

City of Milford



CITY COUNCIL AGENDA Monday, December 14, 2020

In accordance with the State of Emergency Declaration issued by Governor John Carney that became effective on March 13, 2020, and as extended, all public meetings of the City of Milford shall be conducted electronically through Zoom until further notice to prevent unnecessary public gatherings.

*This meeting is available for viewing by the public by accessing the following link:
<https://zoom.us/j/99717748714?pwd=emYwTzljUzlldnE5YWtwUDJlSmQ1QT09>*

*Members of the public may also dial in by phone using the following number:
1-646-558-8656 Meeting ID: 997 1774 8714 Passcode: 689358*

Public Comments are encouraged on the items as noted on the agenda and must be submitted via email to cityclerk@milford-de.gov no later than the start of the meeting. Attendees may also alert the City Clerk that they wish to speak at the appropriate time by submitting their name, address, and agenda item on which they would like to comment via the Zoom Q&A function or by using the Raise Your Hand function during the meeting. All public comments received will be read into the record at the meeting.

7:00 P.M. COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

City of Milford 2020 Excellence Award Winners
Introduction/New Employees

Public Hearings ®

Adoption/Resolutions 2020-34, 35, 36, 37, 38
DSHA/Community Development Block Grant Program
Kent & Sussex Counties

Adoption/Resolution 2020-41
Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$20,000,000
& Scheduling a Special Election on January 26, 2021

Staff Reports:

Monthly Police Department Report

Monthly City Manager Report

Finance Department

Public Works Department

Planning & Economic Development Department

Parks & Recreation Department

Human Resources Office

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Authorization/City Economic Development Director

New Business

Adoption of Resolution 2020-42/Waiver/Business License Late Fee ⑩

Adoption of Resolution 2020-43/Updated Sewer Rate Schedule ⑩

Adoption of Resolution 2020-44/Updated Water Rate Schedule ⑩

Funding Authorization/Generator/Milford Crossing Apartment Complex ¹

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.**

⑩ *Public Comment, up to three minutes per person, will be accepted.*

080720 101520 102820 112020 120220

121120 Item Removed ¹ Complex Name Corrected

The background of the image is a stylized American flag with a dark blue field containing white stars and alternating red and white horizontal stripes. The flag is slightly wavy, giving it a sense of movement. The text is overlaid on this background in a white, gothic-style font.

The Pledge of Allegiance

I pledge allegiance to the flag
of the United States of America,
and to the republic for which it stands,
one nation under God,
indivisible, with liberty and justice for all.

CITY OF MILFORD
Minutes of Finance & Public Works Committee Meeting
November 9, 2020

The City of Milford Finance and Public Works Committee met by way of video conferencing on November 9, 2020.

PRESIDING: Chairman Jason James

IN ATTENDANCE: Mayor Arthur Campbell

Committee/Councilmembers Daniel Marabello, Brian Baer and Douglas Morrow

City Manager Mark Whitfield, Director of Public Works Rob Pierce, Director of Finance Lou Vitola and City Clerk Terri Hudson

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 gatherings until further notice. See November 9, 2020 Committee Meeting agenda for additional information.

CALL TO ORDER

Chairman James called the Committee Meeting to order at 5:35 p.m.

The Chairman asked that the Finance and Public Works Committee meetings continue as scheduled. If not needed, it can be canceled. He also encouraged members with suggestions for future agendas to please inform him and he will work with the City Clerk and City Manager.

NEW BUSINESS

Monthly Finance Report

Finance Director Lou Vitola started by discussing the financial report. As shown on page one, the cash balances continue to be strong and stable with documented disbursements. Mr. Vitola explained that all expenses were budgeted as expected, and receipts of impact fees and other development-related fees are higher than expected. He then shared that the general reserve fund is down to \$300,000.00, which has been consistent over the last couple of months. The Municipal Street Aid fund was previously discussed.

