMATION

Lead times will vary depending on options selected. Consult with your sales representative.

Example: CDS L48 MVOLT DM 40K 80CRI WH

CDS	L48	MVOLT	DM	40K	80CRI		WH
Series	**Length**	**Voltage**	**Driver**	**Color temperature**	**Color rendering index**	**Options**	**Finish**
CDS LED striplight	L24 24" L48 48" L96 96"	MVOLT 120-277V 347 347V	DM 0-10V dimming	35K 3500 K 40K 4000 K 50K 5000 K	80CRI 80 CRI	(blank) None PLR1LVG Plug-in wiring low voltage	WH White

Accessories: *Order as separate catalog number.*

HC36	Chain hanger and jack chain, 36" (pair)
ZACVH	Aircraft cable 10' (one pair)
SQ	Swivel-stem hanger (specify length in 2" increments)
rPP20D	nLight® air dimming/switching module

A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning.

- All configurations of this luminaire meet the Acuity Brands' specification for chromatic consistency
- This luminaire is part of an A+ Certified solution for nLight® or XPoint™ Wireless control networks marked by a shaded background*

To learn more about A+, visit www.acuitybrands.com/aplus.

*See ordering tree for details

OPERATIONAL DATA

CDS L24 MVOLT (80CRI)			
	Lumens	Wattage	LPW
35K	2,119	21	100
40K	2,177		104
50K	2,274		108

CDS L48 MVOLT (80CRI)			
	Lumens	Wattage	LPW
35K	4,146	38	109
40K	4,211		111
50K	4,366		115

CDS L96 MVOLT (80CRI)			
	Lumens	Wattage	LPW
35K	8,872	77	115
40K	9,010		117
50K	9,342		121

PROJECTED LUMEN MAINTENANCE									
Operating Hours	0	10,000	20,000	30,000	40,000	50,000	60,000	70,000	100,000
Luman Maintenace Factor	1	0.98	0.93	0.89	0.85	0.81	0.77	0.74	0.64

DIMENSIONS

All dimensions are shown in inches (centimeters) unless otherwise noted.

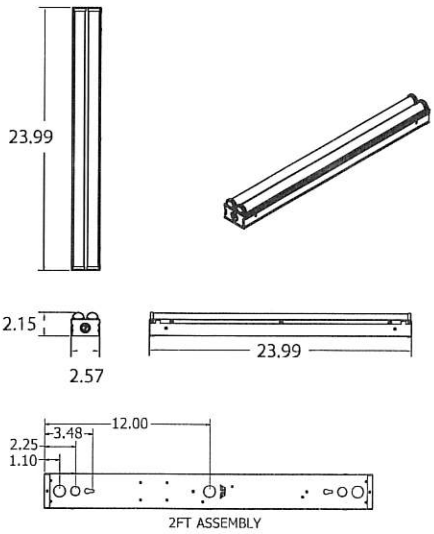
WEIGHT: (may vary with options or accessories)

L24: 2.6 lbs (1.189 kgs)

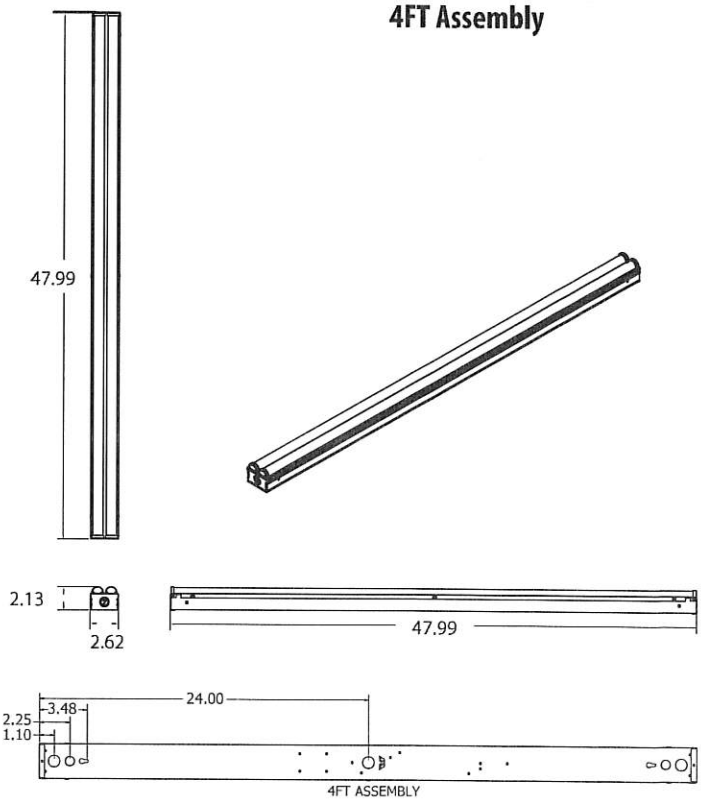
L48: 5 lbs (2.267 kgs)

L96: 10 lbs (4.535 kgs)

2FT Assembly



4FT Assembly

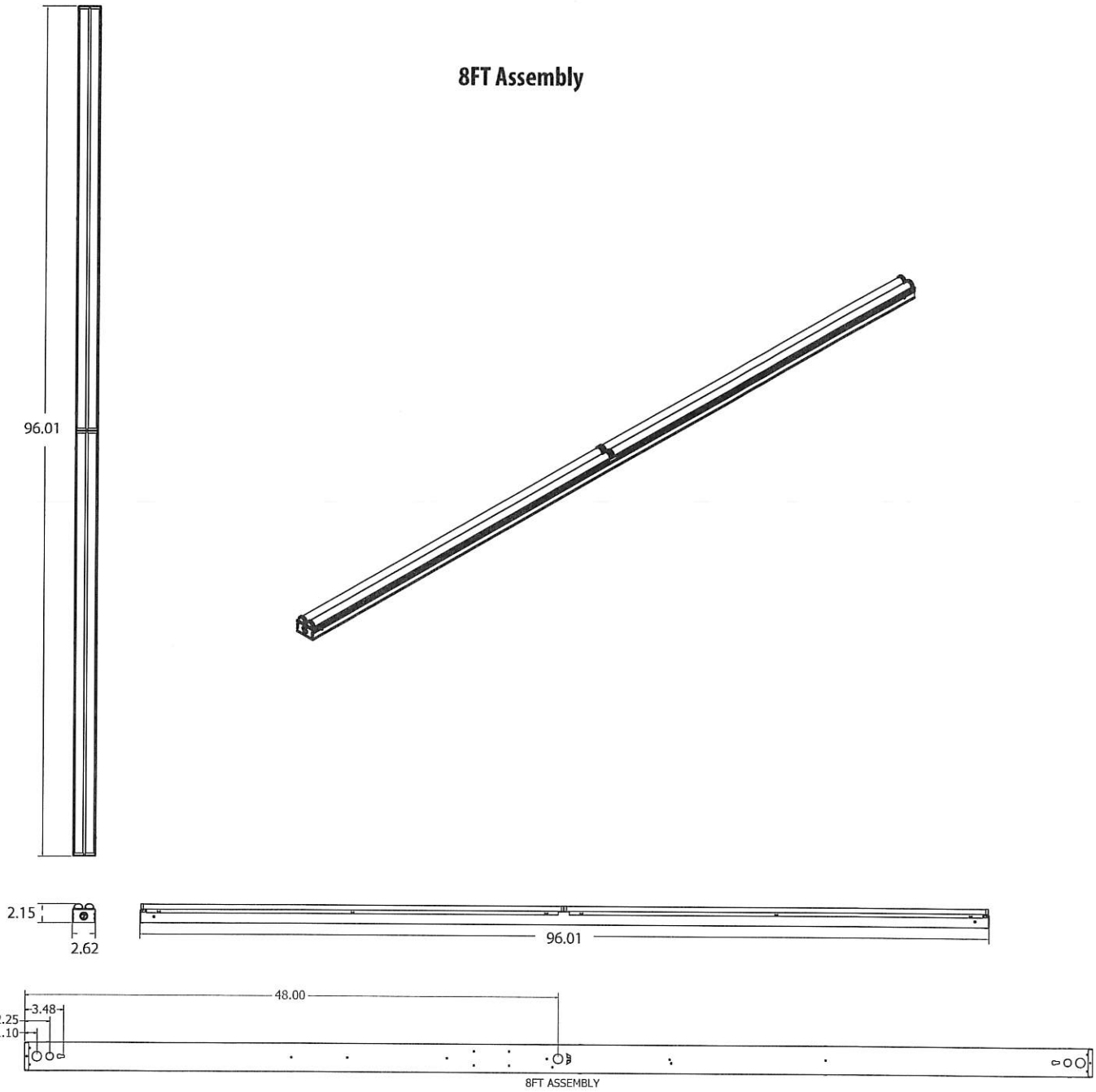


INDUSTRIAL: One Lithonia Way, Conyers, GA 30012 Phone: 800-315-4963 techsupport-Industrial@acuitybrands.com www.lithonia.com

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DIMENSIONS

All dimensions are shown in inches (centimeters) unless otherwise noted.



PHOTOMETRICS

Please see www.lithonia.com.

INDUSTRIAL: One Lithonia Way, Conyers, GA 30012 Phone: 800-315-4963 techsupport-Industrial@acuitybrands.com www.lithonia.com

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Catalog Number	MNSL L46 1LL MVOLT GZN 40K 80CRI M6
Notes	FINANCE BUILDING
Type	1X4 STRIP



Contractor Select™

MNSL

LED Striplight

The basic, non-dimming, damp location MNSL strip lights mount individually or in continuous rows to the ceiling or wall, both horizontally or vertically.

FEATURES:

- Diffuse acrylic lens providing a single smooth line of light shaped to resemble a fluorescent tube
- Quick and simple to install with the snap-lock tool-less channel cover
- Ideal choice for commercial task lighting, restrooms, under/over cabinet, storage closets and displays

*Prolonged use at 55°C, may impact long-term performance

Catalog Number	UPC	Description	Lumens	Wattage	Voltage	Driver	Color Temperature	Color Rendering Index	Pallet Quantity
MNSL L46 1LL MVOLT GZN 40K 80CRI M6	00190887837056	4' 1-Light MVOLT LED Strip Light	2,300	25	MVOLT (120-277V)	Generic non-dimming driver	4000K	80 CRI	168
MNSL L48 2LL MVOLT GZN 40K 80CRI M6	00191723192032	4' 2-Light MVOLT LED Strip Light	4,500	50	MVOLT (120-277V)	Generic non-dimming driver	4000K	80 CRI	168
MNSL L96 2LL MVOLT GZN 40K 80CRI	00191723192049	8' 2-Light MVOLT LED Strip Light	8,200	90	MVOLT (120-277V)	Generic non-dimming driver	4000K	80 CRI	99

More configurations are available. Click here or visit www.acuitybrands.com and search for MNSL LED.

Accessories: *Order as separate catalog number.*

HC36	Chain hanger and jack chain, 36" (pair)
ZACVH	Aircraft cable 10' (one pair)
SQ	Swivel-stem hanger (specify length in 2" increments)

Specifications

INTENDED USE:
Inspired by classic fluorescent strip channels, this LED fixture offers a traditional appearance that incorporates the latest technology. Available in multiple lengths and lumen packages. Ideal for use in commercial, retail, office, warehouse and display applications. Certain airborne contaminants can diminish the integrity of acrylic and/or polycarbonate. Click here for Acrylic-Polycarbonate Compatibility table for suitable uses.

Certain airborne contaminants may adversely affect the functioning of LEDs and other electronic components, depending on various factors such as concentrations of the contaminants, ventilation, and temperature at the end-user location. **Click here for a list of substances that may not be suitable for interaction with LEDs and other electronic components**.

CONSTRUCTION:
Compact-design channel and cover are formed from code-gauge, cold-rolled steel. Easy to install row aligner included with 2LL versions for continuous row mounting. High-gloss, baked whitre enamel finish (standard).

OPTICS:
LEDs provided 80+ color rendering index (CRI) at 4000K. Diffuse polycarbonate lens provides smooth, linear illumination which is designed to resemble the classic look of traditional fluorescent tubes.

ELECTRICAL:
Luminaire Surge Protection Level: Designed to withstand up to 2.5kV/0.75kA per ANSI C82.77-5-2015. For applications requiring higher level of protection, additional surge protection must be provided. Fixture features a non-dimming driver.

INSTALLATION:
Fixture may be surface or suspension mounted with appropriate mounting options (see accessories). Aligner locks in place for easy continuous row mounting.

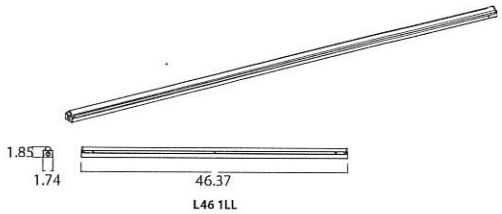
LISTINGS:
CSA certified to US and Canadian safety standards and listed suitable for damp locations. Minimum starting temperature at -40°F (-40°C). Maximum ambient operating temperature of 95°F (35°C) for 4' and 8' models. Maximum ambient operating temperature of 104°F (40°C) for 2' models. Lighting facts listed. ENERGY STAR® certified product.

WARRANTY:
5-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/resources/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

Dimensions

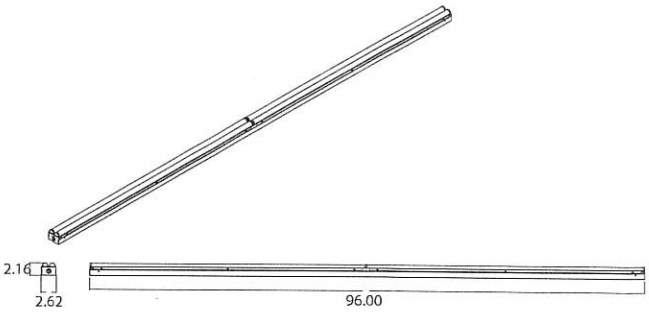
All dimensions are inches (centimeters) unless otherwise indicated.



L46 1LL



L48 2LL



L96 2LL

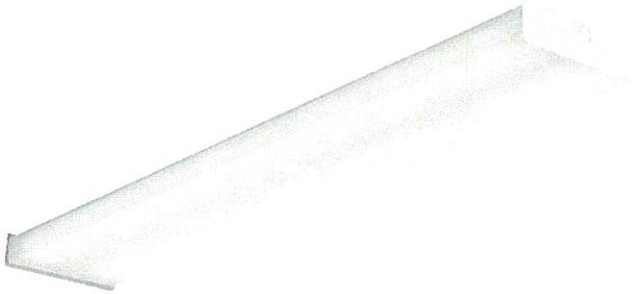
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Catalog Number	SBL 4 LP835
Notes	PUBLIC WORKS
Type	4' WRAP

Contractor Select™

SB LED Square Basket Wraparound

Linear Flush Mount



Square-basket LED wraparound designed to deliver ambient lighting for surface-mount ceiling applications. Ideal for schools, offices, hospitals and many other applications.

FEATURES:

- Designed to replace existing 2-lamp T8 and T12 fluorescent
- Standard MVOLT (120-277) dimming driver
- Available in two CCTs: 3500K and 4000K

Catalog Number	UPC	Description	Lumens	Input Watts	CCT	CRI	Voltage	Pallet qty.
SBL4 LP835 (CI-254RKP)	00190887819410	4' LED Wraparound	3,933	32W	3500K	80	120-277V	70
SBL4 LP840 (CI-254RKU	00190887819434	4' LED Wraparound	3,994	32W	4000K	80	120-277V	70

More configurations are available. Click here or visit www.acuitybrands.com and search for SBL LED Square Basket Wraparound.

Specifications

INTENDED USE:

SBL LED wraparound provides a digital lighting platform to deliver general ambient lighting for surface-mount applications. The SBL provides a similar look to that of an existing fluorescent wrap with all of the excellent benefits of LED: energy savings, long life, and maintenance savings. Ideal for closets, storage rooms, and offices. Certain airborne contaminants can diminish integrity of acrylic. Click here for Acrylic Environmental Compatibility table for suitable uses. **Certain airborne contaminants can diminish integrity of acrylic. Click here for Acrylic Environmental Compatibility table for suitable uses.**

CONSTRUCTION:

Linear side prisms control brightness, pyramidal bottom prisms minimize lamp image. Continuous side flanges on fixture body provide light trap and continuous diffuser support to prevent accidental opening and simplify maintenance. Full depth, white enamel end plates.

Die-formed from code gauge cold-rolled steel. Channel cover snaps into place without the use of tools. Full end cap factory installed to reduce job site labor.

OPTICS:

The translucent white diffuser reduces glare and pixilation without impacting performance.

ELECTRICAL:

Long-life LEDs, coupled with high-efficiency drivers, provide extended service life. 90% LED lumen maintenance at 50,000 hours (L90/50,000).

INSTALLATION:

Suitable for suspension by cable, surface-mounting bracket, hook monopoint or single (pendant) monopoint. Surface mounting not recommended without optional surface mounting bracket. To maintain ambient listing, fixture should be mounted at a minimum plenum height of 18".

LISTINGS:

CSA certified to U.S. and Canadian standards. Damp listed.

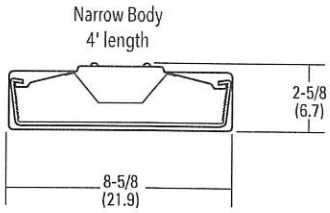
WARRANTY:

5-year limited warranty. Complete warranty terms located at:
www.acuitybrands.com/support/customer-support/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

Dimensions

Length: 48 (122.0)
Width: 8-5/8 (21.9)
Depth: 2-5/8 (6.7)



MOUNTING DATA

Individual Installation –
Two single-stem hangers required.
Row Installation –
One hanger per fixture plus one row required.



All dimensions are inches (centimeters) unless otherwise indicated.

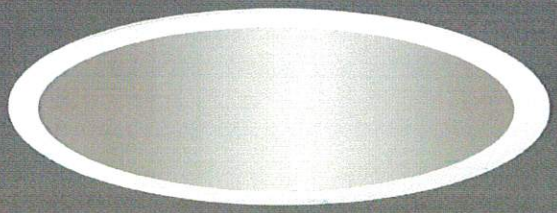
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MAXILUME ARCHITECTURAL LIGHTING
By Elite Lighting

HHR6-LED

6" Architectural High Lumen LED Downlight - Remodel

6"





HH6-6501
Flanged Downlight



HH6-6507
Flanged Wall Wash

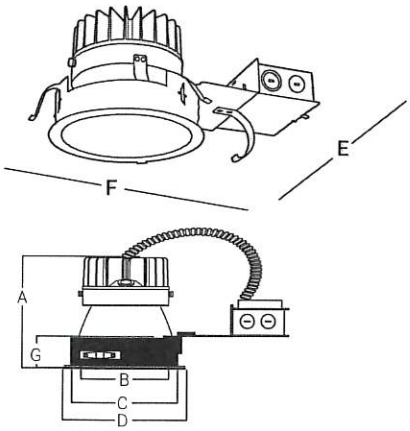


HH6-6577
Flanged Double Wall Wash

REFLECTOR/ FLANGE COLORS



CL-WH CL-SCH SHZ-WH SHZ-SHZ WT-WH W-WH MB-WH CL-BK MB-BK



A: Height = 5-9/16"
B: Trim Aperture = 6-1/8"
C: Cut-Out = 6-13/16"
D: Trim Outside Dia = 7-11/32"
E: Width = 7-3/16"
F: Length = 13-11/16"
G: Flange = 1-1/2"

NOMINAL LUMENS	DELIVERED LUMENS	WATTAGE
5000	5625	61 W
4000	4649	46 W
3000	3339	36 W
2000	2252	22 W
1500	1785	20 W
1200	1422	16 W
900	1065	12 W

Based on 4000K, 90+CRI with semi-specular chrome reflector.
Actual wattage may vary +/-5%

FEATURES

A highly sustainable and ultra-efficient architectural LED downlight that provides even, glare-free illumination. Available in a range of finishes, distributions, and lumen packages, it is ideally suited for use in corporate office space, hospitality, healthcare, commercial, academic, churches and retail.

OPTICS AND REFLECTOR

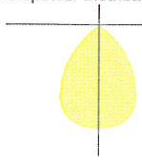
The reflector has a 45° visual cutoff, and is shipped standard with a Solite lens in a smooth frosted finish. Spun from 0.05" thick aluminum, with a 1-step anodized finish, and available in different colors or custom RAL finishes. Reflector flange options include self-flanged and white painted flange. Various distribution options are available, and all optics are field changeable.

LUMENS	900, 1200, 1500, 2000, 3000, 4000, 5000* [1] (Custom lumen packages available)
CCT & DYNAMIC PLATFORMS	27K, 30K, 35K, 40K, 50K, Tunable White, Dims to Warm, RGB + White
CRI	90+ Standard, 98+ Optional
COLOR QUALITY	2 Step MacAdam Ellipse
DISTRIBUTIONS	WD (Wide Distribution), MD (Medium Distribution) and ND (Narrow Distribution)
TRIM OPTIONS	Downlight, Wall Wash, Double Wall Wash, Wet Location
REFLECTOR COLORS	CL (Semi-Specular Chrome), SHZ (Low Iridescent Satin Haze), WT (Wheat), W (White), MB (Black)
FLANGE COLORS	Self-Flanged WH (White), SCH (Semi-Specular Chrome), SHZ (Low Iridescent Satin Haze), BK (Black)
DIMMING	0-10V Flicker Free 1% Dimming Standard (DIM10), LUTH, LUTFTB, LUT2W, ELDO10.1, ELDODMX.1, ELDODALI.1, DIMTR
EMERGENCY	10W - Up to 1000L Output (Bodine BSL310) 20W - Up to 2000L Output (Bodine BSL20)
LIFETIME	L70 at 102,000 Hours
PHOTOMETRIC TESTS	In Accordance with IES LM79-08, LM80 and TM-30, TM-21

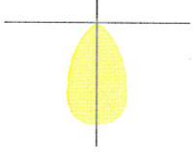
[1] 5000 Lumens is not ENERGY STAR certified

* Only Available on 85+ CRI

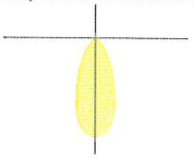
WD: Wide
Candlepower Distribution Curve



MD: Medium
Candlepower Distribution Curve



ND: Narrow
Candlepower Distribution Curve



Reference IES files for additional distribution curve information.















Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.
RS190527/NS190711/ BB190711

THERMAL MANAGEMENT SYSTEM

Passive cooling Diecast Aluminum Heat Sink, LED light engine and driver are replaceable, upgradeable, and can be accessed from below the ceiling. The consistency in the quality of light is delivered with precision performance by the use of a unique locking mechanism that aligns the reflector with the light engine.

MOUNTING FRAME & BRACKETS

Designed for fast and easy installation in existing plaster or mechanical ceiling thickness from 1/2" to 1-3/4", with four remodel clips that are easily retractable for luminaire removal, if necessary.

DRIVER ELECTRICAL INFORMATION

The LED driver is rated for 50 to 60Hz at 120V/277V also available in 347V input, produces less than 20%THD, has a power factor between 90% and 100%, and is thermally protected for additional safety. Junction box and Driver can be accessed from below the ceiling and above the ceiling. Junction Box is Listed for through branch circuit wiring.

DIMMING & DRIVER INFORMATION

DIM10 - 0-10V dimming on either MVOLT 120, 277 or 347V. Dimmable down to 1% of initial lumens, standard.
DIMTR - Triac & Electronic low voltage dimming. Available in 120V, and up to 3000 lumens only.
LUT2W - Lutron LTEA2W Hi-Lume 1%. 2-wire LED Driver Forward Phase Control, 1% dimming in 120V only. Available on all luminaires up to 40 watts.
LUTH - Lutron LDE1 Hi-Lume Eco System. 1% dimming with Soft in Fade to Black dimming technology.
LUTFB - Lutron PEQ0 Hi-Lume Premier Eco System. 0.1% dimming with Soft in Fade to Black dimming technology. Available on all luminaires up to 20 watts.
ELDO10.1 - EldoLED SoloDrive 0-10V. Dimming down to 0.1%. Available on all luminaires up to 100 watts.
DALI - DALI DT6, DT8 dimming down to 1%. Available on all luminaires up to 100 watts.
ELDODMX - EldoLED PowerDrive dimming down to 0.1%. Available on all luminaires up to 100 watts.
Please see EldoLED website for wiring diagrams and a list of compatible DMX and DALI control systems.

LED DYNAMIC PLATFORM OPTIONS

Tunable White with Smart White Technology utilizing the Lumenetix Platform allows you to color tune the luminaire via various controls. Create the perfect environment for the desired use of the space, while maintaining a CRI of 90+ across the tunable range of 8000 to 1650K. (Click here for more details)

Dims to Warm with Smart Dimming Technology. At 100% full brightness the luminaire is at 3000K. When dimmed to 1%, the light transitions to 1800K, creating a warm ambiance within the space. (Click here for more details)

RGB+White with Smart Hue Technology provides full color mixing of RGB and white colors. Utilizing the Lumenetix Platform allows you to choose from unlimited RGB color options, via various controls. Ideal for Circadian Rhythm applications or to create the perfect human centric environment. (Click here for more details)

WARRANTY

Five-year warranty for parts and components. (Labor not included)

LISTINGS

c-UL-us - Listed for Wet Location if used with HH6-6501 Trim.
c-UL-us - Listed for Feed Through Wiring.

U.S Patent No. - D685,118S
Energy Star and California Title 24 compliant

Example: **HHR6-LED-4000L-DIM10-MVOLT-MD-40K-90-HH6-6501-CL-WH**

SERIES	LUMENS	DRIVER	VOLTAGE	CCT	EMERGENCY	TRIM TYPE	REFLECTOR/FLANGE COLORS
HHR6-LED	❑ 900L	❑ DIM10	❑ 120	❑ 27K	❑ EMG-LED-10W	❑ HH6-6501 Flanged Downlight	❑ CL-WH
	❑ 1200L	❑ DIMTR [1] [5]	❑ 277	❑ 30K	❑ EMG-LED-20W	❑ HH6-6507 Flanged Wall Wash	❑ CL-SCH
	❑ 1500L	❑ LUTH [5] [2]	❑ MVOLT	❑ 35K	❑ INTG-EMG-LED-10W	❑ HH6-6577 Flanged Double Wall Wash	❑ SHZ-WH
	❑ 2000L	❑ LUT2W [1] [5]	❑ 347 (DIM10 only)	❑ 40K	❑ INTG-EMG-LED-20W		❑ SHZ-SHZ
	❑ 3000L	❑ LUTFTB [6]		❑ 50K [3]	Typical lumen output of the luminaire is up to 1000L with EMG-LED-10W option & 2000L with EMG-LED-20W option in emergency mode. Contact the factory for details. Remote mounted installation		❑ WT-WH
	❑ 4000L	❑ ELDO10-.1 [2]					❑ W-WH
	❑ 5000L [7]	❑ ELDODALI-.1 [2]					❑ MB-WH
		❑ ELDODMX-.1 [2]					❑ CL-BK
			OPTICS	CRI			❑ MB-BK
			❑ WD	❑ 90+			
			❑ MD	❑ 98+ [4]			
			❑ ND				

[1] **DIMTR** and **LUT2W** are available in 120V only
[2] **LUTH**, **ELDO10-.1**, **ELDODALI-.1**, and **ELDODMX-.1** are available in 120V and 277V
[3] **50K** series are available with 85+ CRI only
[4] **98+** CRI is available in 27K, 30K and 40K only
[5] **LUTH** and **LUT2W**, **DIMTR** Available for luminaires up to 3000L
[6] **LUTFTB** Available for luminaires up to 1500L
[7] 5000 Lumens is not energy Star certified
-Reference last page for Control Options

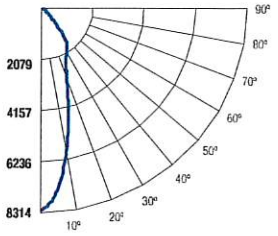
Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.

