

# City of Milford



## CITY COUNCIL AGENDA Monday, April 13, 2020

In accordance with the State of Emergency Declaration issued by Governor John Carney that became effective on March 13, 2020, all meetings of Milford City Council shall be conducted electronically to prevent unnecessary public gatherings. In response, City Council will meet remotely through GoToMeeting.com until further notice.

This meeting is available for viewing by the public via the following link:  
<https://global.gotomeeting.com/join/752256381>

Members of the public may also dial in by phone using the following number:

Phone Number: (872) 240-3412

Access Code: 752-256-381

You can obtain the GoToMeeting app in preparation of tonight's and future Council meetings.

Public Comments are encouraged on the items as noted on the agenda and must be submitted via email to [cityclerk@milford-de.gov](mailto:cityclerk@milford-de.gov) no later than 4:30 p.m. All public comments received will be read into the record at the meeting. Please call 302-422-1111 Ext 1300 or 1303 with questions or concerns.

### **7:00 P.M.** **COUNCIL MEETING**

Call to Order - Mayor Archie Campbell

Executive Session

Motion to Recess into Executive Session

*Pursuant to 29 Del. C. §10004(b)(9) Personnel matters in which the names, competency, and abilities of individual employees or students are discussed*

*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*

Return to Open Session

Potential Vote/Approval/Employee Contract

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Monthly Police Report

Monthly City Manager Report

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Resolution 2020-16/DNREC Planning Grant/Mill Street Sewer Rerouting ①

New Business

Resolution 2020-15/Moratorium on Water and Sewer Rate Increases ①

Funding Change/LED Replacement Project

Draft 2021-2025 Capital Improvements Plan

Adjournment

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

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

① *Public Comments may be submitted on the items on the agenda via email to [cityclerk@milford-de.gov](mailto:cityclerk@milford-de.gov) by 7:00 p.m. All public comments received will be read into the record at the meeting.*

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Original Agenda posted on April 4, 2020 at 5:24 p.m.

Agenda Amended on April 9, 2020 at 12:30 p.m.

Remove item under old business; Remove item under new business; Wording change.

Agenda Amended on April 9, 2020 at 5:15 p.m.

Added resolution number and Public Comment acceptance.

Agenda Item added April 13, 2020 at 8:02 a.m.; Requirement of DNREC Grant Previously Approved by Motion

Added resolution number and Public Comment acceptance; Executive Session moved to start of meeting.

# SUCCESSFUL ONLINE MEETINGS

## 5 EASY TIPS TO STAY PRODUCTIVE



### 1

#### BE AWARE OF YOUR SURROUNDINGS

Keep in mind you are being watched and recorded online. Adjust your work area so you're facing light, not with your back to a window. While kids and pets are adorable, others won't be able to hear over screaming or barking, so make sure you're in a quiet area free of distractions.

### 2

#### BE PRESENT

Read the agenda and packet ahead of time. Make sure your cell phone is on silent. Don't be tempted to check email or have a side conversation during the meeting. Refrain from typing on your keyboard.

### 3

#### MUTE YOUR MICROPHONE

There's nothing more frustrating than hearing that 'alien echo noise' of feedback from conflicting microphones. Be sure to mute your microphone when you're not speaking.

### 4

#### SPEAK UP

While interruptions of others, or speaking over others, is not okay, don't be afraid to project your voice and ALWAYS announce who you are when starting to talk.

### 5

#### NO FOOD ALLOWED

Grab a snack before the meeting, not during. Refrain from eating while discussing important business matters.

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302.422.1111

# City of Milford



The meeting will pause while City Council meets in Executive Session.

The public is welcome to stay connected until Council's return.

Thank you!

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
February 18, 2020

The City Council of the City of Milford met in Workshop Session on Tuesday, February 18, 2020 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 5:32 p.m.

PRESIDING: Mayor Arthur Campbell

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

STAFF: Interim City Manager Mark Whitfield, Police Chief Kenneth Brown and  
Deputy City Clerk Christine Crouch

COUNSEL: Solicitor David Rutt, Esquire

*Proposed New Police Department Facility Funding*

Finance Director Jeff Portmann was in attendance.

Interim City Manager providing the following information:

Should Council want to proceed with the Bond Referendum on the date of the Annual Election on Saturday April 25, 2020, a decision is required. The City Clerk needs approximately two months for advertising and preparation of paperwork and other duties related to the referendum. The decision on the bond amounts need to be made no later than the February 24, 2020 Council Meeting.

Chief Brown has provided an estimated cost for the police station project of \$18,429,045. The City has a commitment of funding through the state bond bill of \$300,000. Therefore, \$18,129,045 is the balance required by the City to fund the project.

The City has a commitment of funding through the State Bond Bill of \$300,000; however, the Bond Bill money requires Delaware Prevailing Wages be used on the entire project if that funding is used. This provision could add 30 to 35% more to the overall costs of the project.

State Representative Bryan Shupe informed Mr. Whitfield that he is proposing new legislation that will remove the prevailing wage requirement and prevent this project from being impacted. Unfortunately, that will not be in place by next Monday or prior to the vote by Council.

When asked how much of the \$18 million estimate involves labor, Chief Brown stated he does not know because that was not broken out by the engineers. When asked the difference should the City decide not to use the bond money, Mr. Whitfield shared that it will have very little impact and roughly \$14,000 a year or .16% or 16 cents of one dollar.

He presented the two borrowing scenarios:

1) an issue of \$15.429 million or 2) an issue of \$18.429 million.

He added that given the historic low interest rate, Council may want to take advantage of borrowing the full amount for the Police Station.

In order to obtain the lowest interest rates, the bonds will need to be sold over two years to be considered bank qualified bonds, with each issue below \$10 million. That would result in a bond issue occurring in June 2020 and the second issue in January 2021.

Both scenarios would involve 3-year terms with an average interest rate of 2.41%. A \$0.01 tax increase results in \$89,000 in revenue. Each \$0.01 tax increase equals \$20/year to a homeowner with an assessed property value of \$200,000.

Scenario 1 – Borrow \$15,429,045

The \$15,429,045 would require \$782,000 per year in debt payments resulting in a \$0.09 tax increase, or a \$15 per month increase on an average property owner (or \$180 year).

Scenario 2 – Borrow \$18,429,045

\$18,429,045 would require \$932,000 per year in debt payments, resulting in a \$0.105 real estate tax increase, or a \$17.50 per month increase to an average property owner (or \$210 per year).

Using the \$3 million from the Electric Fund carries some challenge risks, since the five major rate payers are large businesses who comprise over 60% of the electric usage. Additionally, there are numerous electric customers who live outside the City, that will not receive a benefit from the new police station.

For these reasons, Council may want to consider a decrease in electric fees versus using the profits from electric to decrease the tax burden. Lastly, given the historic low interest rate, Council may find it more prudent to borrow the entire amount.

As a result, Mr. Whitfield recommends Council authorize a resolution be drafted for a bond referendum in the amount of \$18,429,045 for action to be taken at the February 24, 2020 Council Meeting to fund the new police station.

Councilman James asked Mr. Portmann if it would be wise to use the \$3 million from the electric fund, when the City has a cost of electric service (COS) study underway. He is unsure what the results of that COS will be at this point.

He also noted that the other completed COSs provided five-year financial outlooks, which will not be available and cannot be considered by the February 25<sup>th</sup> date. So currently, Council needs to understand that is an unknown.

Mr. Portmann agreed there are multiple concerns. One is the uncompleted COS and the other issue is whether the \$3 million should instead be returned to the electric customers by way of a rate reduction. He added that the \$3 million is from the past two years and above the profits that were anticipated. In effect, it was already sent to UFS to incorporate into the new proposed rate as a reduction.

He concurs that an electric decrease would be beneficial, but emphasized he does not know the true outcome at this point in time.

Mr. Portmann added that the previous COS incorporated these rates, but the target was off, which amounted to a better financial situation through a combination of DEMEC rate reductions and more usage by our electric customers.

Councilman James said he would like to view Milford's electric district, compared to the true police district, and determine who, if anyone, outside the City benefits from electric and from police services.

When Chief Brown was asked if Milford Police Department services residents outside City limits, Chief said they do as an assistance to the State Police. Councilman Morrow believes that is a benefit to residents who live outside the City.

Councilmember Culotta added that the Delaware State Police' responsibility is to Shawnee Acres and other outside communities, but there are many times the State Police rely on Milford Police for support. He said Council needs to focus on what is right for taxpayers and not just the electric customers. His bigger concern is the business customers who are the larger users of electricity. He agrees it would be nice to credit those businesses back and provide them the ability to lower their costs because they invest with more jobs, etc.

He said that even though there is no information back from the COS at this point, it could still result in more money being available to use toward the police station project. However, it could also come back that the \$3 million that will be spent, are needed to prevent another electric rate increase.

Councilmember Culotta said if the \$3 million is not used and the cost of service study is completed, any other savings could be passed to the end user, which would be a win-win for everyone.

Councilmember Morrow pointed out there are two separate issues and they should not be blended in one. If there is a decrease in electric that would be passed onto the electric users, that would include taxpayers in addition to customers who live out of town. Then the police could stand on their own and whatever needs to be borrowed should be done.

It was agreed there is a need to be crystal clear as we move forward with the referendum.

Mr. Portmann confirmed the City currently has an outstanding electric bond issue that the \$3.5 million could be used to pay off and could potentially help reduce future rates. Councilman Morrow agreed adding that seems fairest to the taxpayers and electric customers.

Mayor Campbell expressed concern, noting that originally, there was a plan to use \$3 from electric operating cash and another \$2 million from the water reserves. However, it was agreed that would be inappropriate because of the recent rate increases. Then he asked if the additional \$2 million could be taken from electric reserves. However, the COS has not yet been completed and while talking with the Interim City Manager and Finance personnel, he understood a rate decrease was already being considered.

His concern is when they came up with the \$18.6 million, it was agreed to take funding from the street account, which took it to \$18.4 million. Using the \$3 million reduces the cost to \$15,400 and using another \$2 million from reserves would reduce it even more to \$13,4 million.

The Mayor believes the lower the increase is, the higher chance it has of passing. In addition, it should help if residents see the City making an attempt to reduce their overall tax burden.

Mr. Portmann recalled the original conversation eight to ten months ago to transfer \$1 million from water, \$1 million from sewer, \$1 million from general fund and \$3 million from electric reserves. At that time, it was agreed the COS needed to be complete. That COS was completed and resulted in an increase rate and the elimination of any transfers from the water and sewer reserves. The general fund was not really discussed at that point, but at the rate the City is spending money out of general fund reserves, there is not \$1 million available to use.

Councilmember Marabello then asked how much has been utilized of the unrestricted fund over the prior three to six years, as a ratio or percentage, compared to today. In general, when he looks at the money, as an aggregate dollar amount, and reviewing the interim statement from 2013, there is \$10 million less than today. He asked if we have more money than we think because it seems to keep growing. He asked the increase in cash flow/net unrestricted funds on June 30, 2019 from the prior year and it was a million or a million and a half dollars.

Mr. Portmann said he is unable to provide an answer without looking at the records.

Councilmember Marabello feels the money consistently continues to increase and asked if we are spending more, or do we anticipate spending more, because there has not been that many capital improvements over the past several years.

Mr. Portmann explained the electric fund has made \$3.7 million over the two prior years to this fiscal year, which is a big chunk. The City has made more money in electric than was expected and could be part of the unrestricted numbers Councilmember Marabello is referring to.

Councilmember Marabello said he prefers to add some money to reduce the overall costs and does not want to give back money prematurely unless we see the cash flow for one year. He pointed out that once it is given away, it is very difficult to get back.

Mr. Portmann explained the impact fees, in the amount of \$5 million have not been touched, and possibly \$2 million or less back in 2013. They have grown, but that money can only be used for specific utility items related to growth. He agrees the town is definitely growing and impact fees are growing, but it is not money that can be randomly spent through a Council vote.

When asked about the question marks on the finance report, Mr. Portmann explained the COS looks at the next five years of rates. He explained for example, a substation that is 25 years old and has not been taken into consideration in that five-

year projection. He said some of that money should be set aside in reserves to be ready to refurbish that substation because 25 of the 40 years of that life is gone. Before that \$3 million is spent, there is a need to have our engineers look at all of the City facilities, consider their age and come up with a number from those reserves that can be used toward those assets.

The COS is a five-year outlook, but the rest of the assets of the City is a secondary item that Mr. Whitfield will be addressing with the engineers.

Councilmember Marabello asked if we borrow the money and cash continues to increase, is it feasible to pay the debt service; Mr. Portmann said yes, the bonds can be called after six years. Some of them or all of them are callable after six years, which means the City can retire them.

When asked the amount of unrestricted funds, Mr. Portmann said he is unable to provide an accurate number without having those records in front of him.

A discussion followed regarding restricted funds and what has been spent out of reserves. Mr. Portmann reiterated that we recently made \$3.7 million through electric sales and impact fees have grown by possibly \$1 to \$2 million, but not by \$10 to \$20 million.

He also noted there is \$3 million in transfer tax, money in the three impact fee accounts and various reserve accounts.

Councilmember James pointed out that in December, there was \$3.2 million in transfer tax, \$509,000 in municipal street aid, \$104,000 in the economic development fund and \$79,000 in the police and government facilities fund. The total reserves as of December was \$28 million. Of the \$5.1 million of impact fees, \$795,000 were in electric, \$2.7 million in water and \$1.7 million in sewer. He also stressed that impact fees can only be used for items related to each specific enterprise fund.

Mr. Portmann confirmed the impact fees would be considered an unrestricted number. Mayor Campbell asked what happened to the \$28 million in unrestricted funds that were in place when he first became Mayor. He asked why the \$5 million can't be transferred from those impact fee accounts.

Mr. Portmann recalled the discussion with the consultant who presented the water, sewer and solid waste cost of service study. Council agreed at that time not to take money out of those utility accounts because they authorized a rate increase.

Councilmember James recalled the results of the cost of service study in the water utility showing money in reserves but not enough to cover the \$7 million needed for water towers. If a \$7 million bond issue was not done, every dollar in that account would be used plus another \$3 million needed. That is why Council agreed not to use any water reserves for the police station.

The question is how much of the electric reserves are unrestricted, assuming Council still does not want to touch water and sewer funds, because of those rate increases.

Councilman James emphasized that until the cost of service study is completed for electric, those reserves cannot be considered.

He continued by stating that the audit showed an approximate \$3 million had been generated from electric sales and purchases over the past two fiscal years. The question asked by City Administration is whether to borrow the entire \$18.5 million because of the historically cheap interest rate and pass that overage to the rate payers.

Councilman James recalled at one point, talking about using some of the reserves toward the cost of the police station and Council believing it might provide a better opportunity for the referendum to pass if our citizens saw other funds were being used to reduce the \$18.5 million figure. He also stressed that regardless of which utility reserve the money would be taken from, that is money that has been paid by those utility customers and is not simply a pot of "City" money that belongs or was created by the City for any use. The reserves were initiated by our rate payers.

He continued by pointing out that if there is excess money being generated through the electric utility, are the rates too high and should they be reduced.

Councilman James feels those are the issues that need to be addressed though he does not know the right answer. He feels that most people understand the police station is too small and there are not enough police officers because the City is growing and if nothing is done, we could end up behind and not have the quality of public safety our residents and businesses are used to. Instead it will begin to erode.

Councilmember James believes there is a value to paying an additional \$180-\$200 a year in taxes to continue with quality services. At the same time, he feels it is important to consider a rate reduction for our utility users, and especially a heavy utility user.

Mayor Campbell emphasized the need for the new police station and feels that if our voters see that other money is being added to reduce the overall cost of the tax increase, is a great selling tool. Councilmember Culotta agreed. Mayor Campbell said he is looking for another \$2 million from unrestricted funds to offset the tax increase. That would reduce the \$18.5 million by \$5 million which is a much lower tax increase as a result.

When asked what fund should be used, Councilmember Morrow said that Mr. Portmann can figure that out. Councilmember James reiterated the three funds (water, sewer, solid waste) have already been spoken for and there is a need for Council to be specific when talking about a reserve or other account.

Mr. Portmann pointed out there are issues when using the electric funds. One is the cost of service, which may require a rate increase, and this money is gone and has been spent on the police station. Otherwise, it could be used to avoid that rate increase which can become a problem.

The second issue is the City was charging a fee to pay for the operation of the electric business, though customers were being overcharged. Those rate payers were never asked to pay for both electric and a police station. If we had planned for that, and informed the rate payers upfront, it may have been ok. But it wasn't, and in the meantime, there was a missed shot which resulted in more money being made than was planned.

Councilmember Culotta said if he goes to the bank and asks for money to buy a building, the bank will tell him he needs to contribute 20%. If the bank is the taxpayer, he asked what is the leadership's contribution; right now, in his opinion, it is the \$3 million the City has to contribute.

It was agreed that could have a huge impact should our customers be hit with a rate increase. He agrees with Mayor Campbell that the least painful manner to the taxpayer is the most ideal. But in this case, there is only a \$20 difference on average per year in using the \$3 million and not using it.

Councilman Culotta asked if it is worth spending \$3 million in today's interest rate environment or borrowing the entire amount at 2.4%, which as has been stated is historical lows that can be locked in over the next thirty years.

Councilmember James stressed the City has no money and the \$3 million being discussed belongs to the electric rate payers. In this situation, Council is talking about how to spend our electric rate payer's money.

Councilmember Culotta agreed adding that the perception by the average electric is that City rates are high. Councilman James pointed out that is true, even though Milford has the third lowest rate in the State.

Councilmember James also noted that the existing outstanding debt for the last substation could be paid off using the \$3 or \$3.5 million, as determined by the current cost of services study that is ongoing. With that, the result could be a lower electric rate. Mr. Portmann feels that is very possible and would be a great use of that money. He also noted that the older bonds are at 3.6% to 3.7%.

