

# City of Milford



## CITY COUNCIL AGENDA

**Monday, June 8, 2020**

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

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

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 by accessing the following link:  
<https://global.gotomeeting.com/join/216948005>

Members of the public may also dial in by phone using the following number:  
Phone Number: +1 (872) 240-3412 Access Code: 216-948-005

*Public Comments may be submitted on items on the agenda referenced with a ® 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.*

Call to Order - Mayor Archie Campbell

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

Status/City Funding/2020 Canceled Ladybug Festival

Adoption/Resolution 2020-19/City of Milford Fiscal Year 2020-2021 Budget & Capital Program ®

New Business

Bid Award/NW NE Front Street Sewer Line Rehabilitation Project  
Appointment/City of Milford Planning Commissioner  
Status/Milford Aquarium/William Pilecki  
Introduction of Ordinances:

**ORDINANCE 2020-15**  
Code of the City of Milford  
Part I-Administrative Legislation  
Chapter 55-Personnel

**ORDINANCE 2020-16**  
Wright Mortuary on behalf of Congregation of the Most High Yahvey Inc  
Conditional Use to allow an Undertaker on 0.94 +/- acres in a C2 Zoning District.  
Property is located at 9 SE Second Street, Milford, Delaware.  
Present Use: Church; Proposed Use: Undertaker.  
Tax Map: 3-30-6.20-041.00

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

Personnel Matter  
Personnel Matter  
Personnel Matter  
Legal Matter\*

Adjournment

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

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

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

041420 052620 052720 052920

\*060520 Added by City Solicitor/Matters of Concern  
060820 Removed New Business Item

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
April 27, 2020

The City Council of the City of Milford convened their regular meeting by way of a video conferencing website on Monday, April 27, 2020. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilpersons Daniel Marabello, Mike Boyle, Lisa Peel, 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: City Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public meetings and gatherings until further notice. See April 13, 2020 Council Meeting Agenda for additional information.

#### CALLED TO ORDER

The Meeting was called to order at 7:19 p.m.

#### INVOCATION

The invocation was given by Councilmember Wilson.

#### PUBLIC HEARINGS

*Ordinance 2020-09  
Code of The City of Milford  
Part I-Administrative Legislation  
Chapter 55-Personnel*

Mayor Campbell introduced Ordinance 2020-09.

Interim City Manager Whitfield recalled the previous discussions regarding the amendment to the Personnel Code relating to tuition reimbursement that City Council favored moving forward.

Councilman Boyle requested the annual reimbursement limit of \$5,250 per employee. He asked how this would be budgeted and whether there would be a cap placed on it or will it be left open for anyone that qualifies. Councilman James recalled this being discussed during HR's presentation and believes the numbers were based on other municipalities.

Interim City Manager Whitfield confirmed that will be handled by each division/department's budget and will be added to the training line item. There would be a limit citywide, which will be included as part of the budget. Councilmember Peel recalled that would be coordinated with each employee's evaluation to identify goals. In that manner, each department know what was needed to accomplish the goals and would be included in the budget based on those recommendations.

Mayor Campbell asked if anyone from the public wished to comment. No one responded. In addition, the agenda directed anyone who wished to comment to email [cityclerk@milford-de.gov](mailto:cityclerk@milford-de.gov). She verified that no comments were received.

Councilmember James moved to adopt the following ordinance, seconded by Councilmember Wilson:

**ORDINANCE 2020-09**  
**CODE OF THE CITY OF MILFORD**  
**PART I-ADMINISTRATIVE LEGISLATION**  
**CHAPTER 55-PERSONNEL**

WHEREAS, Chapter 55 of the City of Milford Code governs personnel policies for all City of Milford employees; and

WHEREAS, the Chapter is intended to inform employees with important information about the City's rules, policies, practices, and procedures, as well as educated them on their own privileges and responsibilities; and

WHEREAS, the City of Milford encourages our employees to explore opportunities for personal and professional development including degree programs at accredited institutions of higher learning; and

WHEREAS; tuition reimbursement is designed to help employees pay for eligible expenses related to pursuing an undergraduate and/or graduate degree.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

Section 1. The following text is hereby amended by adding a new Section 7.14, as set forth below:

**SECTION 7 - EMPLOYEE BENEFITS**

**7.14 TUITION REIMBURSEMENT**

**Regular full-time employees are eligible for tuition reimbursement after completing six (6) months of full-time employment with the City.**

**The employee must be enrolled in an approved degree program that is related to the current job position held or must be appropriate for preparation for another position within the City. Courses are only eligible for reimbursement if they are required as part of the curriculum for the approved degree the employee is pursuing. Undergraduate and Graduate degrees are eligible, however law degrees, medical degrees, doctorate degrees, or PhDs are not eligible. The immediate supervisor, Department Director, and the City Manager will determine whether the course and/or degree program is eligible for tuition reimbursement.**

**Police officers shall apply for any financial grants from the Delaware Criminal Council Tuition Program available throughout the State at the same time as applying for the City program. If the Delaware Criminal Council Tuition Program is discontinued, then this provision will be void. The officer shall only be responsible to reimburse funds received through the City's program. A partial payment from the Delaware Criminal Tuition Program does not preclude an officer from asking for the balance of the total amount as long as the course/and or degree program meets the eligibility requirements of this policy.**

**Eligible expenses include:**

- **Tuition**
- **Books**
- **Mandatory non-refundable fees, such as registration, admission, matriculation, activity fees, and lab/shop fees.**

**Expenses not covered include, but are not limited to:**

- **Deferment fees or installment plan charges**
- **Late fees**
- **Transcript fees**
- **Entrance exams**
- **Test preparation fees or courses**
- **Graduation or diploma fees**

- Parking
- Athletic fees
- Health fees

The employee must submit an unofficial transcript showing successful completion of each course. A successful completion is earning a C/equivalent or better in a course. The employee must also submit an itemized invoice of tuition and fees, and proof of payment. At the completion of the degree program, an official transcript must be submitted.

The annual reimbursement limit for tuition is \$5,250 per employee and may be subject to change based on IRS regulations. Taxation of employer provided tuition assistance is governed by the IRS tax code, Section 127. Reimbursements will be counted towards the annual limit based on the year in which the reimbursement is paid. Funds for tuition reimbursement do not carry over from year to year.

The employee must remain employed with the City for one year following the completion of the degree program.

The employee will be required to reimburse the City if they elect to voluntarily terminate their employment before the one-year anniversary of the completion of the degree program. The City may retain all unpaid earnings, accrued vacation, sick, and holiday time, or any other pay towards the satisfaction of the repayment obligation.

A temporary, flexible work schedule may be approved for an employee to attend courses. The flexible work schedule, whether only for a particular day or week, must be arranged in advance and the employee and supervisor must mutually agree upon the schedule and then obtain the written approval of the Department Director. At all times, normal business hours as well as the operational needs of the department must be maintained.

Section 2. Dates.

City Council Introduction: March 9, 2020

City Council Public Hearing: March 23, 2020

Effective: April 2, 2020

Motion carried.

RECOGNITION

*Proclamation 2020-06/Municipal Clerks Week*

Interim City Manager Whitfield read the following proclamation into record:

*PROCLAMATION 2020-06  
Municipal Clerks Week*

*Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and*

*Whereas, The Office of the Municipal Clerk is the oldest among public servants; and*

*Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other level; and*

*Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

*Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and*

*Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.*

*Now, Therefore, I, Arthur J. Campbell, Mayor of the City of Milford, do recognize the week of May 3 through May 9, 2020 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk Teresa Hudson and Deputy Municipal Clerk Christine Crouch and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.*

Ms. Hudson thanked the City for the recognition.

## COMMUNICATIONS & CORRESPONDENCE

### *Fourth Ward*

Councilman James expressed concern on behalf of his constituents regarding the uptick in cases in the Milford community. They had asked if there was any direction from the City to assist with this situation.

Mayor Campbell provided an update of what was occurring in the Milford area at the Perdue Plant as well as the Genesis Care Facility. Several precautionary measures are in place and guidelines are currently being updated in an effort to slow the spread of this virus down.

A new community testing site has been added at the State Service Center in the Riverwalk Shopping Center for the convenience of Milford residents. Chief Brown emphasized that the testing is only available to Perdue and their families.

Mayor Campbell then talked about Chief Brown asking s local daycare to provide get well cards to Generis residents.

He also shared that Chief Brown and his officers have spent some significant time dealing with COVID-19 patients who were placed in area hotels by the State. However, the situation has gotten better.

A conversation followed about a number of concerns relating to some Milford churches who are continuing to hold services. Chief Brown said he will be happy to contact any of the churches in violation of this order, particularly if there it involves more than ten people. He confirmed Milford Police are tasked with enforcing the Declaration of Emergency and when it is brought to their attention, they will continue to address it.

It was agreed that the scope of the City's involvement is very important and should be communicated to our residents.

Mr. Whitfield plans to put together an update of what the City has been done and plans as we move forward, considering the amount of time involved with conference and telephone calls.

## UNFINISHED BUSINESS

None to discuss.

## NEW BUSINESS

*Introduction/Ordinance 2020-13/City Code/Appendix B/Electric Rules & Regulations  
/Eliminates Summer/Winter Electric Rates/Adds Agricultural Classification*

Interim City Manager Whitfield introduced the following ordinance related to the reduced electric rates discussed during the earlier workshop with UFS.

## **ORDINANCE 2020-13**

CODE OF THE CITY OF MILFORD  
PART II-GENERAL LEGISLATION  
APPENDIX B ELECTRIC RULES AND REGULATIONS

WHEREAS, the purpose of Appendix B of the Code of the City of Milford is to establish Rules and Regulations for the distribution and delivery of electric service to the City of Milford's electric system; and

WHEREAS, Appendix B, accompanied by the Tariff, provides the charges and rates for electric services; and

WHEREAS, the City's Electric Division has completed an electric rate and cost of service study through the consulting firm of Utility Financial Solutions, LLC, who is recommending electric rate adjustments for City Council's consideration; and

WHEREAS, the last comprehensive electric rate adjustments, taking into account cost of service and cost of power, were adopted by City Council on May 8, 2017 and became effective June 1, 2017; and

WHEREAS, City Council has studied the consultant's proposed adjustments and amendments, and considered the City's electric funds and public comments, and thereby desires to amend the monthly facility charge, adopt reduced electric rates and remove any variations created by seasonal provisions.

Now, Therefore, Be It Resolved by the City of Milford that:

Section 1.

Section 24 – FEES, CLASSIFICATIONS AND SCHEDULES are hereby amended by adjusting electric rates indicated by inserting language shown as bold and underlined and removing language indicated by strikethrough as shown in the public notice included in the packet.

Dates.

City Council Introduction: April 27, 2020

City Council Public Hearing: May 11, 2020

Effective: May 21, 2020

*Introduction/Ordinance 2020-14/Chapter 26/Carlisle Fire Co Enhancement Funds/Adds Process*

Interim City Manager Whitfield introduced Ordinance 2020-14 and during discussions about the funding agreement, they had requested a written procedure be added outlining how they request and receive funds from the City.

ORDINANCE NO. 2020-14  
AN ORDINANCE AMENDING  
THE CODIFIED ORDINANCES OF THE  
CITY OF MILFORD, PART I ADMINISTRATIVE LEGISLATION  
CHAPTER 26 – ENHANCEMENT FEES

WHEREAS, in 2004, the City of Milford ("City") adopted an ordinance as a means of collecting alternative funds for the Carlisle Fire Company;

WHEREAS, City Council authorized surcharges, to be paid and collected by the City on all building permit fees for new construction projects, expansion projects or other building projects that increase building size;

WHEREAS on May 28, 2019, the Code of the City of Milford was amended by adding a new Chapter 26, entitled Enhancement Funds; and

WHEREAS, it is appropriate that from time to time an update is required to ensure that efficient procedures are being used and followed which will be in the best interest of the Carlisle Fire Company and the City.

NOW, THEREFORE, the City of Milford hereby Resolves, the following procedures be established for the award and payment of the Carlisle Fire Company Enhancement Fee:

Section 1.

§26-2 Rates, Paragraph A(1), is hereby amended by adding new subparagraphs to be referenced as §26-2(A)(1)(a), §26- 2(A)(1)(b) and §26-2(A)(1)(c).

Section 2.

§26-2 is hereby amended by adding language shown in bold and underlined.

§ 26-2. - Rates.

- Carlisle Fire Company Equipment and Facilities:
  - City Council may award to the Carlisle Volunteer Fire Company grants for equipment purchases and facility improvements, which shall be in addition to any other payments provided by the City.
  - **Carlisle Fire Company shall identify the amount and need for the grant by written request to the City Manager.**
  - **In accordance with Delaware's Freedom of Information Act, the request will be placed on the next permitted City Council agenda.**
  - **Upon a favorable determination by City Council, the funds will be dispersed within sixty days of the date of approval.**

Dates:

City Council Introduction: 04/27/2020

Scheduled Adoption: 05/11/2020

Ordinance 2020-14 becomes effective on the tenth day following its adoption.

*Funding Authorization/Tenth Street Well Project/Drilling of Two Test Wells*

Mr. Whitfield provided a synopsis of what is needed and was discussed during the previous Capital Improvement Plan.

City Engineer James Puddicombe continued by recalling the recommendation to abandon the two wells in the City used for water production - Well #1 (on Washington Street across from the library) and Well #16 (at the Southeast Tower site).

Well #1 is the oldest well in the City (1930's vintage) and has had problems with sand and grit being pulled into the system due to the deterioration of screens at the bottom. Well #16 is a very low production well with high iron and manganese.

To replace these wells, staff is recommending a new well be drilled at the Tenth Street facility (east of Route 1), and a second well to serve the southeast part of the City, at a site yet to be determined.

We have received a quote from A.C. Schultes of Delaware Inc. for the drilling and testing of a 4" test well to a depth of 450'. The following is a breakdown of expected costs for the drilling of two test wells.

- Secure permit, drill, and test two new wells at a cost of \$28,000 each for a total of \$56,000.
- Clear or otherwise improve site locations to allow for well drilling at a cost of \$2,500 each for a total of \$5,000
- Additional engineering monitoring or assistance for the test wells at \$5,000 per well for a total of \$10,000
- A contingency in the amount of \$9,000 to cover any field changes needed.

Councilmember Marabello moved to authorize the allocation of \$80,000 from reserves for the drilling of test wells at the Tenth Street facility and at a location to be determined, seconded by Councilmember Boyle. Motion carried.

*Authorization/Change Order/2019 Road Rehabilitation Project A/Contract 2020-ST-002*

City Engineer Puddicombe talked about the 2019 Road Project and when work was done on Roosa Road, Masten Circle, and SE Fifth Street, significant roadway base and subbase issues were found that resulted in a need for field changes to the construction process:

- 1) Two areas on SE Fifth Street where base was not present. These areas measured 300' x 10' and 30' x 3'.
- 2) The area on Masten Circle in front of the Verizon truck access had significant degradation to the base resulting from heavy truck traffic in the area coming off of Route 14.
- 3) Roosa Road had dirt showing through in some areas where subbase should have been present.

In order to ensure that the new roads maintained a useful life that would make the project viable, we performed repairs in these areas as follows:

- 1) On SE Fifth Street the 300' x 10' section had a wedge of asphalt placed to repair the subbase and base portions. The area of 30' x 3' had an increased top coat placed to reduce concerns with longevity. The 30' x 3' area was found to have been properly compacted and was not moving under load, further examination of this area showed it had been compacted with an adequate fill material. For this reason, we were able to increase the top coat to 2.5" instead of 2" and resolve the problem.
- 2) On Masten Circle the heavy truck traffic had worn down the base and subbase to a point that the area needed to be replaced with 6" patching.
- 3) On Roosa Road the asphalt top was increased to 2.5" as the areas showing through showed no movement under load and long-term impacts should be minimal.

Contract amounts were exceeded for 6" Hot Mix Patching at 388.6% of budget, Type C at 106.11% of budget, and Stop Bars at 150% of budget. These increased amounts were offset through using none of the 12" Hot Mix Patch and none of the Undercut. In addition, we reduced the amount of external engineering support which was budgeted under separate contract for \$10,000 to around \$2,500.

Council approved \$206,643 for the project however the contracted amount was for \$221,643, which included a contingency of \$15,000 for roadway base repairs. Not including the contingency funds, we are overbudget by \$29,970.43 having spent \$236,613. In order to limit overages in the future we will be performing core samples prior to performing road repairs which should give us a good indication of base and subbase conditions.

Councilmember Boyle moved to authorize an additional \$29,970.43 be paid from Municipal Street Aid until depleted, and any remaining invoices be paid from the Real Estate Transfer Tax. This is needed to pay for the change to Contract 2020-ST-002, increasing the total to \$236,613.43, seconded by Councilmember James. Motion carried.

#### *Authorization/City of Milford 2021-2025 Capital Improvement Plan*

Interim City Manager Whitfield pointed out this was the Capital Improvement Plan for 2021-2025 presented to Council by multiple employees that participated at the April 13<sup>th</sup> meeting. 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.

There being no recommendations to any changes, Mr. Whitfield is asking Council to adopt the 2021-2025 Capital Improvements Plan as was presented.

Councilmember Boyle moved to adopt the 2021-2025 Capital Improvements Plan for the City of Milford, seconded by Councilmember Peel. Motion carried with no one opposed.

#### *Reappointment/Board of Elections/Annual Election*

City Clerk Hudson asked that City Council reappoint the Board of Elections, from those members originally approved for the April 25<sup>th</sup> election. That date was a conflict due to the Head Judge/Inspector being out of town. With that the most recent change to June 13<sup>th</sup>, she is now available.

She is asking that the board be reappointed with the inclusion of Karen Boone and removal of Carlene Wilson, who will participate in another fashion, seconded by Councilmember Katrina Wilson. Motion carried.

#### EXECUTIVE SESSION

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

*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*

Motion carried.

Mayor Campbell recessed the Council Meeting at 7:57 p.m. for the purposes as are permitted by the Delaware Freedom of Information Act.

#### *Return to Open Session*

Council returned to Open Session at 9:00 p.m.

#### *Employment Contract*

Councilmember Boyle moved to appoint Mark Whitfield from his Interim City Manager position to Milford's City Manager effective May 1, 2020, seconded by Councilmember James. Motion carried with no one opposed.

Councilmember Culotta moved to enter into a contract with Mr. Whitfield as City Manager, as discussed in Executive Session, subject to the amendment, Section 10(b) regarding severance as follows:

If the employee is terminated as City Manager prior to July 31, 2021, the employee shall be retained as a City employee in an administrative capacity to be determined, until at least July 31, 2021. If employee is terminated as City Manager after July 31, 2021, employee shall be entitled to severance pay at the then current rate of salary, for a six-month period, or until April 30, 2022, whichever is the shorter time frame.

Motion seconded by Councilmember James. Motion carried with no one opposed.

#### *Funding Authorization/Legal Action Settlement*

Councilmember Boyle moved to authorize \$70,000 be transferred from General Fund Reserves to Legal Expenses to cover the costs of the legal settlement discussed in executive session, seconded by Councilmember James. Motion carried with no one opposed.

No action required on additional items.

#### ADJOURNMENT

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

The Council Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
May 11, 2020

The City Council of the City of Milford convened their regular meeting by way of a video conferencing website on Monday, May 11, 2020. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public meetings and gatherings until further notice. See April 13, 2020 Council Meeting Agenda and Packet for additional information.

#### CALLED TO ORDER

Mayor Campbell called the meeting to order at 7:01 p.m.

#### INVOCATION AND PLEDGE

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

#### APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the April 13, 2020 Council Meeting and April 27, 2020 Workshop. With the contingency a name be corrected, a motion made to approve by Councilmember Boyle, seconded by Councilmember Brooks. Motion carried.

#### RECOGNITION

*Proclamation 2020-07/National Public Works Week*

Mayor Campbell acknowledged the following proclamation for National Public Works Week:

PROCLAMATION 2020-07  
National Public Works Week  
May 17 – 23, 2020

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

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

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

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, BE IT RESOLVED that, I, Arthur J. Campbell, Mayor of the City of Milford, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 11<sup>th</sup> day of May 2020.

*Proclamation 2020-08/Do Something Good for Your Neighbor Day*

A request was received by Mayor Campbell to proclaim Do Something Good for Your Neighbor Day for the first time in Milford history:

PROCLAMATION 2020-08  
Do Something Good for Your Neighbor Day  
May 16, 2020

WHEREAS, In Atlanta, Georgia, Starr Valentino started the grassroots movement “National Do Something Good for Your Neighbor Day” in 2009 by reaching out to Mayors across the United States as a way to show that even the smallest acts of kindness can make your neighbors' days;

WHEREAS, This Awareness Day was recognized by NationalCalendarDay.com in 2018 and today is celebrated in more than 2,500 cities, towns, and villages across America, Canada and throughout North America; and

WHEREAS, National Do Something Good for Your Neighbor Days provides an opportunity to show your neighbors just how much they mean to you.

NOW, THEREFORE, BE IT RESOLVED that, I, Arthur J. Campbell, Mayor of the City of Milford, do hereby designate May 16, 2020 as “National Do Something Good for your Neighbor Day” in the City of Milford and urge all residents to join in this endeavor to spread neighborly love, especially this year, when our Country and Communities desperately need some encouragement in spreading love and kindness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Milford to be affixed hereto this 11<sup>th</sup> day of May 2020.

MONTHLY POLICE REPORT

Councilmember Wilson presented the report on behalf of Chief Brown.

Chief Brown explained that he still has no numbers because his staff does not have access to the information from their homes.

Councilmember Brooks said the officers are doing a good job at the high school.

Councilmember Wilson moved to accept the report, seconded by Councilmember Morrow. Motion carried.

MONTHLY CITY MANAGER REPORT

City Manager Mark Whitfield referenced the report, noting that the City staff continues to be very busy with Covid-19 related issues, in addition to their normal duties.

Councilmember Boyle moved to accept the City Manager Report, seconded by Councilmember Brooks. Motion carried.

#### MONTHLY CITY FINANCE REPORT

Finance Chairman James reviewed the March report and the various expense and reserve accounts.

Finance Chairman James moved to accept the March 2020 report, seconded by Councilmember Boyle. Motion carried.

#### COMMITTEE & WARD REPORTS

None to report.

#### COMMUNICATIONS & CORRESPONDENCE

##### *Covid-19 Issues*

Council discussed the issues associated with Covid-19 and the impact on our residents, as well as the City's finances.

Mr. Whitfield reported that a letter will be prepared and sent to our utility customers, reminding them that when the Emergency Declaration is lifted, there will be a need for our customers to make their accounts current. Disconnections have been on hold and late fees waived since March and there is concern that many customers will have difficulty catching up.

Council agreed that there was no need to review the letter and that Mr. Whitfield and the Customer Service staff can proceed with the letter that will be mailed in hopes of encouraging customers to begin making some sort of payment on their accounts.

He will keep Council informed of the progress.

#### NEW BUSINESS

##### *Introduction/Ordinance 2020-17/De-Annexation/ Lynch, Paynter A. & Joyce E./MD-16-173.00-01-02.01*

The following request was received by the Planning Department on November 9, 2019:

*We are requesting that our property referenced on tax map ID 5-16-17300-01-0201-00001 Be De-Annexed from the City of Milford. When we purchased the above parcel we were ensured this would be added to our existing parcel to make 1 continuing property however this portion of our purchase was not completed by the City of Milford at time of purchase, it is our intent to request the above aforementioned De-annexation to be finalized into 1 continuing parcel. Please advise us of any other needed steps to complete this process.*

*Thank You in Advance for Your attention to this matter, your assistance is greatly appreciated.*

*Respectfully,*

*Paynter A Lynch & Joyce E Lynch*

*60 New Hope Drive*

*Milford DE 19963*

Mayor Campbell introduced the following ordinance:

City of Milford  
Ordinance 2020-17  
De-annexation of Property from the City of Milford Corporate Limits  
Tuesday, May 26, 2020 at 7:00 p.m.

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by removing One (1) +/- Acre of Real Property identified as Tax Map MD-16-173.00-01-02.01.

The City of Milford has received a request from Legal Owners Paynter A Lynch and Joyce E Lynch to remove or “de-annex” the following property (hereinafter referred to as “the subject property”) from the limits of the City of Milford, for the purpose of making this portion of their land into one continuous territory, completely excluded from the City of Milford, and owned by Paynter A Lynch and Joyce E Lynch, and located in the unincorporated area of Kent County in the State of Delaware:

ALL THAT piece, parcel and lot of land, lying and being situate in the City of Milford, Kent County, and the State of Delaware, being depicted on a survey prepared by Davis, Bowen & Friedel, Inc., dated January 2001, fronting on the southerly right-of-way line of Private Road No. 2, adjoining lands now or formally of Brett Elliott, being more particularly described as follows, to wit:

BEGINNING at an iron rod and cap set on line for Lot 12 in the subdivision known as Hollywood Acres, as filed with the office of the Recorder of Deeds, at Dover, Delaware in Plot Book 4 at page 21, and being the southwesterly corner for lands of Brett Elliott, distance South 02 degrees 29 minutes 20 seconds West 15.22 feet from a concrete monument found on the southerly right-of-way line of the easterly terminus of Private Road No. 2; thence proceeding with said Elliott lands, and lands of the City of Milford South 87 degrees 04 minutes 10 seconds East 220.54 feet to a point; thence continuing with said City lands the following two (2) courses and distances: (1) South 02 degrees 49 minutes 41 seconds West, 197.76 feet; and (2) North 87 degrees 07 minutes 56 seconds West 221.36 feet to a point on the line for Lot 10 in the above referenced subdivision; thence finally, running with Lot 10 and Lot 12 North 03 degrees 03 minutes 55 seconds East 198.01 feet to the place of beginning, containing 1.004 acres of land, more or less.

WHEREAS, the City of Milford has reviewed and considered the request to de-annex and exclude subject property belonging to Paynter A Lynch and Joyce E Lynch;

WHEREAS, the City Council of the City of Milford has the authority to de-annex property and exclude property from its boundaries that complies with Section 1.05 of the Charter of the City of Milford and Title 22 of the Delaware State Code; and

WHEREAS, a notice of this Ordinance to de-annex the subject property was published in the Milford Beacon announcing that public comments would be accepted at the City Council Meeting on May 26, 2020.

NOW THEREFORE, BE IT RESOLVED by the City of Milford, that by majority vote, City Council hereby orders the subject parcel, as described herein, be subsequently de-annexed and excluded from the Official Zoning Map and the Corporate Limits of the City of Milford, effective ten days following its adoption.

This will certify that this is a true and correct copy of the Ordinance duly adopted by the City Council of the City of Milford at a regularly scheduled meeting on the 26<sup>th</sup> day of May 2020.

The ordinance is scheduled for public comments at the May 26<sup>th</sup> Council Meeting, after which a final determination will be made.

#### UNFINISHED BUSINESS

*Adoption/Ordinance 2020-13/City Code/Appendix B/Electric Rules & Regulations/Updates Classification Rates & Eliminates Winter Electric Rates & Adds Agricultural Rates*

A quick synopsis of the ordinance was then provided. Mr. Whitfield referred to the cost of service study and the recommendations by UFS that were incorporated into the amended ordinance.

No one from the public spoke, after Mayor Campbell opened the floor. The floor was then closed.

Councilmember Peel moved to adopt Ordinance 2020-13, seconded by Councilmember Culotta:

**ORDINANCE 2020-13**  
**CODE OF THE CITY OF MILFORD**  
**PART II-GENERAL LEGISLATION**  
**APPENDIX B ELECTRIC RULES AND REGULATIONS**

WHEREAS, the purpose of Appendix B of the Code of the City of Milford is to establish Rules and Regulations for the distribution and delivery of electric service to the City of Milford's electric system; and

WHEREAS, Appendix B, accompanied by the Tariff, provides the charges and rates for electric services; and

WHEREAS, the City’s Electric Division has completed an electric rate and cost of service study through the consulting firm of Utility Financial Solutions, LLC, who is recommending electric rate adjustments for City Council’s consideration; and

WHEREAS, the last comprehensive electric rate adjustments, taking into account cost of service and cost of power, were adopted by City Council on May 8, 2017 and became effective June 1, 2017; and

WHEREAS, City Council has studied the consultant’s proposed adjustments and amendments, and considered the City’s electric funds and public comments, and thereby desires to amend the monthly facility charge, adopt reduced electric rates, remove any variations created by seasonal provisions and identify the billing periods and applicable rates during the multiple-year time frame.

Now, Therefore, Be It Resolved by the City of Milford that:

*Section 1.* APPENDIX B-ELECTRIC RULES AND REGULATIONS of the City of Milford Code is amended as follows:

*Section 2.*

Section 2 - DEFINITIONS is hereby amended by adding subsections 2.31, 2.32 and 2.33 by inserting the text shown as bold and underlined as set forth below:

**2.31 YEAR ONE**  
**June 1, 2020-June 30, 2021**

**2.32 YEAR TWO**  
**July 1, 2021 to June 30, 2022**

**2.33 YEAR THREE**  
**July 1, 2022 to June 30, 2023**

*Section 3.*

Section 24 – FEES, CLASSIFICATIONS AND SCHEDULES is hereby amended by adjusting electric rates as indicated by inserting language shown as bold and underlined and removing language indicated by strikethrough as set forth below:

24-2. RES—RESIDENTIAL SERVICE SCHEDULE  
 3. MONTHLY RATES

RATES	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	<del>\$ 8.00</del> <b><u>\$19.00</u></b>	<del>\$ 12.00</del> <b><u>\$20.00</u></b>	<del>\$ 16.00</del> <b><u>\$21.00</u></b>
Energy Charge:			
<del>Winter*</del>			

Winter Block 1 (0–5 kWh)	\$ 0.12251	\$ 0.11825	\$ 0.11587
Winter Block 2 (6–2,500 kWh)	\$ 0.12251	\$ 0.11825	\$ 0.11587
Winter Block 3 (Excess)	\$ 0.13451	\$ 0.13025	\$ 0.12787
Summer**			
Summer Block 1 (0–5 kWh)	\$ 0.13251	\$ 0.12825	\$ 0.12587
Summer Block 2 (6–2,500 kWh)	\$ 0.13251	\$ 0.12825	\$ 0.12587
Summer Block 3 (Excess)	\$ 0.14451	\$ 0.14025	\$ 0.13787
<b><u>Block 1 (0 - 2,500 kWh)</u></b>	<b><u>\$0.10560</u></b>	<b><u>\$0.10456</u></b>	<b><u>\$0.10353</u></b>
<b><u>Block 2 (Excess)</u></b>	<b><u>\$0.11760</u></b>	<b><u>\$0.11656</u></b>	<b><u>\$0.11553</u></b>

\*October through May

\*\*June through September

24-3. SGS—SMALL GENERAL SERVICE SCHEDULE  
3. MONTHLY RATES

RATES	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 11.50 <b><u>\$25.00</u></b>	\$ 18.00 <b><u>\$27.00</u></b>	\$ 23.00 <b><u>\$29.00</u></b>
Energy Charge:			
Winter*	\$ 0.13297	\$ 0.12601	\$ 0.12264
Summer**	\$ 0.14297	\$ 0.13601	\$ 0.13264
<b><u>All Energy</u></b>	<b><u>\$ 0.11258</u></b>	<b><u>\$ 0.11039</u></b>	<b><u>\$ 0.10821</u></b>

\*October through May

\*\*June through September

24-4. MGS—MEDIUM GENERAL SERVICE SCHEDULE  
3. MONTHLY RATES

RATES	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 20.00 <b><u>\$82.50</u></b>	\$ 40.00 <b><u>\$90.00</u></b>	\$ 75.00 <b><u>\$97.50</u></b>
Energy Charge:			
Winter*	\$ 0.0698	\$ 0.0660	\$ 0.0627
Summer**	\$ 0.0798	\$ 0.0760	\$ 0.0727
<b><u>All Energy</u></b>	<b><u>\$0.05246</u></b>	<b><u>\$0.05008</u></b>	<b><u>\$0.04770</u></b>
Demand Charge:			
Winter*	\$ 11.25	\$ 12.25	\$ 13.25
Summer**	\$ 14.80	\$ 14.80	\$ 14.80
<b><u>All Demand</u></b>	<b><u>\$14.80</u></b>	<b><u>\$15.30</u></b>	<b><u>\$15.80</u></b>

\*October through May  
 \*\*June through September

24-5. LGS—LARGE GENERAL SERVICE SCHEDULE  
 3. MONTHLY RATES

RATES	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 50.00- <b><u>\$165.00</u></b>	\$ 100.00- <b><u>\$180.00</u></b>	\$ 150.00- <b><u>\$195.00</u></b>
Energy Charge:			
On Peak	\$ 0.0794- <b><u>\$0.06185</u></b>	\$ 0.0764- <b><u>\$0.06045</u></b>	\$ 0.0748- <b><u>\$0.05906</u></b>
Off Peak	\$ 0.0694- <b><u>\$0.05185</u></b>	\$ 0.0664- <b><u>\$0.05045</u></b>	\$ 0.0648- <b><u>\$0.04906</u></b>
Demand Charge:			
Winter*	\$ 10.75	\$ 11.75	\$ 12.75
Summer**	\$ 13.25	\$ 14.25	\$ 15.25
<b><u>All Demand</u></b>	<b><u>\$15.25</u></b>	<b><u>\$15.75</u></b>	<b><u>\$16.25</u></b>

\*October through May  
 \*\*June through September

24-6. GSP—GENERAL SERVICE-PRIMARY VOLTAGE SCHEDULE  
 3. MONTHLY RATES

RATES	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 225.00- <b><u>\$330.00</u></b>	\$ 250.00- <b><u>\$370.00</u></b>	\$ 290.00- <b><u>\$410.00</u></b>
Energy Charge:			
On Peak	\$ 0.0794- <b><u>\$0.06290</u></b>	\$ 0.0764- <b><u>\$0.06143</u></b>	\$ 0.0748- <b><u>\$0.05997</u></b>
Off Peak	\$ 0.0694- <b><u>\$0.05290</u></b>	\$ 0.0664- <b><u>\$0.05143</u></b>	\$ 0.0648- <b><u>\$0.04997</u></b>
Demand Charge:			
Winter*	\$ 10.55	\$ 11.62	\$ 12.62
Summer**	\$ 12.00	\$ 13.12	\$ 14.29
<b><u>All Demand</u></b>	<b><u>\$14.29</u></b>	<b><u>\$14.79</u></b>	<b><u>\$15.29</u></b>

\*October through May  
 \*\*June through September

24-7. SCS—SPECIAL CONTRACT SERVICE PRIMARY VOLTAGE SCHEDULE  
 3. MONTHLY RATES

RATES	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
All Customers	\$ 385.00- <b><u>\$395.00</u></b>	\$ 385.00- <b><u>\$405.00</u></b>	\$ 385.00- <b><u>\$415.00</u></b>
Energy Charge:			
On Peak	\$ 0.0794- <b><u>\$0.06595</u></b>	\$ 0.0767- <b><u>\$0.06382</u></b>	\$ 0.0756- <b><u>\$0.06170</u></b>
Off Peak	\$ 0.0694- <b><u>\$0.05595</u></b>	\$ 0.0667- <b><u>\$0.05382</u></b>	\$ 0.0656- <b><u>\$0.05170</u></b>
Demand Charge:			
Winter*	\$ 9.00	\$ 10.50	\$ 12.00
Summer**	\$ 10.17	\$ 11.46	\$ 12.68

<b><u>All Demand</u></b>	<b><u>\$12.68</u></b>	<b><u>\$13.68</u></b>	<b><u>\$14.68</u></b>
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\*October through May

\*\*June through September

24-8. PL—PRIVATE AREA LIGHTING SCHEDULE

7. Rate Schedules by equipment installation

RATES <del>Current</del>	Year 1	Year 2	Year 3
Monthly Facilities Charge:			
LED (100W)	\$ 7.87 <b><u>\$7.89</u></b>	\$ 7.85 <b><u>\$7.89</u></b>	\$ 7.89 <b><u>\$7.89</u></b>
LED (400W)	\$ 10.82 <b><u>\$10.85</u></b>	\$ 10.80 <b><u>\$10.85</u></b>	\$ 10.85 <b><u>\$10.85</u></b>
HPS (9500 Lumens)	\$ 7.87 <b><u>\$7.89</u></b>	\$ 7.85 <b><u>\$7.89</u></b>	\$ 7.89 <b><u>\$7.89</u></b>
HPS (16000 Lumens)	\$ 10.82 <b><u>\$10.85</u></b>	\$ 10.80 <b><u>\$10.85</u></b>	\$ 10.85 <b><u>\$10.85</u></b>
Mercury (22500 Lumens)	\$ 22.61 <b><u>\$22.69</u></b>	\$ 22.57 <b><u>\$22.69</u></b>	\$ 22.69 <b><u>\$22.69</u></b>
HPS (50000 Lumens)	\$ 24.19 <b><u>\$24.27</u></b>	\$ 24.14 <b><u>\$24.27</u></b>	\$ 24.27 <b><u>\$24.27</u></b>
Mercury (8600 Lumens)	\$ 11.31 <b><u>\$11.34</u></b>	\$ 11.29 <b><u>\$11.34</u></b>	\$ 11.34 <b><u>\$11.34</u></b>
250 Watt	\$ 12.32 <b><u>\$12.36</u></b>	\$ 12.30 <b><u>\$12.36</u></b>	\$ 12.36 <b><u>\$12.36</u></b>
MH (110000 Lumens)	\$ 53.09 <b><u>\$53.27</u></b>	\$ 53.00 <b><u>\$53.27</u></b>	\$ 53.27 <b><u>\$53.27</u></b>
MH (40000 Lumens)	\$ 24.19 <b><u>\$24.27</u></b>	\$ 24.14 <b><u>\$24.27</u></b>	\$ 24.27 <b><u>\$24.27</u></b>

Section 4.

Section 24 – FEES, CLASSIFICATIONS AND SCHEDULES is hereby amended by inserting a new rate classification as indicated by inserting language shown as bold and underlined and the remaining Sections 24-9 EDR—ECONOMIC DEVELOPMENT RATE SCHEDULE to 24-12 NET METERING SERVICE renumbered accordingly, including any references thereto, as follows:

**24-9. AGR—AGRICULTURAL SERVICE SCHEDULE**

**1. AVAILABILITY**

**This rate applies throughout the territory served by the City of Milford. Electric service will be rendered through a single metering installation for the general lighting and/or power requirements of active farms where the primary purpose of energy delivered is for the preparation of livestock.**

**This rate is available to any Customer having a maximum measured demand of less than 300 kW or a minimum of 3500 kWh and desiring service at the available secondary voltage as defined in Section 12.8. Any Customer taking service under this service classification whose measured demand in any four consecutive months is equal to or exceeds 300 kW shall be automatically transferred to Service Classification LGS, effective with the next succeeding billing month. Any Customer so transferred will remain on LGS, for at least 12 billing months, even though the Customer's maximum measured demand in succeeding months may be less than 300 kW.**

**After 12 billing months, at the Customer's request or when the City observes, upon a periodic review of the Customer's records, that the Customer has not exceeded 300 kW, the Customer will be transferred back to this service classification (AGR) provided that the Customer's monthly demand measurement has not exceeded 300 kW during any month within the most recent 12 months.**

**2. TERM OF SERVICE**

**Subject to conditions specified, Service is offered on a month-to-month basis until terminated unless a special contract is required as discussed in Section 3.**

<b><u>RATES</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
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<u>Monthly Facilities Charge:</u>			
<u>All Customers</u>	<u>\$82.50</u>	<u>\$90.00</u>	<u>\$97.50</u>
<u>Energy Charge:</u>			
<u>All Energy</u>	<u>\$0.05141</u>	<u>\$0.04847</u>	<u>\$0.04577</u>
<u>Demand Charge:</u>			
<u>All Demand</u>	<u>\$ 14.80</u>	<u>\$ 15.30</u>	<u>\$ 15.80</u>

**4. BILLING PERIOD**

Rates are stated on a monthly basis and bills are rendered monthly following the supply of service based on the rate stated herein.

**5. PURCHASED POWER COST ADJUSTMENT (PPCA) CHARGE**

All kilowatt-hours billed under this service classification may be subject to Purchased Power Cost Adjustment charges. (Reference: Section 19)

**6. GENERAL COST ADJUSTMENT**

The monthly charges under this service classification may be subject to General Cost Adjustment Charges (Reference: Section 20)

**7. GREEN/RENEWABLE ENERGY FUND RATE**

All kilowatt-hours billed under this Service Classification will be subject to Green/Renewable Energy Fund Rate. (Reference: Section 22)

**8. MONTHLY FACILITIES CHARGE**

A monthly charge to cover the fixed cost of supplying power to a Customer.

**9. MINIMUM CHARGE**

The minimum charge shall be the MONTHLY FACILITIES CHARGE. Minimum charge shall not be prorated.

**10. MEASURED DEMAND**

The measured demand shall be the greatest demand established by the Customer during any fifteen (15) minute demand interval of the month as measured by demand meter, taken to the nearest whole kilowatt.

**11. BILLING DEMAND**

The billing demand for each billing month shall be the maximum measured demand as created during each month.

**12. LOAD MANAGEMENT**

The City encourages its Customers to implement renewable energy and load management resources.

**13. PUBLIC UTILITIES TAX**

In addition to the charges stated in this service classification, including power cost adjustment charges, the current Delaware Public Utilities Tax will be applied to the total bill for all non-residential services, unless the Customer is exempt from such tax. Manufacturing facilities may be eligible for a reduced rate. (Reference: Section 21).

**14. RULES AND REGULATIONS**

The City's Rules and Regulations shall govern the supply of Service under this Service Classification.

24-9 10. EDR—ECONOMIC DEVELOPMENT RATE SCHEDULE

24-40 11. EXTRA FACILITIES SCHEDULE

24-44 12. VGRE—VOLUNTARY GREEN/ RENEWABLE ENERGY SCHEDULE

*Section 5.*

Section 24 – FEES, CLASSIFICATIONS AND SCHEDULES is hereby amended by inserting language shown as bold and underlined and removing text shown in strikethrough, as follows:

24-42 13. NET METERING SERVICE

6. RATE

- B. Supply Service Charge and Supply Service Rate - This charge shall be used at the end of an annualized billing period in a calculation to pay Net Energy Metering ("NEM") customers who request payment for any regulatory defined and eligible excess kWh credits. ~~The payment for residential customer accounts shall be calculated by multiplying the excess kWh credits by the Customer's Supply Service Charges based on a weighted average of the first block of the summer (June through September) and winter Supply Service Charges (October through May) in effect at the end of the Customer's Annualized Billing Period and the preceding 11 billing periods, excluding non-volumetric charges, such as the transmission capacity charge and/or demand charges.~~ The payment for residential customer accounts shall be calculated by multiplying the excess kWh credits by the Customer's Supply Service Charges from the first block of Supply Service Charges that would otherwise be applicable at the end of the Customer's Annualized Billing Period, excluding non-volumetric charges, such as the transmission capacity charge and/or demand charges. The payment for nonresidential customer accounts shall be calculated by multiplying the excess kWh credits by the Customer's Supply Service Charges that would otherwise be applicable at the end of the Customer's Annualized Billing Period. A Customer's Supply Service Charge or Supply Service rate shall be calculated using the utility's wholesale rate minus non-volumetric charges.

*Section 6.*

Dates.

City Council Introduction: April 27, 2020

City Council Public Hearing: May 11, 2020

Effective: June 1, 2020

Motion carried.

*Adoption/Ordinance 2020-14/Chapter 26/Carlisle Fire Co Enhancement Funds/Adds Process*

City Manager Whitfield explained that the purpose of this ordinance is to provide a formal procedure for which Carlisle Fire Company requests funding, and how the City distributes the enhancement funds. This was requested by Carlisle Fire Company during discussions relating to their Memorandum of Understanding.

No one from the public spoke, after Mayor Campbell opened the floor. The floor was then closed.

Councilmember James moved to adopt Ordinance 2020-14, seconded by Councilmember Peel:

**ORDINANCE NO. 2020-14  
AN ORDINANCE AMENDING  
THE CODIFIED ORDINANCES OF THE  
CITY OF MILFORD, PART I ADMINISTRATIVE LEGISLATION  
CHAPTER 26 – ENHANCEMENT FEES**

WHEREAS, in 2004, the City of Milford ("City") adopted an ordinance as a means of collecting alternative funds for the Carlisle Fire Company;

WHEREAS, City Council authorized surcharges, to be paid and collected by the City on all building permit fees for new construction projects, expansion projects or other building projects that increase building size;

WHEREAS *on May 28, 2019, the Code of the City of Milford was amended by adding a new Chapter 26, entitled Enhancement Funds; and*

WHEREAS, it is appropriate that from time to time an update is required to ensure that efficient procedures are being used and followed which will be in the best interest of the Carlisle Fire Company and the City.

NOW, THEREFORE, the City of Milford hereby Resolves, the following procedures be established for the award and payment of the Carlisle Fire Company Enhancement Fee:

Section 1.

§26-2 Rates, Paragraph A(1), is hereby amended by adding new subparagraphs to be referenced as §26-2(A)(1)(a), §26-2(A)(1)(b) and §26-2(A)(1)(c).

Section 2.

§26-2 is hereby amended by adding language shown in bold and underlined.

§ 26-2. - Rates.

A. Carlisle Fire Company Equipment and Facilities:

(1) City Council may award to the Carlisle Volunteer Fire Company grants for equipment purchases and facility improvements, which shall be in addition to any other payments provided by the City.

**(a) Carlisle Fire Company shall identify the amount and need for the grant by written request to the City Manager.**

**(b) In accordance with Delaware's Freedom of Information Act, the request will be placed on the next permitted City Council agenda.**

**(c) Upon a favorable determination by City Council, the funds will be dispersed within sixty days of the date of approval.**

Section 3.

Dates:

City Council Introduction: 04/27/2020

Adoption: 05/11/2020

Effective: 05/21/2020

Motion carried.

EXECUTIVE SESSION

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

*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*

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:44 p.m. for the purposes as permitted by the Delaware Freedom of Information Act.

*Return to Open Session*

Council returned to Open Session at 9:37 p.m.

*Ratification/Employee Contract*

Councilmember Wilson moved to ratify the amended Employment Contract, seconded by Councilmember Boyle. Motion carried with no one opposed.

No action required by City Council on other items discussed.

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 9:40 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
May 18, 2020

A meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers, 201 South Walnut Street, Milford, Delaware on Monday, May 18, 2020, to discuss the proposed Fiscal Year 2020-2021 City of Milford Budget.

PRESIDING: Mayor Arthur Campbell

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

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

*Call to Order*

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

Several City of Milford Staff Members were also present.

*Introduction and Review of Proposed City of Milford FY 2020-2021 Budget*

Finance Chairman Jason James pointed out there were some discrepancies with the current year-to-date figures shown on tonight's budget. He anticipates a different draft will be presented on Wednesday.

Mr. Whitfield concurred adding that all corrections will be made prior to the final document being prepared and presented. He emphasized the main goal tonight is to review the expenses in the various line items, though there is a need to consider the differences between years.

He noted that in moving forward to the new year, Council needs to be aware of several continuing issues that will need to be addressed:

1. Due to General Fund budget constraints, a number of projects originally slated for completion in 2020-21 have been deferred. All of these are necessary projects, and pending grant monies or other funding sources, could come to fruition. However, presently the City lacks the financial resources to complete those projects.
2. Due to the lack of lot sales in the business park, the Economic Development Fund has been nearly depleted. With various funding commitments, a number of items earmarked with Economic Development Funds had to be moved to the General Fund, which has added additional strain in that area.
3. No General Fund money will be used to fund the Customer Service Department. Approximately 13% of Customer Service expenses are attributed to tax collection services. Allocating these costs to the General Fund has been delayed due to inadequate General Fund monies.
4. Utilizing Real Estate Transfer Tax to fund the general police expenses is not sustainable. Due to the fluctuation and unreliability of steady income, it is recommended that Real Estate Transfer Tax revenue be dedicated to Capital Projects, in lieu of funding on-going operations. Capital expenses can be delayed, though on-going police expenses cannot.
5. Utilizing General Fund Reserves to fund the five police officers authorized in 2018 for a three-year period ending this year. Council's recommendation in 2018 was to fund the officers in the General Fund Operating Budget beginning in 2022. Unfortunately, the growth of the Real Estate Assessment Tax has not materialized as originally anticipated. Given the depletion of the General Fund Reserves and the continued need for these officers, Council will need to consider future tax increases in order to fund the costs of those officers.
6. The budget has been balanced by using \$796,876 from General Fund reserves, which is basically unspent 2019-20 monies. This represents negative budgeting in the projected income which does not cover projected expenses.
7. The cost of the School Resources Officers exceeds the income from the agreement with the school district for two officers. A new agreement needs to be negotiated with the school district for future funding as the City is now subsidizing the cost of the officers.

8. Interdepartmental transfers from water, sewer, electric and solid waste were increased 10% over the FY 2019-2020 budget in order to balance the budget. Relying on enterprise funds to balance general fund operating expenses is not a good practice.
9. The budget uses Real Estate Transfer Tax revenue and Municipal Street Aid for funding street improvements. The present level of income from those sources may not be sufficient to fund needed improvements in the future, given the other funding pressures that have been relieved by the Real Estate Transfer Tax revenues.

The current fiscal condition of the City is stable and the proposed budget is a balanced budget. Water and Electric Reserve Funds are healthy and building permit revenues are growing. As discussed, funding decisions to improve the City's General Fund Capital Reserves (typically used for capital equipment, vehicles, building repairs and street improvements) is required to have a stable fund for future street maintenance, equipment replacement and facility maintenance and repairs. Dependency on Real Estate Transfer Tax Revenues and General Fund Reserves to fund police operations needs to be considered. State Community Transportation Funds, Real Estate Transfer Tax, and Municipal Street Aid cannot be counted on to make up the difference for needed infrastructure improvements and repairs.