HHR 6-LED-4000L-DIM10-MVOLT-ND-40K-90-HH6-6501-CL-WH

TEST NO.: **EL1218130**

INPUT WATTS: **46.2** LUMENS: **4649** CRI: **90** EFFICACY: **101** CCT: **4000K** SPACING CRITERIA: **0.60**

Candle Power Distribution (Candelas)



Cone of Light		
4.0	28.7 fc	10.1 ft
8.0	7.19 fc	20.2 ft
12.0	3.19 fc	30.3 ft
16.0	1.8 fc	40.5 ft
20.0	1.15 fc	50.6 ft
24.0	0.80 fc	60.7 ft
Distance to Plane	Initial Footcandle at Nadir	Beam diameter

BEAM DIA. MEASURED AT 50% OF NADIR F.C.

Zonal Lumens Summary

Zone	Lumens	%Lamp	%Fixt
0-20	1918.37	N.A.	41.30
0-30	3045.18	N.A.	65.50
0-40	4085.62	N.A.	87.90
0-60	4618.13	N.A.	99.30
0-80	4646.95	N.A.	100.00
0-90	4649.1	N.A.	100.00

Luminance (Average candela/M²)

Angle in Degrees	Average 0°	Average 45°	Average 90°
45	20041	53864	48600
55	6940	10524	10384
65	827	3528	5155
75	489	956	995
85	302	1986	2206

Lumens Per Zone

Zone	Lumens
0-10	680.61
10-20	1237.76
20-30	1126.81
30-40	1040.44
40-50	442.60
50-60	89.91
60-70	24.89
70-80	3.93
80-90	2.16

Candela Tabulation

Angle	Ω
0	8307.41
5	7519.75
15	4249.07
25	2353.57
35	1799.30
45	258.74
55	72.68
65	6.38
75	2.31
85	0.48
90	0.19

Coefficients of Utilization - Zonal Cavity Method
Effective Floor Cavity Reflectance 0.20

	RC	80%				70%				50%			30%			10%			0%
	RW	70%	50%	30%	10%	70%	50%	30%	10%	50%	30%	10%	50%	30%	10%	50%	30%	10%	0%
ROOM CAVITY RATIO	0	119	119	119	119	116	116	116	116	111	111	111	106	106	106	102	102	102	100
	1	113	111	108	106	111	109	106	104	104	103	101	101	99	98	97	96	95	93
	2	108	103	99	95	106	101	97	94	98	95	92	95	92	90	92	90	88	87
	3	102	96	91	87	100	94	90	86	92	88	85	89	86	83	87	84	82	80
	4	97	89	84	80	95	88	83	79	86	82	78	84	80	77	82	79	76	75
	5	92	84	78	73	90	83	77	73	81	76	72	79	75	72	78	74	71	70
	6	87	79	73	68	86	78	72	68	76	71	68	75	70	67	74	70	67	65
	7	83	74	68	64	82	73	68	63	72	67	63	71	66	63	70	66	62	61
	8	79	70	64	60	78	69	63	59	68	63	59	67	62	59	66	62	59	57
	9	76	66	60	56	74	65	60	56	64	59	56	64	59	56	63	59	55	54
	10	72	63	57	53	71	62	57	53	61	56	53	60	56	53	60	55	52	51

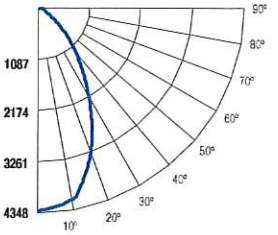
RC - Ceiling Cavity Reflectance *RW - Wall Reflectance*

HHR6-LED-4000L-DIM10-MVOLT-MD-40K-90-HH6-6501-CL-WH

TEST NO.: **EL1218126**

INPUT WATTS: **46.2** LUMENS: **4393** CRI: **90** EFFICACY: **95** CCT: **4000K** SPACING CRITERIA: **0.92**

Candle Power Distribution (Candelas)



Cone of Light		
4.0	14.9 fc	19.1 ft
8.0	3.72 fc	38.2 ft
12.0	1.65 fc	57.4 ft
16.0	0.93 fc	76.5 ft
20.0	0.59 fc	95.6 ft
24.0	0.41 fc	114.7 ft
Distance to Plane	Initial Footcandle at Nadir	Beam diameter

BEAM DIA. MEASURED AT 50% OF NADIR F.C.

Zonal Lumens Summary

Zone	Lumens	%Lamp	%Fixt
0-20	1489.95	N.A.	33.90
0-30	2726.91	N.A.	62.10
0-40	3722.28	N.A.	84.70
0-60	4355.2	N.A.	99.10
0-80	4391.19	N.A.	100.00
0-90	4393.23	N.A.	100.00

Luminance (Average candela/M²)

Angle in Degrees	Average 0°	Average 45°	Average 90°
45	41339	57536	56466
55	9497	17462	17670
65	859	3690	8453
75	493	956	976
85	302	1835	2011

Lumens Per Zone

Zone	Lumens
0-10	407.28
10-20	1082.67
20-30	1236.96
30-40	995.37
40-50	505.62
50-60	127.30
60-70	31.99
70-80	4.00
80-90	2.04

Candela Tabulation

Angle	Ω
0	4298.60
5	4257.74
15	3902.42
25	2658.34
35	1596.48
45	533.72
55	99.46
65	6.63
75	2.33
85	0.48
90	0.21

Coefficients of Utilization - Zonal Cavity Method
Effective Floor Cavity Reflectance 0.20

	RC	80%				70%				50%			30%			10%			0%
	RW	70%	50%	30%	10%	70%	50%	30%	10%	50%	30%	10%	50%	30%	10%	50%	30%	10%	0%
ROOM CAVITY RATIO	0	119	119	119	119	116	116	116	116	111	111	111	106	106	106	102	102	102	100
	1	113	110	108	105	111	108	106	104	104	102	100	100	99	97	97	96	95	93
	2	107	102	98	94	105	100	96	93	97	94	91	94	91	89	91	89	87	85
	3	101	94	89	85	99	93	88	84	90	86	83	88	84	81	85	83	80	78
	4	95	87	81	77	94	86	81	77	84	79	76	82	78	75	80	77	74	72
	5	90	81	75	70	89	80	74	70	78	73	69	77	72	69	75	71	68	67
	6	85	76	69	65	84	75	69	65	73	68	64	72	67	64	71	66	63	62
	7	81	71	64	60	79	70	64	60	69	63	59	68	63	59	66	62	59	57
	8	76	66	60	56	75	66	60	55	65	59	55	64	59	55	63	58	55	53
	9	73	62	56	52	71	62	56	52	61	55	52	60	55	51	59	54	51	50
	10	69	59	53	48	68	58	52	48	57	52	48	57	52	48	56	51	48	47

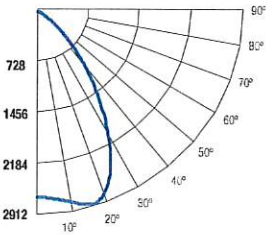
RC - Ceiling Cavity Reflectance *RW - Wall Reflectance*

HHR6-LED-4000L-DIM10-MVOLT-WD-40K-90-HH6-6501-CL-WH

TEST NO.: **EL1218125**

INPUT WATTS: **46.3** LUMENS: **4048** CRI: **90** EFFICACY: **87** CCT: **4000K** SPACING CRITERIA: **1.10**

Candle Power Distribution (Candelas)



Cone of Light		
4.0	9.28 fc	24.1 ft
8.0	2.32 fc	48.1 ft
12.0	1.03 fc	72.2 ft
16.0	0.58 fc	96.2 ft
20.0	0.37 fc	120.3 ft
24.0	0.26 fc	144.4 ft
Distance to Plane	Initial Footcandle at Nadir	Beam diameter

BEAM DIA. MEASURED AT 50% OF NADIR F.C.

Zonal Lumens Summary

Zone	Lumens	%Lamp	%Fixt
0-20	1061.46	N.A.	26.20
0-30	2201.23	N.A.	54.40
0-40	3195.67	N.A.	79.00
0-60	3993.78	N.A.	98.70
0-80	4045.66	N.A.	100.00
0-90	4047.62	N.A.	100.00

Luminance (Average candela/M²)

Angle in Degrees	Average 0°	Average 45°	Average 90°
45	67380	63901	57366
55	31338	23228	14462
65	14644	4217	861
75	969	969	476
85	1848	1672	245

Lumens Per Zone

Zone	Lumens
0-10	261.13
10-20	800.34
20-30	1139.76
30-40	994.45
40-50	599.02
50-60	199.09
60-70	47.60
70-80	4.28
80-90	1.95

Candela Tabulation

Angle	Ω
0	2682.23
5	2718.78
15	2842.40
25	2532.55
35	1738.20
45	869.93
55	328.19
65	113.00
75	4.58
85	2.94
90	2.12

Coefficients of Utilization - Zonal Cavity Method
Effective Floor Cavity Reflectance 0.20

	RC	80%				70%				50%			30%			10%			0%
	RW	70%	50%	30%	10%	70%	50%	30%	10%	50%	30%	10%	50%	30%	10%	50%	30%	10%	0%
ROOM CAVITY RATIO	0	119	119	119	119	116	116	116	116	111	111	111	106	106	106	102	102	102	100
	1	113	110	107	104	110	107	105	103	103	101	99	100	98	96	96	95	94	92
	2	106	100	96	92	104	99	95	91	95	92	89	92	90	87	90	87	85	83
	3	100	92	87	82	98	91	86	81	88	84	80	86	82	79	83	80	77	76
	4	94	85	78	74	92	84	78	73	81	76	72	79	75	71	77	74	71	69
	5	88	78	72	67	86	77	71	66	75	70	66	74	69	65	72	68	64	63
	6	83	72	65	61	81	71	65	60	70	64	60	68	63	59	67	63	59	57
	7	78	67	60	55	76	66	60	55	65	59	55	64	58	55	62	58	54	53
	8	73	62	56	51	72	62	55	51	61	55	50	59	54	50	58	54	50	48
	9	69	58	51	47	68	58	51	47	57	51	47	56	50	46	55	50	46	45
	10	65	54	48	43	64	54	48	43	53	47	43	52	47	43	51	46	43	41

RC - Ceiling Cavity Reflectance *RW - Wall Reflectance*

Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.

INTEGRATED SENSOR AND CONTROL OPTIONS

With the integration of controls, Elite Lighting now offers its products with controls-ready performance that increases energy efficiency, smarter space planning, and the enhancement of safety and productivity in the workplace. By utilizing these controls, Elite Lighting luminaires enable your customer's facility to run smarter, with the use of an easily controlled system through any platform.

Luminaire will be shipped with Powerpacks pre-installed, ready to be integrated to designated contol systems
Luminaire will be shipped with Sensors installed on the luminaire, allowing for individual luminaire control. Luminaires will be ready to be integrated with designated control systems
Luminaire will be shipped with Sensors to be remotely installed on the ceiling. Luminaires will be ready to be integrated with designated control systems

BRAND	EASYFIT by EnOcean	LUTRON	enlighted	LEVITON	OSRAM	PHILIPS EasySense	legrand®
CONTROL UNIT	❑ LEDRU LED Relay Zone Controller 0-10V	❑ Lutron Vive FCJS-010 0-10V Individual Control Models	❑ CU-4E-FMH Fixture Mount Control Unit	❑ ZL00J -T0W Intellect Intelligent Fixture Control System	❑ EN-WCM2-ZB-DR Wireless Control Module	❑ SBR Xitanium SR Bridge	❑ LMFC-011 ON/OFF/0-10V dimming fixture controller
	❑ LEDDU LED Zone Controller 0-10V	❑ Lutron Vive FCJS-ECO Eco-system Individual Control Models		❑ ZL00J-D0W Intellect Intelligent Fixture Control System	❑ EN- ALC-ZB-BK-DR Wireless Area Lighting Control Module		
INTEGRAT SENSOR	N/A	N/A	❑ SU-5E-xxx* Micro Sensor *Product Codes: xxx IoT= IoT Node CL= Connected Lighting IL= Independent Lighting / Enlighted One	❑ ZL027 –N0W Intellect Power Control Module	❑ EN-CLM-PIR-DD-ZB SensiLUM™ Wireless Integrated Sensor	N/A	N/A
				❑ ZL027-DLE Intellect Power Control Module	❑ ZBHA-CLM-DIM-ENC Connected Lighting Module DIM		
WIRELESS OCCUPANCY SENSOR	❑ EOSCU-W-E0 Occupancy Sensor - Ceiling Mounted	❑ LRF2-OCR2B-P-WH Ceiling mount360° ,occupancy/vacancy sensor	❑ SU-5S-H-xxx Surface Mount Sensor	N/A	❑ EN-SCPPH-1500-ZB Wireless Passive Infrared Occupancy and Photo Sensors	❑ SNS200-CMP SNS200 for grouping	❑ LMDC-100 Dual technology PIR Ceiling Mount Occupancy Sensor
WIRELESS DAYLIGHT SENSOR	❑ ELLSU-W-E0 Light Level Sensor - Ceiling Mounted	❑ LRF2-DCRB-WH Ceiling-mount daylight sensor	❑ SU-5S-H-xxx Surface Mount Sensor	N/A	❑ EN-SCPPH-1500-ZB Wireless Passive Infrared Occupancy and Photo Sensors	❑ SNS200-CMP SNS200 for grouping	❑ EN-SCPPH-1500-ZB Wireless Passive Infrared Occupancy and Photo Sensors

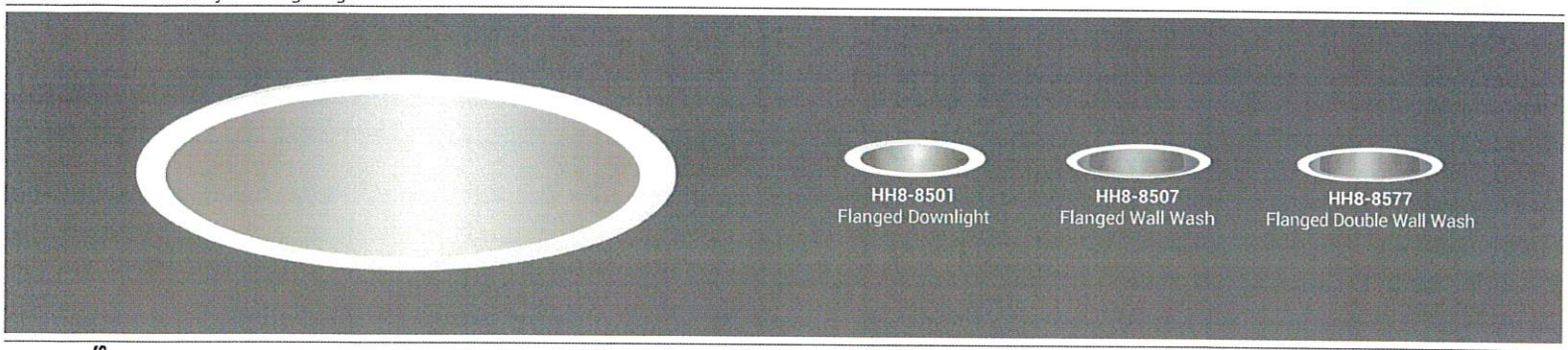
Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.

MAXILUME ARCHITECTURAL LIGHTING
By Elite Lighting

HHR8-LED

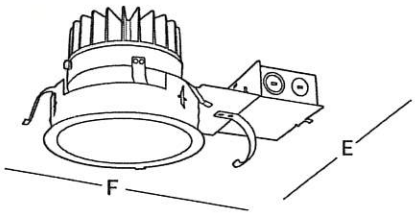
8" Architectural High Lumen LED Downlight - Remodel

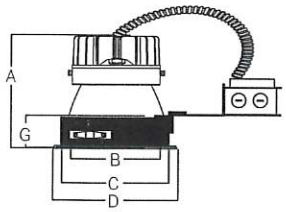
8"



REFLECTOR/ FLANGE COLORS







A: Height = 5-9/16"
B: Trim Aperture = 6-1/8"
C: Cut-Out = 6-13/16"
D: Trim Outside Dia = 7-11/32"
E: Width = 8-3/4"
F: Length = 15"
G: Flange = 3-1/4"

NOMINAL LUMENS	DELIVERED LUMENS	WATTAGE
6000	6542	76 W
5000	5496	64 W
4000	4733	49 W
3000	3584	44 W
2000	2430	28 W
1500	1809	22 W
1200	1468	16 W
900	1113	12 W

Based on 4000K, 90+CRI with semi-specular chrome reflector.
Actual wattage may vary +/-5%

FEATURES

A highly sustainable and ultra-efficient architectural LED downlight that provides even, glare-free illumination. Available in a range of finishes, distributions, and lumen packages, it is ideally suited for use in corporate office space, hospitality, healthcare, commercial, academic, churches and retail.

OPTICS AND REFLECTOR

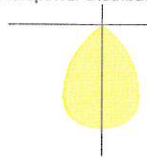
The reflector has a 45° visual cutoff, and is shipped standard with a Solite lens in a smooth frosted finish. Spun from 0.05" thick aluminum, with a 1-step anodized finish, and available in different colors or custom RAL finishes. Reflector flange options include self-flanged and white painted flange. Various distribution options are available, and all optics are field changeable.

LUMENS	900, 1200, 1500, 2000, 3000, 4000, 5000*[1], 6000 (Custom lumen packages available)
CCT & DYNAMIC PLATFORMS	27K, 30K, 35K, 40K, 50K, Tunable White, Dims to Warm, RGB + White
CRI	90+ Standard, 98+ Optional
COLOR QUALITY	2 Step MacAdam Ellipse
DISTRIBUTIONS	WD (Wide Distribution), MD (Medium Distribution) and ND (Narrow Distribution)
TRIM OPTIONS	Downlight, Wall Wash, Double Wall Wash, Wet Location
REFLECTOR COLORS	CL (Semi-Specular Chrome), SHZ (Low Iridescent Satin Haze), WT (Wheat), W (White), MB (Black)
FLANGE COLORS	Self-Flanged WH (White), SCH (Semi-Specular Chrome), SHZ (Low Iridescent Satin Haze), BK (Black)
DIMMING	0-10V Flicker Free 1% Dimming Standard (DIM10), LUTH, LUTFTB, LUT2W, ELDO10.1, ELDODMX.1, ELDODALI.1, DIMTR
EMERGENCY	10W - Up to 1000L Output (Bodine BSL310) 20W - Up to 2000L Output (Bodine BSL20)
LIFETIME	L70 at 102,000 Hours
PHOTOMETRIC TESTS	In Accordance with IES LM79-08, LM80 and TM-30, TM-21

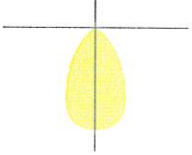
[1] 5000 Lumens is not ENERGY STAR certified

* Only Available on 85+ CRI

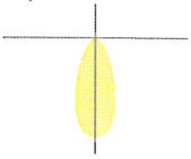
WD: Wide
Candlepower Distribution Curve



MD: Medium
Candlepower Distribution Curve



ND: Narrow
Candlepower Distribution Curve



Reference IES files for additional distribution curve information.

PROUDLY ASSEMBLED in AMERICA
QUICKSHIP CONSULT FACTORY
5 YEARS LIMITED WARRANTY
FOR WET LOCATION

Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.
RS190627/NS190711/ BB190711

THERMAL MANAGEMENT SYSTEM

Passive cooling Diecast Aluminum Heat Sink, LED light engine and driver are replaceable, upgradeable, and can be accessed from below the ceiling. The consistency in the quality of light is delivered with precision performance by the use of a unique locking mechanism that aligns the reflector with the light engine.

MOUNTING FRAME & BRACKETS

Designed for fast and easy installation in existing plaster or mechanical ceiling thickness from 1/2" to 1-3/4", with four remodel clips that are easily retractable for luminaire removal, if necessary.

DRIVER ELECTRICAL INFORMATION

The LED driver is rated for 50 to 60Hz at 120V/277V, also available in 347V input, produces less than 20%THD, has a power factor between 90% and 100%, and is thermally protected for additional safety. Junction box and Driver can be accessed from below the ceiling and above the ceiling. Junction Box is Listed for through branch circuit wiring.

DIMMING & DRIVER INFORMATION

DIM10 - 0-10V dimming on either MVOLT 120, 277 or 347V. Dimmable down to 1% of initial lumens, standard.
DIMTR - Triac & Electronic low voltage dimming. Available in 120V, and up to 3000 lumens only.
LUT2W - Lutron LTEA2W Hi-Lume 1%. 2-wire LED Driver Forward Phase Control, 1% dimming in 120V only. Available on all luminaires up to 40 watts.
LUTH - Lutron LDE1 Hi-Lume Eco System. 1% dimming with Soft in Fade to Black dimming technology.
LUTFB - Lutron PEQ0 Hi-Lume Premier Eco System. 0.1% dimming with Soft in Fade to Black dimming technology. Available on all luminaires up to 20 watts.
ELDO10.1 - EldoLED SoloDrive 0-10V. Dimming down to 0.1%. Available on all luminaires up to 100 watts.
DALI - DALI DT6, DT8 dimming down to 1%. Available on all luminaires up to 100 watts.
ELDODMX - EldoLED PowerDrive dimming down to 0.1%. Available on all luminaires up to 100 watts.
Please see EldoLED website for wiring diagrams and a list of compatible DMX and DALI control systems.

LED DYNAMIC PLATFORM OPTIONS

Tunable White with Smart White Technology utilizing the Lumenetix Platform allows you to color tune the luminaire via various controls. Create the perfect environment for the desired use of the space, while maintaining a CRI of 90+ across the tunable range of 8000 to 1650K. (Click here for more details)

Dims to Warm with Smart Dimming Technology. At 100% full brightness the luminaire is at 3000K. When dimmed to 1%, the light transitions to 1800K, creating a warm ambiance within the space. (Click here for more details)

RGB+White with Smart Hue Technology provides full color mixing of RGB and white colors. Utilizing the Lumenetix Platform allows you to choose from unlimited RGB color options, via various controls. Ideal for Circadian Rhythm applications or to create the perfect human centric environment. (Click here for more details)

WARRANTY

Five-year warranty for parts and components. (Labor not included)

LISTINGS

c-UL-us - Listed for Wet Location if used with HH8-8501 Trim.
c-UL-us - Listed for Feed Through Wiring.

U.S Patent No. - D685,118S
Energy Star and California Title 24 compliant

Example: **HHR8-LED-4000L-DIM10-MVOLT-MD-40K-90-HH8-8501-CL-WH**

SERIES	LUMENS	DRIVER	VOLTAGE	CCT	EMERGENCY	TRIM TYPE	REFLECTOR/FLANGE COLORS
HHR8-LED	❑ 900L	❑ DIM10	❑ 120	❑ 27K	❑ EMG-LED-10W	❑ HH8-8501 Flanged Downlight	❑ CL-WH
	❑ 1200L	❑ DIMTR [1] [5]	❑ 277	❑ 30K	❑ EMG-LED-20W	❑ HH8-8507 Flanged Wall Wash	❑ CL-SCH
	❑ 1500L	❑ LUTH [2] [5]	❑ MVOLT	❑ 35K	❑ INTG-EMG-LED-10W	❑ HH8-8577 Flanged Double Wall Wash	❑ SHZ-WH
	❑ 2000L	❑ LUT2W [1] [5]	❑ 347 (DIM10 only)	❑ 40K	❑ INTG-EMG-LED-20W		❑ SHZ-SHZ
	❑ 3000L	❑ LUTFTB [6]		❑ 50K [3]	Typical lumen output of the luminaire is up to 1000L with EMG-LED-10W option & 2000L with EMG-LED-20W option in emergency mode. Contact the factory for details. Remote mounted installation		❑ WT-WH
	❑ 4000L	❑ ELDO10-.1 [2]					❑ W-WH
	❑ 5000L [7]	❑ ELDODALI-.1 [2]					❑ MB-WH
	❑ 6000L	❑ ELDODMX-.1 [2]					❑ CL-BK
			OPTICS	CRI			❑ MB-BK
			❑ WD	❑ 90+			
			❑ MD	❑ 98+ [4]			
			❑ ND				

[1] **DIMTR** and **LUT2W** are available in 120V only
[2] **LUTH**, **ELDO10-.1**, **ELDODALI-.1**, and **ELDODMX-.1** are available in 120V and 277V
[3] **50K** series are available with 85+ CRI only
[4] **98+** CRI is available in 27K, 30K and 40K only
[5] **DIMTR** and **LUTH**, **LUT2W** Available for luminaires up to 3000L
[6] **LUTFTB** Available for luminaires up to 1500L
[7] 5000 Lumens is not energy Star certified

-Reference last page for Control Options

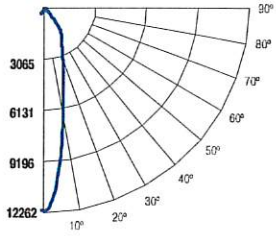
Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.

HHR8-LED-4000L-DIM10-MVOLT-ND-40K-90-HH8-8501-CL-WH

TEST NO.: **EL1218150**

INPUT WATTS: **49.1** LUMENS: **4733** CRI: **90** EFFICACY: **96** CCT: **4000K** SPACING CRITERIA: **0.50**

Candle Power Distribution (Candelas)



Cone of Light		
4.0	42.4 fc	7 ft
8.0	10.6 fc	14 ft
12.0	4.71 fc	21 ft
16.0	2.65 fc	28 ft
20.0	1.7 fc	34.9 ft
24.0	1.18 fc	41.9 ft
Distance to Plane	Initial Footcandle at Nadir	Beam diameter

BEAM DIA. MEASURED AT 50% OF NADIR F.C.