Discussions followed about the advantage of keeping the increase to below \$200 a year. Councilmember James is willing to do that, if money is available that has already been generated. If we keep our rates the same, more than likely we will continue generating \$1.5 to \$1.8 million annually with new cash continuing to come in.

He will support that reduction to lower the tax increase, as long as there is no increase for the utility rate payer.

Councilman Culotta said as a businessperson, he would borrow as much as he could at this low rate. But he looks at two numbers and prefers the lower one when considering the tax rate, which makes it a tough situation.

Mayor Campbell questioned if the bond debt can be paid in six years, will the taxpayers continue to pay the increase, or will be it be removed, which typically never happens. That is why he supports the lowest tax increase and prefers a total of \$5 million be used toward the project, which reduces the \$18.5 substantially.

Councilmember Culotta agreed that taxes are always increased and never lowered by the majority of governments. But if the charter mandates the cost of service occur in each service every three years, and a decision is made to increase or reduce rates, it is fixed in the system to review that and will determine if that benefits the taxpayer. Councilmember James agreed adding it should be done at least every five years because it provides a five-year forecast.

Councilman Marabello confirmed that the end of December, the available cash was \$4.8 million in water reserve funds. He referenced the cost of service minimum cash of \$2.4 million, asking if that is the result of the UFS study noting that is below the \$4.8 million and questioned if the difference is untouchable. He also noted that is in addition to the three-years of capital expenses.

Councilman James said the cost of service study provides a five-year window but until it is determined what other capital expenditures will be needed during that five-year period, there is a concern we could run out of cash at some point. Mr. Portmann added there could be fifteen wells, each a different age and even though we may not be replacing any of those wells, there is a need for depreciation on each well based on the life of the well. Currently, the City does not have the money for them, which is why we need to review the conditions of everything and complete our due diligence before the money is spent.

Interim City Manager Whitfield explained that part of the capital improvement plan is a review of the City's assets. For example, there is approximately 8,000 linear feet of asbestos-lined concrete piping that needs to be replaced in the very near future. The City is in the process of replacing lead service lines on Southeast Second Streets. In addition, there are at least fifteen more streets with lead service lines that need replacing. The Southeast Second Street was \$1.2 million alone.

There is also a planned water tower for the northwest section of town, which will cost somewhere between \$5 to \$7 million.

Mr. Whitfield shared there are presently issues with wells 15 and 16 in the southeastern area. It will cost roughly \$600,000 to \$700,000 to drill a new well. There is also a new well planned for Tenth Street that will cost approximately \$750,000.

He stated that as the City continues to grow, and the infrastructure continues to age, there is a plan, not only for the growth, but for the replacement of the aging infrastructure. All of that will be taken into account with the most recent cost of service study.

Councilman Marabello then asked about the policy for unrestricted reserves the City is comfortable and secure with. Mr. Portmann explained that policy is still being worked on by Local Government Fellow Christine Hoh and Mr. Whitfield.

Councilman Marabello still believes the City has a lot of money and is fortunate, but would like to know the comfort level. He understands there could be a short-term immediate need of a substantial money as a result of a storm or some other disaster, before those funds can be reimbursed. He thinks it can be worked out using the information Mr. Whitfield is developing for items being depreciated. It should be allocated each year and set aside in case it is ever needed.

Councilmember Marabello then asked if it is possible to take money out of the realty transfer tax fund to supplement the new police station, though he knows there already about \$720,000 per year that is needed to supplement the salaries of the police officers, which increased from \$500,000 a year.

He then asked what happens if eight years down the road there is no money is coming in and how we will pay for those extra police officers that were hired. Mr. Portmann agreed that could be a problem in the future.

Councilmember Marabello feels that we need to think ahead with a lot of the items. He recalls when Randy Marvel said at a Council meeting one night that if the City had put all the transfer tax money in a fund, there would have been \$10 million. He wonders if there is a need to split it up, with so much earmarked for capital and so much used to pay for police officers, unless it is smoothed out going forward.

He concluded by stating he definitely wants and understands the need for the new police station.

When asked if another \$2 million could be used out of the unrestricted funds for a total of \$5 million, Mr. Portmann said philosophically he would have to say no, because we should not ask our electric customers to pay for the police building. That project or department needs to stand on its own.

Mr. Portmann continued by explaining the same applies to the water and sewer operations. They need to stand on their own and the reason there are separate rates determined by what is needed to operate those services.

Mayor Campbell pointed out we are talking about taking \$3 million from the electric reserves; Mr. Portmann agreed adding that he believes it should go back to the rate payers and had asked the former City Manager to consider an electric rate deduction the past two years. For whatever reason, that did not happen.

Mr. Portmann has since talked to Mr. Whitfield who has listened and is seriously reviewing several options.

Again, Mr. Portmann said he would prefer borrowing the full amount and give the overage back to the electric rate payers. The electric and other utilities would then stand on their own with no concerns.

Councilmember Culotta then referenced the cost of service study and instead of a \$3.9% increase, perhaps it could be increased by 5.9%. The difference would then be used to pay for police stations and equipment, etc.

Councilman Culotta then referenced the PILOT payments that were discussed by UFS. They would allow the City to use utility funds to cover the cost of police, fire and other City services, which would be above what is required to cover the costs of that utility's operations.

With regard to real estate transfer taxes, Mr. Whitfield stated that one of the things he had presented to this Council and past Councils, was a five-year plan to address the deterioration of streets. That amounted to about \$800,030 per year and realty transfer tax were being considered for that project. However, there will be an increase in the municipal street aid this year which could help reduce that amount.

Mayor Campbell stated that he spoke to Representative Bryan Shupe and Senator Dave Wilson about funding for the new station. They are going to ask for \$3 million again this upcoming fiscal year. This current year, \$3 million was requested and only \$300,000 was approved, which he feels is better than nothing.

Councilmember Wilson said in her opinion, it looks as though the City has been managed well financially by Mr. Portmann. Though she, too, is concerned if we start pulling from the reserves because they are there for a reason. She recommends really thinking about transferring funds out of those accounts before it is authorized. If there is a way for the police station to support itself, that would be the most ideal and fairest situation.

She feels that taking that \$18.5 million would allow some time to consider other revenues and funds. Perhaps, next year some new financial possibilities could be considered based on our financial situation at that time.

Another discussion regarding proposed unrestricted funds followed.

Councilmember James again asked that when the Mayor and Council talk about funds, they name the specific fund, because it makes a difference. He pointed out we have already spoken about solid waste, water and sewer and the rate

increase in each. The \$3 million fund being discussed is electric cash funds and the result of an excess cash flow beyond the cost needed to operate that service.

He also shared that City Council has not yet officially authorized any additional money, including the \$3 million in electric cash or \$2 million from some other utility.

Councilman Culotta feels we still need the results of the cost of service results for electric. That would provide Council the ability to make a more informed decision. But in the interest in time and adding it to the next electoral ballot, Council does not have the complete information and a decision is being made without the backup data.

Councilman Culotta said to the Mayor's point and presenting one number or another to the average taxpayer, if one number is chosen, and a year later, we need to take money from another area, because of reduced funds, it will all come out evenly in the wash.

Mayor Campbell reiterated it was agreed not to touch water, sewer or solid waste, because of the rate increase. Councilman James said long term, the funds would not support any transfer of money. He said it has been explained why that will not work, in addition to the cost of service study that was based on a very comprehensive analysis determined by facts.

Mr. Portmann said if he had a choice on electric, he would take the \$3 million, buy out the existing 2016 bonds, that will lower the cost to the electric rate payers immediately. That will also help lower the new electric rates to all those customers.

It was determined that \$200,000 is the average assessed property value in Milford. Presently, that would calculate to \$180 annually if \$15.4 million were borrowed versus \$210 a year if \$18.4 million is borrowed.

The legislative process was then discussed and the possibility of getting more than the \$300,000 that has been currently allocated in the bond bill, in addition to the impact by prevailing wages should state funding be used.

When asked to talk about the bond sales, Mr. Portmann explained this is a bank-qualified rate which results in a lower interest rate with banks bidding on the project, and the reason each must be below \$10 million. That is the reason it will need to be broken into two years and possibly occur in June 2020 and January 2021. It also qualifies the bonds to be purchased by banks, which makes it much more competitive.

The two scenarios that will need to be decided on Monday, during the regular Council meeting, involve 30-year terms with an average interest rate of 2.41%:

Scenario 1 – Borrow \$15,429,045

*The \$15,429,045 would require \$782,000 per year in debt payments resulting in a \$0.09 tax increase, or a \$15 per month increase on an average property owner (or \$180 per year).*

Scenario 2 – Borrow \$18,429,045

*\$18,429,045 would require \$932,000 per year in debt payments, resulting in a \$0.105 real estate tax increase, or a \$17.50 per month increase to an average property owner (or \$210 per year).*

There being no further business, the Workshop concluded at 6:53 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

Attachment:  
MPD Cost Estimate/New Facility



Milford Police Station

7/18/2019

	A	B	C	D	E
1	Contract	Contractor	Base Bid	Base Bid	
2			Building A1	Maintence Building	Totals
3	<b>Total SF</b>		30,080	4,107	
4					
5	<b>Contract 1</b>				
6	<b>Site work</b>				
7	Sub-Total		\$ 1,035,659.00	\$ 15,000.00	\$ 1,050,659.00
8					
9	<b>Contract 2</b>				
10	<b>Concrete Work</b>				
11	Sub-Total		\$ 450,899.20	\$ 61,560.93	\$ 512,460.13
12					
13	<b>Contract 3</b>				
14	<b>Masonry</b>				
15	Sub-Total		\$ 875,328.00	\$ 68,419.29	\$ 943,747.29
16					
17	<b>Contract 4</b>				
18	<b>Steel Work</b>				
19	Sub-Total		\$ 737,862.40	\$ 261,972.77	\$ 999,835.17
20					
21	<b>Contract 5</b>				
22	<b>Carpentry and General Work</b>				
23	Sub-Total		\$ 360,960.00	\$ 31,047.41	\$ 392,007.41
24					
25	<b>Contract 6</b>				
26	<b>Roofing</b>				
27	Sub-Total		\$ 1,091,904.00	\$ -	\$ 1,091,904.00
28					
29	<b>Contract 7</b>				
30	<b>Furnish Hollow Metal/Doors</b>				
31	<b>Hardware</b>				
32	Sub-Total		\$ 213,868.80	\$ 7,104.76	\$ 220,973.56
33					
34	<b>Contract 8</b>				
35	<b>Alum. Storefront/Glass</b>				
36	Sub-Total		\$ 436,160.00	\$ 6,858.36	\$ 443,018.36
37					
38	<b>Contract 9</b>				
39	<b>Drywall / Acoustical</b>				
40	Sub-Total		\$ 1,790,361.60	\$ 9,486.71	\$ 1,799,848.31
41					
42	<b>Contract 10</b>				
43	<b>Floor Coverings</b>				
44	Sub-Total		\$ 408,486.40	\$ 33,511.49	\$ 441,997.89
45					
46	<b>Contract 11</b>				
47	<b>Caulking / Painting</b>				
48	Sub-Total		\$ 109,491.20	\$ 19,589.44	\$ 129,080.64
49					
50	<b>Contract 12</b>				
51	<b>Casework</b>				
52	Sub-Total		\$ 84,825.60	\$ -	\$ 84,825.60
53					
54	<b>Contract 13</b>				
55	<b>Mechanical</b>				
56	Sub-Total		\$ 2,736,979.20	\$ 273,266.47	\$ 3,010,245.67
57					
58	<b>Contract 14</b>				
59	<b>Fire Sprinkler System</b>				
60	Sub-Total		\$ 177,171.20	\$ 11,293.70	\$ 188,464.90
61					
62	<b>Contract 15</b>				
63	<b>Electrical</b>				
64	Sub-Total		\$ 1,808,710.40	\$ 67,926.47	\$ 1,876,636.87
65					
66					



Milford Police Station

7/18/2019

	A	B	C	D	E
1	Contract	Contractor	Base Bid	Base Bid	
2			Building A1	Maintence Building	Totals
67	<b>Security</b>				
68	Access control System				
69	CCTV				
70	Intrusion detection				
71	Sub-Total		\$ 552,268.80	\$ 10,472.34	\$ 562,741.14
72					
73	<b>Structured Cabling</b>				
74	Data Cabling		\$ -	\$ -	
75	Communications Network Equipment				
76	Sub-Total		\$ 135,360.00	\$ -	\$ 135,360.00
77					
78					
79	<b>Basic Building Cost</b>	<b>Sub-Total</b>	\$ 13,006,295.80	\$ 877,510.14	\$ 13,883,805.94
80					
81					
82	<b>Design Fees</b>				
83	Architect / Engineer Fees	6%	\$ 939,288.00		
84	Civil Fees	By Others	\$ -	\$ -	
85					
86	<b>Design Fees</b>	<b>Grand Total</b>	\$ 939,288.00	\$ -	
87					
88	<b>FF&amp;E/IT Fees</b>				
89	FFE Budget		\$ 650,000.00		
90	IT/DATA/Technology		\$ 300,000.00	\$ -	
91	Phones		\$ 75,000.00	\$ -	
92					
93	<b>FF&amp;E/IT Fees</b>	<b>Grand Total</b>	\$ 1,025,000.00	\$ -	
94					
95					
96	<b>Management Fees</b>				
97	Construction Manager Fees	Richard Y. Johnson & Son			
98	CM Pre-Construction Fees		\$ 10,000.00	\$ -	
99	CM Fees	\$ 0.05	\$ 650,314.79	\$ 43,875.51	
100	Sub-Total		\$ 660,314.79	\$ 43,875.51	
101					
102	<b>CM General Conditions</b>	14 Months			
103	Temp Heat		\$ 10,000.00	\$ -	
104	Temp Phone		\$ 2,100.00	\$ 150.00	
105	Temp Toilets		\$ 2,100.00	\$ 150.00	
106	Temp Fence		\$ 10,000.00	\$ -	
107	Temp Closures		\$ 7,500.00	\$ -	
108	Temp Field Office		\$ 2,100.00	\$ 150.00	
109	Temp Electric		\$ 2,100.00	\$ 150.00	
110	Temp Water		\$ 4,000.00	\$ -	
111	Project Sign		\$ 1,000.00	\$ -	
112	Document Costs		\$ 10,000.00	\$ -	
113	Testing		\$ 10,000.00	\$ 1,000.00	
114	Clean Up		\$ 13,200.00	\$ 880.00	
115	Insurance		\$ 30,000.00	\$ 200.00	
116	Dump Fees		\$ 20,000.00	\$ 2,011.00	
117	Final Clean Up		\$ 7,000.00	\$ 200.00	
118	On Site Supervisor		\$ 156,000.00	\$ 11,200.00	
119	Postage		\$ 6,000.00	\$ 500.00	
120	Sub-Total		\$ 293,100.00	\$ 16,591.00	
121					
122	<b>Management Fees</b>	<b>Grand Total</b>	\$ 953,414.79	\$ 60,466.51	\$ 1,013,881.30
123					
124					
125					
126	<b>Project Grand Total</b>	<b>Base Bid</b>	\$ 15,923,998.59	\$ 937,976.64	\$ 16,861,975.23
127	<b>Cost Per Square Foot w/o site</b>		\$ 529.39	\$ 228.40	
128					
129	<b>Contingency</b>	4%	\$ 520,251.83	\$ 35,100.41	\$ 555,352.24
130	<b>Bond Cost</b>	1%	\$ 159,239.99	\$ 9,379.77	\$ 168,619.75
131	<b>Owners Contingency</b>	5%	\$ 796,199.93	\$ 46,898.83	\$ 843,098.76
132					
133	<b>Project Grand Total with Contingency &amp; Bond Cost</b>	<b>Base Bid</b>	\$ 17,399,690.34	\$ 1,029,355.65	\$ 18,429,045.98
134					
135					
136					
137					

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 9, 2020

A Meeting of the City of Milford Community and Economic Development Committee was scheduled on Monday, March 9, 2020 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 5:30 p.m.

PRESIDING: Chairperson Mike Boyle

IN ATTENDANCE: Mayor Arthur Campbell

Committee Member: Todd Culotta

Interim City Manager Mark Whitfield and City Clerk Terri Hudson

ABSENT: Committee Members:  
Councilmembers Owen S. Brooks Jr. & Katrina White

Quarterly Review:

Downtown Milford, Inc.  
Milford Museum  
Milford Public Library  
Carlisle Fire Company

City Funding Requests/Outside Organizations

Due to a lack of quorum, the Committee Meeting was canceled.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 9, 2020

The City Council of the City of Milford met in Workshop Session on Monday, March 9, 2020 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:32 p.m.

PRESIDING: Mayor Archie Campbell

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

STAFF: Interim City Manager Mark Whitfield, Police Chief Kenneth Brown and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilperson Katrina Wilson

Mayor Campbell turned the meeting over to Nikki Mowbray of Multiplying Good.

Ms. Mowbray shared that Multiplying Good used to be called the Jefferson Awards Foundation, but believe the new name better reflects everything the organization accomplishes, which awards adults and youth, ages 5 to 25, for outstanding community service. Seven Delaware Mayors from Dover, Georgetown, Lewes, Milford, Newark, Seaford and Wilmington, agreed to help recognize young people in their communities for their services.

In Phase One, they were asked to describe their community service projects in 2019, after which each Mayor selects a top project, which will be announced today for Milford and its surrounding area.

Last year's project activated statewide was called Manna Bags that contained food and hygiene items for the homeless. Eighteen different partners stuffed 1,371 Manna Bags at a value of \$13,710. The three top activations in 2019 included Bank of America (staff and their families) who prepared 230 Manna Bags, Delaware 4H 147 bags and Early College High School in Dover packed 103.