As far as revenues, the City is well ahead of the localized budgeted amounts. As he stated last month, Mr. Vitola explained that the positive variance is skewed by the substantial property tax receipts and other cash-related items collected early each year. Even if adjusted, it still looks good from a revenue standpoint. It appears that we are ahead of where we would expect to be through the first quarter of the year.

For expense budgets, including the inner service department expenditures, all expenses have been well controlled through the first quarter of the year. There should be no significant surprises heading into October and beyond.

Chairman James wanted to share with the other finance committee members that Mr. Vitola is working on reformatting data for future use. The Chairman explained that this might not happen until the new system is in place. It would allow everyone to see the prior years along with the variances. It would also show the difference in revenues over expenses for the enterprise funds, versus having to piece them together as is currently done. Mr. Vitola agreed and would like to make those changes as soon as possible. He also explained that the electric fund margins are most interesting. For instance, the electric fund needs to produce a positive margin to support the two and half-million-dollar transfer to the general fund.

Councilman Marabello asked why the significant increase in the net total of \$49 million; the Finance Director stated that it was mainly due to the property tax receipts. He further explained that September is the bulk of when the cash comes in

and is reflected in the operating cash totals. Mr. Vitola further explained that the property tax bills are generated in August and the bills are due in September which is when most of the revenue comes in.

Chairman James commended Mr. Vitola for adding the footnotes at the bottom of the pages that are beneficial for other members.

Capital Improvements Projects Update

Mr. Vitola stated that capital Improvements projects is not a financial update and will be addressed in January. City Manager Whitfield agreed that Public Works will provide an update status of several ongoing projects.

City Engineer Puddicombe provided an update on the Southwest Second Street project which is near completion. He said the project included some sidewalks along the parks and recreation property to connect with. This is part of Planning Director Pierce's pedestrian and bike plan that has been discussed. The additional sidewalks should be installed within the next two weeks. DelDOT has the paving on their schedule this summer and will include ADA transitioning ramps.

The next project is the 10th Street project and a well test is scheduled for tomorrow. They hope to have it ready for the next Council meeting.

The Front Street water line project is currently out to bid. This was pushed back a week because of an issue with DelDOT. There was a misunderstanding about the road paving so an addendum was issued that created a week-long delay. This should put the project on schedule for the November 23rd Council meeting with a final bid to complete the waterlines on Front Street.

The replacement of lead service lines continues. The City Engineer is currently working with KCI on the 2020 street utilities and street design. They were provided with a map of areas that contain asbestos cement and possible lead services. It is being coordinated to run concurrently with the street projects as we move forward.

The design portion for the Mill Street project, which is a grant-funded project, has been completed. He added that Mr. Vitola should be seeing a final bill from KCI in the next couple weeks, after which reimbursement will be sought. The plan is to do a lot of the sewer alignment as part of the 2020 Street Project since Mill Street is being repaved.

Mayor Campbell asked if there was any money received from any legislators for the Second Street project; City Engineer Puddicombe stated none that he is aware of. There were funds received for Lovers Lane and some other projects throughout the City. City Manager Whitfield added that is the DelDOT paving project that includes the handicapped ramps.

Chairman James asked the committee to look at the department budget and determine if any work needs to be considered but not included in the budget. He also asked them to look at any potential asks that may come up so that Council is prepared.

Councilman Baer asked if there was any status on the Mispillion Street project and the City parking lots projects. The City Engineer stated that the parking lots are individual projects; however, a chunk of those have been put on hold temporarily. They were pushed out a year in expectation of lower funding coming in throughout this year. There was a pre-construction meeting for the Mispillion Street project where some concern was expressed about opening up the road and having to leave it as gravel for the winter. A timeline for construction has been requested from the contractor with the hope to have it completed prior to winter.

Police Department Bond Referendum

Finance Director Vitola has been in discussions with our public finance advisors and bond council about funding options for the police facility.

The first authorizing resolution was approved October 12th and the second is slated for approval at the December 12th Council meeting. A Public Hearing is also scheduled in mid-December. They will be working on a preliminary statement in preparation for a public debt offering, which is just one of several funding options. Mr. Vitola stated that he is in discussions with several banks to get information on several options available.