Zonal Lumens Summary

Zone	Lumens	%Lamp	%Fixt
0-20	2146.83	N.A.	45.40
0-30	3352.59	N.A.	70.80
0-40	4332.2	N.A.	91.50
0-60	4707.73	N.A.	99.50
0-80	4729.85	N.A.	99.90
0-90	4732.63	N.A.	100.00

Luminance (Average candela/M²)

Angle in Degrees	Average 0°	Average 45°	Average 90°
45	6967	10815	26724
55	2116	2811	3813
65	759	870	2123
75	500	695	816
85	339	1331	1475

Lumens Per Zone

Zone	Lumens
0-10	837.03
10-20	1309.8
20-30	1205.76
30-40	979.61
40-50	322.34
50-60	53.19
60-70	16.44
70-80	5.68
80-90	2.78

Candela Tabulation

Ω	
0	12261.97
5	10025.75
15	4551.01
25	2513.40
35	1730.89
45	156.73
55	38.62
65	10.21
75	4.12
85	0.94
90	0.15

Coefficients of Utilization - Zonal Cavity Method
Effective Floor Cavity Reflectance 0.20

	RC	80%			70%				50%			30%			10%			0%
	RW	70%	50%	30%	10%	70%	50%	30%	10%	50%	30%	10%	50%	30%	10%	50%	30%	10%	0%
ROOM CAVITY RATIO	0	119	119	119	119	116	116	116	116	111	111	111	106	106	106	102	102	102	100
	1	114	111	109	106	111	109	107	105	105	103	102	101	100	99	98	97	96	94
	2	108	104	100	97	106	102	98	95	99	96	93	96	93	91	93	91	89	88
	3	103	97	92	88	101	96	91	88	93	89	86	91	88	85	88	86	84	82
	4	98	91	86	82	97	90	85	81	88	84	80	86	82	79	84	81	78	77
	5	94	86	80	76	92	85	80	76	83	78	75	81	77	74	80	76	74	72
	6	89	81	75	71	88	80	75	71	79	74	70	77	73	70	76	72	69	68
	7	85	76	71	67	84	76	70	66	74	70	66	73	69	66	72	68	65	64
	8	81	72	67	63	80	72	66	63	71	66	62	70	65	62	69	65	62	61
	9	78	69	63	59	77	68	63	59	67	62	59	66	62	59	66	62	59	57
	10	75	65	60	56	74	65	60	56	64	59	56	63	59	56	63	59	56	55

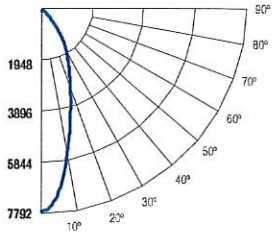
RC - Ceiling Cavity Reflectance *RW - Wall Reflectance*

HHR8-LED-4000L-DIM10-MVOLT-MD-40K-90-HH8-8501-CL-WH

TEST NO.: **EL1218148**

INPUT WATTS: **48.5** LUMENS: **4363** CRI: **90** EFFICACY: **90** CCT: **4000K** SPACING CRITERIA: **0.66**

Candle Power Distribution (Candelas)



Cone of Light		
4.0	27 fc	10.8 ft
8.0	6.74 fc	21.6 ft
12.0	3 fc	32.4 ft
16.0	1.69 fc	43.2 ft
20.0	1.08 fc	54 ft
24.0	0.75 fc	64.9 ft
Distance to Plane	Initial Footcandle at Nadir	Beam diameter

BEAM DIA. MEASURED AT 50% OF NADIR F.C.

Zonal Lumens Summary

Zone	Lumens	%Lamp	%Fixt
0-20	1858.94	N.A.	42.60
0-30	3045.77	N.A.	69.80
0-40	3931.59	N.A.	90.10
0-60	4338.31	N.A.	99.40
0-80	4360.45	N.A.	99.90
0-90	4363.05	N.A.	100.00

Luminance (Average candela/M²)

Angle in Degrees	Average 0°	Average 45°	Average 90°
45	10117	16331	24847
55	1983	3513	4050
65	705	800	2194
75	457	634	740
85	303	1208	1331

Lumens Per Zone

Zone	Lumens
0-10	631.11
10-20	1227.84
20-30	1186.83
30-40	885.82
40-50	346.15
50-60	60.57
60-70	16.85
70-80	5.30
80-90	2.60

Candela Tabulation

Ω	
0	7791.97
5	7129.49
15	4331.67
25	2510.30
35	1374.17
45	227.60
55	36.18
65	9.48
75	3.76
85	0.84
90	0.15

Coefficients of Utilization - Zonal Cavity Method
Effective Floor Cavity Reflectance 0.20

	RC	80%			70%				50%			30%			10%			0%
	RW	70%	50%	30%	10%	70%	50%	30%	10%	50%	30%	10%	50%	30%	10%	50%	30%	10%	0%
ROOM CAVITY RATIO	0	119	119	119	119	116	116	116	116	111	111	111	106	106	106	102	102	102	100
	1	114	111	108	106	111	109	106	104	105	103	101	101	100	98	97	96	95	94
	2	108	103	99	96	106	102	98	95	98	95	93	95	93	91	93	91	89	87
	3	103	96	91	88	101	95	90	87	92	89	85	90	87	84	88	85	83	81
	4	98	90	85	81	96	89	84	80	87	83	79	85	81	78	83	80	77	76
	5	93	85	79	75	91	84	78	74	82	77	74	80	76	73	79	75	72	71
	6	88	80	74	69	87	79	73	69	77	72	69	76	72	68	75	71	68	66
	7	84	75	69	65	83	74	69	65	73	68	64	72	67	64	71	67	64	62
	8	80	71	65	61	79	70	65	61	69	64	61	68	64	60	67	63	60	59
	9	77	67	61	57	75	67	61	57	66	61	57	65	60	57	64	60	57	55
	10	73	64	58	54	72	63	58	54	62	57	54	62	57	54	61	57	54	52

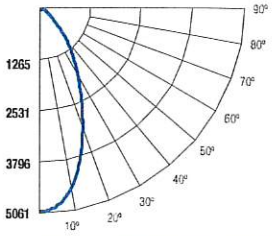
RC - Ceiling Cavity Reflectance *RW - Wall Reflectance*

HHR8-LED-4000L-DIM10-MVOLT-WD-40K-90-HH8-8501-CL-WH

TEST NO.: **EL1218147**

INPUT WATTS: **48.7** LUMENS: **3963** CRI: **90** EFFICACY: **81** CCT: **4000K** SPACING CRITERIA: **0.80**

Candle Power Distribution (Candelas)



Cone of Light		
4.0	17.5 fc	15.4 ft
8.0	4.38 fc	30.9 ft
12.0	1.95 fc	46.3 ft
16.0	1.09 fc	61.7 ft
20.0	0.70 fc	77.1 ft
24.0	0.49 fc	92.6 ft
Distance to Plane	Initial Footcandle at Nadir	Beam diameter

BEAM DIA. MEASURED AT 50% OF NADIR F.C.

Zonal Lumens Summary

Zone	Lumens	%Lamp	%Fixt
0-20	1517.55	N.A.	38.30
0-30	2621.36	N.A.	66.20
0-40	3458.98	N.A.	87.30
0-60	3936.07	N.A.	99.30
0-80	3960.06	N.A.	99.90
0-90	3962.51	N.A.	100.00

Luminance (Average candela/M²)

Angle in Degrees	Average 0°	Average 45°	Average 90°
45	18116	23677	23992
55	1929	5705	5394
65	698	806	2795
75	442	616	718
85	289	1122	1237

Lumens Per Zone

Zone	Lumens
0-10	455.70
10-20	1061.86
20-30	1103.81
30-40	837.62
40-50	401.40
50-60	75.69
60-70	18.80
70-80	5.19
80-90	2.45

Candela Tabulation

Ω	
0	5061.33
5	4918.36
15	3842.10
25	2371.45
35	1310.88
45	407.53
55	35.20
65	9.39
75	3.64
85	0.80
90	0.15

Coefficients of Utilization - Zonal Cavity Method
Effective Floor Cavity Reflectance 0.20

	RC	80%			70%				50%			30%			10%			0%
	RW	70%	50%	30%	10%	70%	50%	30%	10%	50%	30%	10%	50%	30%	10%	50%	30%	10%	0%
ROOM CAVITY RATIO	0	119	119	119	119	116	116	116	116	111	111	111	106	106	106	102	102	102	100
	1	113	110	108	106	111	108	106	104	104	102	101	101	99	98	97	96	95	93
	2	108	103	98	95	105	101	97	94	98	94	92	95	92	90	92	90	88	86
	3	102	95	90	86	100	94	89	85	91	87	84	89	86	83	87	84	81	80
	4	97	89	83	79	95	88	82	78	85	81	77	83	80	76	82	78	76	74
	5	91	83	77	73	90	82	76	72	80	75	72	78	74	71	77	73	70	69
	6	87	78	72	67	85	77	71	67	75	70	66	74	69	66	73	69	66	64
	7	82	73	67	62	81	72	66	62	71	66	62	70	65	62	69	64	61	60
	8	78	69	62	58	77	68	62	58	67	62	58	66	61	58	65	61	57	56
	9	74	65	59	55	73	64	58	54	63	58	54	62	58	54	61	57	54	53
	10	71	61	55	51	70	61	55	51	60	55	51	59	54	51	58	54	51	49

RC - Ceiling Cavity Reflectance *RW - Wall Reflectance*

Due to the changes of constant improvement in LED technology, all details are subject to change without notice. Consult factory for up to date information.

INTEGRATED SENSOR AND CONTROL OPTIONS

With the integration of controls, Elite Lighting now offers its products with controls-ready performance that increases energy efficiency, smarter space planning, and the enhancement of safety and productivity in the workplace. By utilizing these controls, Elite Lighting luminaires enable your customer's facility to run smarter, with the use of an easily controlled system through any platform.

Luminaire will be shipped with Powerpacks pre-installed, ready to be integrated to designated contol systems
Luminaire will be shipped with Sensors installed on the luminaire, allowing for individual luminaire control. Luminaires will be ready to be integrated with designated control systems
Luminaire will be shipped with Sensors to be remotely installed on the ceiling. Luminaires will be ready to be integrated with designated control systems

BRAND	EASYFIT by EnOcean	LUTRON	enlighted	LEVITON	OSRAM	PHILIPS EasySense	legrand®
CONTROL UNIT	❑ LEDRU LED Relay Zone Controller 0-10V	❑ Lutron Vive FCJS-010 0-10V Individual Control Models	❑ CU-4E-FMH Fixture Mount Control Unit	❑ ZL00J -T0W Intellect Intelligent Fixture Control System	❑ EN-WCM2-ZB-DR Wireless Control Module	❑ SBR Xitanium SR Bridge	❑ LMFC-011 ON/OFF/0-10V dimming fixture controller
	❑ LEDDU LED Zone Controller 0-10V	❑ Lutron Vive FCJS-ECO Eco-system Individual Control Models		❑ ZL00J-D0W Intellect Intelligent Fixture Control System	❑ EN- ALC-ZB-BK-DR Wireless Area Lighting Control Module		
INTEGRAT SENSOR	N/A	N/A	❑ SU-5E-xxx* Micro Sensor *Product Codes: xxx IoT= IoT Node CL= Connected Lighting IL= Independent Lighting / Enlighted One	❑ ZL027 –N0W Intellect Power Control Module	❑ EN-CLM-PIR-DD-ZB SensiLUM™ Wireless Integrated Sensor	N/A	N/A
				❑ ZL027-DLE Intellect Power Control Module	❑ ZBHA-CLM-DIM-ENC Connected Lighting Module DIM		
WIRELESS OCCUPANCY SENSOR	❑ EOSCU-W-EO Occupancy Sensor - Ceiling Mounted	❑ LRF2-OCR2B-P-WH Ceiling mount360° ,occupancy/vacancy sensor	❑ SU-5S-H-xxx Surface Mount Sensor	N/A	❑ EN-SCPPH-1500-ZB Wireless Passive Infrared Occupancy and Photo Sensors	❑ SNS200-CMP SNS200 for grouping	❑ LMDC-100 Dual technology PIR Ceiling Mount Occupancy Sensor
WIRELESS DAYLIGHT SENSOR	❑ ELLSU-W-EO Light Level Sensor - Ceiling Mounted	❑ LRF2-DCRB-WH Ceiling-mount daylight sensor	❑ SU-5S-H-xxx Surface Mount Sensor	N/A	❑ EN-SCPPH-1500-ZB Wireless Passive Infrared Occupancy and Photo Sensors	❑ SNS200-CMP SNS200 for grouping	❑ EN-SCPPH-1500-ZB Wireless Passive Infrared Occupancy and Photo Sensors

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

THE CITY of Milford DELAWARE

400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council

FROM: Kenneth L. Brown, Chief of Police

DATE: December 4, 2019

RE: Activity Report/November 2019

Monthly Stats:

A total of 723 arrests were made by the Milford Police Department during November 2019. Of these arrests, 117 were for criminal offenses and 606 for traffic violations. Criminal offenses consisted of 16 felonies and 101 misdemeanors. Traffic violations consisted of 111 Special Duty Radar, 11 Drunk-Driving charges, 484 other.

Police officers investigated 64 accidents during the month and issued 179 written reprimands. In addition, they responded to 1373 various complaints including city requests and other agency assistance.

Monthly Activities:

Participated in cleaning up Union Cemetery located on South Rehoboth Blvd. on November 9, 2019.

Attended the State Chief's Board Meeting held at the Dover Police Department on November 12, 2019.

As a Board Member, attended the SALLE/EIDE Grant Meeting held at the Dover Police Department on November 12, 2019.

Met with the Mayor and City Manager in reference to personnel at City Hall on November 12, 2019.

Attended a Webinar on Performance Appraisal & Professional Development Plan & ICMA Coaching held at Public Works on November 14, 2019.

Attended the Police Dispatcher Union Vote Observation at the City Hall conference room on November 14, 2019.

Met with the new Assistant Field Office Director for US Immigration and Customs Enforcement (ICE) in Delaware to discuss how our agencies can work together and best support one another. Meeting was held at the Milford Police Department on November 18, 2019.

Interviewed a potential new hire police officer on November 19, 2019.

Teleconference with the Insurance Company reference the litigation held at City Hall on November 19, 2019.

Attended the Brandywine Counseling Board Meeting held in Wilmington on November 19, 2019.

Attended the Taste of Milford with Mayor Campbell held at the Rookery North on November 21, 2019.

Met with a representative from Arm Forces Benefit Association (AFBA) Insurance on November 26, 2019.

Attended the Tree Lighting event held at City Hall on November 30, 2019.

Training –

Three officers attended "Surviving the Interdiction Stop" Seminar held at the NCC Police Department on November 26, 2019.

SRO –

S/Cpl. Bloodsworth, assisted by one of the AAA Safety Patrollers from Mispillion Elementary, displayed a vehicle and handed out bicycle lights at the "We Are Milford" event hosted by the Milford School District at the Milford Central Academy.

Sgt. Masten conducted an intruder training for the staff at the Milford Senior Center.

Sgt. Masten completed a DEMA School Safety Assessment at Milford Senior High School and Milford Central Academy as required by the Comprehensive School Safety Program in Delaware.

S/Cpl. Bloodsworth completed DEMA School Safety Assessments at Lulu Ross and Mispillion Elementary Schools as required by the Comprehensive School Safety Program in Delaware (one was also completed at Benjamin Banneker by their School Safety Monitor, Jim Gooch).

With the assistance of Mountaire Farms the Milford Police Department's Community Policing Unit was able to provide dozens of Milford area families with Thanksgiving meals.

Cpl. Stanton attended the Teen Titans event at the Boys and Girls Club and spoke to the attendees on a variety of safety related topics.

K9 Unit –

For the month of November 2019 the Milford Police Department K9 unit had the following stats:

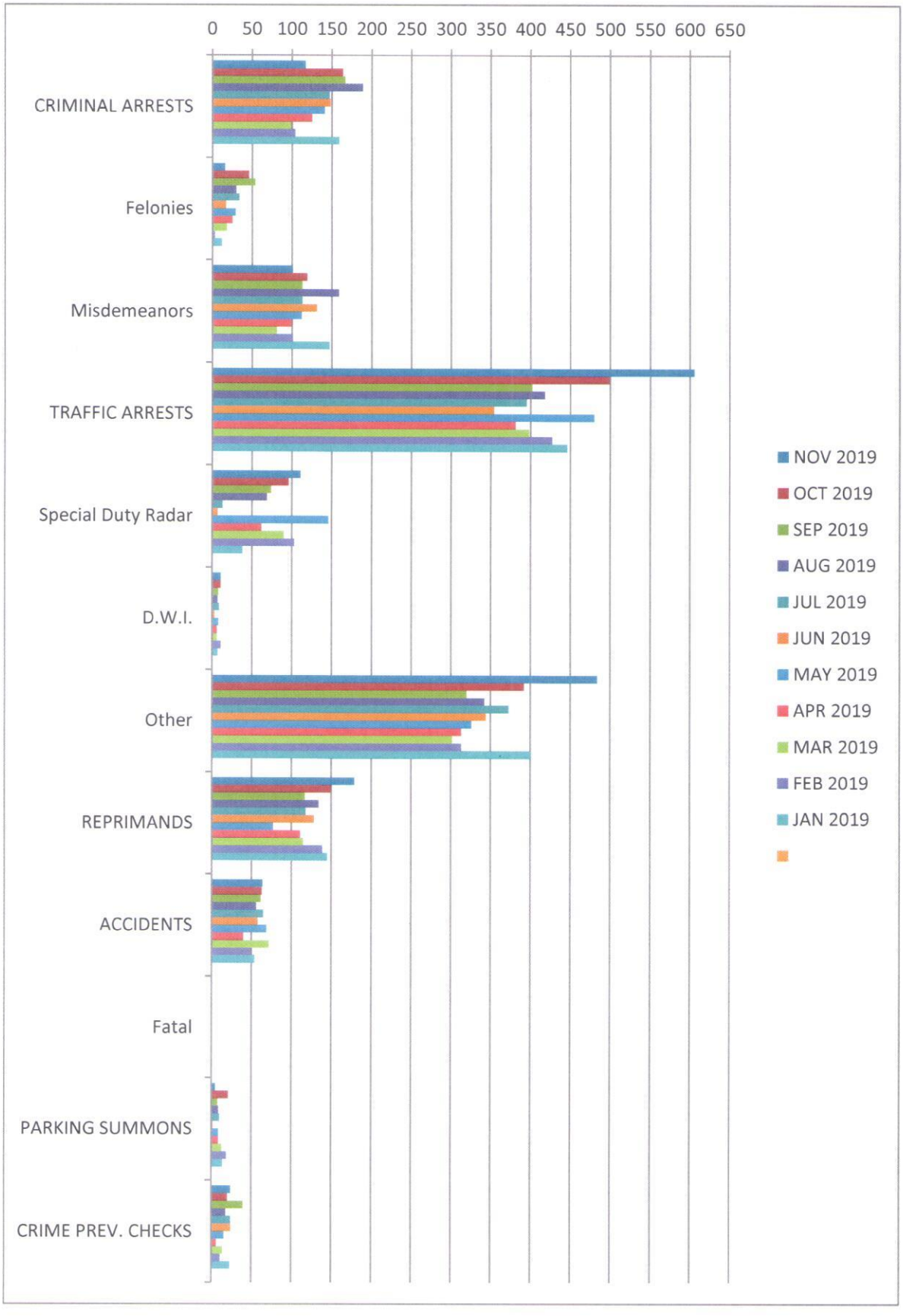
- Building searches 2
- Community Policing 1

- Area Search 1
- Drug sniffs 3
- Assist other agency 1

Seized Items	Amount
• Marijuana	18.5 gram(s)
• DPA Oil	3 doses
• Drug Paraphernalia	

NOV 2019 ACTIVITY REPORT

	NOV 2019	TOTAL 2019	NOV 2018	TOTAL 2018
COMPLAINTS	1373	14086	1084	13443
CRIMINAL ARRESTS	117	1560	117	1566
Felonies	16	284	16	290
Misdemeanors	101	1277	101	1274
TRAFFIC ARRESTS	606	4806	361	4312
Special Duty Radar	111	809	9	1321
D.W.I.	11	87	8	87
Other	484	3910	344	2904
REPRIMANDS	179	1413	123	1061
ACCIDENTS	64	653	55	619
Fatal	1	1	0	1
PARKING SUMMONS	5	119	19	176
CRIME PREV. CHECKS	24	220	19	243
FINES RECEIVED	$6,049.03	$ 86,668.79	$5,339.07	$ 89,837.55


0
50
100
150
200
250
300
350
400
450
500
550
600
650
CRIMINAL ARRESTS
Felonies
Misdemeanors
TRAFFIC ARRESTS
Special Duty Radar
D.W.I.
Other
REPRIMANDS
ACCIDENTS
Fatal
PARKING SUMMONS
CRIME PREV. CHECKS
NOV 2019
OCT 2019
SEP 2019
AUG 2019
JUL 2019
JUN 2019
MAY 2019
APR 2019
MAR 2019
FEB 2019
JAN 2019

City Manager's Monthly Update Report

Human Resources Office	November 2018	November 2019	FY19 YTD *(07/01/18-11/30/18)*	FY20 YTD *(07/01/19-11/3/19)*
Full Time Employees				
Part Time/Seasonal Employees		No Information Provided		
Vacant Positions				
Promotions				

Information Technology Office	November 20	November	FY19 YTD	FY20 YTD */19-11/3/19)*
IT Assistance Offered		No Information Provided		

Finance Department	November 2018	November 2019	FY19 YTD *(07/01/18-11/30/18)*	FY20 YTD *(07/01/19-11/3/19)*
Utility Accounts Billed		No Information Provided		
Utility Payments Processed				

Parks & Recreation Department	November 2018	November 2019	FY19 YTD *(07/01/18-11/30/18)*	FY20 YTD *(07/01/19-11/3/19)*
Program Participants	28	0	1,432	527
Programs Offered	1	0	18	7
Special Events Assisted	0	0	4	3

Planning & Economic Development Department	November 2018	November 2019	FY19 YTD *(07/01/18-11/30/18)*	FY20 YTD *(07/01/19-11/3/19)*
Building Inspections & Permitting				
Residential Permits Issued	32	24	175	148
Residential Inspections Performed (By City Staff)	0	43	0	526
Residential Inspections Performed (By Outside Contractor)		Not Being Reported		
Commercial Permits Issued	7	6	33	43
Commercial Inspections Performed (By City Staff)	0	8	0	43
Commercial Inspections Performed (By Outside Contractor)		Not Being Reported		
Code Enforcement & Licensing				
Code Enforcement Cases Initiated	9	3	86	170
Code Enforcement Cases Closed	37	311	93	357
Rental Inspections Performed (By City Staff)	11	21	243	375
Rental Inspections Performed (By Outside Contractor)		Not Being Reported		
Contractor & Vendor Licenses Issued	17	16	100	88
Rental Licenses Issued	5	6	20	26
Economic Development				
Economic Development Incentive Applications Received		Not Being Reported		
Downtown Development District Applications Received	0	0	57	5
-Private Investment	$ -	$ -	$ 21,040,554.00	$ 8,011,720.00
-State Investment	$ -	$ -	$ 2,477,270.00	$ 614,000.00
-Milford Waivers	$ -	$ -	$ 234,418.00	$ 15,421.76
Planning & Zoning				
Outside Contractor Utilized		Not Being Reported		
Land Use Applications Received	2	6	13	30

City Manager's Monthly Update Report

Public Works Department	November 2018	November 2019	FY19 YTD (07/01/18-11/30/18)	FY20 YTD (07/01/19-11/3/19)
Electric Division				
Outages		7		35
Trouble Service Calls		9		54
After Hours Calls		10		51
Work Orders Completed		30		144
Poles Replaced		1		26
Trees Trimmed		2		15
Engineering Division				
Utility Locates Completed		195		1,204
Operations Division				
Fleet Work Orders Completed		24		185
Fuel Use-Diesel (Gallons)		2,095		13,443
Fuel Use-Gas (Gallons)		4,165		18,762
Solid Waste & Facilities Division				
Refuse Collected (Tons)	281	288	1,085	1,132
Recycle Collected (Tons)	60	65	248	252
Yard Waste Collected (Tons)	49	45	197	216
Leaves Collected (Tons)		23		23
Waste Diversion Rate (Percentage)	28	28	29	29
Bulk/Brush Collection Requests Completed	94	70	273	293
Containers Delivered	90	68	388	288
Streets & Utilities Division				
Trouble Service Calls		0		14
After Hours Calls		6		26
Work Orders Completed		15		59
Street Storm Drains Cleaned		18		60
Street Potholes Filled/Cold Patch		30		105
Street Potholes Filled/Spray Patch (Gallons)		0		11
Street Crack Sealant Used (Pounds)		0		120
Street Curbs Swept (Miles)		140		734
Street Deicing Salt Used (Tons)		0		0
Street Signs Installed/Replaced		7		44
Street Closures/Special Events		2		8
Water Hydrants Flushed		12		136
Fire Hydrants Installed/Replaced		0		2
Water Lines Repaired		0		7
Water Valves Exercised		12		30
Waste Water Lines Flushed (Feet)		1,200		107,594
Waste Water Lines Repaired		0		0
Technical Services Division				
After Hours Calls		7		42
Work Orders Completed		756		3,761
Meters Installed New-Electric		29		102
Meters Replaced-Electric		4		55
Meters Installed New-Water		23		70
Meters Replaced-Water		36		178
Meters Read		0		0
Meters Re-Read		0		0
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons)	73,727,600	81,526,400	925,874,600	9,311,462,600
Waste Water Transferred (Millions of Gallons)	111,514,000	93,977,000	911,348,000	871,578,000
Work Orders Completed		2		8
Pump Stations Cleaned		0		1
Projects				
	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
DEL1 Substation Testing	X			
DEL2 Relay Replacement	X			
DEL2 Substation Testing	X			
Air Break Switch				X
Traffic Signal Head Refurb-Church/Walnut/Washington	X			
GIS Mapping-Smart Metering			X	
Riverwalk Light Pole Powdercoat/Retrofit Phase II			X	
Line Reconductor-Wilber	X			