To date, Lead360 has seen 1,114 projects and big ideas, over 237,000 individuals have engaged in community services, 1.1 million hours of community service and has generated over \$29 million worth of impact in Delaware. For every community service hour, there is a monetary amount connect which currently is approximately \$25 per hour.

The 278 projects submitted in Delaware last year resulted in an impact to more than 107,000 lives, estimated at \$4.3 million.

In 2019, Milford's 18 projects engaged over 136 volunteers, 928 volunteer hours thus impacting 4,755 lives. The financial value is estimated at more than \$23,000.

Mayor Campbell presented the following recipients with a certificate:

Noah Gardner-Bowler (Mommy and Me Learning Resource Center)

Milford Central Academy Jobs for Delaware Graduates (Nor-Enterprise Turkey Drive)

W.T. Chipman Middle School's Jobs for Delaware Graduates (Morton Meadow Invasive Plant Removal & Cleanup)

Harrington Sunshine 4-H Club (Hospital Care Packets + Additional Projects)

Arlene Cosiglia (Military Children's Christmas Party, Kids in Touch with Kids Sponsorship Program, Operation Military Baby, Delaware Food Bank Backpack Program & ARC Volunteer)

Rachel Taylor (Community Garden Project)

Create 2Learn & 2Lead 4-H Club (Trim-a-Tree, Operation Christmas Child, Holiday Meal Blessing Boxes, Fur-Baby Blessing Boxes, Go Bags - Code Purple Project, Christmas Sacks – Code Purple Shelter, Holiday Cards for Delaware Veterans & Milford Food Pantry Donations)

In addition, Create 2Learn and 2Lead 4-H Club was also chosen as the Mayor's Top Project, and will compete in the Multiplying Good Delaware Salute to Service event in Wilmington on April 28<sup>th</sup> against six other Mayors' Top Projects. One of those projects will be chosen to be replicated for the rest of 2020.

There being no further business, the Council Workshop concluded at 6:42 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
March 9, 2020

A Meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall on Monday, March 9, 2020.

PRESIDING: Mayor Archie Campbell

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

STAFF: Interim City Manager Mark Whitfield, 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 7:00 p.m.

#### INVOCATION AND PLEDGE

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

#### APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the January 27, 2020, February 10 and 24, 2020 Committee and Council Meetings. Councilmember Marabello pointed out an error in the dollar amount of the February 24<sup>th</sup> minutes. With that amendment, motion to approve made by Councilmember Morrow, seconded by Councilmember Brooks. Motion carried.

#### RECOGNITION

No special guests in attendance.

#### PUBLIC HEARING

*Ordinance 2020-12/An Ordinance Amending the Codified Ordinances of The City of Milford, Part II General Legislation, By Adding A New Chapter 177, Entitled Public Works Department Fees*

Public Works Operations Supervisor Rhiannon Slater informed Council the request to consider a recommendation to adopt hourly rates for labor and equipment was presented to the Finance and Public Works Committee last month.

The rates are to be utilized any time City employees and/or equipment is to be used to complete jobs for customers. Some examples include infrastructure installation in developments, service line repairs, and repairs of city owned assets relating to auto accidents. It has been found that in the past, not all work completed by City crews was billed consistently, there has constantly been a question of the addition of 10% to cover administrative and finance staff time. The adoption of one comprehensive labor rate will alleviate questions of what fees or percentages to add to each invoice.

Previous equipment rates were incorrectly computed using FEMA rates for some equipment, but not all necessary equipment, for the Electric Division. These rates were not adopted by the Council. At this time, the Streets and Utilities Division does not have an equipment rate schedule.

The attached proposed equipment rate schedule includes factors for insurance, maintenance and fuel relating to equipment usage. Labor rates were arrived at utilizing the salaries (including benefits) of employees involved in each of these jobs; crew members, supervisors, administration and finance.

Councilmember James confirmed there have been no changes from what was presented to Council.

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

Councilmember Boyle moved to adopt Ordinance 2020-12, amending the codified Ordinance of the City of Milford by adding a new Chapter 177, entitled Public Works Department Fees, seconded by Councilmember Culotta:

ORDINANCE NO. 2020-12

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF MILFORD, PART II GENERAL LEGISLATION, BY ADDING A NEW CHAPTER 177, ENTITLED PUBLIC WORKS DEPARTMENT FEES

WHEREAS, the City Council of the City of Milford has the authority to establish fees for various services; and

WHEREAS, the City finds it necessary to recover the costs of providing certain Public Works' services whereby said fees shall not exceed the reasonable costs of providing such services; and

WHEREAS, charging inconsistent fees increases the risk of an increased burden on current and future taxpayers and utility customers; and

WHEREAS, the adoption of the Public Works Billable Rate Schedule will assist the public, as well as City staff in readily locating fees, while continuing the City's quest for governmental transparency; and

WHEREAS, the Public Works Billable Rate Schedule will be evaluated each year to ensure quality services continue to be provided while practical, but necessary cost recovery fees are measured; and

WHEREAS, the proposed Public Works Billable Rate Schedule shall supersede any previously adopted or established fee for specified City services.

NOW THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The Code of the City of Milford is hereby amended by adding thereto a new Chapter 177, to be titled "PUBLIC WORKS DEPARTMENT FEES".

Section 2. The Code of the City of Milford is further amended by adding the following provisions to the new Chapter 177, to hereby read as follows:

§177-1. Applicability.

City of Milford Citizens, Commercial and Industrial Establishments, and Entities who, by agreement with the City, or who otherwise necessitate the usage of the City's heavy equipment during an emergency situation, upon violation of an existing City ordinance, upon request, or for any other purpose, shall adhere to the Public Works Department Fee Schedule, as adopted by City Council.

§177-2. Authority to impose and collect fees.

The City of Milford, under the authority and supervision of the City Manager, is authorized and directed to determine the necessity of, to administer, implement, and enforce the Public Works Department Fee Schedule and is authorized to collect such fees as any other fine or cost is collected.

§177-3. Repeal of previously adopted fees.

The fees attached and exhibited as Resolution 2020-11, are hereby adopted and any fees or other costs previously adopted or authorized for the exact services are hereby repealed.

§177-4. Amendments.

The Mayor and City Council of Milford shall have the authority to revise this fee schedule by resolution on an annual basis.

Section 3. Dates.

City Council Introduction: February 24, 2020

City Council Public Hearing: March 9, 2020

Effective: March 19, 2020

Motion carried unanimously by roll call vote.

*Resolution 2020-11/Public Works Department Fee Schedule*

There being no comments from the public, Councilmember Boyle moved to approve Resolution 2020-11, establishing Public Works Department Fee Schedule, seconded by Councilmember Peel:

**CITY OF MILFORD  
RESOLUTION 2020-11  
PUBLIC WORKS DEPARTMENT FEE SCHEDULE**

**Now, Therefore, be it Resolved by the City of Milford:**

<b>STREETS AND UTILITY DIVISION FEES</b>	
<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate	\$68.50
Pick-Up Truck	\$20.00
Service Truck	\$25.00
Backhoe	\$30.00
Excavator	\$20.00
Jetter/Vac	\$100.00
Loader	\$45.00
Jetter/Vac Trailer*	\$45.00
Sweeper Truck	\$75.00
Dump Truck	\$55.00
Chipper*	\$35.00

<b>ELECTRIC DIVISION FEES</b>	
<i>Description</i>	<i>Fee Per Hour</i>
Labor Rate	\$75.50
Pick-Up Truck	\$20.00
Service Truck	\$25.00
Bucket Truck	\$55.00
Digger Derrick	\$65.00
Trencher*	\$55.00
Chipper*	\$35.00

<b>ENGINEERING DIVISION FEES</b>	
<i>Description</i>	<i>Fee Per Hour</i>
Engineer	\$68.00
Engineering Tech*	\$61.50

*\*Includes Pick-Up Truck to transport.*

Adopted: March 9, 2020  
Effective: March 19, 2020

Motion carried by unanimous roll call vote.

#### *Monthly Police Report*

Chief Brown stated the police report is submitted in written form and there is nothing unusual to report.

Councilmember Morrow confirmed the second Police Referendum Community meeting is scheduled tomorrow night at 7:00 pm.

Councilmember Morrow moved to accept the monthly Police Report, seconded by Councilmember Marabello. Motion carried.

#### *Monthly City Manager Report*

Interim City Manager Whitfield reported that in addition to what was included in his report, he is pleased to report there was no snow in either January or February, so there is nothing weather-related to report.

He did point out that because of the abnormally warm weather, the City is receiving a lot of calls about brush and yard waste collection. Therefore, that service will resume its regular schedule on March 16th, which is actually two weeks early.

Text messaging was discussed and it was noted that residents may sign up for that option through our website.

When asked how the business license process is proceeding, Economic Development and Planning Director Rob Piece stated they are coming in on a regular basis, though he has not yet evaluated the percentage received because the information is currently being hand entered because it is a new program.

Mr. Whitfield also added that the sidewalk repair program is way behind schedule based on its original completion date of December 2019. However, they have encountered a number of issues with DeIDOT permitting that the City was unaware of and slowed things down. That was in addition to a couple rain-related events that postponed the work though he anticipates it will be completed by the end of next month.

Councilmember Boyle moved to accept the City Manager's report, seconded by Councilmember Marabello. Motion carried.

#### *Monthly City Finance Report*

Finance Chair James reported there was an update to the finance report which he will explain later. This month, there was no change in the fund balance report.

The total fund balance change was \$264,000. A disbursement from the water department occurred involving a \$511,000 loan to the solid waste department as shown by the water reserve decrease and solid waste increase. As a result, there was a net decrease of total reserves of \$416,000.

Sewer impact fees increased by \$71,000, water impact reserves increased by \$41,000 and a \$8,400 increase in electric reserves. The current fund balance is \$47,895 and previously was \$47,631.

With 58% of the fiscal year elapsed, the year to date revenues are at 63% of budget. Excluding the general fund, would be at 60% above budget.

Total expenditures are only 52.7% of budget; excluding the general fund, would be 53.3% above budget, which is a positive variance over expenses of 4.7%, but excluding general fund would be 2.3%.

Using the current trend, excluding general fund, would project out about \$4 million above budget and typical for this time of year is approximately \$3.4 and \$4 million above budget. The majority or \$2+ million would be in the electric fund which is normal on an annual basis, per the audit.

Councilman James noted there was a budget adjustment of \$7,000 related to the expenditure to hire a PR Firm to promote the approval of the upcoming police station referendum as can be seen in the council expense line item/police facility promotion with that amount being transferred from general fund reserves.

That correction was made today.

Councilmember Boyle moved to accept the January 2020 Finance Report, seconded by Councilmember Marabello. Motion carried.

#### *Committee & Ward Reports*

Councilmember Marabello reported his constituents still have concerns about the brown water.

Councilmember Culotta recalled that the Second Ward had the same problem many years ago when he was younger.

Interim City Manager Whitfield said he will ask the City Engineer to provide an update. However, at this point, Public Works staff is somewhat confident the issue is the result of one of the City wells. The sediment often settles and becomes disturbed by flushing program.

City Engineer James Puddicombe explained they are performing a directional flush on the main line that runs along Rehoboth Boulevard which increases the velocity in the line and will rid some of the sediment deposits. In addition, a similar chemical flush of the two wells in question, to remove the iron and manganese. Based on the results, they will proceed accordingly.

Mr. Puddicombe explained the City currently has a regular flushing program, which is not as high of a velocity. Specific valves are closed off so the full force of the water goes into one individual pipe. That results in a more concentrated and has a better impact for removing the deposits. They have narrowed down the area which they believe is where some of the sediment might be and where the iron and manganese is coming out of the well. That line will be flushed first and will proceed based on those results. It will also determine whether to go upstream or downstream and consider some of the offshoots of the main line.

When asked if residents can be informed in advance of the flushing, Mr. Whitfield said that can be done to allow them to prepare.

The Interim City Manager confirmed there is iron and manganese in almost all wells, but the levels are below the state levels in terms of safe drinking water, though he is aware it can result in brown (iron) water but is safe in accordance with state standards.

Mr. Puddicombe added that a test run for closing valves will be done over the next week, to ensure our customers are not impacted unnecessarily. The full direction flush will be performed after that, which requires a little extra effort to ensure the towers are full and to prevent any impact to businesses or industries that need that pressure. That is the reason for the test running this week.

He hopes to report on the project sometime in April.

#### *Communication & Correspondence*

Included in packet.

## UNFINISHED BUSINESS

*Carlisle Fire Company/Annual Allotment/Agreement*

The Interim City Manager referenced the minutes from the April 22, 2019 Council Meeting, included in the packet, at which time, the 2019 annual funding for the Carlisle Fire Company was discussed. On Page 12 of the minutes, it was stated:

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

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

Additionally, the City and Carlisle entered into an agreement for 2019, which expired on December 31, 2019, that states in the last paragraph of the agreement:

“This agreement supersedes all previous agreements, oral or written, between the two parties. This agreement shall be effective for Calendar Year 2019 only and shall be replaced by an agreement being negotiated by the parties.”

Therefore, the intent of Council in 2019 was to authorize the \$140,000 contribution to Carlisle Fire Company for the 2019 calendar year, but the agreement being drafted by Attorneys Rutt and Bruce Rogers be finalized prior to any contribution being made in 2020.

The 2020 Operating Budget does include \$140,000 for the Carlisle Fire Company.

Mr. Whitfield asked that Council authorize one of the following three options:

1. Authorize \$140,000 to Carlisle Fire Company with no agreement;
2. Authorize \$140,000 to Carlisle Fire Company with a one-year agreement, similar to the 2019 agreement;
3. Authorize \$140,000 to Carlisle Fire Company upon execution of the formal agreement being drafted by Attorneys Rutt and Rogers

Solicitor Rutt shared that work began on the agreement in 2019 referencing a number of versions. He had a meeting in August 2019. In September, he forwarded the agreement, based on the August meeting discussion, to Carlisle Fire Company’s attorney though he never responded. Attorney Rogers confirmed that he received the agreement, forwarded to Carlisle and was waiting for their responses.

He spoke to Mr. Rogers today, who had a copy of what Mr. Rutt prepared and dated February 13, 2020, that was returned to him from the fire department and substantially changed the agreement. It contained multiple mark outs and agreements.

Mr. Rogers met with Carlisle representatives last week and agreed the language in the contract significantly changed versus what was agreed to during the joint meeting. As a result, he took the prior versions, in addition to the newest amended version, and has made one document which was sent to Carlisle. He is presently waiting for a response.

Unfortunately, Mr. Rutt has no idea how long this will take, but noted it was five months the last attempt.

Councilmember Culotta asked who has the authority to negotiate with the fire company. Mr. Rutt said in August, the Mayor and City Manager met with Duane Fox from Carlisle Fire Department, along with their attorney Bruce Rogers and Mr. Rutt.

Councilmember Culotta asked where it allows the Mayor to negotiate or is there a committee that handles it; Mr. Rutt explained that in the Charter, the City Manager is responsible for administrative matters. In turn, they bring it back to Council to review and takes the appropriate action.

Interim City Manager Whitfield informed Council that Mayor Campbell and he met with Carlisle President Marvin Sharp, along with Duane Fox, and reviewed the agreements. At that time, the Fire Company representatives stated they would discuss further with their attorney to prepare a final agreement, which would be presented to Mayor Campbell and Mr. Whitfield.

Councilman Brooks said Council made the decision to give them money in the budget. Council makes the decision and it needs to be followed thru.

A discussion ensued over the difference in the two-page agreement that was in place for several years and the new, much more detailed agreement. The way other towns handled their agreements was also reviewed, but Councilman Culotta argued that he does not care about other towns because this is Milford.

Mr. Rutt referenced the language in the original agreement stating that Carlisle Fire Company was the sole bidder for fire services, though that makes no sense because it sounds as though the City had issued an RFP. Other than stating the fire company will provide fire services, the agreement says nothing.

Councilmember Brooks said it's a donation and not pay. Last month, the City gave an organization \$25,000 and the month before, an organization asked for \$30,000. He is unsure why an agreement is needed for the fire company that makes them explained what they will do with the donation makes no sense.

Councilman James pointed out Milford's Charter has language that allows the City to start its own fire company, so he agrees the sole bidder information needs to be removed, and does not fit the relationship. In addition, the money is a donation and not a payment, so the agreement needs to be changed to align with that of the City Charter.

When asked to be informed of the substantive changes added, Councilmember Culotta does not think leaving the negotiating to one person in the City is questionable. He asked why Council is not discussing this. Councilmember Brooks said when you read the Charter, it says City Council runs the City. Councilman Culotta said that is correct. Councilman Brooks said the City Manager and Mayor do things at the direction of the Council. Councilmember Morrow agreed.

Councilmember Peel asked what is in the contract that is causing the holdup and asked for some additional information.

Mr. Rutt then provided an overview of what is included in the agreement:

Identifies the parties, purpose that Carlisle agrees to furnish personnel and equipment at its own risk and expense at all times, attend fires and related emergencies, an annual request for funding is to be submitted no later than the first day of March each year, they will include how the prior years' funds provided by the City were used, how they intend to use the funds for the upcoming year, the best estimate of the total annual budget and what other funding sources they receive money from. For example, they receive money from Kent County, Sussex County, the State of Delaware and any other public grants they receive.

The request is then reviewed by the City Council Committee and then the entire Council, as part of the budgeting process. The City would have discretion to budget an amount to be granted to Carlisle, taking into consideration other budget requirements of the City and other funding sources. The City, through the City Manager, or his/her designee, would then advise Carlisle of the amount granted.

The method of payment would be provided by the 15<sup>th</sup> of January the following year. In addition, the City would agree to assist Carlisle in preparing any grant requests, at no cost, should they request such grants.