In the coming year, it will be extremely important for the City to implement sound financial policies and practices, to ensure financial stability for Milford's future.

Potential impacts as a result of the coronavirus followed, though currently, the City is holding steady with building permits.

Unfortunately, utility bills are presently at an 18% delinquent rate, which is more than double the average due to the Covid-19 situation. Our concern is the longer we allow customers to postpone payments and eliminate late fees, the bigger impact it will have on these customers. A much more in-depth strategy will need to be considered, to ensure the City's future financial stability long term. We had to adjust during the coronavirus pandemic, while considering the financial challenges it has placed on many of our residents, by suspending service disconnections and waiving new late payments fees and charges they typically would have received. It is unclear how any resulting lost utility revenues may be addressed when normal conditions return. Revenue shortfalls are often recovered by higher electricity rates in future years, though regulators could be reluctant to increase rates if the economic activity remains low.

The budget review then began.

## GENERAL FUND

### *City Administration P10-11*

The following line items were discussed:

An administrative assistant was budgeted last year, but has not yet been filled. It is included in this year's budget to be filled Jan 2021.

The ICMA Fellow is now included in the salary line item. Previously, those costs were shared between two municipalities. This year, a full-time position is being recommended with a hire date of January 2021.

A new line item has been created for the planned three to four-year compensation study. Because of the new financial environment caused by Covid-19, the problem we were experiencing filling entry-level positions may no longer be an issue. At this point, he recommends postponing until spring 2021.

A new item in all departments is tuition reimbursement, which aligns with the recent ordinance adopted by City Council. Presently, \$20,000 is budgeted for this fiscal year.

Not all monies earmarked for records retention was spent last year and there remains a need to address the boxes of records that were brought up from the basement and are currently stacked throughout City Hall. We need to proceed with that project which require personnel costs, shelving materials and other associated fees.

City Hall cost allocations increased substantially and will be discussed when the City Hall budget is reviewed.

Other than that, there were very few changes in expenditures.

Councilmember Peel asked that we also include the possibility of adding family plans health care costs to this year's budget in lieu of individual coverage, considering the work force furlough and layoff situations at this time. City Accountant Sandra Peck confirmed the benefits are calculated at the current staff levels.

With open enrollment, HR Administrator Jamesha Eaddy said that there has only been one employee impacted this fiscal year. Open enrollment closes May 20th.

It was later noted that Mr. Whitfield's salary continues to be partially paid from Public Works this year. Once a new Director is hired, Mr. Whitfield's salary would be paid 100% from Administration.

Councilman James questioned the allocation and believes it should be 100% under the City Administration from the date his appointment as City Manager was made effective.

#### *City Hall Allocation P16*

Mr. Whitfield reported that contract services is up slightly due to the generator, boiler and elevator fees the increased. Building maintenance is also up due to some normal maintenance upgrades that is needed.

Given the level of cleaning now needed as a result of Covid-19, resulted in additional cleaning costs.

The work associated with waterproofing the basement is ongoing. The side steps and parking lot still need to be completed. Work also continues in the IT area and should be completed this fiscal year. That money was allocated in the current year and contracts have been executed.

#### *City Council P27*

Additional money was included in this year's budget for Council expenses, as well as employee recognition. One thing being considered is the implementation of a wellness program this upcoming fiscal year.

Expenses increased due to more people attending meetings and trainings, and the salary line item increased as a result of the additional Council meetings being paid in comparison to previous years.

It was confirmed that new laptops were paid in the current year's Council computer expense line item.

Other items increased due to the additional number of City employees in various departments. In addition, there is an upcoming event in June and associated costs related to employee events, that will leave approximately \$350. The establishment of an employee wellness program include health fairs, step challenges and other events that support and encourage health and fitness fun.

When asked about money allocated for upcoming community festivals, Mr. Whitfield confirmed there was funds distributed to DMI for the Ladybug Festival and it was suggested they keep the money for next year's event. That amount was reduced as a result in FY 20201.

The City Clerk verified Council approved \$30,000 for the Ladybug Festival and \$25,000 for the Anniversary Celebration of the Riverwalk Freedom Festival.

Milford Public Library will again be provided with \$25,000 due to the citywide services they provide.

Councilmember Peel questioned the use of the funding next year for the festival because Council authorized it for use this year. Councilman Culotta agreed that Council never approved funding for 2021 and questioned rolling it over into the next year.

A discussion followed regarding whether or not the full \$30,000 should be returned to the City this year, before it is used to pay a third party for a future event.

Councilmember Morrow pointed out the budget is approved year by year. Any amount allocated for something in the current year should be returned and considered again the following year. The City may need that money for its own budget and emphasized it is an unknown at this point.

Councilmember Culotta did not recall approving perpetual funding for the Ladybug Festival though Council approved the full funding for this year only.

Councilmember Morrow agreed that the \$30,000 needs to be returned to the City for future consideration.

It was agreed by Council should request the funding be returned and that the line item adjusted. Councilmember Peel pointed out there is a high possibility of a tax increase next year, so many of requests will need to be reconsidered due to the different climate.

Other funding requests will be later revisited.

#### *Planning Department P12-13*

Planning Director Rob Pierce then reviewed his department's budget.

The Planning Department's budget increased by \$16,000 due to temporary wages in the amount of \$10,500 for administrative assistance. This is due to the increase in workload over the past 24 months with building permits. Temporary staff has been assisting with documentation and imaging services and he would like that to continue.

This part-time help will also assist with coverage when staff is on vacation.

Regular wages also increased by \$6,000.

Legal expenses increased by \$5,000 to \$35,000.

Last year \$25,000 was earmarked for help with updating the zoning and subdivision codes. The process was started, but the allocated money was not spent and will carry over into the new fiscal year.

*Code Enforcement & Licensing Division P14-15*

Mr. Pierce reported an increase from \$402,000 to \$412,000.

The salary and wages line items have the largest increase, with training increased by \$3,000 to accommodate the three code officials and one permit technician's certification needs.

When asked if the third-party inspection company is no longer needed, Mr. Pierce said he will continue to use them and the reason for the \$36,150 in contract services. They provide backup for the three building officials if building and construction continues to increase. The inspection firm was also used to keep things moving forward during plan reviews and inspections.

Once his code officials are certified in residential/commercial building construction, outsourcing those services will no longer be needed.

Another agreement will need to be executed this year, though they will only be used for building construction, plan reviews and inspection services. All rental inspections will be handled by his staff.

Councilman Marabello asked why \$26,500 is needed when the projected year end is only \$12,600, Mr. Pierce explained it was budgeted at \$35,000 last year. However, they were not used as much this past year, though they have been used more frequently the past few weeks. He anticipates spending closer to \$20,000, though there was some padding added in case some of the growth takes off.

*Finance P17-18*

City Accountant Sandra Peck reviewed the Finance Department's budget.

She reported there is an approximate \$64,000 increase, though that will only last one year and will be eliminated next fiscal year.

The budget reflects the transition based on the expected retirement.

The only other change is that the CAMA tax software costs has been moved from Finance to Customer Service, as well as the Tax Assessor costs.

All other expenses are in line with the current fiscal year.

The contract services line item of \$20,000 is for the anticipated work related to the expected transition.

When asked by Councilman James if the accounting software project was started in FY2020-21, when could Council anticipate seeing some benefits as far as efficiencies and soft/hard returns to remove some of the burden on the current staff. Ms. Peck feels that most likely the results would be seen the following year, because the ERP is out and that entire process will need to be completed, after which it will come back to City Council with a decision on whether or not to move forward, along with the findings and recommendations.

She confirmed the ERP is part of the IT budget.

*Information Technology P19-20*

IT Administrator Wes Banasan was available for questions.

City Manager Whitfield noted the \$80,000 increase in wages in salaries. He recalled the software support position in Customer Service that is now vacant. He recommended that position be moved to IT and the reason for the increase. In addition, that role is being reviewed and could potentially end up being an IT Director, in part due to Mr. Banasan's potential retirement.

There is also a need for a software support position and the reason what is needed continues to be evaluated.

Contract services ERP line item was moved to IT, as was discussed earlier. Proposals are scheduled to be opened next week. That will provide a better idea of the actual costs, though the award will occur in the new fiscal year.

Some additional funding was also added to training.

Mayor Campbell asked the purpose of the software maintenance line item, Mr. Banasan explained software maintenance is for the Central Square software. Central Square is approximately \$95,000 and the balance is for the other five or so software programs that integrates into Central Square.

Councilman James asked why there is an increase of \$14,000, Mr. Banasan explained that this year, \$11,000 was needed for virus protection and will become an annual cost in the future. In the past, each department paid for their licenses for computers and laptops. Because of the confusion with billing, he felt it was more cost effective to handle through one bill and he now pays for a site license for all City departments. In addition, 5% is added each year based on the projected annual increase.

Mayor Campbell asked if Mr. Banasan is overseeing the Police Departments' new software so they can remain connected with the State of Delaware. Mr. Banasan confirmed that strictly falls under the Police Department finances because their network system actually belongs to DELJIS (State of Delaware).

#### *Customer Service P45-46*

Customer Service Manager Suzannah Frederick was in attendance and reported their overall expenses were reduced by approximately 7%.

As was discussed, the CAMA Software and tax assessor expenses were transferred to Customer Service, because her department is currently completely handling the tax work for the City.

Contract services were reduced as a result of savings with the change of a janitorial services.

Training costs decreased with the HR Manager bringing in-house training to all staff, in addition to using the EAP Work/Life support services from Health Advocates through the State of Delaware.

The office equipment line item is the result of the need for additional shelving for storage of boxes so they can be removed from the basement floor.

Other than these few items, all other line items remain the same.

Ms. Frederick confirmed that overtime has been reduced with the new staff that was hired which allowed a much better schedule with very little overtime. She hopes to continue with that once the State of Emergency is lifted.

When asked why the credit card fees increased by approximately 20%, Ms. Frederick explained that more customers are paying on line. The fee has not increased, though more accounts are being paid by credit cards which increased the overall number.

She also explained the increase in the Pinnacle line item is the result of growth and more bills being generated and associated postage fees.

#### *Police P21-22*

Chief Kenneth Brown reported the biggest line item increase in his department is in contract services. That line increased from \$70,000 to \$213,050 for their records management conversion.

Because Microsoft ended Windows 10 support, Milford Police were required to upgrade their CAD software, which also includes records and evidence management. Though they planned to operate without it, the State of Delaware threw his department off their system. The overall costs were initially more than \$200,000 though it was reduced to \$145,000.

The second item involves the Axon Body Camera Contract and the amount of storage required. With the current contract, they pay for a certain amount of storage and within a couple weeks, they have exceeded that amount. Because of the State's retention policy, they are unable to delete any videos. The current system is three-years old and they are just starting to purge some, but that leaves no room for new videos. By purchasing an unlimited package, they will never have to purge a video again.

In order to get the unlimited service, they have to purchase all new body cameras and all new fleet cameras for every vehicle, including the 13 patrol vehicles. In 2.5 years, they will be given the opportunity to upgrade again.

This comes at a cost of approximately \$43,779 annually, though this first year is only \$16,700 because they will be receiving a credit for what has been paid for their current cameras. They are presently paying \$30,000 annually.

Another increase is in equipment maintenance/repair of \$8,400 for new radios, though the majority were paid for by grants.

Materials and supplies decreased by \$2,000 and that money moved to the copier account.

Uniforms and accessories increased by \$3,600 due to the need to replace more bullet proof vests. Dry cleaning costs have increased significantly due to the additional five officers and increase in fees.

Chief Brown confirmed that of the five officers added last year, he is only down two officers though he had all positions filled at one time.

Mayor Campbell reported that Chief Brown recently added another K-9 unit. The \$3,500 reflected in the budget is for food and other maintenance expenses. The dog, collar and kennel were paid with funding from a grant.

#### *Parks & Recreation P25-26*

P&R Director Brad Dennehy provided a synopsis of changes to his budget. He reported that most of the line item costs align with last year's expenses.

He referenced the salaries/temporary wages reduction which was the result of the transfer to contract services. This involves the costs of the City's temporary grasscutters.

The salaries and wages line item appear to have increased significantly, but has an unfilled position that he had planned to fill in March, just prior to the Covid-19 pandemic. That position has not been filled as a result, and is reflected in that line item.

City Accountant Sandra Peck explained there was additional funds requested for the grass cutting needed this spring due to the wet weather we've experienced. One of the budget adjustments moved \$30,000 from the original salary/wage line item because of the position that was vacant. It appears there is a significant increase but in fact, that was included before the pandemic.

Mr. Dennehy added that they have put a lot of their capital projects on hold as good stewards of the City's money. Instead they will be trying to take care of some housekeeping items in house. The basketball courts need to be repaved and some minor repairs done.

The Riverwalk handrail and lighting project was removed due to its \$100,000 price tag, though he will continue to pursue grant funding for projects.

Mayor Campbell and Mr. Dennehy then discussed some other third-party programming possibilities/partnerships for the Riverwalk and surrounding parks.

Ms. Peck confirmed the cost of the temporary grasscutters was always in temporary wages, but was moved to contract services and will remain there moving forward.

Councilman James questioned the increase in the salary and wage line items. Ms. Peck explained the initial salary and wage line item was \$369,140 of which \$30,000 was transferred into the temporary wages, with \$100,000 initially approved. The additional \$30,000 increased that line item to \$130,000.

She emphasized the overall funds did not increase, only funding moved from one account to another, based on Mr. Dennehy's estimate of what will be needed for grass cutting expenses.

In the new FY21 budget, \$100,000 in grass cutting expenses were added to contract services and are part of the \$134,820 shown.

Mr. Dennehy then spoke about the grass cutting challenges at Milford Community Cemetery that are now paid directly by the cemetery and the City is no longer a pass-thru.

#### *Receipts/Revenues P8-9*

The City Accountant then reviewed the revenue accounts. She noted that in addition to the final year of funding from the RTT for the five officers, the budget was balanced using almost \$800,000 from general fund reserves.

In economic development, we will have an expected balance of \$2,289 left until additional lots from the business parks are sold. This will be the last year to fund DMI and others from that fund as a result.

The real estate taxes are based on the same growth as the prior year of 3.9%. With penalties, there was one year with increased revenue that was tied to monition sales. However, that slowed down and the line item will remain at the lower amount.

Licenses and permits are constant and were based on this year's activity. We will need to keep an eye on that in case there is a drop off due to Covid-19.

Police related revenues is consistent with the current year.

The State Police revenue is calculated on employee count and funding that is available. That amount is unknown at this time and is based on the last matching payment.

The School Resource Officer contract is for \$150,000 and the officers' salaries and benefits exceed that amount. The excess funds collected from prior years were used as a result. However, that was the last of those funds and will no longer be available in future years.

The miscellaneous revenues include a number of leases, rentals and franchises that remain pretty consistent. The one area showing an increase is the CATV franchise fee that dramatically increased this year and is budgeted at that pace. The one area reduced was earnings on investments, which as Council is aware, interest rates are again very low.

Mayor Campbell confirmed the projection for this current year is \$47,213 and the FY21 budget is at \$20,000 which Ms. Peck agrees will come in much lower. That number was based on the April 30<sup>th</sup> actual and depends on how much ends up in reserves. Essentially, that is interest collected on tax revenues during the fiscal year, with many of those reserves already budgeted for expenses.

Councilman Marabello pointed out the earnings through the first nine months this fiscal year are over \$600,000 and asked if there might be a digit missing.

Ms. Peck will follow up with Mr. Portmann, though she pointed out this is only on the general fund revenues (tax revenues primarily). As of March 30<sup>th</sup>, \$35,410 had been earned. The projection was based on that and Mr. Portmann recommended reducing it to \$20,000 due to the lower interest rate.

It was confirmed the business license projection covered the time frame of January to December (calendar year). The majority of renewals is typically completed by March. The \$30,000 projected for FY20-21 covers July 1, 2020 to June 30, 2021.

When asked why there was no projected income for this fiscal year, Planning Director Pierce believes it is probably lumped in with one of the other license revenues though he is willing to try and pull that out. He shared that only 15 to 20% of the businesses register for a license for this year.

Mr. Pierce informed Council the deadline was pushed back because of the Covid-19 shutdown though the original date was July 1<sup>st</sup>. No follow-up notices have been mailed as a result.

Councilmember Peel questioned the number of police officers and the fact we are down two, and asked if the numbers in the budget realistically reflect what will be spent on officers' wages knowing we have a time frame to get more officers hired.

City Manager Whitfield explained the salaries are projected and are not based on full-year positions. The two were included as ten-month employees and were the result of Chief Brown's comments about the problem with recruiting.

Councilmember James pointed out there is an increase of \$155,000 in the FY20-21 budget over the previous year projection. So there has been a cushion added which he has no problem with.

Councilmember Peel wanted to sure that what was being considered, is in addition to what was needed from reserves to cover the officers' salaries.

Councilmember Marabello then questioned the \$2.5 million transfer out of electric. He said his projection is the expenditures in the general fund will be below the projected budget and does that mean some of that money will be returned to the electric fund; Mr. Whitfield confirmed that it remains in the general fund.

A discussion then followed about the additional \$500,000 that is transferred from real estate transfer fund and Councilmember Marabello recommends weaning that down over the next two years. Originally, there was \$725,000 being used to balance that department's operating budget. However, he is concerned that because this is unsustainable funds, there needs to be an attempt to fund it from other revenues moving forward.

City Manager Whitfield recommends using RTT for larger capital improvement items. However, that should be deferred so the City can be prepared, in case there is a significant dip in RTT. He wants this done to prevent laying off employees if it got to that point. Right now, when there are positions open, and the income does not come in like it should, some tough decisions will need to be made in terms of expenditures and could result in not filling vacancies or laying off employees.

Mr. Whitfield reiterated that RTT is not a sustainable source. Currently, there are three main goals for next year's budget. One is the capital fund and how to fund capital projects moving forward. He also wants to evaluate the RTT to see how we can juggle some funding around.

The other is equipment depreciation and the replacement fund. Right now, there is no depreciation fund and it has been a goal of his for the past four years to get that fund up and running.

The last one is inner-departmental transfers. Mr. Whitfield wants to create a good allocation plan. He thinks it will take some time, but consideration is needed in relation to a 'fair' rate and what should be charged to each department. In recent years, the budget has been balanced, based on the inner-departmental transfers as was done again this year. It involved anywhere from a 3 to 7% increase over past years to a 10% increase this year.

His concern is that is also not sustainable and the City needs to be prepared for any challenges with user fees in an attempt to make those transactions defensible.

Mr. Whitfield's goal is to have a depreciation fund next year.

#### *Economic Development P2,14*

As the City Accountant previously discussed, the City Manager reconfirmed that because we have not sold any lots in recent years, there is no income in this account. As a result, if everything that is projected is spent this year, the fund will be depleted next year.

#### *Police Enhancement*

Ms. Peck reported the current balance on the police enhancement fund is \$179,350. The account was started last year and this year's receipts are \$161,572.

It was confirmed the fee remains at .75% of the total construction costs.

*Wrap-Up/Adjourn*

When asked about follow-up questions, Mr. Whitfield encouraged Council to send him any questions and he will be glad to provide answers and disperse that information so everyone is on the same page.

If needed, another meeting can be scheduled. As a result, a tentative meeting was added on June 1<sup>st</sup>. In the meantime, he will add the budget to the May 26<sup>th</sup> agenda for further discussion.

There being no further business, the Budget Hearing was adjourned at 9:08 p.m. and will resume Wednesday evening at 7:00 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
May 20, 2020

A meeting of Milford City Council was held in the Joseph Ronnie Rogers Council Chambers, 201 South Walnut Street, Milford, Delaware on Wednesday, May 20, 2020, to discuss the proposed Fiscal Year 2020-2021 City of Milford Budget.

PRESIDING: Mayor Arthur Campbell

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

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

*Call to Order*

Mayor Campbell called the Council Meeting/Budget Hearing to order at 7:02 p.m.

Several City of Milford Staff Members were also present.

*Continued Review of Proposed City of Milford FY 2020-2021 Budget*

City Manager Whitfield reported that in the past, as Public Works Director, he has typically handed the entire budget. This year, he has asked his team to present the budget on behalf of their departments/divisions.

*Streets P23-24*

Streets & Utilities Supervisor Charlie Nordberg reported that street materials were reduced by \$10,000 and transferred it into the contract services line item for minor paving projects.

All other line items are the same as last year with no increases

Sidewalks will remain as that project proceeds.

Snow and ice stay the same and is based on an average of previous years.

In the middle of a ten-year replacement and was kept the same.

The department is working on the downtown district with designs and covers ?? and will replace the same.

When asked if \$50,000 is sufficient for sidewalks and curbs, Mr. Nordberg explained that is used for damaged areas as a result of signs as well as any repairs or the installation to ADA ramps and is comfortable with the projected budget. City Manager Whitfield pointed out that money also occasionally pays for an unanticipated project where the City can do some repair work to sidewalks and/or curbs prior to someone installing new sidewalks. That is in addition, to the planned projects, such as the sidewalk project.

Because there is so much sidewalk in the city that abuts the curbing, there is a higher need for curb repairs before the homeowner repairs their sidewalks. This has been a priority in recent years.

Mr. Whitfield explained the transfer to public works is inner-departmental transfer that pays for the administration of public works and includes engineering, public works director and administrative support staff in public works. A portion of each position is paid from each applicable department. The cost of the public works administration is evaluated, and that cost is allocated over streets, water, sewer and solid waste.

When asked about the increase, Mr. Whitfield reported this is the first-time public works has been fully staffed.

Councilmember James asked about the transfer to public works, and yesterday spoke about the administration budget and a portion of those salaries was going to public works. He still has the same contention that entire salary should fall under the administration and not partially to public works.

City Accountant Sandra Peck explained that for this budget, Mr. Whitfield's salary was being discussed Monday night, but in the new budget, he is fully budgeted as the City Manager in the city administration budget. The public works director is budgeted within the public works department.

During the interim period, they were noting the difference between the public works director pay and the City Manager and the actual allocation split.

Councilmember James thanked Ms. Peck for the clarification.

Councilmember James then referenced the sidewalk and curb line item, and there was a concern whether \$50,000 was enough. He pointed out that in the projection only \$29,000 of the \$50,000 has been spent so far.

Councilmember James agrees with Mr. Nordberg that funding will be sufficient. He also asked that as each budget is presented, he would like it reported whether current numbers are being maintained or if an increase in staffing is being sought. Councilman James said that will help understand any potential changes in the salary line items.

Mr. Whitfield reported that in all of public works, there was only one new intern position, which would be a two-year position, allocated over a number of cost centers, including the street department. The goal is to bring in a recent high school graduate that could be trained and certified in the public works field in hopes of being later hired in a position that might be available. In many ways, it is a fairly low-cost position, though the goal is a stepping stone into a permanent position in the City.

There has been some difficulty recruiting over the past eighteen months in getting qualified people hired. He hopes this intern program would groom someone through the ranks in hopes of becoming a long-term city employee and believes it is a win-win situation.

When asked if an intern has already been hired this year, Mr. Whitfield explained that is a high school, eighteen-a-week position, who is actually interested in the new interim position and is someone that has been very interested in this work and will be an asset to the City.

It was confirmed that with the exception of the intern, there is no other head count increase in public works.

The City Accountant also pointed out the departments who have taken advantage of the two-year intern, for approximately three months. Those and because of the two-year program, provides basically three months in each department. Parks and Recreation, Streets, Public Works and Water/Sewer will split that cost.

When asked about salary increases, Ms. Peck explained that there is a standard percentage is used. However, there is a merit portion, so it is not guaranteed. The 1.5% (COLA) increase was used for general expenses effective July 1<sup>st</sup> and a merit increase of up to 3% was considered at the time of their anniversary/merit increase.

Mr. Whitfield explained that the merit is up to 3%, but 2.5% was budgeted at an employee's anniversary date as an average, knowing that it will range between 1.5% and 3%.

Mayor Campbell then asked Mr. Nordberg about the lights and asked if that line item total was based on what has been done in the past. His department assists with the maintenance of the downtown street lights and power costs. He confirmed that is something that Finance has estimated in the past based on previous work that was done.

Ms. Peck agreed adding that when reviewing the cost of service study, it did not appear that rate had changed and she expects it to stay fairly consistent.

Water Plant & Wastewater Operations Supervisor Steve Ellingsworth reported on behalf of those departments. Mr. Ellingsworth reported there were not a lot of changes on the water side.

Contract services increased by about \$14,000 due to the maintenance agreements as more in-depth work is needed on wells and lift stations, as well as generator fuel and associated servicing. Presently, he has \$4,000 left in contract services with two months left in the fiscal year.

Street restoration stays the same and legal expenses were reduced \$500. Chemicals were budgeted at \$100,000, which will be very close in this fiscal year. Those costs are the result of the chlorine tablets which are expensive.

As roadwork is done, some of the water style pits will need to be replaced and are included in the service connection line items as we do some of the road some of the water pits will be replaced in service connections, which increased approximately \$2,500.

A correction in the final budget will be made to the vehicle maintenance line item will be corrected to \$8,000.

In addition, the building maintenance and repair will be corrected to \$10,000. This relates to the five well sites and several need new heaters to prevent corrosion issues caused by the chemicals. Some electrical issues need to be addressed as a result of the chlorine powder which is very hard on these buildings.

Mayor Campbell asked about a new well. Mr. Whitfield explained the first well being proposed will be at Tenth Street at the existing facility. The southeast well is somewhat more problematic though the same treatment facility that exists will be used.

It was confirmed that well 16 was turned off, but the plant will remain for servicing purposes to well 15. Councilman Marabello asked where the new well will be drilled; Mr. Whitfield confirmed the new well will be located at Tenth Street and was previously approved by City Council to be paid from water reserves.

Mr. Ellingsworth confirmed it is part of the capital budget for a test well at site 13. Ms. Peck agreed that under informational, there was 10<sup>th</sup> Street water facility test well for FY21 in the CIP document. Mr. Whitfield the engineering and hydrogeologist was previously approved. More than likely, the new well will be drilled next fiscal year. It will be brought back to Council at the time they have a cost estimate.

City Engineer James Puddicombe added that KCI is presently working with the hydrogeologist for the Tenth Street well and in the early stages of determining some suitable locations for the southeast well.

There are plans to add a test well to the Tenth Street site, but approval must be obtained from Department of Health and Social Services (DHSS) prior to any drilling. Anytime a test well is done, DHSS requires a permit. That process is ongoing and AC Shultes will be handling the test well. Once that is done, he hopes to have a good idea of how deep the actual well is needed, in addition to pump sizing and what else is needed to pipe that into the existing facilities and tie-ins. At that point, a much more accurate estimate can be provided on the function well. However, there is some substantial work that is needed first.

The test well anticipates sometime early in the new fiscal year, though it is in DHSS's hand at this point.

Mr. Whitfield reminded Council that because it is over \$50,000 the quote will need Council approval and the reason it is presently listed as an information item under water capital.

It will be paid from water reserves at that time.

Mr. Ellingsworth continued by explaining the water tower maintenance line item increased due to the contract price change. Because of that, he had to transfer money this year to cover the increase of \$1,350 for a total of \$54,000. The City received a more affordable contract which resulted in cell phones being reduced by one half.

The GIS system upgrade is needed again this year and the reason for the \$1,200.

The only other increase was uniforms was because of the breakdown between departments and those costs are shared between the water and wastewater, in addition to a couple shared street employees and one third of the costs for Mr. Nordberg.

Councilmember Marabello referenced the \$60,000 for surface restoration and \$64,000 for contract services and asked the reason they are higher for the projected amount for this fiscal year. Mr. Ellingsworth explained that the surface restoration line item covers associated costs with leaks. Those involving a water main/water service comes out of the water department. So far there has been approximately \$25,000 though repairs are continuing and he will be receiving additional bills prior to the end of the fiscal year.

In the past, it was included in the street department and most recently was placed in the associated utility department. Contract services covers any regular agreements for repairs throughout the year.

Councilmember James referenced the 4.37% increase, though the amount the new salary total is \$37,000 over the projection or a 23.36% increase. He asked if more employees are being added to that department though the allocation of the intern would make that big a difference or was there an unfilled position in FY19-20; City Manager Whitfield explained that we had a number of vacancies in the early part of last year. He believes all vacancies were filled by January 2020. Because of that, there were gaps created by having no one in multiple positions for extended periods of time.

Councilmember James then questioned the capital outlay transfers to reserves, each year there was amount that transferred to reserves even for FY20-21, though there is nothing projected for FY19-20 though there is a budget of \$401,000.

City Accountant Peck explained that she did not feel comfortable projecting that because the current numbers are very rough at this point. Looking at the revenues provide the difference, but because there are a lot of projects this time of the year, she is uncomfortable with the cash flow of those expenses. However, she plans to include those numbers in the final draft prior to Council approving the budget.

She emphasized the projections are moving targets, particularly in relation to big ticket items that are tied to maintenance, etc.

Councilman James talked about the delayed water and sewer rate increases, and asked if they are reflected in what has been presented. Ms. Peck confirmed the water had a revenue projection of 3.9% increase for six months and 4.9% increase in sewer for the same time. The solid waste increase of 4% is for the full year and the electric revenue is budgeted for a 5% decrease for the entire year.

Mr. Ellingsworth then proceeded with a review of the wastewater budget stating that again, there were few changes on the operation side.

The main line item was increased by \$4,000 due to the start of the I&I manhole project. Some of the manholes have had the spray foam grouting treatment which has been very successful. Therefore, there was extra money added to continue that process.

There has only been \$7,000 spent from the chemical line item this year, though \$17,500 was budgeted. The chemical used are referred to as powder packs and reduce the grease and buildup in the pump station. That is not working and he is planning to visit the City of Harrington who uses a different project and is much more expensive, though they feel it was worthwhile and will end up being cost effective in the long run. It will also be used in the pump station which is the reason for \$17,500 as they evaluate this new chemical.

Service connections were increased by \$2,000 due to the ongoing road project. This will allow any issues to be addressed when found, and the paving replaced appropriately.

In the wastewater treatment line, the City Manager recalled the Kent County increase last year, though that rate will remain steady this year but is reflected in this budget. He also noted that having a wet season will increase the I&I costs and associated treatment because of the additional rainwater that goes into the system.

Councilmember Marabello asked if anticipated decreases are expected in the loss as a result of the I&I project. Mr. Whitfield explained it will be a gradual decrease as problem locations are found and slip line piping can be installed to seal off those areas.

Typically, any sewer system has 10 to 15% that can never be located. Unfortunately, Milford has a much higher number and the reason there is a need to resolve those areas. Specific areas have been identified and Mr. Whitfield is confident we can finally make some impact over the next year.

When asked if it will pay for itself over time, the City Manager said if one big source can be found, it can save a substantial amount of money. In another municipality, he found one that saved over \$1 million a year.

Councilman Marabello inquired about the increase in the salary line item and asked if his previous explanation about the shared salaries created the \$8,000 increase and Mr. Ellingsworth confirmed it is the same as the water side.

Councilman Marabello asked if contract services are increasing and Mr. Ellingsworth talked about a new technique that will be used at every pump station, where each sewer pump will be pulled and inspected because there is a continuing problem created by grease in the system.

When questioned about the surface restoration and the amount being the same both fiscal years, Mr. Ellingsworth clarified that if a lateral leaks or breaks, that is paid by the wastewater budget. There are some scheduled that will be repaired in the very near future.

It was also noted that only \$1,000 is budgeted for sidewalks, and that nothing was spent this current year because there are not as many sewer cleanouts compared to water meters. If one is found, the sidewalk will be replaced accordingly.

When asked the name of the contractor overseeing the project, City Engineer Puddicombe reported that Mitten Construction is handling the sidewalk project. The Southeast Second Street project is a special contract being handled by subcontractor Bowman on behalf of Teal Construction

#### *Solid Waste P34-35*

Solid Waste & Facilities Supervisor Christie Murphy discussed the reduced salary and wages line item which can be attributed to two of their four employees retiring this past year, and three new employees hired in January.

The contract services line item increased because their temporary wage services were moved to this line item. Other than that, there was very little change.

Vehicle maintenance is showing a slight reduction though this year there was a need for several budget adjustments which she will expand upon later during her review.

The new truck was received and should be in service by mid-June and should help reducing the vehicle maintenance costs in the department.

Landfill fees are expected to increase slightly with approximately 200 more residences. In addition, the COVID situation has significantly increased the tonnage with more people being home around the clock.

Ms. Murphy emphasized the push for more recycling to help reduce the increase of household trash. It has gotten better though there is still a need to reinforce the importance and advantages of recycling.

The last two months, solid waste increased 60 tons during March and April. In addition, yard waste collections were significantly higher when compared to previous years. In addition to the storm experienced in early April, people are home and it appears that more yardwork is being done as well.

Cell phone and advertising/printing is staying level.

The software maintenance has a slight increase due to the addition of another mobile user in field which allows two employees responding to work orders at the same time and thus more productive.

Training shows an increase of 71% percent in comparison to the \$1,000 that was budgeted this past year. That is the result of a transfer from that line item into vehicle maintenance. That number also reflected the inability to attend conferences this past year. Though it appears to be a large increase, it is the result of the budget adjustment and not a true number.

General expense was increased slightly because there is always a concern there was not enough in the line item to cover those expenses, so a small increase was requested.

The container line item was kept the about the same in order to keep up with growth. Three containers are anticipated for each household, times 200 new homes. A truckload of 700 is budgeted which provides a few extra for replacements and damaged carts.

Councilman Marabello asked why less than \$1,000 was spent in advertising/printing in comparison to the \$8,000 budgeted this past and new fiscal year.

Ms. Murphy explained that a recycling campaign was scheduled this spring, but the health emergency stopped that from occurring. She still plans to proceed with the recycling campaign and the reason that budget has not changed.

When asked about the loan payback of \$71,430, the City Accountant explained that is the beginning of the \$500,000 loan payback authorized by City Council this fiscal year.

Councilmember Marabello asked if the City will be in a better financial situation in solid waste because of the increase in monthly fees; Ms. Peck said that is the goal and the loan was to help keep this fund solvent in the interim.

Mr. Whitfield remarked the other issue in solid waste is the lack of money for the replacement vehicles. Over the past four years, three of the four main vehicles had to be replaced at a cost of \$350,000 per year. The increase will at least get the department to a point where some money can be set aside for future replacement of equipment and vehicles.

He clarified it is his goal to have a line item for vehicle/equipment replacement in each budget and a plan showing the life expectancy of each item, the anticipated purchase costs and depreciated values. Mr. Whitfield believes that will help make better and more informed decisions on replacements of expensive assets in the future.

Councilman Marabello confirmed the life of the solid waste trucks is six to eight years.

When asked about the substantial decrease compared to FY20-19 in medical fees and asked if that is the result of the increase in healthcare portion that will be paid by City employees.

City Accountant Peck explained the medical coverage is partially due to the cost sharing, but primarily it has to do with the coverage her staff selected, as a result of the turnover this past year. That is a bigger impact as a result.

Councilmember James said he will make the assumption in the other budgets the new cost sharing structure is reflected in each. Ms. Peck said that is correct, though we are also anticipate an increase in health rates partially into the year. A slight increase of 4.5% in January as well.

Electric Superintendent Will Gallagher reported that this past year, a vacancy was filled. That employee reached the first step of progression in the apprenticeship and received a promotion. Three other employees also received promotions this past year in the apprenticeship with the IBEW.

He referenced a number of reductions in O&M budget lines. One of the largest is legal services. The current fiscal year the City has been negotiating with the IBEW for a new collective bargaining agreement and were able to reduce those costs by a sizable amount moving forward.

A new line item entitled tree planting was added with the hope of accomplishing that with the electric staff and a 100% increase as a result.

When asked about salary projections, Ms. Peck said she received input from our HR Administrator and the City Manager and was built into the budget based on the effective date of the contract.

Some of the accounts unfunded can be attributed to portions of the electric budget being moved permanently to technical services and most took place in the current fiscal room. However, there is room for moving line items and all associated costs to technical services for smart metering and similar items.

When asked if all the smart meters were installed, Mr. Gallagher explained that those costs were moved to technical services which is a more logical place for the AMI because that also includes water, in addition to electric. All of the electric meters are converted to the smart meters and during the past six weeks, had outside contractors install the last batch of water meters the City has been waiting on. There were a handful of meters that were in tough spots that are left and being worked through to get completed.

As a result, there are no costs associated with smart metering in the electric budget this coming fiscal year.

Office equipment was slashed and traditionally has been a large request in the budget and he does not see it as necessary.

Councilman James stated that every year in the electric fund, there is in excess of revenue over expenses that increases the electric reserves. Those projections were reflected in the cost of service study even after a rate reduction of 5%. In reviewing past budgets, it was never budgeted in that manner. Though the City ends up with a balanced budget, though we know historically the electric funds generate excess operating cash but it is never shown in the budget or in the projections. It is not seen until the audit is received.

He asked why it is budgeted that way, similar to how it was done in the water fund and a transfer to reserves, especially knowing it will happen every year.

Ms. Peck explained this is similar to the projections and made the decision not to plug the number in because there is a lot of room for change by the end of the year and did not want to be misleading. She did not want Council to count on a lot of extra money that may not be there.

She agrees and does have it budgeted in the new fiscal year of \$267,000 after she adjusts the interest.

Ms. Peck does not know why it wasn't shown in any of the budgets as they were presented. However, the Electric Superintendent stated, he has taken some of the lines down hopefully making it more realistic. If accurate budgeting is done, it should be shown as going in. As the City Manager stated, there is a need to build for a replacement of future assets.

Councilman James stated that even in the actual year 16-17, 17-18, 18-19, there was excess that went into reserves, revenues over expenses that remained, particularly in the electric fund. But it is not reflected anywhere in the budget presentation.

He noticed it last year as well, though he does not understand why it is reflected.

Ms. Peck explained that there is another page for electric with power purchase numbers, which has not yet been reviewed, and that has transfers to reserves. The current budget is showing \$368,040 going in so there is some reflection of the transfer into reserves.

Councilman James feels the transfer to reserves is still more than what is in the budget. He said he may be talking semantics, but he can talk about it later.

Councilmember Marabello said he concurs with Councilmember Marabello and will need to work it out so that all of Council understands where they are coming from.

Councilmember Wilson pointed out that is something that has been talked in previous years. She recalled Councilmember Boyle talking about it, and it appears Council never knows what is truly in reserves until the end and is not reflected in the report.

The City Accountant asked for clarification that when the monthly finance report is done, it is showing a snapshot but does not include the current year portion, at that point in time, is expected. Councilmember Wilson agreed adding Council has never had a clear understanding of what is in reserves, until the audit is finalized and shows specific amounts. However, the report is somewhat vague and it is difficult to understand what is in reserves.

Councilmember James agreed, adding he is familiar with projections of this type. But even for the years that are final, of actual expenses and revenues, he knows from the audit the amount of excess operating cash that was generated from the electric fund, that increased the electric fund reserve. He knows that for a fact.

He then referenced various numbers--\$410,000, \$419,000, \$469,000.

Councilmember Wilson feels that until the end of the budget, they learn what is in reserves and it is always an astronomical amount. Though she is not a numbers person, she follows along. Whenever she hears that number, she is wowed because it is always a huge number.

Councilmember Marabello hopes that as we move forward and streamline our finances, and become more sophisticated, knowing what the depreciation schedules are. People will be able to get those numbers at that point. If you look at the increase just in general cash and investments, in the past five years, it increased by \$12 million. Right now, it is about \$48 million so it is growing. However, we are still unable to pinpoint how much we are really need to have in reserves to feel comfortable in an emergency. That remains the big question.

Councilman Marabello feels the depreciation schedule will provide a better handle of how much extra money the City really has. Then it can be determined how much is needed for emergencies in each account, regardless of whether it is an ice storm or whatever.

Councilman Brooks said it could be for a police station.

Councilmember Wilson said she thought that was the plan after one of the recent studies were completed.

Mayor Campbell said it was agreed to not use those reserves because of the low interest rate that was available and Council felt it was more beneficial to borrow the total amount.

Councilmember Peel pointed out that Councilmember Boyle has been advocating this for a few years and Councilmember Wilson agreed.

Councilman Boyle said his concern is there is no policy on how the City should manage their reserve funds and it is always a mystery of where the money is and where we are going. Council was promised for two years that a policy is coming, but it is still not here. He feels we can talk about how much, but in the end, what can it be used for, where is it going, and what is council's role in managing it.

He then stated that a couple of audits have been completed since he was on Council and asked why the question has never been raised by the auditor about the lack of a reserve fund policy.

Councilman James said he is the newest council member and is asking everyone the same question.

Councilmember Peel said we received some guidance through one of the committees, and received some guidance from the State on good fiscal policy around reserves and being good stewards of the money. She thinks we were always waiting on a cost of service study that was going to provide some guidance to write a policy for that.

Councilmember James pointed out that now the City has all the utility cost of service studies done, have a new City Manager and will have a new Finance Director being hired. He hopes that will provide an opportunity for Council to express its needs and desires. When he came on board, he was surprised on the lack of formalities.

Besides that, he noted that this has gone away from his point that we have audits for the closed years, and not the budget year and not the open year, the closed years beginning 2017 for example. Those years have been audited and the amount is known of what was transferred to reserves. But when Council receives these documents it does not properly reflect what is in the audit relating to the transfer to reserves, from those particular funds. That is his point. He is talking about history.

He feels it would be beneficial if Council could look at these reports, and know the numbers as a guide. Look from the past and know where you are coming from, then look to the future. Right now, we don't know where we are.

Councilman James can figure out, but he is unsure if every other Councilmember is able to.

Councilmember Peel feels it is fair point to marry the documents, especially with the cost of service study that were just reviewed for electric rates, and use some of that information. She agrees it should be reflected in a single document.

Councilmember James emphasized that he is not stating that anyone did anything wrong, he just feels we could do a better job of presenting and organizing our finances.

Councilmember Culotta stated that now that the cost of service study is completed, as part of the budget project, should this be included in passing the budget, or is it too much to ask for that amount of time. He would like to include a policy for the reserve accounts, before the budget can be passed.

City Manager Whitfield recommends holding off until a new Finance Director is in place. In that way, they can review what has been done in the past and he would appreciate providing him at least a six-month period to put that together, though he is unsure if that needs to be part of the budget. He understands the concern and agrees and also thinks there needs to be an overall policy of what should be held in reserves, including the general fund.

Mayor Campbell feels it should be reported in the monthly report. Right now, it is nonexistent and it seems like Council is always waiting. This would provide a document that can be looked at whenever there is a question.

Councilmember Peel said she appreciates the more thorough reports that Councilmember James has provided since he became the Chairman of the Finance Committee. He has provided much more detail than in the past and she appreciates it. However, it is just a matter of having it reflected in this document or the monthly report that Council is referring to.

Councilmember Marabello then asked about nothing being shown in the sick/vacation pay line item. City Manager Whitfield explained that line item is a payout for when someone retires/leaves. Currently, they do not anticipate that happening over the next year.

Councilmember Marabello asked if that is the compensated amount that has to be paid out and Mr. Whitfield stated that is correct.

Councilmember Marabello said that engineering services was budgeted for \$15,000 though only \$5,000 was spent this current year. Another \$15,000 has been asked for the new year.

Mr. Gallagher explained that as of today, that projected number is higher and he opted to not make a change from last year.

Councilmember Marabello then pointed out the maintenance costs are up to \$30,000 even though the projected amount is \$19,000. Mr. Gallagher stated that \$43,000 was budgeted this current year, and given the actuals have been around \$30,000, he felt that was more appropriate.

When asked about the tree planting line item, City Manager Whitfield explained that one of the things that has happened in the past is the electric department often is required to remove trees that grow up into the power lines. Those trees are never replaced. The City has asked in the past for the property owner to put back trees that meet the line clearances, he feels that perhaps there is a need for the City to have some skin in the game. He believes this is important as part of the beautification programs in terms of electric and if the City plants something more appropriate, would give us a little more control.

Councilmember Marabello likes that idea.

Councilmember Marabello then asked about the \$40,000 that was budgeted for environmental compliance, and asked why it is double comparing to the projected number this year, Mr. Gallagher shared that there is no change from the current fiscal year when \$40,000 was budgeted. More than \$30,000 has been spent as of today and the projected number does not take into account the invoices related to a spill at Milford High School. In addition, now that it is springtime, the annual compliance work will be done at all of the substations, so that is an invoice that is paid later in the fiscal year. The \$40,000 has been appropriate when considering the expenses paid from that account over the years.

Councilmember Marabello then asked if the \$25,000 budgeted in inventory expenses is shrinkage; Ms. Peck explained that covers adjustments to the fiscal count. Though the projected is showing \$1,700, that number fluctuates every year though the goal is to keep that number low. That number was accurate at some point, though she is unsure if that number remains that low.

She further reiterated that there is a lot of work done in the spring that will increase the projections Council is seeing now.

Councilmember James believes that City Manager Whitfield has attributed the reduction in shrinkage.

Councilmember Marabello pointed out that \$20,000 is budgeted for sidewalks, though nothing has been spent this year, and is that a contingency of what may happen. Mr. Whitfield explained that sidewalk project has not yet been completed, though a lot of damaged sidewalks that were the result of telephone and light poles and those repairs will be billed to the electric department.

Councilmember Marabello referenced the differences in the increased or decreases in auditing and somewhere the same and asked why that is not consistent in all departments. Ms. Peck explained that most of the departments are consistent, and the sewer department was higher related to the federal grant and loans the City received that were the result of sewer projects. That creates an additional audit once we go over a certain threshold. The City goes in and out of that category, and it did not apply this year. However, we will fall back into that next year and with the additional audit required.

Councilmember James then questioned the bond principal and interest and asked if that reflects using the \$3 million to pay down the debt in the electric department. Ms. Peck confirmed it is not reflected in this budget, because there is a need to make another debt payment, prior to being able to call those bonds. They will be working with PFM on when that actually occurs and is not reflected in this budget, because at this point the cost is unknown. It is on the radar and will come back to City Council, but cannot be done yet.

When asked if the full year of debt service is reflected, Ms. Peck believes that is correct based on the numbers, though Mr. Portmann provides that information.

Councilmember James concluded by stating that number could be lower, as a result. The City Accountant agreed.

She reiterated that they will not have the payoff in time for the budget to be adopted because they cannot be called yet.

Councilmember Marabello then asked if the existing bonds will be replaced for a lower rate at the appropriate time. Ms. Peck clarified that the recent cost of service that was completed included paying off the current debt early. Another debt payment of two will be made, after which the bonds will be called and paid off.

*Garage P40*

Public Works Operations Supervisor Rhiannon Slater reported that salaries are the same with a slight increase relates to the COLA and potential merit increase, as well as the costs associated with the part-time high school student.

There are no significant increases with the exception of software maintenance. She informed Council that the current mechanic is much more technical savvy than our previous mechanic. He is much more familiar with the newer standards and more modern machines, which is important as we begin to replace vehicles that are more high tech. Software renewals and training each show increases as a result of the mechanic's ability and willingness to learn more. There is need to support him as he educates himself so the City is encouraging the additional training for him.

Maintenance and repairs to the building did decrease as a number of repairs being completed this year, including some major updates to the garage doors.

She noted there is very little change in the other line items.

Councilman Boyle asked if the City only has one mechanic. Ms. Slater said he receives a great deal of help from the high school student who works part-time. There are some things that are beyond the mechanic's capability, as well as the equipment that is in the garage, and that work is sent out. However, that is typically the larger jobs.

When asked if the one employee is responsible for all the rolling stock and Councilmember Boyle pointed out we keep buying more vehicles and asked if there is a need for another position in the next year of two. Ms. Slater said she and Mr. Whitfield have discussed a couple of times. She has been evaluating the work that is being sent out, as well as projecting what can be expected with newer vehicles to find the holes can be filled, if another person were added.

When asked how many vehicles the City has, Mr. Whitfield estimates approximately 120 pieces of rolling stock, which includes the police.

When asked who fills in when he is out, Ms. Slater said that fortunately, the mechanic has not gone far for a vacation and has actually come in a couple times when he was off. If something major were to occur, that vehicle would have to be outsourced if he was unable to come in. She keeps him away from people in an attempt to keep him healthy.

Councilmember Wilson confirmed that Ms. Slater oversees the garage and the mechanic and the part-time high school student who is currently coming in and working three full days and was coming in for half days every weekend when school was in session.

In addition to the garage, the student also helps in the warehouse.

Councilman Culotta asked if when we outsource, are there specific garages we use or one mechanic or service. He knows there are services available that can assist when needed.

Ms. Slater verified that specific vendors are utilized depending on the work that is needed. The vendors are all part of the State contract and one for welding, air brakes, tire services, etc. The City is pleased with the work they provide though the mechanic does price shop out somewhat to ensure we are still getting the best price available.

Mayor Campbell expressed concern about only having one mechanic considering the number of vehicles we have in our fleet.

Ms. Slater believes there were two mechanics up until five or six years ago though she is unsure why that was reduced to one. This is something that is being looked at right now.

Councilman James recalled previous discussion about having only one mechanic at the time the City purchased a lift due to some safety concerns. These questions were raised at the time sometime last year.

To him, it sounds as though there is an operational risk and agrees there is a need for dedicated source and whether we get the service that is needed. He feels this should be mitigated with employee staff and at least should be looked at.

Councilmember Peel asked if there is a way to consider the intern position as a backup plan regardless of which department they are interning in, should the mechanic go out for some time. Mr. Whitfield said that is a possibility depending on the person and one of the things that needed to be considered is the amount of money that is spent on outsourcing. If that is reflective of, or equal to the work of another mechanic, it would be a wash. In other words, it is not going to cost the City any additional jobs, but instead will not be outsourcing and instead paying it within the City ranks.