Reliable Public Power Provider Certification Application				X
Equipment Replacement-E-130			X	
Equipment Replacement-WH-001				
Vehicle Replacement-B-002				X
Vehicle Replacement-E-103				
Vehicle Replacement-E-106				X
Vehicle Replacement-E-110			X	
Vehicle Replacement-E-115				
Vehicle Replacement-E-134 (TS-001)				
Water				
Automated Blow-off Valves Installation				X
Tower Protection Upgrades-Caulk & Tenth	X			
Tower Altitude Valve-Caulk	X			
Tower Painting-Tenth				X
Water Treatment Facility Controls Standardized	X			
Water Treatment Facility Lot Consolidation-Washington	X			
Water Treatment Facility Test Well-Tenth	X			
Water Treatment Monitoring & Process Control Upgrades (4&5)				
Valve & Hydrant Replacement/Improvements				
Water Lines-NE Front				
DNREC Water Allocation Permit	X			
Lead Service Line Replacement-Priority Level 1				
Lead Service Line Replacement-Priority Level 2				
Lead Service Line Replacement-Priority Level 3				
Equipment Purchase-Elec Msg Board				X
Vehicle Replacement-W-001				X
Vehicle Replacement-W-004				X
Vehicle Replacement-W-008				X
Vehicle Replacement-W-014			X	
Vehicle Replacement-W-015				X
Waste Water				
Inflow & Infiltration Investigation/Repair			X	
Pump Station Groundwater Investigation/Repair-Truitt			X	
Pump Station-Shawnee Acres			X	
Pump Station Hatch Replacement-N Shore			X	
Pump Station Grinder Pump Installation-Silicato				
Line Replacement-SE Second				
Equipment Purchase-Elec Msg Board				X
Equipment Purchase-Zoom Sewer Camera			X	
Vehicle Replacement-SE-002				
Vehicle Replacement-SE-013				X
Solid Waste				
Vehicle Replacement-SW-012	X			
Streets				
Street Repairs/Resurfacing-2018 (Mispillion)	X			
Street Repairs/Resurfacing-2019 (Fisher)	X			
Street Repairs/Resurfacing-2019 (Roosa)	X			
Street Repairs/Resurfacing-2019 (Masten)	X			
Street Repairs/Resurfacing-2019 (Plum)	X			
Street Repairs/Resurfacing-2019 (Marshall)	X			
Street Repairs/Resurfacing-2019 (SE Fifth)	X			
Street Repairs/Resurfacing-2019 (McColley)	X			
Street Repairs/Resurfacing-2020 (Third)				
Street Repairs/Resurfacing-2020 (Fourth)				
Street Repairs/Resurfacing-2020 (Fifth)				
Street Repairs/Resurfacing-2020 (North)				
Street Repairs/Resurfacing-2020 (Second)				
Street Repairs/Resurfacing-2020 (Mill)				
Street Repairs/Resurfacing-2020 (Kings)				
Street Repairs/Resurfacing-2020 (Second)				
Street Repairs/Resurfacing-2020 (Barker)				
Street Repairs/Resurfacing-2020 (Church)				
Curb and Sidewalks (SE Second)	X			
Curb and Sidewalks (West)	X			
Sidewalk Improvements (City-Wide)			X	
Sidewalk Improvements (Private Owner Financing)		X		

ADA Compliant Ramps Installed (City-Wide)				
ADA Compliant Ramps, Street Resurfacing, Rehabilitation				
Pedestrian Crossing/Landscaping (Walnut)	X			
Parking Lot Seal/Stripe (NE Front/Denney)				X
Drainage Improvement (Pennsylvania)	X			
Truck Turning Study		X		
Welcome Sign Relocation/Replacement (Rt 113)	X			
Equipment Replacement-S-006				
Equipment Replacement-S-008				X
Equipment Replacement-S-022			X	
Equipment Replacement-S-030				X
Equipment Replacement-S-049				
Equipment Replacement-S-050				
Vehicle Replacement-S-001				X
Vehicle Replacement-S-004			X	
Vehicle Replacement-S-005				X
Vehicle Replacement-S-009	X			
Vehicle Replacement-S-016				X
Vehicle Replacement-S-038				
Technical Services Division				
Vehicle Replacement B-001 (CIP)				
Facilities				
City Hall Exterior Doors Replacement (CIP)				X
City Hall Chambers Audio System Upgrade (CIP)				
City Hall Chambers Video System Installation (CIP)	X			
City Hall Security Monitoring System Replacement (CIP)	X			
City Hall IT HVAC Unit and UPS Battery Replacement				X
City Hall Basement Waterproofing (CIP)			X	
Customer Service Basement Waterproofing (CIP)			X	
Public Works Electric SCADA/Smart Metering Wall Monitor			X	
Public Works Breakroom/Locker Room Renovations			X	
Public Works HVAC Replacement				X
Public Works Warehouse Door Security	X			
Public Works Panic Alarms	X			
Public Works Garage Diagnostic Scanners				X
Public Works Fuel Pump Replacements				X
Public Works Mobil Truck Lifts			X	
City Wide LED Replacement	X			
Residential Subdivisons				
	Plan Review	In Progress - Utility Installation	In Progress - Utility Inspections	Complete
200 NW Front St/Bond	X			
Brookstone Trace	X	X	X	
Cypress Hall-Phase I				
Cypress Hall-Phase II	X			
Fork Landing Farm				
Hearthstone Manor I				
Hearthstone Manor II	X	X	X	
Hickory Glen	X			
Knights Crossing				
Lighthouse Estates			X	
Marina Del				
Milford Ponds-Phase I		X	X	
Milford Ponds-Phase II	X			
Milford Ponds-Phase III	X		X	
Mispillion Landing				
Orchard Hill				
Riverwalk Villas				
Simpson's Crossing	X			
Walnut Village			X	
Watergate	X	X	X	
West Shores at New Milford	X	X	X	
Wickersham				
Willows (fka Cascades)-Phase II				
Windward on the River	X			

City Manager's Monthly Update Report

Commercial Developments				
	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
10th St Medical Office	X			
Bayhealth Sussex Campus-Nemours				
Beach Babies	X			
Bright Nest				
DE Rural Water	X	X		
Delaware Veterans Home				
DNREC Mosquito Control				
DSWA-Transfer Station				
Gator & Associates				
Growmark FS				
Kidz Ink	X			
Mavis Discount Tires				
Microtel	X			
Mid-Delaware Professional				
Milford Ponds-Clubhouse	X	X	X	
Milford Wellness Village				
Mispillion River Brewery				
Nutrien Ag (fka Crop Production Svcs)	X	X	X	
Surf & Turf Steakhouse				
Touch of Italy - Business Park				
Windward on the River	X			

CITY OF MILFORD
FUND BALANCES REPORT

Date: October 2019

Cash Balance - General Fund Bank Balance	4,457,275
Cash Balance - Electric Fund Bank Balance	4,570,021
Cash Balance - Water Fund Bank Balance	442,203
Cash Balance - Sewer Fund Bank Balance	201,560
Cash Balance - Trash Fund Bank Balance	97,702

	General Improvement	Municipal Street Aid	Real Estate Transfer Tax	Economic Development Fund
Beginning Cash Balance	467,018	466,708	3,158,774	$235,852
Deposits		68,478	4,393	
Interest Earned this Month	608	673	4,042	
Disbursements this Month		(18,608)	(60,250)	
Investments				
Ending Cash Balance	$467,626	$517,251	$3,106,959	$235,852

	GF Capital Reserves	Water Capital Reserves	Sewer Capital Reserves	Electric Reserves
Beginning Cash Balance	2,919,706	10,417,533	4,472,408	10,728,847
Deposits				
Interest Earned this Month	5,239	19,055	7,951	19,243
Disbursements this Month	(164,039)	(73,665)	(55,459)	(2,785)
Investments				
Ending Cash Balance	$2,760,906	$10,362,923	$4,424,900	$10,745,305

	Water Impact Fee	Sewer Impact Fee	Electric Impact Fee
Beginning Cash Balance	2,653,244	$1,616,400	$777,540
Deposits	11,521	$6,088	$3,000
Interest Earned this Month			
Disbursements this Month			
Investments			
Ending Cash Balance	$2,664,765	$1,622,488	$780,540

INTEREST THROUGH THE FOURTH MONTH OF THE FISCAL YEAR:

General Fund	17,579	Water Fund	2,242
GF Capital Reserves	23,398	Water Capital Reserves	75,226
Municipal Street Aid	3,201	Sewer Fund	3,180
Real Estate Transfer Tax	20,868	Sewer Capital Reserves	31,716
Electric Fund	25,694	Trash Fund	491
Electric Reserves	79,135		

TOTAL INTEREST EARNED TO DATE $282,730

CITY OF MILFORD
RESTRICTED CASH RESERVES REPORT

Date: OCTOBER 2019

General Fund Reserve Funds

Cash Balance 10/31/19	**$2,760,906**
Restricted Funds	
FY 18 Approved with Budget	($303,936)
FY 18 Capital -Council Approved	($23,700)
FY 19 Approved with Budget	($128,449)
FY 19 Capital -Council Approved	($169,217)
FY 19 Capital -Council Approved	($66,121)
FY 20 Approved with Budget	($623,775)
Year 2 Funding 5 Police Officers	($450,000)
Year 3 Funding 5 Police Officers	($537,359)
Cost of Asset Replacement	**????**
Available Cash Balance	**$458,349**

Water Reserve Funds

Cash Balance 10/31/19	**$10,362,923**
Restricted Funds	
NW & NE Front St Waterline	($149,555)
Smart Metering	($239,290)
FY 18 Budgeted Capital	($45,000)
PW-HVAC & Breakroom	($112,500)
UFS-Cost of Service Study	($14,250)
FY 19 Budgeted Capital	($214,000)
SE 2ND Street-utilities, curb&sidewalk	($25,000)
SE Second Lead Gooseneck	($814,400)
Front Street water lines	($1,500,000)
Cost of Service Minimum Cash	**????**
Cost of Asset Replacement	**????**
Available Cash Balance	**$7,248,928**

Sewer Reserve Funds

Cash Balance 10/31/19	**$4,424,900**
Restricted Funds	
FY18-Shawnee Acres Pump St	($211,000)
Lighthouse Fencing	($20,000)
PW-HVAC & Breakroom	($112,500)
UFS-Cost of Service Study	($14,250)
F250 Pickup Truck	($35,000)
Hook/ Dump Truck W/Plow	($211,791)
I&I Engineering Study	($50,000)
SE 2ND Street utility,curb,sidewalk	($5,000)
SE 2ND Street-Sewer Main	($150,000)
Cost Of Service Minimum Cash	**????**
Cost of Asset Replacement	**????**
Available Cash Balance	**$3,615,359**

Electric Reserve Funds

Cash Balance 10/31/19	**$10,745,305**
Restricted Funds	
FY 17 Smart Meter Project	($26,426)
FY 18 Budgeted Capital	($380,739)
FY 19 Budgeted Capital	($255,000)
FY 19 Budgeted From Res.	($318,717)
PW- HVAC & Breakroom	($121,324)
Cost of Service Minimum Cash	($4,816,739)
Cost of Asset Replacement	($3,000,000)
Available Cash Balance	**$1,826,359**

REVENUE REPORT

Page Two 33% of Year Expended

Date: October 2019 ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%
Economic Development Fund	166,360	0	101,560	61.05%
General Fund Reserves	623,775	63,099	86,064	13.80%
General Fund Reserves-New Polic	425,000	35,000	140,000	32.94%
Realty Transfer Tax-Police	723,000	60,250	241,000	33.33%
Real Estate Tax	4,148,385	43,217	4,086,510	98.51%
Business License	50,000	(2,960)	4,415	8.83%
Rental License	95,000	6,150	9,000	9.47%
Building Permits	200,000	8,192	72,602	36.30%
Planning & Zoning	35,000	7,530	14,971	42.77%
Grasscutting Revenue	16,000	2,000	8,000	50.00%
Police Revenues	502,750	7,901	246,028	48.94%
Misc. Revenues	388,399	18,959	68,697	17.69%
Transfers From	3,396,842	283,070	1,132,281	33.33%
Total General Fund Revenues	$10,770,511	$532,408	$6,211,128	57.67%
Water Revenues	2,859,500	81,564	860,433	30.09%
Sewer Revenues	2,610,000	75,544	714,662	27.38%
Kent County Sewer	2,035,000	44,775	535,411	26.31%
Solid Waste Revenues	1,184,965	88,117	400,532	33.80%
Electric Revenues	25,815,000	870,157	8,373,590	32.44%
TOTAL REVENUES	$45,274,976	$1,692,565	$17,095,756	37.76%
YTD Enterprise Expense		(22,415)		
YTD Enterprise Revenue		17,041		
LTD Carlisle Fire Company Building Permit Fund		517,705		

EXPENDITURE REPORT
Page Three

Date: October 2019

33% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
City Manager					
Personnel	651,490	$45,243	173,843	26.68%	477,647
O&M	168,430	$9,666	42,355	25.15%	126,075
Capital	0	$0	0		0
Total City Manager	$819,920	$54,909	$216,198	26.37%	603,722
Planning & Zoning					
Personnel	150,020	$11,501	43,881	29.25%	106,139
O&M	64,387	($5,034)	21,317	33.11%	43,070
Capital	0	$0	0		0
Total P, C & I	$214,407	$6,467	$65,198	30.41%	149,209
Code Enforcement & Inspections					
Personnel	286,330	$21,867	83,443	29.14%	202,887
O&M	85,357	$4,503	23,120	27.09%	62,237
Capital	32,000	$0	0	0.00%	32,000
Total P, C & I	$403,687	$26,370	$106,563	26.40%	297,124
Council					
Personnel	33,380	$1,669	6,836	20.48%	26,544
Contract Service-ADA Transition Pl	50,000	$0	0	0.00%	50,000
Legal	45,000	$4,620	14,170	31.49%	30,830
City Hall Building Expense	19,250	$1,604	6,417	33.34%	12,833
Insurance	18,270	$0	8,820	48.28%	9,450
Christmas Decorations	7,000	$0	0	0.00%	7,000
Computer Expense	7,400	$0	0	0.00%	7,400
Council Expense	25,000	$2,900	12,589	50.36%	12,411
Employee Recognition	21,000	$571	1,421	0.00%	19,579
Codification	15,000	$1,756	6,384	42.56%	8,616
Carlise Fire Company	140,000	$0	0	0.00%	140,000
Museum	30,500	$0	30,000	98.36%	500
Downtown Milford Inc.	45,860	$0	45,860	100.00%	0
Milford Public Library	25,000	$0	25,000	100.00%	0
Economic Development	2,000	$0	700	35.00%	1,300
Armory Expenses	10,000	$220	3,310	33.10%	6,690
Kent Economic Partnership	30,000	$0	0	0.00%	30,000
Election-Supplies	3,000	$0	0	0.00%	3,000
Capital-Council Chambers Recordi	8,795	$0	0	0.00%	8,795
Capital-Council Chambers Monitors	25,000	$0	0	0.00%	25,000
Capital-Video Monitoring system	25,000	$0	0	0.00%	25,000
Total Council	$586,455	$13,340	$161,507	27.54%	424,948

EXPENDITURE REPORT
Page Four

Date: October 2019 33%of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Finance					
Personnel	420,713	$31,811	115,195	27.38%	305,518
O&M	105,875	$6,849	38,525	36.39%	67,350
Capital	0	$0	0		0
Total Finance	$526,588	$38,660	$153,720	29.19%	372,868
Information Technology					
Personnel	164,130	$12,582	47,517	28.95%	116,613
O&M	181,950	$26,476	44,886	24.67%	137,064
Capital	48,500	$0	33,123	68.29%	15,377
Total Information Technology	$394,580	$39,058	$125,526	31.81%	269,054
Police Department					
Personnel	4,972,163	$364,820	1,397,689	28.11%	3,574,474
O&M	618,970	$34,498	169,979	27.46%	448,991
Capital	106,185	$12,648	12,648	11.91%	93,537
Total Police	$5,697,318	$411,966	$1,580,316	27.74%	4,117,002
Streets & Grounds Division					
Personnel	336,000	$26,000	98,938	29.45%	237,062
O&M	443,745	$21,277	120,356	27.12%	323,389
Capital	200,000	$11,637	32,223	16.11%	167,777
Total Streets & Grounds	$979,745	$58,914	$251,517	25.67%	728,228
Parks & Recreation					
Personnel	692,200	$50,009	197,072	28.47%	495,128
O&M	263,610	$12,557	80,554	30.56%	183,056
Capital	192,000	$0	9,290	4.84%	182,710
Total Parks & Recreation	$1,147,810	$62,566	$286,916	25.00%	860,894
Total General Fund					
Operating Budget	$10,770,510	$712,250	$2,947,461	27.37%	7,823,049

EXPENDITURE REPORT
Page Five

Date: October 2019

33% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Water Division					
Personnel	319,798	$19,956	81,116	25.36%	238,682
O&M	1,498,188	$98,718	422,607	28.21%	1,075,581
Capital	657,509	$1,455	1,455	0.22%	656,054
Debt Service	384,005	$0	136,137	35.45%	247,868
Total Water	$2,859,500	$120,129	$641,315	22.43%	2,218,185
Sewer Division					
Personnel	318,498	$19,051	77,749	24.41%	240,749
O&M	1,796,962	$119,494	602,932	33.55%	1,194,030
Capital	90,000	$83,260	83,260	92.51%	6,740
Debt Service	404,540	$12,735	25,470	6.30%	379,070
Sewer Sub Total	$2,610,000	$234,540	$789,411	30.25%	1,820,589
Kent County Sewer	2,035,000	$181,961	535,518	26.32%	1,499,482
Total Sewer	$4,645,000	$416,501	$1,324,929	28.52%	3,320,071
Solid Waste Division					
Personnel	350,737	$12,272	91,681	26.14%	259,056
O&M	834,228	$52,692	267,389	32.05%	566,839
Capital	0	$0	0		0
Total Solid Waste	$1,184,965	$64,964	$359,070	30.30%	825,895
Total Water, Sewer Solid Waste	$8,689,465	$601,594	$2,325,314	26.76%	6,364,151
Electric Division					
Personnel	1,043,591	$86,612	333,790	31.98%	709,801
O&M	2,612,754	$167,059	706,354	27.03%	1,906,400
Transfer to General Fund	2,500,000	$208,333	833,333	33.33%	1,666,667
Capital	1,038,040	$0	0	0.00%	1,038,040
Debt Service	320,615	$0	0	0.00%	320,615
Electric Sub Total	$7,515,000	$462,004	$1,873,477	24.93%	5,641,523
Power Purchased	18,300,000	$1,224,710	5,920,188	32.35%	12,379,812
Total Electric	$25,815,000	$1,686,714	$7,793,665	30.19%	18,021,335
TOTAL OPERATING BUDGET	$45,274,975	$3,000,558	$13,066,440	28.86%	32,208,535

INTERSERVICE DEPARTMENTS REPORT

Page Six

Date: October 2019

33% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
Garage					
Personnel	92,725	7,446	28,264	30.48%	64,461
O&M	113,887	14,959	36,471	32.02%	77,416
Capital	0				
Total Garage Expense	$206,612	$22,405	$64,735	31.33%	141,877
Public Works					
Personnel	720,729	40,067	152,045	21.10%	568,684
O&M	208,665	13,306	55,684	26.69%	152,981
Capital	132,000	0	0	0.00%	132,000
Total Public Works Expense	$1,061,394	$53,373	$207,729	19.57%	853,665
Tech Services					
Personnel	230,513	18,760	71,282	30.92%	159,231
O&M	430,711	17,955	92,124	21.39%	338,587
Capital	64,000	2,904	32,350	50.55%	31,650
Total Tech Services Expense	$725,224	39,619	$195,756	26.99%	529,468
Billing & Collections					
Personnel	787,589	57,219	220,702	28.02%	566,887
O&M	234,850	22,148	79,927	34.03%	154,923
Capital	47,000	14,205	14,205	30.22%	32,795
Total Billing & Collections	$1,069,439	93,572	$314,834	29.44%	754,605
City Hall Cost Allocation					
Personnel	0				0
O&M	45,500	4,261	15,297	33.62%	30,203
Capital	102,414	8,982	8,982	8.77%	93,432
Total City Hall Cost Allocation	$147,914	13,243	$24,279	16.41%	123,635

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


HOLIDAY HAM
PICK UP IS
DECEMBER 16
BETWEEN
11:30 AM
AND
4:30 PM.

Delaware Division of the Arts

This organization is supported in part by a grant from the Delaware Division of the Arts, a state agency, in partnership with The National Endowment for the Arts. The Division promotes Delaware arts events on www.delawarescene.com.



THE 2019® BIG DRAW FESTIVAL DELAWARE

CREATIVITY AND WELLBEING

drawn to life

Presented By

Mispillion Art League

Sponsored by Bayhealth

Thank you for giving us a hand in making
The 2019 Big Draw Festival DE a huge
success in Milford and throughout the state!

We appreciate everything you did for MAL
and hope that you and your family
had a chance to be a participant in
one or more of the events and classes.

The Big Draw Committee

Mimi Gallagher

Rosemary Connelly

Morgan

Judy Struck

Marene Gery

COMCAST
1215 E. Fort Avenue, Suite 103
Baltimore, MD 21230

November 18, 2019

Arthur Campbell
Mayor
City of Milford
201 S. Walnut Street
Milford DE 19963

RE: Important Information—Price Changes

Dear Mr./Mrs. Campbell,

At Comcast, we're committed to delivering the entertainment and services that matter most to our customers in your community, and exciting experiences they won't find anywhere else. As we continue to invest in our network, products, and services, the cost of doing business rises. Programming fees - the cost associated with carrying the programming our customers demand, especially broadcast television and sports programming - continue to rise each year and are one of our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2019, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed Customer Notice for more information.

While some prices may increase, we continue to invest in technology to drive innovation. We work hard to bring our customers great value every day and exciting new developments, including:

- Xfinity Stream app included with Xfinity TV has the most free shows and movies
- Apps like Netflix, Pandora, Amazon, and YouTube integrated with the Voice Remote
- 163,000+ shows and movies on Xfinity On Demand
- Enhanced control of in-home WiFi with Xfinity xFi
- Advanced security with the Xfinity Wireless Gateway
- The fastest Internet speeds in the country
- 19 million Xfinity WiFi hotspots nationwide

We know you may have questions about these changes. If we can be of any further assistance, please contact me your local government affairs representative.

Sincerely,

Adeyinka Ogunlegan
Senior Manager, Government & Regulatory Affairs
Comcast Beltway Region

Attachment: Customer Notice

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

To our viewers, streamers, gamers, and online shoppers,

At Xfinity, we love keeping you connected to what matters most. We're proud to deliver exciting experiences you won't find anywhere else.

We want to let you know about some improvements we've made to your services, and also to tell you the cost of some of our services will be increasing. Nobody likes price increases, including us, but they happen periodically for a few reasons. Network programming fees—the amount networks charge us to put their channels on our cable system—go up every year, and they are among our biggest expenses. While we absorb some of these costs, these fee increases affect service pricing.

We continue to invest in our products and services. These investments lead to big improvements year after year, including:

- Powerful in-home WiFi and a more reliable network with more capacity
- The fastest Internet speeds in the country
- Exciting new technology you depend on, and the integration of the apps you use every day
- Thousands of shows and movies available to watch on any screen, for our TV and Internet customers alike

You deserve the best, so we won't compromise on the experiences we create for you. As always, we sincerely thank you for being an Xfinity customer.

Your Xfinity Team

If you have a promotional offer with your services right now or you are on a minimum term agreement for your services, the prices for those specific services will not be affected during the applicable period. However, equipment charges, charges for additional features, taxes, and other fees, including the Broadcast TV Fee and Regional Sports Network Fee, are subject to change and could affect the overall amount you pay during the applicable period. When your promotional offer or contract term ends, your price for those services will reflect our new package prices.

Experience the benefits of Xfinity

Xfinity Internet:

The fastest Internet speeds in the country, including offering 1 Gigabit download speeds, available to 90% of our customers

19 million Xfinity WiFi hotspots nationwide

Xfinity TV:

Xfinity Stream app included with Xfinity TV has the most free shows and movies

Stream apps like Netflix, Pandora, Prime Video, and YouTube on X1 with the Voice Remote

163,000+ shows and movies on Xfinity On Demand

More details on these price changes are enclosed. For additional information, go to xfinity.com/pricechanges. For details on Xfinity features included with your service, see my.xfinity.com.

Milford City, DE

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2019

QUAD PLAY PACKAGES	Current	New
with Xfinity Home Security add	$39.95	$30.00
with Xfinity Home Security Plus add	$49.95	$40.00

XFINITY® TV	Current	New
Broadcast TV Fee	$10.00	$11.60
Regional Sports Fee	$5.40	$5.85
Starz®	$12.00	$8.99
TV Box Limited Basic	$2.50	$4.60
HD TV Box Limited Basic	$2.50	$4.60
TV Box	$2.50	$4.60
Remote	$.18	$.40
Service to Additional TV - with CableCARD	$7.27	$4.95
Customer-Owned Video Equipment Credit	$2.50	$5.00

XFINITY® Internet	Current	New
Performance - Xfinity Internet Service Only	$74.95	$77.95
Performance - with Xfinity TV or Voice Service	$61.95	$64.95
Performance Pro - Xfinity Internet Service Only	$89.95	$92.95
Performance Pro - with Xfinity TV or Voice Service	$76.95	$79.95
Blast! - Xfinity Internet Service Only	$94.95	$97.95
Blast! - with Xfinity TV or Voice Service	$81.95	$84.95
Extreme Pro - Xfinity Internet Service Only	$99.95	$102.95
Extreme Pro - with Xfinity TV or Voice Service	$86.95	$89.95
Gigabit - Xfinity Internet Service Only	$104.95	$107.95
Gigabit - with Xfinity TV or Voice Service	$91.95	$94.95
Modem Rental	$13.00	$14.00
Gigabit Pro Speed Upgrade	$238.00	$235.00

Milford City, DE

P069BH19

Important Information – Price Changes
November 18, 2019
Additional Information

In addition to the price changes listed in the enclosed general **Important Information Regarding Xfinity Services and Pricing**, customers receiving the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text:
"PRICING UPDATE: In addition to the price changes listed on the general Important Information Regarding Xfinity Services and Pricing, on December 20, 2019, the price of [package or service name from below] will increase/decrease from $XX.XX to $XX.XX per month. Prices exclude taxes and fees."

XFINITY® TV	Current	New
Curiosity Stream OnDemand Subscription	$5.99	$2.99

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS	Current	New
Stream TV w/ HBO	$10.00	$15.00
MultiLatino Ultra	$76.22	$79.72
Performance Internet +Limited Basic	$89.89	$92.89
Economy Plus Latino Double Play	$109.22	$112.22
Starter XF Double Play	$129.22	$132.22
Starter Latino Double Play	$129.22	$132.22
Starter Double Play w/ Performance Pro Internet	$144.22	$147.22
Premier Sports Double Play w/ Performance Internet	$196.12	$199.12
Premier Double Play w/ Blast! Internet	$212.17	$217.17
Premier Sports Double Play w/ Blast! Internet	$216.12	$219.12

OFFICE OF THE CITY MANAGER
201 South Walnut Street
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

ERIC NORENBERG, ICMA-CM
City Hall 302.422.1111
Direct 302.424.8394
ENorenberg@milford-de.gov

December 4, 2019

TO: Mayor and City Council

FROM: Eric Norenberg

SUBJECT: Electric Service Agreement with Perdue Farms Milford Facility – Renewal / Update

Purpose and Background

The City of Milford and Perdue Farms entered into an Electric Service Agreement (ESA) in 1997. That agreement was for five years and automatically renewed for three-year terms after the initial term and successive terms. In 2010, Perdue requested the current ESA be cancelled effective at the end of 2011 to enable the company to pursue onsite generation options. However, the request to end the ESA was not implemented until this year, due to miscommunication. In recent weeks staff and Perdue officials have negotiated an updated ESA to replace the earlier agreement.