The Solicitor then informed Council there is federal money available for volunteer fire departments, though from the conversations he has been part of, they have never applied for and the City agrees to help them with those submissions.

He continued:

The City will be made aware of alternate funding sources, would notify Carlisle and the City would undertake a feasibility study to determine a source to provide water to Carlisle, without charge, for tank replenishment, because apparently now they are filling their tanks out of the fire hydrants, and they mentioned a charge. That is the reason the City offered to provide free water if they were willing to go to a well source.

In addition, the agreement states the City would maintain the current sirens within the City limits for emergency notifications, and they would install a replacement siren on Marshall Street, with funding from the Carlisle Enhancement Fund, and the sirens would be silenced from 9:00 p.m. to 7:00 a.m., with the exception of catastrophic emergencies.

When asked why the fire siren replacement should be paid from the enhancement fund is something Council needs to discuss in a workshop or in a committee.

Councilmember Peel said she is surprised the City is silencing the alarm at night and is something that Council never discussed as a caveat for donating money.

Councilmember James feels those are minor things, but the fire department is essential. Some of the other things discussed were simply nice to have. He would cancel all of those if the City only could fund the fire department, because we cannot do without it.

Councilmember James also feels that a lot of those things go far beyond what is needed for the City to make a decision, from a financial perspective, on whether it can make a contribution to the life and property-saving emergency responding function of the fire department.

The Solicitor confirmed the initial version was prepared by the former City Manager, as Councilmember Culotta has pointed out. He added the bottom line, is this is ultimately Council's decision.

Councilman James agrees something needs to be in writing, because Council is accountable for the decisions that are made when it comes to using taxpayers' money, as in this case. He emphasized it is not Council's money, nor is it free City money, it is the taxpayers' money. But whatever is written, needs to make sense and this goes far beyond that and what the funding decision requires.

Interim City Manager Whitfield asked Council for the opportunity to correct it. He vowed with President Sharp that it would be done within a short period of time and that was his intent. He agreed with Mr. Rutt that the City was waiting to hear back from their Attorney, which he believes will very soon occur. At that point, they can move forward.

Mr. Whitfield said he hears what Council is saying and he understands his charge and he thinks he can get it done.

Councilmembers were in favor of Mr. Whitfield proceeding with it.

When Councilmember Brooks asked when it would be done, Mr. Rutt said it is in the fire department's court right now, because their Attorney prepared a document and is waiting for their response. He encouraged Carlisle Fire Company representatives who were in attendance, to review what Mr. Rogers had prepared, so that it can be completed. They responded with assurance by saying 'it's there'.

## NEW BUSINESS

### *Alcohol Waiver/Chapter 77/Running of the Goat*

Mr. Whitfield referenced the activity permit that will include an alcohol waiver for the annual Running of the Goat on May 8<sup>th</sup>, identical to what they have done in the past. His recommendation is to approve it.

Councilmember Morrow moved to authorize the Alcohol Waiver for the Running of the Goat event on May 8<sup>th</sup>, seconded by Councilmember Peel. Motion carried.

### *Appointment/Board of Elections/Annual Election & Police Borrowing Special Election*

City Clerk Hudson explained this is an authorization needed each year though there is a change in the normal three members, due to their absence this year on April 25<sup>th</sup>.

She noted that board needs to be in place prior to the election should there be any pre-election complaints that need to be addressed.

Councilman Brooks asked why the election will be held at Public Works this year, Ms. Hudson explained that Carlisle Fire Company was her first choice, but has a wedding reception the day of the election. Past experience with the schools have made the process somewhat difficult, because arrangements had to be made with their maintenance staff to be present during the election and open and close the school both on Saturday mornings/evenings. In addition, the numerous requirements in the municipal election law require staff to begin set up on Friday, which also presents issues, in addition to the delivery of the election machines which occurs earlier that week.

Councilman Culotta feels it should be at Lulu Ross because that is where everyone in Milford is used to voting. Councilmember Brooks pointed out that since the Public Works Building has been remodeled, when you walk in there is a hallway.

Councilman Brooks the last time it was here at City Hall there was a big problem because people could not get up the steps and most people drove away because they could not park. Councilmember Culotta he agrees it is better than holding it at City Hall. He added that the year he ran for Mayor he was told by a lot of voters that they did not come because the parking lot was full though he knows there is a handicapped ramp though it takes 45 minutes to get up the ramp.

Councilman James moved to appoint the following three members to the Board of Elections for the April 25<sup>th</sup> Election, seconded by Councilmember Morrow:

Katrina Wilson  
Joanne Leuthauser  
Carlene Wilson

Motion carried.

Councilman Brooks also recalled there was a festival going on downtown and those people were saying they were not going around Milford to vote so they didn't vote.

Councilmember Culotta agrees a place needs to be established that is ADA compliant and where it is easy to park. If that is the Public Works Facility, he will agree. However, over time, Milford residents have been trained to vote at Lulu Ross. He has no problem designating Public Works which is easy to get in and out.

Councilmember James said that he agrees and believes that Public Works solves a lot of problems---parking, easy access and there is plenty of notice with it being advertised already. He was wondering how it ended up at Public Works too, but it sounds to him like all the boxes have been checked.

Mayor Campbell also announced that the annual Candidate Debate, always sponsored by the Delaware State News, who had it scheduled on latter April. However, Milford Live scheduled a second debate at Benvenuto Restaurant on April 9<sup>th</sup>.

As a result, the State News canceled their debate, because they did not want the candidates to go thru two debates.

#### *Funding Authorization/Manhole Sealing/Sewer Capital Reserves*

*Mr. Whitfield stated that as part of the Capital Improvement Plan requests submitted by the Department, investigation of inflow and infiltration (I & I) of ground/storm water into the sanitary sewer system was identified as a project. In 2019, the City paid Kent County nearly \$870,000 to treat I & I flow.*

One project that has been identified is the sealing of manholes in the Truitt Avenue area of the City. By completing the sealing work, water infiltration through the mortar seams inside the manhole will be stopped.

Councilmember Peel moved to authorize \$11,850 from Sewer Reserves to cover the I & I manhole sealing work, seconded by Councilmember Culotta. Motion carried.

*Authorization/Execution/DNREC Grant Agreement/Mill Street Sewer Rerouting*

Mr. Whitfield reported the City Engineer applied for and received a DNREC Planning Grant for rerouting of a sewer line from the rear of Avenue Church. Presently the terra cotta line is exposed and adjacent to the stream bed, which subjects the line to inflow and infiltration as well as making it vulnerable to being broken.

The planning grant will look at alternatives for rerouting the sewer line.

Councilman James confirmed that matching fund will be required in order to secure the grant.

City Engineer James Puddicombe added that DNREC will provide 1/3 of the project funding, with the City paying for the other 2/3.

Councilmember James also asked if any of the items are identified in the restricted funds, Mr. Whitfield shared that it would be paid from the \$50,000 I&I line item that is part of the capital budget.

Councilmember James moved to authorize Mayor Campbell to execute the grant agreement as well as authorize the payment of any matching funds, and any rerouting project costs, to be expended from Sewer Reserves not to exceeding \$30,000, seconded by Councilmember Culotta. Motion carried.

*Introduction/Ordinance 2020-04/Chapter 230-Zoning/Sign Regulations*

Mayor Campbell introduced Ordinance 2020-04, related to billboards, which Planning Director Pierce recalled being discussed at the time of the comprehensive sign code update and is scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-05/Hickory Glen Final Major Subdivision*

Mayor Campbell introduced Ordinance 2020-05, for the Final Major Subdivision of Hickory Glen, which Planning Director Pierce stated was originally received Preliminary Approval in 2014 and involves 159 townhouses and 240 apartments. It is also scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-06/Milford Ponds Revised Use for a Planned Unit Development  
(Entire Project)*

Mayor Campbell introduced Ordinance 2020-06, related to the revision of the Planned Unit Development for Milford Ponds, which Planning Director Pierce explained will modify their unit mix to 504 single family homes and 264 apartments. It is scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-10/Milford Ponds Revised Preliminary Major Subdivision (Phase II)*

Mayor Campbell introduced Ordinance 2020-10, related to the revision of the Revised Preliminary Major Subdivision for Phase II of Milford Ponds, which was previously approved. This removes the townhouses originally planned, replacing them with single family detached homes. It is scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-11/Milford Ponds Preliminary Major Subdivision (Phase III)*

Mayor Campbell introduced Ordinance 2020-11, for the Preliminary Major Subdivision for Phase III of Milford Ponds on the east side of the development, for 52 single family dwellings. This is also scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-07/Mispiration Realty LLC/522 NW Front St/Change of Zone from R2 to C1*

Mayor Campbell introduced Ordinance 2020-07, for a Change of Zone from R-2 to C-1 at 522 Northwest Front Street and owned by Mispiration Realty LLC. This was the previous L&W Office Building and is also scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-08/First Baptist Church of Milford/6044 Old Shawnee Rd/Annexation and Change of Zone from MR to R1*

Mayor Campbell introduced Ordinance 2020-08, for the Annexation and Change of Zone at 6044 Old Shawnee Road, now owned by First Baptist Church of Milford and adjacent to their current church site. The ordinance is scheduled before the Planning Commission on March 17th and is scheduled for a public hearing before Council on March 23<sup>rd</sup>.

*Introduction/Ordinance 2020-09/Personnel Code/Chapter 55/Tuition Reimbursement Policy*

Mayor Campbell introduced Ordinance 2020-09, involving an amendment to Chapter 55 and will add a Tuition Reimbursement Policy for employees and was discussed at the February Finance and Public Works Committee.

ADJOURNMENT

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

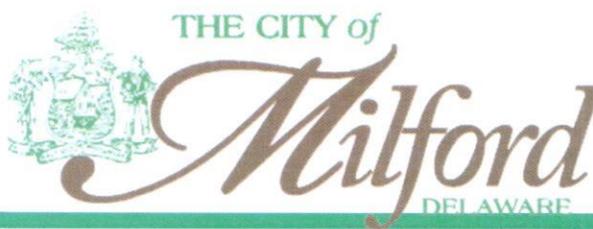
The Council Meeting adjourned at 7:59 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder



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



400 NE Front Street  
Milford Delaware 19963  
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council  
FROM: Kenneth L. Brown, Chief of Police   
DATE: April 9, 2020  
RE: Activity Report/March 2020

**Monthly Stats:**

Due to COVID-19 Pandemic and limited staffing, stats have not been compiled for the Month of March 2020. Stats for March 2020 will be available at a later date.

**Monthly Activities:**

Attended the DE Police Chief's Council Meeting held at the Dover Police Department on March 10, 2020.

Attended the SLEAF Meeting held at the Dover Police Department on March 10, 2020.

Conducted a Public Meeting in reference to the new Police Department Facility held at the Carlisle Fire Company on March 10, 2020.

Provided tours of the Milford Police Department to citizens that attended the public meeting held on March 10, 2020.

Held a conference call with Delaware State New in reference to an article being written about the new police facility.

Met with Council Candidate Splane to answer question in reference to police department operations and information on the new police facility.

Met with Attorneys in reference to ongoing litigation held at the Police Department on March 13, 2020.

Attended the Sussex Chief's Meeting held at SUSCOM on March 17, 2020.

Held a teleconference with CI Staff and the Investigation Coordinator for Child Abuse on March 18, 2020.

Attended SALLE/EIDE meeting held Dover Police Department on March 26, 2020.

Held a teleconference in reference to a new hire interview on March 30, 2020.

Attended many meetings and conference calls in reference to the COVID-19 Pandemic throughout the month of March 2020.

**Training** –

All Training was cancelled for the Month of March 2020 due to the COVID-19 Pandemic.

**SRO** –

Due to the COVID-19 Pandemic all schools were closed for the Month of March 2020.

**K9 Unit** –

There are no K9 stats to report for the Month of March 2020 due to the COVID-19 Pandemic.

**City Manager's Monthly Update Report**

<b>Human Resources Office</b>	March 2019	March 2020	FY19 YTD <i>(07/01/18-03/31/19)</i>	FY20 YTD <i>(07/01/19-03/31/20)</i>
Full Time Employees				
Part Time/Seasonal Employees			No Information Provided	
Vacant Positions				
Promotions				
<b>Information Technology Office</b>	March 2019	March 2020	FY19 YTD <i>(07/01/18-03/31/19)</i>	FY20 YTD <i>(07/01/19-03/31/20)</i>
IT Assistance Offered			No Information Provided	
<b>Finance Department</b>	March 2019	March 2020	FY19 YTD <i>(07/01/18-03/31/19)</i>	FY20 YTD <i>(07/01/19-03/31/20)</i>
Utility Accounts Billed			No Information Provided	
Utility Payments Processed				
<b>Parks &amp; Recreation Department</b>	March 2019	March 2020	FY19 YTD <i>(07/01/18-03/31/19)</i>	FY20 YTD <i>(07/01/19-03/31/20)</i>
Program Participants	239	0	572	790
Programs Offered	4		No Information Provided	
Special Events Assisted	0	0	5	4
<b>Planning &amp; Economic Development Department</b>	March 2019	March 2020	FY19 YTD <i>(07/01/18-03/31/19)</i>	FY20 YTD <i>(07/01/19-03/31/20)</i>
<i>Building Inspections &amp; Permitting</i>				
Residential Permits Issued	29	44	266	272
Residential Inspections Performed (By City Staff)	18	118	130	860
Residential Inspections Performed (By Outside Contractor)			Not Being Reported	
Commercial Permits Issued	6	13	51	46
Commercial Inspections Performed (By City Staff)	4	7	28	102
Commercial Inspections Performed (By Outside Contractor)			Not Being Reported	
<i>Code Enforcement &amp; Licensing</i>				
Code Enforcement Cases Initiated	61	19	186	248
Code Enforcement Cases Closed	6	13	309	416
Rental Inspections Performed (By City Staff)	241	16	957	461
Rental Inspections Performed (By Outside Contractor)			Not Being Reported	
Contractor & Vendor Licenses Issued	40	74	541	398
Rental Licenses Issued	182	800	2,328	1,491
<i>Economic Development</i>				
Economic Development Incentive Applications Received			Not Being Reported	
Downtown Development District Applications Received	1	0	14	10
-Private Investment	\$ 18,022.00	\$ -	\$ 1,561,563.00	\$ 8,265,220.00
-State Investment	\$ -	\$ -	\$ 167,701.00	\$ 614,000.00
-Milford Waivers	\$ 165.00	\$ -	\$ 19,465.30	\$ 27,471.76
<i>Planning &amp; Zoning</i>				
Outside Contractor Utilized			Not Being Reported	
Land Use Applications Received	4	2	24	40

**City Manager's Monthly Update Report**

<b>Public Works Department</b>	March 2019	March 2020	FY19 YTD (07/01/18-03/31/19)	FY20 YTD (07/01/19-03/31/20)
<i>Electric Division</i>				
Outages	2	2	10	63
Trouble Service Calls	26	10	77	88
After Hours Calls		4		83
Work Orders Completed		26		241
Poles Replaced		1		62
Trees Trimmed		2		28
<i>Engineering Division</i>				
Utility Locates Completed		301		2,343
<i>Operations Division</i>				
Fleet Work Orders Completed		39		333
Fuel Use-Diesel (Gallons)	838	2,055	9,129	21,497
Fuel Use-Gas (Gallons)	21	4,318	350	35,104
<i>Solid Waste &amp; Facilities Division</i>				
Refuse Collected (Tons)	214	237	2,110	2,181
Recycle Collected (Tons)	54	52	484	503
Yard Waste Collected (Tons)	22	19	361	394
Leaves Collected (Tons)		0		73
Waste Diversion Rate (Percentage)		23		29
Bulk/Brush Collection Requests Completed		53		512
Containers Delivered		23		459
<i>Streets &amp; Utilities Division</i>				
Trouble Service Calls		6		45
After Hours Calls		5		48
Work Orders Completed		17		131
Street Storm Drains Cleaned		45		179
Street Potholes Filled/Cold Patch		30		195
Street Potholes Filled/Spray Patch (Gallons)		0		14
Street Crack Sealant Used (Pounds)		0		120
Street Curbs Swept (Miles)		102		1,006
Street Deicing Salt Used (Tons)		0		0
Street Signs Installed/Replaced		15		138
Street Closures/Special Events		2		13
Water Hydrants Flushed		8		156
Fire Hydrants Installed/Replaced		0		2
Water Lines Repaired		1		9
Water Valves Exercised		12		56
Waste Water Lines Flushed (Feet)		1,240		127,934
Waste Water Lines Repaired		0		1
<i>Technical Services Division</i>				
After Hours Calls		2		62
Work Orders Completed		591		6,720
Meters Installed New-Electric		21		156
Meters Replaced-Electric		6		59
Meters Installed New-Water		13		118
Meters Replaced-Water		67		369
Meters Read				
Meters Re-Read				
<i>Water &amp; Waste Water Facilities Division</i>				
Water Treated (Millions of Gallons)	79,719,500.00	80,021,200	238,810,600.00	237,715,800
Waste Water Transferred (Millions of Gallons)	89,360,000.00	71,727,000	175,043,000.00	148,090,620
Work Orders Completed		3		69
Pump Stations Cleaned		0		3
<b>Projects</b>				
	Planning Stage	Bid/PO Award	In Progress	Complete
<i>Electric</i>				
DEL1 Substation Testing (FY19 CIP)	X			
DEL2 Relay Replacement	X			
DEL2 Substation Testing (FY19 CIP)			X	
Air Break Switch (FY19 CIP)				
Traffic Signal Head Refurb-Church/Walnut/Washington (FY19 CIP)	X			
GIS Mapping-Smart Metering (FY19 CIP)			X	
Riverwalk Light Pole Powdercoat/Retrofit Phase II (FY19 & FY20 CIP)				X
Line Reconductor-Wilber (FY20 CIP)	X			
Reliable Public Power Provider Certification Applicator				X