That is something the City Manager had asked Ms. Slater to review and she has been pulling that information together. He added that one of the issues is the City does not have good historical data on what has been done in the past. Ms. Slater has done a work at correcting that so that we now know how much we are spending on outsourcing. This information can be used to make a much better decision. He agrees it is something that has been pretty high on our radar screen and is something that is being evaluated and is close to the point of being able to come before Council with a proposal.

Councilmember Marabello asked what is the amount for outsourcing as he does not see it on the budget. Mr. Whitfield explained that is why this is difficult and because it is charged back to each individual department. Ms. Slater is now keeping track of those transactions for that purpose.

Councilmember Marabello then questioned the estimate of how much is in the other departments; The City Manager believes that Ms. Slater can pull that information.

Ms. Slater informed Council that the money is paid out of the garage to the vendors, just as the departments pay the mechanic for his time and materials. That amount is somewhat lumped into their maintenance vehicle lines and there has been some difficulty pulling that information out. Instead of inputting the amounts from individual slips, total amounts were entered in the system which created a lot of difficulty when trying to track it. They have spent the last year trying to compile that information to bet a better idea.

Councilmember Boyle talked about Mr. Whitfield's plan for vehicle maintenance schedule/master plan and asked if that is something the mechanic handles. Mr. Whitfield confirmed that the mechanic and Ms. Slater share those duties.

#### *Public Works P41-42*

The Operation Supervisor then proceeded with review of the public works budget.

She referenced the facility maintenance line item that increased to \$71,000 which will allow some upkeep of the building and entire facility. Nothing has been done to the building since it was built in the late 1990's and money has been allocated this year to have it completely repainted to freshen things up.

There is a gasoline/oil and vehicle maintenance/repair that has traditionally not been budgeted. Because public works inherited a vehicle from customer service, which will be replaced with another vehicle, and those are associated expenses.

Other than that, there are no other significant changes.

Councilmember Marabello questioned the salary/wages line item and asked if someone left and that vacancy was filled and the reason the current budget projected amount is approximately \$100,000 less than the new budget. Ms. Slater recalled the two vacant engineering tech positions at the beginning of the year. One of those positions is still vacant and is part of that reason.

Mr. Whitfield also recalled the City engineer position was also vacant for six months last year.

Councilman Marabello asked what the \$181,000 in capital outlay in buildings was for; Ms. Slater that encompasses a number of projects throughout the facility, including replacement building cameras, key cards to assist with inventory control, etc.

Councilman Marabello asked if the breakroom conversion will be completed this fiscal year. Mr. Whitfield confirmed that project was completed a couple months ago.

Ms. Murphy confirmed that project was completed the beginning the first of March. When asked if that was paid for the beginning of March, Ms. Murphy reported there were a few minor items that were needed, so the final invoice was held up though it has recently been submitted to finance.

Councilmember Marabello noted that there are three-line items for a total of \$300,000 to \$400,000 that is part of the restricted funds and asked how that correlates with this project. Ms. Murphy believes there was approximately \$8,000 held up as a result of the change order.

Ms. Peck then reminded Council the projected numbers are moving targets and she will be looking to see if there is anything else, she can move from the carry forward to the completed budget. The invoices are not all in and she has not seen the solid waste truck invoice either to finalize that. She moved that because she was aware it had received. However, some of the bigger projects that have multiple invoices may still be listed in and out being carried forward and end up being completed before the end of the fiscal year.

For example, she is also aware that Parks and Recreation has some work being done that may prevent a capital project from being carried forward to being completed in this fiscal year.

Councilman Marabello is looking at the interim report and there are some big numbers, two at \$184,000 and another two at \$112,000 which are supposedly unpaid by the end for March. He wonders if the total is accurate on restricted funds.

Ms. Peck explained it was accurate at that point in time, though there is a very good chance it has changed. Because it is in reserves, Mr. Portmann would be more familiar.

#### *Technical Services P43-44*

Electric Superintendent Will Gallagher returned to review the tech services budget.

He reported the salaries and wages have very little change. This department consists of three employees, one supervisor and two union employees. These employees do a lot to support the public works staff, as well as the City in general with fiber maintenance, including external stakeholders.

Given the projection for the current year, overtime seems to be going down and can be attributed to the amount of AMI meters that are now in place which reduces the amount of time associated with those duties.

He referenced the line items that increased as a result of that money being historically in electric, but has since been moved to technical services.

A special laptop and associated equipment have been requested that will interface with the equipment at the substation.

Mr. Whitfield added that this department is the one that oversees the SCADA system, that monitors all the wells, substations and other equipment. There was a recent outage caused by a downed line, but the public works staff had already been notified by alarms which is a result of SCADA notification.

Councilmember Culotta referenced the increase in software maintenance of approximately \$30,000 and asked how in the long term will the City be moving to a more cloud-based system throughout all departments that will better leverage that number and be more efficient.

The last software maintenance line item, according to Mr. Whitfield, is a cloud system. That is the AMI system and is not hosted internally. Moving forward, that will be considered for the ERP system and determination made if a cloud-based financial system is more efficient versus having a server as we do now.

\*\*\*\*\* BELOW GOOD

*Capital P47*

A review of the Capital Improvement Plan, which includes left over items/projects from FY19-20, was then provided by the City Manager.

*Electric:*

SCADA Smart Metering Wall Monitor  
Replace 2006 Vermeer Chipper (S-38)  
Fault Locator  
Replace 2000 International Line Truck (E-110)  
Replace 2005 F0250 Pickup (E-115)  
Replace 2003 International Material Handler (E-103)  
Replace 2001 Vermeer Walk-Behind Trencher/Plow (E-128)  
Replace Trencher Trailer (E-123)  
Replace F350 Dump Truck (E-108)  
3 Phase Wire Trailer (Replace E-114)  
Traffic Signal Head Refurbish: Church/Walnut/Washington  
Wilbur Street Line Reconnector  
GIS/Mapping - Smart Metering  
Fiber Optic Backup to PW  
LED Streetlight Replacements  
Shawnee Acres Primary Replacement

*Water:*

Replace S-9 GMC Dump (from Streets) with Hook truck  
Replace W-15 Ford F350  
Install Automated Blow-Off Valves  
Protection Upgrades Caulk & 10th Street Towers  
Water Tower Altitude Valve at Caulk Tower  
SE 2nd Street Lead Service Line Replacement

Informational

10th St Water Facility Test Well (New Well to Replace Well #1)  
Water Treatment Facility Monitoring & Process Control Upgrades (4&5)  
City-wide Valve & Hydrant Replacement/Improvements  
Standardized Water Treatment Facility Controls  
Front Street Water Lines  
Replacement of Lead Water Service Lines  
Replacement of Concrete Asbestos Water Mains  
Replacement of Well #16 (Southeast Treatment Facility)

*Sewer:*

Replace SE-2 Ford F250 Pickup  
Replace S-4 with Hook Truck with Dump/Flatbed & Plow

Informational

Standardized Sewer Pump Station Controls  
Truitt Ave Pump Station Groundwater Investigation & Repair  
SCADA Instrumentation Upgrades & Integration  
Targeted Inflow and Infiltration Investigation & Repair  
SE 2nd Street Sewer Line Replacement

Replace Asbestos Concrete Pipe  
Mill Street Sewer Realignment

*Customer Service:*

Customer Service Building Digital Audio Video System  
Customer Service Building Drive through Curb  
Customer Service Building Basement Waterproofing

*Public Works:*

Replace B-1 2006 Dodge Stratus  
Replace Carpet and Install VCT  
Key Card Access at Facility/Gates  
PW Yard Landscaping  
HVAC Control Automation System-Building 200 & 300  
New Wall for Ice Maker in Old Kitchen bar area  
New IP Cameras Warehouse Interior  
HVAC - Upgrade & Repair

*Streets:*

Informational

Street Resurfacing and Rehabilitation, ADA Ramps  
Installation of ADA Compliant Ramps  
Walnut Street Pedestrian Crossing (Landscaping)  
Fourth Street Flooding Infrastructure Repairs  
NE Front Street Streetscape (TAP Project)

*Parking:*

Informational

N. Walnut Street/NE Front Street Parking Lot Enhancements

*City Hall:*

Parking Lot Enhancements  
Council Chambers Recording System Upgrade  
Monitors in Council Chambers  
City Hall Video Monitoring System Replacement  
Basement Fit-Out

*IT:*

Server Refresh (3) & Cisco Backbone Spare  
Replace 2006 Dodge Stratus (M-21 Updated IT-001)

*Parks & Recreation:*

Ventrac Tractor Attachments (V-Blade, Broom)  
Kubota B series Tractor  
Portable lighting (3) for Soccer fields  
Kruger 16' Tandem Axle Trailer (Replace PR-21)  
Kubota Zero Turn Mower (PR-36)  
Replace 1/2 Ton Pickup (PR-1)  
Replacement Ford F-350 Dual Cab Dump Truck (PR-003)  
Armory Renovations for Workshop  
Armory Fiber Optic Switches  
Replacement HVAC unit at P&R  
Fiber optic replacement switch P&R office  
Riverwalk and Pedestrian Bridge Decking Painting  
Armory Paving

S Washington and SE Front Basketball Court Repairs  
 Repaving of Parks and Recreation Parking Lot  
 Goat Island Pedestrian Bridge Board Replacement Project  
 Painting of Riverwalk handrails  
 Replace Riverwalk Railing System with Lighting Project  
 Marvel Square Sign  
 Riverwalk exposed concrete remove and replace

Informational

Downtown Playground  
 Riverwalk Extension

*Planning & Zoning:*

Informational

Open Space Acquisition

*Code Enforcement & Inspections:*

Replace 2008 Dodge Durango (PZ-002)

*Police:*

Safety Recording Lines Server  
 2 Police Vehicles Replaced

Informational

Police Station {Design/Engineering/Geotech}

TOTALS	FY19-20*	FY20-21
Electric	\$ 1,000,000	\$ 679,000
Water	\$ 1,495,400	\$ 95,000
Sewer	\$ 285,000	\$ -
Solid Waste	-	-
TOTAL ENTERPRISE FUND	\$2,780,400	\$774,000
Customer Service	-	\$49,500
Fleet Services (Garage)	-	-
Technical Services	-	-
Public Works	-	\$216,773
TOTAL INTERSERVICE FUNDS	-	\$266,273
Streets		
City Hall	\$134,775	-
Information Technology	-	62,000
Parks & Recreation	\$234,200	\$265,500
Planning	-	-
Code Enforcement	-	\$32,000
Police	-	\$105,700
TOTAL GENERAL FUND	\$368,975	\$ 465,200
ALL FUNDS	\$3,149,375	\$1,505,473

\*Approved

*Real Estate Transfer Tax*  
*Reserves*

Based on the evaluation of street conditions, a five-year Street Improvement Plan was created. It determined that \$825,000 a year is needed over the next five years (thru 2024) to get all streets into good condition.

When considering the funding, the real estate transfer tax can be considered. Approximately \$1.6 million is needed to complete and that would deplete that fund in its entirety by the end of this year. Plus, there would not be enough money to fund it in 2021, 2022, 2023 thru 2024.

Municipal Street Aid will most likely be expended this fiscal year and again next year and used for those road projects, though insufficient funds to address the complete list of streets.

The general improvement fund is money that comes in and goes out. The City received CTF money in the amount of \$100,000 for Lovers Lane, which is expected to be spent in its entirety.

City Manager Whitfield then explained the policy involving prevailing wage requirements in Delaware. Street resurfacing projects do not require prevailing wages; however, a new road projected at more than \$100,000 would require prevailing wages. Similar, any new building in which state funds are used will also require prevailing wages be used.

Councilmember Peel clarified that plans were to partially fund the street paving project from RTT money, but that shifted because of the amount of money being paid out for police operations. Mr. Whitfield explained that if all the streets listed were completed next year, that would deplete the fund.

Councilmember Marabello confirmed the \$625,000 earmarked for the Tenth Street Water Well is to replace the closed well in southeast Milford and to supplement that water supply. Mr. Whitfield explained that originally the intent was to close Well 1 (Washington Street adjacent to Milford Public Library) with a new well at Tenth Street. Well 1 is the oldest well in the City and recently silt and sand have been coming up from the bottom because the screens no longer exist.

He agreed the was to install a new well in the southeast area, but regrettably, the hydrogeologist has not had much success in finding a site in that area. The City was informed that anything south of the Mispillion River to Georgetown is not a good place for any type of well development. As a result, there are many unanswered questions about why two wells were installed in that area.

Mr. Whitfield does feel confident in the abilities of the hydrogeologist who is providing some very good recommendations which will save money and time. The next question is where on the north side of the Mispillion River closest to the southeast would be a successful location for a new well.

Mayor Campbell asked the total costs of all capital projects and items over the next two years. Mr. Whitfield explained he does not have a total because each enterprise is evaluated first, though he can provide that number. Councilman James estimates around \$2.3 million.

The Mayor said he wants to know what is in reserves to see what is left that can be used.

The City Manager then referred to the first page of the budget which lists all the approved capital expenditures. He reminded Council that any project costing more than \$50,000 will be presented again for additional approval along with a funding source recommendation.

#### *Summary, City Council Discussion, and Wrap Up*

Finance Chair James stressed that he is being cautiously conservative particularly in the environment we are as a result of COVID-19. Unfortunately, it is still an unknown as far as the future and economic impact. He is asking each department to go back and review their budget again and look hard at things that are necessary, those that are have-to-have or will enhance efficiencies or generate more revenues, or something that might simply be nice to have. He asked the department heads to be honest with themselves before the City Accountant comes back with a final budget. That should include another review of capital items and rankings based on importance.

He feels we owe this to our rate payers and taxpayers to be as conservative as possible, so that we can be prepared.

Councilmember Peel recalled reviewing the capital improvements at a previous meeting, at which the priorities were evaluated. She asked if those priorities have been revisited as far as what is considered essential and is that reflected in what is being requested and was that discussed with the department heads.

Mr. Whitfield confirmed that during several budget meetings with the various departments, a number of items were pushed back, pointing out that many capital projects can be delayed. He assures Council that his staff does not spend the money just because it is there and they really take a hard look at what is needed before moving forward. He feels they have been very prudent with their financial assessments.

He reiterated that many of the big-ticket items can often be delayed, though the City has some obligations, as is the case with the DelDOT TAP Project that the City is committed to. On the other side, there is also the potential of stimulus money coming in the form of public works monies and he wants to be prepared for that. He feels it is important to have shovel-ready projects should that occur. As a result, Council will be seeing some engineering requests to ensure those projects are ready when the funding becomes available.

In the meantime, he is evaluating other funding sources and is also working with Representative Shupe and Senator Wilson on CTF funding. Anytime other sources of income are available, they will be used first.

Councilmember Peel said she is seeing a lot of grant opportunities though she is unsure if that applies directly to education. Mr. Whitfield reported that Congress has been talking about a public work bill for at least three years. In his opinion, there is nothing better to get the economy moving than a public works project and has been the way to that he hopes to see that at some point within the next year, which is a great way to revive an economy.

Councilmember James also asked if something is being considered for municipalities in general, and specifically if that is on hold while they determine how the money will be distributed.

Mr. Whitfield announced that he sent a memo today to DLLG Executive Director Carl Luft, who was pulling information for the league to provide to Senator Coons and Carper on the losses municipalities are experiencing. Currently, Milford's biggest losses are revenues from unpaid utility bills, in addition to the potential for a downturn in real estate transfer taxes, though that has not occurred yet. However, that impact is not usually felt until sixty days or so after contracts are written.

Fortunately, Milford does not utilize an income tax and those municipalities that do, are really hurting right now, according to the City Manager. However, those losses will eventually trickle down to the State because it does depend on income taxes and they are already anticipating a significant drop this coming year in revenues.

The City Manager is hoping the State will not pair back the money earmarked for Municipal Street Aid, which typically comes from a gas tax that is rolled over to each municipality, based on population and street lengths.

When asked about delinquent utility accounts, Mr. Whitfield said he received an update today and currently the outstanding balance is \$360,000 and of that, \$162,000 is delinquent. Letters were sent out beginning this week reminding customers they were delinquent and that whenever the State of Emergency is lifted, those services could potentially be disconnected for nonpayment. The City of Seaford did something similar and had a really good response with most customers making their accounts current as a result.

Mr. Whitfield encouraged Council or anyone else to please contact him with any budget questions, so that he can disperse them to the appropriate person. In the meantime, he will keep track of that information and email it so that all of Council is familiar with it prior to Monday night.

#### *Adjournment*

There being no further business, the Budget Hearing was adjourned at 9:14 p.m.

Respectfully submitted,

Terri K. Hudson, MMC  
City Clerk/Recorder

MILFORD CITY COUNCIL  
MINUTES OF MEETING  
May 26, 2020

The City Council of the City of Milford convened their regular meeting by way of a video conferencing website on Tuesday, May 26, 2020. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public meetings and gatherings until further notice. See May 26, 2020 Council Meeting agenda and packet for additional information.

#### CALLED TO ORDER

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

#### INVOCATION AND PLEDGE

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

#### PUBLIC HEARINGS

##### *ORDINANCE 2020-17*

*Lynch, Paynter A. & Joyce E. for a De-Annexation of One (1) +/- acre of Real Property from the City of Milford Corporate Limits.*

*Property is located along on the southerly right-of-way line of New Hope Drive, Milford, Delaware. Tax Map MD-16-173.00-01-02.01*

Planning Director Rob Pierce presented the application on behalf of Mr. and Mrs. Lynch and their petition submitted in November 2019:

*Request for De-Annexation of Parcel Map ID 5-16-17300-01-0201-00001*

*We are requesting that our property referenced on tax map ID 5- 16- 17300-01-0201-00001 be De-Annexed from the City of Milford. When we purchased the parcel, we were ensured this would be added to our existing parcel to make 1 continuing property however this portion of our purchase was not completed by the City of Milford at time of purchase, it is our intent to request the above aforementioned De-annexation to be finalized into one continuing parcel.*

Mr. Pierce noted that the request has been on hold since the City's business park property was annexed in the late 1990's.

The annexation committee reviewed the petition on February 10, 2020, at which time they recommended proceeding with the de-annexation as requested.

Tad Lynch, son of Mr. and Mrs. Paynter, attended by telecommunication, along with his mother Joyce and brother Paige.

He confirmed their intent has always been to combine the two parcels into one under Kent County jurisdiction, as was agreed by the City at the time the property was purchased back in 2001.

Mr. Pierce explained this was scheduled in March, but was canceled due to the Covid-19 health emergency and the challenges associated with public hearings. This is the first meeting that will accommodate public hearings and the reason it was postponed until this date.

To ensure compliance with the criterion of the City Charter, Solicitor Rutt verified the property is undeveloped and the valuation is below \$25,000. Mr. Pierce noted that the property was never assessed by the City of Milford and was tax exempt because of the pending situation.

Mayor Campbell opened the meeting to public comment. No one responded, after it was also confirmed that the City Clerk's Office had received no related correspondence. The floor was then closed.

Councilmember Boyle moved to adopt Ordinance 2020-17 to de-annex the Paynter and Joyce Lynch property from the City of Milford, seconded by Councilmember Wilson:

#### Ordinance 2020-17

#### De-annexation of Property from the City of Milford Corporate Limits

AN ORDINANCE OF THE CITY OF MILFORD, DELAWARE to amend the zoning map of the City of Milford by removing One (1) +/- Acre of Real Property identified as Tax Map MD-16-173.00-01-02.01.

The City of Milford has received a request from Legal Owners Paynter A Lynch and Joyce E Lynch to remove or "de-annex" the following property (hereinafter referred to as "the subject property") from the limits of the City of Milford, for the purpose of making this portion of their land into one continuous territory, completely excluded from the City of Milford, and owned by Paynter A Lynch and Joyce E Lynch, and located in the unincorporated area of Kent County in the State of Delaware:

ALL THAT piece, parcel and lot of land, lying and being situate in the City of Milford, Kent County, and the State of Delaware, being depicted on a survey prepared by Davis, Bowen & Friedel, Inc., dated January 2001, fronting on the southerly right-of-way line of Private Road No. 2, adjoining lands now or formally of Brett Elliott, being more particularly described as follows, to wit:

BEGINNING at an iron rod and cap set on line for Lot 12 in the subdivision known as Hollywood Acres, as filed with the office of the Recorder of Deeds, at Dover, Delaware in Plot Book 4 at page 21, and being the southwesterly corner for lands of Brett Elliott, distance South 02 degrees 29 minutes 20 seconds West 15.22 feet from a concrete monument found on the southerly right-of-way line of the easterly terminus of Private Road No. 2; thence proceeding with said Elliott lands, and lands of the City of Milford South 87 degrees 04 minutes 10 seconds East 220.54 feet to a point; thence continuing with said City lands the following two (2) courses and distances: (1) South 02 degrees 49 minutes 41 seconds West, 197.76 feet; and (2) North 87 degrees 07 minutes 56 seconds West 221.36 feet to a point on the line for Lot 10 in the above referenced subdivision; thence finally, running with Lot 10 and Lot 12 North 03 degrees 03 minutes 55 seconds East 198.01 feet to the place of beginning, containing 1.004 acres of land, more or less.

WHEREAS, the City of Milford has reviewed and considered the request to de-annex and exclude subject property belonging to Paynter A Lynch and Joyce E Lynch;

WHEREAS, the City Council of the City of Milford has the authority to de-annex property and exclude property from its boundaries that complies with Section 1.05 of the Charter of the City of Milford and Title 22 of the Delaware State Code; and

WHEREAS, a notice of this Ordinance to de-annex the subject property was published in the Milford Beacon announcing that public comments would be accepted at the City Council Meeting on May 26, 2020.

NOW THEREFORE, BE IT RESOLVED by the City of Milford, that by majority vote, City Council hereby orders the subject parcel, as described herein, be subsequently de-annexed and excluded from the Official Zoning Map and the Corporate Limits of the City of Milford, effective ten days following its adoption.

This will certify that this is a true and correct copy of the Ordinance duly adopted by the City Council of the City of Milford at a regularly scheduled meeting on the 26<sup>th</sup> day of May 2020.

Dates.

City Council Introduction: May 11, 2020

City Council Public Hearing: May 26, 2020

Effective: June 5, 2020

Motion carried.

## COMMUNICATIONS & CORRESPONDENCE

### *DSP Camera*

Mayor Campbell reported that he received a complaint about a security camera on a pole at Causey Avenue. Chief Brown confirmed the camera had been installed by the Delaware State Police (DSP) and it has since been removed.

Chief Brown added that police agencies have the right to install cameras for purposes of an investigation without notification to residents in the area. This camera was the result of a case the DSP were working on in the City of Milford. They had informed Milford Police Department when it was installed though Milford was not needed to assist in the investigation.

When Chief received an email from the media, he contacted DSP to have it removed.

### *Lion Club*

Councilmember Marabello reported that the Lions Club maintain the small cemetery at the Jordan Bus Company location on Rehoboth Boulevard. He requested the City Manager inquire if the City Electric Department could assist in repairing a flag pole rope with the use of their bucket truck.

### *Emergency Health Modification/Allowing Outdoor Food Services*

Councilmember Morrow asked if the City has received any requests from restaurants who wish to expand their food and drink services to outside areas and understands they are initially required to submit applications through their municipality.

City Manager Whitfield confirmed the City has not received any, though he has been in touch with DMI and offered to assist with providing space in the downtown area for this purpose in hopes of aiding eligible businesses.

Councilmember Culotta said that the owner of Westside Restaurant had received a form from the State of Delaware and asked who she needed to contact. Mr. Whitfield confirmed that any private property uses would need to be reviewed by the planning department. However, any public property or right of ways, would need to contact the City Engineer and Mr. Whitfield.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

### *Adoption/Resolution 2020-19/Fiscal Year 2020-2021 Operating Budget*

Finance Committee Chair James said he had requested some additional budget information which has since been provided. He referenced the memorandum written by the City Manager and the one prepared by City Accountant Sandra Peck, as well as the updates.

It was agreed that some additional time was needed to more thoroughly review the budget before the final draft is adopted. As a result, it was agreed to keep the tentative June 1<sup>st</sup> meeting posted, should Council need more discussion.

Mr. Whitfield agreed adding that will provide time to make a small correction in his budget memo. He also referenced the synopsis of the number of full-time employees (FTE) budgeted for 2019-20, the actual number of FTEs on staff during 2019-20, and the number of FTEs budgeted in 2020-21.

He had not received any additional questions over the weekend but encourages Council to contact him between now and June 8th. He will respond, after which he will provide a summary to all Councilmembers that will also be made part of the public record at the next meeting.

Councilman James thanked Mr. Whitfield for the opportunity to keep the June 1<sup>st</sup> meeting on hold, though it can be canceled if there are no longer any outstanding issues.

It was agreed that after a final analysis by City Council, if the City Manager does not hear anything by next Friday at noon, the June 1<sup>st</sup> meeting will be canceled and the budget addressed, and public comment taken, at the June 8<sup>th</sup> meeting.

*Authorization/Carlisle Fire Company/Memorandum of Understanding*

City Manager Whitfield reported that he and Carlisle Fire Company Representative Duane Fox met and worked out the details of the contract. Since that time, Mr. Fox presented the agreement to the fire company board who is also on board with the updated document. In addition, it was presented to the City Solicitor for his review and approval.

He noted that one of the concerns was the disbursement of Carlisle Fire Company's enhancement funds. That was addressed through a code amendment already in place. Mr. Whitfield looks forward to a good working relationship with the fire department.

Mr. Fox was in attendance and also confirmed the board met and agreed with the language that now exists in the MOU and they are prepared to execute it.

Councilmember Brooks moved to adopt the following MOU, seconded by Councilmember Morrow:

***MEMORANDUM OF UNDERSTANDING BY AND BETWEEN  
THE CITY OF MILFORD AND CARLISLE FIRE COMPANY***

*This Memorandum of Understanding ("MOU"), made and entered into this 26<sup>th</sup> day of May 2020, is by and between CARLISLE FIRE COMPANY, a Delaware not for profit corporation ("Carlisle"), and THE CITY OF MILFORD, Delaware, a Delaware municipal corporation ("City").*

(Complete agreement can be found in the Council packet.)

Motion carried.

*Certification/2020 Voter Registration List*

City Clerk Hudson explained this is a provision of the Voter Registration Code related to the City's election process. The list of qualified voters that will be used at the June 13<sup>th</sup> election and must first be certified by City Council.

She noted that the list does include Ward 4 voters, though they will not be voting at the June 13<sup>th</sup> election due to the Ward 4 Council seat being unchallenged.

With the push for voters to use absentee ballots, Councilmember Culotta asked what is in place to prevent voter fraud, particularly voters that are still listed, but no longer reside in the City.

Ms. Hudson confirmed there are several safeguards in place, and the applications being mailed will provide a great deal of feedback which will prevent that. There are several steps involved in the process, and any red flags should be observed prior to the actual absentee ballot being mailed.

She then provided a brief explanation of the absentee ballot process and encouraged Council to contact her with any voter changes that are needed to the list.

Councilmember Boyle moved to certify the 2020 Voter Registration list, seconded by Councilmember Culotta. Motion carried.

*FY 2020-2021 General Assessment*

*Adoption/Resolution 2020-14/Schedules Board of Revision and Appeal Hearing*

The City Clerk explained this is a requirement of the City Charter and one of multiple steps of the process that allows our customer service department to bill taxes each year. Another stipulation is to provide the general assessment for public view, so that any property owner questioning their property assessment, will have the opportunity to appeal. The next ten-year assessment will occur in FY2021-2022.

Two paper copies of the assessment will also be available at City Hall and Customer Service, in addition to the City website.

Councilman James confirmed the full body of Council will sit as the Board of Revision and Appeal.

Councilmember James moved to adopt Resolution 2020-14, seconded by Councilmember Wilson:

RESOLUTION 2020-14  
Schedules Board of Revision & Appeal Hearing

WHEREAS, the provisions of Article VII, Section 7.05 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment, as adjusted, to be posted in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour, and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, July 27, 2020 at 6:30 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2020-2021 General Assessment.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 26<sup>th</sup> day of May 2020.

Motion carried.

*Adoption/Resolution 2020-17/Acceptance of Milford Ponds Subdivision, Phase 1.5 Water System and Sewer System*

City Engineer James Puddicombe explained this resolution allows final acceptance for Milford Ponds Phase 1.5 Water and Sewer Systems, and provides the City with ownership, thus allowing the maintenance bond to be relinquished to the developer.

Councilmember Wilson moved to adopt Resolution 2020-17, seconded by Councilmember Culotta:

RESOLUTION 2020-17  
Acceptance of Milford Ponds Subdivision, Phase 1.5  
Water System and Sewer System

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water distribution system and sewer system included in a portion of Phase 1 of Milford Ponds Subdivision have been completed in accordance to City standards and requirements; and

WHEREAS, the portion of Phase 1 to be accepted includes the utilities within the Right-of-Way ("ROW") and public utilities within associated open spaces adjacent to, but within the phases, as depicted on the phasing plan sealed and dated April 8, 2019 and recorded with the Sussex County Recorder of Deeds on Book 0271, Page 9; and

WHEREAS, the phase to be accepted is phase 1.5 which encompass lots 285 through 313 and 323 through 334; and

WHEREAS, the utilities within the following rights-of-way are to be included: Cannors Court; and

WHEREAS, this Resolution does not include acceptance of the sidewalks or public streets within these phases; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, Milford Ponds LLC has provided the City of Milford with a maintenance bond for 10% of the value of public improvements and public utilities warranting said improvements for one year from the date of acceptance; and

WHEREAS, the maintenance bond for the completed utilities is to be relinquished to the developer in an amount equivalent to that withheld for maintenance of the accepted utilities; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 26th day of May, 2020, by a favorable majority vote, accepts the water distribution system and sewer system in the Milford Ponds Subdivision, Phase 1.5, that are being dedicated for public use into the City of Milford's public utility system.

BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance and repair of the water distribution system and sewer system in Milford Ponds Subdivision, Phase 1.5, as noted in this Resolution.

Motion carried.

*Adoption/Resolution 2020-18/Conditional Acceptance of Milford Ponds Subdivision, Phase 1.6 Water System and Sewer System*

City Engineer Puddicombe clarified the conditional acceptance of Phase 1.6 of Milford Ponds Subdivision, that will put them into the one-year period related to the maintenance bond of approximately 10%. He is comfortable the system is in good working order and suitable for public use after the year expires, at which time, final acceptance will be sought.

Councilmember Peel moved to adopt Resolution 2020-18, seconded by Councilmember Culotta:

RESOLUTION 2020-18  
Conditional Acceptance of Milford Ponds Subdivision, Phase 1.6  
Water System and Sewer System

WHEREAS, Chapter 200 provides that public roads and public utilities shall be accepted into the City of Milford's street system and public utility system by Resolution of City Council; and

WHEREAS, the Public Works Director and City Engineer have determined the water distribution system and sewer system included in a portion of Phase 1 of Milford Ponds Subdivision have been completed in accordance to City standards and requirements; and

WHEREAS, the portion of Phase 1 to be accepted includes the utilities within the Right-of-Way ("ROW") and public utilities within associated open spaces adjacent to, but within the phases, as depicted on the phasing plan sealed and dated April 8, 2019 and recorded with the Sussex County Recorder of Deeds on Book 0271, Page 9; and

WHEREAS, the phase to be accepted is phase 1.6 which encompass lots 254 through 260; 488 through 503; 531 through 537; 550 through 559; and lot 265; and

WHEREAS, the utilities within the following rights-of-way are to be included: Calico Place, Nine Patch Way, and Central Parke Boulevard from lot 531 to 537 and from lot 488 to 494; and

WHEREAS, this Resolution does not include acceptance of the sidewalks or public streets within these phases; and

WHEREAS, approval to operate those utilities has been obtained from the applicable State agencies; and

WHEREAS, Milford Ponds LLC has provided the City of Milford with a maintenance bond for 10% of the value of public improvements and public utilities to be held for a period of one year from passage of this resolution; and

WHEREAS, final acceptance is contingent upon a final inspection and City Council approval at the end of the one-year period; and

WHEREAS, said developer has provided as-built drawings of the utilities to the City of Milford.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 26th day of May, 2020, by a favorable majority vote, conditionally accepts the water distribution system and sewer system in the Milford Ponds Subdivision, Phase 1.6, that are being dedicated for public use into the City of Milford's public utility system.

BE IT FURTHER RESOLVED, that the City of Milford shall assume responsibility for the future maintenance of the water distribution system and sewer system in Milford Ponds Subdivision, Phase 1.6, as noted in this Resolution.

Motion carried.

*Funding Authorization/2020 Streets Project 2020-001*

City Manager Whitfield recalled Council discussing the paving and needed improvements to various streets within the City. He wants to be ready in case there are funding opportunities that may become available through the Federal Government as part of the stimulus package.

The first step is the engineering, though that does not mean all of these streets will be put out for bid at one time.

City Engineer James Puddicombe presented the proposed 2020 Streets Project, consisting of 11,686 linear feet of roadway encompassing ten different streets throughout the City. Those streets include:

- NE 2ndStreet
- NW 3rdStreet
- NE 4thStreet
- NW 5thStreet
- North Street
- Church Street
- Mill Street
- Kings Highway
- Barker Street

The utility repairs were split 50/50 between reserves to cover the engineering responsibilities, which include the sewer and water design. Municipal Street Aid and Real Estate Transfer Tax monies will be used for the associated ADA and sidewalk improvements.

He added there will be a focus on lead service lines and sanitary sewer and water line repairs prior to paving in order to prevent coming back and repaving a second time.

The City Engineer confirmed this is next fiscal year's group of streets.

City Manager Whitfield recalled this was included as part of the reserve fund review, at which time, he shared with Council that the project would be coming back before Council for funding authorizations. He further explained that because Municipal Street Aid and Real Estate Transfer Taxes are considered reserve funds, Council authorization is required to utilize the monies from those accounts.

Councilman James asked how much is coming out of the individual MSA and RTT accounts, pointing out the sewer reserves is somewhat of a suffering fund.

Mr. Whitfield revealed the sewer reserves are under review and a recommendation will be forthcoming to aid that fund.

Because the Shawnee Acres Pump Station is the result of an increase in capacity, there is justification to use impact fees in lieu of sewer reserves for that portion of the project. Using \$211,000 from impact fees will have a very positive impact on our sewer reserves.

Mr. Whitfield believes that water and sewer reserves were used in the past, because they were capital projects.

Over the past several years, the City has also utilized MSA funds first, then RTT in an attempt to reserve those funds and they were only used as a last resort.

Councilmember James confirmed that MSA would be used until those funds are exhausted. Anything needed after that would be pulled from RTT.

Councilmember Peel agreed that should be clarified and recalled recent questions about reporting reserves from past years. She asked it be clear to reflect those intentions so that any unrestricted funds show concise figures.

Councilmember Marabello reported that as of the end of March, the finance report shows over \$500,000 in MSA. As a result, he asked if all of the \$133,000 could be paid from that fund. Mr. Whitfield agreed that would be his recommendation.

Councilmember James moved to authorize \$167,875.00 for Street Project 2020-001, with funds to be paid from the following accounts:

- \$133,000 from Municipal Street Aid
- \$17,437.50 from Sewer Reserves
- \$17,437.50 from Water Reserves

Motion seconded by Councilmember Peel and carried unanimously.

*Funding Authorization/Parks & Recreation/Capital Expense/Armory Bathroom Remodel/One Year Extension*

Parks and Recreation Director Brad Dennehy reported that in the approved capital budget for FY 2018, \$25,000 was allocated for the installation of bathrooms at the park's maintenance building, which is the structure behind the old Armory where the park's maintenance crew work from.

When the City took possession of the building, for some unknown reason, the bathrooms had been gutted by the State before the property transfer. Parks and Recreation has had a crew working out of this building for some time and the bathroom needs to be reinstalled.

Because this is a small construction project, he struggled to find a contractor to do this work. However, in the last few months, a contractor was secured who was prepared to do the work for the budgeted amount in early March. After the health emergency declaration, the project was again put on hold by the City. In the meantime, the contractor committed to other projects and at this point in time, is unable to begin the work until early August. As a result, that puts the project into the FY 2021, and the expiration of the three-year capital time frame.

Finance Director Jeff Portmann suggested Mr. Dennehy acquire authorization from Council to extend the funding of this project into FY 2021 so that it can be completed by the contractor.

When asked if the contractor is agreeable to the previous cost estimate, Mr. Dennehy said he indicated he would honor that price. He is confident it can be done for that price and feels that moving forward as planned is the best assurance of having this work completed.

Councilmember Marabello asked if the capital building budget in the amount of \$32,000 is unrelated to this project; Mr. Dennehy confirmed that is correct. He will follow up with City Accountant Peck as to why it was not shown as a line item in the budget.

Mr. Whitfield will follow up with Ms. Peck and have page 13 of the budget amended accordingly.

Councilmember Wilson moved to authorize the extension of the three-year Armory Bathroom Remodeling Capital Project into FY 2021, for one year, seconded by Councilmember Culotta. Motion carried.

#### ADJORNMENT

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

The Meeting adjourned at 8:10 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 **KLB**  
DATE: June 2, 2020  
RE: Activity Report/May 2020

### **Monthly Stats:**

Due to COVID-19 Pandemic and limited staffing throughout the month of May 2020, stats are extremely lower than normal.

### **Monthly Activities:**

Throughout the month of May, participated in numerous conference calls and virtual meetings in reference the COVID-19 and the Governor's Emergency Order for the State of Delaware. This includes weekly Fire and Police conference calls, calls with the Governor, monthly State and Sussex Chiefs meeting, COVID-19 JAG conference call, City budget conference calls and Municipalities of Sussex Co. conference call and numerous call with City Government Officials, the City Manager and the public.

### **Training –**

All Training outside the department was cancelled except for firearms recertification for the Month of May 2020 due to the COVID-19 Pandemic. Officer have been assigned required training via webinars throughout the month.

### **SRO –**

Due to the COVID-19 Pandemic all schools are closed for the remainder of the FY19-20 School Year. Community Policing officers have been supplementing shifts for the past two months. Sgt. Masten participated in an event sponsored by DPH/HMA and join them when handing out 50 kits of naloxone and educating the Milford community on same.

### **K9 Unit –**

K9 Unit was sent to Dover to assist with the protest. While there, the K9 unit was utilized on a felony traffic stop of a suspect vehicle that had just shot at a Police vehicle and fled the area.

K9 Unit was utilized for crowd control after several shots were heard in on North Street. Upon arrival, the dog was utilized to help disperse a large crowd that had gathered.

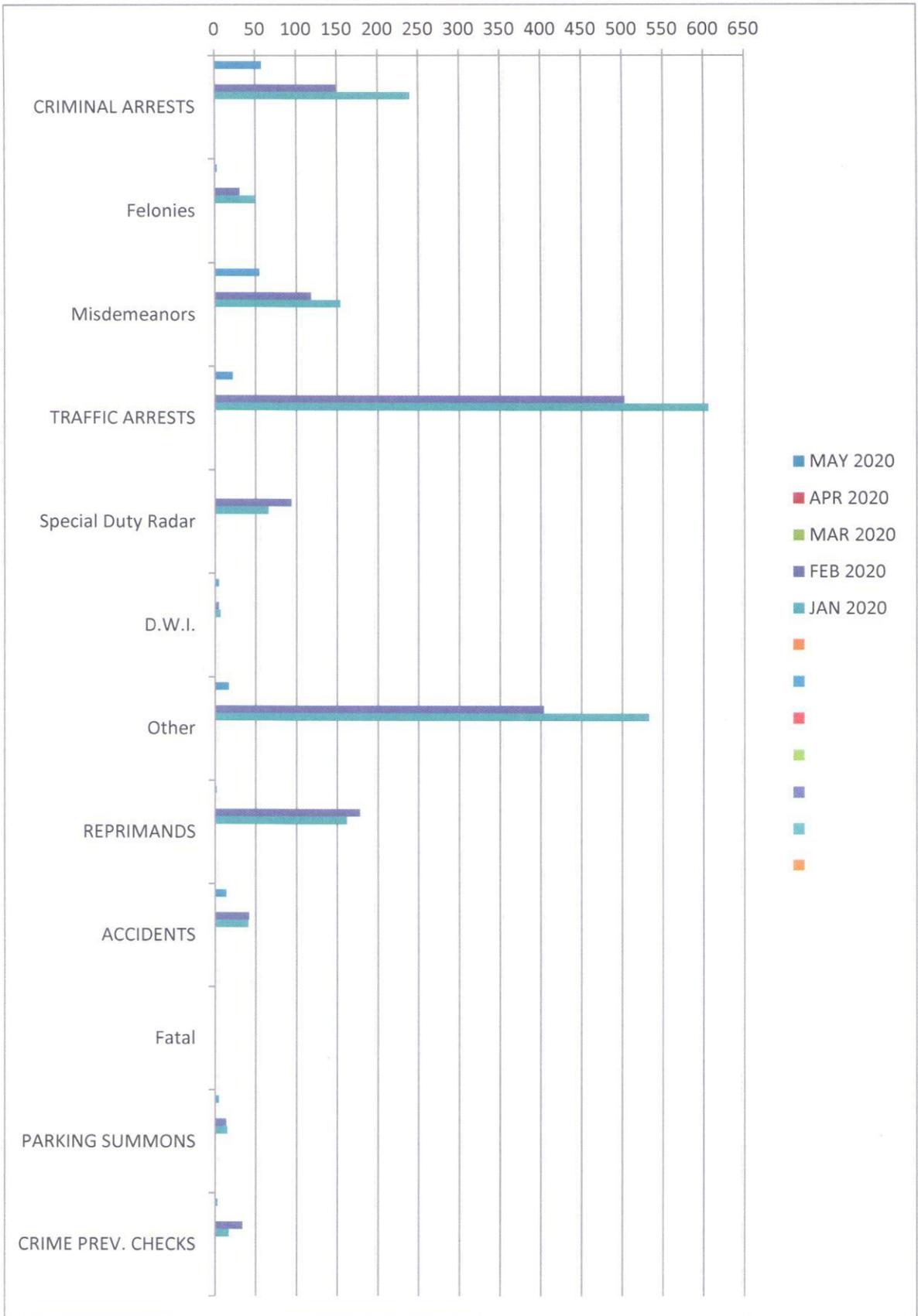
K9 Unit was used on a traffic stop in which it alerted on T.16 that was found in the front passenger seat.

K9 Units were utilized to clear several businesses & residences throughout the month after finding open doors while on patrol or at the request of homeowners.

Due to the COVID-19 Pandemic stats for the K9 Unit are lower than usual for the Month of May 2020.