Discussion

Electric Service Agreements have been used by the City of Milford as an economic development incentive for large electric customers that make significant capital investments and/or increase employment in Milford. By rewarding such infrastructure and employment investments, the City encourages our largest employers/utility customers to continue supporting and growing the Milford economy.

As Perdue Farms has continued to make investment in their Milford facility in recent years, such an ESA is clearly warranted. Site acquisition and major improvements since 2016 include:

November, 2016 – July, 2017	Purchase of additional property	$2,365,225
March, 2017 – July, 2019	Animal Care Initiative Phase I	$8,733,319
March, 2017 – July, 2019	Animal Care Initiative Phase I	$9,507,303
March, 2018 – February, 2019	Stormwater Management	$1,469,954

The current ESA template was developed with the assistance of the Delaware Municipal Electric Corporation (DEMEC) and then reviewed and refined by the City Solicitor. The ESA sets out terms for the provision of electric service for five years at the Special Contract Service (SCS) rate tariff as approved by City Council in 2017. The agreement incorporates future rate changes as may be provided to others on the SCS rate and/or across the board for all customers. It is proposed that the effective date of this ESA be set to seamlessly follow the actual termination of the last ESA.

There are currently ESAs in place with Bayhealth (negotiated and approved for the new hospital), US Cold Storage and SeaWatch. (The last two are very out of date and should be revisited in 2020, as is being done with Perdue.) In addition, an ESA is being explored with Nationwide Healthcare for the former Milford Memorial Hospital.

Recommendation

The Milford community benefits from the continued strong employment and recent site improvements and capital expansion made by Perdue Farms. In addition, our City's utilities are healthy due to having a diverse mix of customers, and in particular due to large electric and water customers like Perdue Farms. So, in acknowledgement of the economic benefit of Perdue Farms' investments in Milford, it is recommended that the attached Electric Service Agreement be approved.

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ELECTRIC SERVICE AGREEMENT

This ELECTRIC SERVICE AGREEMENT ("ESA" or "Agreement") is entered into as of December 9, 2019 by and between the City of Milford, Delaware, a municipal corporation organized under the laws of the State of Delaware (hereinafter, "Utility") and Perdue Farms, Inc. (hereinafter "Customer").

WHEREAS, Utility owns, maintains, and operates an electric system for transmission and distribution within its city boundaries; and

WHEREAS, Customer is a large electric customer of Utility and accounts for a significant portion of Utility's electric revenues; and

WHEREAS, Utility agrees to sell and Customer agrees to purchase electric capacity and energy in accordance with the terms and conditions of this Agreement including the appendices and tariffs, all of which are attached hereto and made a part hereof;

NOW THEREFORE, in consideration of these premises and the mutual promises set forth herein, Utility and Customer ("the Parties", or individually "Party"), each intending to be legally bound, hereby agree to the following:

1. The initial term of this Agreement is for five (5) years, commencing on October 1, 2019. This Agreement can be modified and/or extended only as mutually agreed to in writing by both Parties.

2. During the term of this Agreement, Utility agrees to sell and provide to Customer and Customer agrees to purchase from Utility in accordance with the provisions of this Agreement all of Customer's requirements for electric energy, except that permitted in paragraphs 12 and 13 of this agreement, at its facilities now or hereafter located within the boundaries of Utility as they now exist or may hereafter be altered or at such other facilities located outside the boundaries of Utility pursuant to the mutual written agreement of the Parties.

3. The electric energy furnished Customer shall be delivered by Utility at the delivery points and voltage levels that are mutually agreed to in writing by both Parties, and at such additional points and different voltage levels as the Parties may mutually agree upon hereafter.

4. If, for the purposes of reliability and firm electric service, Utility in its sole discretion determines that it is necessary to change, add, or remove any of Customer's

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delivery points to provide and maintain an adequate and firm power supply to Customer, Customer will not object to such changes, additions, or deletions.

5. During the term of this Agreement, Utility shall bill Customer for such electric energy monthly on or about the first week of each month at the rates set forth in Appendix A attached hereto and made a part hereof, except as otherwise provided in this Agreement. Such monthly bills are due upon receipt.

6. Upon a request from Customer, Utility will make available to Customer the data, records, and calculations relating to Utility's billings for power supply to Customer. Utility will be required to retain such data, records, and calculations for at least three years.

7. Utility agrees that it will not, during the term of this Agreement, increase or change the demand and energy charges applicable to Customer which are set forth in Appendix A hereto, except as follows:

   (A) Whenever the wholesale rates for electric energy which Utility is required to pay any other power supplier under their tariff(s) or contract(s) filed with the Federal Energy Regulatory Commission or any other authority having jurisdiction over Utility's wholesale power rates, should increase or decrease, the rates charged Customer shall be adjusted as hereinafter provided.
   (B) Whenever Utility elects to increase or decrease the retail rates charged to its electric customers so that its total electric revenues are either increased or decreased thereby, the rates charged Customer will be adjusted accordingly.

8. If, from time to time in the future, Utility should adopt any rate classification for which Customer would be eligible, and the new rate classification would result in lower electric charges to Customer than those imposed by this Agreement, Customer may elect to be served and billed under such rate classification. Utility will communicate rate classification changes to Customer and Customer will have 30 days to communicate its decision to change the rate classification in writing. The decision to change the rate classification pursuant to this article is Customer's responsibility and Customer shall communicate its decision to change the rate classification to Utility in writing. Such changes may necessitate the renegotiation of other terms in this agreement.

9. During the term of this Agreement, the electric rates charged Customer shall be determined solely in accordance with the terms of this Agreement, and any electric

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tariffs adopted by Utility which are not consistent with this Agreement shall not be binding upon Customer.

10. If Utility is required to make substantial addition(s) to its electric system during the term of this Agreement because of the construction of new facilities by Customer, the Parties agree to negotiate any necessary modifications of this Agreement including the rates charged to Customer which take such addition(s) into account.

11. Customer agrees to jointly evaluate with Utility the feasibility of any and all peak shaving, load shifting, load control, and load management mechanisms during the term of this Agreement. If it is determined that the installation of load management mechanisms by Customer is beneficial to the Parties, the Parties agree to collaborate on installation and operation of said systems.

12. Customer shall not install its own power generating facility or participate in the operation and/or ownership of any power generating facility without an explicit written approval from Utility.

13. Notwithstanding Customer's obligation to purchase all electric power requirements from Utility, as incorporated in paragraph 2 above, Customer may install standby emergency power supply generators and operate said generators during emergencies only.

14. Utility will continue to work with Customer to assure a reliable power supply service to Customer. In furtherance of that end, Customer shall promptly communicate in writing to Utility any anticipated increase or decrease in its power supply requirements as soon as they become known to Customer in order to facilitate Utility's planning to meet such power requirements.

15. Utility and Customer recognize the benefits of Energy Efficiency. Utility will continue to provide access to Efficiency Smart consulting as long as those services are still available to the Utility through the Delaware Municipal Electric Corporation.

16. Force Majeure:

(a) Definition of Force Majeure: "Force Majeure" shall mean a cause or event that actually and proximately prevents a Party, in whole or in part, from performing any of its obligations under this ESA including, acts of God; unusually severe actions of the elements or severe weather such as floods, earthquake, hurricanes or tornadoes; war; sabotage, acts or threats of terrorism; riots or public disorders; labor strikes; inability of suppliers to furnish materials; and actions or failures to

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act of any governmental authority to the extent preventing or delaying the performance of the Party claiming Force Majeure; or any other event beyond the reasonable control of the Party claiming Force Majeure, whether or not foreseeable, but only to the extent the Party claiming Force Majeure is unable to prevent, avoid or overcome such event through the exercise of commercially reasonable efforts, and such event is not the result of the fault or negligence of the Party claiming Force Majeure.

(b) Effect of Force Majeure:

i. Each Party shall be excused from performance when non-performance is caused, directly or indirectly, by a Force Majeure event but only and to the extent thereof, and only if: (1) the non-performing Party gives the other Party written notice within 10 days of the occurrence of the Force Majeure event, describing the event and its anticipated duration, and indicating any obligations hereunder that may be affected by the event; (2) the non-performance is of no greater scope and of no longer term than is required by the Force Majeure event; and (3) the non-performing Party uses commercially reasonable efforts to remedy its inability to perform.

ii. The existence of a condition of Force Majeure event shall not relieve the Parties of obligations under this ESA to the extent such performance of such obligations is not precluded by the condition of the Force Majeure event.

(c) The Party claiming that a Force Majeure event has occurred shall notify the other Party of the cessation of the Force Majeure event or of the conclusion of the affected Party's cure for the Force Majeure event within 2 business days thereof.

17. Duty to Mitigate: Each Party agrees that it has a duty to mitigate damages and covenants that it will use commercially reasonable efforts to minimize any damages that may occur as a result of another Party's performance or non-performance under this ESA, including, but not limited to, the disposal of any electricity not taken by the Customer under this ESA.

18. Assignment: Except as provided below, no Party shall assign, pledge or otherwise transfer this ESA or any right or obligation under this ESA without first obtaining the other Party's written consent, which consent shall not be unreasonably withheld. A Party may, without the other Party's prior written consent, transfer, sell, pledge, encumber or assign this ESA or the accounts, revenues or proceeds hereof in connection with any financing or other financial arrangements, provided that such Party shall not be relieved of any obligation hereunder; provided, however, that any such assignee shall agree in writing to be bound by the terms and conditions hereof. Customer shall give written notice

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to the Utility of the assignment or pledge of the property as security for a loan, however there is no requirement for prior consent for such a pledge or assignment.

19. Non-Waiver: The failure of any Party to insist in any one or more instance upon strict performance of any of the provisions of this ESA or to take advantage of any of its rights under this ESA shall not be construed as a general waiver of any such provision or the relinquishment of any such right, except to the extent such waiver is in writing and signed by an authorized representative of such Party.

20. Termination: Either Party may elect to terminate this Agreement upon the material breach by the other Party of a material provision of this Agreement. In order to exercise this remedy, the Party who is not in breach (the "Non-Breaching Party") must deliver to the Party in breach (the "Breaching Party") written notice of the breach, specifying the nature of the breach and the Non-Breaching Party's intention to terminate this Agreement (a "Breach Notice"). The Breaching Party shall then have thirty (30) days from the delivery of the Breach Notice to cure such breach and its adverse consequences and effects to the Non-Breaching Party if the Breaching Party immediately begins to actively and diligently do so upon receiving the Breach Notice. If the breach is curable but cannot reasonably be cured within a thirty (30) day period using diligence and good faith efforts, the Breaching Party shall have such additional period as is reasonably necessary to cure such breach, not to exceed thirty (30) days, so long as the Breaching Party pursues such cure to completion with diligence and good faith efforts. If a Breaching Party does so cure its Breach, then the Non-Breaching Party may not terminate this Agreement with respect to that Breach. Notwithstanding the foregoing, a Non-Breaching Party need not deliver a Breach Notice to the Breaching Party to exercise the Non-Breaching Party's remedies hereunder if the Breaching Party breaches its material obligations under this Agreement on more than two occasions within a 12-month period. Any such election to terminate this Agreement, or not to terminate notwithstanding a material breach of a material term thereof, shall be without prejudice to and shall not be deemed as a waiver of, the Non-Breaching Party's rights and remedies under this Agreement, at law, in equity or otherwise; provided, however, that any right of the Non-Breaching Party to money damages for such breach shall, in the absence of a formal judicial determination of bad faith or willful misconduct on the part of the Breaching Party, be limited to the direct, actual and necessary costs incurred by the Non-Breaching Party to mitigate or remedy the breach.

21. Dispute Resolution and Waiver of Jury Trial:

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(a) In the event of any disputes arising out of or relating to this ESA, any related documents, the transactions contemplated by this ESA, or any dealings between them relating to this transaction or any related transactions, each of the Parties hereto irrevocably and unconditionally consents to submit to the sole and exclusive jurisdiction of (i) the Delaware Court of Chancery, if the Court of Chancery has subject matter jurisdiction over the matter; or (ii) the Complex Commercial Litigation Division of the Delaware Superior Court (only if the Court of Chancery does not have subject matter jurisdiction). In the event that the dispute is not eligible for or cannot be resolved in the Complex Commercial Litigation Division of the Delaware Superior Court for any reason, the Parties irrevocably and unconditionally consent to the exclusive jurisdiction of the Superior Court of the State of Delaware.

(b) The Parties irrevocably waive their rights to a jury trial for any claim or cause of action arising out of this ESA, any related documents, or the transactions contemplated by this ESA, or any dealings between them relating to this transaction or any related transactions. This waiver shall apply to any subsequent amendments or supplements to this ESA or any related documents and both affirmatively waive a trial by jury.

22. This ESA will be deemed to have been executed in the State of Delaware, and all rights, remedies, liabilities, powers and duties of the parties to this Agreement will be governed by the law of the State of Delaware without regard to conflicts of law principles.

23. The terms of this Agreement shall apply to all billings made to Customer on and after October 1, 2019.

24. All notices under this Agreement shall be made by registered mail delivered to:

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For Utility:

City Manager
201 S. Walnut Street
Milford, DE 19963

For Customer:

_____
_____
_____

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals as of the day and year first above written.

City of Milford

By: _____
Arthur J. Campbell, Mayor

City Clerk: _____

Perdue Farms, Inc.

By _____

Name _____

Title _____

Secretary _____

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Appendix A

SPECIAL CONTRACT SERVICE
Year 1

Monthly Facilities Charge	
All Customers	$ 385.00
Energy Charge	
On Peak	$ 0.0756
Off Peak	$ 0.0656
Demand Charge	
Winter*	$ 12.00
Summer**	$ 12.68

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Milford
DELAWARE

LADYBUG MUSIC FESTIVAL™

2020 SPONSORSHIP OPPORTUNITIES



SEPTEMBER 12TH, 2020 | DOWNTOWN MILFORD, DE

LADYBUG MUSIC FESTIVAL™

THE LARGEST CELEBRATION OF **WOMEN IN MUSIC**

{EST. MILFORD 2018}

The Milford Ladybug Festival was founded in 2018 and drew an estimated 2,500 people to Downtown Milford, Delaware in late September. Southern Delaware Tourism has awarded it 2018 Best New Event, and Milford was named Village of the Year by Kent Co. Tourism in the wake of the event.

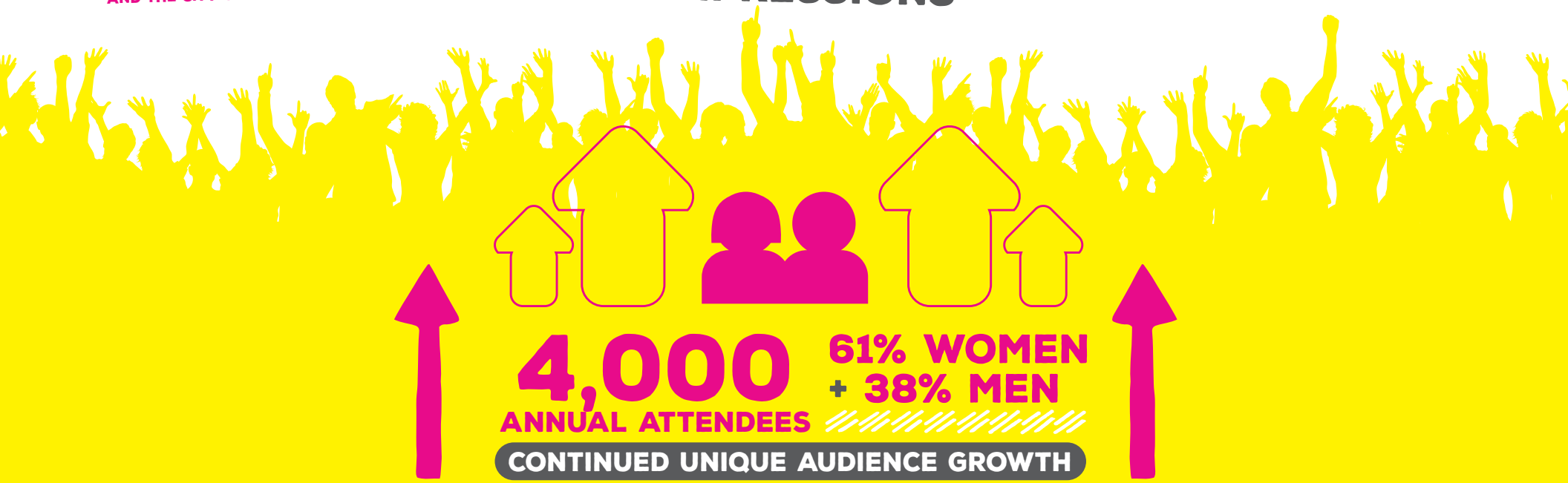
MADE POSSIBLE WITH THE SUPPORT OF GENEROUS SPONSORS, DOWNTOWN MILFORD, INC., AND THE CITY OF MILFORD.

49
US CITIES

56
COUNTRIES

180,000
FACEBOOK IMPRESSIONS

20
LANGUAGES



4,000
ANNUAL ATTENDEES

61% WOMEN
+ 38% MEN

CONTINUED UNIQUE AUDIENCE GROWTH

ALL DATA BASED ON ANALYTICS OF 2019 SOCIAL MEDIA

TESTIMONIALS



"THE LADYBUG MUSIC FESTIVAL IS A PREMIER EVENT IN KENT AND SUSSEX COUNTY, PUTTING MILFORD ON THE MAP. IT HAS ATTRACTED THOUSANDS OF PEOPLE FROM DIVERSE COMMUNITIES AND BROUGHT EVERYONE TOGETHER TO HAVE FUN IN OUR HISTORIC DOWNTOWN. IT IS GREAT FUN FOR OUR RESIDENTS, BUSINESSES, AND NEW VISITORS ALIKE!"

- ARCHIE CAMPBELL
MAYOR OF MILFORD



CHECK OUT OUR 2019 EVENT VIDEO
WWW.THELADYBUGFESTIVAL.COM

"THE LADYBUG FESTIVAL IN DOWNTOWN MILFORD WAS REMARKABLE. THERE WERE SO MANY GREAT CHOICES IN ENTERTAINMENT WE HAD TROUBLE DECIDING WHICH BANDS TO WATCH. I KNOW PEOPLE ARE ALREADY LOOKING FORWARD TO NEXT YEAR'S FESTIVAL!"

- LISA INGRAM PEEL
WARD 2 CITY COUNCIL



SPONSORSHIP OPPORTUNITIES

The Ladybug Music Festival® offers major visibility and goodwill to sponsoring organizations. Standard and custom sponsorship packages available. All sponsorship opportunities must be secured by July 1st, 2020.

PRESENTING SPONSOR – $15,000 ONLY ONE AVAILABLE

- Your company name and logo integrated into The Milford Ladybug Festival brand - anywhere the event is advertised, the name appears as "The Milford Ladybug Festival presented by (COMPANY NAME)"
- Two complimentary performances at your company headquarters by Ladybug Festival artists (restrictions apply)
- Press release speci c to your presenting sponsorship published in Milford LIVE
- Introduction by festival organizers right before the headlining performance and time to address the crowd as the presenting sponsor
- One seven-day sponsored social media post acknowledging your support (anticipated reach of 11,000 people per day, 77,000 total impressions)
- Custom banner across the top of the main stage: "The Milford Ladybug Festival presented by (COMPANY NAME)"
- Company logo will be largest and most prominent on all printed materials, and on the Ladybug Festival website
- Two complimentary vendor spaces during event

Example of "Presenting Sponsorship" Ladybug Music Festival® Logo

Milford DELAWARE
LADYBUG MUSIC FESTIVAL™
PRESENTED BY CHASE



SPONSORSHIP OPPORTUNITIES

COMMUNITY SPONSOR – $5,000

ONLY FOUR AVAILABLE

- One complimentary performance at your company headquarters by Ladybug artist (restrictions apply)
- Introduction by festival organizers from the main stage at the beginning of the festival with time to address the crowd as a Community Partner
- One seven-day sponsored social media post acknowledging your support (anticipated reach of 5,500 people per day, 38,500 total impressions)
- Company logo printed larger than other sponsors in prime placement on main stage (top logo on one of the side banners, top to bottom in order of commitment)
- Company logo on all printed materials and prominently on the Ladybug Festival website
- Two complimentary vendor spaces during the event

GOLD SPONSOR – $2,500

- One seven-day sponsored social media post acknowledging your support (anticipated reach of 2,750 people per day, 19,250 total impressions)
- Time on one of the main side stages (Riverfront Theater or Library Amphitheater) to address the crowd as a Gold Sponsor
- Company logo on custom banners hung on the sides of the main stage (top to bottom in order of commitment)
- Company logo on all printed materials and Ladybug Festival website
- One complimentary vendor space during the event.

CUSTOM SPONSORSHIP PACKAGES

STARTING AT $500

LET'S GET CREATIVE!

CONTACT US TO CREATE A CUSTOM SPONSORSHIP PACKAGE THAT ACHIEVES YOUR GOALS.

REACHING THE COMMUNITY THROUGH LIVE MUSIC

GABLE MUSIC VENTURES®

"True to the initial mission that we had when creating Gable Music Ventures, the Ladybug Festival® has always proudly hired the next generation of performers, with previous performers being as young as 12 years old. Our passion is creating a platform for, and encouraging young artists to write, create, and perform their original music. The Ladybug Festival® has been hands down, the most popular platform we have created since forming Gable Music Ventures in 2012."

- **Jeremy Hebbel,** *Co-Owner and President of Gable Music Ventures/Co-Founder of the Ladybug Festival.*



GAYLE DILLMAN
Co-Founder and Owner
gayle@gablemusicventures.com
302.229.9575

JEREMY HEBBEL
Co-Founder and Owner
jeremy@gablemusicventures.com
302.985.1028



VISIT US ONLINE
THELADYBUGFESTIVAL.COM

A FEW OF OUR LOVELY PAST AND PRESENT SPONSORS:

Delaware Division of the Arts

37 Gallery "A Destination for Artful Living"

Southern Delaware Medical Group

Delaware Lottery Games Wanna Play?®

HSB Hebron Savings Bank "Your Hometown Community Bank"

Ladybug Music Festival Funding Request

2020 Fundraising Goal	$ 30,000

2019 - 41 Artists, 11 Venues

Fundraising Goal	$ 35,100
Fundraising Goal (Revised)	$ 25,000
Actual Funds Raised	$ 24,856

FUNDING	
Grants	$ 7,000
Kent County Levy Court	$ 750
Sussex County Council	$ 2,250
Crowdfunding (23 individuals)	$ 2,006
Business Sponsors (11 businesses)	$ 12,850
In Kind Donations	$ 5,082
TOTAL	$ 29,938

COSTS	
Gable	
Gable Administration (indirect)	$ 6,000
Artists Fees (direct)	$ 9,000
Artist Travel/Lodging	$ -
Technical/Production (direct)	$ 8,070
Equipment Rental	$ -
Marketing/Printing (direct)	$ 1,500
Other – Festival Staffing (direct)	$ 750
subtotal	$ 25,320
Venue Fees (11 venues)	$ 1,875
Gathering License	$ 5
Event Insurance	$ 661
Second Street Players (wine bar location)	$ 500
Promotion	$ 304
T-Shirts	$ 920
TOTAL	$ 29,585

PROFIT $ 353

City of Milford

RESOLUTION 2019-22

Appointment of DEMEC Director & Alternate Director

WHEREAS, the City of Milford is a member of the Delaware Municipal Electric Company ("DEMEC"), a municipal electric company established pursuant to 22 Del. C. Chapter 13;

WHEREAS, the City of Milford is authorized to appoint an individual to serve on the DEMEC Board of Directors pursuant to 22 Del. C. § 1304(3);

WHEREAS, Article V, Section I of the DEMEC Agreement and Articles of Incorporation, grants the Member City the authority to appoint an alternate director to serve in the absence of the director.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Milford:

(1) The Acting City Manager shall serve as the Director representing the City of Milford on the DEMEC Board of Directors.

(2) The Electric Superintendent shall serve as the Alternate Director in the absence of the Director.

(3) In the absence of the Director, the Alternate Director shall have full power and authority to act on the City of Milford's behalf.

(4) This resolution supersedes all prior resolutions related to the appointment of a DEMEC Director and Alternate Director from the City of Milford.

This certifies that this is a true and correct copy of the Resolution duly adopted by the City Council of the City of Milford at its meeting on December 9, 2019.

_____

Mayor Arthur J. Campbell

Attest:

_____

City Clerk Teresa K. Hudson

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Rhiannon Slater, Operations Supervisor
Subject: Electric Division Ford F-250 Replacement
Date: November 19, 2019

Staff requests City Council consider a recommendation to replace the existing 2005 Ford F-250 (Unit E-115) used by the Electric Division with a 2020 Ford F-250 4 x 4 utility body with snowplow. The existing vehicle has approximately 100,000 miles, is 14 years old, is in need of a new transmission, has severe body and frame rust, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2020 Capital Improvement Plan. The truck is used by the Lead Line Technician.

The purchase of this truck will be made through the Delaware State Contract. Specifications for the 2020 Ford F-250 are attached. The Electric Division budgeted $60,000.00 for the purchase of this unit, and the State of Delaware final cost is $56,932.

RECOMMENDATION: Staff recommends City Council authorize a purchase order to Winner Ford, Cherry Hill, in accordance with the State of Delaware contract #GSS17560, with funding coming from Electric Operating funds, specifically Vehicle Capitol.