**City Manager's Monthly Update Report**

Equipment Replacement-E-130 (FY19, FY20 CIP)				X
Equipment Replacement-WH-001 (FY20 CIP)				X
Vehicle Replacement-B-002 (FY20 CIP)				X
Vehicle Replacement-E-103 (FY20 CIP)			X	
Vehicle Replacement-E-106 (FY19 CIP)				X
Vehicle Replacement-E-110 (FY19, FY20 CIP)			X	
Vehicle Replacement-E-115 (FY20 CIP)			X	
Vehicle Replacement-E-134 (TS-001) (FY20 CIP)				X
<i>Water</i>				
Automated Blow-off Valves Installation (FY19 & FY20 CIP)				X
Tower Protection Upgrades-Caulk & Tenth (FY19 CIP)				
Tower Altitude Valve-Caulk (FY19 CIP)			X	
Tower Painting-Tenth		X		
Water Treatment Facility Controls Standardized (FY20 CIP)	X			
Water Treatment Facility Lot Consolidation-Washington	X			
Water Treatment Facility Test Well- NE Tenth (FY20 CIP)			X	
Water Treatment Monitoring & Process Control Upgrades (4&5) (FY20 CIP)			X	
Citywide Valve & Hydrant Replacement/Improvements (FY20 CIP)				
Water Lines-NE Front (CY20 CIP)		X		
DNREC Water Allocation Permit			X	
Lead Service Line Replacement-Priority Level 1 (FY19 & FY20 CIP)			X	
Lead Service Line Replacement-Priority Level 2 (FY19 & FY20 CIP)			X	
Lead Service Line Replacement-Priority Level 3 (FY19 & FY20 CIP)			X	
Equipment Purchase-Elec Msg Board				X
Vehicle Replacement-W-001 (FY19 CIP)			X	
Vehicle Replacement-W-004 (FY19 CIP)				X
Vehicle Replacement-W-008				
Vehicle Replacement-W-014 (FY20 CIP)				X
Vehicle Replacement-W-015				
<i>Waste Water</i>				
Inflow & Infiltration Investigation/Repair (FY20 CIP)			X	
Pump Station Groundwater Investigation/Repair-Truitt (FY20 CIP)			X	
Pump Station-Shawnee Acres (FY18 CIP)				X
Pump Station Hatch Replacement-N Shore			X	
Pump Station Grinder Pump Installation-Silicato (FY18 CIP)				X
Line Replacement-SE Second (FY20 CIP)			X	
Equipment Purchase-Elec Msg Board				X
Equipment Purchase-Zoom Sewer Camera				X
Vehicle Replacement-SE-002 (FY19 CIP)				
Vehicle Replacement-SE-013 (FY20 CIP)				
<i>Solid Waste</i>				
Vehicle Replacement-SW-012			X	
<i>Streets</i>				
Street Repairs/Resurfacing-Marshall, McColley, Mispillion (FY18 CIP)				
Street Repairs/Resurfacing-Fisher, Roosa, Masten, Plum, Marshall, SE Fifth, McColley, Second, Third, Fourth, Fifth, North, Mill, Kings, Barker, Church (FY20 CIP)	X			
Curb and Sidewalks SE Second St (FY18 CIP)			X	
Curb and Sidewalks West St (FY19 CIP)	X			
Sidewalk Improvements (City-Wide) (FY20 CIP)			X	
Sidewalk Improvements (Private Owner Financing) (FY20 CIP)			X	
ADA Compliant Ramps Installed (City-Wide) (FY20 CIP)				
Pedestrian Crossing/Landscaping S Walnut (FY20 CIP)	X			
Parking Lot Seal/Stripe NE Front/Denney (FY19 CIP)				
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 (FY19 CIP)				
Equipment Replacement-S-030 (FY20 CIP)				
Equipment Replacement-S-049				
Equipment Replacement-S-050				
Vehicle Replacement-S-001 (FY19 CIP)				X
Vehicle Replacement-S-004 (FY19 CIP)			X	
Vehicle Replacement-S-005 (FY19 CIP)			X	
Vehicle Replacement-S-009 (FY20 CIP)				
Vehicle Replacement-S-016			X	

### City Manager's Monthly Update Report

Vehicle Replacement-S-038 (FY20 CIP)				
<i>Technical Services Division</i>				
Vehicle Replacement B-001 (FY20 CIP)				
<i>Facilities</i>				
City Hall Exterior Doors Replacement (FY19 CIP)				
City Hall Chambers Audio System Upgrade (FY20 CIP)				
City Hall Chambers Video System Installation (FY20 CIP)				
City Hall Security System Replacement (FY20 CIP)				
City Hall IT HVAC Unit and UPS Battery Replacement				
City Hall Basement Waterproofing (FY20 CIP)				
Customer Service Building Basement Waterproofing (FY20 CIP)				
Public Works Electric SCADA/Smart Metering Wall Monitor (FY19 & FY20 CIP)				
Public Works Breakroom/Locker Room Renovations (FY19 CIP)				
Public Works HVAC Replacement (FY19 CIP)				
Public Works Warehouse Door Security				
Public Works Panic Alarms				
Public Works Garage Vehicle Diagnostic Scanners (FY20 CIP)				
Public Works Fuel Pump Replacements (FY19 CIP)				
Public Works Mobil Truck Lifts				
City Wide LED Replacement (FY19 & FY20 CIP)				
<b>Residential Subdivisions</b>				
	Plan Review	In Progress - Utility Installation	In Progress - Utility Inspections	Complete
200 NW Front St/Bond				
Brookstone Trace				
Cypress Hall-Phase I				
Cypress Hall-Phase II				
Fork Landing Farm				
Hearthstone Manor I				
Hearthstone Manor II				
Hickory Glen				
Knights Crossing				
Lighthouse Estates				
Marina Del				
Milford Ponds-Phase I				
Milford Ponds-Phase II				
Milford Ponds-Phase III				
Mispillion Landing				
Orchard Hill				
Riverwalk Villas				
Simpson's Crossing				
Walnut Village				
Watergate				
West Shores at New Milford				
Wickersham				
Willows (fka Cascades)-Phase II				
Windward on the River				
<b>Commercial Developments</b>				
	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
10th St Medical Office				
Bayhealth Sussex Campus-Nemours				
Beach Babies				
Bright Nest				
DE Rural Water				
Delaware Veterans Home				
DNREC Mosquito Control				
DSWA-Transfer Station				
Gator & Associates				
Growmark FS				
Kidz Ink				
Mavis Discount Tires				
Microtel				
Mid-Delaware Professional				
Milford Ponds-Clubhouse				
Milford Wellness Village				

City Manager's Monthly Update Report

Mispillion River Brewery			
Nutrien Ag (fka Crop Production Svcs)			X
Surf & Turf Steakhouse			
Touch of Italy - Business Park			
Windward on the River	X		

**CITY OF MILFORD  
FUND BALANCES REPORT**

Date: February 2020

Cash Balance - General Fund Bank Balance	3,474,867
Cash Balance - Electric Fund Bank Balance	4,852,841
Cash Balance - Water Fund Bank Balance	659,975
Cash Balance - Sewer Fund Bank Balance	490,599
Cash Balance - Trash Fund Bank Balance	641,346

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	468,930	573,903	3,274,731	\$104,292
Deposits			66,513	
Interest Earned this Month	853	604	3,528	
Disbursements this Month		(11,549)	(60,250)	
Ending Cash Balance	\$469,783	\$562,958	\$3,284,522	\$104,292

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,773,684	9,915,532	4,389,206	10,748,735
Deposits				
Interest Earned this Month	7,763	29,247	12,203	29,535
Disbursements this Month	(830)	(27,641)	(34,302)	(807)
Ending Cash Balance	\$2,780,617	\$9,917,138	\$4,367,107	\$10,777,463

	<u>Water Impact Fee</u>	<u>Sewer Impact Fee</u>	<u>Electric Impact Fee</u>	<u>Police &amp; General Government Facilities</u>
Beginning Cash Balance	2,778,789	\$1,681,337	\$803,340	\$93,299
Deposits	33,085	\$17,483	\$7,800	\$9,357
Interest Earned this Month				
Disbursements this Month				
Ending Cash Balance	\$2,811,874	\$1,698,820	\$811,140	\$102,656

INTEREST THROUGH THE EIGHTH MONTH OF THE FISCAL YEAR:

General Fund	35,410	Water Fund	4,987
GF Capital Reserves	49,097	Water Capital Reserves	170,823
Municipal Street Aid	4,874	Sewer Fund	5,411
Real Estate Transfer Tax	5,672	Sewer Capital Reserves	71,604
Electric Fund	48,549	Trash Fund	2,215
Electric Reserves	175,674		

TOTAL INTEREST EARNED TO DATE \$574,316

CITY OF MILFORD  
RESTRICTED CASH RESERVES REPORT

Date: FEBRUARY 2020

**General Fund Reserve Funds**

<b>Cash Balance 2/29/20</b>	<b>\$2,780,617</b>
<b>Restricted Funds</b>	
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 20 Approved with Budget	(\$623,775)
FY 20 Approved after Budget	(184,487)
Year 2 Funding 5 Police Officers	(\$450,000)
Year 3 Funding 5 Police Officers	(\$537,359)
<b>Cost of Asset Replacement</b>	<b>?????????</b>
<b>Available Cash Balance</b>	<b>\$359,694</b>

**Sewer Reserve Funds**

<b>Cash Balance 2/29/20</b>	<b>\$4,367,107</b>
<b>Restricted Funds</b>	
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)
25% Mobile Lift System	(\$15,115)
DNREC Surface Water Grant	(\$50,000)
<b>Cost Of Service Minimum Cash</b>	<b>(\$3,562,637)</b>
<b>Cost of Asset Replacement</b>	<b>?????????</b>
<b>Available Cash Balance</b>	<b>(\$70,186)</b>

**Water Reserve Funds**

<b>Cash Balance 2/29/20</b>	<b>\$9,917,138</b>
<b>Restricted Funds</b>	
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)
25% Mobile Lift System	(\$15,115)
Front Street water lines	(\$1,500,000)
Cost of Service Minimum Cash	(\$2,433,832)
<b>Cost of Asset Replacement</b>	<b>?????????</b>
<b>Available Cash Balance</b>	<b>\$4,354,196</b>

**Electric Reserve Funds**

<b>Cash Balance 2/29/20</b>	<b>\$10,777,463</b>
<b>Restricted Funds</b>	
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)
50% Mobile Lift System	(\$30,231)
Cost of Service Minimum Cash	(\$4,816,739)
<b>Cost of Asset Replacement</b>	<b>?????????</b>
<b>Available Cash Balance</b>	<b>\$4,828,286</b>

**REVENUE REPORT**

Page Two

67% of Year Expended

Date: February 2020	AMOUNT BUDGETED	MTD	YTD	YTD%
ACCOUNT				
Economic Development Fund	166,360	0	131,560	79.08%
General Fund Reserves	630,775	9,930	124,771	19.78%
General Fund Reserves-New Police	425,000	35,000	280,000	65.88%
Realty Transfer Tax-Police	723,000	60,250	482,000	66.67%
Real Estate Tax	4,154,385	925	4,098,756	98.66%
Business License	50,000	13,225	35,405	70.81%
Rental License	95,000	39,875	75,725	79.71%
Building Permits	200,000	27,753	171,963	85.98%
Planning & Zoning	35,000	3,600	53,366	152.47%
Grasscutting Revenue	16,000	0	8,000	50.00%
Police Revenues	502,750	11,072	372,405	74.07%
Misc. Revenues	388,398	63,838	256,201	65.96%
Transfers From	3,396,842	283,071	2,264,562	66.67%
<b>Total General Fund Revenues</b>	<b>\$10,783,510</b>	<b>\$548,539</b>	<b>\$8,354,714</b>	<b>77.48%</b>
Water Revenues	2,859,500	225,724	2,000,196	69.95%
Sewer Revenues	2,610,000	196,208	1,690,753	64.78%
Kent County Sewer	2,035,000	142,440	1,287,672	63.28%
Solid Waste Revenues	1,184,965	107,666	845,010	71.31%
Electric Revenues	25,815,000	2,092,083	17,703,048	68.58%
<b>TOTAL REVENUES</b>	<b>\$45,287,975</b>	<b>\$3,312,660</b>	<b>\$31,881,393</b>	<b>70.40%</b>
YTD Enterprise Expense		(36,751)		
YTD Enterprise Revenue		32,341		
LTD Carlisle Fire Company Building Permit Fund		547,166		

**EXPENDITURE REPORT**

**Page Three**

Date: February 2020

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>City Manager</b>					
Personnel	651,490	\$49,862	410,438	63.00%	241,052
O&M	168,430	\$8,798	81,038	48.11%	87,392
Capital	0	\$0	0		0
<b>Total City Manager</b>	<b>\$819,920</b>	<b>\$58,660</b>	<b>\$491,476</b>	<b>59.94%</b>	<b>328,444</b>
<b>Planning &amp; Zoning</b>					
Personnel	150,020	\$11,522	95,995	63.99%	54,025
O&M	64,387	\$5,320	36,181	56.19%	28,206
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$214,407</b>	<b>\$16,842</b>	<b>\$132,176</b>	<b>61.65%</b>	<b>82,231</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	286,330	\$22,515	182,212	63.64%	104,118
O&M	85,357	\$2,351	37,024	43.38%	48,333
Capital	32,000	\$0	28,777	89.93%	3,223
<b>Total P, C &amp; I</b>	<b>\$403,687</b>	<b>\$24,866</b>	<b>\$248,013</b>	<b>61.44%</b>	<b>155,674</b>
<b>Council</b>					
Personnel	33,380	\$2,476	16,578	49.66%	16,802
Contract Service-ADA Transition PI	50,000	\$67	67	0.13%	49,933
Legal	45,000	\$6,780	31,146	69.21%	13,854
City Hall Building Expense	19,250	\$1,604	12,833	66.66%	6,417
Insurance	18,270	\$0	13,230	72.41%	5,040
Christmas Decorations	7,000	\$0	0	0.00%	7,000
Computer Expense	7,400	\$7,190	7,190	97.16%	210
Council Expense	25,000	\$660	17,773	71.09%	7,227
Employee Recognition	21,000	\$0	18,462	0.00%	2,538
Codification	15,000	\$0	12,643	84.29%	2,357
Carlisle 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	\$275	1,843	92.15%	157
Armory Expenses	10,000	\$60	5,764	57.64%	4,236
Kent Economic Partnership	30,000	\$0	30,000	100.00%	0
Election-Wages	6,000	\$0	0	0.00%	6,000
Election-Supplies	3,000	\$297	297	9.90%	2,703
Police Facility Promotion	7,000	\$3,500	7,000	100.00%	0
Ladybug Festival	30,000	\$30,000	30,000	100.00%	0
Chamber of Commerce	25,000	\$0	0	0.00%	25,000
Capital-Council Chambers Recordi	8,795	\$0	0	0.00%	8,795
Capital-Council Chambers Monitors	25,000	\$9,930	9,930	39.72%	15,070
Capital-Video Monitoring system	25,000	\$0	0	0.00%	25,000
<b>Total Council</b>	<b>\$654,455</b>	<b>\$62,839</b>	<b>\$315,616</b>	<b>48.23%</b>	<b>338,839</b>

**EXPENDITURE REPORT**

**Page Four**

Date: February 2020

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Finance</b>					
Personnel	420,713	\$34,036	263,134	62.54%	157,579
O&M	105,875	\$3,649	56,609	53.47%	49,266
Capital	0	\$0	0		0
<b>Total Finance</b>	<b>\$526,588</b>	<b>\$37,685</b>	<b>\$319,743</b>	<b>60.72%</b>	<b>206,845</b>
<b>Information Technology</b>					
Personnel	164,130	\$13,205	105,784	64.45%	58,346
O&M	181,950	\$1,886	54,948	30.20%	127,002
Capital	48,500	\$0	33,123	68.29%	15,377
<b>Total Information Technology</b>	<b>\$394,580</b>	<b>\$15,091</b>	<b>\$193,855</b>	<b>49.13%</b>	<b>200,725</b>
<b>Police Department</b>					
Personnel	4,972,163	\$416,277	3,161,643	63.59%	1,810,520
O&M	618,970	\$50,450	347,827	56.19%	271,143
Capital	106,185	\$0	12,648	11.91%	93,537
<b>Total Police</b>	<b>\$5,697,318</b>	<b>\$466,727</b>	<b>\$3,522,118</b>	<b>61.82%</b>	<b>2,175,200</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	336,000	\$26,482	213,221	63.46%	122,779
O&M	443,745	\$21,059	216,786	48.85%	226,959
Capital	200,000	\$0	32,223	16.11%	167,777
<b>Total Streets &amp; Grounds</b>	<b>\$979,745</b>	<b>\$47,541</b>	<b>\$462,230</b>	<b>47.18%</b>	<b>517,515</b>
<b>Parks &amp; Recreation</b>					
Personnel	692,200	\$39,211	388,337	56.10%	303,863
O&M	263,610	\$17,661	146,485	55.57%	117,125
Capital	192,000	\$0	7,800	4.06%	184,200
<b>Total Parks &amp; Recreation</b>	<b>\$1,147,810</b>	<b>\$56,872</b>	<b>\$542,622</b>	<b>47.27%</b>	<b>605,188</b>
<b>Total General Fund</b>					
<b>Operating Budget</b>	<b>\$10,838,510</b>	<b>\$787,123</b>	<b>\$6,227,849</b>	<b>57.46%</b>	<b>4,610,661</b>