Work has been completed with the Chief and his staff to have Becker Morgan Group refine some of the assumptions and consider the committee's comparables. At this time, Mr. Vitola wanted to inform the committee of the status as well as the various financing options. At this time, nothing can be finalized though work is being completed on the scope and costs of the project.

Mayor Campbell asked if private or public borrowing is a better option from an interest standpoint. Mr. Vitola stated that usually a public debt issuance is going to result in a better interest rate. He added that the private sale to a local bank can be advantageous depending on the issuance amount.

A discussion was then held about the different options for financing along with the period of time paying the loan back. Chairman James explained that it could be risky considering taxpayers' dollars are being used and right now, rates are at rock bottom and he assumes they will only increase. Mr. Vitola agreed that interest rates are at historic lows again and agrees that most likely they will rise.

Councilman Marabello asked about USDA and what the 30-year program looked like. Mr. Vitola stated that if requested, we could go 30 years but they also considered 40 years because of lower payments. As long as the expected useful life of the underlying asset has that line of life, which the building does, the 40 years can be used with USDA. With a fixed rate, it is expected the rate would be in the high 2% range. There would be more interest paid over 40 years but it would be a smaller payment each year which is more beneficial to the taxpayers.

Mayor Campbell asked what the difference would be on the interest and payment for the 30 versus the 40-year loan. Mr. Vitola explained that it would depend on the principal amount and interest rate.

Public Works Director Mike Svaby asked if has been considered to refinance all of the debt. Mr. Vitola said that was considered for a non-USDA loan. However, it does not make sense to add any of the USDA items that have grants attached to them. If the issue is bank qualified, we are capped at \$10 million in 2021 and \$10 million in 2022, which could create a timing issue.

Chairman James shared for informational purposes, some figures based on an estimated loan amount and interest rate. After a discussion of potential payment amounts, Mr. Vitola shared that the fear of going 40 years rather than 30 years and the possibility of overpaying interest. Even though the taxpayers get a break by paying less per year in debt service, the City would end up paying much more in interest over the 40-year life.

Mayor Campbell asked what the tax rate would equate to in reference to the 46 cents per hundred that is being paid now; Director Vitola stated that it would be about 54 cents, so, about eight cents is needed to cover the USDA debt service. He added that it would be about 11 cents to cover the debt service at 30 years at 3% and about a 17.4% increase for the taxpayers. Mr. Vitola shared that could be mitigated with smaller borrowing or based on cost efficiencies with the building.

Councilman Marabello asked what was the average assessment for a home in Milford right now. Mr. Vitola stated around \$137,000. Councilman Marabello felt that on a new home it would be around \$200,000 would mean a \$150 increase in taxes. He felt it may be a viable solution to do it this in phases to ease the tax impact by finding other funding in reserves.

Chairman James felt that we should be careful when discussing the enterprise funds. He pointed out that we are still dealing with the cost of study and a rate increase except for the electric fund. He encouraged the committee to be smart about the finance options. Councilman Marabello stated that he agreed, though we do not want the public to vote against the borrowing and put us back at square one. Councilman James agrees but feels that taking money out of a reserve with an

increase in rates could be problematic and a better reason not to vote in favor it. As shared earlier, the general fund is down to \$270,000 so any reserves would come from the utility accounts.

Mr. Vitola stated that interim financing may be considered and that the debt would have to be issued in 2022 rather than 2021. He said there are always certain costs associated with a bond issuance that you can repay yourself. These costs include architectural, engineering, and legal fees. If Council passed an intent to reimburse resolution, we could spend some of our own cash reserves and then pay ourselves back. He explained that it is a way to use your own financing or short-term commercial bank financing. Chairman James pointed out that would allow the tax increase to smooth out over a longer period of time.

A discussion followed about potential interest and principal figures based on various funding options and the impact to taxpayers. Mr. Vitola reminded the committee that interest rates change often and there is a need to seriously consider what is actually being financed.