Linda Hoffman
(856) 214-0759 Phone
(856) 488-1915 Fax
lhoffman@winnerford.com

2020 FORD F250 4x4 PICKUP TRUCK

GSS17560 Specification I

Standard equipment per specifications

6.2L V8 gas flex fuel engine 385 HP, 405 ft-lb torque with 6 speed automatic transmission Tilt and telescoping steering wheel, intelligent oil life monitor
AM/FM stereo radio with 2 speakers and clock, dual air bags
Airbags, frontal driver & passenger, side impact and side air curtains
Safety canopy, trailer sway control, Advance Trac w/roll stability control
4 wheel power ABS brakes, front and rear disc, power steering
Ford twin I-beam front axle with coil springs, 35 gallon fuel tank (8 foot bed)
155-amp HD alternator (gas), 650 CCA battery (gas)
LT245/75Rx17E BSW all season tires, includes spare
17" argent painted steel wheels with center hub, tire pressure monitor system
Painted front and rear bumpers, rear bumper is step type (pickup bed application only)
Black painted grille, solar tinted glass, air conditioning
Manual telescoping trailer tow mirrors with manual glass
Halogen headlamps, 2 front frame mounted tow hooks
Full width vinyl 40/20/40 bench seat with manual recline adjustment
Door trim-armrest/grab handle & reflector, black vinyl floor covering
11.5" day/night rearview mirror, SecuriLock anti-theft ignition
Tachometer, speedometer, oil pressure, transmission temp, engine temp, and fuel gauge
Black cluster w/black gauges w/white graphics and one button message canter with odometer, trip odometer, distance to empty, average fuel economy and engine hour meter
Interval windshield wipers, power point, standard XL trim
3 year or 36,000 mile basic, 5 yr or 60,000 mile Powertrain Warranty

Factory Options Included on Contract

X3E	Limited Slip Rear
90L	Power Group
213	Shift on the Fly
525	Speed Control
85S	Spray In Bed Liner
91M	SYNC
942	Daytime Running Lights
473	Snow Plow Prep Package

Contract Price: 26769.00

Linda Hoffman
(856) 214-0759 Phone
(856) 488-1915 Fax
lhoffman@winnerford.com

2020 FORD F250 4x4 PICKUP TRUCK

Additional Factory Options		
X2B	Super Cab	**2238.00**
99N	7.3L Gas Engine	**2045.00**
TCD	LT265/70R17E BSW AT	**455.00**
18B	Cab Steps	**445.00**
59H	Center High Mount Stop Lamp (CHMSL)	**N/C**
76C	Exterior Back-up Chime	**140.00**
X4M	4.30 E-Locking Rear	**390.00**
473	Snow Plow Prep	**250.00**
66S	Upfitter Switches	**165.00**
1S	Cloth Seat	**100.00**
148”	Short Bed 6 ¾	

Reading Utility LP-78-SWS **14200.00**
Aluminum
Spray Floor, Sides, and Top of Utility
Cut out Bumper w/Hitch
3000 Watt Invertor on Front Curb Side Compartment
Install Camera

Emergency Equipment **3025.00**

Full Size Light Bar, Amber
LED Grill Lights, Amber
Vertex in Reverse Lights, Amber
LEDs on Running Boards

Snow Plow **6710.00**
Western 8 ½ ft Pro Plus
Snow deflector, rubber
Rubber Cutting Edge

COMPLETE COST OF VEHICLE: 56932.00

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Eric Norenberg, City Manager
From: Rhiannon Slater, Operations Supervisor
Subject: Streets Division S-9, 1997 GMC Dump Truck Replacement
Date: December 4, 2019

Staff requests City Council consider a recommendation to replace the existing 1997 GMC Dump Truck with a 2021 HV507 SFA Hook Truck with snow plow and changeable low-profile dumpster body. The existing vehicle has approximately 38,307 miles, is 22 years old, is in need of a new transmission, has severe body and frame rust, and has been used beyond its life expectancy. The replacement of the unit was identified in the 2020 Capital Improvement Plan.

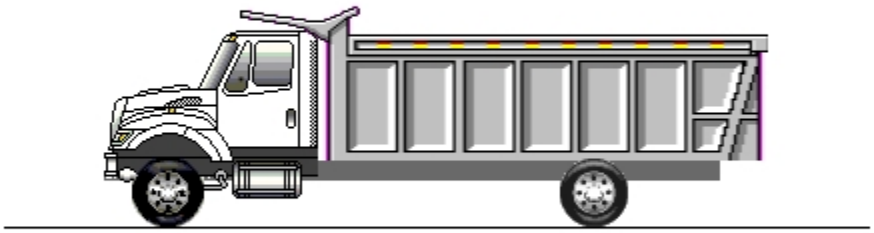
The purchase of this truck will be made through the NJPA/Sourcewell Contract. Specifications for the 2021 HV507 SFA are attached. The Water Division budgeted $176,000 for the purchase of this unit; the NJPA/Sourcewell final cost is $151,904.20.

RECOMMENDATION: Staff recommends City Council authorize a purchase order in the amount of $151,904.20 to Beltway Companies, in accordance with the NJPA/Sourcewell contract #081716-NVS, with funding from Water, specifically Capitol-Vehicle Purchase, GL 202-2020-432.70-44 .

Prepared For:
CITY OF MILFORD, DELAWARE
PURCHASING DEPARTMENT
PO BOX 159
MILFORD, DE 19963-
(302)422 - 1110

Presented By:
Beltway International, LLC
Bruce B Eline
1800 Sulphur Spring Rd.
Baltimore MD 21227 -
(410)247-5700

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.
This Truck qualifies under the Sourcewell/NJPA purchasing program. Our provider contract number is 081719-NVS.



Model Profile
2021 HV507 SFA (HV507)

AXLE CONFIG:	4X2
MISSION:	Requested GVWR: 35000. Calc. GVWR: 35000 Calc. Start / Grade Ability: 44.80% / 2.99% @ 55 MPH
DIMENSION:	Wheelbase: 213.00, CA: 138.00, Axle to Frame: 63.00
ENGINE, DIESEL:	{Cummins B6.7 325} EPA 2017, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity
AXLE, REAR, SINGLE:	{Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends Gear Ratio: 5.63
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 11R22.5 Load Range H ECOPLUS HS3 (CONTINENTAL), 495 rev/mile, 75 MPH, All-Position
TIRE, REAR:	(4) 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, SINGLE:	31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs
PAINT:	Cab schematic 100WK Location 1: 9219, Winter White (Std) Chassis schematic N/A

Description
Base Chassis, Model HV507 SFA with 213.00 Wheelbase, 138.00 CA, and 63.00 Axle to Frame.

AXLE CONFIGURATION

AXLE CONFIGURATION {Navistar} 4x2

Notes
: Pricing may change if axle configuration is changed.

ENGINE

ENGINE, DIESEL {Cummins B6.7 325} EPA 2017, 325HP @ 2400 RPM, 750 lb-ft Torque @ 1800 RPM, 2600 RPM Governed Speed, 325 Peak HP (Max)

RADIATOR Cross Flow, Series System; 1228 SqIn Aluminum Radiator Core with Internal Water to Oil Transmission Cooler and 1167 In Charge Air Cooler

Includes
: DEAERATION SYSTEM with Surge Tank
: HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps
: RADIATOR HOSES Premium, Rubber

FAN DRIVE {Horton Drivemaster} Direct Drive Type, Two Speed with Residual Torque Device for Disengaged Fan Speed

Includes
: FAN Nylon

AIR CLEANER Single Element

ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection

BLOCK HEATER, ENGINE 120V/1000W, for Cummins ISB/B6.7/ISL/L9 Engines

Includes
: BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door

EMISSION COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal located on Driver Door

ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls; with Ignition Switch Control for Cummins ISB/B6.7 or ISL/L9 Engines

FEDERAL EMISSIONS {Cummins B6.7} EPA, OBD and GHG Certified for Calendar Year 2020

THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel

TRANSMISSION

TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 5th Generation Controls, Wide Ratio, 5-Speed with Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway

TRANSMISSION TCM LOCATION Located Inside Cab

ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS); General Purpose Trucks, Construction

PTO LOCATION Customer Intends to Install PTO at Left Side of Transmission

SHIFT CONTROL PARAMETERS Allison 3000 or 4000 Series Transmissions, 5th Generation Controls, Performance Programming

TRANSMISSION OIL Synthetic; 29 thru 42 Pints

TRANSMISSION SHIFT CONTROL for Column Mounted Stalk Shifter

Description

CLUTCH

CLUTCH Omit Item (Clutch & Control)

REAR AXLES, SUSPENSIONS

AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, Driver Controlled Locking Differential, 200 Wheel Ends . Gear Ratio: 5.63

SUSPENSION, REAR, SINGLE 31,000-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Multileaf Springs

FRONT AXLES

AXLE, FRONT NON-DRIVING {Meritor MFS-12-143A} Wide Track, I-Beam Type, 12,000-lb Capacity

FRONT SUSPENSIONS

SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 12,000-lb Capacity, with Shock Absorbers

SPRINGS, FRONT AUXILIARY Rubber

CABS, COWLS, BODIES

CAB Conventional, Day Cab

ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab

AIR CONDITIONER with Integral Heater and Defroster

ARM REST, LEFT, PASSENGER SEAT

ARM REST, RIGHT, DRIVER SEAT

CAB INTERIOR TRIM Classic, for Day Cab

Includes
: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger
: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted
: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap

CAB REAR SUSPENSION Air Bag Type

FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood

GAUGE CLUSTER Base Level; English with English Speedometer and Tachometer, for Air Brake Chassis, Includes Engine Coolant Temperature, Primary and Secondary Air Pressure, Fuel and DEF Gauges, Oil Pressure Gauge, Includes 3 Inch Monochromatic Text Display

INSTRUMENT PANEL Flat Panel

IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster

MIRRORS (2) C-Loop, Power Adjust, Heated, Black Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width

Notes
: Mirror Dimensions are Rounded to the Nearest 0.5"

MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Black 7.5" Sq.

SEAT BELT All Red; 1 to 3

Description
SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust

SEAT, PASSENGER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolated, 1 Chamber Lumbar, 2 Position Front Cushion Adjustment, -3 to +14 Degree Back Adjust

WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature

FRAMES

FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL

BUMPER, FRONT Swept Back, Steel, Heavy Duty

FRAME EXTENSION, FRONT Integral; 20" In Front of Grille

TOW HOOK, FRONT (2) Frame Mounted

WHEELBASE RANGE 197" (500cm) Through and Including 264" (670cm)

BRAKES

BRAKE SYSTEM, AIR Dual System for Straight Truck Applications

Includes
: BRAKE LINES Color and Size Coded Nylon
: DRAIN VALVE Twist-Type
: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster
: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel
: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4
: SLACK ADJUSTERS, FRONT Automatic (with Air Cam Brakes)
: SLACK ADJUSTERS, REAR Automatic (with Air Cam Brakes)
: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6

AIR BRAKE ABS {Bendix AntiLock Brake System} Full Vehicle Wheel Control System (4-Channel)

BRAKES, FRONT, AIR CAM 16.5" x 5", Includes 24 SqIn Long Stroke Brake Chambers

BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn

DUST SHIELDS, FRONT BRAKE for Air Brakes

BRAKES, REAR, AIR CAM S-Cam; 16.5" x 7.0"; Includes 30/30 Sq.In. Long Stroke Brake Chamber and Spring Actuated Parking Brake

BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 Spring Brake

DUST SHIELDS, REAR BRAKE for Air Brakes

AIR COMPRESSOR {Cummins} 18.7 CFM

AIR DRYER {Bendix AD-9} with Heater

AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab

AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail

DRAIN VALVE {Berg} with Pull Chain, for Air Tank

STEERING

STEERING GEAR {Sheppard M100} Power

STEERING COLUMN Tilting

Description
STEERING WHEEL 4-Spoke; 18" Dia., Black

DRIVELINES

DRIVELINE SYSTEM {Dana Spicer} 1710, for 4x2/6x2

EXHAUST SYSTEMS

EXHAUST SYSTEM Single, Horizontal Aftertreatment Device, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab

AFTERTREATMENT COVER Aluminum

ENGINE EXHAUST BRAKE for Cummins ISB/B6.7/ISL/L9 Engine with Variable Vane Turbo Charger

EXHAUST HEIGHT 10'

MUFFLER/TAIL PIPE GUARD (1) Aluminum

TAIL PIPE (1) Turnback Type

ELECTRICAL SYSTEMS

ELECTRICAL SYSTEM 12-Volt, Standard Equipment

Includes
: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
: STARTER SWITCH Electric, Key Operated
: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector
: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
: WIRING, CHASSIS Color Coded and Continuously Numbered

ACCESSORY WIRING, SPECIAL for Road Speed Wire Coiled Under Instrument Panel for Customer Use

ALTERNATOR {Leece-Neville AVI160P2013} Brush Type; 12 Volt 160 Amp. Capacity, Pad Mount, with Remote Sense

AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications

BACK-UP ALARM Electric, 102 dBA

BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab

BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud

BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn

CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses

CIGAR LIGHTER Includes Ash Cup

CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade

HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on

HORN, AIR Black, Single Trumpet, with Lanyard Pull Cord

HORN, ELECTRIC Disc Style

Description
INDICATOR, LOW COOLANT LEVEL with Audible Alarm

POWER SOURCE Cigar Type Receptacle without Plug and Cord

RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input, MP3, Apple Device Play & Control

SPEAKERS (2) 6.5" Dual Cone Mounted in Doors

STARTING MOTOR {Mitsubishi Electric Automotive America 90P47} 12-Volt, with Soft-Start

TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender

FRONT END

FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV

GRILLE Stationary, Chrome

LOGOS EXTERIOR Model Badges

LOGOS EXTERIOR, ENGINE Badges

SPEEDOMETER, TOOLS, MISC

CUSTOMER IDENTITY for National Joint Powers Alliance

PAINT SCHEMATIC, PT-1 Single Color, Design 100

Includes
: PAINT SCHEMATIC ID LETTERS "WK"

PAINT TYPE Base Coat/Clear Coat, 1-2 Tone

PROMOTIONAL PACKAGE Government Silver Package

FUEL TANKS

FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 50 US Gal (189L), Mounted Left Side, Under Cab

DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab

FUEL/WATER SEPARATOR 12 VDC Electric Heater, Includes Pre-Heater, Includes Water-in-Fuel Sensor, Cummins Supplied on Engine

WHEELS, TIRES - FRONT

WHEELS, FRONT {Accuride 29169} DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

(2) TIRE, FRONT 11R22.5 Load Range H ECOPLUS HS3 (CONTINENTAL), 495 rev/mile, 75 MPH, All-Position

WHEELS, TIRES - REAR

WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs

(4) TIRE, REAR 11R22.5 Load Range H HDR2 (CONTINENTAL), 491 rev/mile, 75 MPH, Drive

BODY INTEGRATION

BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches

Description
Cab schematic 100WK

Location 1: 9219, Winter White (Std)

Chassis schematic N/A

Services Section:

WARRANTY

WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A

Hooklift With Plow and 16' Body (Per Attached Specs)

(US DOLLAR)

Description		Price
Total Factory List Price Including Options:		$121,927.00
Freight Charge	$2,375.00	
Total Freight:		$2,375.00
Total Factory List Price Including Freight:		$124,302.00
Less Customer Allowance:		($39,972.80)
Total Vehicle Price:		$84,329.20
Total Body/Allied Equipment:		$67,575.00
Total Sale Price:		$151,904.20
Total Per Vehicle Sales Price:		$151,904.20
Net Sales Price:		$151,904.20

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Official Title and Date

Authorized Signature

Accepted by Purchaser:

Firm or Business Name

Authorized Signature and Date

Beltway International, LLC
1800 Sulphur Spring Rd.
Baltimore MD 21227 -
(410)247-5700

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

DATA SHEET FOR CORANADO TREASURES, LLC

Planning Commission Meeting: December 17, 2019

Application Number / Name	:	19-041 / Coranado Treasures, LLC
Applicant	:	Bahia Corazon & Domingo Aviado 209 Cedar Island Drive Brick, NJ 08723
Owner	:	Coranado Treasures, LLC 209 Cedar Island Drive Brick, NJ 08723
Application Type	:	Change of Zone
Present Comprehensive Plan Map Designation	:	Commercial
Present Zoning District(s)	:	OB-1 (Office Building)
Proposed Zoning District(s)	:	C-3 (Highway Commercial)
Present Use	:	Vacant
Proposed Use	:	Vacant
Size and Location	:	2.84 +/- acres of land located along the east side of US Route 113 approximately 3,500 feet south of the Seabury Avenue intersection.
Tax Map & Parcel(s)	:	1-30-3.19-013.00

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Survey

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

STAFF REPORT
October 31, 2019

Application Number / Name	**:**	19-041 / Coranado Treasures, LLC
Present Comprehensive Plan Designation	**:**	Commercial
Present Zoning District(s)	**:**	OB-1 (Office Building)
Proposed Zoning District(s)	**:**	C-3 (Highway Commercial)
Present Use	**:**	Vacant
Proposed Use	**:**	Vacant
Size and Location	**:**	2.84 +/- acres of land located along the east side of US Route 113 approximately 3,500 feet south of the Seabury Avenue intersection.
Tax Map & Parcel(s)	**:**	1-30-3.19-013.00

I. BACKGROUND INFORMATION:

- The applicant proposes to change the zoning designation of the above referenced parcel from OB-1 (Office Building) to C-3 (Highway Commercial). Any proposed use would be subject to the City Code, specifically the use and area regulations adopted at the time of application.

II. STAFF ANALYSIS:

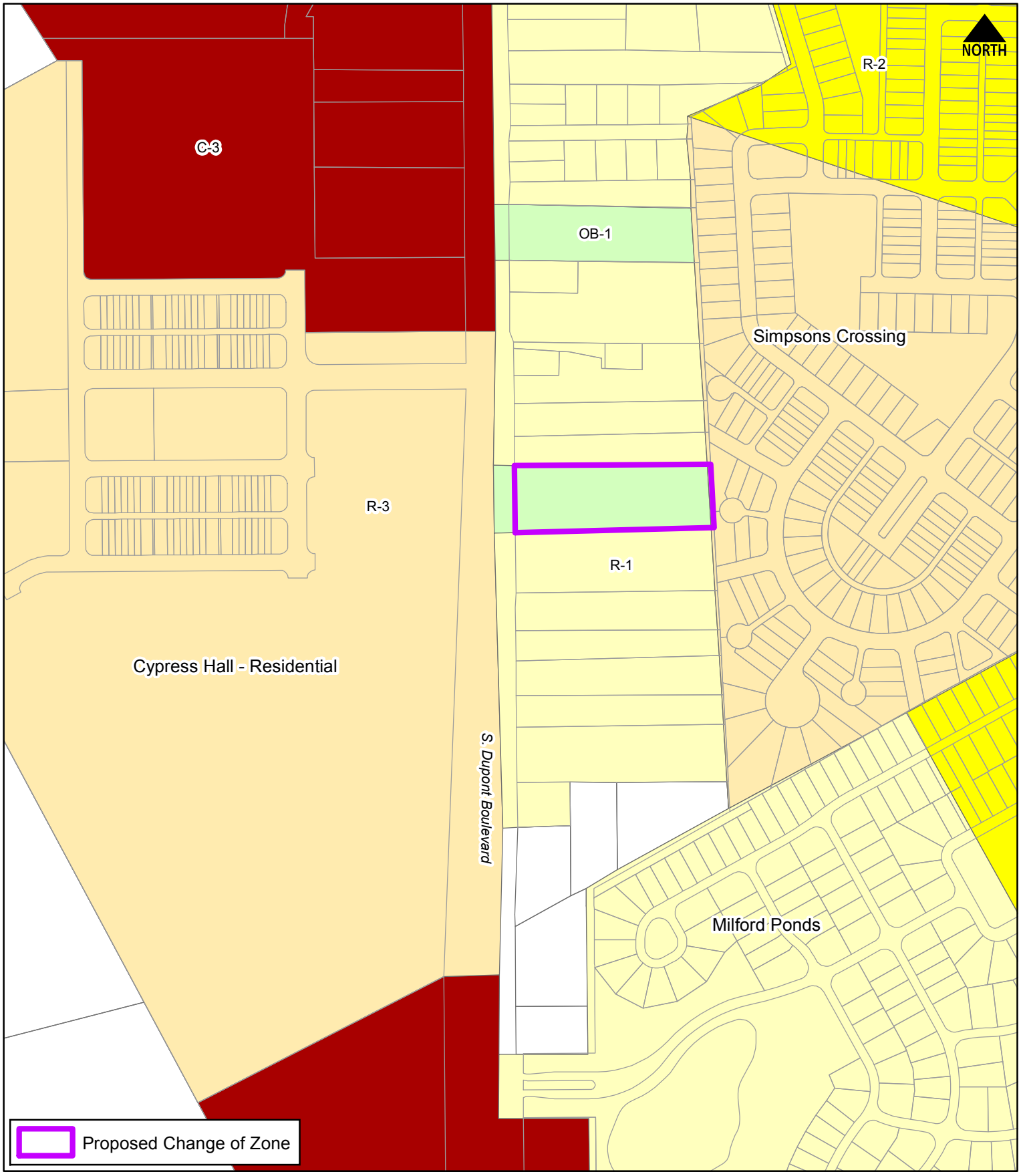
Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request to amend the Zoning Map:

- The Change of Zone request is consistent with the 2018 Comprehensive Plan Future Land Use maps. The Future Land Use designation for the property is Commercial, for which C-3 (Highway Commercial) is a suitable zoning designation. The Comprehensive Plan states Highway Commercial zones should be located along major transportation routes, including DE 1, US 113, Route 14 and Business 1.

- According to Chapter 230, the purpose of the C-3 category is to provide for larger-scale commercial uses that may require large amounts of parking space or have a high traffic impact. These uses generally require locations on major arterial routes and serve both local and regional customers.

- US 113 (S. Dupont Boulevard) is a State Maintained roadway and is considered a principal arterial road according to DelDOT's functional classification map. Site access and entrance improvements would be reviewed and approved by DelDOT as part of the site plan approval process.

- The property to the north is zoned R-1 (Single-family Residential District) and contains a single-family detached dwelling. The property to the south is zoned R-1 (Single-family Residential) and contains a single-family detached dwelling. The property to the east is zoned R-3 (Garden Apartment and Townhouse District) and will contain future townhouses within the Simpsons Crossing Planned Unit Development. The property to the west, across US Route 113, are zoned R-3 (Garden Apartment and Townhouse District) and are part of the Cypress Hall Residential Planned Unit Development.



THE CITY of Milford DELAWARE

Scale: 0 200 400 Feet

Drawn by: WRP

Date: 11/15/19

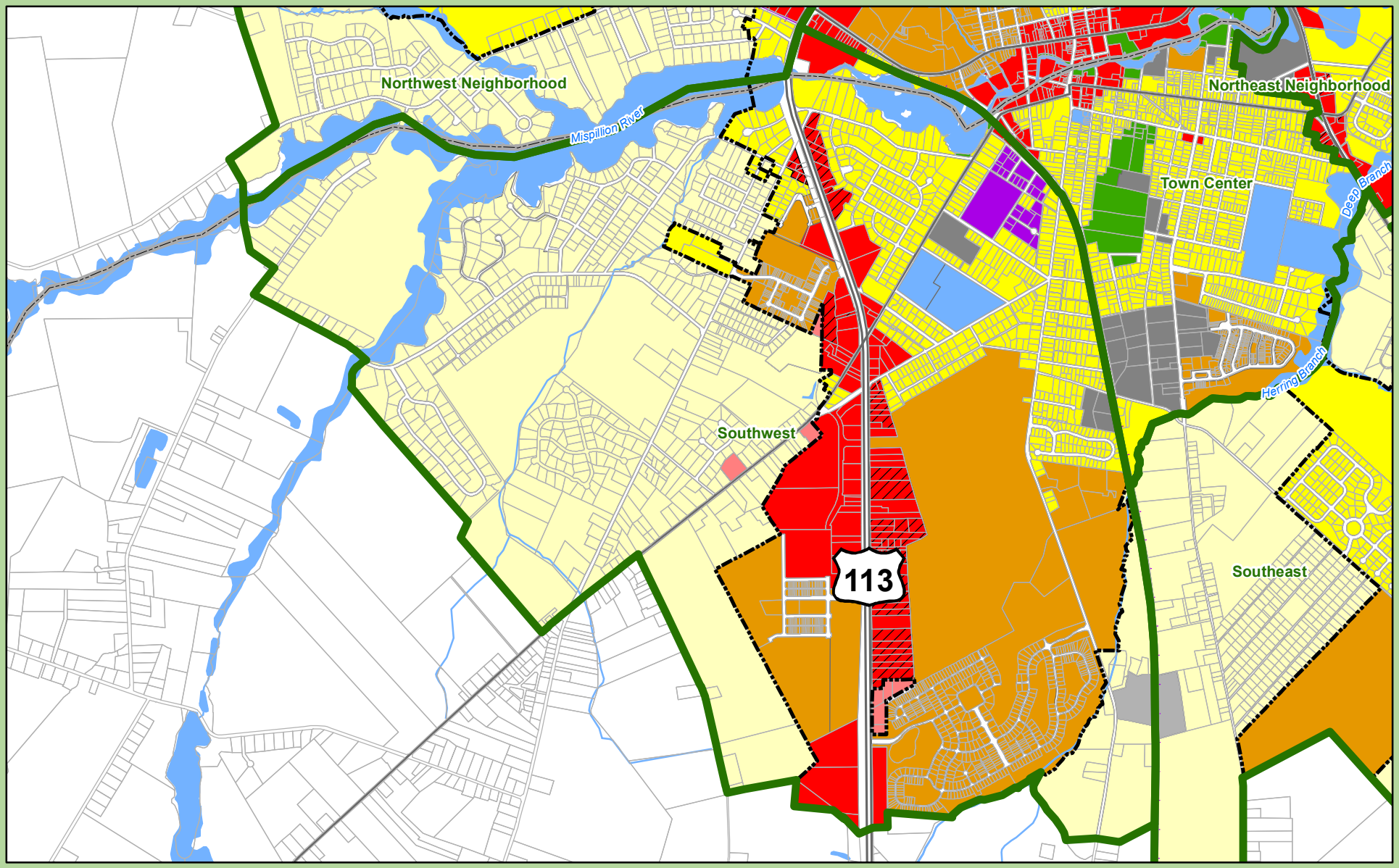
Filepath: ChangeZone_CoranadoTreasures.mxd

Title:

Change of Zone

Coranado Treasures, LLC

Location & Zoning Map



Neighborhoods

Land Use Type

- Open Space
- Proposed Open Space
- Low Density Residential
- Proposed Low Density Residential
- Moderate Density Residential
- Proposed Moderate Density Residential
- Employment
- Proposed Employment
- Institutional
- Commercial
- Proposed Commercial
- Industrial
- Proposed Industrial
- Transition Area
- Municipal Boundary
- County Boundaries
- State Parcels
- Routes
- Rail Lines
- Hydrology
- Bodies of Water

City of Milford, Delaware

Future Land Use

Southwest

Adopted Jan. 22, 2018, Certified May 2018

0 0.1 0.2 0.4 0.6 0.8 Miles

Sources:

Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.
DRAFT Future Landuse - City of Milford, Delaware 01/18.
Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.
Hydrology - USGS and EPA, FirstMap 01/18.

Note:This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.

THE CITY of Milford DELAWARE

UNIVERSITY OF DELAWARE

www.ipa.udel.edu

institute for Public Administration

- Purchase of Land – In the interest of Milford City Council to protect our recharge areas, funding could be used to protect our recharge areas and preserve open space.