## MAY 2020 ACTIVITY REPORT

	MAY 2020	TOTAL 2019	MAY 2019	TOTAL 2019
COMPLAINTS	841	3525	1272	5992
CRIMINAL ARRESTS	58	447	141	628
Felonies	3	84	29	87
Misdemeanors	55	327	112	541
TRAFFIC ARRESTS	22	1131	480	2132
Special Duty Radar	0	160	146	439
D.W.I.	5	17	8	38
Other	17	954	326	1655
REPRIMANDS	2	342	77	587
ACCIDENTS	14	97	69	285
Fatal	0	0	0	0
PARKING SUMMONS	5	34	9	64
CRIME PREV. CHECKS	3	54	16	70
FINES RECEIVED	\$4,092.04	\$ 39,704.79	\$10,237.30	\$ 43,043.79



**City Manager's Monthly Update Report**

<b>Human Resources Office</b>	May 2019	May 2020	FY19 YTD <i>(07/01/18-05/31/19)</i>	FY20 YTD <i>(07/01/19-05/31/20)</i>
Full Time Employees				
Part Time/Seasonal Employees	No Information Provided			
Vacant Positions				
Promotions				
<b>Information Technology Office</b>	May 2019	May 2020	FY19 YTD <i>(07/01/18-05/31/19)</i>	FY20 YTD <i>(07/01/19-05/31/20)</i>
IT Assistance Offered	No Information Provided			
<b>Finance Department</b>	May 2019	May 2020	FY19 YTD <i>(07/01/18-05/31/19)</i>	FY20 YTD <i>(07/01/19-05/31/20)</i>
Utility Accounts Billed	No Information Provided			
Utility Payments Processed	No Information Provided			
<b>Parks &amp; Recreation Department</b>	May 2019	May 2020	FY19 YTD <i>(07/01/18-05/31/19)</i>	FY20 YTD <i>(07/01/19-05/31/20)</i>
Program Participants	221	0	1,209	790
Programs Offered	3	0	10	10
Special Events Assisted	1	0	4	4
<b>Planning &amp; Economic Development Department</b>	May 2019	May 2020	FY19 YTD <i>(07/01/18-05/31/19)</i>	FY20 YTD <i>(07/01/19-05/31/20)</i>
<i>Building Inspections &amp; Permitting</i>				
Residential Permits Issued				
Residential Inspections Performed (By City Staff)				
Residential Inspections Performed (By Outside Contractor)				
Commercial Permits Issued				
Commercial Inspections Performed (By City Staff)				
Commercial Inspections Performed (By Outside Contractor)				
<i>Code Enforcement &amp; Licensing</i>				
Code Enforcement Cases Initiated	No Information Provided			
Code Enforcement Cases Closed				
Rental Inspections Performed (By City Staff)				
Rental Inspections Performed (By Outside Contractor)				
Contractor & Vendor Licenses Issued				
Rental Licenses Issued				
<i>Economic Development</i>				
Economic Development Incentive Applications Received				
Downtown Development District Applications Received				
-Private Investment				
-State Investment				
-Milford Waivers				
<i>Planning &amp; Zoning</i>				
Outside Contractor Utilized				
Land Use Applications Received				

**City Manager's Monthly Update Report**

<b>Public Works Department</b>	May 2019	May 2020	FY19 YTD (07/01/18-05/31/19)	FY20 YTD (07/01/19-05/31/20)
<i>Electric Division</i>				
Outages		11		96
Trouble Service Calls		36		152
After Hours Calls		23		123
Work Orders Completed		49		326
Poles Replaced		4		77
Trees Trimmed		4		49
<i>Engineering Division</i>				
Utility Locates Completed		248		2,816
<i>Operations Division</i>				
Fleet Work Orders Completed		28		388
Fuel Use-Diesel (Gallons)		2,218		26,018
Fuel Use-Gas (Gallons)		3,887		42,750
<i>Solid Waste &amp; Facilities Division</i>				
Refuse Collected (Tons)		327		2,775
Recycle Collected (Tons)		74		635
Yard Waste Collected (Tons)		100		526
Leaves Collected (Tons)		0		73
Waste Diversion Rate (Percentage)		35		29
Bulk/Brush Collection Requests Completed		37		622
Containers Delivered		61		568
<i>Streets &amp; Utilities Division</i>				
Trouble Service Calls		5		53
After Hours Calls		5		60
Work Orders Completed		31		235
Street Storm Drains Cleaned		75		307
Street Potholes Filled/Cold Patch		35		256
Street Potholes Filled/Spray Patch (Gallons)		0		14
Street Crack Sealant Used (Pounds)		75		235
Street Curbs Swept (Miles)		100		1,231
Street Deicing Salt Used (Tons)		0		0
Street Signs Installed/Replaced		12		167
Street Closures/Special Events		4		23
Fire Hydrants Flushed		8		172
Fire Hydrants Installed/Replaced		1		3
Water Lines Repaired		3		15
Water Valves Exercised		16		84
Waste Water Lines Flushed (Feet)		1,200		130,934
Waste Water Lines Repaired		1		2
<i>Technical Services Division</i>				
After Hours Calls		0		62
Work Orders Completed		535		7,637
Meters Installed New-Electric		12		190
Meters Replaced-Electric		8		74
Meters Installed New-Water		9		153
Meters Replaced-Water		9		404
Meters Read				
Meters Re-Read				
<i>Water &amp; Waste Water Facilities Division</i>				
Water Treated (Millions of Gallons)	79,569,100.00	81,900,000	318,379,700.00	392,967,600
Waste Water Transferred (Millions of Gallons)	88,210,000.00	69,115,000	263,535,000.00	308,477,620
Work Orders Completed		60		203
Pump Stations Cleaned		2		8
<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)			X	
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)				X
Vehicle Replacement-SE-013 (FY20 CIP)				X
<i>Solid Waste</i>				
Vehicle Replacement-SW-012				X
<i>Streets</i>				
Street Repairs/Resurfacing-Marshall, McColley, Mispillion (FY18 CIP)		X		
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)				X
<i>Facilities</i>				
City Hall Exterior Doors Replacement (FY19 CIP)				X
City Hall Chambers Audio System Upgrade (FY20 CIP)				X
City Hall Chambers Video System Installation (FY20 CIP)				
City Hall Security System Replacement (FY20 CIP)				X
City Hall IT HVAC Unit and UPS Battery Replacement				X
City Hall Basement Waterproofing (FY20 CIP)				X
Customer Service Building Basement Waterproofing (FY20 CIP)				
Public Works Electric SCADA/Smart Metering Wall Monitor (FY19 & FY20 CIP)			X	
Public Works Breakroom/Locker Room Renovations (FY19 CIP)				X
Public Works HVAC Replacement (FY19 CIP)				X
Public Works Warehouse Door Security	X			
Public Works Panic Alarms	X			
Public Works Garage Vehicle Diagnostic Scanners (FY20 CIP)				
Public Works Fuel Pump Replacements (FY19 CIP)				X
Public Works Mobil Truck Lifts				X
City Wide LED Replacement (FY19 & FY20 CIP)			X	
<b>Residential Subdivisions</b>				
	Plan Review	In Progress - Utility Installation	In Progress - Utility Service Inspections	Complete
200 NW Front St/Bond	X			
Brookstone Trace			X	
Cypress Hall-Phase I		X		
Cypress Hall-Phase II	X			
Fork Landing Farm			X	
Hearthstone Manor I			X	
Hearthstone Manor II	X			
Hickory Glen	X			
Knights Crossing	X			
Lighthouse Estates			X	
Marina Del				
Milford Ponds-Phase I			X	
Milford Ponds-Phase II				
Milford Ponds-Phase III	X			
Mispillion Landing	X			
Orchard Hill			X	
Riverwalk Villas	X			
Simpson's Crossing		X		
Walnut Village			X	
Watergate			X	
West Shores at New Milford			X	
Wickersham			X	
Willows (fka Cascades)-Phase II		X		
Windward on the River		X		
<b>Commercial Developments</b>				
	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
10th St Medical Office	X			
Bayhealth Sussex Campus-Nemours			X	
Beach Babies		X		
Bright Nest				
DE Rural Water			X	
Delaware Veterans Home				
DNREC Mosquito Control	X			
DSWA-Transfer Station				
Gator & Associates				
Growmark FS				X
Kidz Ink			X	
Mavis Discount Tires				
Microtel			X	
Mid-Delaware Professional				
Milford Ponds-Clubhouse		X		
Milford Wellness Village	X			

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: April 2020

Cash Balance - General Fund Bank Balance	2,816,702
Cash Balance - Electric Fund Bank Balance	5,326,968
Cash Balance - Water Fund Bank Balance	774,869
Cash Balance - Sewer Fund Bank Balance	298,869
Cash Balance - Trash Fund Bank Balance	665,027

	<u>General Improvement</u>	<u>Municipal Street Aid</u>	<u>Real Estate Transfer Tax</u>	<u>Economic Development Fund</u>
Beginning Cash Balance	470,152	548,184	3,227,682	\$104,292
Deposits		74,936		
Interest Earned this Month	272	224	1,836	
Disbursements this Month		(236,613)	(60,250)	(\$31,143)
Ending Cash Balance	\$470,424	\$386,731	\$3,169,268	\$73,149

	<u>GF Capital Reserves</u>	<u>Water Capital Reserves</u>	<u>Sewer Capital Reserves</u>	<u>Electric Reserves</u>
Beginning Cash Balance	2,742,662	9,921,345	4,358,245	10,760,239
Deposits				
Interest Earned this Month	521	1,892	828	2,006
Disbursements this Month	(10,891)	(298,164)	(323)	(1,510)
Ending Cash Balance	\$2,732,292	\$9,625,073	\$4,358,750	\$10,760,735

	<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	2,885,724	\$1,737,845	\$826,140	\$123,944
Deposits	41,356	\$21,854	\$9,000	\$55,405
Interest Earned this Month				
Disbursements this Month				
Ending Cash Balance	\$2,927,080	\$1,759,699	\$835,140	\$179,349

INTEREST THROUGH THE TENTH MONTH OF THE FISCAL YEAR:

General Fund	39,719	Water Fund	5,984
GF Capital Reserves	52,199	Water Capital Reserves	181,993
Municipal Street Aid	6,326	Sewer Fund	5,984
Real Estate Transfer Tax	40,191	Sewer Capital Reserves	76,491
Electric Fund	55,831	Trash Fund	3,116
Electric Reserves	187,502		

TOTAL INTEREST EARNED TO DATE \$655,336

CITY OF MILFORD  
RESTRICTED CASH RESERVES REPORT

Date: APRIL 2020

**General Fund Reserve Funds**

**Cash Balance 4/30/20 \$2,732,292**

**Restricted Funds**

FY 18 Approved with Budget	(\$303,936)
FY 18 Capital -Council Approved	(\$29,759)
FY 19 Approved with Budget	(\$130,251)
FY 19 Capital -Council Approved	(\$169,217)
FY 20 Approved with Budget	(\$483,775)
FY 20 Approved after Budget	(222,487)
Year 2 Funding 5 Police Officers	(\$450,000)
Year 3 Funding 5 Police Officers	(\$537,359)

**Cost of Asset Replacement ?????????**

**Available Cash Balance \$405,508**

**Sewer Reserve Funds**

**Cash Balance 4/30/20 \$4,358,750**

**Restricted Funds**

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)
Mill Street Line Rerouting	(13,733)

**Cost Of Service Minimum Cash (\$3,562,637)**

**Cost of Asset Replacement ?????????**

**Available Cash Balance \$118,724**

**Water Reserve Funds**

**Cash Balance 4/30/20 \$9,625,073**

**Restricted Funds**

NW & NE Front St Waterline	(\$149,555)
Smart Metering	(\$239,290)
FY 18 Budgeted Capital	(\$45,000)
PW-HVAC & Breakroom	(\$112,500)
UFS-Cost of Service Study	(\$14,250)
FY 19 Budgeted Capital	(\$214,000)
SE 2ND Street-utilities, curb&sidewalk	(\$25,000)
SE Second Lead Gooseneck	(\$814,400)
25% Mobile Lift System	(\$15,115)
Two test wells 10TH Street	(80,000)
Front Street water lines	(\$1,500,000)

**Cost of Service Minimum Cash (\$2,433,832)**

**Cost of Asset Replacement ?????????**

**Available Cash Balance \$3,982,131**

**Electric Reserve Funds**

**Cash Balance 4/30/20 \$10,760,735**

**Restricted Funds**

FY 17 Smart Meter Project	(\$26,426)
FY 18 Budgeted Capital	(\$380,739)
FY 19 Budgeted Capital	(\$255,000)
FY 19 Budgeted From Res.	(\$318,717)
PW- HVAC & Breakroom	(\$121,324)
50% Mobile Lift System	(\$30,231)

**Bond Early Redemption After 1/1/22 (\$4,060,000)**

**Cost of Service Minimum Cash (\$4,816,739)**

**Cost of Asset Replacement ?????????**

**Available Cash Balance \$751,558**

**REVENUE REPORT**

Page Two

Date: April 2020	AMOUNT BUDGETED	MTD	YTD	83% of Year Expended YTD%
ACCOUNT				
Economic Development Fund	196,360	0	162,703	82.86%
General Fund Reserves	735,775	75,662	212,836	28.93%
General Fund Reserves-New Police	425,000	35,000	350,000	82.35%
Realty Transfer Tax-Police	723,000	60,250	602,500	83.33%
Real Estate Tax	4,154,385	53,505	4,153,513	99.98%
Business License	50,000	7,920	52,605	105.21%
Rental License	95,000	1,300	84,900	89.37%
Building Permits	200,000	33,010	235,512	117.76%
Planning & Zoning	35,000	1,400	55,846	159.56%
Grasscutting Revenue	16,000	2,000	12,000	75.00%
Police Revenues	502,750	9,278	392,448	78.06%
Misc. Revenues	388,398	15,688	330,439	85.08%
Transfers From	3,396,842	283,070	2,830,702	83.33%
<b>Total General Fund Revenues</b>	<b>\$10,918,510</b>	<b>\$578,083</b>	<b>\$9,476,004</b>	<b>86.79%</b>
Water Revenues	2,859,500	247,267	2,470,138	86.38%
Sewer Revenues	2,610,000	193,345	2,072,353	79.40%
Kent County Sewer	2,035,000	145,924	1,574,455	77.37%
Solid Waste Revenues	1,184,965	104,324	1,030,596	86.97%
Electric Revenues	25,815,000	2,019,004	21,633,017	83.80%
<b>TOTAL REVENUES</b>	<b>\$45,422,975</b>	<b>\$3,287,947</b>	<b>\$38,256,563</b>	<b>84.22%</b>
YTD Enterprise Expense		(44,613)		
YTD Enterprise Revenue		37,136		
LTD Carlisle Fire Company Building Permit Fund		468,730		

**EXPENDITURE REPORT**

Page Three

Date: April 2020

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>City Manager</b>					
Personnel	651,490	\$47,140	505,132	77.53%	146,358
O&M	168,430	\$19,521	110,081	65.36%	58,349
Capital	0	\$0	0		0
<b>Total City Manager</b>	<b>\$819,920</b>	<b>\$66,661</b>	<b>\$615,213</b>	<b>75.03%</b>	<b>204,707</b>
<b>Planning &amp; Zoning</b>					
Personnel	150,020	\$11,324	118,668	79.10%	31,352
O&M	74,387	\$977	39,166	52.65%	35,221
Capital	0	\$0	0		0
<b>Total P, C &amp; I</b>	<b>\$224,407</b>	<b>\$12,301</b>	<b>\$157,834</b>	<b>70.33%</b>	<b>66,573</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	286,330	\$18,642	219,172	76.55%	67,158
O&M	85,357	\$2,280	46,202	54.13%	39,155
Capital	32,000	\$0	28,777	89.93%	3,223
<b>Total P, C &amp; I</b>	<b>\$403,687</b>	<b>\$20,922</b>	<b>\$294,151</b>	<b>72.87%</b>	<b>109,536</b>
<b>Council</b>					
Personnel	33,380	\$1,238	19,646	58.86%	13,734
Contract Service-ADA Transition Pl	50,000	\$0	200	0.40%	49,800
Legal	45,000	\$1,720	35,446	78.77%	9,554
City Hall Building Expense	19,250	\$1,604	16,042	83.34%	3,208
Insurance	18,270	\$0	18,235	99.81%	35
Christmas Decorations	7,000	\$0	0	0.00%	7,000
Computer Expense	8,450	\$22	8,245	97.57%	205
Council Expense	23,950	\$0	17,901	74.74%	6,049
Employee Recognition	21,000	\$0	19,517	0.00%	1,483
Codification	15,000	\$0	14,443	96.29%	557
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	\$0	1,843	92.15%	157
Armory Expenses	10,000	\$57	7,153	71.53%	2,847
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	\$0	1,006	33.53%	1,994
Police Facility Promotion	7,000	\$0	7,000	100.00%	0
Ladybug Festival	30,000	\$0	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	\$0	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>\$4,641</b>	<b>\$337,467</b>	<b>51.56%</b>	<b>316,988</b>

EXPENDITURE REPORT

Page Four

Date: April 2020

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Finance</b>					
Personnel	420,713	\$33,722	330,543	78.57%	90,170
O&M	105,875	\$7,472	68,314	64.52%	37,561
Capital	0	\$0	0		0
<b>Total Finance</b>	<b>\$526,588</b>	<b>\$41,194</b>	<b>\$398,857</b>	<b>75.74%</b>	<b>127,731</b>
<b>Information Technology</b>					
Personnel	164,130	\$12,687	131,169	79.92%	32,961
O&M	181,950	\$8,626	174,525	95.92%	7,425
Capital	48,500	\$0	45,796	94.42%	2,704
<b>Total Information Technology</b>	<b>\$394,580</b>	<b>\$21,313</b>	<b>\$351,490</b>	<b>89.08%</b>	<b>43,090</b>
<b>Police Department</b>					
Personnel	4,972,163	\$357,617	3,883,581	78.11%	1,088,582
O&M	688,970	\$80,854	478,015	69.38%	210,955
Capital	106,185	\$75,662	88,310	83.17%	17,875
<b>Total Police</b>	<b>\$5,767,318</b>	<b>\$514,133</b>	<b>\$4,449,906</b>	<b>77.16%</b>	<b>1,317,412</b>
<b>Streets &amp; Grounds Division</b>					
Personnel	336,000	\$25,824	264,225	78.64%	71,775
O&M	443,745	\$26,259	280,458	63.20%	163,287
Capital	200,000	\$0	32,223	16.11%	167,777
<b>Total Streets &amp; Grounds</b>	<b>\$979,745</b>	<b>\$52,083</b>	<b>\$576,906</b>	<b>58.88%</b>	<b>402,839</b>
<b>Parks &amp; Recreation</b>					
Personnel	692,200	\$50,290	483,821	69.90%	208,379
O&M	263,610	\$12,437	180,198	68.36%	83,412
Capital	192,000	\$0	7,800	4.06%	184,200
<b>Total Parks &amp; Recreation</b>	<b>\$1,147,810</b>	<b>\$62,727</b>	<b>\$671,819</b>	<b>58.53%</b>	<b>475,991</b>
<b>Total General Fund</b>					
<b>Operating Budget</b>	<b>\$10,918,510</b>	<b>\$795,975</b>	<b>\$7,853,643</b>	<b>71.93%</b>	<b>3,064,867</b>

**EXPENDITURE REPORT**

Page Five

Date: April 2020

83% of Year Expended

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	YTD%	UNEXPENDED BALANCE
<b>Water Division</b>					
Personnel	317,548	\$23,088	220,684	69.50%	96,864
O&M	1,500,438	\$122,335	1,166,259	77.73%	334,179
Capital	657,509	\$0	27,120	4.12%	630,389
Debt Service	384,005	\$0	318,774	83.01%	65,231
<b>Total Water</b>	<b>\$2,859,500</b>	<b>\$145,423</b>	<b>\$1,732,837</b>	<b>60.60%</b>	<b>1,126,663</b>
<b>Sewer Division</b>					
Personnel	316,248	\$22,507	213,011	67.36%	103,237
O&M	1,799,212	\$104,020	1,393,892	77.47%	405,320
Capital	90,000	\$0	83,260	92.51%	6,740
Debt Service	404,540	\$17,961	307,489	76.01%	97,051
<b>Sewer Sub Total</b>	<b>\$2,610,000</b>	<b>\$144,488</b>	<b>\$1,997,652</b>	<b>76.54%</b>	<b>612,348</b>
Kent County Sewer	2,035,000	\$145,923	1,437,375	70.63%	597,625
<b>Total Sewer</b>	<b>\$4,645,000</b>	<b>\$290,411</b>	<b>\$3,435,027</b>	<b>73.95%</b>	<b>1,209,973</b>
<b>Solid Waste Division</b>					
Personnel	350,737	\$21,653	272,447	77.68%	78,290
O&M	834,228	\$75,407	719,910	86.30%	114,318
Capital	0	\$0	0		0
<b>Total Solid Waste</b>	<b>\$1,184,965</b>	<b>\$97,060</b>	<b>\$992,357</b>	<b>83.75%</b>	<b>192,608</b>
<b>Total Water, Sewer Solid Waste</b>					
	<b>\$8,689,465</b>	<b>\$532,894</b>	<b>\$6,160,221</b>	<b>70.89%</b>	<b>2,529,244</b>
<b>Electric Division</b>					
Personnel	1,039,091	\$83,968	899,220	86.54%	139,871
O&M	2,717,254	\$183,350	2,114,152	77.80%	603,102
Transfer to General Fund	2,500,000	\$208,333	2,083,333	83.33%	416,667
Capital	1,038,040	\$0	196,732	18.95%	841,308
Debt Service	320,615	\$0	271,408	84.65%	49,207
<b>Electric Sub Total</b>	<b>\$7,615,000</b>	<b>\$475,651</b>	<b>\$5,564,845</b>	<b>73.08%</b>	<b>2,050,155</b>
Power Purchased	18,200,000	\$1,090,468	13,628,981	74.88%	4,571,019
<b>Total Electric</b>	<b>\$25,815,000</b>	<b>\$1,566,119</b>	<b>\$19,193,826</b>	<b>74.35%</b>	<b>6,621,174</b>
<b>TOTAL OPERATING BUDGET</b>					
	<b>\$45,422,975</b>	<b>\$2,894,988</b>	<b>\$33,207,690</b>	<b>73.11%</b>	<b>12,215,285</b>

**INTERSERVICE DEPARTMENTS REPORT**

Page Six

Date: April 2020

ACCOUNT	AMOUNT BUDGETED	MTD	YTD	83% of Year Expended	UNEXPENDED BALANCE
				YTD%	
<b>Garage</b>					
Personnel	92,725	7,351	74,614	80.47%	18,111
O&M	113,887	7,392	90,102	79.12%	23,785
Capital	0				
<b>Total Garage Expense</b>	<b>\$206,612</b>	<b>\$14,743</b>	<b>\$164,716</b>	<b>79.72%</b>	<b>41,896</b>
<b>Public Works</b>					
Personnel	720,729	50,695	468,812	65.05%	251,917
O&M	208,665	28,289	164,341	78.76%	44,324
Capital	132,000	0	0	0.00%	132,000
<b>Total Public Works Expense</b>	<b>\$1,061,394</b>	<b>\$78,984</b>	<b>\$633,153</b>	<b>59.65%</b>	<b>428,241</b>
<b>Tech Services</b>					
Personnel	239,513	18,223	191,697	80.04%	47,816
O&M	430,711	20,999	243,437	56.52%	187,274
Capital	64,000	0	61,545	96.16%	2,455
<b>Total Tech Services Expense</b>	<b>\$734,224</b>	<b>39,222</b>	<b>\$496,679</b>	<b>67.65%</b>	<b>237,545</b>
<b>Billing &amp; Collections</b>					
Personnel	776,589	49,996	545,091	70.19%	231,498
O&M	245,850	26,329	192,031	78.11%	53,819
Capital	47,000	0	14,205	30.22%	32,795
<b>Total Billing &amp; Collections</b>	<b>\$1,069,439</b>	<b>76,325</b>	<b>\$751,327</b>	<b>70.25%</b>	<b>318,112</b>
<b>City Hall Cost Allocation</b>					
Personnel	0				0
O&M	53,066	6,037	46,582	87.78%	6,484
Capital	139,984	23,127	125,811	89.88%	14,173
<b>Total City Hall Cost Allocation</b>	<b>\$193,050</b>	<b>29,164</b>	<b>\$172,393</b>	<b>89.30%</b>	<b>20,657</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.



Board of Directors

May 27, 2020

Officers

City of Milford  
201 S. Walnut Street  
Milford, DE 19963

**Peggy Reilly**  
President

Dear Council, Mayor Campbell, and Mr. Whitfield:

**Don Vaughan**  
Vice President

Downtown Milford, Inc graciously accepted funds in the amount of \$30,000 for the Ladybug Music Festival scheduled for September 12, 2020. As an economic driver for Downtown Milford and a community celebration for the Greater Milford area and beyond, we believe in the value of the festival and appreciate your continued support.

**Sandra Gulledege**  
Treasurer

**Shelley Moore**  
Secretary

After careful consideration and guidance from community stakeholders, it has become apparent health concerns due to COVID-19 will make it unsafe for us to gather together in person for the 2020 Ladybug Festival. With crowd participation expected to reach beyond 5,000 people, it does not seem feasible to be able to practice social distancing and CDC guidelines for gatherings.

Members at Large

**Matt Babbitt**  
**Craig de Mariana**  
**Aleman**  
**Jason Peel**  
**Cat Perfetti**  
**Joe Phillips**  
**Lang Redden**  
**Kelly Turner**

DMI paid a deposit of \$5,000.00 to Gable Music Ventures on March 1, 2020 to secure our date and event. Currently, we have the remaining \$25,000 funds appropriated to this event. We were able to defer our 2020 deposit for a September 2021 event. It is our wish to be able to use the remaining funds for a 2021 Ladybug Music Festival.

Thank you for your consideration,

Executive Director  
Trish Gerken

*Trish Gerken*

DMI is a tax-exempt,  
501 c (3) non-profit  
organization

Trish Gerken  
Executive Director



OFFICE OF THE CITY MANAGER  
201 South Walnut Street  
Milford, DE 19963

PHONE 302.422.1111  
FAX 302.424.3553  
www.cityofmilford.com

To: Mayor and Council  
From: Mark Whitfield, City Manager  
Subject: UPDATED 2021 City of Milford Operating Budget  
Date: May 22, 2020

We are pleased to present you with the recommended Updated 2021 Operating Budget for the City of Milford that covers the General Fund and the various Enterprise Funds for the time period of July 1, 2020 through June 30, 2021 totaling \$44,050,201. The Fiscal Year 2020-21 budget was prepared in conjunction with department and division heads from all departments. A special thanks Sandra Peck for compiling all the information and finalizing the budget.

The budget provides the citizens of Milford with information regarding the operations of the City government and details on how public funds will be utilized throughout the community. The budget also serves as a roadmap for the City Council and City Manager to achieve the City's priorities for both now and in the future. As staff prepared this year's budget, priorities and requests align with the 2018 Strategic Plan.

The annual budget is used as a managerial tool by the City Manager, Police Chief, City Clerk and the City's department heads/division supervisors. The annual spending plan serves as a monitoring tool of revenues and expenses for the various departments and divisions, and is also a means of evaluation to ensure public resources are used in the most effective and efficient manner.

### **Background and Summary**

As we prepare to the start the new fiscal year, changes are in large part driven by requirements of the organization related to growth, associated demands on staff and operations, and recruiting challenges experienced in 2019-20.

Using technology to achieve greater efficiency with existing resources will be a key component at evaluating and selecting a new ERP software system in 2021. The ERP consultant will include evaluating our existing business process and how they can be streamlined or done more efficiently, without the need of adding additional staff, both now and in the future.

### **Revenue Overview**

The FY 2020-21 budget constitutes a decrease of \$1,528,975 or 3.35% percent under the prior fiscal year. At this time, the property tax rate remains unchanged at \$0.46 per \$100.00 of assessed value.

Electric, water and wastewater enterprise revenues continue to be stable. After completing an in-depth Cost of Services Study for electric, water, sewer, and solid waste, rate increases for water, sewer and solid waste were recommended for 2020-21, and a rate decrease for electric was recommended for 2020-21. In addition, the new electric rate will

also remove the summer/winter differential, thereby make rates steady all year round. In order to balance the Solid Waste enterprise, a loan of \$500,000 from water to solid waste was made in 2020, with rate increases projected for the next 5 years in order to pay back the loan and keep the fund stable. Slight rate increases for water and sewer were approved in February 2020, however due to the COVID 19 pandemic, the rate increase has been delayed, and will not go into effect until January 2021.

**Budget Overview / Highlights**

The individual fund changes are as follows:

	FY2020-21 Budget	Change from FY2019-20	Percent Change
General Fund	\$ 11,011,759	\$ 303,248	2.83%
Water Fund	\$ 2,984,929	\$ 125,429	4.39%
Sewer Fund	\$ 4,428,345	\$ (216,654)	- 4.66%
Solid Waste Fund	\$ 1,314,770	\$ (236,395)	- 15.24%
Electric Fund	\$ 24,310,398	\$ (1,504,603)	- 5.83%
	\$ 44,050,201	\$ (1,528,975)	- 3.35%

This year's General Fund budget continues to utilize a transfer from Realty Transfer Tax Fund for public safety staffing (\$500,000). In addition, the appropriation for Downtown Milford, Inc. and the Milford Museum continues from the Economic Development Fund. Support for the Kent Economic Partnership, Milford Public Library, Carlisle Fire Company and Community Festivals will be funded from General Funds. Due to the lack of lot sale income, the Economic Development Fund can no longer sustain funding for the Milford Public Library, Community Festivals, and Kent Economical Partnership, as it has in the past. The General Fund capital reserves will support general fund capital equipment or projects totaling \$465,200.

**Personnel**

The recommended FY 2020-21 budget includes: An overall 1.5% increase in base pay for non-union employees and additional funds for the merit pay increases based on performance evaluations. Employees may receive 0, 1, or 2 step increase in pay based on performance. There is a 1.5% pay increase between each step. We will also continue to expand employee recognition initiatives, including the Safety Incentive program, and recognition of Special Performance of individuals or teams. We have also added funding for the Tuition Reimbursement Program for 2020-21

Beginning this year, the employee's share of healthcare premiums will increase from 10% to 15%. We also expect healthcare costs to increase this fiscal year, with a projected increase of between 3% – 6%. A 4.5% increase effective January 1, 2021 was budgeted. Lastly, we plan to explore alternatives to the State benefits program in the next year.

Added this year is a two-year internship program. The program consists of hiring a recent high school graduate and cycling the intern through the various public works divisions and parks and recreation. During the two-year period, the intern will be provided with education to obtain water operator's license, water testing certification, commercial driver's license, as well as other certifications and licenses for working in public works maintenance field. Once the two years expires and if there is not a position open within the City, the employee would have skills and licenses to work elsewhere. However, given the rate of turnover the City has previously experienced, more than likely the intern will be placed into a full-time permanent position within the City.

Additionally, an IT Director position has been added for the upcoming year, however, it replaces a vacant System/Software Support Coordinator position (Customer Service) and addresses the need to fill pending retirements within the IT Department. Also recommended is making the ICMA Management Fellow position a full-time position beginning in January. The ICMA Management Fellow has been a shared position in the past, but it is recommended to become a full-time for at least a year, possibly two years, pending funding.

### **Capital**

Following is a partial list of capital equipment and projects.

General Fund: Code Inspection - inspection vehicle replacement; IT – sedan replacement and refreshing of a server and Cisco backbone spare; Police - replace two patrol vehicles; Parks & Recreation - replace dump truck and pick-up truck, replace HVAC unit, install fiber switch & pave parking lot at Parks & Recreation building, install fiber optic switch at the Armory, replace zero turn mower and a trailer, repave basketball court at South Washington by Riverwalk, replace wood bridge decking on bridge to Goat Island, paint Riverwalk handrails, remove and replace concrete along Riverwalk, and install new sign at Marvel Square.

General Fund project that have been deferred due to lack of funding include: NE Front/N Walnut Parking Lot improvements, Riverwalk handrail replacement/river lighting, City Hall basement fit out, City Hall parking lot improvements, and leaf vacuum unit replacement.

Capital Expenses for Enterprise and Interdepartmental Service Funds; Electric – Replace dump truck, walk behind trencher/plow with trailer, and three phase wire trailer. Also, the purchase a fault locator is planned; Water – Replace truck with utility body and installation of automatic blow-offs; Customer Service – basement waterproofing and driveway curb repair; Public Works – replace sedan and various facility improvements

Capital Improvements Projects/Repairs: Electric – GIS Smartmetering/Mapping, Fiber optic back-up to Public Works Facility, LED street light replacements, replace Shawnee Acre underground. Water - valve and hydrant replacements/improvements; NE Front Street water line replacement, new 10<sup>th</sup> Street well, replacement of lead service lines, replacement of asbestos piping, various well system and control improvements; Sewer – Truit Avenue inflow/infiltration, southeast sewer inflow/infiltration, various control and system upgrades, and Mill Street line relocation; Streets - Transportation Alternative Program improvements NE Front Street, various street rehabilitations, including ADA compliant ramps, Walnut Street bridge pedestrian crossing.

### **Budget Considerations**

In moving forward in the next fiscal year, Council needs to be aware of the following on-going budget issues that need to be addressed:

1. Due to General Fund budget constraints, a number of projects originally slated for completion in 2020-21 have been deferred. All of these are necessary projects, and pending grant monies, or other sources of funding, may come to fruition, however the City lacks the financial resource to complete the projects.

2. Due to the lack of lot sales in the business park, the Economic Development Fund has been nearly depleted. With various funding commitments, a number of items normally funded with Economic Development Funds were moved to the General Fund, which has added additional strain on that budget.
3. No General Fund money is used to fund the Customer Service Department. Approximately 13% of Customer Service expenses are attributed to tax collection services. Allocating these costs to the General Fund has been delayed due to inadequate General Fund monies.
4. Utilizing Real Estate Transfer Tax to fund the general police expenses is not sustainable. Staff recommends, due to the fluctuation and unreliability of steady income, Real Estate Transfer Tax revenue should be dedicated to Capital Projects, in lieu of funding on-going operations. Capital expenses can be delayed, where-as on-going police expenses cannot.
5. Utilizing General Fund Reserves to fund the five police off police officers authorized in 2018 for three-year period ends this year. Council's recommendation in 2018 was to fund the officers in the General Fund Operating Budget beginning in 2022, however, the growth of the Real Estate Assessment Tax has not materialized as originally anticipated. Given the depletion of the General Fund Reserves and the continued need for the officers, Council will need to consider future tax increases to continue to fund the officers.
6. The budget has been balanced by using \$813,099 from General Fund reserves, which is basically unspent 2019-20 budget monies. This represents negative budgeting in that projected income does not cover projected expenses.
7. The cost of the school resources officers exceeds the income from the agreement with the school district for two officers. A new agreement needs to be negotiated with the school district for future funding as the City is now subsidizing the cost of the officers.
8. Interdepartmental transfers from water, sewer, electric and solid waste were increased 10% over 2019-20 budget transfer amounts to balance the budget. Relying on enterprise funds to balance general fund operating expenses is not a good practice.
9. The budget uses Real Estate Transfer Tax revenue and Municipal Street Aid for funding street improvements. The present level of income from those sources may not be sufficient to fund the needed improvements in the future, given the other funding pressures being relieved by Real Estate Transfer Taxes.

## **Conclusion**

The current fiscal condition of the City is stable and the proposed budget is a balanced budget. The water and electric reserve funds are healthy and building permit revenues are growing. However, funding decisions to improve the City's general fund capital reserve (typically used for capital equipment, vehicles, building repairs and street improvements) is needed in order to have a stable fund for future street maintenance, equipment replacement and facility maintenance and repairs. Dependency on Real Estate Transfer Tax revenue and General Fund Reserves to fund Police operations is not sustainable. State Community Transportation Funds, Real Estate Transfer Tax, and Municipal Street Aid cannot be counted on to make up the difference for needed infrastructure improvements and repairs.

In the coming year, it will be extremely important for the City implement sound financial policies and practices, while looking to build financial stability for the future.



To: Mayor and Council  
From: Sandra Peck, Accountant  
Subject: Updates to FY21 Budget Draft #2 & **Updates to Draft #3**  
Date: June 3, 2020

Updates from Draft #2 to Draft #3 are in bold and are limited to the 3 prior year actual columns and the projected FY20. Please remember that these are rough projections based on March year-to-date actual. There are no changes in the FY21 budget being presented for adoption.

- (Page 3) General Fund: **(To) From Reserves or Fund Balance**: this line was added to balance the revenue and expenses for the fiscal year. Three years actual and projected column.
- (Page 17) Water Fund: **To (From) Reserves or Fund Balance**: Three years actual columns.
- (Page 19) Sewer Fund: **To (From) Reserves or Fund Balance**: Three years actual columns.
- (Page 22) Solid Waste Fund: **To (From) Reserves or Fund Balance**: Three years actual columns.
- (Page 26) Electric Fund: **To (From) Reserves or Fund Balance**: Three years actual columns.

*Information included in May 22, 2020 memo:*

Figures that were changed from Draft #1 to Draft #2 are shaded and in bold on the draft budget document. The list below directs you to the page with changes and provides a brief explanation of the change. The increase/decrease referenced is from the Draft #1 5/14/20 reviewed at the council workshop sessions.

**Budget FY19-20** updates are:

**General Fund:**

- (Page 2) **General Fund Capital Reserves**: Decreased to **\$525,775**; down from 847,759 due to
  - removing \$140,000 sidewalk financing from Streets Capital. This was initially budgeted from general fund. At a council meeting in July 2019 Council approved financing be from the Real Estate Transfer fund. These dollars are reflected there (page 34).
  - Removing budget adjustments that were related to work at City Hall (Fund 225). I inadvertently mixed these adjustments between the funds.
- (Page 4C-1) Code Enforcement & Inspection > **Gasoline & Oil**: Increased to **\$2,500**; up from \$1,500 due to data entry error.

- (page 5) City Hall Cost Allocation (Fund 225) > **Transfer from Capital Reserves:** Increased to **\$147,550**; up from \$117,050 due to the above-mentioned budget adjustment.

Solid Waste Fund:

- (Page 20) **Loan from Water Reserves:** Decreased to **\$366,200**; down from \$500,000 to tie to the monthly Finance Report. The balance of the loan is available in Fund Balance when needed.
- (Page 20) **Budgeted Fund Balance:** Decreased to **\$34,965**; down from \$69,743 due to a data entry error.

Projected FY19-20 updates are:

- Enterprise Funds have been updated to reflect the funds available to move to fund balance or capital reserves at the end of the fiscal year based on the rough projections provided.
- (Page 14) **Community Festivals:** Decreased to **0**; down from \$30,000 based on requesting the funds be returned.
- (Page 14) **Total General Fund Budget:** Formula was adjusted so that Parks & Recreation Enterprise Fund was not being included as part of the General Fund. This impacts all actual years shown, as well as projected.

Budget FY20-21 updates are:

General Fund:

- (Page 2) **General Fund Capital Reserves:** Increased to **\$813,099**; up from \$796,876 based on the changes listed below.
- (Page 2) Licenses & Permits > **Business License:** Decreased to **\$18,000**; down from \$30,000 per Rob's recommendation based on their being approximately 600 businesses in the city.
- (Page 2) Licenses & Permits > **Planning & Zoning Fees:** Increased to **\$47,000**; up from \$35,000 per Rob's recommendation. This change offsets the drop in Business License Fees.
- (Pages 4B-1 & 4C-1) Planning & Zoning and Code Enforcements Departments > **Building Maintenance – Transfer to Public Works:** Decreased due to changes made in the Public Works Fund listed below. Both Planning & Zoning and Code Enforcement decreased to **\$6,072**; down from \$6,090.
- (Page 8) Police Department > **Contract Services:** Decreased to **\$203,050**; down from \$213,050 due to modification in the quote for body and fleet cameras with unlimited data 5 year contract.
- (Page 9) Police Department > Employee Benefits > **Medical:** Increased to **\$596,779**; up from \$595,542 due to open enrollment changes.

- (Page 10) Streets & Grounds Division > **Transfer to Public Works**: Decreased to **\$109,300**; down from \$109,621 due to changes made in the Public Works Fund listed below.
- (Page 13) Parks & Recreation Department > Employee Benefits > **Medical**: Decreased to **\$60,142**; down from \$64,847 due to open enrollment changes.
- (Page 14) Council > **Community Festivals**: Increased to **\$60,000**; up from \$30,000 for funds being returned due to the Lady Bug Festival being cancelled.

#### Water Fund:

- (Page 15) **Interest income**: Decreased to **\$3,500**; down from \$7,000 due to the change in the economy. This is interest on operating cash. Most reserves are invested in CD's paying 1.5% - 2% that mature throughout next fiscal year.
- (Page 16) **Maintenance & Repair – Vehicles**: Increased to **\$8,000**; up from \$5,500 due to data entry error in Draft #1.
- (Page 16) **Maintenance & Repair – Buildings**: Increased to **\$10,000**; up from \$485 due to a change in who and how information was submitted.
- (Page 17) Transfers to Other Funds > **Transfer to Tech Services**: Decreased to **\$173,560**; down from \$173,631 due to changes made in the Public Works Fund listed below.
- (Page 17) **Transfer to Public Works**: Decreased to **\$206,456**; down from \$207,062 due to changes made in the Public Works Fund listed below.
- (Page 17) **Capital Outlay – Transfer to Reserve**: Decreased to **\$662,445**; down from \$677,284 as a result of the changes noted above.

#### Sewer Fund:

- (Page 15) **Interest income**: Decreased to **\$3,500**; down from \$7,000 due to the change in the economy. This is interest on operating cash. Most reserves are invested in CD's paying 1.5% - 2% that mature throughout next fiscal year.
- (Page 19) Transfers to Other Funds > **Transfer to Tech Services**: Decreased to **\$173,560**; down from \$173,631 due to changes made in the Public Works Fund listed below.
- (Page 19) **Transfer to Public Works**: Decreased to **\$206,456**; down from \$207,062 due to changes made in the Public Works Fund listed below.
- (Page 19) **Capital Outlay – Transfer to Reserve**: Decreased to **\$52,276**; down from \$55,099 as a result of the changes noted above.

#### Solid Waste Fund:

- (Page 20) **Service Billings – Residential**: Increased to **\$1,254,850**; up from \$1,222,390 for anticipated growth of 100 new homes.
- (Page 20) **Interest income**: Decreased to **\$1,000**; down from \$1,500 due to the change in the economy. This is interest on operating cash.
- (Page 22) Employee Benefits > **Medical**: Increased to **\$49,002**; up from \$34,379 due to open enrollment changes.

- (Page 22) **Transfer to Public Works:** Decreased to **\$121,445**; down from \$121,801 due to changes made in the Public Works Fund listed below.
- (Page 22) **Capital Outlay – Transfer to Reserve:** Increased to **\$18,900**; up from \$1,010 as a result of the changes noted above.

#### Electric Fund:

- (Page 23) **Interest income:** Decreased to **\$25,000**; down from \$50,000 due to the change in the economy. This is interest on operating cash. Most reserves are invested in CD's paying 1.5% - 2% that mature throughout next fiscal year.
- (Page 25) Transfers to Other Funds > **Transfer to Tech Services:** Decreased to **\$347,120**; down from \$347,262 due to changes made in the Public Works Fund listed below.
- (Page 25) Transfers to Other Funds > **Transfer to Public Works:** Decreased to **\$400,768**; down from \$401,943 due to changes made in the Public Works Fund listed below.
- (Page 26) Capital Outlay – **Transfer to Reserve:** Decreased to **\$268,529**; down from \$292,211 as a result of the changes noted above.

#### Technical Services Interservice Fund:

- (Page 26A) **Building Maintenance – Transfer to Public Works:** Decreased to **\$97,156**; down from \$97,441 due to changes made in the Public Works Fund listed below.
- (Page 26B) **Interservice** to various departments changed due to the above noted changes. This impacts to varying degrees the transfer to Tech Services in the following departments: Water, Sewer, and Electric.

#### Garage Interservice Fund:

- (Page 27) **Transfer to Public Works:** Decreased to **\$60,722**; down from \$60,901 due to changes made in the Public Works Fund listed below.

#### Public Works Interservice Fund:

- (Page 28) **Software Maintenance:** Increased to **\$1,930**; up from \$850 related to Adobe software needs.
- (Page 29) Employee Benefits > **Medical:** Decreased to **\$105,779**; down from \$110,483 due to open enrollment changes.
- (Page 29) **Interservice** to various departments changed due to the above noted changes. This impacts to varying degrees the transfer to Public Works in the following departments: Garage, Water, Sewer, Solid Waste, Electric, Streets, Planning & Zoning, Code Enforcement, Tech Services.

**CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 BUDGET SUMMARY ANALYSIS**

<b>DEPARTMENT</b>	<b>OPERATIONS &amp; MAINTENANCE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL</b>	<b>TOTAL EXPENDITURES</b>
<b>GENERAL FUND</b>				
ADMINISTRATION	814,975	-	-	814,975
PLANNING & ZONING	240,757	-	-	240,757
CODE ENFORCEMENT & INSPECTION	380,018	-	32,000	412,018
FINANCE	590,877	-	-	590,877
INFORMATION TECHNOLOGY	550,812	-	62,000	612,812
POLICE	5,694,738	-	105,700	5,800,438
STREETS	793,646	-	-	793,646
PARKS & RECREATION	918,967	-	265,500	1,184,467
COUNCIL	561,769	-	-	561,769
<b>TOTAL GENERAL FUND</b>	<b>10,546,559</b>	<b>-</b>	<b>465,200</b>	<b>11,011,759</b>
<b>WATER</b>	<b>1,862,209</b>	<b>365,275</b>	<b>757,445</b>	<b>2,984,929</b>
<b>SEWER</b>	<b>3,969,739</b>	<b>406,330</b>	<b>52,276</b>	<b>4,428,345</b>
<b>SANITATION</b>	<b>1,295,870</b>	<b>-</b>	<b>18,900</b>	<b>1,314,770</b>
<b>ELECTRIC</b>	<b>23,310,233</b>	<b>321,165</b>	<b>679,000</b>	<b>24,310,398</b>
<b>TOTAL BUDGET</b>	<b>40,984,611</b>	<b>1,092,770</b>	<b>1,972,821</b>	<b>44,050,201</b>

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 REVENUE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) % FY21
101-0000	<b>GENERAL FUND REVENUE</b>							
390-10-10	<b>GENERAL FUND CAPITAL RESERVES</b>	270,023	237,590	287,423	525,775	54,965	813,099	54.65%
390-10-17	<b>GENERAL FUND RESERVES: 5 Officers</b>	-	-	312,641	425,000	392,575	436,800	2.78%
390-10-20	<b>ECONOMIC DEVELOPMENT FUNDS</b>	177,846	41,713	131,038	196,360	162,703	70,860	-63.91%
	<b>REAL ESTATE TAX</b>							
311-10-10	PROPERTY TAXES: CURRENT LEVY	3,817,126	3,817,511	3,974,924	4,126,385	4,132,357	4,296,000	4.11%
311-10-30	PROPERTY TAXES: PENALTIES	23,275	130,031	30,490	28,000	21,856	20,000	-28.57%
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	500,000	500,000	500,000	723,000	723,000	500,000	-30.84%
	<b>TOTAL REAL ESTATE TAXES</b>	4,340,402	4,447,542	4,505,414	4,877,385	4,877,213	4,816,000	-1.26%
	<b>LICENSES &amp; PERMITS</b>							
321-10-10	CONTRACTORS LICENSE	42,775	50,725	50,500	50,000	52,605	50,000	0.00%
321-10-15	BUSINESS LICENSE	-	-	-	-	-	18,000	
321-10-20	RENTAL LICENSE	95,500	107,725	105,550	95,000	88,950	100,000	5.26%
322-10-00	BUILDING PERMIT FEES	119,661	181,275	289,261	200,000	258,912	250,000	25.00%
322-15-00	PLANNING & ZONING FEES	24,800	36,930	49,980	35,000	55,466	47,000	34.29%
328-10-30	GRASSCUTTING REVENUE	16,000	-	32,000	16,000	16,000	16,000	0.00%
	<b>TOTAL LICENSES &amp; PERMITS</b>	298,736	376,655	527,291	396,000	471,933	481,000	21.46%
	<b>POLICE DEPARTMENT</b>							
342-10-10	FINES	103,572	105,313	101,284	100,000	97,739	100,000	0.00%
342-10-60	MISCELLANEOUS REVENUE	5,380	7,534	6,380	15,800	5,513	5,000	-68.35%
342-10-70	STATE POLICE PENSION	138,964	150,947	162,973	162,950	168,256	165,000	1.26%
342-10-90	ACCIDENT COPIES	14,206	14,160	14,540	14,000	13,785	14,000	0.00%
342-10-92	SALE OF VEHICLES & EQUIPMENT	656	161	3,202	5,000	5,055	5,000	0.00%
342-10-98	SPECIAL DUTY OVERHEAD	12,618	5,608	7,738	5,000	5,596	5,007	0.14%
342-10-99	SRO OFFICERS SCHOOL FUNDED	150,000	177,750	188,485	200,000	200,000	214,368	7.18%
	<b>TOTAL POLICE DEPARTMENT</b>	425,396	461,474	484,602	502,750	495,944	508,375	1.12%

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 REVENUE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) % FY21
101-0000	<b>GENERAL FUND REVENUE</b>							
	<b>MISCELLANEOUS REVENUE</b>							
359-10-20	SPRINT TOWER RENTAL	17,307	17,307	17,307	17,300	17,307	17,300	0.00%
359-10-25	VERIZON TOWER RENTAL	22,543	25,590	25,590	25,590	25,589	25,590	0.00%
359-10-30	AT&T TOWER RENTAL	16,800	15,400	16,800	16,800	16,800	16,800	0.00%
359-10-35	VERIZON SE TOWER RENTAL	-	22,000	24,660	24,000	25,462	25,450	6.04%
359-10-38	VERIZON 10th ST TOWER RENTAL	-	-	-	24,000	28,800	28,800	20.00%
359-10-39	AT&T S. WASHINGTON TOWER RENTAL	-	-	-	25,836	19,377	25,825	-0.04%
359-10-40	CHESAPEAKE GAS	35,858	34,716	43,042	43,000	44,282	44,000	2.33%
359-10-50	CATV FRANCHISE FEES	114,883	112,219	111,104	113,000	141,415	140,000	23.89%
359-10-55	POLE RENTAL FEES-CATV	6,839	6,839	6,839	6,835	6,839	6,835	0.00%
359-10-60	FIBER OPTIC RENTAL	27,540	27,540	34,913	31,038	38,599	38,500	24.04%
359-10-65	CEMETERY FUNDS	53,041	50,269	40,681	-	-	-	
359-10-99	MISCELLANEOUS REVENUE	15,955	9,353	13,493	1,000	47,515	10,000	900.00%
361-10-00	EARNINGS ON INVESTMENTS	21,866	32,378	79,090	60,000	47,213	20,000	-66.67%
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>332,632</b>	<b>353,610</b>	<b>413,519</b>	<b>388,399</b>	<b>459,198</b>	<b>399,100</b>	<b>2.76%</b>
391-10-10	OTHER - INTERDEPARTMENTAL	800,000	824,000	870,720	896,842	896,842	986,525	10.00%
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	0.00%
	<b>(TO)FROM RESERVES or FUND BALANCE</b>	<b>(897,040)</b>	<b>(405,842)</b>	<b>(669,008)</b>	<b>-</b>	<b>(872,888)</b>	<b>-</b>	
	<b>TOTAL TRANSFERS- GENERAL FUND</b>	<b>2,402,960</b>	<b>2,918,158</b>	<b>2,701,712</b>	<b>3,396,842</b>	<b>2,523,953</b>	<b>3,486,525</b>	<b>2.64%</b>
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>8,247,994</b>	<b>8,836,742</b>	<b>9,363,640</b>	<b>10,708,511</b>	<b>9,438,484</b>	<b>11,011,759</b>	<b>2.83%</b>

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1010	<b>CITY ADMINISTRATION</b>							
413-10-10	SALARIES & WAGES	330,729	356,716	381,461	436,310	407,988	444,634	1.91%
413-10-11	SALARIES & WAGES-VACATION SELLBACK	2,755	3,118	1,605	2,080	2,048	2,110	1.46%
413-10-20	SALARIES & WAGES - TEMPORARY WAGES	-	-	-	7,970	-	-	-100.00%
413-10-30	SALARIES & WAGES-OVERTIME	6,239	8,675	9,701	9,000	11,859	10,000	11.11%
413-10-40	SALARIES & WAGES-SICK/VACATION PAYOF	-	15,214	-	-	27,585	-	#DIV/0!
413-30-10	CONTRACT SERVICES-FELLOW	-	27,926	18,787	35,000	8,236	-	-100.00%
413-30-11	CONTRACT SERVICES-TAX ASSESSOR	16,097	-	-	-	-	-	
413-30-12	CONTRACT SERVICES-COMP. STUDY	25,000	-	-	-	-	35,000	#DIV/0!
413-30-13	CONTRACT SERVICES-STUDY OPER. & FAC.	7,379	-	-	-	-	-	
413-30-14	CONTRACT SERVICES-STAFFING STUDY.	-	-	-	20,000	17,000	-	-100.00%
413-30-16	TUITION REIMBURSEMENT	-	-	-	-	-	20,000	#DIV/0!
413-30-20	LEGAL SERVICE	8,399	14,461	8,492	12,000	12,434	10,000	-16.67%
413-30-21	LEGAL SERVICE-HR (new FY21)	-	-	-	-	-	5,000	#DIV/0!
413-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
413-30-50	ENGINEERING	2,055	-	-	-	-	-	
413-30-60	RECORDS RETENTION	-	-	-	-	-	6,300	#DIV/0!
413-50-20	INSURANCE & BONDING	5,084	4,340	4,452	4,680	4,600	5,375	14.85%
413-50-30	TELEPHONE	3,454	2,292	2,275	2,400	2,162	2,400	0.00%
413-50-40	ADVERTISING & PRINTING	12,159	11,464	13,685	14,870	16,737	18,750	26.09%
413-50-60	SOFTWARE MAINTENANCE	-	-	-	-	-	350	#DIV/0!
413-50-61	WEBSITE MAINTENANCE	3,308	3,473	3,847	3,830	3,829	3,900	1.83%
413-50-62	CAMA SOFTWARE	6,760	-	-	-	-	-	
413-50-90	TRAINING	10,697	12,927	12,021	16,100	7,768	16,400	1.86%
413-60-10	MATERIALS & SUPPLIES	4,490	2,317	3,878	4,500	2,357	3,400	-24.44%
413-60-11	GENERAL EXPENSE	6,533	5,720	6,990	10,000	6,613	7,700	-23.00%
413-60-12	COMPUTER	1,609	4,010	-	6,000	3,799	7,000	16.67%
413-60-13	COPIER	6,969	3,427	3,525	3,705	3,704	3,300	-10.93%
413-60-15	POSTAGE	543	637	361	500	437	400	-20.00%
413-67-11	DISCRETIONARY FUNDS	13,115	12,520	10,065	10,000	8,499	10,000	0.00%
413-69-20	OFFICE FURNITURE	-	-	-	4,595	-	5,000	8.81%
413-90-80	COST ALLOCATION-CITY HALL BUILDING	7,951	11,354	7,980	19,250	36,559	30,014	55.91%
	<b>TOTAL GENERAL EXPENSE</b>	<b>482,325</b>	<b>501,591</b>	<b>490,125</b>	<b>623,790</b>	<b>585,214</b>	<b>648,033</b>	<b>3.89%</b>

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1010	<b>CITY ADMINISTRATION</b>							
	<b>EMPLOYEE BENEFITS</b>							
413-20-10	MEDICAL	58,799	59,856	65,048	88,410	65,469	63,305	-28.40%
413-20-20	SOCIAL SECURITY	26,159	29,342	29,958	35,300	34,385	36,129	2.35%
413-20-30	RETIREMENT	42,205	45,634	48,094	57,030	49,842	50,872	-10.80%
413-20-50	UNEMPLOYMENT COMPENSATION	1,401	1,489	1,389	1,540	1,540	2,240	45.45%
413-20-60	WORKMAN'S COMPENSATION	1,438	1,500	1,235	1,340	1,404	1,252	-6.57%
413-20-70	GROUP LIFE INSURANCE	2,179	2,144	2,658	3,160	3,160	4,098	29.68%
413-20-75	VISION	247	242	247	310	251	324	4.66%
413-20-80	RETIREE MEDICAL BENEFITS	8,574	8,574	8,574	9,040	8,573	8,722	-3.52%
	<b>TOTAL EMPLOYEE BENEFITS</b>	141,002	148,781	157,203	196,130	164,625	166,943	-14.88%
	<b>TOTAL ADMINISTRATION - O &amp; M</b>	623,327	650,372	647,328	819,920	749,839	814,975	-0.60%
413-70-40	CAPITAL-EQUIPMENT	-	-	-	-	-	-	
	<b>TOTAL ADMINISTRATION - CAPITAL</b>	-	-	-	-	-	-	
	<b>TOTAL ADMINISTRATION GENERAL GOV'T</b>	623,327	650,372	647,328	819,920	749,839	814,975	-0.60%