Audit Update

Mr. Vitola shared with the committee that the 2020 audit is moving slower than anticipated though not created by staff or the audit team. There is a balanced budget, but the caution is related to the end of the three years of funding from the reserve accounts for the five additional officers approved three years ago. There are also some issues with the structural balance in the general fund. There have been great strides in the water, sewer, and electric funds achieving balances and setting rates properly. All operating expenditures are being covered by the ratepayers but the same thing is not being done on the general fund side through taxpayers. There has not been a tax rate increase in 13 years and the growth related to the parcel counts leveled off during the years of 2004 through 2020.

Mr. Vitola pointed out that because the new police facility already requires a tax increase, he will try to be as moderate as possible with funding the five officers from property taxes. At this time, there is a deficit of \$334,000 that will be carried forward to 2021. The fourth year of the five officers is not funded and will have a full year of impact as a result. The plan would be to try to reverse those funds so that we can start to prevent the huge ask that is needed. Mr. Vitola emphasized that a tax increase is already needed based on the items already approved.. Chairman James pointed out that this has accumulated and gotten worse over time because it was never addressed. It will only get worse if that continues and does not include anything new that will be requested.

Councilman Marabello pointed out that if the taxes had been raised only a penny per year, the City would be in a better situation today. He asked that this information be presented rationally and clearly so the public understands the situation.

ADJOURNMENT

There being no further questions, Chairman James adjourned the Finance and Public Works Committee meeting at 7:01 p.m.

Respectfully submitted,

Tracy N. Torbert
Transcriptionist

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 9, 2020

The City Council of the City of Milford convened their regular meeting by way of a video conferencing website on Monday, August 10, 2020. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson

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

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 gatherings until further notice. See November 9, 2020 Council Meeting Agenda for additional information.

CALLED TO ORDER

Mayor Campbell called the meeting to order at 7:05 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 August 24, 2020 Council Meeting, September 14, 2020 Committee Meeting and Council Meeting and September 28, 2020 Committee Meeting and Workshop Session. Motion to approve made by Councilmember Marabello, seconded by Councilmember Fulton. Motion carried.

RECOGNITION

New Employee Introduction/Public Works Intern

Public Works Director Svaby introduced Mr. Jose Perez, currently a Public Works Intern. He is currently a senior at Milford High School and is doing well with the various departments in the City.

Proclamation 2020-21/Veterans Day

Mayor Campbell declared November 11, 2020 as Veterans Day, and asked residents to express their appreciation to all Veterans for their service to this great county.

Proclamation 2020-21/Veterans Day

WHEREAS, throughout the history of our nation, the brave women and men of our Army, Navy, Air Force, Marine Corps, and Coast Guard have risked their lives to protect our country; and

WHEREAS, their contributions and sacrifices are a reminder that freedom is not free, and we are forever indebted to the millions of service members who fought and died in the line of duty; and

WHEREAS, these sacrifices are also made by the family members who support the men and women that have fought to preserve our liberties; and

WHEREAS, within the City of Milford there are more than 1,000 veterans who have served in the U.S. Armed Forces; and

WHEREAS, it is most appropriate that we honor and recognize the dedication and valor that veteran have displayed to protect our freedom and democracy.

NOW, THEREFORE BE IT PROCLAIMED that that Mayor and Council of the City of Milford, with gratitude and respect of more than 20 million veterans who have faithfully served our country in the Armed Services, hereby proclaim November 11, 2020 as Veterans Day, and further extend our profound appreciation for their service to this great county.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 9th day of November in the Year of Our Lord, Two Thousand Twenty.