10-4b. Land Use and Zoning Link

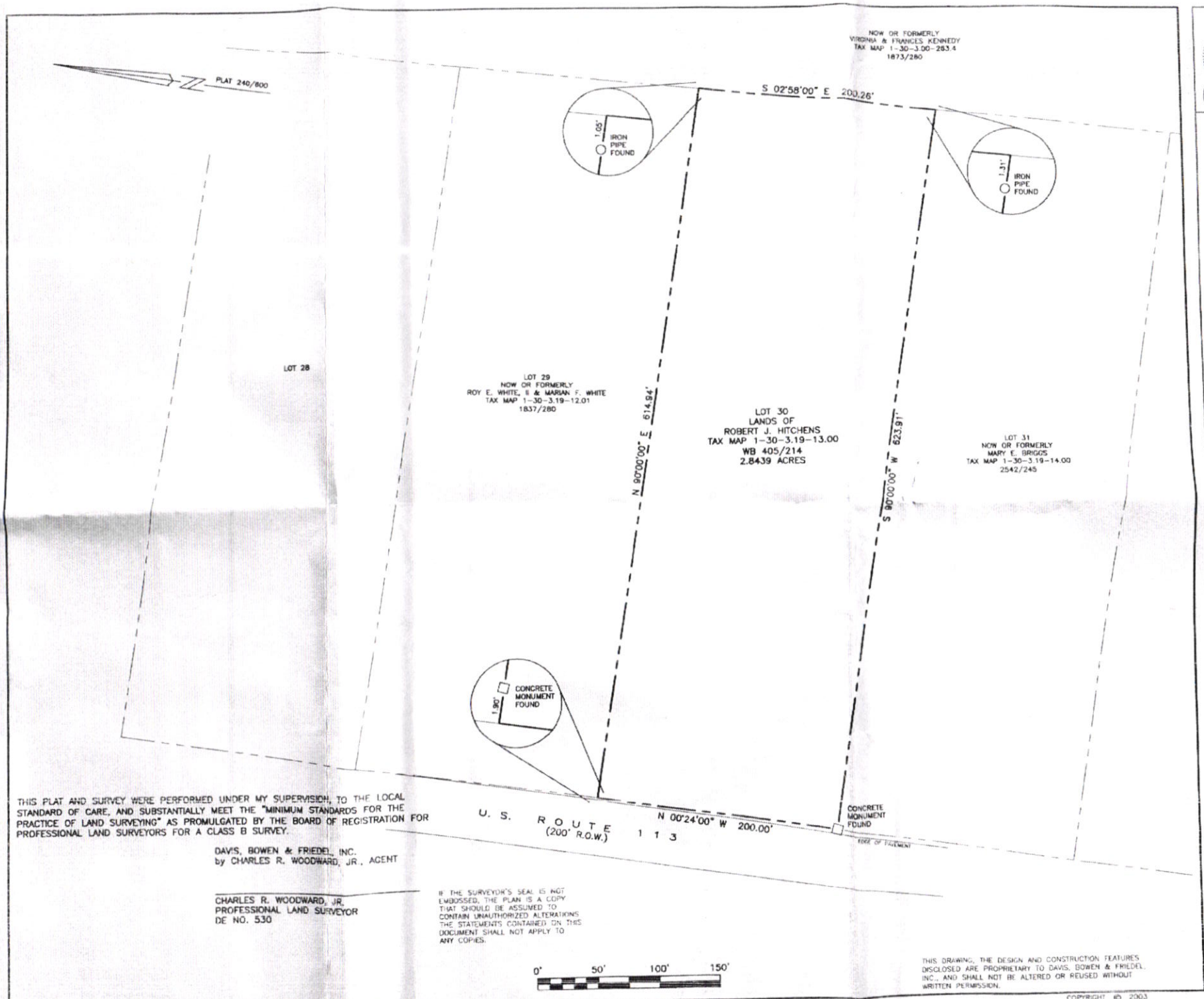
The link between land use and zoning is important because Title 22, Section 702(c) of the Delaware Code requires that Milford:

"…within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan."

Table 27 shows the link between the future land use designations depicted on the *Future Landuse and Urban Growth Boundary* map and the zoning districts summarized in Table 28. Table 27 provides guidance as to the zoning districts that would be considered consistent with each land use designation.

Table 27. Land Use and Zoning Link

Future Land Use Designation	Corresponding Zoning District(s)
Employment	H-1 – Institutional Development
	IM – Institutional Medical
	IS – Institutional Service
Commercial	C-1 – Community Commercial
	C-2 – Central Business
	C-2A – Riverfront Development
	C-3 – Highway Commercial
	OC-1 – Office Complex
	BP – Business Park
	H-1 – Institutional Development
Industrial	I-1 – Limited Industrial
	I-2 – General Industrial
Institutional	Institutional uses may be permitted or conditionally permitted in residential, commercial, and employment zones



THIS PLAT AND SURVEY WERE PERFORMED UNDER MY SUPERVISION, TO THE LOCAL STANDARD OF CARE, AND SUBSTANTIALLY MEET THE "MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING" AS PROMULGATED BY THE BOARD OF REGISTRATION FOR PROFESSIONAL LAND SURVEYORS FOR A CLASS B SURVEY.

DAVIS, BOWEN & FRIEDEL, INC.
by CHARLES R. WOODWARD, JR., AGENT

CHARLES R. WOODWARD, JR.
PROFESSIONAL LAND SURVEYOR
DE NO. 530

IF THE SURVEYOR'S SEAL IS NOT EMBOSSED, THE PLAN IS A COPY THAT SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE STATEMENTS CONTAINED ON THIS DOCUMENT SHALL NOT APPLY TO ANY COPIES.

0' 50' 100' 150'

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ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441

BOUNDARY SURVEY
OF THE LANDS OF
ROBERT J. HITCHENS
CITY OF MILFORD
CEDAR CREEK HUNDRED
SUSSEX COUNTY, DELAWARE

Date:	OCT. 2003
Scale:	1" = 50'
Dwn By:	PMH
Proj. No.:	1292A001
Dwg No.:	1 of 1

§ 230-14. - C-3 Highway Commercial District.

In a C-3 District no building or premises shall be used and no building shall be erected or altered which is arranged, intended or designed to be used except for one or more of the following uses and complying with the requirements so indicated.

A. Purpose. The purpose of the C-3 District is to provide for larger-scale commercial uses that may require large amounts of parking space or have a high traffic impact. These uses generally require locations on major arterial routes and serve both local and regional customers.

B. Permitted uses. Permitted uses for the C-3 District shall be as follows:

(1) Those uses permitted in the C-2 District.

(2) Warehouses.

(3) Large retail outlets.

(4) Indoor storage accessory building.

(5) Fast-food restaurants and drive-in restaurants.

(6) Supermarkets.

(7) Truck and trailer rentals.

(8) Roadside produce market.

(9) Memorial stone shop.

(10) Outdoor commercial recreational facilities, not motorized vehicles.

(11) Swimming club.

(12) Indoor facility for amusement or assembly.

(13) Bus station.

C. Conditional uses subject to special requirements. The following uses are permitted subject to receiving a conditional use permit by the City Council as provided in Article IX of this chapter:

(1) Motels or hotels with a minimum lot size of three acres.

(2) Commercial greenhouse.

(3) Wholesale establishment.

(4) Newspaper publishing or printing establishment.

(5) Contractors', craftsmen's or general service shops, including welding and similar shops.

(6) Laboratory, testing and research.

(7) Car repair shops.

(8) Used car lots.

(9) Telephone central office or television cable central office.

(10) Service station, automobile sales agency, public garage, parking garage or lot, but not including storage of wrecked cars, subject to the following special requirements:

(a) All facilities shall be located and all services shall be conducted on the lot.

(b) All repair work shall be conducted within an entirely enclosed building.

(c) No equipment for the service of gasoline or oil shall be placed closer to any street or property line than 20 feet.

(d) No portion of such structure or its equipment shall be located within 500 feet of the premises of any school, hospital, church or public recreation building.

(e) No service station shall be located within 800 feet of another service station on the same side of the street within the same block.

(f) Any such use shall be permitted only where it is determined that it will not materially interfere with the main pedestrian movement in conjunction with a compact retail area.

(11) Shopping center, subject to site plan review and the following site requirements:

(a) The total shall not be less than one acre.

(b) The site must be served by public water, sewer and electricity.

(c) Stormwater drainage. The facilities shall be provided by the developer to handle the increase in stormwater runoff, and he shall make contributions towards the cost of off-site facilities of the shopping center.

(d) Traffic and parking.

[1] The internal circulation of traffic shall be separated from the external street system, and pedestrian and vehicular traffic shall be separated through traffic control devices and appropriate site design.

[2] Access to state highways shall be controlled by the State Department of Transportation.

[3] The minimum distance between accessways and a residential district shall be 50 feet.

[4] Spacing of accessway.

[a] From adjoining property: 50 feet.

[b] From minor intersections: 50 feet.

[c] From major intersections: 100 to 150 feet.

[5] Five and one-half parking spaces shall be provided per 1,000 feet of leasable area.

[6] Parking lots shall be attractively landscaped as shown on the general site plan.

(e) Setback.

[1] From street right-of-way: 15 feet.

[2] From nonresidential districts: 15 feet.

[3] From residential districts: 100 feet.

(f) Buffering and landscaping.

[1] There shall be a minimum of a ten-foot landscaped buffer along all lot lines. The screening shall be six feet high near residential districts.

[2] Ten percent of the site shall be landscaped and may include features such as pedestrian walking or rest areas and courtyards.

(12) Day-care centers, with site plan required.

(13) Car wash, all types (staffed, automatic, self-service, etc.).

(14) Convenience stores with gas pumps.

(15) Community residential treatment program.

(16) All dwellings other than single-family with a maximum density of 12 units per acre.

(17) Business, commercial or industrial uses that do not adversely affect neighboring properties.

(18) Billboard, subject to the following:

(a) Shall be constructed and maintained in accordance with the Delaware Code, Title 17-Highways, Chapter 11-Regulations of Outdoor Advertising, Subchapter 1-General Provisions.

(19) Aquarium.

D. Area regulations.

(1) Minimum lot area shall be one acre.

(2) Maximum lot coverage shall be 80%.

(3) Minimum lot width shall be as follows: for an interior lot 150 feet and for a corner lot 170 feet.

(4) Height of buildings shall not exceed three stories or 35 feet, with the following exception: a motel, hotel, or aquarium may be erected to a height of over three stories, but not over five stories, and not exceeding 60 feet.

(5) Minimum building setback shall be 30 feet.

(6) Side yards shall be provided as follows: each lot shall have two side yards a minimum of 20 feet with a minimum aggregate width of two side yards of 50 feet.

(7) Minimum rear yard shall be 50 feet.

(8) Parking shall comply with the requirements provided in Article IV of this chapter.

(9) Landscape screening shall comply with the requirements provided in Article V of this chapter.

(10) Signs shall comply with the requirements provided in Article VI of this chapter.

ARTICLE XII - Amendments

§ 230-58. - Procedure.

A. The City Council may, from time to time, on its own motion or the motion of the Planning Commission or on petition by an owner, amend, supplement, change, modify or repeal the zoning regulations, restrictions and boundaries in a manner in accordance with the procedure provided.

B. All proposals for amending, supplementing, changing, modifying or repealing the zoning regulations, restrictions or boundaries, before being acted upon by the City Council, except those originating on motion of the Planning Commission, shall be referred to the Planning Commission for consideration and recommendation. The Planning Commission shall study all proposals, whether originating with the Commission or otherwise, conduct a public hearing, after having given notice required for the agenda of the Commission, and report its findings and recommendations to the City Council.

C. The Planning Commission is granted the authority to require, as a condition to consideration of any proposal other than one originating with the City Council, that a petition be submitted accompanied by such maps, charts, sketches and other information as the Commission deems necessary for the proper and effective consideration of such proposal and to refuse to consider any proposal not complying with such requirement.

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. At least 15 days' notice of the time and place of such hearing shall be published in a newspaper of general circulation in the City of Milford. In case of an unfavorable report or recommendation for denial by the Planning Commission, such amendment or change shall not become effective except by a favorable vote of 3/4 of the City Council.

E. In the event of a protest against such changes signed by 20% or more of property owners within 200 feet of the proposed change, such amendment shall not become effective except by the favorable vote of 3/4 of all the members of the City Council.

F. If, after due consideration, a proposal is denied, such proposal shall not be eligible for reconsideration for a period of one year after final action by the City Council, except upon the favorable vote of 3/4 of the Planning Commission or City Council.

§ 230-59. - Hearing; notice required.

No change or amendment shall become effective until after a public hearing at which parties in interest and citizens shall have had an opportunity to be heard. At least 15 days' notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in the City of Milford. In all cases in which a proposed amendment would change the Zoning Map, notice of the amendment shall be sent by mail to all property owners of record whose property is proposed to be changed by the amendment and all property owners within 200 feet of the proposed change.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

PLANNING COMMISSION PUBLIC HEARING: DECEMBER 17, 2019
CITY COUNCIL PUBLIC HEARING: JANUARY 27, 2020

NOTICE IS HEREBY GIVEN the Planning Commission and City Council will hold public hearings in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street at 7:00 p.m. to allow interested parties to participate in the discussion and consideration of the following zoning matter:

ORDINANCE 2019-41
Change of Zone/Lands Belonging to Coranado Treasures LTD
1017 S DuPont Blvd, Milford, DE 19963
Tax Map 1-30-3.19-013.00
2.84 +/- Acres
Current Zone OB1/Proposed Zone C3

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by rezoning 2.84 +/- acres of land from OB1 to C3 at 1017 S DuPont Blvd, Milford, DE 19963.

WHEREAS, on December 17, 2019, the Planning Commission will hold the noticed public hearing during which time interested persons will have an opportunity to testify in support of, or opposition to, the proposed zoning change, after which a recommendation by favorable vote of the Commissioners will be made; and

WHEREAS, on January 27, 2020, City Council will consider evidence presented, public comments, and the Planning Commission's recommendation and will deem whether it is in the best interest of the City of Milford to allow the change of zone as herein described.

NOW, THEREFORE, the City of Milford hereby ordains as follows:
Upon the adoption of this ordinance, tax map and parcels 1-30-3.19-013.00 is hereby zoned C3.

Dates.
Introduction to City Council: December 9, 2019
Planning Commission Public Hearing: December 17, 2019
City Council Public Hearing and Determination: January 27, 2020
Effective Date: February 6, 2020

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: *Beacon 11/27/19*

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

DATA SHEET FOR FEEBS DISTILLING CO.

Planning Commission Meeting: December 17, 2019

Application Number / Name	:	19-042 / Feebs Distilling Co.
Applicant	:	Feebs Distilling Co. 733 McColley Street Milford, DE 19963
Owner	:	S & P Holdings, LLC 1503 W. Stein Way Milford, DE 19963
Application Type	:	Conditional Use
Present Comprehensive Plan Map Designation	:	Industrial
Present Zoning District	:	I-1 (Limited Industrial District)
Present Use	:	Distillery
Proposed Use	:	Distillery with Retail Sales
Size and Location	:	2.02 +/- acres of land located along the east side of McColley Street between Delaware Avenue and McCoy Street. Addressed as 733 McColley Street.
Tax Map & Parcel	:	3-30-11.09-015.00

ENC: Staff Analysis Report
Exhibit A – Location & Zoning Map
Exhibit B – Survey

PUBLIC WORKS FACILITY
180 Vickers Drive
Milford, DE 19963
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THE CITY of Milford DELAWARE

PLANNING DEPARTMENT
Planning, Economic Development,
Enforcement, and Inspections Office
O 302.424.8396 | F 302.424.3559

STAFF REPORT
December 2, 2019

Application Number / Name	**:**	19-042 / Feebs Distilling Co.
Present Comprehensive Plan Designation	**:**	Industrial
Present Zoning District	**:**	I-1 (Limited Industrial District)
Present Use	**:**	Distillery
Proposed Use	**:**	Distillery with Retail Sales
Tax Map & Parcel	**:**	3-30-11.09-015.00
Size and Location	**:**	2.02 +/- acres of land located along the east side of McColley Street between Delaware Avenue and McCoy Street. Addressed as 733 McColley Street.

I. BACKGROUND INFORMATION:

- The applicant operates an existing distillery within a 12,500 square foot building located at 733 McColley Street.
- The existing use is considered a permitted light manufacturing use within the I-1 Limited Industrial zoning district and allows for the production of alcoholic beverages but not the onsite consumption or retail sales of the alcoholic beverages.
- The City issued a Certificate of Occupancy for the building on February 14, 2019 for an F1 (Factory and Industrial Use) building use group.
- Chapter 230-16(C)(4) states “craft distillery and microbrewery establishments” are considered a conditional use within the I-1 Limited Industrial zoning district subject to specific requirements outlined in the Zoning code. These requirements are provided under Section II of the staff report.

II. STAFF ANALYSIS:

Based on the information presented, the City of Milford Code, and the Comprehensive Plan, staff submits the following regarding the request for the Conditional Use:

- Evaluation based on the criteria found under Chapter 230-48 Conditional Uses.

A. The presence of adjoining similar uses.

The subject parcel is zoned I-1 Limited Industrial and is located within an area with other light industrial uses. The properties to the north are zoned I-1 and contain legal non-conforming single-family detached dwellings. The property to the south contains a light manufacturing use. The properties to the west contain a mixture of warehousing and wholesale uses.

B. An adjoining district in which the use is permitted.

The proposed use is allowed by conditional use approval within the I-1, I-2 and BP zoning districts. The use may also be found in commercial zones if the production portion of the use is in conjunction with a restaurant or tavern. Generally, retail sales and the consumption of alcohol are located within commercial districts.

C. There is a need for the use in the area proposed as established by the Comprehensive Plan.

The Comprehensive Plan designates this area as Industrial, which is intended to provide areas of light to moderate industrial and manufacturing uses.

D. There is sufficient area to screen the conditional use from adjacent different uses.

The applicant proposes to make improvements to the building and the parking lot area to allow for customers to purchase alcohol onsite. The customers would not enter the building and there would be no outdoor seating or gathering areas on the premises. There is no proposed screening between the existing building/parking lot and the residential uses to the north.

E. The use will not detract from permitted uses in the district.

The I-1 zoning district permits light manufacturing uses for which the distilling portion of the proposed use is permitted by-right. The retail sales should not detract from other permitted uses within the district. If the applicant elects to have onsite consumption or outdoor gathering spaces in the future, the City may want to consider screening, restrictions on the hours of operation or require additional onsite improvements to minimize the impacts on the neighborhood and other adjacent uses.

F. Sufficient safeguards, such as traffic control, parking, screening and setbacks, can be implemented to remove potential adverse influences on adjoining uses.

The applicant proposes to make improvements to the parking lot to allow for more organized customer parking. There is no proposed screening since the proposed use will be housed within the building. The setbacks will remain the same since the use is located within an existing building.

- Evaluation based on the criteria found under Chapter 230-16(C)(4).

(a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.

The applicant has obtained a License to sell alcoholic liquor on their premises in accordance with the State's Liquor Control Act. See enclosed license from the Alcoholic Beverage Control Commissioner.

(b) All aspects of the distilling and brewing process are completely confined within a building, including storage of all materials and finished products.

All aspects of the distilling operation are completely housed within the existing building.

(c) Such establishments offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider or spirits brewed or distilled on the premises for consumption off-premises and other retail items.

The applicant proposes to continue the production of alcohol and offer retail sales. No customers will be entering the building.

(d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.

The applicant is not proposing any on-site consumption or tasting at this time, other than at the retail window. Any tasting room or consumption areas would be subject to review by the building official for the use and occupancy of the building. In addition, onsite consumption and tasting areas would be subject to the parking standards set forth in Chapter 230 zoning.

(e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.

The applicant is not proposing to serve any food on-site as part of this conditional use application.

(f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:

i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approved requirements.

The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.

The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet for the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.

The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.

The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the city of Milford and the State of Delaware.

The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.

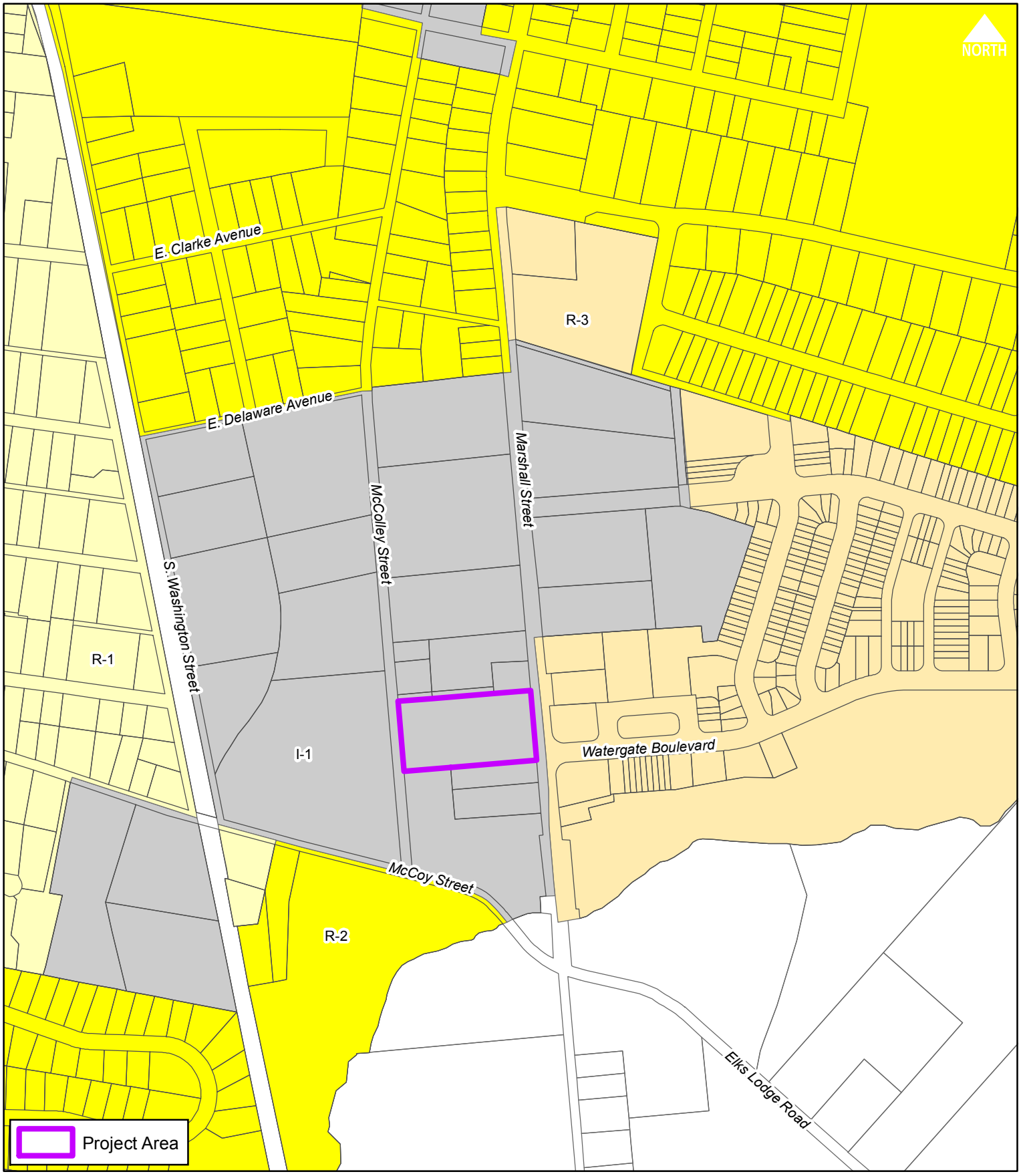
The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

The applicant is not seeking approval for any outdoor seating or gathering areas under this conditional use application.

- If the Planning Commission and City Council elect to approve the applicant's request, staff recommends the following minimum conditions of approval:

  - The applicant must obtain a building permit from the City of Milford for the proposed renovations related to the retail sales component. The building permit will require plans prepared by a design professional and will require approval from the State Fire Marshal's Office.
  - The applicant must have the proposed parking lot improvements and striping plan reviewed by the City Engineer and the State Fire Marshal's Office.
  - The parking lot improvements must be in place prior to the issuance of the new Certificate of Occupancy.



THE CITY of Milford DELAWARE

Scale: 0 200 400 Feet

Drawn by: WRP

Date: 11/15/19

Filepath: ConditionalUse_FeebsDistilling.mxd

Title:

Conditional Use

Feebs Distilling

Location & Zoning Map



THE CITY of Milford DELAWARE

Scale: 0 50 100 Feet

Drawn by: WRP

Date: 11/27/19

Filepath: ConditionalUse_Aerial_FeebsDistilling.mxd

Title:

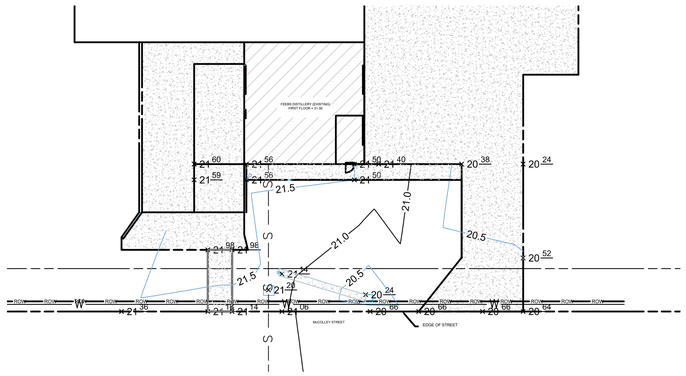
Conditional Use

Feebs Distilling

Aerial Map

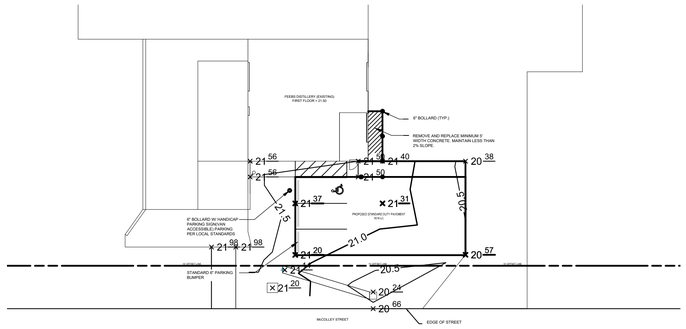
PURPOSE:
TO PROVIDE PLAN FOR PARKING IMPROVEMENTS REQUIRED FOR COMMERCIAL USE AND PROVIDE DRAWING TO MEET REQUIREMENTS OF CONDITIONAL USE PERMIT APPLICATION

PARKING IMPROVEMENT PLAN
FOR
FEEBS DISTILLING COMPANY



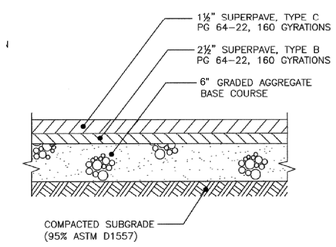
EXISTING SITE CONDITIONS
SCALE: 1":25'

NOTES:
1. ALL UTILITIES SHOWN ARE EXISTING AND ARE APPROXIMATE LOCATIONS BASED OFF OF MISS UTILITY MARKOUT. THERE ARE NO PROPOSED UTILITY IMPROVEMENTS FOR THIS PROJECT.
2. ALL AREAS NOT HATCHED ARE EITHER CURRENTLY LANDSCAPED AREAS OR GRAVEL (EXCLUDING McCOLLEY STREET).