**EXPENDITURE REPORT**

Page Five

Date: February 2020

67% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Water Division</b>					
Personnel	317,548	\$20,908	170,659	53.74%	146,889
O&M	1,500,438	\$107,602	929,397	61.94%	571,041
Capital	657,509	\$0	27,120	4.12%	630,389
Debt Service	384,005	\$89,637	272,274	70.90%	111,731
<b>Total Water</b>	<b>\$2,859,500</b>	<b>\$218,147</b>	<b>\$1,399,450</b>	<b>48.94%</b>	<b>1,460,050</b>
<b>Sewer Division</b>					
Personnel	316,248	\$20,647	164,126	51.90%	152,122
O&M	1,799,212	\$111,947	1,107,627	61.56%	691,585
Capital	90,000	\$0	83,260	92.51%	6,740
Debt Service	404,540	\$0	289,528	71.57%	115,012
<b>Sewer Sub Total</b>	<b>\$2,610,000</b>	<b>\$132,594</b>	<b>\$1,644,541</b>	<b>63.01%</b>	<b>965,459</b>
Kent County Sewer	2,035,000	\$142,440	1,150,593	56.54%	884,407
<b>Total Sewer</b>	<b>\$4,645,000</b>	<b>\$275,034</b>	<b>\$2,795,134</b>	<b>60.18%</b>	<b>1,849,866</b>
<b>Solid Waste Division</b>					
Personnel	350,737	\$21,201	229,819	65.52%	120,918
O&M	834,228	\$83,956	592,557	71.03%	241,671
Capital	0	\$0	0		0
<b>Total Solid Waste</b>	<b>\$1,184,965</b>	<b>\$105,157</b>	<b>\$822,376</b>	<b>69.40%</b>	<b>362,589</b>
<b>Total Water, Sewer Solid Waste</b>	<b>\$8,689,465</b>	<b>\$598,338</b>	<b>\$5,016,960</b>	<b>57.74%</b>	<b>3,672,505</b>
<b>Electric Division</b>					
Personnel	1,039,091	\$85,608	738,720	71.09%	300,371
O&M	2,717,254	\$230,907	1,683,417	61.95%	1,033,837
Transfer to General Fund	2,500,000	\$208,334	1,666,667	66.67%	833,333
Capital	1,038,040	\$0	122,905	11.84%	915,135
Debt Service	320,615	\$0	271,408	84.65%	49,207
<b>Electric Sub Total</b>	<b>\$7,615,000</b>	<b>\$524,849</b>	<b>\$4,483,117</b>	<b>58.87%</b>	<b>3,131,883</b>
Power Purchased	18,200,000	\$1,276,690	11,309,501	62.14%	6,890,499
<b>Total Electric</b>	<b>\$25,815,000</b>	<b>\$1,801,539</b>	<b>\$15,792,618</b>	<b>61.18%</b>	<b>10,022,382</b>
<b>TOTAL OPERATING BUDGET</b>	<b>\$45,342,975</b>	<b>\$3,187,000</b>	<b>\$27,037,427</b>	<b>59.63%</b>	<b>18,305,548</b>

**INTERSERVICE DEPARTMENTS REPORT**

Page Six

Date: February 2020

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	67% of Year Expended	UNEXPENDED BALANCE
				YTD%	
<b>Garage</b>					
Personnel	92,725	6,259	59,860	64.56%	32,865
O&M	113,887	7,020	65,862	57.83%	48,025
Capital	0				
<b>Total Garage Expense</b>	<b>\$206,612</b>	<b>\$13,279</b>	<b>\$125,722</b>	<b>60.85%</b>	<b>80,890</b>
<b>Public Works</b>					
Personnel	720,729	52,859	363,045	50.37%	357,684
O&M	208,665	14,649	118,887	56.98%	89,778
Capital	132,000	0	0	0.00%	132,000
<b>Total Public Works Expense</b>	<b>\$1,061,394</b>	<b>\$67,508</b>	<b>\$481,932</b>	<b>45.41%</b>	<b>579,462</b>
<b>Tech Services</b>					
Personnel	239,513	19,243	154,442	64.48%	85,071
O&M	430,711	29,977	196,385	45.60%	234,326
Capital	64,000	0	61,545	96.16%	2,455
<b>Total Tech Services Expense</b>	<b>\$734,224</b>	<b>49,220</b>	<b>\$412,372</b>	<b>56.16%</b>	<b>321,852</b>
<b>Billing &amp; Collections</b>					
Personnel	776,589	49,851	445,038	57.31%	331,551
O&M	245,850	15,676	151,810	61.75%	94,040
Capital	47,000	0	14,205	30.22%	32,795
<b>Total Billing &amp; Collections</b>	<b>\$1,069,439</b>	<b>65,527</b>	<b>\$611,053</b>	<b>57.14%</b>	<b>458,386</b>
<b>City Hall Cost Allocation</b>					
Personnel	0				0
O&M	53,066	1,863	36,906	69.55%	16,160
Capital	102,414	13,350	86,977	84.93%	15,437
<b>Total City Hall Cost Allocation</b>	<b>\$155,480</b>	<b>15,213</b>	<b>\$123,883</b>	<b>79.68%</b>	<b>31,597</b>

ALL COSTS SHOWN ON PAGE 6 ARE ALSO INCLUDED IN THE VARIOUS DEPARTMENTS LISTED ON PAGES 3-5 OF THE EXPENDITURE REPORT WHO UTILIZE THE SERVICES OF THE DEPARTMENTS LISTED ABOVE. INTERSERVICE FUNDS ARE ENTIRELY FUNDED BY OTHER CITY DEPARTMENTS.

# MAY SCAT MEETING CANCELED

The SCAT dinner meeting scheduled for May 6<sup>th</sup>, and the SCAT Steering Committee Breakfast on May 8<sup>th</sup> have been **cancelled**. The next scheduled dinner meeting is Wednesday, June 3<sup>rd</sup> and SCAT steering on Friday, June 5<sup>th</sup>. I will keep everyone posted if anything changes.

Thank you!

*Kristen Dabrowski*

Town of Georgetown

Finance Department

O: (302) 856-7391

F: (302) 856-6348

# City of Milford



## RESOLUTION 2020-16

### MILL STREET SEWER REROUTING PROJECT

WHEREAS, the City Engineer of the City of Milford applied for and received an award for a DNREC Planning Grant for the rerouting of a sewer line at the rear of Avenue Church; and

WHEREAS, City Council agreed to signing the grant agreement on March 9, 2020, and to provide funding for the rerouting to eliminate the risks associated with the current condition of the sewer line; and

WHEREAS, the grant agreement requires City Council adopt a resolution confirming the City's intent to execute the items as outlined in the Planning Grant.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Milford during a regular session of Council, by a favorable majority vote, authorizes Mayor Arthur Campbell to execute the grant agreement and to authorize the payment of any matching funds, and associated rerouting project costs, from the Sewer Reserves Account.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 13<sup>th</sup> day of April 2020.

---

Mayor Arthur J. Campbell

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Attest/City Clerk Teresa K. Hudson

# City of Milford



## RESOLUTION 2020-15 MORATORIUM ON PENDING WATER AND SEWER RATE INCREASES

- WHEREAS, it is in the best interests of the State of Delaware and the City of Milford to protect its citizens from a public health emergency that could threaten the lives of those who live and work here;
- WHEREAS, on March 12, 2020, Governor John Carney declared a State of Emergency due to the Public Health Threat of COVID-19, which became effective on March 13, 2020;
- WHEREAS, additional modifications to the Declaration of the State of Emergency included social distancing and shelter-in-place mandates that required the closure of nonessential businesses and resulted in a number of layoffs;
- WHEREAS, employee layoffs due to the COVID-19 pandemic have created a risk that City of Milford utility customers ("Utility Customers") may fall behind on payments through no fault of their own;
- WHEREAS, the City of Milford has already implemented customer protections in response to the COVID-19 pandemic, including the temporary suspension of utility disconnects and late fees, and the implantation of flexible credit and payment procedures to ensure all customers remain connected to essential utility services;
- WHEREAS, in order to further assist Utility Customers affected by the COVID-19 pandemic, it is reasonable to provide continuity and consistency through utility actions related to the pandemic;
- WHEREAS, City Council has committed to helping Utility Customers through these challenging times and continues to closely monitor their needs and look for ways to assist where possible;
- WHEREAS, City Council of the City of Milford ("City Council") requests additional steps to help alleviate economic hardships created by the spread of coronavirus;
- WHEREAS, the planned increases previously approved on February 10, 2020, to become effective on July 1, 2020, called for an increase of 3.9% in Water Usage Rates and 4.9% in Sewer Usage Rates; and
- WHEREAS, such additional revenues were intended to support overdue investments needed in infrastructure, efficiency, and other initiatives.

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

City Council authorizes a moratorium on increases in water and sewer rates, which will last until December 31, 2020, or until the Governor announces the end of the COVID-19 State of Public Health Emergency, should the State of Emergency remain in effect past December 31, 2020.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 13<sup>th</sup> day of April 2020.

---

Mayor Arthur J. Campbell

Attest:

---

City Clerk Teresa K. Hudson

PUBLIC WORKS DEPARTMENT  
180 Vickers Drive  
Milford, DE 19963



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

TO: Mark Whitfield, Interim City Manager/Public Works Director  
FROM: Christie Murphy, Solid Waste & Facilities Supervisor  
DATE: April 9, 2020  
RE: LED Replacement Project Funding Changes

On December 9, 2019, City Council authorized a purchase order to United Electric for materials in the amount of \$62,501, in accordance with the State of Delaware Contract GSS17749, funded with \$39,819 from the DEMEC Green Energy fund, \$18,577 from a DNREC Grant and \$4,105 from Efficiency Smart

Due to a decrease in the anticipated funds from DNREC of \$7,875, funding for the project has changed. The DNREC Grant portion will now be \$10,702 and the DEMEC Green Energy Fund portion will now be \$47,693.

No additional City funds will be needed, however, as a matter of record staff is providing notification to Council of the funding change.

## LED REPLACEMENT PROJECT COST

Revised 3/17/2020

City Facility	Council Approved 12/9/19			Revised proposal after DNREC award and increasing use of GEF funds.		
	Parts	Labor	Total Project Cost	Parts	Labor	Total Project Cost
City Hall (relamp only)	\$ 4,354.70	\$ 2,500.00	\$ 6,854.70	\$ 4,354.70	\$ 2,500.00	\$ 6,854.70
Police Dept (relamp only)	\$ 3,878.52	\$ 1,850.00	\$ 5,728.52	\$ 3,878.52	\$ 1,850.00	\$ 5,728.52
Customer Service	\$ 5,955.32	\$ 3,500.00	\$ 9,455.32	\$ 5,955.32	\$ 3,500.00	\$ 9,455.32
Finance	\$ 4,042.50	\$ 2,800.00	\$ 6,842.50	\$ 4,042.50	\$ 2,800.00	\$ 6,842.50
Public Works	\$ 44,268.93	\$ 21,500.00	\$ 65,768.93	\$ 44,268.93	\$ 21,500.00	\$ 65,768.93
<b>TOTAL PROJECT COST (w/o incentives)</b>	<b>\$ 62,499.97</b>	<b>\$ 32,150.00</b>	<b>\$ 94,649.97</b>	<b>\$ 62,499.97</b>	<b>\$ 32,150.00</b>	<b>\$ 94,649.97</b>
<i>Efficiency Smart Incentive*</i> <i>*subject to change upon 10% change in qty.</i>	\$ (4,105.00)		\$ (4,105.00)	\$ (4,105.00)		\$ (4,105.00)
<i>DNREC Grant Incentive**</i> <i>**incentive proposed in United Electric Audit</i>	\$ (18,577.00)		\$ (18,577.00)	\$ (10,702.00)		\$ (10,702.00)
<i>DEMEC Green Energy Fund</i> <i>FY20 Approved Capital Funds (\$30k)</i>	\$ (39,817.97)	\$ (2,150.00)	\$ (41,967.97)	\$ (47,692.97)	\$ (28,137.91)	\$ (75,830.88)
<b>BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (4,012.09)</b>	<b>\$ (4,012.09)</b>
						<b>\$ (0.00)</b>



STATE OF DELAWARE

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL**

DIVISION OF CLIMATE, COASTAL, & ENERGY

STATE STREET COMMONS

100 W. WATER STREET, SUITE 10B

DOVER, DELAWARE 19904

ENERGY POLICY &  
PROGRAMS

PHONE  
(302) 735-3480

March 17, 2020

City of Milford  
Christie Murphy  
180 Vickers Drive  
Milford, DE 19963

Dear Ms. Murphy:

Thank you for applying to the Energy Efficiency Investment Fund (EEIF) grant program. **We are happy to share that your application number EEIF-0049-20 is preapproved for a grant award in the amount of \$10,702.00 for your prescriptive lighting project for the City of Milford.**

At this time, I have completed a technical review of your application and have found it to be satisfactory and complete. **Please accept this letter as preapproval to proceed with the scope of work proposed in your grant application, dated January 7, 2020.** Once the project is complete, please submit itemized invoices for the installed fixtures, along with a copy of this letter. Please be sure all invoices appear on your vendor's letterhead and clearly show payment in full, method of payment, and date. Your award will be paid following receipt and review of all invoices; as with all applications we receive, DNREC reserves the right to require a post-installation site inspection prior to award payment.

Please note that this preapproval is limited to the scope of work and project value in your application. If you find that the scope needs to change or that the project value is revised, please notify me right away, so I may consider those changes in advance of your final application review.

The Division of Climate, Coastal, & Energy applauds your interest in conserving energy, reducing greenhouse gas emissions, and lowering your facility's operating costs. Buildings use 40% of our country's overall energy and 70% of our electricity, specifically. Energy efficient buildings lessen demand on the electric grid, reduce dependence on fossil fuel energy, and improve local air quality.

If you have any questions, you may contact me by phone at (302) 735-3355 or by email at [maya.krasker@delaware.gov](mailto:maya.krasker@delaware.gov). I look forward to hearing about your project's successes.

Sincerely,

A handwritten signature in cursive script, appearing to read 'M Krasker'.

Maya Krasker  
EEIF Planner III

## Murphy, Christie

---

**From:** Scott Lynch <slynch@demecinc.net>  
**Sent:** Wednesday, March 18, 2020 9:03 AM  
**To:** Murphy, Christie  
**Cc:** Whitfield, Mark  
**Subject:** RE: LED Project - City of Milford

Hi Christie,

I hope you are well too. Currently Milford has \$75,830.88 in its Green Energy Fund. Your plan is to install/relamp LED fixtures. Those LED fixtures would be an eligible use of Green Energy Funds. Your spreadsheet states you wish to use \$49,448 from Milford Green Energy Funds. There are more than enough funds available for your project. You are good to go.

I see the next steps as follows. Feel free to correct me or offer comment or questions:

1. Milford takes whatever action necessary to acquire LEDs and labor.
2. Milford / Contractor receives LEDs and Milford / Contractor begins installation
3. Milford receives invoice for LEDs and Labor when complete
4. Milford pays for LEDs and Labor when complete
5. Milford forwards paid LED and Labor invoice(s) to DEMEC and Milford provides a separate invoice from Milford to DEMEC for reimbursement LEDs and Labor in the amount of \$49,448.

Please let me know if Milford has any questions about this process.

Thanks,

### Scott V. Lynch, CEM

*Vice President, Asset Development*  
22 Artisan Dr, Smyrna, DE 19977  
Office: 302-653-2733  
[slynch@demecinc.net](mailto:slynch@demecinc.net)  
[www.demecinc.net](http://www.demecinc.net)  
**Like us on Facebook!**



**From:** Murphy, Christie <cmurphy@milford-de.gov>  
**Sent:** Tuesday, March 17, 2020 12:53 PM  
**To:** Scott Lynch <slynch@demecinc.net>  
**Cc:** Mark Whitfield <mwhitfield@milford-de.gov>  
**Subject:** RE: LED Project - City of Milford

Hi Scott,

I hope this email finds you well! It has been a while since we last communicated about the LED Replacement Project in Milford. We finally received the pre-approval from DNREC for the rebate incentive funding that was offered. I have



MARK A. WHITFIELD, INTERIM CITY MANAGER  
201 South Walnut Street  
Milford, DE 19963

PHONE 302.422.1111  
FAX 302.424.3553  
www.cityofmilford.com

**TO:** Mayor and City Council  
**FROM:** Mark Whitfield, Interim City Manager/Public Works Director  
**DATE:** April 9, 2020  
**RE:** 2021-2025 Capital Improvement Plan

I am transmitting herewith the proposed Capital Improvement Plan for (CIP) 2021-2015. The Plan recommends capital projects over the next five years, with \$2,352,268 in projects/equipment recommended for 2021. Capital Projects include those items that have a value of \$5,000 or higher and a useful life of six or more years. The Plan requires General Fund contributions, as well as contributions from Municipal Street Aid, Real Estate Transfer Tax, Sewer Fund, Water Fund, Electric Fund, Solid Waste Fund, Electric Fund, Economic Development Fund, Federal Bridge Program, and various State and Federal Grants.

The Capital Improvement Plan is built to provide adequate investment to protect and extend the life of existing assets. First and foremost, projects that are required to maintain infrastructure of the City have been included in the CIP. A reasonable level of annual funding for maintaining the infrastructure is critical to the operations and long-term financial stability. While the CIP tries to balance the costs to maintain infrastructure over the full five years, unforeseen conditions sometimes necessitate modifications to the schedule that result in fluctuations in annual budgeted amounts. Failure to plan and budget adequately for these maintenance projects will likely result in higher costs and more extensive repairs in the future.

Additionally, the CIP includes new infrastructure needed to sustain a rapidly growing City. Where possible, funding for these projects will come from impact fees or economic development grants/loans.