Proclamation 2020-23/World Pancreatic Cancer Day

Mayor Campbell designates November 19, 2020 in the City as World Pancreatic Cancer Day, as noted below:

Proclamation 2020-23/World Pancreatic Cancer Day/November 19, 2020

WHEREAS in 2020, an estimated 57,600 people will be diagnosed with pancreatic cancer, and 47,050 people will die from the disease; and

WHEREAS, Pancreatic cancer is one of the deadliest cancers, it is currently the 3rd leading cause of cancer-related death in the United States surpassing breast cancer; and

WHEREAS, Pancreatic cancer has the lowest five-year survival rate of all major cancers at just 10 percent; and

WHEREAS, when symptoms of pancreatic cancer present themselves, it is generally in later stages, and only 10 percent of pancreatic cancer patients are diagnosed when the disease is confined to their pancreas, and 91 percent of pancreatic cancer patients die within the first five years; and

WHEREAS, approximately 200 deaths will occur in Delaware in 2020; and

WHEREAS, pancreatic cancer is the seventh most common cause of cancer-related death across the world; and

WHEREAS, the good health and well-being of the residents of the City of Milford are enhanced as a direct result of increased awareness about the symptoms and risks of pancreatic cancer, and research into early detection, causes, and effective treatments.

NOW, THEREFORE BE IT PROCLAMINED that the Mayor and Council of the City of Milford designates November 19, 2020 as World Pancreatic Cancer Day in the City of Milford.

IN WITNESS THEREOF, I have hereunto set my hand and cause the Official Seal of the City of Milford to be affixed this 9th day of November in the Year of our Lord, Two Thousand Twenty.

Proclamation 2020-24/Small Business Saturday

November 28, 2020 was proclaimed Small Business Saturday, and Mayor Campbell urging residents to support small businesses and merchants on Saturday and throughout the year.

Proclamation 2020-24
Small Business Saturday

November 28, 2020

WHEREAS, the City of Milford celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration (SBA), there are currently 31.7 million small businesses in the United States, representing 99.9% of all businesses with employees in the United States and responsible for 65.1 of net new jobs created over the past 20 years; and

WHEREAS, according to the SBA, when someone spends \$100 at a local small business, \$48 is recirculated in the local economy, but if that same \$100 is spent at a big box store or national retailer, only \$14 makes it back to the local economy; and

WHEREAS, Milford, Delaware supports our local businesses that create jobs, boost our local economy, and preserve our neighborhoods; and

WHEREAS, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday;

NOW THEREFORE BE IT PROCLAIMED, that the Mayor and City Council of the City of Milford do hereby proclaim November 28, 2020, as Small Business Saturday, and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Official Seal of the City of Milford to be affixed this 9th day of November in the Year of our Lord, Two Thousand Twenty.

Staff Reports

MONTHLY POLICE CHIEF REPORT

Police Commissioner Boyle presented the October statics and related matters, including in their submitted report as follows:

Monthly Stats:

A total of 622 arrest were made by the Milford Police Department during October 2020. Of these arrests ,120 were for criminal offenses and 502 for traffic violations. Criminal offenses consisted of 25 felonies and 95 misdemeanors. Traffic violations consisted of 124 Special Duty Radar, 7 Drunk-Driving charges and 371 other.

Police officers investigated 44 accidents during the month and issued 149 written reprimands. In addition, they responded to 1326 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of October, participated in numerous conference calls and virtual meetings in reference to 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, Municipalities of Sussex County conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated in monthly State, Kent and Sussex County Chief's meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager's Meeting with Department Heads.

Interviewed two candidates fro the City of Milford IT Director's position throughout the month of October. Met with City Manager and Department Heads to review interviews and discuss which candidate should be offered the position.

Attended a Zoom meeting held on October 6, 2020 in reference to a Civil Litigation.

Chief Brown added that the recruit that is in the academy is doing well and a job offer has been extended to a Certified Police Officer.

Councilman James asked if a quick update could be provided of the behavior health unit feasibility. Chief Brown stated that that he has been involved in several meeting regarding this topic. He added that he has a meeting scheduled with the lady that is in charge and is placing the notions in other departments throughout the State. The plan is for her to provide some direction of how to proceed.

Attended a Skype meeting with FirstNet organizers to arrange for a First New Delaware Webinar to be held later in the month.

Met with a Representative from the US Attorney’s Office on October 8, 2020 in reference to a crime trends affecting the City of Milford.