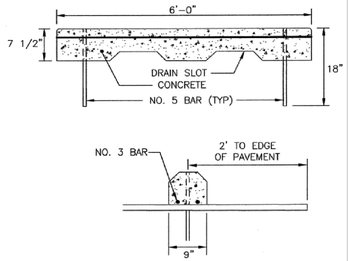


PROPOSED SITE IMPROVEMENTS
SCALE: 1":25'

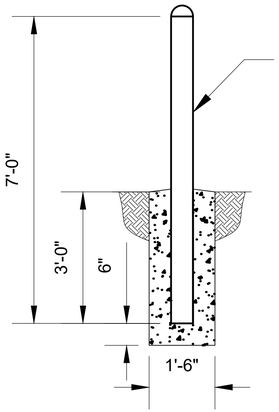
NOTES:
1. SPOT GRADES INDICATED IN PROPOSED PAVEMENT AREA ARE PROVIDED TO MAINTAIN ADA ACCESIBLE ROUTE FROM HANDICAP PARKING SPOT TO PRIMARY ENTRANCE. ALL OTHER SPOT GRADES PROVIDED ARE EXISTING (CONTRACTOR TO MATCH GRADE AT EXISTING FEATURES.)
2. CONCRETE REMOVED ADJACENT TO ROLL UP DOOR SHALL BE REPLACED IN KIND.
3. SIGNS AND STRIPING SHALL BE IN ACCORDANCE WITH CITY OF MILFORD STANDARDS.
4. REMOVABLE BOLLARDS MAY BE USED IN LIEU OF HARD SET BOLLARDS IF DESIRED.



PROPOSED PAVING SECTION
N.T.S.



CONCRETE BUMPER BLOCK
N.T.S.



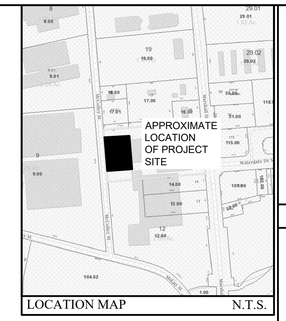
PROPOSED BOLLARD DETAIL
N.T.S.

CERTIFICATION OF ACCURACY

I, DAVID C. MONCRIEF, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF DELAWARE, AND THAT ALL OF THE INFORMATION ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED SURVEY STANDARDS AND PRACTICES AND BY THE CITY OF MILFORD DEVELOPMENT CODE.

DAVID C. MONCRIEF, P.E.
DE. P.E. #18321

DATE



LOCATION MAP N.T.S.

SITE DATA:

OWNER: SP HOLDINGS, LLC
1503 W. STEIN HWY
SEAFORD,DE 19973

ENGINEER: CRIEF INC.
1 ALEXANDER CT.
HOCKESSIN, DE 19707
P (302) 635-0477

CLIENT: FEEBS DISTILLING COMPANY
733 McCOLLEY ST.
MILFORD,DE 19963

TAX PARCEL: 3-30 11.09 15.00

DEED REFERENCE: BOOK 4717, PAGE 292

ZONING: I-1

SURVEY: THIS PLAN REPRESENTS A COMBINATION OF SURVEY PERFORMED BY CRIEF INC. IN OCTOBER 2019 AND DATA GATHERED FROM ONLINE SOURCES

PARKING: REQUIRED 3
PROVIDED 3

SETBACK: FRONT YARD 15 FEET

DAVID C. CLIFTON MONCRIEF
LICENSED
No. 18321
DELAWARE
PROFESSIONAL ENGINEER

Notes:

REV:	DESCRIPTION:	BY:	DATE:
-	SUBMISSION	DCM	10/28/19

STATUS: SUBMISSION

CRIEF
Quality. Engineering.
HOCKESSIN,DE 302-635-0477 CRIEF.COM

CLIENT: FEEBS DISTILLING CO.
733 MCCOLLEY ST.
MILFORD, DE 19963

ARCHITECT:

SITE: FEEBS DISTILLING CO.
733 MCCOLLEY ST.,MILFORD DE

TITLE: PARKING IMPROVEMENTS

SCALE AT A0:	DATE:	DRAWN:	CHECKED:
NTS		DCM	DCM

PROJECT NO:	DRAWING NO:	REVISION:
19-0028	C-1	-

STATE OF DELAWARE

ALCOHOLIC BEVERAGE CONTROL COMMISSIONER

DEPARTMENT OF SAFETY & HOMELAND SECURITY

Feebs Distilling Company
Feebs Distilling Company
733 McColley St.
Milford, DE 19963

HEREBY IS GRANTED

LICENSE

TO SELL ALCOHOLIC LIQUOR ON YOUR PREMISES IN ACCORDANCE WITH THE LIQUOR CONTROL ACT

Commissioner John H. Cordrey

License Number **15215**

Effective: 06-14-2019
Expires: 09-30-2020

CRAFT DISTILLERY
SUNDAY

POST PROMINENTLY – NOT TRANSFERRABLE

§ 230-16. - I-1 Limited Industrial District.

In an I-1 District no building/structure or premises shall be used and no building/structure or part thereof shall be erected or altered which is arranged, intended or designed to be used, in whole or in part, for any purpose except for one or more of the following uses and complying with the requirements herein indicated.

A. The purpose of an I-1 Limited Industrial District shall be to provide locations for the development of light to moderate industrial manufacturing, warehousing, wholesale and limited research establishments which, because of their type and nature, would be compatible with or adjacent to residential areas. Also, the purpose is to provide guidelines and performance standards which will control and confine any offensive features (i.e., noise, vibration, heat, smoke, glare, dust, objectionable odors, toxic wastes or unsightly storage) to the confines of the premises and within enclosed buildings or within a visually enclosed space.

B. Permitted uses. Permitted uses of the I-1 District shall be as follows:

(1) All permitted uses of the OC-1 District and BP District. [Ord. No. 2017-03, § 1, 2-27-2017]

(2) Light manufacturing, assembling, converting, altering, finishing, baking, cooking or any other type of processing or storage of an industrial nature for the production and/or distribution of any goods, materials, products, instruments, appliances and devices, provided that the fuel or power supply shall be of an approved type. Also included shall be all incidental clinics, offices, cafeterias and recreational facilities for the exclusive use of in-house staff and employees.

(3) Research, design, testing and development laboratories.

(4) Printing, publishing, binding, packaging, storage, warehousing, distribution and trucking terminal operations and trucking schools.

(5) Municipal and public services and facilities, such as utility supply areas (i.e., water, sewer and electric), distribution facilities and substations.

(6) Truck or large vehicle repair facilities with associated parking area. All fuel and lubricant storage shall be installed in compliance with state and federal regulations and shall not be closer than 500 feet to any school or building(s) used for assembly.

C. Prohibited uses. The following are expressly prohibited in an I-1 District:

(1) Residences, except those in existence at the time of adoption of this amendment.

(2) Manufacturing uses involving production of the following products from raw materials: asphalt, cement, charcoal and fuel briquettes; chemicals: aniline dyes, ammonia, carbide, caustic soda, cellulose, chlorine, carbon black and bone black, creosote, hydrogen and oxygen, industrial alcohol, nitrates (both natural and manufactured) of an explosive nature, potash, petro chemical, pyroxylin, rayon yarn and hydrochloric, nitric, picric, phosphoric and sulfuric acids; coal, coke and tar products, including gas manufacturing, explosives, fertilizers, glue and size (animal); linoleum and oil cloth, matches, paint, varnishes and turpentine; rubber (natural and synthetic); and soaps, including fat rendering.

(3) Dumps, junkyards, automobile salvage and dismantling plants/yards, storage areas or operations for the storage or resale of used automotive or other machine parts.

(4) Operations involving slaughterhouses, stockyards or slag piles.

(5) Storage of explosives and bulk or wholesale storage of gasoline above ground.

(6) Quarries, stone crushers, screening plants and all associated uses.

(7) The following processes: large-scale reduction, refining, smelting and alloying of metal or metal ores; refining petroleum products, such as gasoline, kerosene, naphtha and lubricating oil; and reduction and processing of wood pulp and fiber, including paper mill operations.

D. Conditional uses. The following uses are permitted in the I-1 District, in accordance with the provisions within Article IX (conditional use portion) of this chapter:

(1) Airfields or airpark facilities.

(2) Mini-warehouses or public storage facilities.

(3) Radio-television facilities.

(4) Craft distillery and microbrewery establishments, provided that:

(a) All permits and approvals required by the Delaware Alcoholic Beverage Commission are obtained and remain in full force and effect.

(b) All aspects of the distilling or brewing process are completely confined within a building, including storage of all materials and finished products.

(c) Such establishment offers the public, on a regular and continuing basis, various activities ancillary to its distilling and/or brewing process, including by way of example: tours of the premises, educational classes, demonstrations, tasting rooms, and retail sales areas limited to the sale of beer, mead, cider, or spirits brewed or distilled on the premises for consumption off-premises and other retail items.

(d) On-site consumption or tasting associated with a craft distillery or microbrewery establishment shall be permitted. Any area associated with on-site consumption or tasting shall not operate as a stand-alone bar or tavern, shall be located on the premises of the craft distillery or microbrewery establishment, and shall be ancillary to the primary use. "Ancillary" for purposes of this section means subordinate, auxiliary, smaller and less intensive than the primary use. On-site consumption or tasting of alcohol shall be limited to those products brewed or distilled on the premises, except as otherwise permitted by Delaware Law.

(e) All food sales shall be limited to prepackaged snack items or those food items prepared by a food establishment licensed by the State of Delaware. If a craft distillery or microbrewery intends to operate on its premises a food establishment that is otherwise a permitted use in this district (i.e. restaurant, café, or full-service restaurant), the City may require the property owner to provide the City with a letter of no objection from the Delaware Alcoholic Beverage Control Commissioner regarding the operation of a food establishment on the premises of a craft distillery or microbrewery.

(f) Outdoor seating and gathering areas shall be permitted subject to the following requirements:

i. Permanent and temporary outdoor seating and gathering areas shall be subject to building permit application and approval requirements.

ii. Outdoor seating and gathering areas and ancillary improvements shall include physical barriers from public rights-of-way and physical and visual barriers from adjoining properties. Physical barriers along public rights-of-way shall restrict access from the public rights-of-way to the outdoor seating and gathering areas and shall not exceed four feet in height. Barriers along adjoining property lines shall create a physical and visual barrier consisting of fencing six feet in height or vegetation at least six feet in height. The regulations herein shall be in addition to any regulations imposed by the State of Delaware.

iii. Maximum occupancy and points of ingress/egress shall be clearly marked. Occupancy of outdoor seating and gathering areas shall not exceed one person per 15 square feet of the outdoor seating and gathering areas identified in the building plans or any other occupancy limit established by the Office of the State Fire Marshall.

iv. All structures and uses related to outdoor seating and gathering areas and facilities are subject to the City of Milford Building Code and the City of Milford Zoning Code.

v. The occupancy of outdoor seating and gathering areas shall be included when calculating the building requirements and minimum parking standards required by the City of Milford and State of Delaware. Outdoor seating and gathering areas shall meet all requirements of the City of Milford and the State of Delaware.

vi. Tables, chairs, umbrellas, equipment, games, and any other items provided in connection with outdoor seating and gathering areas shall be maintained in good repair and shall be secured during non-business hours in a safe and orderly manner.

vii. Any licensing required by the Delaware Alcoholic Beverage Control Commissioner for outdoor seating and gathering areas shall be obtained.

E. Design standards and requirements. These are minimum requirements for all activities that are permitted or conditional uses. Conditional use activities are subject to much greater restrictions as may be required by the Planning Commission.

(1) Accessory uses shall not be permitted without a principal use.

(2) Any uses not permitted, as previously listed, are prohibited.

(3) All uses shall be conducted within a completely enclosed building. There shall be no open storage of raw, in process or finished products, supplies or waste material, except that these items shall be shielded from public view by a landscaped screen, fence or wall.

(4) In a planned industrial park or any lands designated as an I-1 District, no building/structure, accessory structure or sign shall be located closer than 200 feet to any nonindustrial district boundary.

(5) Adequate off-street parking shall be provided for all employees and traffic to the buildings. The minimum requirements are given in Article IV of this chapter and are to be deemed as minimum standards only. Standards in excess of those stated in Article IV may be stipulated by the Planning Commission during the site plan review.

(6) All fencing shall be properly maintained.

(7) All front yard areas and all areas open to public view shall be maintained in a neat and attractive condition.

(8) All loading operations shall be conducted at the side or rear of the building. In the unloading or loading process, no vehicles participating in these operations shall be allowed to extend into any public or private driveway or street or impede its traffic circulation.

(9) All odorous fumes or matter emitted into the environment from any/all fuel-burning equipment, open stacks and internal combustion engines must comply with the requirements set forth by the State of Delaware, Department of Natural Resources and Environmental Control (DNREC).

(10) Dust or particulate debris from any processing or production operations will be minimized by the use of appropriate mechanical and/or electrical devices to the extent necessary to ensure that such emissions shall not be offensive at or beyond the property line of the industry/warehouse. All such activities will comply with the requirements of the DNREC, State of Delaware.

(11) All internal roads, driveways and parking areas (for public, in-house employee or truck/vehicular traffic) shall be paved.

(12) All dry waste, in dust or particulate form, will be transported in closed or covered vehicles.

(13) The proposed use shall not endanger the surrounding areas to the possibilities of fire, explosion or contamination. All uses shall comply with state regulations which govern their operations. There shall be no allowance for the storage of radioactive materials or those materials deemed to be toxic or dangerous. All liquid storage shall have an approved containment (area) barricade capable of containing any failure of storage medium.

(14) The proposed use shall not allow the emission of heat or glare beyond its property line. All lighting shall be directed so as not to cause glare to the surrounding properties. The light source shall be shielded so as not to be visible from adjoining properties or streets.

(15) All I-1 District projects and proposals are subject to site plan review by the Planning Commission.

F. Area and height regulations.

(1) Minimum lot area shall be two acres.

(2) Maximum lot coverage shall be 60%, with the remainder being that of grass and landscape areas. Parking areas shall be landscaped.

(3) Minimum lot width shall be 150 feet.

(4) Maximum building height shall be 50 feet.

(5) Minimum front yard setback shall be 75 feet.

(6) Minimum side yard setback shall be 40 feet.

(7) Minimum rear yard setback shall be 45 feet.

(8) Off-street parking. See Article IV of this chapter.

(9) Landscape screening. See Article V of this chapter.

(10) Sign requirements. See Article VI of this chapter.

(11) Accessory structures shall occupy no more than 10% of the lot area.

(12) Accessory structures shall be located in the rear yard/lot area.

(13) Accessory structures shall be located at least 45 feet from the rear lot line.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, December 17, 2019 @ 7:00 p.m.
City Council Hearing: Monday, January 27, 2020 @ 7:00 p.m.

Notice is hereby given that the Planning Commission and City Council will hold Public Hearings in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street to allow interested parties to participate in the discussion and consideration of the following zoning matter:

ORDINANCE 2019-42

Feebs Distilling Co on behalf of S & P Holdings LLC for a Conditional Use on 2.02 +/- acres for a craft distillery in an I-1 Zoning District. Property is located along the east side of McColley Street between Delaware Avenue and McCoy Street, addressed as 733 McColley Street., Milford, Delaware. Present use: Distillery Proposed Use: Same with retail sales. Tax Map: 3-30-11.09-015.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a conditional use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on December 17, 2019; and

WHEREAS, Milford City Council will hold a Public Hearing on January 27, 2020 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the conditional use, as herein described.

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

Section l. Following adoption of Ordinance 2019-41, and upon the effective date, Feebs Distilling Co on behalf of S & P Holdings LLC is hereby granted a Conditional Use to allow a craft distillery, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

Section 2. Construction or operation shall commence within one year of the date of issuance of the permit otherwise the conditional use becomes void.

Section 3. Dates.
Planning Commission Review & Public Hearing: December 17, 2019
City Council Introduction: December 9, 2019
City Council Public Hearing: January 27, 2020
Effective: February 6, 2020

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: Beacon 11/27/19

Appointment/Acting City Manager (Interim)

City of Milford, Delaware

City Manager
Executive Search Firm Services
Request for Proposals

I. Introduction

The City of Milford, Delaware is seeking proposals from qualified firms/ providers to perform executive search services for the position of City Manager. Serving the City for the past four years, the current City Manager is resigning effective December 31, 2019. The City of Milford wishes to retain the services of a professional executive search firm to assist it in recruiting candidates for consideration for this position.

Proposals must be received no later than 2:00 P.M. EST on January 24, 2020, at City Hall, Office of the Clerk, 201 South Walnut Street, Milford, DE 19963.

Proposal documents are available by accessing the City's website at http://cityofmilford.com/bids.aspx or by contacting City Clerk Terri Hudson at 302-422-1111 or via email (Thudson@milford-de.gov). During proposal development, respondent's questions regarding this Request for Proposals (RFP) or the process should be directed to Terri Hudson.

Those intending to respond to this RFP are asked not to make contact with other City staff, the Mayor, or City Councilmembers during the proposal process and evaluation phase.

II. General Information

With its small-town sense of community, the services of a large city, a range of housing options, excellent schools, a healthy business environment, and convenient access to the amenities of its larger neighbors, Milford is the ideal place for residents, families, and businesses to thrive. Known throughout the state as River Town, Art Town, Home Town, we celebrate the beauty of our natural resources, the ingenuity of our people and

our commitment to quality of life.

The City of Milford, Delaware is located on the banks of the Mispillion River in both Kent and Sussex Counties. Milford has an estimated population of 10,979 people and a dedicated team of employees (120 FT and 30 PT/seasonal employees). The City's estimated 2020 budget is approximately $45.3 million, while the General Fund expenditures are estimated at $10.8 million.

The City Council appoints the City Manager, the Police Chief, the City Clerk, and the City Solicitor (contract). The City Manager is the chief administrative officer of the City and is responsible for the administration of the following departments / functions: Finance (including utility billing and information technology), Planning and Economic Development (including building inspections and code enforcement), Parks and Recreation, Public Works (including streets, solid waste, water, wastewater, electric, engineering, and garage), and the Human Resources Administrator.

The City of Milford truly offers the best of both worlds. Located near several major highways, Milford is just two hours from large metropolitan areas like Baltimore, Washington D.C., and Philadelphia. Milford is home to a wide variety of business and investment opportunities across a number of different healthcare, commercial, and industrial sectors, creating employment opportunities in a range of fields. Milford was recognized as a top tourism destination in central Delaware with the 2018 Village of the Year award by Kent County Tourism. Also, the Ladybug Music Festival held in Milford was named the Best New Event by Southern Delaware Tourism in 2018.

III. Scope of Work

1. The City is seeking a firm that will designate a recruitment representative to work with the Mayor and City Council to develop a candidate profile with the City's desired qualifications and experience necessary for the position of the City Manager of the City of Milford.
2. The recruitment representative will be required to make at least one visit to Milford to develop this profile. During the visit to the City, the representative should: hold individual meetings with the Mayor and members of City Council, hold at least two focus groups with community members and business/institutional representatives, and two focus groups with City employees, followed by a City Council Workshop meeting.
3. Based on the agreed upon candidate profile, the search firm shall recommend to City Council a salary range for the position, an advertising plan to attract a pool of qualified candidates, and a mutually agreeable time table for the recruitment.
4. The selected search firm will then undertake the necessary actions to recruit a pool of candidates who qualify based on the candidate profile, which includes conducting screening interviews with candidates, and hold at least one meeting with City Council to review a list of qualified candidates.

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5. The search firm should be prepared to help the Mayor and City Council to narrow the pool to five (5) candidates that it believes are most qualified to serve as City Manager based upon the candidate profile and the firm's understanding of the City Council's desires.
6. The search firm will:
    a. Provide thirteen (13) copies of reports to the Mayor and City Council on background, strengths, and accomplishments of top candidates;
    b. Provide reference lists on each finalist and such other candidates as the Mayor and City Council may deem appropriate;
    c. Facilitate the processes for up to two stages of interviews, including assisting with suggested interview questions;
    d. Assist the City with negotiating a contract;
    e. Coordinate all correspondence, travel arrangements, and recordkeeping; and
    f. Conduct detailed background and professional reference checks on recommended finalists, if requested.
7. The City Council will schedule up to two stages of interviews and the search firm representative shall be available to guide the Mayor and City Council through the process and offer any judgment it has with regard to the candidates and the selection process.

IV. Response Form and Content

1. Title Page: Indicate the proposal subject, name of firm, address, telephone number, name of primary contact person, email address for the primary contact person, and date of submittal.
2. Introduction: Briefly, introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long your firm has been in business and how long the firm has been conducting City Manager/Administrator searches. Indicate the name(s), title(s), and telephone number(s) of the person(s) who will be authorized to make representation for and to bind the firm.

3. Information Included in Response:
    a. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to the specific items requested in the Scope of Work.
    b. Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and how the firm will tailor the process for Milford's search. Indicate any additional information for consideration of your firm's qualifications for conducting this recruitment.
    c. Provide a list of the respondent's City Manager/Administrator successful placements in the past thirty-six (36) months, including the size of the municipality.
    d. Provide contact names, telephone numbers, and email addresses of these clients. The City reserves the right to contact any additional individuals or firms

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to obtain information about the respondent. If the firm has done no such searches, details should be provided as to how the firm would proceed with the search.

e. Indicate the names, titles, placement experience, and resume(s) of the person(s) who will be assigned to this recruitment. A response to this requirement should include all contact information such as telephone number, e-mail address, and web address.
f. Provide a detailed description of how the recruitment is to be conducted, including how the firm will identify and solicit outstanding candidates that are not actively seeking positions.
g. Discuss the general nature and extent of benefits the City of Milford is reasonably likely to experience as a result of these services.
h. Provide a copy of a previous City Manager position profile your firm has completed which has similarities to the position with the City of Milford.
i. Provide a copy of a previous City Manager search report your firm has completed for another client similar to the City of Milford.
j. Provide a non-binding general indication (or range) of the cost of the services proposed with a complete description of the fee structure/breakdown.
k. Indicate the degree of participation by qualified minorities within the firm and/or sub-contracts with minority or women-owned business enterprises.
l. Provide a realistic time table for the recruitment from the contract execution to selection of a new City Manager.

V. Submission of Responses

1. Late Proposals: Proposals received after the submission deadline will be considered void or unacceptable. The City of Milford is not responsible for lateness such as the non-delivery of U.S. mail or by carrier. The date/time stamp in the Office of the Clerk is the official time of receipt.
2. Altering Proposals: Proposals cannot be altered or amended after the submission deadline. Any interlineations, alteration, or erasure made before the opening time of proposals must be initialed by the signer of the proposal, guaranteeing authenticity.
3. Withdrawal of Proposal: A proposal may not be withdrawn or canceled by the offering consultant without written acknowledgement of the City of Milford. A respondent may withdraw its proposal at any time prior to the submission deadline by submitting a written request for withdraw to Terri Hudson, City Clerk, 201 South Walnut Street, Milford, DE 19963. The request for withdraw shall be signed by the respondent or an authorized agent.
4. Acceptance/Rejection/Modification to Responses: The City of Milford reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process.
5. Economy of Preparation: Proposals should be prepared simply and economically,

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providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the recruitment.

6. Cost of Preparation: The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.
7. Ownership: Submitted materials become the property of the City and will not be returned.
8. Public Records: Submitted responses and any agreement or other documents created become public records that are subject to review and copying by any person making an appropriate request for public records. Submitting parties may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to the Delaware Freedom of Information Act shall be made by the City's legal counsel.

VI. Other Terms and Conditions

1. Conflict of Interest: No City elected official or City employee shall have interest in the contract.
2. Ethics: The consultant shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official, or agent of the City of Milford.
3. Addenda: Any interpretations, corrections, or changes to the RFP will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Milford City Clerk. Addenda will be posted to the City's website (http://cityofmilford.com/bids.aspx). Submitting parties are responsible for checking that website periodically for any updates.
4. Indemnification: The successful proposer shall defend, indemnify, and save harmless the City of Milford and all its officers, agents, employees, and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor, or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the City of Milford growing out of such injury or damages.

VII. Due Date / Submission Instructions

The sealed proposal, ten (10) original complete copies, and one electronic copy on CD or flash drive must be received at the Office of the City Clerk no later than 2:00 p.m. on January 24, 2020. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Terri Hudson, City Clerk
City of Milford
201 South Walnut Street

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Milford, DE 19963
RFP CITY MANAGER EXECUTIVE SEARCH FIRM SERVICES ENCLOSED

Each response shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal and the proposal opening date. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Clerk at the address specified above. If submitted other than by mail, it shall be delivered to the City Clerk. Proposals submitted by mail must be received in the Office of the City Clerk by the time specified herein.

VIII. Selection Process

1. Evaluation: The City of Milford Mayor and City Council will review all proposals and evaluate them based upon the requirements given in this RFP including, but not limited to, the following criteria:
    a. Responsiveness of the proposal.
    b. Ability, capacity, and skill of the respondent to perform the services.
    c. Responses of the respondent's references.
    d. Methodology for conducting the recruitment.
    e. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for similar sized municipalities.
    f. The sufficiency of financial resources and ability of the respondent in performing the contract.
    g. The firm's capability to meet the Scope of Work.
    h. The qualifications of the professional staff proposed for the recruitment.
    i. Cost to provide the service requested.
    j. Other information as may be required or secured.
2. Request for Proposals Clarification Request: During the period of evaluation, the City shall have the right to request clarification from the respondents. Such requests will be sent to the email address of the primary contact person. If any respondent fails to respond to such a request within five (5) business days from the date of the request, the City shall have the right to reject the proposal.
3. Verbal Presentations: After all responses have been evaluated, the City may request the respondent to participate in a discussion, via conference telephone call, attendance at a City Council meeting, or both, to respond to questions from City Council, at the respondents' expense, for the purpose of making a final evaluation and award.
4. Award Presentation: Subject to agreement negotiation, the City Council shall select one of the proposals, or will reject all proposals within ninety (90) calendar days from the date of January 24, 2020.
5. Contract Development: If the City selects a firm, Mayor and City Council will conduct contract discussions and negotiations with the apparent successful respondent with the assistance of the City Solicitor.

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