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1035	<b>PLANNING &amp; ZONING</b>							
419-10-10	SALARIES & WAGES	113,056	93,109	94,717	98,220	98,042	104,247	6.14%
419-10-20	SALARIES & WAGES-TEMPORARY	-	-	-	-	-	10,581	#DIV/0!
419-10-30	SALARIES & WAGES-OVERTIME	3,423	599	1,579	2,500	504	500	-80.00%
419-30-10	CONTRACT SERVICES	20,000	-	-	25,000	-	25,000	0.00%
419-30-20	LEGAL SERVICE	17,118	9,940	22,665	30,000	25,027	35,000	16.67%
419-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
419-30-50	ENGINEERING	9,653	-	-	-	-	-	
419-50-20	INSURANCE & BONDING	296	256	260	280	268	275	-1.79%
419-50-31	TELEPHONE	1,006	-	-	-	-	-	
419-50-60	SOFTWARE MAINTENANCE	-	3,996	2,766	4,000	3,142	4,000	0.00%
419-50-90	TRAINING	349	200	344	1,500	1,723	2,500	66.67%
419-60-10	MATERIALS & SUPPLIES	442	2,332	261	2,000	700	1,500	-25.00%
419-60-11	GENERAL EXPENSE	444	2,252	836	2,000	1,153	2,000	0.00%
419-60-12	COMPUTER	-	-	-	-	-	2,000	
419-60-13	COPIER	-	2,216	1,299	2,300	2,300	2,300	0.00%
419-60-15	POSTAGE	617	488	410	1,000	513	1,000	0.00%
419-90-80	BUILDING MAINT.-XFER TO CITY HALL	9,447	7,354	7,980	-	-	-	
429-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	-	-	-	5,307	3,732	6,072	14.42%
	<b>TOTAL GENERAL EXPENSE</b>	<b>176,851</b>	<b>123,742</b>	<b>134,117</b>	<b>175,107</b>	<b>138,103</b>	<b>197,974</b>	<b>13.06%</b>

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 EXPENDITURES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1035	<b>PLANNING &amp; ZONING</b>							
	<b>EMPLOYEE BENEFITS</b>							
419-20-10	MEDICAL	37,297	26,870	26,873	26,860	26,859	25,937	-3.56%
419-20-20	SOCIAL SECURITY	8,963	7,106	7,422	7,810	7,539	7,603	-2.73%
419-20-30	RETIREMENT	13,741	11,617	12,299	12,920	11,333	7,518	-71.86%
419-20-50	UNEMPLOYMENT COMPENSATION	661	350	350	350	350	350	0.00%
419-20-60	WORKMAN'S COMPENSATION	581	534	511	470	449	469	-0.24%
419-20-70	GROUP LIFE INSURANCE	823	650	811	810	810	829	2.27%
419-20-75	VISION	124	77	77	80	77	77	-3.56%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>62,190</b>	<b>47,203</b>	<b>48,343</b>	<b>49,300</b>	<b>47,417</b>	<b>42,783</b>	<b>-15.23%</b>
	<b>TOTAL PLANNING &amp; ZONING - O &amp; M</b>	<b>239,041</b>	<b>170,945</b>	<b>182,460</b>	<b>224,407</b>	<b>185,520</b>	<b>240,757</b>	<b>6.79%</b>
	<b>TOTAL PLANNING &amp; ZONING GENERAL GOV'T</b>	<b>239,041</b>	<b>170,945</b>	<b>182,460</b>	<b>224,407</b>	<b>185,520</b>	<b>240,757</b>	<b>6.79%</b>

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 CODE ENFORCEMENT & INSPECTION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1045	<b>CODE ENFORCEMENT &amp; INSPECTION</b>							
429-10-10	SALARIES & WAGES	90,882	86,286	159,896	198,620	191,939	205,590	3.51%
429-10-30	SALARIES & WAGES-OVERTIME	-	1,798	2,362	3,000	1,805	2,500	-16.67%
429-10-40	SALARIES & WAGES-SICK/VACATION PAYOFF	6,630	-	-	-	-	-	
426-30-10	CONTRACT SERVICES	17,094	91,910	49,425	35,000	12,674	36,150	3.29%
429-30-20	LEGAL SERVICE	880	2,360	720	2,000	1,308	2,000	0.00%
429-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
429-30-50	ENGINEERING	-	-	-	200	-	1,000	400.00%
429-40-29	MAINT. & REPAIR - VEHICLE LABOR	945	1,125	1,200	3,000	3,480	3,000	0.00%
429-40-30	MAINT. & REPAIR - VEHICLES	1,318	233	2,407	1,500	1,272	1,500	0.00%
429-50-20	INSURANCE & BONDING	1,948	1,044	1,182	2,050	2,726	2,950	43.90%
429-50-30	TELEPHONE	1,637	694	750	1,000	645	750	-25.00%
429-50-31	CELLPHONE	387	266	794	1,500	1,504	1,500	0.00%
429-50-90	TRAINING	2,912	245	1,783	2,000	945	5,000	150.00%
429-60-10	MATERIALS & SUPPLIES	1,473	2,377	2,499	2,050	1,974	2,500	21.95%
429-60-11	GENERAL EXPENSE	1,432	2,061	1,959	3,000	3,235	3,000	0.00%
429-60-12	COMPUTER	1,762	-	2,226	2,000	1,996	2,000	0.00%
429-60-13	COPIER	-	-	928	1,000	-	500	-50.00%
429-60-15	POSTAGE	2,382	2,760	2,975	2,500	2,483	2,500	0.00%
429-60-17	GASOLINE & OIL	698	691	1,494	2,500	2,188	2,500	0.00%
429-60-18	UNIFORMS	171	70	1,104	1,750	2,121	1,800	2.86%
429-68-10	DEMOLITIONS	-	15,900	17,955	-	-	-	
429-68-20	PROPERTY MAINTENANCE	13,453	10,508	18,641	16,000	9,595	16,000	0.00%
429-90-80	BUILDING MAINT.-XFER TO CITY HALL BLDG.	6,455	7,354	7,980	-	-	-	
429-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	-	-	-	5,307	3,732	6,072	14.42%
	<b>TOTAL GENERAL EXPENSE</b>	<b>153,459</b>	<b>228,682</b>	<b>279,280</b>	<b>286,977</b>	<b>246,622</b>	<b>299,812</b>	<b>4.47%</b>

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101-1045	<b>CODE ENFORCEMENT &amp; INSPECTION</b>							
	<b>EMPLOYEE BENEFITS</b>							
429-20-10	MEDICAL	13,909	24,336	37,386	41,560	41,553	40,127	-3.45%
429-20-20	SOCIAL SECURITY	7,411	6,750	12,297	15,520	14,821	15,602	0.53%
429-20-30	RETIREMENT	9,451	9,044	16,280	23,800	19,270	20,599	-13.45%
429-20-50	UNEMPLOYMENT COMPENSATION	556	489	1,288	1,050	1,050	1,050	0.00%
429-20-60	WORKMAN'S COMPENSATION	596	440	674	910	834	917	0.76%
429-20-70	GROUP LIFE INSURANCE	653	634	1,600	1,630	1,630	1,679	2.98%
429-20-75	VISION	98	108	196	240	232	232	-3.44%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>32,674</b>	<b>41,801</b>	<b>69,721</b>	<b>84,710</b>	<b>79,390</b>	<b>80,205</b>	<b>-5.32%</b>
	<b>TOTAL CODE ENF &amp; INSP - O &amp; M</b>	<b>186,133</b>	<b>270,483</b>	<b>349,001</b>	<b>371,687</b>	<b>326,011</b>	<b>380,018</b>	<b>2.24%</b>
429-70-42	CAPITAL-VEHICLE	-	-	-	32,000	23,792	32,000	
	<b>TOTAL CODE ENF &amp; INSP - CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,000</b>	<b>23,792</b>	<b>32,000</b>	
	<b>TOTAL CODE ENFORCEMENT &amp; INSP. GENERAL GOV'T</b>	<b>186,133</b>	<b>270,483</b>	<b>349,001</b>	<b>403,687</b>	<b>349,803</b>	<b>412,018</b>	<b>2.06%</b>

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225-6320	<b>CITY HALL COST ALLOCATION</b>							
481-30-10	CONTRACT SERVICES	2,665	8,418	8,688	13,514	15,122	17,420	28.90%
481-30-15	CLEANING SERVICE	5,640	5,640	6,205	6,500	6,867	8,000	23.08%
481-30-30	AUDITING SERVICES	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
481-40-31	BUILDING MAINT. & REPAIRS	23,465	8,296	35,576	10,352	12,824	22,500	117.35%
481-50-30	TELEPHONE	2,857	-	-	-	-	-	
481-60-10	MATERIALS & SUPPLIES	506	1,995	2,548	-	-	-	
481-60-14	POSTAGE MACHINE	916	968	968	1,000	968	1,000	0.00%
481-60-22	ELECTRIC	12,941	13,074	11,918	13,500	10,748	13,500	0.00%
481-60-23	WATER	1,150	1,142	1,142	1,200	1,189	1,200	0.00%
481-60-24	FUEL OIL	3,450	5,175	5,281	6,000	6,532	6,000	0.00%
481-95-75	BASEMENT REPAIR- CITY HALL	-	-	-	109,484	102,684	-	-100.00%
481-95-76	STEP REPAIR- CITY HALL	-	-	-	30,500	30,500	-	-100.00%
225-0000	<b>TOTAL CITY HALL BUILDING EXPENSES</b>	54,590	45,708	73,326	193,050	188,434	70,620	-63.42%
331-10-01	LESS INTERSERVICE BILLING-CITY ADMIN.	(7,951)	(11,354)	(7,980)	(19,250)	(36,559)	(30,014)	55.91%
331-10-02	LESS INTERSERVICE BILLING-CITY COUNCIL	(16,762)	(14,678)	(15,996)	(19,250)	(36,559)	(30,014)	55.91%
331-10-03	LESS INTERSERVICE BILLING-CODE ENF.	(7,203)	(7,354)	(7,980)	-	-	-	
331-10-04	LESS INTERSERVICE BILLING-IT	(5,893)	(4,968)	(5,796)	(7,000)	(12,903)	(10,593)	51.33%
331-10-05	LESS INTERSERVICE BILLING-P&Z	(7,480)	(7,354)	(7,980)	-	-	-	
390-10-10	TRANSFER FROM CAPITAL RESERVES	(9,301)	-	(27,594)	(147,550)	(102,414)	-	-100.00%
	<b>NET CITY HALL COST</b>	-	-	-	-	-	-	

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101-1310	<b>FINANCE</b>							
415-10-10	SALARIES & WAGES	248,699	296,556	303,415	303,290	294,590	351,802	16.00%
415-10-11	SALARIES & WAGES-VACATION SELLBACK	3,116	1,040	1,056	1,100	1,083	1,129	2.68%
415-10-40	SALARIES & WAGES-SICK/VACATION PAYOFF	9,245	10,967	-	-	-	22,865	#DIV/0!
415-30-10	CONTRACT SERVICES	4,227	2,628	3,749	12,000	11,000	12,000	0.00%
415-30-11	CONTRACT SERVICES - TAX ASSESSOR	-	15,400	21,700	32,000	20,000	to C/S	
415-30-12	CONTRACT SERVICES - ACCOUNTING	-	-	-	-	-	20,000	#DIV/0!
415-30-15	CLEANING SERVICES	8,448	8,580	8,910	9,000	8,687	9,000	0.00%
415-30-30	AUDITING SERVICE	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
415-40-29	MAINT. & REPAIR-VEHICLE LABOR	-	-	675	1,000	-	to C/S	
415-40-30	MAINT. & REPAIR-VEHICLE	-	72	914	500	-	to C/S	
415-50-20	INSURANCE & BONDING	1,400	1,216	1,328	1,395	1,129	775	-44.44%
415-50-30	TELEPHONE	3,861	1,120	1,127	1,200	1,039	1,200	0.00%
415-50-31	CELLPHONE	773	852	962	1,000	1,065	1,000	0.00%
415-50-62	CAMA TAX SOFTWARE	-	7,030	8,210	7,605	7,605	to C/S	
415-50-90	TRAINING	7,916	5,404	5,582	9,000	5,472	9,000	0.00%
415-60-10	MATERIALS & SUPPLIES	6,649	6,621	6,133	6,500	4,680	6,000	-7.69%
415-60-11	GENERAL EXPENSE	2,016	1,846	721	2,000	676	2,000	0.00%
415-60-12	COMPUTER	4,148	4,637	3,953	5,410	5,409	6,000	10.91%
415-60-13	COPIER	1,023	1,119	1,150	1,300	1,327	1,500	15.38%
415-60-15	POSTAGE	2,269	2,719	2,377	2,500	2,604	2,500	0.00%
415-60-17	GAS & OIL	-	36	79	150	30	to C/S	
415-69-20	OFFICE FURNITURE	-	-	-	2,090	-	3,000	43.54%
415-69-28	MILEAGE	-	-	-	-	-	200	#DIV/0!
	<b>TOTAL GENERAL EXPENSE</b>	<b>304,790</b>	<b>368,843</b>	<b>373,041</b>	<b>400,040</b>	<b>367,395</b>	<b>450,972</b>	<b>12.73%</b>

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101-1310	<b>FINANCE</b>							
	<b>EMPLOYEE BENEFITS</b>							
415-20-10	MEDICAL	35,766	35,396	39,588	56,400	43,799	51,061	-9.47%
415-20-20	SOCIAL SECURITY	20,508	23,706	23,341	23,703	22,619	29,386	23.98%
415-20-30	RETIREMENT	29,783	34,484	37,138	32,280	36,519	42,666	32.17%
415-20-50	UNEMPLOYMENT COMPENSATION	1,216	1,473	1,339	1,120	1,400	1,680	50.00%
415-20-60	WORKMAN'S COMPENSATION	713	722	594	560	471	580	3.55%
415-20-70	GROUP LIFE INSURANCE	1,801	2,090	1,168	2,030	2,030	3,039	49.70%
415-20-75	VISION	221	165	298	230	204	268	16.43%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>90,008</b>	<b>98,036</b>	<b>103,466</b>	<b>116,323</b>	<b>107,041</b>	<b>128,680</b>	<b>10.62%</b>
	<b>FINANCE BUILDING</b>							
415-40-31	MAINTENANCE & REPAIRS	3,459	4,126	4,144	5,000	5,000	5,500	10.00%
415-60-22	ELECTRIC	5,747	5,636	4,199	5,000	5,328	5,500	10.00%
415-60-23	WATER	218	190	257	225	199	225	0.00%
	<b>TOTAL MUNICIPAL BUILDING EXPENSE</b>	<b>9,424</b>	<b>9,952</b>	<b>8,600</b>	<b>10,225</b>	<b>10,527</b>	<b>11,225</b>	<b>9.78%</b>
	<b>TOTAL FINANCE - O &amp; M</b>	<b>404,222</b>	<b>476,831</b>	<b>485,107</b>	<b>526,588</b>	<b>484,963</b>	<b>590,877</b>	<b>12.21%</b>
	<b>TOTAL FINANCE GENERAL GOV'T</b>	<b>404,222</b>	<b>476,831</b>	<b>485,107</b>	<b>526,588</b>	<b>484,963</b>	<b>590,877</b>	<b>12.21%</b>

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101-1510	<b>INFORMATION TECHNOLOGY</b>							
418-10-10	SALARIES & WAGES	102,885	114,900	117,130	120,710	118,002	202,005	67.35%
418-10-11	SALARIES & WAGES-VACATION SELLBACK	1,577	1,625	-	1,710	1,716	1,774	3.73%
418-30-09	CONTRACT SERVICE - ERP	-	-	-	-	-	75,000	#DIV/0!
418-30-10	CONTRACT SERVICES	1,260	1,260	1,272	1,300	1,300	1,350	3.85%
418-30-30	AUDITING	1,000	1,000	1,000	1,000	1,000	1,000	0.00%
418-40-29	MAINT. & REPAIR-VEHICLE LABOR	53	1,575	-	1,000	2,430	1,000	0.00%
418-40-30	MAINT. & REPAIR-VEHICLE	7	449	-	900	600	900	0.00%
418-50-20	INSURANCE & BONDING	660	584	684	750	716	975	30.00%
418-50-30	TELEPHONE	1,305	510	513	600	473	600	0.00%
418-50-31	CELLPHONE	775	852	962	1,000	1,105	1,000	0.00%
418-50-60	SOFTWARE MAINTENANCE	126,537	98,518	111,155	130,929	130,929	145,000	10.75%
418-50-90	TRAINING	4,055	3,336	3,799	1,071	-	3,000	180.11%
418-60-10	MATERIALS & SUPPLIES	5,826	5,805	5,993	6,000	6,000	5,500	-8.33%
418-60-11	GENERAL EXPENSE	262	69	42	500	150	200	-60.00%
418-60-12	COMPUTER	29,739	29,879	29,606	29,600	24,327	30,000	1.35%
418-60-17	GASOLINE & OIL	240	184	175	300	300	300	0.00%
	<b>TOTAL GENERAL EXPENSE</b>	<b>276,181</b>	<b>260,546</b>	<b>272,331</b>	<b>297,370</b>	<b>289,048</b>	<b>469,603</b>	<b>57.92%</b>

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101-1510	<b>INFORMATION TECHNOLOGY</b>							
	<b>EMPLOYEE BENEFITS</b>							
418-20-10	MEDICAL	18,716	18,716	18,715	18,710	18,711	34,631	85.09%
418-20-20	SOCIAL SECURITY	8,188	9,123	9,176	9,600	9,158	15,615	62.66%
418-20-30	RETIREMENT	10,508	11,067	11,400	11,810	11,480	17,341	46.83%
418-20-50	UNEMPLOYMENT COMPENSATION	713	625	569	560	560	1,120	100.00%
418-20-60	WORKMAN'S COMPENSATION	282	274	221	230	192	314	36.71%
418-20-70	GROUP LIFE INSURANCE	597	608	722	730	730	1,486	103.61%
418-20-75	VISION	62	62	62	70	61	108	54.50%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>39,066</b>	<b>40,475</b>	<b>40,865</b>	<b>41,710</b>	<b>40,892</b>	<b>70,616</b>	<b>69.30%</b>
	<b>MUNICIPAL BUILDING</b>							
418-90-80	COST ALLOCATION-CITY HALL BUILDING	5,421	4,968	5,796	7,000	12,903	10,593	51.33%
	<b>TOTAL INFORMATION TECHNOLOGY-O &amp; M</b>	<b>320,668</b>	<b>305,989</b>	<b>318,992</b>	<b>346,080</b>	<b>342,843</b>	<b>550,812</b>	<b>59.16%</b>
418-70-40	CAPITAL-EQUIPMENT	51,855	63,000	47,726	48,500	45,796	30,000	
418-70-42	CAPITAL-VEHICLE	-	-	-	-	-	32,000	
	<b>TOTAL INFO TECHNOLOGY CAPITAL</b>	<b>51,855</b>	<b>63,000</b>	<b>47,726</b>	<b>48,500</b>	<b>45,796</b>	<b>62,000</b>	
	<b>TOTAL INFO TECHNOLOGY GENERAL GOV'T</b>	<b>372,523</b>	<b>368,989</b>	<b>366,718</b>	<b>394,580</b>	<b>388,639</b>	<b>612,812</b>	<b>55.31%</b>

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101-1610	<b>POLICE DEPARTMENT</b>							
421-10-10	SALARIES & WAGES-SWORN OFFICERS	1,895,217	1,913,037	2,180,362	2,427,900	2,325,724	2,480,777	2.18%
421-10-11	SALARIES & WAGES-VACATION SELLBACK	10,258	12,282	14,082	19,330	16,189	22,508	16.44%
421-10-12	SALARIES & WAGES - HOLIDAY SELLBACK	-	-	-	3,630	3,605	4,968	36.85%
421-10-13	SALARIES & WAGES - HOLIDAY (2) PAYOFF	-	-	-	-	8,643	22,000	#DIV/0!
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	135,194	146,812	148,839	206,000	143,005	150,000	-27.18%
421-10-35	SALARIES & WAGES-OFFICERS COURT STANDBY	24,333	33,064	29,265	40,500	21,728	38,000	-6.17%
421-10-40	SALARIES & WAGES - SICK & VACATION PAYOUT	-	-	-	-	46,410	-	#DIV/0!
421-10-50	SALARIES & WAGES-OFFICERS ON CALL	54,760	60,120	61,252	50,000	54,964	50,000	0.00%
421-10-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	16,841	15,078	16,011	20,000	20,002	20,000	0.00%
421-10-60	SALARIES & WAGES-DOWNTOWN PATROL	10,095	9,669	-	-	-	-	
421-11-10	SALARIES & WAGES-CIVILIAN	367,588	387,810	428,214	511,060	481,568	517,588	1.28%
421-11-11	SALARIES & WAGES-VACATION SELLBACK	2,444	2,770	2,811	2,923	2,925	3,027	3.56%
421-11-13	SALARIES & WAGES - HOLIDAY (2) PAYOFF	-	-	-	-	1,533	3,000	#DIV/0!
421-11-30	SALARIES & WAGES-CIVILIAN OVERTIME	32,043	35,622	39,851	30,000	41,796	35,000	16.67%
421-11-40	SALARIES & WAGES - SICK & VACATION PAYOUT	42,858	5,395	5,836	-	3,256	-	#DIV/0!
421-11-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	3,484	3,944	4,846	4,800	6,674	5,500	14.58%
421-12-10	SALARIES & WAGES-CROSS. GUARDS	10,298	10,053	11,155	10,880	3,831	9,163	-15.78%
421-30-10	CONTRACT SERVICES	30,652	27,933	71,516	70,000	51,353	203,050	190.07%
421-30-20	LEGAL EXPENSE	11,525	22,685	46,525	50,000	28,164	50,000	0.00%
421-30-30	AUDITING	5,000	5,000	5,000	5,000	5,000	5,000	0.00%
421-50-20	INSURANCE	46,726	38,360	42,444	44,570	41,240	47,200	5.90%
421-50-30	TELEPHONE	6,341	5,955	6,176	9,500	8,011	8,000	-15.79%
421-50-31	CELLPHONE	8,525	10,041	9,792	9,500	11,319	9,500	0.00%
421-50-40	ADVERTISING & PRINTING	2,064	1,984	2,106	5,000	2,568	5,000	0.00%
421-50-90	TRAINING	37,439	41,000	50,414	42,000	27,017	42,000	0.00%
421-60-10	MATERIALS & SUPPLIES	21,281	19,268	21,079	20,500	13,315	20,000	-2.44%
421-60-11	GENERAL EXPENSE	6,272	6,531	5,747	7,500	6,129	7,500	0.00%
421-60-18	UNIFORMS & EQUIPMENT	31,378	37,118	84,198	63,700	25,655	42,300	-33.59%
421-65-11	SENIOR PATROL	201	536	755	1,000	389	1,000	0.00%
421-65-13	CRIMINAL INVESTIGATION FUND	750	4,359	2,136	4,000	527	4,000	0.00%
421-65-14	COMMUNITY POLICING	4,336	4,745	4,112	5,000	5,525	5,000	0.00%
421-65-16	K-9 UNIT EXPENSE	3,179	3,261	839	15,300	4,490	3,500	-77.12%
421-65-17	SPECIAL OPS GROUP EXPENSE	3,775	3,791	3,000	3,000	-	3,000	0.00%
	<b>TOTAL GENERAL SERVICE EXPENSE</b>	<b>2,824,858</b>	<b>2,868,225</b>	<b>3,298,363</b>	<b>3,682,593</b>	<b>3,412,555</b>	<b>3,817,580</b>	<b>3.67%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1610	<b>POLICE DEPARTMENT EMPLOYEE BENEFITS</b>							
421-20-10	MEDICAL	547,867	519,635	567,501	638,040	603,748	596,779	-6.47%
421-20-20	SOCIAL SECURITY	210,647	210,641	237,224	257,980	243,412	257,098	-0.34%
421-20-30	RETIREMENT	371,831	336,142	498,001	586,610	545,080	592,354	0.98%
421-20-50	UNEMPLOYMENT COMPENSATION	15,679	13,766	14,999	14,530	14,530	14,798	1.84%
421-20-60	WORKMAN'S COMPENSATION	131,615	129,178	117,535	121,460	120,789	119,932	-1.26%
421-20-70	GROUP LIFE INSURANCE	15,537	16,285	22,781	23,550	23,550	24,426	3.72%
421-20-75	VISION	1,931	2,462	2,668	2,970	2,877	2,946	-0.81%
	<b>TOTAL EMPLOYEE BENEFITS</b>	1,295,106	1,228,108	1,460,709	1,645,140	1,553,987	1,608,332	-2.24%
	<b>VEHICLE EXPENSE</b>							
421-40-29	MAINTENANCE-GARAGE LABOR	38,892	64,022	56,281	60,000	65,952	60,000	0.00%
421-40-30	MAINTENANCE-PARTS & REPAIRS	24,172	26,965	21,993	39,000	28,877	30,000	-23.08%
421-50-21	INSURANCE	24,280	23,436	25,429	28,000	28,276	33,525	19.73%
421-60-17	GASOLINE & OIL	51,130	56,088	57,358	60,000	60,065	60,000	0.00%
	<b>TOTAL VEHICLE EXPENSE</b>	138,473	170,511	161,061	187,000	183,171	183,525	-1.86%
	<b>HEADQUARTERS EXPENSE</b>							
421-40-31	MAINTENANCE & REPAIR BUILDING	13,935	6,209	12,787	15,000	6,756	15,000	0.00%
421-40-32	MAINTENANCE & REPAIR OF EQUIPMENT	12,845	11,750	10,168	12,000	4,343	23,400	95.00%
421-60-12	COMPUTERS	5,155	7,506	8,157	10,000	7,365	10,000	0.00%
421-60-13	COPIERS	1,684	1,841	3,000	4,500	4,165	5,000	11.11%
421-60-15	POSTAGE	1,450	2,024	3,226	2,900	737	2,900	0.00%
421-60-22	ELECTRIC	21,664	22,851	21,961	25,000	20,953	22,000	-12.00%
421-60-23	WATER	3,165	2,739	2,560	3,000	2,527	3,000	0.00%
421-60-24	FUEL OIL	2,483	3,981	5,431	4,000	3,456	4,000	0.00%
	<b>TOTAL HEADQUARTERS EXPENSE</b>	62,381	58,902	67,290	76,400	50,302	85,300	11.65%
	<b>TOTAL POLICE DEPARTMENT- O &amp; M</b>	4,320,818	4,325,745	4,987,423	5,591,133	5,200,014	5,694,738	1.85%
	<b>CAPITAL OUTLAY</b>							
	PRIOR YEARS CAPITAL W/ LIFE	-	-	-	-	-	13,885	
	RESERVE TRANSFER-CAPITAL W/ LIFE	-	-	-	-	-	(13,885)	
421-70-20	CAPITAL-BUILDING	-	-	8,000	-	-	-	
421-70-40	CAPITAL-EQUIPMENT	-	-	-	13,885	-	-	
421-70-42	CAPITAL-VEHICLES	67,271	83,049	84,946	92,300	88,310	105,700	
	<b>TOTAL POLICE DEPARTMENT CAPITAL</b>	67,271	83,049	92,946	106,185	88,310	105,700	
	<b>TOTAL POLICE GENERAL GOV'T</b>	4,388,089	4,408,794	5,080,369	5,697,318	5,288,324	5,800,438	1.81%

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101-1810	<b>STREETS &amp; GROUNDS DIVISION</b>							
431-10-10	SALARIES & WAGES	194,211	225,916	194,033	200,880	195,885	215,361	7.21%
431-10-11	SALARIES & WAGES-VACATION SELLBACK	2,559	1,599	837	880	871	904	2.76%
431-10-20	SALARIES & WAGES-TEMPORARY	104	1,382	24,594	1,000	622	-	-100.00%
431-10-30	SALARIES & WAGES-OVERTIME	4,198	12,411	8,394	9,000	4,595	9,000	0.00%
431-10-40	SALARIES & WAGES - SICK & VACATION PAYOUT	14,098	-	-	-	-	-	
431-10-50	SALARIES & WAGES-ON CALL	11,072	13,508	12,191	12,000	11,618	12,000	0.00%
431-30-10	CONTRACT SERVICES	11,485	2,641	4,972	14,635	1,992	14,100	-3.66%
431-30-20	LEGAL	-	-	-	-	-	2,000	#DIV/0!
431-30-30	AUDITING	2,000	2,000	3,000	3,000	3,000	3,000	0.00%
431-30-50	ENGINEERING SERVICES	3,175	1,665	991	2,500	1,093	1,500	-40.00%
431-40-29	MAINT. & REPAIR-VEHICLE LABOR	22,260	20,640	20,450	25,000	13,872	15,000	-40.00%
431-40-30	MAINT. & REPAIR-VEHICLES	11,614	9,258	15,937	15,000	12,621	18,000	20.00%
431-50-13	ENVIRONMENTAL COMPLIANCE	-	-	-	15,000	15,000	15,000	0.00%
431-50-20	INSURANCE	16,566	15,995	15,520	16,300	13,960	14,675	-9.97%
431-50-30	TELEPHONE	1,278	366	368	400	327	400	0.00%
431-50-31	CELLPHONE	723	231	792	2,000	1,296	2,350	17.50%
431-50-40	ADVERTISING & PRINTING	206	487	470	1,500	813	1,200	-20.00%
431-50-60	SOFTWARE MAINTENANCE	-	-	-	550	-	300	-45.45%
431-50-90	TRAINING	170	245	682	3,000	2,020	6,000	100.00%
431-60-10	MATERIALS & SUPPLIES	5,597	2,450	3,197	6,000	865	1,500	-75.00%
431-60-11	GENERAL EXPENSE	195	494	730	770	211	770	0.00%
431-60-12	COMPUTER	2,528	-	-	2,865	2,864	-	-100.00%
431-60-17	GASOLINE & OIL	10,345	12,106	12,790	12,000	11,987	13,500	12.50%
431-60-18	UNIFORMS & EQUIPMENT	2,779	4,195	4,985	5,500	3,868	5,500	0.00%
431-60-19	RADIO	-	-	-	2,000	-	4,000	100.00%
431-60-70	STREET SIGNS & MARKERS	10,000	3,096	6,688	35,000	8,171	35,000	0.00%
431-60-71	STREET & ROAD MATERIALS	12,269	10,531	15,707	25,000	21,952	15,000	-40.00%
431-60-72	SNOW & ICE REMOVAL	8,559	8,704	6,180	10,000	2,037	10,000	0.00%
431-60-73	STORM SEWERS & DRAINS	9,403	-	4,492	8,000	2,105	10,000	25.00%
431-60-75	SIDEWALKS & CURBS	26,843	251	18,921	50,000	29,385	50,000	0.00%
431-60-76	STREET LIGHTS	89,419	91,055	92,197	92,000	92,060	92,000	0.00%
431-90-80	TRANSFER TO PUBLIC WORKS	46,000	90,787	115,655	95,525	67,167	109,300	14.42%
	<b>TOTAL GENERAL EXPENSE</b>	<b>519,656</b>	<b>532,013</b>	<b>584,773</b>	<b>667,305</b>	<b>522,258</b>	<b>677,360</b>	<b>1.51%</b>

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
101-1810	<b>STREETS &amp; GROUNDS DIVISION</b>							
	<b>EMPLOYEE BENEFITS</b>							
431-20-10	MEDICAL	62,752	73,074	61,764	59,360	59,352	59,496	0.23%
431-20-20	SOCIAL SECURITY	17,634	19,574	16,482	17,050	16,340	18,012	5.64%
431-20-30	RETIREMENT	23,856	27,248	23,833	23,940	22,240	26,096	9.01%
431-20-50	UNEMPLOYMENT COMPENSATION	1,452	1,592	1,130	1,240	1,300	1,302	5.00%
431-20-60	WORKMEN'S COMPENSATION	11,214	12,583	11,678	8,720	8,454	9,232	5.87%
431-20-70	GROUP LIFE INSURANCE	1,364	1,620	1,808	1,650	1,650	1,761	6.70%
431-20-75	VISION	283	303	264	280	272	287	2.63%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>118,555</b>	<b>135,994</b>	<b>116,959</b>	<b>112,240</b>	<b>109,607</b>	<b>116,186</b>	<b>3.52%</b>
	<b>BUILDING EXPENSES</b>							
431-40-31	MAINTENANCE & REPAIR BUILDING	464	-	-	-	-	-	
431-60-23	WATER	246	168	160	200	88	100	-50.00%
	<b>TOTAL BUILDING EXPENSE</b>	<b>710</b>	<b>168</b>	<b>160</b>	<b>200</b>	<b>88</b>	<b>100</b>	<b>-50.00%</b>
	<b>TOTAL STREETS &amp; GROUNDS - O &amp; M</b>	<b>638,921</b>	<b>668,175</b>	<b>701,892</b>	<b>779,745</b>	<b>631,954</b>	<b>793,646</b>	<b>1.78%</b>
	<b>CAPITAL OUTLAY</b>							
431-70-40	CAPITAL-EQUIPMENT	-	60,000	70,848	60,000	32,223	-	
431-70-42	CAPITAL-VEHICLES	-	144,712	45,216	-	-	-	
431-70-44	CAPITAL-INFRASTRUCTURE	-	247,798	98,642	-	-	-	
431-80-10	1996 BOND DEBT-PRINCIPAL	77,597	-	-	-	-	-	
431-80-11	1996 BOND DEBT-INTEREST	1,633	-	-	-	-	-	
	<b>TOTAL STREETS &amp; GROUNDS CAPITAL &amp; DEBT</b>	<b>79,230</b>	<b>452,510</b>	<b>214,706</b>	<b>60,000</b>	<b>32,223</b>	<b>-</b>	
	<b>TOTAL STREETS &amp; GROUNDS GENERAL GOV'T</b>	<b>718,151</b>	<b>1,120,685</b>	<b>916,598</b>	<b>839,745</b>	<b>664,177</b>	<b>793,646</b>	<b>-5.49%</b>

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101-1910	<b>PARKS &amp; RECREATION</b>							
451-10-10	SALARIES & WAGES	309,269	322,326	282,387	339,140	306,515	375,472	10.71%
451-10-11	SALARIES & WAGES-VACATION SELLBACK	4,454	4,842	2,006	1,050	1,042	1,079	2.75%
451-10-15	SALARIES-SUMMER PLAYGROUND	14,267	13,112	14,487	14,000	11,562	14,000	0.00%
451-10-20	SALARIES-TEMPORARY WAGES	83,832	99,337	122,490	130,000	130,000	2,663	-97.95%
451-10-22	SALARIES-TEMP. WAGES CEMETERY	53,041	50,269	40,681	-	-	-	
451-10-30	SALARIES-TEMP. OVERTIME	273	1,372	550	2,500	1,626	2,000	-20.00%
451-10-40	SALARIES-SICK & VACATION PAYOUT	7,099	17,186	513	-	-	-	
451-30-10	CONTRACT SERVICES	23,457	23,072	21,356	24,000	21,689	134,820	461.75%
451-30-11	BOYS AND GIRLS CLUB RENTAL	30,000	33,000	18,750	18,750	18,750	18,750	0.00%
451-30-20	LEGAL	-	-	680	1,000	167	1,000	0.00%
451-30-30	AUDITING	2,000	2,000	3,000	3,000	3,000	3,000	0.00%
451-30-50	ENGINEERING	753	-	2,000	2,000	1,987	2,000	0.00%
451-40-29	MAINT. & REPAIR-VEHICLES LABOR	25,095	18,678	16,400	15,000	16,200	10,000	-33.33%
451-40-30	MAINT. & REPAIR-VEHICLES	14,399	21,763	11,743	14,000	10,421	10,000	-28.57%
451-40-31	MAINTENANCE & REPAIR-BUILDING	19,659	16,804	11,188	15,000	15,296	13,000	-13.33%
451-40-34	MAINTENANCE & REPAIR-FACILITIES	74,996	70,345	74,405	78,500	78,500	80,000	1.91%
451-50-20	INSURANCE	12,684	10,510	11,510	12,060	13,890	15,825	31.22%
451-50-30	TELEPHONE	4,632	1,483	1,627	1,500	1,356	1,550	3.33%
451-50-31	CELLPHONE	305	-	697	1,200	960	1,000	-16.67%
451-50-40	ADVERTISING & PRINTING	4,598	2,836	2,563	4,000	2,368	3,000	-25.00%
451-50-60	SOFTWARE MAINTENANCE	2,983	3,073	3,165	3,300	3,260	3,400	3.03%
451-50-90	TRAINING	4,759	5,075	4,723	4,500	867	5,000	11.11%
451-60-10	MATERIALS & SUPPLIES	2,997	2,675	2,932	3,000	3,579	4,000	33.33%
451-60-11	GENERAL EXPENSES	943	907	483	1,000	504	1,000	0.00%
451-60-12	COMPUTER	1,505	3,808	820	3,000	2,789	3,000	0.00%
451-60-13	COPIER	3,177	3,418	3,300	3,300	3,636	3,500	6.06%
451-60-15	POSTAGE	334	122	69	500	29	175	-65.00%
451-60-17	GASOLINE & OIL	11,419	12,071	12,748	15,000	9,353	15,000	0.00%
451-60-22	ELECTRIC	8,423	8,943	13,140	14,000	12,693	14,000	0.00%
451-60-23	WATER	14,632	12,547	11,789	14,000	12,603	14,000	0.00%
451-60-24	FUEL OIL	-	1,135	6,612	8,000	2,551	8,000	0.00%
451-60-25	UNIFORMS	-	-	2,996	2,500	2,500	3,000	20.00%
	<b>TOTAL GENERAL EXPENSE</b>	<b>735,985</b>	<b>762,709</b>	<b>701,810</b>	<b>748,800</b>	<b>689,693</b>	<b>763,234</b>	<b>1.93%</b>

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101-1910	<b>PARKS &amp; RECREATION</b>							
	<b>EMPLOYEE - BENEFITS</b>							
451-20-10	MEDICAL	68,235	84,279	69,550	114,740	56,951	60,142	-47.58%
451-20-20	SOCIAL SECURITY	26,139	27,663	23,093	29,640	24,537	30,580	3.17%
451-20-30	RETIREMENT	36,567	37,807	33,107	44,100	36,125	46,177	4.71%
451-20-50	UNEMPLOYMENT COMPENSATION	2,333	2,053	1,610	2,200	2,016	2,213	0.60%
451-20-60	WORKMAN'S COMPENSATION	14,371	15,279	9,925	12,960	10,605	13,137	1.37%
451-20-70	GROUP LIFE INSURANCE	2,193	2,250	2,341	2,930	2,930	3,076	4.99%
451-20-75	VISION	355	366	309	440	329	407	-7.53%
451-20-80	RETIREE HEALTH INSURANCE	7,846	7,840	5,227	-	-	-	
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>158,039</b>	<b>177,537</b>	<b>145,162</b>	<b>207,010</b>	<b>133,493</b>	<b>155,733</b>	<b>-24.77%</b>
	<b>TOTAL PARKS &amp; RECREATION - O &amp; M</b>	<b>894,024</b>	<b>940,246</b>	<b>846,972</b>	<b>955,810</b>	<b>823,186</b>	<b>918,967</b>	<b>-3.85%</b>
	<b>CAPITAL OUTLAY</b>							
	PRIOR YEARS CAPITAL W/ LIFE	-	-	-	-	-	234,200	
	RESERVE TRANSFER-CAPITAL W/ LIFE	-	-	-	-	-	(234,200)	
451-70-20	CAPITAL-BUILDING	5,990	11,907	1,802	-	-	32,000	
451-70-40	CAPITAL-EQUIPMENT	34,091	36,529	36,078	72,000	7,800	21,000	
451-70-42	CAPITAL-VEHICLES	-	-	55,077	-	-	80,000	
451-70-50	CAPITAL-PARKS	1,018	20,971	20,299	120,000	-	132,500	
	<b>TOTAL PARKS &amp; RECREATION - CAPITAL</b>	<b>41,099</b>	<b>69,407</b>	<b>113,256</b>	<b>192,000</b>	<b>7,800</b>	<b>265,500</b>	
201-7010	<b>PARKS &amp; RECREATION ENTERPRISE FUND</b>							
451-10-10	SALARIES & WAGES	16,636	17,941	15,449		10,155	16,000	#DIV/0!
451-various	SOCIAL SECURITY/UNEMPLOYMENT/WC	2,324	2,655	2,351		1,348	2,118	#DIV/0!
451-69-10	EXPENDITURES	82,789	72,348	48,775	90,000	32,995	56,882	-36.80%
347-10-10	ENTERPRISE PROGRAM REVENUES	(97,806)	(97,244)	(75,679)	(90,000)	(37,136)	(75,000)	-16.67%
	<b>TOTAL P&amp;R ENTERPRISE EXPENSE</b>	<b>3,943</b>	<b>(4,301)</b>	<b>(9,104)</b>	<b>-</b>	<b>7,362</b>	<b>-</b>	
	<b>TOTAL PARKS &amp; RECREATION BUDGET</b>	<b>939,066</b>	<b>1,005,353</b>	<b>951,124</b>	<b>1,147,810</b>	<b>838,348</b>	<b>1,184,467</b>	<b>3.19%</b>

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<b>GENERAL GOVERNMENT</b>								
<b>101-1110</b>	<b>COUNCIL</b>							
411-10-10	SALARIES & WAGES-COUNCIL	29,375	27,534	23,110	31,000	25,650	30,000	-3.23%
411-20-20	SOCIAL SECURITY	1,121	1,109	1,190	2,380	1,962	2,295	-3.57%
411-30-10	CONTRACT SERVICE-RECORDING EQUIP.	-	-	8,975	-	-	-	
411-30-XX	CONTRACT SERVICE-ADA TRANSITION PLAN	-	-	-	50,000	67	-	-100.00%
411-30-20	LEGAL	25,844	17,109	25,391	45,000	40,471	45,000	0.00%
411-60-12	COMPUTER EXPENSE	-	-	-	8,450	8,245	-	-100.00%
411-68-11	PUBLIC OFFICIALS & LIABILITY INSURANCE	19,636	17,067	17,397	18,270	18,235	20,400	11.66%
411-68-12	CHRISTMAS DECORATIONS	10,355	1,100	9,581	7,000	-	7,000	0.00%
411-68-13	COUNCIL EXPENSE	16,975	17,376	18,238	23,950	23,868	34,200	42.80%
411-68-14	EMPLOYEE RECOGNITION	9,656	10,317	16,418	21,000	19,517	28,000	33.33%
411-68-15	CODIFICATION	6,196	9,794	8,077	15,000	14,443	15,000	0.00%
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	100,000	140,000	140,000	140,000	0.00%
411-68-17	MUSEUM	26,000	26,000	30,000	30,500	30,000	30,000	-1.64%
411-68-19	DOWNTOWN MILFORD INC.	40,000	40,000	45,000	45,860	45,860	45,860	0.00%
411-68-XX	MILFORD PUBLIC LIBRARY	-	-	-	25,000	25,000	25,000	0.00%
411-68-34	ECONOMIC DEVELOPMENT	1,621	1,713	1,712	2,000	1,843	2,000	0.00%
411-68-37	ARMORY EXPENSE	11,999	12,865	8,061	10,000	8,582	9,000	-10.00%
411-68-39	RESIDENT SURVEY	14,265	-	9,975	-	-	-	
411-68-40	STRATEGIC PLAN	-	20,000	-	-	-	-	
411-68-41	KENT ECONOMIC PARTNERSHIP	-	-	30,000	30,000	30,000	30,000	0.00%
411-68-44	POLICE FACILITY PROMOTIONS	-	-	-	7,000	7,000	-	-100.00%
411-68-45	COMMUNITY FESTIVALS	-	-	-	55,000	-	60,000	9.09%
411-90-80	CITY HALL BUILDING EXPENSES	25,315	14,678	15,996	19,250	36,559	30,014	55.91%
<b>101-1210</b>	<b>ELECTIONS</b>							
414-10-10	SALARIES-ELECTIONS	2,172	2,328	4,455	6,000	6,000	6,000	0.00%
414-60-12	SUPPLIES-ELECTIONS	855	1,000	2,255	3,000	3,000	2,000	-33.33%
	<b>TOTAL COUNCIL AND ELECTIONS O &amp; M</b>	<b>381,385</b>	<b>359,990</b>	<b>375,831</b>	<b>595,660</b>	<b>486,302</b>	<b>561,769</b>	<b>-5.69%</b>
	PRIOR YEARS CAPITAL W/ LIFE	-	-	-	-	-	134,775	
	RESERVE TRANSFER-CAPITAL W/ LIFE	-	-	-	-	-	(134,775)	
411-70-20	CAPITAL - BUILDING	-	-	-	-	-	-	
411-70-40	CAPITAL - EQUIPMENT	-	-	-	58,795	9,930	-	
	<b>TOTAL COUNCIL AND ELECTIONS BUDGET</b>	<b>381,385</b>	<b>359,990</b>	<b>375,831</b>	<b>654,455</b>	<b>496,232</b>	<b>561,769</b>	<b>-14.16%</b>
	<b>TOTAL GENERAL FUND BUDGET</b>	<b>8,247,994</b>	<b>8,836,742</b>	<b>9,363,640</b>	<b>10,708,511</b>	<b>9,438,484</b>	<b>11,011,759</b>	<b>2.83%</b>