Attended the City of Milford 2020 Service Awards Ceremony held on October 9, 2020.

Met with Councilman James on October 19, 2020.

Interviewed a potential new hire for certified police officer position on October 20, 2020.

Attended a meeting in reference to police dispatcher negotiations held on October 21, 2020.

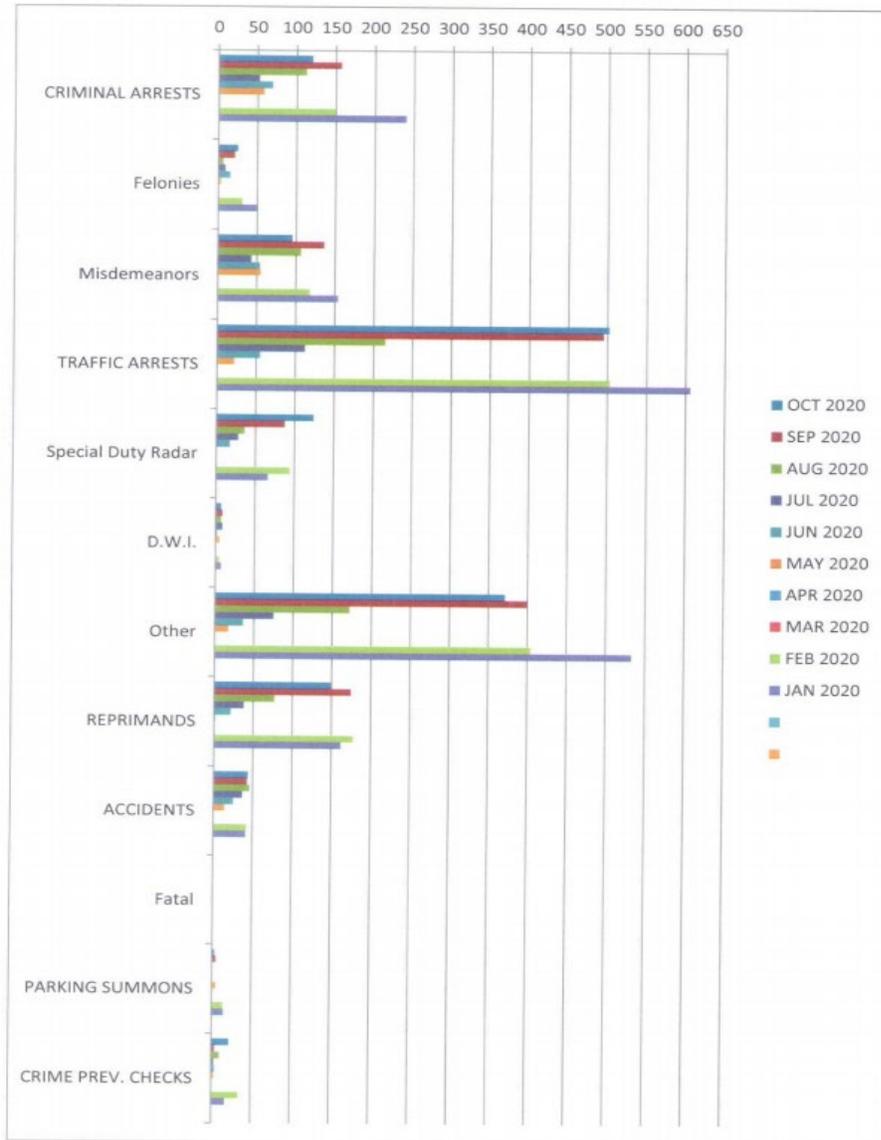
On vacation out of state from October 23, 2020-October 27, 2020.

Attended a training webinar in reference to Uncovering Staged Suicide – The Three Studies in Authorship Attribution held on October 21, 2020.

Attended DPAC training held at the Smyrna Police Department on October 28, 2020.