Projects classified as Essential are weighted more heavily than projects listed as Deferrable. This is a CIP that includes most every project staff could recommend for consideration. The Capital budget, which will show funding for the projects selected to move forward, will be included in the FY 2021 Operating Budget. Generally, there are more projects than there are dollars to fund them. No project will move forward without having funding authorization from Council to do so.

Over the next few weeks, Council is asked to review the proposed CIP. City staff will go over the CIP on April 13, 2020 Council meeting. It is recommended that Council adopt the 2021-2025 Capital Improvements Plan on April 27, 2020, including any changes that are made during the review period.

City of Milford  
Fiscal Year 20 Completed Projects  
1st DRAFT 4/9/2020

Department	Project	Dept Priority	Funding Source	2018/19	2020
<b>ENTERPRISE FUNDS</b>					
<b>Electric</b>	<b>Equipment</b>				
Electric	Replace Fork Lift (No vehicle number listed)	Deferrable	Enterprise Fund		\$ 73,827
<b>Electric</b>	<b>Vehicles</b>				
Electric	Replace 2005 Excursion with similar 4x4 vehicle (E-106)	Essential	Enterprise Fund	\$ 48,177	
Electric	Replace 2003 Vermeer 8550 Trencher (E-130)	Essential	Enterprise Fund/Electric Reserves	\$ 105,000	\$ 14,305
<b>Electric</b>	<b>Infrastructure</b>				
Electric	Riverwalk Light Pole Powdercoat/Retrofit Phase II	Essential	Enterprise Fund		\$ 3,600
			<b>Total Electric</b>	<b>\$ 153,177</b>	<b>\$ 91,732</b>
<b>Water</b>	<b>Vehicles</b>				
Water	Replace W-1 Ford F-250 Pickup	Essential	Enterprise Fund	\$ 34,573	
Water	Replace W-14 Chevy Astro Van	Essential	Enterprise Fund		\$ 24,293
			<b>Total Water</b>	<b>\$ 34,573</b>	<b>\$ 24,293</b>
<b>Sewer</b>	<b>Equipment</b>				
Sewer	Zoom Sewer Camera	Essential	Enterprise Fund		\$ 15,000
<b>Sewer</b>	<b>Vehicles</b>				
Sewer	Replace SE-13 Vermeer Pump Utility Trailer	Essential	Enterprise Fund		\$ 68,260
			<b>Total Sewer</b>	<b>\$ -</b>	<b>\$ 83,260</b>
<b>Solid Waste</b>	<b>N/A FY20</b>				
<b>INTERSERVICE FUNDS</b>					
<b>Customer Service</b>	<b>Equipment</b>				
	Customer Service Building Work Station	Desirable	Enterprise Fund		\$ 14,205
			<b>Total Customer Service</b>	<b>\$ -</b>	<b>\$ 14,205</b>
<b>Fleet Service (Garage)</b>	<b>Equipment</b>				
Garage	Purchase Mobil Truck Lifts		25% W/S Res; 50% Elec Res		\$ 61,866
			<b>Total Garage</b>	<b>\$ -</b>	<b>\$ 61,866</b>
<b>Public Works</b>	<b>Building</b>				
Facilities	HVAC - Upgrade & Repair	Essential	Water/Sewer/Electric Reserves	\$ 324,000	
Facilities	Phase II - Breakroom/Locker Room Redesign	Deferrable	Water/Sewer/Electric Reserves	\$ 90,613	
			<b>Total Public Works</b>	<b>\$ 414,613</b>	<b>\$ -</b>

City of Milford  
Fiscal Year 20 Completed Projects  
1st DRAFT 4/9/2020

Department	Project	Dept Priority	Funding Source	2018/19	2020
<b>Tech Service</b>	<b>Vehicles</b>				
Tech Service	Replace 2006 Chevy Colorado (B-2)	Essential	Enterprise Fund		\$ 32,350
Tech Service	Replace 2006 Chevy Colorado (E-134)	Essential	Enterprise Fund		\$ 29,195
			<b>Total Tech Service</b>	\$ -	\$ 61,545
<b>General Fund</b>					
<b>Streets</b>	<b>Equipment</b>				
Streets	Replace 2001 6500 Kubota Tractor with Flail Mower (S-30)	Essential	General Fund Reserves		\$ 32,223
			<b>Total Streets</b>	\$ -	\$ 32,223
<b>City Hall</b>	<b>Building</b>				
Facilities	IT Room HVAC	Essential	General Fund Reserves	\$ 6,535	
Facilities	Basement/Storm Water Modifications/Repainting Project	Essential	General Fund Reserves	\$ 80,352	
Facilities	Replace City Hall Exterior Doors	Essential	General Fund Reserves	\$ 21,462	
	<b>Total City Hall</b>		<b>Total City Hall</b>	\$ 108,349	\$ -
<b>Parks &amp; Recreation</b>	<b>Equipment</b>				
Parks & Recreation	Portable lighting (1) for Soccer fields	Essential	General Fund Reserves		\$ 7,800
			<b>Total Parks and Recreation</b>	\$ -	\$ 7,800
<b>Planning</b>	<b>Vehicles</b>				
Planning	Replace 2006 Chevy Colorado (M-3)	Essential	General Fund Reserves		\$ 28,777
			<b>Total Planning</b>	\$ -	\$ 28,777
<b>Information Technology</b>	<b>Equipment</b>				
Information Technology	Server Refresh (3 @ 9,000) and Firewall Boxes (4 @ 5,500)	Essential	General Fund Reserves		\$ 37,967
			<b>Total Information Technology</b>	\$ -	\$ 37,967
<b>Police</b>	<b>Equipment</b>				
Police	Safety Recording Lines	Essential	General Fund Reserves		\$ 13,885
<b>Police</b>	<b>Vehicles</b>				
Police	Police Vehicles (2 per year)	Essential	General Fund Reserves		\$ 86,610
			<b>Total Police</b>	\$ -	\$ 100,495
<b>Police</b>	<b>Projects</b>				
Police	Police Station (Design/Engineering/Geotech)	Essential	General Fund Reserves		\$ 89,501

City of Milford  
Capital Improvement Plan FY21-25  
1st Draft 4/9/2020

Department	Project	Dept Priority	Potential Funding Source	FY19-20 Approved	2021	2022	2023	2024	2025
<b>ENTERPRISE FUNDS</b>									
<b>Electric</b>	<b>Equipment</b>								
Electric	SCADA/Smart Metering Wall Monitor	Essential	Electric Reserve	\$ 100,000					
Electric	Replace 2006 Vermeer Chipper (S-38)	Essential	Electric Reserve	\$ 60,000					
Electric	Fault Locator	Deferrable	Enterprise Fund		\$ 20,000				
			<b>Total Equipment</b>	\$ 160,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
<b>Electric</b>	<b>Vehicles</b>								
Electric	Replace 2000 International Line Truck (E-110)	Essential	Enterprise Fund	\$ 275,000					
Electric	Replace 2005 Ford F-250 Pickup (E-115)	Essential	Enterprise Fund	\$ 60,000					
Electric	Replace 2003 International Material Handler (E-103)	Essential	Enterprise Fund	\$ 275,000					
Electric	Replace '01 Vermeer LM42 Walk Behind Trencher/Plow (E-128)	Essential	Enterprise Fund		\$ 95,000				
Electric	Replace Trencher Trailer	Deferrable	Enterprise Fund		\$ 9,000				
Electric	Replace F350 Dump Truck (E-108)	Deferrable	Enterprise Fund		\$ 100,000				
Electric	3 Phase Wire Trailer (New)	Deferrable	Enterprise Fund		\$ 85,000				
Electric	Replace International Bucket Truck (E-111)	Deferrable	Enterprise Fund			\$ 225,000			
Electric	Replace 2015 Internation Digger Derrick Truck (E-107)	Essential	Enterprise Fund						\$ 260,000
			<b>Total Vehicles</b>	\$ 610,000	\$ 289,000	\$ 225,000	\$ -	\$ -	\$ 260,000
<b>Electric</b>	<b>Infrastructure</b>								
Electric	Traffic Signal Head Refurbish: Church/Walnut/Washington	Essential	Electric Reserve	\$ 150,000					
Electric	Wilbur Street Line Reconductor	Essential	Electric Reserve	\$ 40,000					
Electric	GIS/Mapping - Smart Metering	Essential	Enterprise Fund	\$ 40,000	\$ 150,000				
Electric	Fiber Optic Backup to PW	Essential	Enterprise Fund		\$ 20,000				
Electric	LED Streetlight Replacements	Essential	Enterprise Fund		\$ 120,000	\$ 30,000			
Electric	Shawnee Acres Primary Replacement	Deferrable	Enterprise Fund		\$ 80,000				
Electric	GIS/Mapping/Smart Metering	Deferrable	Enterprise Fund			\$ 150,000			
Electric	Delivery No. 1 Circuit Addition (Circuit 130)	Deferrable	Enterprise Fund				\$ 990,000		
Electric	Delivery No. 2 Circuit Additional #1	Deferrable	Enterprise Fund					\$ 960,000	
Electric	Delivery No. 2 Circuit Addition #2	Deferrable	Enterprise Fund						\$ 1,000,000
			<b>Total Infrastructure</b>	\$ 230,000	\$ 370,000	\$ 180,000	\$ 990,000	\$ 960,000	\$ 1,000,000
			<b>TOTAL ELECTRIC</b>	\$ 1,000,000	\$ 679,000	\$ 405,000	\$ 990,000	\$ 960,000	\$ 1,260,000
<b>Water</b>	<b>Equipment</b>								
Water	Replace W-16 IR Compressor	Deferrable	Enterprise Fund			\$ 28,000			
Water	Replace W-10 FN 150 Pump & MGS Trailer	Deferrable	Enterprise Fund				\$ 50,000		
Water	Replace W-10 Kubota F3080 Tractor	Deferrable	Enterprise Fund				\$ 65,000		
			<b>Total Equipment</b>	\$ -	\$ -	\$ 28,000	\$ 115,000	\$ -	\$ -
<b>Water</b>	<b>Vehicles</b>								
Water	Replace S-5 Kod C70 Dump Truck	Essential	Water Reserve	\$ 176,000					
Water	Replace S-9 GMC Dump (from Streets) with Hook truck	Essential	Enterprise Fund	\$ 176,000					
Water	Replace W-15 Ford F350	Deferrable	Enterprise Fund		\$ 45,000				
Water	Replace W-8 Ford F450	Essential	Enterprise Fund			\$ 52,000			
Water	Replace W-29 2006 Dodge Cargo Van	Deferrable	Enterprise Fund						\$ 60,000
			<b>Total Vehicles</b>	\$ 352,000	\$ 45,000	\$ 52,000	\$ -	\$ -	\$ 60,000
<b>Water</b>	<b>Infrastructure</b>								
Water	Install Automated Blow-off Valves	Deferrable	Enterprise Fund	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000		
Water	Protection Upgrades Caulk & 10th Street Towers	Essential	Water Reserves	\$ 30,000					
Water	Water Tower Altitude Valve at Caulk Tower	Essential	Water Reserves	\$ 75,000					
Water	SE 2nd Street Lead Service Line Replacement	Essential	150k GF Res; 814k WR; 150k SewRes	\$ 1,114,400					
			<b>Total Infrastructure</b>	\$ 1,319,400	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -
			<b>TOTAL WATER</b>	\$ 1,671,400	\$ 95,000	\$ 130,000	\$ 165,000	\$ -	\$ 60,000

City of Milford  
Capital Improvement Plan FY21-25  
1st Draft 4/9/2020

Department	Project	Dept Priority	Potential Funding Source	FY19-20 Approved	2021	2022	2023	2024	2025
<b>Water</b>	<b>PROJECTS/INFORMATIONAL</b>								
Water	10th St Water Facility Test Well (New Well to Replace Well #1)	Essential	Water Reserves		\$ 625,000				
Water	Wtr Trtmnt Facility Monitoring&Process Control Upgrades (4&5)	Essential	Water Reserves		\$ 250,000				
Water	City-wide Valve & Hydrant Replacement/Improvements	Essential	Water Reserves		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Water	Standardized Water Treatment Facility Controls	Essential	Water Reserves		\$ 50,000	\$ 50,000			
Water	Front Street Water Lines	Essential	Water Reserves		\$ 1,500,000				
Water	Replacement of Lead Water Service Lines	Essential	Water Reserves		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Water	Replacement of Concrete Asbestos Water Mains	Essential	Water Reserves		\$ 115,500	\$ 115,500	\$ 115,500	\$ 115,500	\$ 115,500
Water	Replacement of Well #16 (Southeast Treatment Facility)	Essential	Water Reserves		\$ 625,000				
Water	Seabury Water Treatment Facility Upgrades	Essential	Water Reserves				\$ 2,000,000		
Water	New NW City Area Tower/Wells/Treatment	Essential	Water Reserves						\$ 5,000,000
Water	SE Regional Water Infrastructure - East of Route 1	Deferrable	Water Reserves					\$ 800,000	
Water	SE Regional Water Infrastructure - South of Johnson Road	Deferrable	Water Reserves					\$ 1,000,000	
			<b>WATER INFORMATIONAL</b>	\$ -	\$ 3,665,500	\$ 665,500	\$ 2,615,500	\$ 2,415,500	\$ 5,615,500
<b>Sewer</b>	<b>Equipment</b>								
Sewer	Replace 2006 Intersoll Rand Compressor	Essential	Enterprise Fund			\$ 25,000			
Sewer	Replace Kubota Excavator	Deferrable	Enterprise Fund				\$ 75,000		
Sewer	Replace FN 150 Sewer Pump and Trailer	Essential	Enterprise Fund					\$ 45,000	
			<b>Total Equipment</b>	\$ -	\$ -	\$ 25,000	\$ 75,000	\$ 45,000	\$ -
<b>Sewer</b>	<b>Vehicles</b>								
Sewer	Replace SE-2 Ford F250 Pickup	Essential	Enterprise Fund	\$ 65,000					
Sewer	Replace S-4 with Hook Truck with Dump/Flatbed & Plow	Essential	Enterprise Fund	\$ 220,000					
			<b>Total Vehicles</b>	\$ 285,000	\$ -	\$ -	\$ -	\$ -	\$ -
			<b>TOTAL SEWER</b>	\$ 285,000	\$ -	\$ 25,000	\$ 75,000	\$ 45,000	\$ -
<b>Sewer</b>	<b>PROJECTS/INFORMATIONAL</b>								
Sewer	Standardized Sewer Pump Station Controls	Essential	Sewer Reserves		\$ 50,000				
Sewer	Truitt Ave Pump Station Groundwater Investigation & Repair	Essential	Sewer Reserves		\$ 250,000				
Sewer	SCADA Instrumentation Upgrades & Integration	Essential	Sewer Reserves		\$ 50,000				
Sewer	Targeted Inflow and Infiltration Investigation & Repair	Essential	Sewer Reserves		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Sewer	SE 2nd Street Sewer Line Replacement	Essential	Sewer Reserves		\$ 175,000				
Sewer	SE 2nd Street Pump Station Replacement	Deferrable	Sewer Reserves				\$ 1,000,000		
Sewer	Replace Asbestos Concrete Pipe	Essential	Sewer Reserves		\$ 100,000	\$ 50,000			
Sewer	SE Regional Pump Station and Force Main - East of Route 1	Deferrable	Sewer Reserves					\$ 1,500,000	
Sewer	SE Reg Pump Station/Force Main: S of Johnson Road/FM - NE Front St	Deferrable	Sewer Reserves					\$ 2,000,000	
Sewer	Mill Street Sewer Realignment	Essential	Sewer Reserves		\$ 50,000				
			<b>SEWER INFORMATIONAL</b>	\$ -	\$ 925,000	\$ 300,000	\$ 1,250,000	\$ 3,750,000	\$ 250,000
<b>Solid Waste</b>	<b>Vehicles</b>								
Solid Waste	Replace Refuse Truck SW-12 with Split Body Collection Truck	Essential	7 yr Loan from Water Reserves	\$ 366,200					
Solid Waste	Replace ODB Leaf Vacuum w/ Auto leaf box w/ hook Truck	Essential	Solid Waste Fund		\$ 90,000				
Solid Waste	Replace Rear loader Truck SW14	Essential	Solid Waste Fund				\$ 360,000		
Solid Waste	Replace Refuse Truck SW-11 Automated Side Loader Truck	Essential	Solid Waste Fund						\$ 295,000
			<b>Total Vehicles</b>	\$ 366,200	\$ 90,000	\$ -	\$ 360,000	\$ -	\$ 295,000
			<b>TOTAL SOLID WASTE</b>	\$ 366,200	\$ 90,000	\$ -	\$ 360,000	\$ -	\$ 295,000