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
202-0000	<b>WATER DIVISION</b>							
344-10-10	SERVICE BILLINGS	2,711,294	2,805,656	2,891,337	2,800,000	2,874,869	2,930,930	4.68%
344-10-20	LATE PENALTIES	2,645	3,387	3,531	3,000	2,375	2,500	-16.67%
344-10-40	CONNECT AND RECONNECT FEES	24,053	17,255	17,352	16,000	23,076	18,000	12.50%
344-10-45	NEW METER CONNECTIONS	16,200	20,800	36,000	25,000	34,560	30,000	20.00%
359-10-99	MISCELLANEOUS	-	560	-	500	18,025	-	-100.00%
361-10-00	EARNINGS ON INVESTMENTS	8,594	17,147	34,701	15,000	7,380	3,500	-76.67%
390-10-10	TRANSFER FROM CAPITAL RESERVES	679,478	-	-	-	-	-	
	<b>TOTAL WATER REVENUES</b>	<b>3,442,264</b>	<b>2,864,805</b>	<b>2,982,921</b>	<b>2,859,500</b>	<b>2,960,285</b>	<b>2,984,930</b>	<b>4.39%</b>
203-0000	<b>WASTEWATER DIVISION</b>							
344-10-09	KENT COUNTY COST ADJUSTMENTS	1,795,309	1,863,753	1,795,819	2,035,000	1,889,345	1,900,000	-6.63%
344-10-10	SERVICE BILLINGS	2,521,502	2,611,205	2,543,298	2,600,000	2,460,562	2,520,845	-3.04%
344-10-20	PENALTIES	4,584	5,225	6,345	5,000	4,143	4,000	-20.00%
359-10-99	MISCELLANEOUS	-	-	-	-	9,619	-	#DIV/0!
361-10-00	EARNINGS ON INVESTMENTS	6,264	2,040	10,086	5,000	7,747	3,500	-30.00%
390-10-10	TRANSFER FROM CAPITAL RESERVES	292,284	210,377	-	-	-	-	
	<b>TOTAL WASTEWATER REVENUES</b>	<b>4,619,943</b>	<b>4,692,600</b>	<b>4,355,548</b>	<b>4,645,000</b>	<b>4,371,415</b>	<b>4,428,345</b>	<b>-4.66%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
202-2020	<b>WATER DIVISION</b>							
432-10-10	SALARIES WAGES	160,378	163,070	160,469	189,627	160,445	197,919	4.37%
432-10-11	SALARIES WAGES-VACATION SELLBACK	492	714	528	549	550	-	-100.00%
432-10-20	SALARIES WAGES-TEMP WAGES	-	1,186	-	10,000	2,214	-	-100.00%
432-10-30	SALARIES WAGES-OVERTIME	15,794	16,089	12,325	13,625	13,323	16,000	17.43%
432-10-40	SALARIES WAGES - VACATION/SICK PAYOUT	-	-	372	-	386	-	#DIV/0!
432-10-50	SALARIES WAGES-ON CALL	16,960	12,699	10,812	13,800	10,404	12,000	-13.04%
432-30-10	CONTRACT SERVICES	49,542	33,996	30,806	50,000	50,000	64,075	28.15%
432-30-15	SURFACE RESTORATION	-	-	63,335	60,000	26,948	60,000	0.00%
432-30-20	LEGAL EXPENSES	1,337	-	260	2,500	1,840	2,000	-20.00%
432-30-30	AUDITING	8,000	8,000	8,000	9,000	6,000	6,000	-33.33%
432-30-50	ENGINEERING	9,454	1,067	6,848	10,000	8,532	10,000	0.00%
432-40-10	WATER METERS	44,323	48,451	29,317	15,000	14,992	15,000	0.00%
432-40-11	WELLS	81,975	16,798	80,491	85,000	70,573	85,000	0.00%
432-40-12	MAINS	5,347	24,605	40,814	15,000	9,233	25,000	66.67%
432-40-13	CHEMICALS	80,898	98,400	95,680	100,000	98,084	100,000	0.00%
432-40-14	SERVICE CONNECTIONS	6,954	5,849	3,692	7,500	1,675	10,000	33.33%
432-40-15	PUMPING - POWER PURCHASED	232,534	243,760	241,615	250,000	233,798	250,000	0.00%
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	5,828	11,078	10,238	15,000	9,120	15,000	0.00%
432-40-30	MAINT. & REPAIR-VEHICLES	2,238	4,495	6,167	8,000	8,100	8,000	0.00%
432-40-31	MAINT. & REPAIR-BUILDING	3,995	6,855	8,176	10,000	8,957	10,000	0.00%
432-40-34	MAINT. & REPAIR-WATER TOWERS	52,647	52,647	62,222	65,150	65,150	54,000	-17.11%
432-50-19	MAINT. & REPAIR - SCADA	9,870	12,407	1,934	-	-	-	
432-50-20	INSURANCE	18,877	13,548	14,344	15,062	14,373	18,825	24.98%
432-50-30	TELEPHONE	1,223	327	329	300	309	350	16.67%
432-50-31	CELLPHONE	2,241	3,581	3,858	5,000	1,951	2,400	-52.00%
432-50-40	ADVERTISING & PRINTING	524	625	652	1,000	481	1,000	0.00%
432-50-60	SOFTWARE MAINTENANCE	-	1,781	2,775	-	-	1,200	#DIV/0!
432-50-90	TRAINING	690	1,249	860	2,500	563	2,500	0.00%
432-60-10	MATERIALS & SUPPLIES	2,728	3,144	4,350	5,000	3,549	5,000	0.00%
432-60-11	GENERAL EXPENSE	934	706	3,157	1,199	1,345	2,000	66.81%
432-60-12	COMPUTERS	-	-	-	802	802	-	-100.00%
432-60-17	GASOLINE & OIL	7,272	7,911	7,810	8,000	7,127	8,000	0.00%
432-60-18	UNIFORMS	1,187	3,477	1,459	3,500	2,804	4,000	14.29%
432-60-19	RADIO	-	-	-	600	-	600	0.00%
432-60-23	WATER	-	-	-	-	1,299	1,310	#DIV/0!
432-60-75	SIDEWALKS	-	-	-	40,000	37,500	40,000	0.00%
432-69-30	DEBT EXPENSE	761	641	-	-	-	-	
	<b>TOTAL WATER GENERAL EXPENSE</b>	<b>825,002</b>	<b>799,156</b>	<b>913,695</b>	<b>1,012,714</b>	<b>872,429</b>	<b>1,027,179</b>	<b>1.43%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 18-19	BUDGET FY 20-21	Inc/(Dec) FY21
202-2020	<b>WATER DIVISION</b>							
	<b>EMPLOYEE BENEFITS</b>							
432-20-10	MEDICAL	49,274	41,892	32,168	38,102	31,633	40,423	6.09%
432-20-20	SOCIAL SECURITY	15,548	15,105	13,520	16,964	14,161	17,288	1.91%
432-20-30	RETIREMENT	20,318	20,914	18,649	23,547	18,654	24,329	3.32%
432-20-50	UNEMPLOYMENT COMPENSATION	1,222	1,034	1,118	994	1,030	1,029	3.52%
432-20-60	WORKMEN'S COMPENSATION	9,596	9,730	6,420	8,598	6,839	8,790	2.24%
432-20-70	GROUP LIFE INSURANCE	1,179	1,198	1,433	1,523	1,523	1,593	4.61%
432-20-71	VISION	216	197	190	219	187	227	3.52%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>97,353</b>	<b>90,070</b>	<b>73,498</b>	<b>89,947</b>	<b>74,027</b>	<b>93,679</b>	<b>4.15%</b>
432-90-30	INTERDEPARTMENTAL TRANSFERS	170,000	175,100	185,355	190,916	190,916	212,103	11.10%
432-90-70	TRANSFER TO TECH SERVICES	-	-	-	183,556	141,993	173,560	-5.45%
432-90-80	TRANSFER TO PUBLIC WORKS	61,180	108,953	120,636	180,437	126,871	206,456	14.42%
432-90-82	TRANSFER TO CUSTOMER SERVICE	111,954	113,098	138,388	160,416	136,398	149,232	-6.97%
	<b>TOTAL WATER O&amp;M EXPENSES</b>	<b>1,265,489</b>	<b>1,286,377</b>	<b>1,431,572</b>	<b>1,817,986</b>	<b>1,542,634</b>	<b>1,862,209</b>	<b>2.43%</b>
	<b>DEBT SERVICE</b>							
432-80-10	G O BONDS 2011(96)-PRINCIPAL	271,528	-	-	-	-	-	
432-80-11	G O BONDS 2011(96)-INTEREST	5,714	-	-	-	-	-	
432-80-13	1992 CAB BONDS-PRINCIPAL	395,000	390,000	-	-	-	-	
432-80-15	G O BONDS 2011(92)-PRINCIPAL	562,229	-	-	-	-	-	
432-80-16	G O BONDS 2011(92)-INTEREST	134,140	-	-	-	-	-	
432-80-02	2012 WASHINGTON ST. LOAN - PRINCIPAL	-	-	77,180	155,520	155,520	157,080	1.00%
432-80-03	2012 WASHINGTON ST. LOAN - INTEREST	18,426	35,812	26,971	23,755	23,754	22,195	-6.57%
432-80-23	2012 USDA LOAN - PRINCIPAL	90,753	91,585	93,546	95,300	94,792	97,590	2.40%
432-80-24	2012 USDA LOAN - INTEREST	95,248	94,416	92,454	90,700	91,208	88,410	-2.52%
432-80-29	2019 USDA LEAD SERVICE LINE REPLACEMENT	-	-	-	18,730	-	-	-100.00%
	<b>TOTAL WATER DIVISION DEBT</b>	<b>1,573,038</b>	<b>611,813</b>	<b>290,151</b>	<b>384,005</b>	<b>1,612,274</b>	<b>365,275</b>	<b>-4.88%</b>
	<b>CAPITAL OUTLAY</b>							
	PRIOR YEARS CAPITAL W/ LIFE	-	-	-	247,412	247,412	1,495,400	
	RESERVE TRANSFER-CAPITAL W/ LIFE	-	-	-	(247,412)	(247,412)	(1,495,400)	
432-70-40	CAPITAL OUTLAY-EQUIPMENT	9,407	-	19,020	-	-	-	
432-70-42	CAPITAL OUTLAY-VEHICLE	24,419	-	242,851	206,000	25,748	45,000	
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	50,000	45,000	-	50,000	1,372	50,000	
	<b>TO(FROM) RESERVES or FUND BALANCE</b>	<b>519,911</b>	<b>921,615</b>	<b>999,327</b>	<b>401,509</b>	<b>1,025,257</b>	<b>662,445</b>	
	<b>TOTAL WATER DIVISION</b>	<b>3,442,264</b>	<b>2,864,805</b>	<b>2,982,921</b>	<b>2,859,500</b>	<b>2,960,285</b>	<b>2,984,929</b>	<b>4.39%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
203-3030	<b>SEWER DIVISION</b>							
432-10-10	SALARIES & WAGES	160,375	163,016	160,368	189,627	160,068	197,919	4.37%
432-10-11	SALARIES & WAGES-VACATION SELLBACK	493	714	528	549	550	-	-100.00%
432-10-20	SALARIES WAGES-TEMP WAGES	-	1,185	-	10,000	2,214	-	-100.00%
432-10-30	SALARIES & WAGES-OVERTIME	15,792	13,873	5,126	13,625	3,963	6,000	-55.96%
432-10-40	SALARIES & WAGES-SICK & VACATION PAY	9,428	-	372	-	386	-	#DIV/0!
432-10-50	SALARIES & WAGES-ON CALL	16,956	12,697	9,436	12,500	10,438	12,000	-4.00%
432-30-10	CONTRACT SERVICES	27,722	24,199	19,834	28,000	22,711	30,575	9.20%
432-30-15	SURFACE RESTORATION	-	-	4,490	15,000	-	15,000	0.00%
432-30-20	LEGAL EXPENSE	520	-	60	2,000	785	2,000	0.00%
432-30-30	AUDITING	8,000	8,000	8,000	9,000	6,000	14,000	55.56%
432-30-50	ENGINEERING EXPENSE	2,804	2,570	6,694	10,000	1,909	10,000	0.00%
432-40-12	MAINS	8,491	3,262	10,890	11,000	2,333	15,000	36.36%
432-40-13	CHEMICALS	16,219	14,797	5,306	17,500	6,525	17,500	0.00%
432-40-14	SERVICE CONNECTIONS	488	455	446	2,000	2,651	4,000	100.00%
432-40-15	PUMPING - POWER PURCHASED	24,434	26,923	27,799	28,000	30,355	30,000	7.14%
432-40-17	LIFT STATIONS	46,576	30,559	64,669	70,000	50,230	70,000	0.00%
432-40-18	FACILITIES	1,614	555	4,289	5,000	1,279	5,000	0.00%
432-40-19	WASTEWATER TREATMENT	1,795,303	1,863,759	1,767,117	2,035,000	1,857,325	1,900,000	-6.63%
432-40-20	WASTEWATER TREATMENT-I & I	402,664	498,169	869,885	830,543	700,000	750,000	-9.70%
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	5,828	11,078	10,238	15,000	9,120	15,000	0.00%
432-40-30	MAINT. & REPAIRS-VEHICLES	2,010	4,015	4,064	5,500	4,893	5,500	0.00%
432-40-32	MAINT. & REPAIRS-EQUIPMENT	2,876	2,988	2,056	6,000	3,728	5,000	-16.67%
432-50-19	MAINT. & REPAIRS-SCADA	3,978	12,149	8,341	-	-	-	
432-50-20	INSURANCE	5,739	4,641	5,087	5,345	7,817	9,400	75.88%
432-50-30	TELEPHONE	1,157	256	275	600	244	300	-50.00%
432-50-40	ADVERTISING & PRINTING	22	258	-	1,000	-	1,000	0.00%
432-50-60	SOFTWARE MAINTENANCE	-	1,781	2,075	-	-	-	
432-50-90	TRAINING	424	1,072	190	1,500	477	1,500	0.00%
432-60-10	MATERIALS & SUPPLIES	2,433	1,951	2,737	5,000	3,857	5,000	0.00%
432-60-11	GENERAL EXPENSES	181	22	2,471	698	140	1,500	114.90%
432-60-12	COMPUTERS	-	-	-	802	802	-	-100.00%
432-60-17	GASOLINE & OIL	7,272	7,911	7,810	8,000	7,127	8,000	0.00%
432-60-18	UNIFORMS	1,350	2,508	810	4,000	2,257	4,000	0.00%
432-60-75	SIDEWALKS	-	-	-	1,000	37,500	1,000	0.00%
432-69-30	BOND DEBT SERVICE EXPENSE	1,577	1,016	375	1,400	375	375	-73.21%
	<b>TOTAL SEWER GENERAL EXPENSE</b>	<b>2,572,726</b>	<b>2,716,379</b>	<b>3,011,838</b>	<b>3,345,189</b>	<b>2,938,060</b>	<b>3,136,569</b>	<b>-6.24%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
203-3030	<b>SEWER DIVISION EMPLOYEE BENEFITS</b>							
432-20-10	MEDICAL	49,274	41,892	32,163	38,102	31,633	40,423	6.09%
432-20-20	SOCIAL SECURITY	15,547	15,104	13,519	16,964	13,419	16,523	-2.60%
432-20-30	RETIREMENT	20,316	20,913	18,648	23,547	18,653	23,623	0.32%
432-20-50	UNEMPLOYMENT COMPENSATION	1,222	1,033	1,117	994	1,030	1,029	3.52%
432-20-60	WORKMEN'S COMPENSATION	9,595	9,729	6,419	8,598	6,839	8,401	-2.29%
432-20-70	GROUP LIFE INSURANCE	1,178	1,197	1,432	1,523	1,523	1,593	4.58%
432-20-75	VISION	215	196	190	219	187	227	3.71%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>97,347</b>	<b>90,064</b>	<b>73,488</b>	<b>89,947</b>	<b>73,284</b>	<b>91,819</b>	<b>2.08%</b>
432-90-40	INTERDEPARTMENTAL TRANSFERS	170,000	175,100	185,355	190,915	190,915	212,103	11.10%
432-90-70	TRANSFER TO TECH SERVICES	-	-	-	183,556	141,993	173,560	-5.45%
432-90-80	TRANSFER TO PUBLIC WORKS	61,180	108,953	120,636	180,437	126,871	206,456	14.42%
432-90-82	TRANSFER TO CUSTOMER SERVICE	111,544	113,098	138,388	160,416	136,398	149,232	-6.97%
	<b>TOTAL SEWER O&amp;M EXPENSES:</b>	<b>3,012,797</b>	<b>3,203,594</b>	<b>3,529,705</b>	<b>4,150,460</b>	<b>3,607,520</b>	<b>3,969,739</b>	<b>-4.35%</b>
	<b>DEBT SERVICE</b>							
432-80-10	G O BONDS 2011(1996)-PRINCIPAL	358,649	-	-	-	-	-	
432-80-11	G O BONDS 2011(1996)-INTEREST	13,353	-	-	-	-	-	
432-80-12	2000 STATE REV. FUND LOAN-PRINCIPAL	95,782	313,750	-	-	-	-	
432-80-28	2000 STATE REV. FUND LOAN-INTEREST	17,884	-	-	-	-	-	
432-80-04	2016 BOND ISSUE-PRINCIPAL	140,000	75,000	185,000	185,000	185,000	190,000	2.70%
432-80-05	2016 BOND ISSUE-INTEREST	103,097	60,938	58,338	54,640	56,488	50,890	-6.86%
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	49,975	50,980	52,004	53,050	52,786	54,115	2.01%
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	15,728	14,724	13,699	12,655	12,918	11,590	-8.42%
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	23,690	24,227	24,777	25,340	25,340	25,915	2.27%
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	27,252	26,714	26,164	25,605	25,605	25,030	-2.25%
432-80-25	2015 USDA LOAN-PRINCIPAL	-	-	-	24,000	24,000	22,575	-5.94%
432-80-26	2015 USDA LOAN-INTEREST	-	-	-	24,250	24,250	26,215	8.10%
	<b>TOTAL SEWER DEBT</b>	<b>845,410</b>	<b>566,333</b>	<b>359,982</b>	<b>404,540</b>	<b>406,387</b>	<b>406,330</b>	<b>0.44%</b>
	<b>CAPITAL OUTLAY</b>							
	PRIOR YEARS CAPITAL W/ LIFE	-	-	-	-	-	285,000	
	RESERVE TRANSFER-CAPITAL W/ LIFE	-	-	-	-	-	(285,000)	
432-70-40	CAPITAL OUTLAY-EQUIPMENT	-	-	19,020	15,000	15,000	-	
432-70-42	CAPITAL OUTLAY-VEHICLE	379,388	59,427	405,000	75,000	68,260	-	
432-70-44	CAPITAL OUTLAY-INFRASTRUCTURE	15,000	52,265	-	-	-	-	
	<b>TO(FROM) RESERVES or FUND BALANCE</b>	<b>367,348</b>	<b>810,981</b>	<b>41,841</b>	<b>-</b>	<b>274,248</b>	<b>52,276</b>	
	<b>TOTAL SEWER DIVISION</b>	<b>4,619,943</b>	<b>4,692,600</b>	<b>4,355,548</b>	<b>4,645,000</b>	<b>4,371,415</b>	<b>4,428,345</b>	<b>-4.66%</b>

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 REVENUE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
204-0000	<b>SOLID WASTE DIVISION</b>							
344-10-70	SERVICE BILLINGS-COMMERCIAL	42,569	43,608	48,317	45,000	52,997	55,120	22.49%
344-10-71	SERVICE BILLINGS-RESIDENTIAL	1,017,790	1,063,762	1,081,054	1,100,000	1,175,377	1,254,850	14.08%
344-10-72	SERVICE BILLINGS-BULK TRASH	9,618	1,200	750	500	540	500	0.00%
344-10-73	CONTAINER REPLACEMENT FEE	645	560	560	-	336	300	#DIV/0!
344-10-20	LATE PENALTIES	3,896	3,968	4,364	3,500	3,036	3,000	-14.29%
344-10-96	SALE OF EQUIPMENT/SCRAP	5,596	24,563	2,825	-	-	-	
361-10-00	EARNINGS ON INVESTMENTS	6,389	1,937	1,228	1,000	3,635	1,000	0.00%
	LOAN FROM WATER RESERVES	-	-	-	366,200	500,000	-	-100.00%
399-40-00	BUDGETED FUND BALANCE	-	-	-	34,965	-	-	-100.00%
	<b>TOTAL SOLID WASTE REVENUE:</b>	<u>1,086,503</u>	<u>1,139,598</u>	<u>1,139,098</u>	<u>1,551,165</u>	<u>1,735,921</u>	<u>1,314,770</u>	-15.24%

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
204-4040	<b>SOLID WASTE DIVISION</b>							
432-10-10	SALARIES & WAGES	176,004	137,883	201,129	210,096	193,528	201,814	-3.94%
432-10-11	SALARIES & WAGES-VACATION SELLBACK	752	387	-	-	-	-	
432-10-13	SALARIES & WAGES - HOLIDAY BANK PAYO	-	-	-	-	84	-	
432-10-20	SALARIES & WAGES-TEMPORARY	41,932	49,380	10,834	15,000	11,897	-	-100.00%
432-10-30	SALARIES & WAGES-OVERTIME	6,728	17,229	12,291	10,000	10,522	10,000	0.00%
432-10-31	SALARIES & WAGES-SICK/VACATION PAY	3,975	7,316	-	-	18,208	-	#DIV/0!
432-10-50	SALARIES & WAGES-ON CALL	-	931	4,762	-	-	-	
432-30-10	CONTRACT SERVICE	15,445	35,169	21,482	19,044	19,044	47,650	150.21%
432-30-30	AUDITING	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	29,480	35,218	30,500	30,000	36,360	32,000	6.67%
432-40-30	MAINT. & REPAIR-VEHICLE	42,439	40,000	51,117	47,456	50,043	40,000	-15.71%
432-42-10	LANDFILL FEES	248,047	245,438	251,240	250,000	262,952	275,000	10.00%
432-50-20	INSURANCE	10,837	9,134	10,804	11,350	6,552	9,425	-16.96%
432-50-31	CELL PHONE	-	402	655	2,200	1,843	2,100	-4.55%
432-50-40	ADVERTISING AND PRINTING	4,437	4,706	2,861	8,000	913	8,000	0.00%
432-50-60	SOFTWARE MAINTENANCE	-	3,411	7,100	10,600	-	12,250	15.57%
432-50-90	TRAINING	160	811	2,866	1,000	489	3,500	250.00%
432-60-10	MATERIALS & SUPPLIES	2,223	2,575	1,105	2,500	1,925	2,500	0.00%
432-60-11	GENERAL EXPENSES	631	544	526	600	727	750	25.00%
432-60-12	COMPUTERS	2,098	-	-	-	-	-	
432-60-15	POSTAGE	69	110	100	650	28	600	-7.69%
432-60-17	GASOLINE & OIL	19,975	30,244	33,773	26,000	31,925	35,500	36.54%
432-60-18	UNIFORMS	2,621	2,704	3,354	5,500	5,208	5,000	-9.09%
432-60-21	NATURAL GAS	3,952	2,167	1,224	2,500	1,233	1,400	-44.00%
432-61-10	TRASH & RECYCLING CONTAINERS	49,682	42,059	56,546	35,000	34,887	38,000	8.57%
432-61-11	YARD WASTE CONTAINERS	-	6,805	12,437	-	-	-	
432-69-20	OFFICE FURNITURE	3,686	-	-	-	-	-	
432-60-71	LOAN PAYBACK WATER RESERVES	-	-	-	-	-	71,430	#DIV/0!
	<b>TOTAL SOLID WASTE GENERAL EXP</b>	<b>671,173</b>	<b>680,623</b>	<b>722,706</b>	<b>693,496</b>	<b>694,368</b>	<b>802,919</b>	<b>15.78%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
204-4040	<b>SOLID WASTE DIVISION</b>							
	<b>EMPLOYEE BENEFITS</b>							
432-20-10	MEDICAL	59,272	40,272	48,743	57,771	42,856	49,002	-15.18%
432-20-20	SOCIAL SECURITY	14,504	12,210	17,341	17,551	15,610	16,368	-6.74%
432-20-30	RETIREMENT	21,328	17,696	26,721	28,236	23,161	27,063	-4.15%
432-20-50	UNEMPLOYMENT COMPENSATION	1,520	980	1,561	1,330	1,838	1,330	0.00%
432-20-60	WORKMEN'S COMPENSATION	9,208	7,507	7,614	8,803	8,913	8,241	-6.38%
432-20-70	GROUP LIFE INSURANCE	1,314	987	1,917	1,656	1,656	1,593	-3.83%
432-20-75	VISION	299	196	294	294	267	294	-0.15%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>107,445</b>	<b>79,848</b>	<b>104,191</b>	<b>115,641</b>	<b>94,299</b>	<b>103,891</b>	<b>-10.16%</b>
432-90-50	INTERDEPARTMENTAL TRANSFERS	100,000	103,000	106,090	109,273	109,273	118,383	8.34%
432-90-80	TRANSFER TO PUBLIC WORKS	51,280	100,080	100,530	106,139	74,630	121,445	14.42%
432-90-82	TRANSFER TO CUSTOMER SERVICE	111,954	113,176	114,221	160,416	136,398	149,232	-6.97%
	<b>TOTAL SOLID WASTE O&amp;M EXPENSES:</b>	<b>1,041,852</b>	<b>1,076,727</b>	<b>1,147,738</b>	<b>1,184,965</b>	<b>1,108,968</b>	<b>1,295,870</b>	<b>9.36%</b>
	<b>CAPITAL OUTLAY</b>							
432-70-40	CAPITAL-EQUIPMENT	-	8,860	-	-	-	-	
432-70-42	CAPITAL-VEHICLE	220,291	254,653	-	366,200	366,200	-	
432-90-10	CAPITAL OUTLAY-TRANSFER TO RESERVE	-	-	-	-	260,752	18,900	
	<b>TOTAL SOLID WASTE CAPITAL</b>	<b>220,291</b>	<b>263,513</b>	<b>-</b>	<b>-</b>	<b>626,952</b>	<b>18,900</b>	
	<b>TO(FROM) RESERVES or FUND BALANCE</b>	<b>(175,640)</b>	<b>(200,642)</b>	<b>(8,640)</b>	<b>-</b>			
	<b>TOTAL SOLID WASTE EXPENSES</b>	<b>1,086,503</b>	<b>1,139,598</b>	<b>1,139,098</b>	<b>1,551,165</b>	<b>1,735,920</b>	<b>1,314,770</b>	<b>-15.24%</b>

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 REVENUE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
205-0000	<b>ELECTRIC DIVISION REVENUE</b>							
344-10-10	SERVICE BILLING	25,046,682	24,946,717	25,807,168	25,500,000	25,295,682	23,854,998	-6.45%
344-10-16	FACILITY CHARGE	-	-	-	-	-	175,900	#DIV/0!
344-10-20	LATE PENALTIES	51,081	49,400	54,828	55,000	41,294	40,000	-27.27%
344-10-30	RETURNED CHECKS FEES	5,250	3,550	5,450	5,000	4,500	4,500	-10.00%
344-10-40	CONNECTION FEES	124,782	351,077	157,536	150,000	127,733	135,000	-10.00%
344-10-41	UNDERGROUND FEES	27,500	54,500	74,000	50,000	68,400	65,000	30.00%
344-10-96	SALE OF EQUIPMENT/SCRAP	2,817	-	-	-	28,182	10,000	#DIV/0!
359-10-99	MISCELLANEOUS	-	-	5,668	15,000	-	-	-100.00%
361-10-00	EARNINGS ON INVESTMENTS	18,977	30,667	81,442	40,000	67,740	25,000	-37.50%
390-10-10	TRANSFER FROM RESERVES	-	-	103,283	-	-	-	
	<b>TOTAL ELECTRIC DIVISION REVENUE</b>	<b>25,277,089</b>	<b>25,435,910</b>	<b>26,289,375</b>	<b>25,815,000</b>	<b>25,633,531</b>	<b>24,310,398</b>	<b>-5.83%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
<b>205-5050</b>	<b>ELECTRIC DIVISION</b>							
432-10-10	SALARIES & WAGES	785,991	839,132	813,654	662,647	715,103	739,011	11.52%
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,893	3,610	3,276	987	1,920	3,095	213.57%
432-10-20	SALARIES & WAGES-TEMPOARY WAGES	-	-	-	10,000	5,903	-	-100.00%
432-10-30	SALARIES & WAGES-OVERTIME	28,858	35,456	38,189	30,725	26,910	30,000	-2.36%
432-10-40	SALARIES & WAGES-SICK/VACATION PAY	1,111	933	18,778	-	11,177	-	#DIV/0!
432-10-50	SALARIES & WAGES-ON CALL	40,481	40,246	41,636	42,640	35,330	40,000	-6.19%
432-30-10	CONTRACT SERVICES	29,559	23,396	23,355	40,000	23,723	33,650	-15.88%
432-30-12	SMARTMETERING	-	6,955	10,555	115,000	108,982	to T/S	
432-30-20	LEGAL SERVICE	97,103	4,764	880	35,000	4,291	10,000	-71.43%
432-30-30	AUDITING	7,480	7,429	8,169	9,000	6,454	6,000	-33.33%
432-30-50	ENGINEERING SERVICE	6,674	7,772	10,959	15,000	4,951	15,000	0.00%
432-40-10	METERS	43,571	16,482	15,498	-	-	-	
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	26,015	33,753	23,700	40,000	23,160	25,000	-37.50%
432-40-30	MAINT. & REPAIRS-VEHICLES	37,922	23,989	30,532	43,000	18,872	30,000	-30.23%
432-44-20	RENTAL OF EQUIPMENT	-	2,489	-	5,000	-	2,500	-50.00%
432-50-09	TREE PLANTING	-	-	-	-	-	35,000	#DIV/0!
432-50-10	TRAFFIC SIGNALS	-	1,992	-	2,500	-	2,500	0.00%
432-50-11	SUB-STATIONS	48,019	37,268	27,029	35,000	3,383	35,000	0.00%
432-50-12	DISTRIBUTION LINES	244,323	303,933	189,522	300,000	315,620	300,000	0.00%
432-50-13	ENVIRONMENTAL COMPLIANCE	27,767	30,200	39,733	40,000	20,174	40,000	0.00%
432-50-14	VEGETATION CONTROL	33,977	65,107	83,252	85,000	96,483	95,000	11.76%
432-50-15	WAREHOUSE EXPENSE	3,411	898	1,020	3,500	1,976	7,000	100.00%
432-50-17	FIBER MAINTENACE	596	1,068	5,203	-	-	-	
432-50-19	SCADA	-	-	9,928	-	-	-	
432-50-20	INSURANCE	82,348	70,739	72,144	75,758	73,803	82,975	9.53%
432-50-30	TELEPHONE	6,456	2,791	2,804	3,000	2,741	2,900	-3.33%
432-50-31	CELLPHONE	3,206	3,100	3,830	4,000	4,221	3,200	-20.00%
432-50-40	ADVERTISING & PRINTING	2,500	593	12	2,500	2,617	2,500	0.00%
432-50-60	SOFTWARE MAINTENANCE	2,975	3,596	4,358	-	-	250	#DIV/0!
432-50-90	TRAINING	10,018	22,765	20,208	23,000	26,785	20,000	-13.04%
432-58-40	INVENTORY EXPENSE	(33,514)	3,441	40,802	25,000	1,651	25,000	0.00%
432-60-10	MATERIALS & SUPPLIES	3,662	3,462	1,665	1,884	2,441	3,500	85.77%
432-60-11	GENERAL EXPENSE	1,745	1,442	1,880	2,000	596	2,000	0.00%
	<b>ELECTRIC GENERAL CONTINUED PG 25</b>	<b>1,544,147</b>	<b>1,598,801</b>	<b>1,542,571</b>	<b>1,652,141</b>	<b>1,539,266</b>	<b>1,591,081</b>	<b>-3.70%</b>

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205-5050	<b>ELECTRIC GENERAL CONTINUED</b>							
432-60-17	GASOLINE & OIL	19,701	21,082	17,999	20,000	18,432	20,000	0.00%
432-60-18	UNIFORMS	6,416	14,852	17,212	25,000	25,567	25,000	0.00%
432-60-19	RADIO	610	-	601	2,000	-	2,000	0.00%
432-60-23	WATER	2,544	2,697	2,560	3,000	2,235	2,500	-16.67%
432-60-25	SMALL TOOLS	7,394	7,447	11,684	7,866	3,052	7,500	-4.65%
432-60-26	BOOTS & SAFETY GEAR	10,658	7,573	4,373	12,000	6,116	7,500	-37.50%
432-60-75	SIDEWALKS	-	-	-	20,000	-	20,000	0.00%
432-60-90	COMPUTER	-	-	-	1,616	1,616	-	-100.00%
432-69-20	OFFICE EQUIPMENT	8,000	2,980	22,373	7,634	-	2,500	-67.25%
432-69-30	BANK CHARGES-BOND ISSUE	822	375	375	700	375	375	-46.43%
432-80-30	METER DEPOSIT INTEREST EXPENSE	693	708	726	1,000	751	500	-50.00%
	<b>TOTAL ELECTRIC GENERAL EXPENSE</b>	1,600,985	1,656,515	1,620,474	1,752,957	1,597,409	1,678,956	-4.22%
	<b>EMPLOYEE BENEFITS</b>							
432-20-10	MEDICAL	155,660	149,375	139,037	110,225	138,077	129,393	17.39%
432-20-20	SOCIAL SECURITY	66,670	71,598	71,477	58,159	60,469	62,622	7.67%
432-20-30	RETIREMENT	92,673	101,284	101,776	86,228	85,366	90,605	5.08%
432-20-50	UNEMPLOYMENT COMPENSATION	4,810	3,949	3,838	2,660	3,600	2,940	10.53%
432-20-60	WORKMEN'S COMPENSATION	38,502	42,872	35,031	28,904	28,295	31,598	9.32%
432-20-70	GROUP LIFE INSURANCE	5,744	5,923	7,064	5,329	5,329	5,932	11.32%
432-20-75	VISION	902	829	747	587	556	649	10.55%
	<b>TOTAL EMPLOYEE BENEFITS</b>	364,961	375,830	358,970	292,092	321,692	323,739	10.83%
	<b>TRANSFERS TO OTHER FUNDS</b>							
432-90-20	TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	0.00%
432-90-60	INTERDEPARTMENTAL TRANSFERS	360,000	370,800	393,920	405,738	405,738	443,936	9.41%
432-90-70	TRANSFER TO TECH SERVICES.	-	-	-	367,112	283,985	347,120	-5.45%
432-90-80	TRANSFER TO PUBLIC WORKS	82,363	151,317	167,552	350,256	246,279	400,768	14.42%
432-90-82	TRANSFER TO CUSTOMER SERVICE	410,488	419,454	469,147	588,191	500,126	547,185	-6.97%
	<b>TOTAL TRANSFERS</b>	3,352,851	3,441,571	3,530,619	4,211,297	3,936,128	4,239,009	0.66%
	<b>TOTAL ELECTRIC O&amp;M EXPENSE:</b>	<b>5,318,797</b>	<b>5,473,916</b>	<b>5,510,063</b>	<b>6,256,346</b>	<b>5,855,229</b>	<b>6,241,704</b>	<b>-0.23%</b>

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205-5050	<b>ELECTRIC DIVISION</b>							
	<b>POWER PURCHASED</b>							
432-50-16	DEMEC	17,995,016	17,315,409	16,924,718	18,200,000	16,500,000	16,800,000	-7.69%
	<b>DEBT SERVICE</b>							
432-80-21	2011 BOND DEBT-PRINCIPAL	160,000	85,000	215,000	220,000	220,000	225,000	2.27%
432-80-22	2011 BOND DEBT-INTEREST	187,580	107,965	104,965	100,615	102,816	96,165	-4.42%
	<b>TOTAL BOND DEBT</b>	347,580	192,965	319,965	320,615	322,816	321,165	0.17%
	<b>CAPITAL OUTLAY</b>							
	PRIOR YEARS CAPITAL W/ LIFE	-	-	-	153,177	153,177	1,000,000	
	RESERVE TRANSFER-CAPITAL W/ LIFE	-	-	-	(153,177)	(153,177)	(1,000,000)	
432-70-40	EQUIPMENT	-	30,000	100,000	140,000	73,827	20,000	
432-70-42	VEHICLES	30,713	229,367	298,615	455,000	119,305	289,000	
432-70-44	PROJECTS/INRASTRUCTURE	185,000	152,739	93,042	75,000	3,600	370,000	
	<b>TOTAL ELECTRIC FUND CAPITAL</b>	215,713	412,106	491,657	670,000	196,732	679,000	
	<b>TO(FROM) RESERVES or FUND BALANCE</b>	<b>1,399,983</b>	<b>2,041,514</b>	<b>3,042,972</b>	368,040	2,758,754	268,529	
	<b>TOTAL ELECTRIC FUND EXPENDITURES</b>	<b>25,277,089</b>	<b>25,435,910</b>	<b>26,289,375</b>	<b>25,815,001</b>	<b>25,633,531</b>	<b>24,310,398</b>	<b>-5.83%</b>

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**PAGE 26A  
TECH SERVICES INTERSERVICE**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
223-6220	<b>TECH SERVICES INTERSERVICE FUND</b>				
436-10-10	SALARIES & WAGES	155,806	151,153	162,707	4.43%
436-10-11	VACATION SELL BACK	-	986	1,028	#DIV/0!
436-10-30	SALARIES & WAGES-OVERTIME	9,000	4,191	4,400	-51.11%
436-10-50	SALARIES & WAGES-ON CALL	6,600	6,964	7,200	9.09%
436-30-10	CONTRACT SERVICES	7,500	2,913	8,650	15.33%
436-30-12	SMART METERING	15,000	594	15,000	0.00%
436-30-30	AUDITING SERVICE	1,000	-	1,000	0.00%
436-40-10	METERS	90,000	42,315	90,000	0.00%
436-40-29	MAINT.&REPAIR-VEHICLES LABOR	1,000	3,360	2,000	100.00%
436-40-30	MAINT.&REPAIR-VEHICLES	5,000	2,293	2,000	-60.00%
436-50-19	SCADA MAINTENANCE	25,000	11,000	25,000	0.00%
436-50-17	FIBER MAINTENANCE	25,000	13,150	25,000	0.00%
436-50-20	INSURANCE	3,000	1,685	2,575	-14.17%
436-50-31	CELLPHONE	-	-	1,550	#DIV/0!
436-50-60	SOFTWARE MAINTENANCE	140,700	121,933	150,000	6.61%
436-50-90	TRAINING	11,000	200	6,000	-45.45%
436-60-10	MATERIALS & SUPPLIES	2,500	642	2,500	0.00%
436-60-17	GAS & OIL	2,000	2,467	3,000	50.00%
436-60-18	UNIFORMS	7,600	1,724	4,000	-47.37%
436-60-19	RADIO	1,000	267	1,000	0.00%
436-60-25	SMALL TOOLS	2,500	-	2,500	0.00%
436-60-26	BOOTS & SAFETY GEAR	2,500	-	1,250	-50.00%
436-60-90	COMPUTERS	-	-	5,000	#DIV/0!
436-90-20	OFFICE FURNITURE & EQUIPMENT	3,500	-	-	-100.00%
436-90-81	BUILDING MAINT.-XFER TO PUBLIC WORKS	84,912	59,704	97,156	14.42%
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	<b>602,118</b>	<b>427,541</b>	<b>620,515</b>	<b>3.06%</b>

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PAGE 26B  
 TECH SERVICES INTERSERVICE

ACCOUNT CODE	DESCRIPTION	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
223-6220	<b>TECH SERVICES INTERSERVICE FUND</b>				
	<b>EMPLOYEE BENEFITS</b>				
436-20-10	MEDICAL	31,126	31,125	30,057	-3.43%
436-20-20	SOCIAL SECURITY	12,335	12,492	13,724	11.26%
436-30-30	RETIREMENT	16,342	24,998	20,858	27.64%
436-20-50	UNEMPLOYMENT COMPENSATION	840	840	840	0.00%
436-20-60	WORKMAN'S COMPENSATION	6,093	8,063	6,822	11.97%
436-20-70	GROUP LIFE INSURANCE	1,186	1,180	1,238	4.36%
436-20-75	VISION	185	185	185	0.22%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>68,107</b>	<b>78,884</b>	<b>73,725</b>	<b>8.25%</b>
	<b>TOTAL TECH SERVICES - O &amp; M</b>	<b>670,225</b>	<b>506,426</b>	<b>694,240</b>	<b>3.58%</b>
416-70-42	CAPITAL-VEHICLES	64,000	61,545	-	
	<b>TOTAL TECH SERVICES</b>	<b>734,225</b>	<b>567,971</b>	<b>694,240</b>	<b>-5.45%</b>
224-0000	<b>LESS INTERSERVICE BILLING</b>				
331-10-20	INTERSERVICE-WATER	(183,556)	(141,993)	(173,560)	-5.45%
331-10-30	INTERSERVICE-SEWER	(183,556)	(141,993)	(173,560)	-5.45%
331-10-50	INTERSERVICE-ELECTRIC	(367,113)	(283,985)	(347,120)	-5.45%
	<b>TOTAL INTERSERVICE BILLING</b>	<b>(734,225)</b>	<b>(567,971)</b>	<b>(694,240)</b>	<b>-5.45%</b>
		<b>0</b>	<b>-</b>	<b>-</b>	

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
221-6010	<b>GARAGE-INTERSERVICE FUND</b>							
434-10-10	SALARIES & WAGES	54,951	61,735	53,341	55,126	53,752	57,137	3.65%
434-10-11	SALARIES & WAGES-VACATION SELLBACK	1,053	1,307	-	-	-	-	
434-10-30	SALARIES & WAGES-OVERTIME	-	5,752	1,614	1,000	-	1,500	50.00%
434-10-40	SALARIES & WAGES-SICK & VACATION PAY	-	10,726	-	-	-	-	
434-30-10	CONTRACT SERVICES	260	320	330	500	347	500	0.00%
434-30-30	AUDITING	2,000	2,000	2,000	2,000	2,000	2,000	0.00%
434-40-29	MAINT. & REPAIR-GARAGE LABOR	2,205	3,540	1,200	1,000	360	-	-100.00%
434-40-30	MAINT. & REPAIR-VEHICLES	61	69	432	3,300	2,191	2,000	-39.39%
434-40-31	MAINT. & REPAIR-BUILDING	6,440	595	397	8,500	9,624	3,000	-64.71%
434-40-34	FACILITY MAINT. & REPAIR - GAS TANKS	2,055	1,623	4,466	5,692	1,348	6,800	19.47%
434-50-20	INSURANCE	3,831	1,224	4,037	4,242	1,268	4,150	-2.17%
434-50-30	TELEPHONE	603	183	184	200	163	200	0.00%
434-50-31	CELLPHONE	249	252	396	1,000	621	550	-45.00%
434-50-60	SOFTWARE MAINTENANCE	-	-	-	13,230	11,954	16,050	21.32%
443-50-90	TRAINING	-	-	3,169	308	198	3,000	874.03%
434-60-10	MATERIALS & SUPPLIES	986	1,948	2,989	2,145	1,105	3,000	39.86%
434-60-12	COMPUTER	-	-	1,758	-	-	-	
434-60-17	GASOLINE & OIL	1,057	1,110	806	1,200	893	1,200	0.00%
434-60-18	UNIFORMS & EQUIPMENT	1,029	953	1,323	1,500	1,280	1,500	0.00%
434-60-60	GARAGE EXPENSE	1,003	3,719	11,891	6,000	5,696	6,000	0.00%
434-60-70	LOAN PAYBACK ELECTRIC RESERVES	-	-	-	10,000	10,000	10,000	0.00%
434-90-80	TRANSFER TO PUBLIC WORKS	46,000	54,466	69,393	53,070	37,315	60,722	14.42%
434-95-70	FUEL MASTER SYSTEM	-	-	14,480	-	-	-	
	<b>TOTAL GARAGE ADMIN EXPENSE</b>	123,783	151,522	174,206	170,013	140,115	179,310	5.47%
	<b>EMPLOYEE BENEFITS</b>							
434-20-10	MEDICAL	17,552	19,884	23,388	23,382	23,383	22,581	-3.43%
434-20-20	SOCIAL SECURITY	4,376	5,736	4,375	4,207	4,112	4,295	2.10%
434-20-30	RETIREMENT	7,012	7,817	6,293	6,291	6,482	6,425	2.13%
434-20-50	UNEMPLOYMENT COMPENSATION	330	291	280	280	280	280	0.00%
434-20-60	WORKMEN'S COMPENSATION	2,765	3,678	2,369	2,195	2,314	2,282	3.94%
434-20-70	GROUP LIFE INSURANCE	400	452	506	183	183	189	3.39%
434-20-75	VISION	62	67	62	62	62	62	-0.32%
	<b>TOTAL EMPLOYEE BENEFITS</b>	32,497	37,925	37,273	36,600	36,816	36,114	-1.33%
434-40-34	Capital - Equipment	-	-	41,859	-	-	-	
	<b>TOTAL GARAGE BUDGET</b>	156,280	189,447	253,338	206,613	176,931	215,424	4.26%
331-10-10	<b>(LESS INTERSERVICE BILLINGS)</b>	(156,280)	(189,447)	(253,338)	(206,613)	(176,931)	(215,424)	

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
222-6120	<b>PW COST ALLOCATION</b>							
435-10-10	SALARIES & WAGES	143,901	292,924	349,320	503,610	414,974	513,561	1.98%
435-10-11	SALARIES & WAGES-VACATION SELLBACK	-	-	1,549	-	-	-	
435-10-20	SALARIES & WAGES-TEMP WAGES	-	1,530	1,027	-	-	-	
435-10-30	SALARIES & WAGES-OVERTIME	3,640	233	1,555	2,000	554	800	-60.00%
435-10-40	SALARIES & WAGES-SICK & VACATION PA	-	-	14,335	-	-	-	#DIV/0!
435-30-10	CONTRACT SERVICES	14,271	8,030	8,350	10,000	9,341	9,270	-7.30%
435-30-15	CLEANING	17,178	16,620	26,397	35,800	35,783	35,800	0.00%
435-30-20	LEGAL	300	-	990	1,000	187	-	-100.00%
435-30-30	AUDITING	3,000	3,000	4,000	4,000	4,000	4,000	0.00%
435-30-50	ENGINEERING	27,135	2,173	9,256	2,500	-	2,500	0.00%
435-40-29	MAINT. & REPAIR-GARAGE LABOR	173	-	-	-	-	1,000	#DIV/0!
435-40-30	MAINT. & REPAIR-VEHICLES	17,885	-	-	-	-	900	#DIV/0!
435-40-31	MAINT. & REPAIR-BUILDING	-	28,128	26,176	16,800	16,757	25,080	49.29%
435-40-34	FACILITY MAINTENANCE	-	-	14,322	19,000	6,142	71,000	273.68%
435-50-20	INSURANCE	3,032	2,660	3,008	3,160	774	1,725	-45.41%
435-50-30	TELEPHONE	3,256	1,164	1,173	1,200	1,093	1,200	0.00%
435-50-31	CELLPHONE	-	-	180	2,100	1,696	2,000	-4.76%
435-50-40	ADVERTISING	-	-	1,470	1,000	1,093	1,000	0.00%
435-50-60	SOFTWARE MAINTENANCE	-	4,425	8,552	2,425	40	1,930	-20.41%
435-50-90	TRAINING	3,785	2,961	3,823	6,100	4,791	9,800	60.66%
435-60-10	MATERIALS & SUPPLIES	7,892	7,714	7,816	8,500	8,269	8,500	0.00%
435-60-11	GENERAL EXPENSE	1,487	1,897	2,148	2,500	2,125	2,500	0.00%
435-60-13	COPIER	-	2,271	3,577	3,580	3,975	3,600	0.56%
435-60-15	POSTAGE	431	605	705	4,200	1,807	2,000	-52.38%
435-60-17	GASOLINE & OIL	-	-	-	-	-	300	#DIV/0!
435-60-18	UNIFORMS	-	157	484	900	963	900	0.00%
435-60-19	RADIO	939	715	423	1,200	-	1,200	0.00%
435-60-21	NATURAL GAS	18,496	27,149	21,334	27,000	19,093	24,000	-11.11%
435-60-22	ELECTRIC	50,753	45,944	43,703	47,000	54,193	54,250	15.43%
435-60-23	WATER	4,771	4,264	4,292	4,700	4,636	4,700	0.00%
435-60-90	COMPUTERS	-	8,281	2,580	2,000	-	-	-100.00%
435-69-20	OFFICE EQUIPMENT	-	507	2,019	2,000	-	1,000	-50.00%
	<b>PUBLIC WORKS EXPENSES</b>	<b>322,325</b>	<b>463,352</b>	<b>564,564</b>	<b>714,275</b>	<b>592,286</b>	<b>784,516</b>	<b>9.83%</b>

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ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
222-6120	<b>PW COST ALLOCATION EMPLOYEE BENEFITS</b>							
435-20-10	MEDICAL	30,937	35,401	48,278	107,510	70,824	105,779	-1.61%
435-20-20	SOCIAL SECURITY	11,365	22,989	28,446	38,987	31,788	38,844	-0.37%
435-20-30	RETIREMENT	14,145	28,798	36,801	53,945	40,201	52,619	-2.46%
435-20-50	UNEMPLOYMENT COMPENSATION	1,187	2,074	1,905	2,505	3,000	3,296	31.59%
435-20-60	WORKMEN'S COMPENSATION	917	2,079	2,014	7,707	3,870	8,049	4.44%
435-20-70	GROUP LIFE INSURANCE	964	1,921	2,855	3,955	3,955	4,059	2.63%
435-20-75	VISION	118	232	288	510	376	515	0.98%
	<b>TOTAL EMPLOYEE BENEFITS</b>	59,633	93,494	120,587	215,119	154,014	213,161	-0.91%
	<b>CAPITAL OUTLAY</b>							
435-70-20	CAPITAL-BUILDING	21,708	-	-	132,000	-	181,773	
435-70-40	CAPITAL-EQUIPMENT	-	10,122	-	-	-	-	
435-70-42	CAPITAL-VEHICLE	-	-	-	-	-	35,000	
222-0000	<b>TOTAL PUBLIC WORKS COST</b>	403,666	566,968	685,151	1,061,394	746,300	1,214,449	14.42%
331-10-10	INTERSERVICE-GARAGE	(36,330)	(51,027)	(61,664)	(95,525)	(37,315)	(60,722)	-36.43%
331-10-20	INTERSERVICE-WATER	(72,660)	(102,054)	(123,327)	(191,051)	(126,871)	(206,456)	8.06%
331-10-30	INTERSERVICE-SEWER	(72,660)	(102,054)	(123,327)	(191,051)	(126,871)	(206,456)	8.06%
331-10-40	INTERSERVICE-SOLID WASTE	(60,550)	(85,045)	(102,773)	(159,209)	(74,630)	(121,445)	-23.72%
331-10-50	INTERSERVICE-ELECTRIC	(100,917)	(141,742)	(171,288)	(265,349)	(246,279)	(400,768)	51.03%
331-10-60	INTERSERVICE-STREETS	(60,550)	(85,045)	(102,773)	(159,209)	(67,167)	(109,300)	-31.35%
331-10-92	INTERSERVICE-PLANNING & ZONING	-	-	-	-	(3,732)	(6,072)	#DIV/0!
331-10-93	INTERSERVICE-CODE ENFORCEMENT	-	-	-	-	(3,732)	(6,072)	#DIV/0!
331-10-95	INTERSERVICE-TECH SERVICES	-	-	-	-	(59,704)	(97,156)	#DIV/0!
	<b>TOTAL INTERSERVICE BILLINGS</b>	(403,666)	(566,968)	(685,151)	(1,061,394)	(746,300)	(1,214,449)	14.42%
		-	0	0	0	-	(0)	

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CUSTOMER SERVICE INTERSERVICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
<b>CUSTOMER SERVICE INTERSERVICE FUND :</b>								
<b>ADMINISTRATION</b>								
224-1410								
416-10-10	SALARIES & WAGES	331,240	341,215	350,886	484,567	426,531	431,475	-10.96%
416-10-11	SALARIES & WAGES-VACATION SELLBACK	1,121	-	1,979	2,063	832	865	-58.07%
416-10-20	SALARIES & WAGES - TEMPORARY WAGES	-	-	20,954	-	262	-	#DIV/0!
416-10-30	SALARIES & WAGES-OVERTIME	5,348	5,346	39,194	10,000	10,000	5,000	-50.00%
416-10-40	SALARIES & WAGES-SICK & VACATION PAYOU	-	9,255	-	-	11,675	-	#DIV/0!
416-10-50	SALARIES & WAGES-ON CALL	2,907	2,670	2,609	-	-	-	
416-30-10	CONTRACT SERVICES	20,546	22,586	20,696	23,000	21,163	16,000	-30.43%
416-30-11	TAX ASSESSOR SERVICES	-	-	-	-	-	32,200	#DIV/0!
416-30-12	CONTRACT SERVICES-PINNACLE	45,695	46,807	48,596	47,000	43,988	53,000	12.77%
416-30-13	CONTRACT SERVICES-SOFTWARE CONSULTA	-	-	-	11,000	10,700	2,500	-77.27%
416-30-20	LEGAL-COLLECTION LAWYER	1,148	5,659	1,478	6,000	6,253	6,000	0.00%
416-30-30	AUDITING SERVICE	2,000	2,000	3,000	3,000	3,000	3,000	0.00%
416-30-60	COLLECTION EXPENSE	3,569	3,591	2,102	4,000	1,549	4,000	0.00%
416-40-29	MAINT.&REPAIR-VEHICLE LABOR	1,680	3,885	1,350	2,000	600	1,000	-50.00%
416-40-30	MAINT.&REPAIR-VEHICLES	802	812	64	1,500	-	900	-40.00%
416-40-31	BUILDING MAINTENANCE	4,529	220	1,113	3,000	1,707	3,000	0.00%
416-50-20	INSURANCE	3,920	3,364	3,520	4,000	3,856	4,375	9.38%
416-50-30	TELEPHONE	6,832	2,183	2,193	3,000	2,704	2,500	-16.67%
416-50-31	CELLPHONE	312	252	252	-	-	-	
416-50-61	PITNEY BOWES EQUIPMENT	3,315	2,579	2,562	4,000	3,500	3,500	-12.50%
416-50-62	CAMA TAX SOFTWARE (CLT)	-	-	-	-	-	7,980	#DIV/0!
416-50-90	TRAINING	3,488	2,469	105	5,000	939	2,500	-50.00%
416-60-10	MATERIALS & SUPPLIES	13,214	11,906	12,951	13,000	10,344	13,000	0.00%
416-60-11	GENERAL EXPENSE	795	829	1,102	1,000	984	1,000	0.00%
416-60-12	COMPUTER	10,516	8,779	10,527	10,000	5,851	5,000	-50.00%
416-60-13	COPIER	4,758	5,567	6,282	6,000	3,127	6,500	8.33%
416-60-15	POSTAGE	12,323	11,136	10,728	14,000	12,215	15,000	7.14%
416-60-17	GAS & OIL	1,868	2,154	1,048	1,000	160	300	-70.00%
416-60-18	UNIFORMS	-	1,023	1,993	1,000	-	-	
416-60-22	ELECTRIC	11,214	11,390	11,775	13,000	10,500	12,000	-7.69%
416-60-23	WATER	390	374	311	350	308	400	14.29%
416-69-20	OFFICE EQUIPMENT	-	-	-	-	-	3,000	
416-69-30	BANK CHARGES-CREDIT CARD FEES	63,412	67,199	70,912	70,000	75,075	84,000	20.00%
	<b>TOTAL ADMIN. GEN. EXPENSE</b>	<b>556,942</b>	<b>575,250</b>	<b>630,282</b>	<b>742,480</b>	<b>667,822</b>	<b>719,995</b>	<b>-3.03%</b>

BILLING & COLLECTIONS PAGE 31

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	BUDGET FY 19-20	PROJECTED FY 19-20	BUDGET FY 20-21	Inc/(Dec) FY21
224-1410	<b>BILLING INTERSERVICE FUND EMPLOYEE BENEFITS</b>							
416-20-10	MEDICAL	117,324	122,433	130,842	175,851	135,971	137,587	-21.76%
416-20-20	SOCIAL SECURITY	25,261	26,455	29,109	37,515	34,371	31,247	-16.71%
416-20-30	RETIREMENT	37,190	38,451	42,637	58,198	48,813	49,006	-15.79%
416-20-50	UNEMPLOYMENT COMPENSATION	2,651	2,455	2,317	2,800	2,800	2,800	0.00%
416-20-60	WORKMAN'S COMPENSATION	2,720	2,730	2,296	925	716	675	-27.05%
416-20-70	GROUP LIFE INSURANCE	2,408	2,439	3,322	4,052	4,052	3,515	-13.25%
416-20-75	VISION	494	494	494	618	569	556	-10.00%
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>188,048</b>	<b>195,457</b>	<b>211,017</b>	<b>279,959</b>	<b>227,292</b>	<b>225,386</b>	<b>-19.49%</b>
	<b>TOTAL CUSTOMER SERVICE - O &amp; M</b>	<b>744,990</b>	<b>770,707</b>	<b>841,299</b>	<b>1,022,439</b>	<b>895,114</b>	<b>945,381</b>	<b>-7.54%</b>
416-70-20	CAPITAL-BUILDING	-	-	16,675	32,000	-	31,500	
416-70-40	CAPITAL-EQUIPMENT	-	-	-	15,000	14,205	18,000	
416-70-40	CAPITAL-VEHICLES	-	-	-	-	-	-	
	<b>TOTAL CUSTOMER SERVICE EXPENSES</b>	<b>744,990</b>	<b>770,707</b>	<b>857,974</b>	<b>1,069,439</b>	<b>909,319</b>	<b>994,881</b>	<b>-6.97%</b>
224-0000	<b>LESS INTERSERVICE BILLING</b>							
331-10-20	INTERSERVICE-WATER	(111,749)	(115,606)	(128,696)	(160,416)	(136,398)	(149,232)	-6.97%
331-10-30	INTERSERVICE-SEWER	(111,749)	(115,606)	(128,696)	(160,416)	(136,398)	(149,232)	-6.97%
331-10-40	INTERSERVICE-SOLID WASTE	(111,749)	(115,606)	(128,696)	(160,416)	(136,398)	(149,232)	-6.97%
331-10-50	INTERSERVICE-ELECTRIC	(409,745)	(423,889)	(471,886)	(588,191)	(500,126)	(547,185)	-6.97%
	<b>TOTAL INTERSERVICE BILLING</b>	<b>(744,990)</b>	<b>(770,707)</b>	<b>(857,974)</b>	<b>(1,069,439)</b>	<b>(909,319)</b>	<b>(994,881)</b>	<b>-6.97%</b>

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 MUNICIPAL STREET AID

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	PROJECTED FY 19-20	INFORMATIONAL FY 20-21
123-0000	<b>MUNICIPAL STREET AID</b>					
	BALANCE OF STREET FUNDS	1,209,480	1,227,594	112,533	389,151	297,433
	BALANCE OF BRIDGE FUNDS - RESTRICTED	78,673	78,673	6,552	6,552	6,552
361-10-00	INTEREST	5,285	4,249	6,062	8,709	5,000
335-30-10	MUNICIPAL STREET AID GRANT	226,451	223,659	270,556	273,910	273,910
	<b>TOTAL FUNDS AVAILABLE</b>	<b>1,519,889</b>	<b>1,534,175</b>	<b>395,703</b>	<b>678,322</b>	<b>582,895</b>
	<b>STREET EXPENDITURES</b>					
431-71-51	TUITT AVENUE	(213,622)				
431-71-52	AIRPORT ROAD		(1,342,969)			
431-70-61	S WASHINGTON ST BRIDGE		(72,121)			
431-70-53	ROOSE, PLUM, SE 5TH, MASTEN (DESIGN WORK)				(50,192)	
431-70-54	MARSHALL, McCOLLEY, MISPELLION				(10,659)	(336,679)
431-70-55	2019 ROAD REHAB PROJECT				(236,613)	
	SE SECOND STREET CURB				(54,400)	
	PLUM STREET				(10,088)	
	FISHER AVENUE				(12,384)	
	2021 STREET REHAB PROJECT					(239,664)
	<b>STREET EXPENDITURES</b>	<b>(213,622)</b>	<b>(1,415,090)</b>	<b>-</b>	<b>(374,337)</b>	<b>(576,343)</b>
	<b>RESTRICTED FUNDS</b>					
	RESERVED FOR BRIDGE WORK					(6,552)
	<b>TOTAL MUNICIPAL STREET AID BALANCE</b>	<b>1,306,267</b>	<b>119,085</b>	<b>395,703</b>	<b>303,985</b>	<b>(0)</b>

**CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 GENERAL IMPROVEMENT FUND**

ACCOUNT CODE	DESCRIPTION	BUDGET FY 19-20	BUDGET FY 20-21
122-0000	<b>GENERAL IMPROVEMENT FUND</b>		
	BALANCE PRIOR YEAR	419,177	279,354
361-10-00	INTEREST	5,290	6,300
335-20-10	STATE FUNDS-RECEIVABLE	-	185,544
335-20-10	STATE CTF FUNDS-RECEIVED	164,735	7,939
335-20-10	STATE CTF FUNDS-LOVERS LANE		100,000
335-20-10	STATE CTF FUNDS-SIGNS		11,065
	<b>BALANCE AVAILABLE</b>	<b>589,202</b>	<b>590,202</b>
	<b>STREET EXPENDITURES</b>		
431-70-80	CAPITAL - DO NOT DEPRECIATE	(115,544)	-
431-70-82	CTF-WELCOME TO MILFORD SIGN	(8,750)	-
431-70-82	DNREC BOARDWALK IMPROVEMENTS	(91,767)	(7,939)
431-70-82	CTF-BOARDWALK IMPROVEMENTS	(93,787)	-
431-70-82	DNREC-WATER & SEWER GRANTS		(11,778)
431-70-82	CTF-LOVERS LANE		(100,000)
431-70-82	CTF-VARIOUS SIGNS FY19		(4,310)
431-70-82	CTF-BICYCLE & PEDESTRIAN		(2,445)
431-70-82	CTF-VARIOUS SIGNS FY18		(1,670)
	<b>TOTAL STREET EXPENDITURES</b>	<b>(309,848)</b>	<b>(128,142)</b>
	<b>BALANCE</b>	<b>279,354</b>	<b>462,060</b>
127-0000	<b>SIDEWALK FUNDS</b>		
355-20-10	BALANCE AVAILABLE	11,998	11,998

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 REAL ESTATE TRANSFER TAX FUND

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 17-18	ACTUAL FY 18-19	PROJECTED FY 19-20	INFORMATIONAL FY 20-21	INFORMATIONAL FY 21-22	INFORMATIONAL FY 22-23
124-0000	<b>REAL ESTATE TRANSFER TAX</b>						
	BALANCE PRIOR YEAR	1,970,363	2,432,179	2,885,748	2,351,248	(135,733)	(329,233)
361-10-00	INTEREST	20,004	55,367	45,000	11,000	6,500	4,000
319-30-10	R/E TRANSFER TAX REVENUE	916,218	1,063,273	900,000	600,000	900,000	900,000
480-71-99	TRANSFER TO POLICE DEPT. BUDGET	(500,000)	(500,000)	(723,000)	(500,000)	(500,000)	(500,000)
	STREETS, SIDEWALK, CURB REPAIRS FUNDING FOR SIDEWALK FINANCING	-	-	(616,500)	(140,000)		
	2021 PROJECTS				(1,645,000)		
	MARSHALL, McCOLLEY, MISPILLION				(336,679)		
	2019 ROAD REHAB PROJECT						
	SE SECOND STREET CURB				(54,400)		
	PLUM STREET						
	FISHER AVENUE						
	2021 STREET REHAB PROJECT				(421,902)		
	S WALNUT CURB						
	2022 STREET REHAB PROJECTS					(600,000)	
	2023 STEET REHB PROJECTS						(600,000)
	A/R Inc/Dec	25,594	(165,071)				
	<b>BALANCE</b>	<b>2,432,179</b>	<b>2,885,748</b>	<b>2,351,248</b>	<b>(135,733)</b>	<b>(329,233)</b>	<b>(525,233)</b>

CITY OF MILFORD  
 BUDGET FISCAL YEAR 2020 - 2021 WORKING COPY  
 ECONOMIC DEVELOPMENT FUND

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 16-17	ACTUAL FY 17-18	ACTUAL FY 18-19	PROJECTED FY 19-20	INFORMATIONAL FY 20-21
139-1110	<b>ECONOMIC DEVELOPMENT FUND</b>					
	BALANCE PRIOR YEAR	635,258	350,759	418,309	248,456	48,149
392-20-10	SALE OF BUSINESS PARK LAND	-	154,905	-	-	-
	COMMUNITY ECONOMIC DEVELOPMENT PARTNERS	40,000	40,000	45,000	100,860	45,860
	M & T PARKING LOT IMPROVEMENTS	25,176	38,655	-	-	-
	ECONOMIC DEVELOPMENT EXPENSES	117,846	-	2,527	1,843	-
	BUSINESS PARK LOT PURCHASE	81,477	-	-	-	-
	COMPENSATION PLAN	20,000	-	-	-	-
	UNIVERSITY OF DELAWARE	-	8,700	-	-	-
	VINYARD	-	-	15,000	-	-
	TAP PROJECT FUNDING	-	-	38,000	-	-
	DOWNTOWN PARKING LOT IMPROV.	-	-	39,326	12,604	-
	KENT ECONOMIC PARTNERSHIP	-	-	30,000	30,000	-
	COMMUNITY FESTIVALS	-	-	-	55,000	-
413-70-44	<b>TOTAL EXPENDITURES</b>	284,499	87,355	169,853	200,307	45,860
	<b>AVAILABLE BALANCE</b>	<b>350,759</b>	<b>418,309</b>	<b>248,456</b>	<b>48,149</b>	<b>2,289</b>



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To: Mayor and Council  
 From: Mark Whitfield, City Manager  
 Subject: 2021 City of Milford Operating Budget  
 Date: May 26, 2020

As per Council's request, below is a synopsis of the number of FTEs budgeted for 2019-20, the actual number of FTEs on staff during 2019-20, and the number of FTEs budgeted for in 2020-21.

	<u>FTE Budget FY20</u>	<u>FTE Actual FY20</u>	<u>FTE Budget FY21</u>
Police	50	47.87	49.42
Administration	5	4.5	5
Finance	5	4.88	5.17
Customer Service	10	9.17	9
Streets	4.4	4.4	4.65
IT	1.7	1.7	2.5
Parks & Rec	7	5.49	6.58
Planing & Zoning	1.25	1.25	1.25
Code Enforcement	3.75	3.75	3.75
Garage	1	1	1
Water	3.3	3.15	3.675
Sewer	3.3	3.15	3.675
Electric	10	10.5	10.5
Solid Waste	4.75	3.87	4.75
Public Works	8.71	7	9
Tech Services	3	3	3
	122.16	114.68	122.92

# MILFORD CITY COUNCIL

## Budget Questions from May 18, 2020

1. Councilmember Peel asked if we included the possibility of adding family plans health care costs to this year's budget in lieu of individual coverage considering the work force furlough and layoff situations at this time? **City Accountant Sandra Peck confirmed the benefited are calculated at the current staff levels. With open enrollment, HR Administrator Jamesha Eaddy said that there has only been one employee impacted this fiscal year that closes May 20th.**
2. Mr. Whitfield's salary will continue to be partially paid from Public Works until a new Director is hired to assist the general fund expenses due to the severance expense of the former City Manager. Once the Public Works Director hire is completed, Mr. Whitfield's salary would be paid 100% from Administration. **Councilman James questioned the allocation and believes it should be 100% paid from City Administration since he was appointed City Manager. The 2021 budget includes expenditures for both City Manager and Public Works Director for full time, however until a public works director is hired, Mr. Whitfield's salary will continue to be split.**
3. Why was no money budgeted for the Ladybug Festival in 2021? **Mr. Whitfield confirmed there was funds distributed to DMI for the Ladybug Festival for 2020 and it was suggested they keep the money for next year's event. That amount was reduced as a result. Mr. Whitfield will request DMI to return the \$30,000 for the 2021 Ladybug Festival and reflect an expenditure in the 2021 Budget**
4. Will the third-party inspection company would no longer be needed? **Mr. Pierce said he will continue to use them and the reason for the \$36,150 contract services. They provide backup for the three building officials if building and construction continues to increase. The inspection firm was also used to keep things moving forward during plan review and some inspections.**
5. Councilman James asked if the accounting software project were to be started in FY2020-21, when could Council anticipate seeing some benefits as far as efficiencies and soft/hard returns to remove some of the burden on the current staff. **Ms. Peck feels that most likely the results would be seen the following year, because the ERP is out and that entire process needs to be started and completed, after which it will come back to City Council with a decision on whether to move forward, along with the recommendations and findings..**
6. Mayor Campbell asked the purpose of the software maintenance line item? **Mr. Banasan explained the software maintenance is for the Central Square software. Central Square is approximately \$95,000 and the balance is for the other five or so software program that integrates into Central Square.**
7. Councilman James asked why there is an increase of \$14,000 for software maintenance? **Mr. Banasan explained that this year, \$11,000 was needed for virus protection and will become an annual cost in the future. In the past, each department paid for their licenses for their computer and laptops. Because of the confusion with billing, he felt it was more cost effective to handle through one bill and he pays for a site license for all City departments. In addition, 5% is added each year based on the projected increase each year.**

8. Why did credit card fees increase by approximately 20% in Customer Service? Ms. Frederick explained that more customers are paying on line. The fee has not increased, though more accounts are being paid by credit cards which increased that number. She also explained the increase in the Pinnacle line item is the result of growth and more bills being generated and associated postage fees.
9. Council asked for more information related to additional funds requested for the grass cutting that was needed this spring due to the wet weather? One of the budget adjustments moved \$30,000 from the original salary/wage line item because of that position being vacant. It appears there is a significant increase but in fact, was included in that line item before the pandemic and the need to temporarily hold up on filling the position.
10. Councilman James questioned the increases in the salary and wage line items for Parks & Rec? Ms. Peck explained the initial salary and wage line item was approved at \$369,140 of which \$30,000 was transferred into the temporary wages, which \$100,000 was initially approved. The additional \$30,000 increased that line item to \$130,000. She emphasized the overall funds did not increase, only funding moved from one account to another, based on Mr. Dennehy's estimate of what will be needed for grass cutting expenses.
11. Why is projected income from interest so low? The one area that was reduced was earnings on investments, which as Council is aware, interest rates are again very low. Essentially, that is interest collected on tax revenue collected in the fiscal year, with many of the reserves already budgeted for expenses. Councilman Marabello pointed out the earnings through the first nine months this fiscal year are over \$600,000 and asked if there might be a digit missing. Ms. Peck will follow up with Mr. Portmann, though she pointed out this is only on the general fund revenues (tax revenues primarily). As of March 30<sup>th</sup>, \$35,410 had been earned. The projection is based on that and Mr. Portmann recommended reducing it to \$20,000 due to the lower interest rate.
12. Why is there was no projected income for this fiscal year for Business Licenses? Planning Director Pierce believes it is probably lumped in with one of the other license revenues though he is willing to try and pull that out. However, there has been only 15 to 20% of the businesses register for a license for this year. Mr. Pierce informed Council the deadline was pushed back because of the shutdown though the original date was July 1<sup>st</sup>. No follow-up notices have been mailed as a result.
13. Councilmember Peel questioned the number of police officers and the fact we are down two, and asked if the numbers in the budget realistically reflect what will be spent on officers' wages knowing we have a time frame to get more officers hired? City Manager Whitfield explained the salaries were projected based on not full-year year positions. The two were included as half year employees and that was based on Chief Brown's comments about the problem with recruiting. Councilmember Peel recalls the discussion about the time involved in the selection process, as well as training, though it sounds like it has been captured.
14. Councilmember Marabello then questioned the \$2.5 million transfer out of electric and his projection is the expenditures in the general fund will be below projected budget significantly, does that mean some of that money is returned to the electric fund? Mr. Whitfield confirmed that it remains in the general fund.
15. Councilmember Marabello asked if the \$500,000 that is transferred from real estate transfer fund to General Fund is an attempt to wean them down over the next two years? Originally, there was \$725,000 being

used to balance the department's operating budget. He is concerned that because this is unsustainable funds, there needs to be an attempt to fund it from other revenues moving forward. City Manager Whitfield recommends using real estate transfer taxes for larger capital improvement items that should be deferred so the City can be prepared, in case there is a dip in real estate transfer taxes, we are not looking at laying off people. Right now, when there are positions open, and the income does not come in like it should, some tough decisions will need to be made in terms of expenditures and could be not filling those people or laying off employees.

## MILFORD CITY COUNCIL

### Budget Questions from May 20, 2020

1. Is \$50,000 sufficient for sidewalks and curbs? Mr. Nordberg explained that is used for damaged areas as a result of signs as well as any repairs or the installation to ADA ramps and is comfortable with the projected budget. City Manager Whitfield pointed out that money also occasionally pays for an unanticipated project where the City can do some repair work to sidewalks and/or curbs prior to someone installing new sidewalks. That is in addition, to the planned projects, such as the sidewalk project.
2. Why did salaries increase so much? Mr. Whitfield reported this is the first-time public works has been fully staffed. Mr. Whitfield reported that in all of public works, there was only one new intern position, which would be a two-year position, allocated over a number of cost centers, including the street department. The goal is to bring in a recent high school graduate that could be trained and certified in the public works field in hopes of being later hired in a position that might be available. In many ways, it is a fairly low-cost position, though the goal is a stepping stone into a permanent position in the City
3. Councilmember James asked about the transfer to public works, and Monday he spoke about the administration budget and a portion of those salaries was going to public works. He still has the same contention that Mr. Whitfield's salary should fall under the administration and not partially to public works. City Accountant Sandra Peck explained that for this budget, Mr. Whitfield's salary was being discussed Monday night, but in the new budget, he is fully budgeted as the City Manager in the city administration budget. The public works director is budgeted within the public works department. During the interim period, they were noting the difference between the public works director pay and the City Manager and the actual allocation split.
4. What is the overall salary increase per person? Ms. Peck explained that there is a standard percentage is used. However, there is a merit portion, so it is not guaranteed. The 1.5% (COLA) increase was used for general expenses effective July 1<sup>st</sup> and a merit increase of up to 3% was considered at the time of their anniversary/merit increase. Mr. Whitfield explained that the merit is up to 3%, but 2.5% was budgeted at an employee's anniversary date as an average, knowing that it will range between 1.5% and 3%.
5. Mayor Campbell asked Mr. Nordberg about the lights and asked if that line item total was based on what has been done in the past? Mr. Nordberg explained that his department assists with the maintenance of the downtown street lights and power costs. He confirmed that is something that Finance has estimated in the past based on previous work that was done. Ms. Peck agreed adding that when reviewing the cost of service study, it did not appear that rate had changed and she expects it to stay fairly consistent.
6. Mayor Campbell asked about the new well? Mr. Whitfield explained the first well being proposed will be at Tenth Street at the existing facility. The southeast well is somewhat more problematic though the same treatment facility that exists will be used.

7. Councilmember Marabello referenced the \$60,000 for surface restoration and \$64,000 for contract services and asked the reason they are higher for the projected amount for this fiscal year. Mr. Ellingsworth explained that the surface restoration line item covers associated costs with leaks. Those involving a water main/water service comes out of the water department. So far there has been approximately \$25,000 though repairs are continuing and he will be receiving additional bills prior to the end of the fiscal year. In the past, it was included in the street department and most recently was placed in the associated utility department.
8. Councilmember James referenced the 4.37% increase, though the amount the new salary total is \$37,000 over the projection or a 23.36% increase. He asked if more employees are being added to that department though the allocation of the intern would make that big a difference or was there an unfilled position in FY19-20; City Manager Whitfield explained that we had a number of vacancies in the early part of last year. He believes all vacancies were filled by January 2020. Because of that, there were gaps created by having no one in multiple positions for extended periods of time.
9. Councilmember James then questioned the capital outlay transfers to reserves, each year there was amount that transferred to reserves even for FY20-21, though there is nothing projected for FY19-20 though there is a budget of \$401,000. City Accountant Peck explained that she did not feel comfortable projecting that because the current numbers are very rough at this point. Looking at the revenues provide the difference, but because there are a lot of projects this time of the year, she is uncomfortable with the cash flow of those expenses. However, she plans to include those numbers in the final draft prior to Council approving the budget.
10. Councilman James talked about the delayed water and sewer rate increases, and asked if they are reflected in what has been presented. Ms. Peck confirmed the water had a revenue projection of 3.9% increase for six months and 4.9% increase in sewer for the same time. The solid waste increase of 4% is for the full year and the electric revenue is budgeted for a 5% decrease for the entire year.
11. Councilmember Marabello asked if anticipated decreases are expected in the loss as a result of the I&I project. Mr. Whitfield explained it will be a gradual decrease as problem locations are found and slip line piping can be installed to seal off those areas. Typically, any sewer system has 10 to 15% that can never be located. Unfortunately, Milford has a much higher number and the reason there is a need to resolve those areas. Specific areas have been identified and Mr. Whitfield is confident we can finally make some impact over the next year. The City Manager said if one big source can be found, it can save a substantial amount of money. In another municipality, he found one that saved over \$1 million a year.
12. Councilman Marabello inquired about the increase in the salary line item and asked if his previous explanation about the shared salaries created the \$8,000 increase. Mr. Ellingsworth confirmed it is the same as the water side.
13. Councilman Marabello asked if contract services are increasing. Mr. Ellingsworth talked about a new technique that will be used at every pump station, where each sewer pump will be pulled and inspected because there is a continuing problem created by grease in the system.
14. When questioned about the surface restoration and the amount being the same both fiscal years. Mr. Ellingsworth clarified that if a lateral leaks or breaks, that is paid by the wastewater budget. There are some scheduled that will be repaired in the very near future.
15. Who is the contractor overseeing the sidewalk project? City Engineer Puddicombe reported that Mitten Construction is handling the sidewalk project. The Southeast Second Street project is a contract being handled by Teal Construction, of which a subcontractor, Bowman Construction, was doing the curb and sidewalk.

16. Councilman Marabello asked why less than \$1,000 was spent in advertising/printing in comparison to the \$8,000 budgeted this past and new fiscal year? Ms. Murphy explained that a recycling campaign was scheduled this spring, but the health emergency stopped that from occurring. She still plans to proceed with the recycling campaign and the reason that budget has not changed.
17. How is the loan payback of \$71,430 to Water being budgeted? The City Accountant explained that is the beginning of the \$500,000 loan payback authorized by City Council this fiscal year.
18. Councilmember Marabello asked if the City will be in a better financial situation in solid waste because of the increase in monthly fees Ms. Peck said that is the goal and the loan was to help keep this fund solvent in the interim. Mr. Whitfield remarked the other issue in solid waste is the lack of money for the replacement vehicles. Over the past four years, three of the four main vehicles had to be replaced at a cost of \$350,000 per year. The increase will at least get the department to a point where some money can be set aside for future replacement of equipment and vehicles.
19. Councilman Marabello asked what was the expected life of the solid waste trucks? Mr. Whitfield responded six to eight years.
20. When asked about the substantial decrease compared to FY20-19 in medical fees and asked if that is the result of the increase in healthcare portion that will be paid by City employees. City Accountant Peck explained the medical coverage is partially due to the cost sharing, but primarily it has to do with the coverage her staff selected, as a result of the turnover this past year. That is a bigger impact as a result.
21. Councilmember James said he will make the assumption in the other budgets the new cost sharing structure for healthcare is reflected in each. Ms. Peck said that is correct, though we are also anticipate an increase in health rates partially into the year. A slight increase of 4.5% in January as well.
22. What are the salary projections for electric? Ms. Peck said she received input from our HR Administrator and the City Manager and was built into the budget based on the effective date of the contract.
23. Are all the smart meters were installed? Mr. Gallagher explained that those costs were moved to technical services which is a more logical place for the AMI because that also includes water, in addition to electric. All of the electric meters are converted to the smart meters and during the past six weeks, had we had outside contractor install the last batch of water meters the City has been waiting on.
24. Councilman James asked why the excess of revenue over expenses that increases the electric reserves is not shown? Ms. Peck stated that the budget would be changed to show that projection.
25. Councilmember Marabello said that engineering services was budgeted for \$15,000 though only \$5,000 was spent this current year. Another \$15,000 has been asked for the new year. Mr. Gallagher explained that as of today, that projected number is higher and he opted to not make a change from last year.
26. Why is there a line item for tree planting? City Manager Whitfield explained that one of the things that has happened in the past is the electric department often is required to remove trees that grow up into the power lines. Those trees are never replaced. The City has asked in the past for the property owner to put back trees that meet the line clearances, he feels that perhaps there is a need for the City to have some skin in the game. He believes this is important as part of the beautification programs in terms of electric and if the City plants something more appropriate, would give us a little more control.
27. Councilmember Marabello then asked about environmental compliance, and asked why it is double comparing to the projected number this year? Mr. Gallagher shared that there is no change from the current fiscal year when \$40,000 was budgeted. More than \$30,000 has been spent as of today and the projected

number does not take into account the invoices related to a spill at Milford High School. In addition, now that it is springtime, the annual compliance work will be done at all of the substations, so that is an invoice that is paid later in the fiscal year. The \$40,000 has been appropriate when considering the expenses paid from that account over the years.

28. Councilmember Marabello then asked if the \$25,000 budgeted in inventory expenses is shrinkage? Ms. Peck explained that covers adjustments to the fiscal count. Though the projected is showing \$1,700, that number fluctuates every year though the goal is to keep that number low. That number was accurate at some point, though she is unsure if that number remains that low.

29. Councilmember Marabello pointed out that \$20,000 is budgeted for sidewalks, though nothing has been spent this year, and is that a contingency of what may happen. Mr. Whitfield explained that sidewalk project has not yet been completed, though a lot of damaged sidewalks that were the result of telephone and light poles and those repairs will be billed to the electric department.

30. Councilmember Marabello referenced the differences in the increased or decreases in auditing and some where the same and asked why that is not consistent in all departments. Ms. Peck explained that most of the departments are consistent, and the sewer department was higher related to the federal grant and loans the City received that were the result of sewer projects. That creates an additional audit once we go over a certain threshold. The City goes in and out of that category, and it did not apply this year. However, we will fall back into that next year and with the additional audit required.

31. Councilmember James then questioned the bond principal and interest and asked if that reflects using the \$3 million to pay down the debt in the electric department. Ms. Peck confirmed it is not reflected in this budget, because there is a need to make another debt payment, prior to being able to call those bonds. They will be working with PFM on when that actually occurs and is not reflected in this budget, because at this point the cost is unknown. It is on the radar and will come back to City Council, but cannot be done yet.

32. Is the full year of debt service is reflected? Ms. Peck believes that is correct based on the numbers, though Mr. Portmann provides that information.

33. Councilmember Marabello then asked if the existing bonds will be replaced for a lower rate at the appropriate time? Ms. Peck clarified that the recent cost of service that was completed included paying off the current debt early. Another debt payment of two will be made, after which the bonds will be called and paid off.

34. Councilman Boyle asked if the City only has one mechanic. Ms. Slater said he receives a great deal of help from the high school student who works part-time. There are some things that are beyond the mechanic's capability, as well as the equipment that is in the garage, and that work is sent out. However, that is typically the larger jobs.

35. When asked if the one employee is responsible for all the rolling stock and Councilmember Boyle pointed out we keep buying more vehicles and asked if there is a need for another position in the next year of two. Ms. Slater said she and Mr. Whitfield have discussed a couple of times. She has been evaluating the work that is being sent out, as well as projecting what can be expected with newer vehicles to find the holes can be filled, if another person were added.

36. How many vehicles does the City have? Mr. Whitfield estimates approximately 120 pieces of rolling stock, which includes the police.

37. Councilmember Peel asked if there is a way to consider the intern position as a backup plan regardless of which department they are interning in, should the mechanic go out for some time. Mr. Whitfield said that

is a possibility depending on the person and one of the things that needed to be considered is the amount of money that is spent on outsourcing. If that is reflective of, or equal to the work of another mechanic, it would be a wash. In other words, it is not going to cost the City any additional jobs, but instead will not be outsourcing and instead paying it within the City ranks. That is something the City Manager had asked Ms. Slater to review and she has been pulling that information together. He added that one of the issues is the City does not have good historical data on what has been done in the past. Ms. Slater has done a work at correcting that so that we now know how much we are spending on outsourcing. This information can be used to make a much better decision. He agrees it is something that has been pretty high on our radar screen and is something that is being evaluated and is close to the point of being able to come before Council with a proposal.

38. Councilmember Marabello asked what is the amount for outsourcing as he does not see it on the budget? Mr. Whitfield explained that is why this is difficult and because it is charged back to each individual department. Ms. Slater is now keeping track of those transactions for that purpose.

39. Councilmember Marabello then questioned the estimate of how much is in the other departments? Ms. Slater informed Council that the money is paid out of the garage to the vendors, just as the departments pay the mechanic for his time and materials. That amount is somewhat lumped into their maintenance vehicle lines and there has been some difficulty pulling that information out. Instead of inputting the amounts from individual slips, total amounts were entered in the system which created a lot of difficulty when trying to track it. They have spent the last year trying to compile that information to bet a better idea.

40. Councilmember Boyle talked about Mr. Whitfield's plan for vehicle maintenance schedule/master plan and asked if that is something the mechanic handles. Mr. Whitfield confirmed that the mechanic and Ms. Slater share those duties.

41. Councilmember Marabello questioned the salary/wages line item and asked if someone left and that vacancy was filled and the reason the current budget projected amount is approximately \$100,000 less than the new budget? Ms. Slater recalled the two vacant engineering tech positions at the beginning of the year. One of those positions is still vacant and is part of that reason. Mr. Whitfield also recalled the City engineer position was also vacant for six months last year.

42. Councilman Marabello asked what the \$181,000 in capital outlay in buildings was for? Ms. Slater that encompasses a number of projects throughout the facility, including replacement building cameras, key cards to assist with inventory control, etc.

43. Councilman Marabello asked if the breakroom conversion will be completed this fiscal year. Mr. Whitfield confirmed that project was completed a couple months ago.

44. Councilmember Marabello noted that there are three-line items for a total of \$300,000 to \$400,000 that is part of the restricted funds and asked how that correlates with this project? Ms. Murphy believes there was approximately \$8,000 held up as a result of the change order. Ms. Peck then reminded Council the projected numbers are moving targets and she will be looking to see if there is anything else, she can move from the carry forward to the completed budget. The invoices are not all in and she has not seen the solid waste truck invoice either to finalize that. She moved that because she was aware it had received. However, some of the bigger projects that have multiple invoices may still be listed in and out being carried forward and end up being completed before the end of the fiscal year.

45. Councilman Marabello is looking at the interim report and there are some big numbers, two at \$184,000 and another two at \$112,000 which are supposedly unpaid by the end for March. He wonders if the total is accurate on restricted funds. Ms. Peck explained it was accurate at that point in time, though there is a very good chance it has changed. Because it is in reserves, Mr. Portmann would be more familiar.

46. Councilmember Culotta referenced the increase in software maintenance of approximately \$30,000 in Technical Service budget and asked how in the long term will the City be moving to a more cloud-based system throughout all departments that will better leverage that number and be more efficient? The last software maintenance line item, according to Mr. Whitfield, is a cloud system. That is the AMI system and is not hosted internally. Moving forward, that will be considered for the ERP system and determination made if a cloud-based financial system is more efficient versus having a server as we do now.

## Additional Questions from Councilperson James May 27, 2020:

1. Which account code is Eric's services budgeted in? I noticed that City Admin. Salary increase is less than 2%. The former manager's salary was paid out in full this month. Budgeted in the upcoming year is 3 months of health and life insurance. Those expenses are budgeted in the same line items as current employees.

2. P&Z show no increase in head count, but Salaries are up over 6%? The fte's for P&Z should be 1.58 for FY21. I did include other part-time assistance in the other departments but missed the 1/3 fte that is for assistance during licensing months and to cover vacations.

3. How much of the Budgeted Finance Salaries increase is for the transition period of Jeff and the new Director? Why SS and Retirement up so much? The budget has both Jeff and the new director in for 4-1/2 months (mid-August through December 31), which includes an 8 week overlap of working together and then Jeff's normal vacation payout from mid-October to end of December. This impacts all payroll related benefits through the end of the calendar year as well.

The retirement increase is a combination of what is listed above, as well as payroll position being eligible for 457 match in FY21. The Social Security increase is directly tied to the various aspects of salary, including vacation payout.

The one item that has NOT been budgeted, and has never been budgeted in the past, is Jeff's sick time payout of 240 hours. It will show up as an expense at year's end.

4. Why IT Salaries up \$80k? Benefits up over 50% This increase is due to the IT Director position that is budgeted for 9 months.

5. PW- Why no decrease in Salaries? Mark is now out, when do you have new Directors salary starting? A new PWD is budgeted for 10 months.

6. Also, for years presented prior to FY19-20B the revenue and expenses do not balance. I show the calcs on the last expense page for each fund, except for the GF which I show on the Police page. I would guess this represents the amounts transferred to reserves, or in the case of Solid Waste, a reduction in reserves? I show the following as revenue and expense by fund (albeit there is a \$1 rounding issue on Electric)

General	\$10,708,511 (Tabs: G Fund 3 and Council 14)
Water	\$2,859,500 (Tabs: Water.WaterH2o 15 and Water 16&17)
Sewer	\$4,645,000 (Tabs: Water.WaterH2o 15 and Sewer 18&19)
Solid Waste	\$1,551,165 (Tabs: Solid Waste 20 and SolidWaste 21&22)
Electric	\$25,815,000 (Tabs Elec 23 and ElecPwrCap26)

## **Additional Questions from Councilperson James May 29, 2020:**

1. For years presented prior to FY19-20 the revenue and expenses do not balance, I am speaking of the FY 16-17; FY 17-18, and FY 18-19 years. **Net Income or Loss in any given year drops to the fund balance or to reserves, depending if it is designated for capital projects. I can add a line in each fund with the balancing amount.**

## **Additional Question from Councilperson Wilson May 29, 2020:**

1. Why under the city garage do you have one employee and have the supervisor in a different department? **About a year ago, we reorganized the former Operations Manager position in Electric to be the Operations Manager for all of Public Works. The Operations Manager oversees all the internal operations of the Department, including Garage, Warehouse, as well as all time keeping, record keeping, purchasing and work orders for the entire department. The Operations Manager is the supervisor for the Mechanic, Warehouse Manager, two administrative assistants and the high school intern.**

## **Additional Question from Councilperson Marabello May 29, 2020:**

1. Does the Council Expense cover Council training? **Yes, Council expenses covers training as well as SCAT Dinner and DLLG meeting expenses, and other related meeting and training expenses Council may have in carrying out their duties.**

2. What is source of Police & General Government Facilities? **The source of revenue for the Police & General Government Facilities is from building permits and began June 2019.**

3. Why doesn't the Police & General Government Facilities fund and the three Impact Fee Funds show any interest earned on the interim reports? **The interest currently is allocated to the general and enterprise funds and their associated reserve funds. The logic being that it is needed in the funds with expenses more than the accumulator funds. This can be changed, but will result in less interest budgeted/available in the general and other funds.**

# City of Milford



## RESOLUTION 2020-19

ADOPTING THE CITY OF MILFORD  
*FISCAL YEAR 2020-2021 BUDGET & CAPITAL PROGRAM*

**WHEREAS**, the operating and capital budgets of the City of Milford for the Fiscal Year 2020-2021 were prepared and submitted to the City Council by the City Manager in accordance with Article VI 'Financial Procedures' of the City Charter; and

**WHEREAS**, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on May 18, 2020 and May 20, 2020; and

**WHEREAS**, in the opinion of the City Council, the budget accurately, as possible, reflects the city's anticipated revenues and expenditures for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD**, that the City of Milford's Operating Budget for Departments shown under General Fund as Administration, Planning and Zoning, Code Enforcement and Inspections, Finance, Information Technology, Police, Streets Division, Parks and Recreation and Council; and the Water, Sewer, Sanitation and Electric Divisions was adopted and approved as the budget of the City of Milford for Fiscal Year 2020-2021 in the following amounts:

Operations and Maintenance - \$40,984,611  
Debt Service - \$1,092,770  
Capital Program - \$1,972,821  
Total Expenditures - \$44,050,201

A copy of said budget, is on file in the Office of the City Clerk, as was adopted by majority vote of Milford City Council on the 8th day of June 2020.

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

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



PUBLIC WORKS DEPARTMENT  
180 Vickers Drive  
Milford, DE 19963

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To: City Council  
Through: Mark A. Whitfield, Public Works Director  
From: James Puddicombe, City Engineer  
Subject: Selection of Bid for NE/NW Front Street Sewer Line Rehabilitation  
Date: June 8, 2020

The City contractor and engineer reviewed three bids for the Northeast and Northwest Front Street Sewer Line Rehabilitation. We recommend awarding a contract to Pleasants Construction, Inc. in the amount of \$1,362,218. The \$211,781 that was to come from Sewer Reserves will need to be increased by \$273,894.85 and we would like to use funds from Sewer Impact Fees rather than Sewer Reserves as was previously indicated. The total remaining amount from Sewer Impact fees would be \$485,675.85 with the remaining amount to be funded by USDA Grants and Loans as indicated in the attached table.

### **Recommendation**

We recommend Council award the contract to Pleasants Construction, Inc contingent upon USDA approval in the amount of \$1,362,218 and approve \$485,675.85 to come from Sewer Impact Fees, vacating the \$211,781 previously approved to come from Sewer Reserves.

**ESTIMATED PROJECT COST BREAKDOWN  
SANITARY SEWER SYSTEM IMPROVEMENTS  
CITY OF MILFORD  
June 2020**

<b>Available Funding</b>		<b>AMOUNT</b>
USDA-RD Loan - 40 years @ 2.375%		\$ 600,000.00
USDA-RD Grant		\$ 1,000,000.00
City of Milford (Sewer Reserves)		\$ 400,000.00
USDA-RD Loan - 40 years @ 2.125%		\$ 1,000,000.00
USDA-RD Grant		\$ 1,000,000.00
<b>Total</b>		<b>\$ 4,000,000.00</b>
<b>Expenditures</b>		<b>AMOUNT</b>
<b>Fisher Avenue Pump Station Rehabilitation (complete)</b>		
Construction		
Pump Station Bypass Connection - Kuhn Construction <sup>(1)</sup>		\$ 27,454.00
Pump Station Rehabilitation - M2 Construction		\$ 885,268.29
Fisher Aveune Pumps, Motors, and Shafts <sup>(1)</sup>		\$ 86,618.00
Legal and Administration		\$ 10,000.00
Engineering Fees		\$ 189,260.34
Contingency (0%)		\$ -
<b>Sub-Total (project complete)</b>		<b>\$ 1,198,600.63</b>
<b>Shawnee Acres Pump Station Replacement (complete)</b>		
Construction		\$ 1,369,126.70
Legal and Administration		\$ 10,000.00
Engineering Fees (Design & Const. Mgmt)		\$ 135,214.49
Contingency (0%)		\$ -
<b>Sub-Total</b>		<b>\$ 1,514,341.19</b>
<b>NW/NE Sewer Rehabilitation</b>		
Construction (estimated)		\$ 1,362,218.00
Legal and Administration		\$ 10,000.00
Engineering Fees (CCTV, Design & Const. Mgmt)		\$ 239,358.39
Contingency (10%)		\$ 161,157.64
<b>Sub-Total</b>		<b>\$ 1,772,734.03</b>
<b>Total Project Costs<sup>(2)</sup></b>		<b>\$ 4,485,675.85</b>

(1) Denotes expenditures coming from City Sewer Reserves

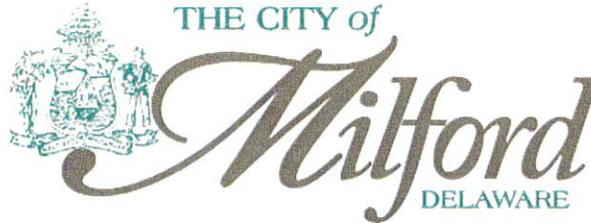
(2) Excess of \$4,000,000 will be from Sewer Reserves or other City source

**ESTIMATED PROJECT COST BREAKDOWN  
SANITARY SEWER SYSTEM IMPROVEMENTS  
CITY OF MILFORD  
June 2020**

<b>Available Funding</b>		<b>AMOUNT</b>
USDA-RD Loan - 40 years @ 2.375%	\$	600,000.00
USDA-RD Grant	\$	1,000,000.00
City of Milford (Sewer Reserves)	\$	400,000.00
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<b>Total</b>	<b>\$</b>	<b>4,000,000.00</b>
<b>Expenditures</b>		<b>AMOUNT</b>
<b>Fisher Avenue Pump Station Rehabilitation (complete)</b>		
Construction		
Pump Station Bypass Connection - Kuhn Construction <sup>(1)</sup>	\$	27,454.00
Pump Station Rehabilitation - M2 Construction	\$	885,268.29
Fisher Aveune Pumps, Motors, and Shafts <sup>(1)</sup>	\$	86,618.00
Legal and Administration	\$	10,000.00
Engineering Fees	\$	189,260.34
Contingency (0%)	\$	-
<b>Sub-Total (project complete)</b>	<b>\$</b>	<b>1,198,600.63</b>
<b>Shawnee Acres Pump Station Replacement (complete)</b>		
Construction	\$	1,369,126.70
Legal and Administration	\$	10,000.00
Engineering Fees (Design & Const. Mgmt)	\$	135,214.49
Contingency (0%)	\$	-
<b>Sub-Total</b>	<b>\$</b>	<b>1,514,341.19</b>
<b>NW/NE Sewer Rehabilitation</b>		
Construction (estimated)	\$	1,362,218.00
Legal and Administration	\$	10,000.00
Engineering Fees (CCTV, Design & Const. Mgmt)	\$	239,358.39
Contingency (10%)	\$	161,157.64
<b>Sub-Total</b>	<b>\$</b>	<b>1,772,734.03</b>
<b>Total Project Costs<sup>(2)</sup></b>	<b>\$</b>	<b>4,485,675.85</b>

(1) Denotes expenditures coming from City Sewer Reserves

(2) Excess of \$4,000,000 will be from Sewer Reserves or other City source



PUBLIC WORKS DEPARTMENT  
180 Vickers Drive  
Milford, DE 19963

PHONE 302.422.1110  
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To: Eric Norenberg, City Manager  
From: Mark A. Whitfield, Public Works Director  
Subject: Funding for Award of Professional Contracts to Davis, Bowen & Friedel, Inc Contract  
Date: June 21, 2017

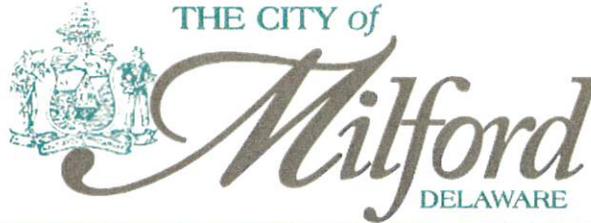
On April 10, 2017, City Council awarded professional services contract to Davis, Bowen Friedel, Inc for the following design projects:

Shawnee Acre Pump Station Replacement	\$188,350
NW & NE Front Street Sanitary Sewer Rehab	\$230,100
NW & NE Front Street Waterline Replacement	\$202,500

While the funding sources for each of the projects were identified in my memo to the Manager for the on award, my recommendation and Council's subsequent award of the contract failed to identify the funding sources for each of the projects. Based on the Finance Director's recommendation, I am requesting Council take formal action on the funding sources for the award of the contract.

**RECOMMENDATION:** I recommend Council authorize funding for the April 6 award to Davis, Bowen and Friedel, Inc as follows:

Shawnee Acre Pump Station Replacement	\$188,350 from USDA Loan/Grant
NW & NE Front Street Sanitary Sewer Rehab	\$230,100 from USDA Loan/Grant
NW & NE Front Street Waterline Replacement	\$202,500 from Water Reserve Fund



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PHONE 302.422.1110  
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To: Eric Norenberg, City Manager  
From: Mark A. Whitfield, Public Works Director  
Subject: Award Professional Contracts for Various Waterline and Sewer Projects  
Date: April 6, 2017

The Public Works Committee reviewed three professional services contracts for three needed projects: Shawnee Acre Pump Station Replacement, Northeast and Northwest Front Street Waterline Replacement, and Northeast and Northwest Front Street Sewer Line Rehabilitation. The Shawnee Acre Pump Station Replacement is necessitated by the projected flow from the new Bayhealth Hospital, as well as anticipated flow from planned new development. DELDOT plans a TAP (Transportation Alternatives Project) for Northeast and Northwest Front Street, that will include resurfacing the roadway. Prior to the roadway work, staff recommends the replacement of transite and ductile iron waterlines, with lead goose-neck service connections, as well as the rehabilitation of various sewer lines within the roadway.

On November 7, 2016, the Public Works Committee recommended awarding a contract to Davis, Bowen and Friedel, Inc for the Shawnee Acre Pump Station Replacement. Cost of the professional services contract is \$188,350. The project will be funded through a USDA Grant/Loan.

On February 13, 2017, the Public Works Committee received a report outlining the costs for the needed work on NE & NW Front Street for both the waterline and sewer projects. The sewer portion of the project can also be funded through the USDA Grant/Loan, however approximately \$211,781 in additional needed funding is needed. The Public Works Committee recommended moving forward with the project, with the additional needed money coming from Sewer Reserve Fund. The waterline project is not eligible for grant or loan money; however, the Finance Director recommends the work be funded using Water Reserve Funds, and there are sufficient funds within the reserves to cover the project.

### Recommendation

I recommend Council award the following professional services contracts for Davis, Bowen and Friedel, Inc:

Shawnee Acre Pump Station Replacement	\$188,350
NW & NE Front Street Sanitary Sewer Rehab	\$230,100
NW & NE Front Street Waterline Replacement	\$202,500



PUBLIC WORKS DEPARTMENT  
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To: Eric Norenberg, City Manager  
From: Mark A. Whitfield, Public Works Director  
Subject: NE and NW Front Street  
Date: February 10, 2017

As requested, DBF's engineers have completed a preliminary estimate for needed sewer line and water line work to be completed ahead of DELDOT's Front Street paving project, slated to begin in 2018. The replacement/rehabilitation of sewer lines includes \$475,790 to replace (via open cut) the 15" sewer from N Church to North Street. The second estimate for \$1,005,340 is to slip line the 21" and 24" sewer from North Street to Brady Drive. The estimated cost for slip lining was based on a CCTV survey that was completed several years ago, and it is recommended that prior to final design, the line is re-televised. The CCTV work is estimated to cost \$40,000.