City of Milford  
Capital Improvement Plan FY21-25  
1st Draft 4/9/2020

Department	Project	Dept Priority	Potential Funding Source	FY19-20 Approved	2021	2022	2023	2024	2025
<b>INTERSERVICE FUNDS</b>									
<b>Customer Service</b>	<b>Equipment</b>								
Facilities	Customer Service Building Digital Audio/Video System	Desirable	Distributed among funds		\$ 18,000				
			<b>Total Equipment</b>	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -
<b>Customer Service</b>	<b>Building</b>								
Facilities	Customer Service Building Drive through Curb	Desirable	Distributed among funds		\$ 5,000				
Facilities	Customer Service Building Basement Waterproofing	Desirable	Distributed among funds		\$ 27,000				
			<b>Total Building</b>	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -
			<b>TOTAL CUSTOMER SERVICE</b>	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
<b>Fleet Service (Garage)</b>	<b>No Requests</b>								
<b>Tech Service</b>	<b>No Requests</b>								
<b>Public Works</b>	<b>Vehicles</b>								
Public Works	Replace B-1 2005 Dodge Stratus	Essential	Enterprise Funds		\$ 35,000				
			<b>Total Vehicles</b>	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
<b>Public Works</b>	<b>Building</b>								
Facilities	Replace Carpet and Install VCT	Essential	Enterprise		\$ 10,000				
Facilities	LED Lighting Upgrade & Replacement (all facilities)	Deferrable	Green Energy/DNREC Grant	\$ 58,395					
Facilities	Key Card Access at Facility/Gates	Essential	Enterprise	\$ 62,000	\$ 8,000				
Facilities	Repair, Patch and Repaint Walls	Deferrable	Enterprise	\$ 40,000	\$ 30,000				
Facilities	PW Yard Landscaping	Essential	Enterprise		\$ 12,055				
Facilities	Repair Existing Brick Wall	Desirable	Enterprise		\$ 75,000				
Facilities	HVAC Control Automation System- Building 200 & 300	Essential	Enterprise		\$ 55,000				
Facilities	New IP Cameras Warehouse Interior	Essential	Enterprise		\$ 18,000				
Facilities	Warehouse Shelving	Essential	Enterprise		\$ 5,000				
Facilities	New Wall for Ice Maker in Old Kitchen bar area	Essential	Enterprise		\$ 5,718				
Facilities	HVAC - Upgrade & Repair	Essential	Water/Sewer/Electric Reserves		\$ 11,000	\$ 13,000			
Facilities	Seal Coat Existing Pavement	Deferrable	Enterprise			\$ 30,000			
Facilities	Electric Dept. Rack/Reel Pole Building	Deferrable	Enterprise			\$ 475,000			
Facilities	Installation of Stormwater Pond	Deferrable	Enterprise				\$ 200,000		
Facilities	Public Works Parking Lot Paving	Deferrable	Enterprise				\$ 650,000		
Facilities	Public Works Building Expansion Project	Deferrable	Enterprise					\$ 1,302,200	
			<b>Total Building</b>	\$ 160,395	\$ 229,773	\$ 518,000	\$ 850,000	\$ 1,302,200	\$ -
			<b>TOTAL PUBLIC WORKS</b>	\$ 160,395	\$ 264,773	\$ 518,000	\$ 850,000	\$ 1,302,200	\$ -

City of Milford  
Capital Improvement Plan FY21-25  
1st Draft 4/9/2020

Department	Project	Dept Priority	Potential Funding Source	FY19-20 Approved	2021	2022	2023	2024	2025
<b>GENERAL FUND</b>									
<b>Streets</b>	<b>Equipment</b>								
Streets	Replace Highland Salt Spreader	Essential	General Fund				\$ 12,000		
Streets	Replace Highland Salt Spreader	Essential	General Fund				\$ 12,000		
Streets	Replace S-6 John Deere Backhoe	Essential	General Fund					\$ 105,000	
			<b>Total Equipment</b>	\$ -	\$ -	\$ -	\$ 24,000	\$ 105,000	\$ -
<b>Streets</b>	<b>Infrastructure</b>								
Streets	Financing for Private Sidewalk Improvements	Essential	General Fund Reserves	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000		
			<b>Total Infrastructure</b>	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ -	\$ -
			<b>TOTAL STREETS</b>	\$ 140,000	\$ 140,000	\$ 140,000	\$ 164,000	\$ 105,000	\$ -
<b>Streets</b>	<b>PROJECTS/INFORMATIONAL</b>								
Portion approved move above	Street Resurfacing and Rehabilitation, ADA Ramps	Essential	RTT (Page 39) & MSA	\$ 1,597,000	\$ 840,000	\$ 840,000	\$ 840,000		
Streets	Installation of ADA Compliant Ramps	Essential	Muni Street Aid (Page 35)	\$ 283,000	\$ 100,000	\$ 100,000	\$ 100,000		
Streets	Walnut Street Pedestrian Crossing (Landscaping)	Desirable	General Fund/Grant AARP (30K-35K)	\$ 10,000	\$ 250,000				
Streets	Fourth Street Flooding Infrastructure Repairs	Deferrable	General Fund			\$ 500,000			
Streets	NE Front Street Streetscape (TAP Project)	Essential	Economic Development Fund		\$ 350,000			\$ 300,000	
Streets	NW Front Street Streetscape (TAP Project)	Desirable	Economic Development Fund					\$ 50,000	\$ 300,000
Streets	N. Washington Street Streetscape	Desirable	General Fund				\$ 200,000		
Streets	SW Front Street Bridge Replacement	Essential	General Fund/CTF/Federal Bridge Grant				\$ 1,500,000		
Streets	Park Avenue/Denny Row Streetscape	Desirable	General Fund					\$ 300,000	
Streets	SW Front Street Streetscape	Desirable	General Fund					\$ 300,000	
Streets	Franklin Street Streetscape	Desirable	General Fund					\$ 100,000	
Streets	Maple Street Bridge Replacement	Essential	General Fund/Fed Bridge Program						\$ 3,000,000
			<b>STREETS INFORMATIONAL</b>	\$ 1,890,000	\$ 1,540,000	\$ 1,440,000	\$ 2,640,000	\$ 1,050,000	\$ 3,300,000
<b>Parking</b>	<b>PROJECTS/INFORMATIONAL</b>								
Parking	N. Walnut Street/NE Front Street Parking Lot Enhancements	Desirable	Economic Development		\$ 140,000				
Parking	Park Avenue Parking Lot Enhancements	Desirable	Economic Development				\$ 60,000		
Parking	SW Front Street Parking Lot Enhancements	Desirable	Economic Development					\$ 115,000	
			<b>PARKING INFORMATIONAL</b>	\$ -	\$ 140,000	\$ -	\$ 60,000	\$ 115,000	\$ -
<b>City Hall</b>	<b>Building</b>								
Parking	City Hall Parking Lot Enhancements	Desirable	O&M or General Fund Capital		\$ 30,000				
Facilities	Council Chambers Recording System Upgrade	Essential	General Fund Reserves	\$ 8,975					
Facilities	Monitors in Council Chambers	Desirable	General Fund Reserves	\$ 25,000					
Facilities	City Hall Video Monitoring System Replacement	Essential	General Fund Reserves	\$ 25,000					
Facilities	Basement Fit-Out	Essential	General Fund Reserves	\$ 75,800	\$ 218,295				
			<b>Total Building</b>	\$ 134,775	\$ 248,295	\$ -	\$ -	\$ -	\$ -
			<b>TOTAL CITY HALL</b>	\$ 134,775	\$ 248,295	\$ -	\$ -	\$ -	\$ -
<b>Information Technology</b>	<b>Equipment</b>								
Information Technology	Agenda Packet Viewing Software	Desirable	General Fund Reserves	\$ 5,000					
Information Technology	ERP Study; Replace Navilene Software System	Essential	General Fund		\$ 75,000	\$ 500,000			
Information Technology	Server Refresh (3 @ 9,000) & Cisco Backbone Spare (3,000)	Essential	General Fund		\$ 30,000		\$ 30,000		
Information Technology	Server Refresh (3 @ 9,000) & Cisco Backbone Spare (3,000)	Essential	General Fund			\$ 30,000			
Information Technology	Server Refresh (3 @ 9,000) & Firewall Boxes (4 @ 5,500)	Essential	General Fund	\$ -				\$ 49,000	\$ 49,000
			<b>Total Equipment</b>	\$ 5,000	\$ 105,000	\$ 530,000	\$ 30,000	\$ 49,000	\$ 49,000
<b>Information Technology</b>	<b>Vehicles</b>								
Information Technology	Replace 2006 Dodge Stratus (M-2)	Essential	General Fund		\$ 32,000				
			<b>Total Vehicles</b>	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -
			<b>TOTAL INFORMATION TECHNOLOGY</b>	\$ 5,000	\$ 137,000	\$ 530,000	\$ 30,000	\$ 49,000	\$ 49,000

City of Milford  
Capital Improvement Plan FY21-25  
1st Draft 4/9/2020

Department	Project	Dept Priority	Potential Funding Source	FY19-20 Approved	2021	2022	2023	2024	2025
<b>Parks &amp; Recreation</b>	<b>Equipment</b>								
Parks & Recreation	Ventrac Tractor Attachments (V-Blade, Broom)	Desirable	General Fund Reserves	\$ 15,000					
Parks & Recreation	Kubota B series Tractor	Desirable	General Fund Reserves	\$ 25,000					
Parks & Recreation	Portable lighting (3) for Soccer fields	Essential	General Fund Reserves	\$ 24,200					
Parks & Recreation	Kruger 16' Tandem Axle Trailer (Replace PR-21)	Essential	General Fund		\$ 6,000				
Parks & Recreation	Kubota Zero Turn Mower (PR-36)	Essential	General Fund		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Parks & Recreation	Ventrac Tractor with Mulching Mower	Desirable	General Fund			\$ 30,000			
Parks & Recreation	Replacement 4x2 Gator	Desirable	General Fund			\$ 15,000	\$ 15,000		
			<b>Total Equipment</b>	\$ 64,200	\$ 21,000	\$ 60,000	\$ 30,000	\$ 15,000	\$ 15,000
<b>Parks &amp; Recreation</b>	<b>Vehicles</b>								
Parks & Recreation	Replace 1/2 Ton Pickup (PR-1)	Essential	General Fund		\$ 30,000				
Parks & Recreation	Replacement Ford F-350 Dual Cab Dump Truck	Essential	General Fund		\$ 50,000	\$ 50,000			
Parks & Recreation	Additional 1/2 Ton Pickup	Desirable	General Fund			\$ 30,000			
			<b>Total Vehicles</b>	\$ -	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -
<b>Parks &amp; Recreation</b>	<b>Building</b>								
Parks & Recreation	Armory Renovations for Workshop	Essential	General Fund Reserves	\$ 25,000					
Parks & Recreation	Armory Fiber Optic switches	Desirable	General Fund		\$ 16,000				
Parks & Recreation	Replacement HVAC unit at P&R	Desirable	General Fund		\$ 10,000	\$ 20,000			
Parks & Recreation	Fiber optic replacement switch P&R office	Essential	General Fund		\$ 6,000	\$ 6,000	\$ 6,000		
Parks & Recreation	Automatic gates and security cameras at Armory	Desirable	General Fund			\$ 20,000			
Parks & Recreation	Pole Barn for Storage at Armory	Desirable	General Fund			\$ 50,000			
			<b>Total Building</b>	\$ 25,000	\$ 32,000	\$ 96,000	\$ 6,000	\$ -	\$ -
<b>Parks &amp; Recreation</b>	<b>Parks</b>								
Parks & Recreation	Riverwalk and Pedestrian Bridge Decking Painting	Essential	General Fund Reserves	\$ 15,000					
Parks & Recreation	Amory paving	Essential	General Fund Reserves	\$ 10,000					
Parks & Recreation	S Washington and SE Front Basketball Court Repairs	Desirable	General Fund/General Fund Reserves	\$ 75,000	\$ 30,000				
Parks & Recreation	Repaving of Parks and Recreation Parking Lot	Deferrable	General Fund/General Fund Reserves	\$ 45,000	\$ 15,000				
Parks & Recreation	Goat Island Pedestrian bridge board replacement project	Desirable	General Fund		\$ 36,000				
Parks & Recreation	Painting of Riverwalk handrails	Essential	General Fund		\$ 25,000				
Parks & Recreation	Replace Riverwalk railing system with Lighting project	Essential	General Fund		\$ 100,000				
Parks & Recreation	Sign at Marvel Square	Desirable	General Fund		\$ 6,500				
Parks & Recreation	Riverwalk exposed concrete remove and replace	Essential	General Fund		\$ 20,000	\$ 20,000	\$ 20,000		
			<b>Total Parks</b>	\$ 145,000	\$ 232,500	\$ 20,000	\$ 20,000	\$ -	\$ -
			<b>TOTAL PARKS &amp; RECREATION</b>	\$ 234,200	\$ 365,500	\$ 256,000	\$ 56,000	\$ 15,000	\$ 15,000
<b>Parks &amp; Recreation</b>	<b>PROJECTS/INFORMATIONAL</b>								
Parks & Recreation	Downtown Playground	Desirable	State Grants/Private Donations		\$ 150,000				
Parks & Recreation	Riverwalk Extension	Deferrable	General Fund/State Grants/Private Donations		\$ 474,000				
Parks & Recreation	Redevelopment of Bicentennial Park	Deferrable	General Fund			\$ 100,000			
Parks & Recreation	Redevelopment of Farmers Market Park Area	Desirable	General Fund			\$ 100,000			
Parks & Recreation	Splash Pad	Desirable	State Grants/Private Donations			\$ 150,000			
Parks & Recreation	Mispillion River Living Shoreline	Desirable	DNREC Water Quality Grant			\$ 80,000			
Parks & Recreation	Marvel Square Redevelopment/outdoor skating track	Desirable	General Fund			\$ 100,000			
Parks & Recreation	Pickleball Courts	Desirable	General Fund			\$ 150,000			
Parks & Recreation	Public Restrooms	Desirable	General Fund				\$ 100,000		
Parks & Recreation	Construct Recreation/Community Center @ Marvel Square	Desirable	General Fund				\$ 2,000,000		
Parks & Recreation	Additional Recreational Court	Desirable	General Fund/Private Donations					\$ 75,000	
			<b>PARKS &amp; REC INFORMATIONAL</b>	\$ -	\$ 624,000	\$ 680,000	\$ 2,100,000	\$ 75,000	\$ -
<b>Planning</b>	<b>Equipment</b>								
Various	GIS Server Replacement (2 @ \$25,000)	Essential	General/Electric/Water/Sewer				\$ 50,000		
			<b>Total Equipment</b>	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
<b>Planning</b>	<b>Vehicles</b>								
Planning	Replace 2008 Dodge Durango (M-2) 2021	Essential	General Fund Reserves		\$ 32,000				
			<b>Total Vehicles</b>	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -
			<b>TOTAL PLANNING</b>	\$ -	\$ 32,000	\$ -	\$ 50,000	\$ -	\$ -

City of Milford  
Capital Improvement Plan FY21-25  
1st Draft 4/9/2020

Department	Project	Dept Priority	Potential Funding Source	FY19-20 Approved	2021	2022	2023	2024	2025
<b>Planning</b>	<b>INFORMATIONAL</b>								
Planning	Open Space Acquisition	Desirable	TBD		\$ 200,000	\$ 200,000	\$ 200,000		
			<b>PLANNING INFORMATIONAL</b>	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -
<b>Police</b>	<b>Equipment</b>								
Police	Records Management Conversion-Integrate into state system	Essential	Move to O&M Budget		\$ 145,000				
			<b>Total Equipment</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Police</b>	<b>Vehicles</b>								
Police	Police Vehicles (2 per year)	Essential	General Fund/General Fund Reserves	\$ -	\$ 105,700	\$ 108,400	\$ 111,100	\$ 113,800	\$ 116,500
			<b>Total Vehicles</b>	\$ -	\$ 105,700	\$ 108,400	\$ 111,100	\$ 113,800	\$ 116,500
			<b>TOTAL POLICE</b>	\$ -	\$ 250,700	\$ 108,400	\$ 111,100	\$ 113,800	\$ 116,500
<b>Police</b>	<b>PROJECTS/INFORMATIONAL</b>								
Police	Police Station (Design/Engineering/Geotech)	Essential	TBD			TBD			
	<b>TOTALS (excluding informational items listed above)</b>			<b>FY19-20 Approved</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
	Electric			\$ 1,000,000	\$ 679,000	\$ 405,000	\$ 990,000	\$ 960,000	\$ 1,260,000
	Water			\$ 1,671,400	\$ 95,000	\$ 130,000	\$ 165,000	\$ -	\$ 60,000
	Sewer			\$ 285,000	\$ -	\$ 25,000	\$ 75,000	\$ 45,000	\$ -
	Solid Waste			\$ 366,200	\$ 90,000	\$ -	\$ 360,000	\$ -	\$ 295,000
	<b>TOTAL ENTERPRISE FUNDS</b>			<b>\$ 3,322,600</b>	<b>\$ 864,000</b>	<b>\$ 560,000</b>	<b>\$ 1,590,000</b>	<b>\$ 1,005,000</b>	<b>\$ 1,615,000</b>
	Customer Service			\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Fleet Services (Garage)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Technical Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Public Works			\$ 160,395	\$ 264,773	\$ 518,000	\$ 850,000	\$ 1,302,200	\$ -
	<b>TOTAL INTERSERVICE FUNDS</b>			<b>\$ 160,395</b>	<b>\$ 314,773</b>	<b>\$ 518,000</b>	<b>\$ 850,000</b>	<b>\$ 1,302,200</b>	<b>\$ -</b>
	Streets			\$ 140,000	\$ 140,000	\$ 140,000	\$ 164,000	\$ 105,000	\$ -
	City Hall			\$ 134,775	\$ 248,295	\$ -	\$ -	\$ -	\$ -
	Information Technology			\$ 5,000	\$ 137,000	\$ 530,000	\$ 30,000	\$ 49,000	\$ 49,000
	Parks & Recreation			\$ 234,200	\$ 365,500	\$ 256,000	\$ 56,000	\$ 15,000	\$ 15,000
	Planning			\$ -	\$ 32,000	\$ -	\$ 50,000	\$ -	\$ -
	Police			\$ -	\$ 250,700	\$ 108,400	\$ 111,100	\$ 113,800	\$ 116,500
	<b>TOTAL GENERAL FUND</b>			<b>\$ 513,975</b>	<b>\$ 1,173,495</b>	<b>\$ 1,034,400</b>	<b>\$ 411,100</b>	<b>\$ 282,800</b>	<b>\$ 180,500</b>
	<b>TOTAL ALL FUNDS - Funding Source TBD</b>			<b>\$ 3,996,970</b>	<b>\$ 2,352,268</b>	<b>\$ 2,112,400</b>	<b>\$ 2,851,100</b>	<b>\$ 2,590,000</b>	<b>\$ 1,795,500</b>