Funding for the sewer line work is eligible under the USDA-RD Loan/Grant awarded in 2016 for I&I work (inflow and infiltration). However, approximately \$211,781 additional funds will be needed from Sewer Reserves to complete all the work.

USDA-RD Grants	\$2,000,000
USDA-RD Loans	1,600,000
Sewer Reserves	<u>400,000</u>
Total	\$4,000,000

Fisher Avenue Pump Station	\$1,287,436
Shawnee Acre Pump Station	1,403,215
NW & NE Front Street Sewer	1,481,130
CCTV Front Street Sewers	<u>40,000</u>
Total	\$4,211,781

The waterline replacement includes the removal and replacement of all the waterlines and service lines from Route 113 to Rehoboth Boulevard. The water line from Maple Avenue to East Street is 8" ductile iron pipe and contains lead goose-neck service line connections, all of which needs to be replaced. The waterline main between East Street and Rehoboth Boulevard is 8" transite pipe (asbestos-cement) and also needs replaced. The estimated cost of the water line replacements is \$1,549,756. In consultation with the Finance Director, it is possible to fund the waterline project through a loan which would be repaid over 5 years. Staff continues to investigate other funding mechanisms that may be available for the project.

**PRELIMINARY NORTHEAST FRONT STREET  
SEWER REHABILITATION COST ESTMATE**

**Lining**

Item Number & Description of Work	Unit	Size or Depth	Estimated Quantity	Unit Price	Total Price
1 Mobilization/Demobilization (Max. 3% of Total Bid)	LS	--	--	--	\$20,000.00
2 Bypass Pump Existing Sewer Flow	LS	--	--	\$35,000.00	\$35,000.00
3a Furnish & Install Cured-in-Place Pipe Liner	LF	21"	320	\$165.00	\$52,800.00
3b		24"	2200	\$165.00	\$363,000.00
4 Reinstatement of Active Laterals	EA	6"	18	\$600.00	\$10,800.00
5 Furnish & Install Cured-In-Place Lateral Liner	LF	6"	600	\$150.00	\$90,000.00
6 Cured-In-Place Service Connection Seal	EA	6"	17	\$3,500.00	\$59,500.00
7 Remove & Replace Existing Manhole Frame & Cover	EA	24"	4	\$2,000.00	\$8,000.00
8 Manhole Wall and Base Section Pressure Joint Sealing (Precast)	EA	48" dia.	35	\$500.00	\$17,500.00
9 Manhole Wall and Base Section Pressure Joint Sealing per 2 foot Brick Section	EA	48"	8	\$400.00	\$3,200.00
10 Manhole Interior Lining	VF	48" dia.	80	\$300.00	\$24,000.00
11 Pipe Penetration Pressure Seal in Manhole (Precast or Brick)	EA	Varies	12	\$600.00	\$7,200.00
12 Repair or Replace Manhole Benching	EA	48"	4	\$1,000.00	\$4,000.00
13 Remove & Replace or Install Manhole Step	EA	--	20	\$80.00	\$1,600.00
6 Furnish, Install, and Compact GABC (Chrusher Run)	CY	8"	5	\$100.00	\$500.00
7 Furnish & Install Concrete	CY	8"	5	\$200.00	\$1,000.00
10 Traffic Control	LS	--	--	\$20,000.00	\$20,000.00

<b>Sub-Total</b>	\$718,100.00
<b>Contingency (20%)</b>	\$143,620.00
<b>Engineering (10%)</b>	\$71,810.00
<b>Admin. &amp; Inspection (10%)</b>	\$71,810.00
<b>Total</b>	<b>\$1,005,340.00</b>

**PRELIMINARY NORTHEAST FRONT STREET  
SEWER REHABILITATION COST ESTMATE**

**Open Cut**

Item Number & Description of Work	Unit	Size or Depth	Estimated Quantity	Unit Price	Total Price
1 Mobilization/Demobilization (Max. 3% of Total Bid)	LS	--	--	--	\$9,600.00
2 Bypass Pump Existing Sewer Flow	LS	--	--	\$12,000.00	\$12,000.00
3 Remove & Replace Existing Gravity Sewer Main (Depth 7 - 9 Feet), Including Saw Cutting Full Depth	LF	15"	540	\$200.00	\$108,000.00
4 Remove & Replace Existing or Install New Sewer Lateral	LF	6"	500	\$100.00	\$50,000.00
5 Remove and Replace Existing Curb, Including Saw Cutting	LF	6"	120	\$50.00	\$6,000.00
6 Remove Existing Brick Sidewalk/Crosswalk Pavers and Retain Brick For Re-Use	SF	--	550	\$40.00	\$22,000.00
5 Remove & Replace or Install Sewer Lateral Cleanout	EA	6"	16	\$1,500.00	\$24,000.00
5 Remove & Replace Existing Manhole Frame & Cover	EA	--	3	\$2,000.00	\$6,000.00
6 Furnish, Install, and Compact GABC (Chrusher Run)	CY	8"	150	\$60.00	\$9,000.00
7 Funish, Install, and Compact Type BCBC (Deep Lift) Asphalt	Ton	7"	220	\$150.00	\$33,000.00
8 Furnish, Install, and Compact Type B Asphalt	Ton	5"	175	\$150.00	\$26,250.00
10 Traffic Control	LS	--	--	\$15,000.00	\$15,000.00
11 Install Epoxy Pavement Striping	LS	--	--	\$10,000.00	\$10,000.00
12 Furnish & Install #57 Stone	CY	--	150	\$60.00	\$9,000.00

<b>Sub-Total</b>	\$339,850.00
<b>Contingency (20%)</b>	\$67,970.00
<b>Engineering (10%)</b>	\$33,985.00
<b>Admin. &amp; Inspection (10%)</b>	\$33,985.00
<b>Total</b>	<b>\$475,790.00</b>

**PROJECT COST BREAKDOWN  
MISCELLANEOUS SEWER PROJECTS  
CITY OF MILFORD  
November 2016**

<b>Available Funding</b>		<b>AMOUNT</b>
USDA-RD Loan - 40 years @ 2.375%		\$ 600,000.00
USDA-RD Grant		\$ 1,000,000.00
City of Milford (Sewer Reserves)		\$ 400,000.00
USDA-RD Loan - 40 years @ 2.125%		\$ 1,000,000.00
USDA-RD Grant		\$ 1,000,000.00
<b>Total Funding</b>		<b>\$ 4,000,000.00</b>
<b>Fisher Avenue Pump Station Expenditures</b>		<b>AMOUNT</b>
Construction		
Pump Station Bypass Connection - Kuhn Construction <sup>(1)</sup>		\$ 27,454.00
Pump Station Rehabilitation - M2 Construction		\$ 899,300.00
Fisher Avenue Pumps, Motors, and Shafts <sup>(1)</sup>		\$ 86,618.00
Legal and Administration <sup>(1)</sup>		\$ 10,000.00
Engineering Fees <sup>(1)</sup>		\$ 202,757.60
Contingency (5%)		\$ 61,306.48
<b>Total Expenditures for Fisher Avenue Pump Station</b>		<b>\$ 1,287,436.08</b>
<b>Shawnee Acres Pump Station Expenditures</b>		<b>AMOUNT</b>
Construction (estimate)		\$ 1,069,500.00
Legal and Administration <sup>(1)</sup>		\$ 10,000.00
Engineering Fees <sup>(1)</sup>		\$ 196,150.00
Contingency (10%)		\$ 127,565.00
<b>Total Expenditures for Shawnee Acres Avenue Pump Station</b>		<b>\$ 1,403,215.00</b>
<b>Remaining Funds</b>		<b>\$ 1,309,348.92</b>

(1) Denotes expenditures coming from City Sewer Reserves

**PRELIMINARY NORTHEAST FRONT STREET  
WATER REHABILITATION COST ESTMATE**

**Open Cut**

Item Number & Description of Work	Unit	Size or Depth	Estimated Quantity	Unit Price	Total Price
1 Mobilization/Demobilization (Max. 3% of Total Bid)	LS	--	--	--	\$44,618.70
2 Close Valve and Remove Valve Box / Furnish and Install New Gate Valve Including Valve Box	EA	--	40	\$3,000.00	\$120,000.00
3 Furnish and Install C-900 PVC Water Main	LF	8"	5500	\$50.00	\$275,000.00
4 Furnish and Install End Caps for Existing TR/DI Pipe	EA	8"	6	\$5,000.00	\$30,000.00
5 Abandon and Flowable Fill Existing Pipe	CY	8"	410	\$15.00	\$6,150.00
6 Remove and Replace Existing Curb, Including Saw Cutting	LF	--	130	\$120.00	\$15,600.00
7 Remove Existing Brick Sidewalk/Crosswalk Pavers and Retain Brick For Re-Use	SF	--	550	\$40.00	\$22,000.00
8 Furnish and Install New Hydrant Assemblies Including Hydrant Tee	EA		8	\$5,000.00	\$40,000.00
9 Remove and Salvage Existing Hydrant Assemblies to the City	EA		8	\$1,200.00	\$9,600.00
10 Furnish, Install, and Compact GABC (Chrusher Run)	CY	8"	900	\$60.00	\$54,000.00
11 Funish, Install, and Compact Type BCBC (Deep Lift) Asphalt	Ton	7"	1700	\$150.00	\$255,000.00
12 Furnish, Install, and Compact Type B Asphalt	Ton	5"	1200	\$150.00	\$180,000.00
13 Traffic Control	LS	--	--	\$15,000.00	\$15,000.00
14 Install Epoxy Pavement Striping	LS	--	--	\$10,000.00	\$10,000.00
15 Furnish & Install #57 Stone	CY	--	500	\$60.00	\$30,000.00

<b>Sub-Total</b>	\$1,106,968.70
<b>Contingency (20%)</b>	\$221,393.74
<b>Engineering (10%)</b>	\$110,696.87
<b>Admin. &amp; Inspection (10%)</b>	\$110,696.87
<b>Total</b>	<b>\$1,549,756.18</b>

June 5, 2020

City of Milford  
City Hall  
201 South Walnut Street  
Milford, Delaware 19963

*Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheedleton, AIA  
Jason P. Loar, P.E.  
Ring W. Lardner, P.E.  
Jamie L. Sechler, P.E.*

ATTN: Mr. Mark Whitfield  
City Manager

Re: NW-NE Front Street Sanitary Sewer Rehabilitation Project  
City of Milford  
Sussex/Kent County, Delaware  
Bid Award Recommendation  
DBF# 052A181

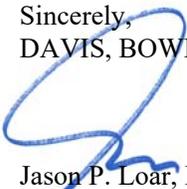
Dear Mr. Whitfield:

On Friday, June 5, 2020 at City Hall, the bids for the above referenced project were received and opened. On behalf of the City we have evaluated the bids and the associated documentation submitted by each of the General Contractors to confirm such documentation is in order as required. Please note three (3) bids were received however one (1) bid was a conditional bid that did not be the project requirements and thus has been rejected. For City review, please find enclosed a tabulation of all of the bids received.

Based on our review of the bids, we recommend that the Contract be awarded to the apparent low bidder Pleasants Construction, Inc., Clarksburg, Maryland with a total base bid of \$1,362,218. This recommended bid is within the City's proposed budget for this project.

For City review and approval, please find attached one (1) copy of the bid tabulation, one (1) copy of each bid form received, and the recommended General Contractor's bid bond; these copies are for the City's records. If Council is in agreement with our recommendation, the formal award of the Contract should be made contingent upon the funding agency, the United States Department of Agriculture-Rural Development (USDA-RD), approval of the bid process. A second copy of these documents, and any additional documents required, will be submitted directly to the City's Attorney upon the vote by City Council to award this project. At which time a copy of the attorney's letter and a letter of concurrence to our recommendation from the City will be forwarded to USDA-RD, along with copies of the bid documentation, for approval. Should you have any questions, comments, concerns, or would like to discuss this further, please feel free to call at your convenience.

Sincerely,  
DAVIS, BOWEN AND FRIEDEL, INC.



Jason P. Loar, P.E.  
Principal

JPL  
P:\MILFORD\052A181 NW-NE Front Sanitary Sewer\Bidding\Award Recommendation.docx

CITY OF MILFORD

NW-NE FRONT STREET SANITARY SEWER REHABILITATION PROJECT



Contract: 052A181  
 Bid Date: June 5, 2020

**BID RESULTS**

					PLEASANTS CONSTRUCTION		AM LINER EAST		STANDARD PIPE SERVICES <sup>(1)</sup>	
Item No. & Description		Size/Depth	Unit	Est. Qty	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mobilization, Bonds, Insurance, and Demobilization (maximum 5% of Base Bid)	--	LS	1	\$64,868.00	\$64,868.00	\$90,000.00	\$90,000.00	\$30,000.00	\$30,000.00
2	By-Pass Pumping Operations	--	LS	1	\$21,600.00	\$21,600.00	\$262,000.00	\$262,000.00	\$30,000.00	\$30,000.00
3	Manhole Rehabilitation and Interior Lining	48"	VF	300	\$330.00	\$99,000.00	\$300.00	\$90,000.00	\$210.00	\$63,000.00
4	Manhole Rehabilitation and Interior Lining Using Hydrogen Sulfide Resistant Liner Material	48"	VF	300	\$330.00	\$99,000.00	\$350.00	\$105,000.00	\$225.00	\$67,500.00
5a	CIPP (Cured-In-Place Pipe) Liner	8"	LF	400	\$57.00	\$22,800.00	\$65.00	\$26,000.00	\$75.00	\$30,000.00
5b		10"	LF	400	\$74.00	\$29,600.00	\$69.00	\$27,600.00	\$95.00	\$38,000.00
5c		12"	LF	700	\$57.00	\$39,900.00	\$74.00	\$51,800.00	\$95.00	\$66,500.00
5d		15"	LF	550	\$74.00	\$40,700.00	\$115.00	\$63,250.00	\$95.00	\$52,250.00
5e		18"	LF	700	\$66.00	\$46,200.00	\$130.00	\$91,000.00	\$55.00	\$38,500.00
5f		21"	LF	1,300	\$87.00	\$113,100.00	\$160.00	\$208,000.00	\$70.00	\$91,000.00
5g		24"	LF	2,200	\$124.00	\$272,800.00	\$260.00	\$572,000.00	\$85.00	\$187,000.00
5h		36"	LF	100	\$275.00	\$27,500.00	\$300.00	\$30,000.00	\$240.00	\$24,000.00
6	Trenchless Removal of Protruding Service Connection	--	EA	20	\$433.00	\$8,660.00	\$350.00	\$7,000.00	\$200.00	\$4,000.00
7a	Cleaning and Video Inspection of Gravity Sewer Main Pipe	12"	LF	400	\$9.00	\$3,600.00	\$4.00	\$1,600.00	\$3.00	\$1,200.00
7b		18"	LF	700	\$5.00	\$3,500.00	\$5.00	\$3,500.00	\$3.00	\$2,100.00
7c		21"	LF	1,000	\$4.00	\$4,000.00	\$7.00	\$7,000.00	\$3.00	\$3,000.00
7d		24"	LF	50	\$67.00	\$3,350.00	\$18.00	\$900.00	\$3.00	\$150.00
7e		36"	LF	100	\$34.00	\$3,400.00	\$29.00	\$2,900.00	\$3.00	\$300.00
8	Video Inspect of Sewer Lateral Pipe	--	LF	1,500	\$18.00	\$27,000.00	\$19.00	\$28,500.00	\$12.00	\$18,000.00
9	CIPP (Cured-In-Place Pipe) Lateral Liner	--	LF	1,000	\$60.00	\$60,000.00	\$79.00	\$79,000.00	\$100.00	\$100,000.00
10	Reinstatement of Active Lateral Connections After Lining	--	EA	66	\$100.00	\$6,600.00	\$145.00	\$9,570.00	\$175.00	\$11,550.00
11	CIP (Cured-In-Place) Service Connection Seal	--	EA	66	\$4,440.00	\$293,040.00	\$4,000.00	\$264,000.00	\$2,200.00	\$145,200.00
<b>CONTIGENCY ITEMS</b>										
12	Wall and Base Section Pressure Sealing Per Joint (Precast Concrete MH)	--	EA	20	\$240.00	\$4,800.00	\$250.00	\$5,000.00	\$250.00	\$5,000.00
13	Wall and Base Section Pressure Sealing Per 2 Foot Section of Brick Manhole	--	EA	10	\$360.00	\$3,600.00	\$350.00	\$3,500.00	\$200.00	\$2,000.00
14	Pipe Penetration Pressure Sealing (Precast or Brick MH)	--	EA	10	\$360.00	\$3,600.00	\$620.00	\$6,200.00	\$500.00	\$5,000.00
15	Chemical Sealant for Sealing Manhole Wall Joints, Base Sections, and Pipe Penetrations	--	GAL	200	\$300.00	\$60,000.00	\$11.00	\$2,200.00	\$12.00	\$2,400.00
<b>TOTAL BID (ITEMS 1 - 15)</b>						<b>\$1,362,218.00</b>		<b>\$2,037,520.00</b>		<b>\$1,017,650.00</b>

**(1) Contractor submitted a conditional bid which does not meet the required specifications thus the bid has been rejected.**



**ARTICLE 1 – BID RECIPIENT**

1.01 This Bid is submitted to:

**City of Milford, City Hall, 201 South Walnut Street, Milford, Delaware 19963**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
Addendum 1	05/26/2020
Addendum 2	05/28/2020

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### ARTICLE 4 – BIDDER'S CERTIFICATION

##### 4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (maximum 5% of Base Bid)	--	LS	1	--	64,868.00
2.	By-Pass Pumping Operations	--	LS	1	--	21,600.00
3.	Manhole Rehabilitation and Interior Lining	48"	VF	300	330.00	99,000.00
4.	Manhole Rehabilitation and Interior Lining Using Hydrogen Sulfide Resistant Liner Material	48"	VF	300	330.00	99,000.00
5a.	CIPP (Cured-In-Place Pipe) Liner	8"	LF	400	57.00	22,800.00
5b.		10"	LF	400	74.00	29,600.00
5c.		12"	LF	700	57.00	39,900.00
5d.		15"	LF	550	74.00	40,700.00
5e.		18"	LF	700	66.00	46,200.00
5f.		21"	LF	1,300	87.00	113,100.00
5g.		24"	LF	2,200	124.00	272,800.00
5h.		36"	LF	100	275.00	27,500.00
6.		Trenchless Removal of Protruding Service Connection	--	EA	20	433.00
7a.	Cleaning and Video Inspection of Gravity Sewer Main Pipe	12"	LF	400	9.00	3,600.00
7b.		18"	LF	700	5.00	3,500.00
7c.		21"	LF	1,000	4.00	4,000.00
7d.		24"	LF	50	67.00	3,350.00
7e.		36"	LF	100	34.00	3,400.00
8.	Video Inspect of Sewer Lateral Pipe	--	LF	1,500	18.00	27,000.00

9.	CIPP (Cured-In-Place Pipe) Lateral Liner	--	LF	1,000	60.00	60,000.00
10.	Reinstatement of Active Lateral Connections After Lining	--	EA	66	100.00	6,600.00
11.	CIP (Cured-In-Place) Service Connection Seal	--	EA	66	4,440.00	293,040.00
<b>CONTINGENT ITEMS:</b>						
<b>(TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)</b>						
12.	Wall and Base Section Pressure Sealing Per Joint (Precast Concrete MH)	--	EA	20	240.00	4,800.00
13.	Wall and Base Section Pressure Sealing Per 2 Foot Section of Brick Manhole	--	EA	10	360.00	3,600.00
14.	Pipe Penetration Pressure Sealing (Precast or Brick MH)	--	EA	10	360.00	3,600.00
15.	Chemical Sealant for Sealing Manhole Wall Joints, Base Sections, and Pipe Penetrations	--	GAL	200	300.00	60,000.00
<b>Total Base Bid using specified materials and equipment: (Items 1 through 15)</b>						
One Million, Three Hundred Sixty Two Thousand, Two Hundred and Eighteen <b>Dollars (\$</b> 1,362,218.00 <b>)</b>						

- 5.02 All equipment, material, labor, and other associated costs necessary for completion of work as indicated in the drawings and specifications are to be included in one of the above items.

#### ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

#### ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
  - B. List of Proposed Subcontractors;
  - C. List of Proposed Suppliers;
  - D. List of Project References;

- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- F. Contractor's License No.: 2009106433 or Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- G. Required Bidder Qualification Statement with supporting data;
- H. If Bid amount exceeds \$10,000, signed Compliance Statement (RD-400-6). Refer to specific equal opportunity requirements set forth in the Supplemental General Conditions;
- I. If Bid amount exceeds \$25,000, signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier covered Transactions (AD-1048); and
- J. If Bid amount exceeds \$100,000, signed RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grants, and Loans.

**ARTICLE 8 – DEFINED TERMS**

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 – BID SUBMITTAL**

BIDDER: *[Indicate correct name of bidding entity]*

Pleasants Construction, Inc.

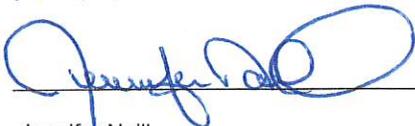
By:  
*[Signature]*



*[Printed name]* Eric A. Newquist, Executive Vice President

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:  
*[Signature]*



*[Printed name]* Jennifer Nail

Title: Administrative Assistant

Submittal Date: 06/01/2020

Address for giving notices:

Pleasants Construction, Inc.

24024 Frederick Road

Clarksburg, MD 20871

Telephone Number: 301-428-0800

Fax Number: 301-428-1736

Contact Name and e-mail address: Brian Lippy

blippy@pleasantsconstruction.com

Bidder's License No.: Delaware 2009106433  
*(where applicable)*

### BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

**BIDDER (Name and Address):**

Pleasants Construction, Inc.  
24024 Frederick Road  
Clarksburg, MD 20871

**SURETY (Name, and Address of Principal Place of Business):**

The Guarantee Company of North America USA  
One Towne Square, Suite 1470  
Southfield, MI 48076

**OWNER (Name and Address):** City of Milford, 201 South Walnut Street, Milford, Delaware 19963

**BID**

Bid Due Date: June 5, 2020

Description (*Project Name— Include Location*): NW-NE Front Street Sanitary Sewer Rehabilitation;  
Contract No. 052A181

**BOND**

Bond Number: Bid Bond

Date: May 29, 2020

Penal sum Five Percent of Total Amount Bid

§ --5%--

(Words)

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

**BIDDER** Pleasants Construction, Inc.

**SURETY** The Guarantee Company of North America USA

(Seal)

(Seal)

Bidder's Name and Corporate Seal

Surety's Name and Corporate Seal

By:

Signature

By:

Signature (Attach Power of Attorney)

Eric A. Newquist, Exec. Vice President

Print Name

Michele Alban

Print Name

Attorney-In-Fact

Title

Title

Attest:

Signature

Attest:

Signature

Title Jennifer Nail, Admin

Title Samantha Leonard; Witness

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
  - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2 All Bids are rejected by Owner, or
  - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



POWER OF ATTORNEY

NOW ALL BY THESE PRESENTS: That THE GUARANTEE COMPANY OF NORTH AMERICA USA, a corporation organized and existing under the laws of the State of Michigan, having its principal office in Southfield, Michigan, does hereby constitute and appoint

Stephen J. Mainello, Hossay Mattin, Michele Alban, Isma Blake Hedrick, Margaret Casey, Albert R. Counselman, Sean Patrick Kirwan  
Riggs, Counselman, Michaels & Downes

its true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise.

The execution of such instrument(s) in pursuance of these presents, shall be as binding upon THE GUARANTEE COMPANY OF NORTH AMERICA USA as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at the principal office.

The Power of Attorney is executed and may be certified so, and may be revoked, pursuant to and by authority of Article IX, Section 9.03 of the By-Laws adopted by the Board of Directors of THE GUARANTEE COMPANY OF NORTH AMERICA USA at a meeting held on the 31<sup>st</sup> day of December, 2003. The President, or any Vice President, acting with any Secretary or Assistant Secretary, shall have power and authority:

- 1. To appoint Attorney(s)-in-fact, and to authorize them to execute on behalf of the Company, and attach the Seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof; and
- 2. To revoke, at any time, any such Attorney-in-fact and revoke the authority given, except as provided below
- 3. In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.
- 4. In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner – Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

Further, this Power of Attorney is signed and sealed by facsimile pursuant to resolution of the Board of Directors of the Company adopted at a meeting duly called and held on the 6th day of December 2011, of which the following is a true excerpt:

RESOLVED that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, contracts of indemnity and other writings obligatory in the nature thereof, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, THE GUARANTEE COMPANY OF NORTH AMERICA USA has caused this instrument to be signed and its corporate seal to be affixed by its authorized officer, this 1<sup>st</sup> day of March, 2018.



THE GUARANTEE COMPANY OF NORTH AMERICA USA

*Stephen C. Ruschak*

*Randall Musselman*

STATE OF MICHIGAN  
County of Oakland

Stephen C. Ruschak, President & Chief Operating Officer

Randall Musselman, Secretary

On this 1st day of March, 2018 before me came the individuals who executed the preceding instrument, to me personally known, and being by me duly sworn, said that each is the herein described and authorized officer of The Guarantee Company of North America USA; that the seal affixed to said instrument is the Corporate Seal of said Company; that the Corporate Seal and each signature were duly affixed by order of the Board of Directors of said Company.



Cynthia A. Takai  
Notary Public, State of Michigan  
County of Oakland

My Commission Expires February 27, 2024  
Acting in Oakland County

IN WITNESS WHEREOF, I have hereunto set my hand at The Guarantee Company of North America USA offices the day and year above written.

*Cynthia A. Takai*

I, Randall Musselman, Secretary of THE GUARANTEE COMPANY OF NORTH AMERICA USA, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by THE GUARANTEE COMPANY OF NORTH AMERICA USA, which is still in full force and effect.



IN WITNESS WHEREOF, I have thereunto set my hand and attached the seal of said Company this 29<sup>th</sup> day of May 2020

*Randall Musselman*

Randall Musselman, Secretary

**ARTICLE 1 – BID RECIPIENT**

- 1.01 This Bid is submitted to:  
**City of Milford, City Hall, 201 South Walnut Street, Milford, Delaware 19963**
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

- 3.01 In submitting this Bid, Bidder represents that:
  - A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
1	05.26.2020
2	05.28.2020
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

- of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.
- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
  - G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
  - H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
  - I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
  - J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### **ARTICLE 4 – BIDDER'S CERTIFICATION**

##### 4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (maximum 5% of Base Bid)	--	LS	1	--	\$90,000.00
2.	By-Pass Pumping Operations	--	LS	1	--	\$262,000.00
3.	Manhole Rehabilitation and Interior Lining	48"	VF	300	\$300.00	\$90,000.00
4.	Manhole Rehabilitation and Interior Lining Using Hydrogen Sulfide Resistant Liner Material	48"	VF	300	\$350.00	\$105,000.00
5a.	CIPP (Cured-In-Place Pipe) Liner	8"	LF	400	\$65.00	\$26,000.00
5b.		10"	LF	400	\$69.00	\$27,600.00
5c.		12"	LF	700	\$74.00	\$51,800.00
5d.		15"	LF	550	\$115.00	\$63,250.00
5e.		18"	LF	700	\$130.00	\$91,000.00
5f.		21"	LF	1,300	\$160.00	\$208,000.00
5g.		24"	LF	2,200	\$260.00	\$572,000.00
5h.		36"	LF	100	\$300.00	\$30,000.00
6.	Trenchless Removal of Protruding Service Connection	--	EA	20	\$350.00	\$7,000.00
7a.	Cleaning and Video Inspection of Gravity Sewer Main Pipe	12"	LF	400	\$4.00	\$1,600.00
7b.		18"	LF	700	\$5.00	\$3,500.00
7c.		21"	LF	1,000	\$7.00	\$7,000.00
7d.		24"	LF	50	\$18.00	\$900.00
7e.		36"	LF	100	\$29.00	\$2,900.00
8.	Video Inspect of Sewer Lateral Pipe	--	LF	1,500	\$19.00	\$28,500.00

9.	CIPP (Cured-In-Place Pipe) Lateral Liner	--	LF	1,000	\$79.00	\$79,000.00
10.	Reinstatement of Active Lateral Connections After Lining	--	EA	66	\$145.00	\$9,570.00
11.	CIP (Cured-In-Place) Service Connection Seal	--	EA	66	\$4,000.00	\$264,000.00
<b>CONTINGENT ITEMS:</b>						
<b>(TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)</b>						
12.	Wall and Base Section Pressure Sealing Per Joint (Precast Concrete MH)	--	EA	20	\$250.00	\$5,000.00
13.	Wall and Base Section Pressure Sealing Per 2 Foot Section of Brick Manhole	--	EA	10	\$350.00	\$3,500.00
14.	Pipe Penetration Pressure Sealing (Precast or Brick MH)	--	EA	10	\$620.00	\$6,200.00
15.	Chemical Sealant for Sealing Manhole Wall Joints, Base Sections, and Pipe Penetrations	--	GAL	200	\$11.00	\$2,200.00
<b>Total Base Bid using specified materials and equipment: (Items 1 through 15)</b>						
<u>Two Million Thirty Seven Thousand Five Hundred Twenty Dollars and Zero Cents</u>					<b>Dollars (\$</b>	<u>2,037,520.00</u>

5.02 All equipment, material, labor, and other associated costs necessary for completion of work as indicated in the drawings and specifications are to be included in one of the above items.

#### ARTICLE 6 – TIME OF COMPLETION

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

#### ARTICLE 7 – ATTACHMENTS TO THIS BID

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. List of Project References;

- E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
- F. Contractor's License No.: 1998205860 or Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- G. Required Bidder Qualification Statement with supporting data;
- H. If Bid amount exceeds \$10,000, signed Compliance Statement (RD-400-6). Refer to specific equal opportunity requirements set forth in the Supplemental General Conditions;
- I. If Bid amount exceeds \$25,000, signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier covered Transactions (AD-1048); and
- J. If Bid amount exceeds \$100,000, signed RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grants, and Loans.

#### **ARTICLE 8 – DEFINED TERMS**

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 – BID SUBMITTAL**

BIDDER: *[Indicate correct name of bidding entity]*

AM-LINER EAST, INC.

By:

*[Signature]*



*[Printed name]*

Mel M. Willett, Vice President

*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:

*[Signature]*



*[Printed name]*

Wai M. Austin

Title:

Assistant Corporate Secretary

Submittal Date:

6/3/2020

Address for giving notices:

601 Jack Enders Blvd., Berryville, VA 22611

Telephone Number:

540-955-9671

Fax Number:

540-955-2872

Contact Name and e-mail address:

Mel M. Willett - mwillett@amlinereast.com

Bidder's License No.:

1998205860

*(where applicable)*

May 28, 2020

City of Milford  
201 South Walnut Street  
Milford, DE 19963  
Justin Wagner

RE: Front Street Sanitary Sewer Rehabilitation Bid

We have provided our bid which includes the UV light cured liner for 8 through 15 inch diameter and steam cured polyester resin liner for the 18 through 36 inch diameter. We were respectful of the requirement that laterals tied to residences should be styrene free exhibiting no odors. Please consider our bid submitted as substantially meeting your requirements.

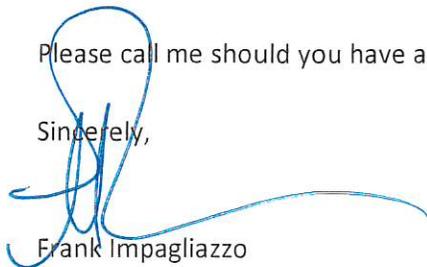
As you can see from our bid, the unit prices are significantly higher than using cipp with polyester resin. Should the bid have allowed for that resin throughout the project, our bid would have been significantly lower:

8-inch diameter at \$35 per foot and not \$75 per foot  
10-inch diameter at \$38 per foot and not \$95 per foot  
12-inch diameter at \$42 per foot and not \$95 per foot  
15-inch diameter at \$55 per foot and not \$95 per foot

The overall savings to the Town would have been \$71,150 resulting in a bid price of \$946,500.

Please call me should you have any questions.

Sincerely,



Frank Impagliazzo  
President

Standard Pipe Services  
302-286-0701

**ARTICLE 1 – BID RECIPIENT**

1.01 This Bid is submitted to:

**City of Milford, City Hall, 201 South Walnut Street, Milford, Delaware 19963**

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
Addendum # 1	May 26 2020
Addendum # 2	May 29 2020
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, Insurance, and Demobilization (maximum 5% of Base Bid)	--	LS	1	--	30,000.00
2.	By-Pass Pumping Operations	--	LS	1	--	30,000.00
3.	Manhole Rehabilitation and Interior Lining	48"	VF	300	210.00	63,000.00
4.	Manhole Rehabilitation and Interior Lining Using Hydrogen Sulfide Resistant Liner Material	48"	VF	300	225.00	67,500.00
5a.	CIPP (Cured-In-Place Pipe) Liner	8"	LF	400	75.00	30,000.00
5b.		10"	LF	400	95.00	38,000.00
5c.		12"	LF	700	95.00	66,500.00
5d.		15"	LF	550	95.00	52,250.00
5e.		18"	LF	700	55.00	38,500.00
5f.		21"	LF	1,300	70.00	91,000.00
5g.		24"	LF	2,200	85.00	187,000.00
5h.		36"	LF	100	240.00	24,000.00
6.		Trenchless Removal of Protruding Service Connection	--	EA	20	200.00
7a.	Cleaning and Video Inspection of Gravity Sewer Main Pipe	12"	LF	400	3.00	1,200.00
7b.		18"	LF	700	3.00	2,100.00
7c.		21"	LF	1,000	3.00	3,000.00
7d.		24"	LF	50	3.00	150.00
7e.		36"	LF	100	3.00	300.00
8.	Video Inspect of Sewer Lateral Pipe	--	LF	1,500	12.00	18,000.00

9.	CIPP (Cured-In-Place Pipe) Lateral Liner	--	LF	1,000	100.00	100,000.00
10.	Reinstatement of Active Lateral Connections After Lining	--	EA	66	175.00	11,550.00
11.	CIP (Cured-In-Place) Service Connection Seal	--	EA	66	2,200.00	145,200.00
<b>CONTINGENT ITEMS:</b>						
<b>(TO BE COMPLETED AT THE DIRECTION OF THE ENGINEER)</b>						
12.	Wall and Base Section Pressure Sealing Per Joint (Precast Concrete MH)	--	EA	20	250.00	5,000.00
13.	Wall and Base Section Pressure Sealing Per 2 Foot Section of Brick Manhole	--	EA	10	200.00	2,000.00
14.	Pipe Penetration Pressure Sealing (Precast or Brick MH)	--	EA	10	500.00	5,000.00
15.	Chemical Sealant for Sealing Manhole Wall Joints, Base Sections, and Pipe Penetrations	--	GAL	200	12.00	2,400.00
<b>Total Base Bid using specified materials and equipment: (Items 1 through 15)</b>						
<u>One Million Seventeen Thousand Six Hundred Fifty Dollars And Zero Cents</u> <b>Dollars (\$</b> <u>1,017,650.00</u> <b>)</b>						

- 5.02 All equipment, material, labor, and other associated costs necessary for completion of work as indicated in the drawings and specifications are to be included in one of the above items.

#### ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

#### ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
  - B. List of Proposed Subcontractors;
  - C. List of Proposed Suppliers;
  - D. List of Project References;

## Application for Boards and Commissions

*Applications for Boards and Commissions are always accepted. Should a vacancy occur, the City will review all applications on file.*

---

Which Board or Commission are you applying for? Board of Adjustment

---

Applicant Name: Mark Redden

---

Street Address: 107 S Washington Street

---

City, State, Zip:  
Milford, DE 19963

---

Home Phone Number: xxxxxxxxxxxx

---

Personal Phone Number: xxxxxxxxxxxx

---

Email Address: [mark@archologyde.com](mailto:mark@archologyde.com)

---

How long have you been a resident of Milford? 16 years

---

Are you registered to vote in the City of Milford? Yes

---

Are you a plot owner in the Milford Community Cemetery? No

---

Occupation and Employer: Architect at Archology Architecture and Design Services

---

Describe any special knowledge, education, experience, qualities or talents you have that are relevant to the Board or Commission on which you are interested in serving: I am an architect so I do presentations before boards of adjustment regularly and am familiar with the requirements to approve a variance

---

Community and/or civic groups of which you are a member: As a company we are a sponsor and active participant in DMI events

---

Please describe why you wish to serve on this Board or Commission:

The board has an opening and I do have a useful skillset that I could use to give back to the community.

---

Do you, your spouse or any immediate family members have any potential conflicts of interest (personal or financial) that could require you to recuse yourself from votes of the board/commission for which you are applying?

Yes

If yes, please describe:

There may be times that we have clients who seek a variance in which case I would recuse myself. We have sought a city of Milford variance twice in the last decade, so it would probably not come up often.

---

Thank you for your willingness to serve the City of Milford! Please be aware of the time commitment for the Board or Commission you are interested in serving on by reviewing the below information.

---

Board of Adjustment

[Additional Information](#)

---

Board of Appeals

[Additional Information](#)

---

Parks and Recreation  
Advisory Board

[Additional Information](#)

---

Planning Commission

[Additional Information](#)

---

By submitting this form, you certify the information contained is true and correct.

---

The Milford Aquarium  
A 501(C)3 Non-Profit Corp.



79 Ivy Lane

Milford, DE 19963

May 21, 2020

Dear Mr. Whitfield,

Please review the attached Contract between The City of Milford and the Milford Aquarium. Per the terms of the contract the City has the right of first refusal to purchase the contract for the sum of \$23,000. I have discussed this with Mayor Campbell and he has chosen not to make a decision.

Under the direction of Council, I am giving you 30 days to exercise your right of first refusal. If I do not receive a response by June 20, 2020, it will be deemed a waiver of the City's right to purchase and a consent for the Aquarium to sell the plan to a third party.

If you have any questions, I can be contacted at [williampilecki@aol.com](mailto:williampilecki@aol.com) or 302-632-2228.

William Pilecki, President

A handwritten signature in cursive script that reads "William Pilecki President".

The Milford Aquarium

Cc Attorney Chris Holman

cholmon@delaware.com

## **AGREEMENT**

MADE THIS 11<sup>th</sup> day of April, 2016 by and between The City of Milford, Delaware, a political subdivision of the State of Delaware, (hereafter "City") and Milford Aquarium, Inc., a Delaware not for profit corporation hereafter "Aquarium".

### **RECITAL**

City has a vested interest in promoting and investing in the economic growth and wellbeing of its businesses and citizens. To that end, it has through its City Council and Economic Development Committee explored measures to assist new or existing business ventures of all aspects of the economic sector including but not limited to manufacturing, retail, services, agriculture and tourism.

Aquarium has developed a concept to build and promote an aquarium to attract tourism and to provide job and educational opportunities to the citizens of Milford. An initial feasibility study was conducted and public interest was investigated. However, to determine the ultimate feasibility of such a concept, Aquarium needs to develop a business plan to ascertain the development, marketing and long term viability of an aquarium in or near the City of Milford. Aquarium has requested the City provide financial assistance in obtaining the business plan. City has agreed to provide such assistance on the terms and conditions hereafter set forth.

### **TERMS**

1. Aquarium has procured a proposal for development of a business plan from a consulting company known as ConsultEcon, Inc. (hereafter "ConsultEcon").
2. ConsultEcon submitted to Aquarium a proposal by letter dated October 15, 2015 wherein it outlined the tasks it would undertake to prepare a market study, an operating business plan and an economic impact evaluation.
3. ConsultEcon has signed a contract to perform its work on the business plan for the sum of FortySix Thousand Dollars (\$46,000.00). It required and received a retainer of Ten Thousand Dollars (\$10,000.00) from Aquarium to commence the work with the balance to be billed as work progresses.
4. City has agreed to pay one-half (1/2) of the total cost of the consulting fee being Twenty-Three Thousand Dollars (\$23,000.00) pursuant to a vote of the City Council on March 23, 2015 provided Aquarium pays the balance of Twenty-Three Thousand Dollars (\$23,000.00).
5. Aquarium has paid \$13,220.00 to ConsultEcon and agrees to pay the additional \$9,780.00 as it becomes due.
6. City shall pay its portion of the consulting fee to ConsultEcon on the following schedule:

Payments shall be made to ConsultEcon upon completion of identified tasks and presentation of billing invoices from ConsultEcon. The City shall pay the current invoice balance of \$13,220.00, upon receipt of an invoice. Upon receipt of payment, ConsultEcon will send progress reports and installments for the completed phases to the City within seven days. Future invoices shall be paid half by the Aquarium and half by the City, upon receipt of an invoice. Upon receipt of future payments, ConsultEcon will send progress reports and installments for the completed phases to the City within seven days.

7. Upon full payment of the City's portion of the contract (\$23,000), Aquarium shall provide to City all draft reports, progress reports, & final reports. Both the Aquarium and the City agree to make good faith efforts to support development of an aquarium. However, if in the event the Aquarium ceases operations, the aquarium board may offer the business plan to the City or to another party, however the City shall have the first right to acquire the business plan.

If the City agrees to reimburse Aquarium for Aquarium's portion of the cost of the business plan (\$23,000.00), all documentation shall then be solely owned by City. In such case Aquarium agrees to execute any releases or assignments necessary to confirm said ownership.

8. Aquarium agrees it shall instruct ConsultEcon that the study shall be conducted on property located specifically within the municipal boundaries of City.
9. City shall not be responsible for the payment of any additional or optional tasks outlined in ConsultEcon's October 15, 2015 letter proposal unless there has been prior approval from Milford City Council.
10. For purposes of notice under this Agreement, the following applies:

To City of Milford  
Eric Norenberg, City Manager  
City of Milford City Hall  
201 South Walnut Street  
Milford, DE 19963  
Telephone: (302) 424-3712  
Email: [enorenberg@milford-de.gov](mailto:enorenberg@milford-de.gov)

To Milford Aquarium, Inc.  
Justin Linefsky, President Milford Aquarium, Inc.  
P.O. Box 1198  
Milford, DE 19963  
Telephone: (302) 430 0223  
Email: [milfordaquarium@aol.com](mailto:milfordaquarium@aol.com)

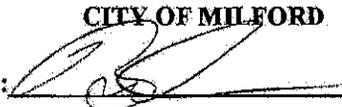
11. This constitutes the entire agreement between City and Aquarium and any prior agreement, representations or understanding are deemed merged herein.

12. This Agreement may only be amended by written amendment executed by both parties.

IN WITNESS WHEREOF & intending to be legally bound the parties set their hands and seals on the day first above written.



ATTEST

CITY OF MILFORD  
BY:  (Seal)

  
WITNESS

MILFORD AQUARIUM, INC.  
BY:  (Seal)  
Justin Linefsky, President

The Milford Aquarium Inc.  
79 Ivy Lane  
Milford Delaware 19963

*AP*  
*5/23/96*

**CERTIFIED MAIL**



7020 0090 0001 3649 7617

The City of Milford  
201 S. Walnut St  
Milford, DE 19963  
Attn: Mark Whitfield  
City Manager

U.S. POSTAGE PAID  
FOR LETTER  
MILFORD, DE  
19963  
MAIL PERMIT  
NO. 100  
R2305MT 46158-25  
**\$4.10**

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CITY OF MILFORD  
NOTICE OF PUBLIC HEARINGS

CITY COUNCIL HEARING: JUNE 22, 2020

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford City Council, with action scheduled to occur on the date(s) so indicated:

**ORDINANCE 2020-15**  
CODE OF THE CITY OF MILFORD  
PART I-ADMINISTRATIVE LEGISLATION  
CHAPTER 55-PERSONNEL

WHEREAS, Chapter 55 of the City of Milford Code governs personnel policies for all City of Milford employees; and

WHEREAS, the Chapter is intended to inform employees of important information about the City's rules, policies, practices, and procedures, as well as educated them on their own privileges and responsibilities; and

WHEREAS, from time to time there is a need to adjust language in the Chapter in order to remain current with human resources best practices.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS:

*Section 1.* §55, Section 4.5 METHODS OF APPOINTMENT is hereby amended by removing language indicated by strikethrough as follows:

In the event that a vacancy must be filled immediately, the Appointing Authority may make an interim, temporary appointment, for a period of no longer than ninety (90) days; additional periods of temporary appointment, not to exceed ninety (90) days, may be granted only through written agreement and approval of the Appointing Authority. During the period of such interim appointment, the recruitment and selection processes will proceed (~~refer to Recruitment Guidelines Policy~~).

*Section 2.* §55, Section 6.11 PERFORMANCE REVIEW is hereby amended by removing language indicated by strikethrough and adding language shown underlined as follows:

The performance of all regular full-time and part-time employees will be reviewed at ~~approximately mid-point (3 months) of their introductory period and again prior to when their introductory period (6 months) ends~~ three (3) months of employment, and thereafter annually. Individual employees may be required to complete a self-appraisal as part of the overall performance review process.

*Section 3.* §55, Section 7.2 SICK LEAVE is hereby amended by removing language indicated by strikethrough as follows:

~~Employees that do not require the use of their sick leave benefit will be eligible for recognition through the Employee Recognition Policy.~~

Section 4. §55, Section 9.3 FAMILY AND MEDICAL LEAVE ACT PROCEDURE (FMLA) is hereby amended by removing language indicated by strikethrough and adding language shown underlined as follows:

While the Family Medical Leave Act provides for 12 weeks of unpaid job protection ~~the City permits the employee to use his or her accrued leave time in conjunction with FMLA leave in order to avoid a loss in wages~~ Family Medical Leave Act will run concurrently with any accrued forms of paid leave. Employees are required to use any available sick, vacation, or holiday time while covered under Family Medical Leave Act. The use of accrued leave does not extend one's FMLA leave. ~~Accrued sick leave may be used for any medical related absences and accrued vacation leave may be used for any non-medical absences.~~

Section 5. §55, Section 9.4 MILITARY LEAVE is hereby amended by adding language shown underlined as follows:

Any employee who is a member of a reserve component of the armed forces will be placed on unpaid leave for his/her annual two-week training or one weekend per month required duty. Benefit programs will be unaffected by the leave and the employee may elect to use any vacation entitlements for the absence. Training leaves will not normally exceed two weeks per year, plus reasonable travel time. Employees that serve in the military shall receive the difference between their military pay and their normal wages as if they had worked.

Section 6. §55, Section 11.5 OUTSIDE EMPLOYMENT is hereby amended by adding language shown underlined as follows:

Employees must notify their supervisor and Department Director of any outside employment. The City of Milford will not object to an employee having outside employment as long as the employee is successfully and competently performing his/her job duties as determined by the Department Director or Appointing Authority and without negative impact on attendance and so long as it would not create a potential conflict of interest. Secondary employment is prohibited if:

- The secondary employment is doing business with or seeking to do business with the City.
- Such employment will create a conflict of interest or the appearance of a conflict of interest.
- Such employment is a direct conflict with any municipal functions or ordinances.

The City will not be liable for any expenses, costs, or wage claims because of any injury or sickness incurred by outside employment.

Section 7. §55, Section 12.5 ALCOHOL & DRUG-FREE WORKPLACE is hereby amended by removing language indicated by strikethrough as follows:

The goal of this policy is to maintain a safe and healthy work environment. The successful implementation of this policy will also enable the City to provide quality service to the public by maintaining efficiency and productivity. The use of illegal drugs and/or the misuse of alcohol or legal drugs are inconsistent with this goal.

~~Employees will receive and acknowledge a copy of the Drug-Free Safety Program Policy during new employee orientation. Additional copies are available in Human Resources.~~

Section 8. §55, Section 12.5.B.4 POST-ACCIDENT is hereby amended by adding language shown underlined as follows:

Each employee who operated a City vehicle while it was involved in a traffic accident which resulted in the loss of human life, disabling damage to any motor vehicle requiring tow away, ambulance service at the scene, or the issuance of a traffic citation, shall be tested for alcohol content and for the use of controlled substances.

*Section 9. Dates.*

City Council Introduction: June 8, 2020

City Council Public Hearing: June 22, 2020

Effective: July 2, 2020

*Advertised: Beacon, 05/27/20*

CITY OF MILFORD  
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, June 16, 2020  
City Council Hearing: Monday, June 22, 2020

NOTICE IS HEREBY GIVEN that the Planning Commission and City Council will hold Public Hearings at 7:00 p.m., or as soon thereafter as possible, in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street to allow interested parties to participate in the discussion and consideration of the following zoning matter:

**ORDINANCE 2020-16**

Wright Mortuary on behalf of Congregation of the Most High Yahvey Inc for a Conditional Use to allow an Undertaker on 0.94 +/- acres in a C2 Zoning District. Property is located along the north side of SE Second Street between S Walnut Street and S Washington Street, directly across from City Hall, addressed as 9 SE Second Street, Milford, Delaware. Present Use: Church; Proposed Use: Undertaker.  
Tax Map: 3-30-6.20-041.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Conditional Use to allow an Undertaker; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing to allow for public comment on June 16, 2020; and

WHEREAS, Milford City Council will hold a Public Hearing on June 22, 2020 to allow for public comment and further review of the ordinance.

Dates.

Planning Commission Review & Public Hearing: June 16, 2020

City Council Introduction: June 8, 2020

City Council Public Hearing: June 22, 2020

Effective: July 3, 2020

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at [RPierce@milford-de.gov](mailto:RPierce@milford-de.gov) or by calling 302.424.8396.

Advertised: *Beacon 04/29/20*