OCT 2020 ACTIVITY REPORT

	OCT 2020	TOTAL 2020	OCT 2019	TOTAL 2019
COMPLAINTS	1326	9440	1391	12713
CRIMINAL ARRESTS	120	957	164	1443
Felonies	25	160	46	268
Misdemeanors	95	761	119	1176
TRAFFIC ARRESTS	502	2510	499	4200
Special Duty Radar	124	452	96	698
D.W.I.	7	51	11	76
Other	371	2007	392	3426
REPRIMANDS	149	802	150	1234
ACCIDENTS	44	292	63	589
Fatal	0	1	0	0
PARKING SUMMONS	3	43	21	114
CRIME PREV. CHECKS	22	97	20	196
FINES RECEIVED	\$6,309.75	\$ 60,198.55	\$7,264.32	\$ 80,619.76



MONTHLY CITY MANAGER REPORT

- I met with Claudie Leister of the Milford Museum regarding their need for a storage shed, possible on the Washington Street tower property.
- I assisted with the Department of Labor’s job fair at the Riverwalk.
- Councilpersons Culotta, James, Marabello and Boyle, along with the Mayor and I had a tour of the Nationwide project at the old Milford Hospital with Lt. Governor Bethany Hall-Long.
- We finalized the Economic Incentive Agreement and the Electric Service Agreement for Nationwide and sent them off for their signatures.
- Rob Pierce, James Puddicombe and I continue to work on the NE Front Street TAP project coordination.
- We had numerous communications with our Financial Advisors on the upcoming bond resolution.
- I met with Peggy Reilly, the president of DMI, regarding the findings of the engineers on the structure of the DMI building.
- We held in-person interviews/visit with three IT Director candidates. We made an offer to one of the candidates, but the candidate turned down the offer.

- The Mayor and I attended a meeting with the Department of Labor regarding a follow up event with the Haitian community.
- With Jamesha, we researched similar size Cities that had an Economic Development position. We also put together a rough draft job description.
- Christine and I did some research on Marshall Pond Park.
- I met with Morgan Golladay regarding interest in forming an Arts Council in Milford.
- I attended the DEMEC Executive Board meeting.
- I attended the Chamber of Commerce Annual meeting.
- The Executive Committee of DEMEC held a special executive session meeting in Smyrna to discuss personnel issues.
- Jamesha, Chief Brown and I met with our labor attorney on the dispatcher contract with the Teamsters.
- Mayor Campbell, Christine Crouch, Brad Dennehy and I attended the Milford Community Cemetery Board meeting.
- I spoke with Anne Marie Townshend of Lewes regarding possibly sharing an ICMA Fellow.

Mayor Campbell shared there has been some great outreaches that have been completed with the community. The Public Works, City Council members and Planning and Zoning members all came together to help the community.

Finance Department

Mr. Vitola shared that there is going to be a delay in the presentation of the FY20 financials to Council. The audit process began in July and has continued through October and into November. The good news:

- We have moved beyond the testing phase after delivering the FY20 trail balance to the auditors in September, and
- We are close to completing the testing and document production required in connection with the Federal and OMB Circular A-133 “single audit” of federally funded loans and grants, which is required with this year’s audit primarily due to the level of grant and loan funding (more than \$750,000) received through the USDA in support of three ongoing sewer improvement projects.

The bad news:

- Significant delay is expected in the audit process due to the following reasons:
 - Independence standards require the City to independently prepare the footnote disclosures, narratives, and schedule detail, along with the Government-wide and Fund Financial Statements for the first time. The process of converting the cash-basis income statement accounts in the City’s trial balance into the required Statement of Revenues, Expenditures and Changes in Net Position has proven to be more time-consuming than anticipated. The same is true for the conversion of the City’s balance sheet accounts into the Governmental Funds Balance Sheet and Proprietary Funds Statements of Net Position.
 - Differences between the FY19 auditor’s trial balance and the City’s FY19 trial balance identified in October have necessitated a reconciliation process to ensure the auditors are reviewing correct FY20 year-end balances; the reconciliation process has yet to be completed, and it is a critical path item that must be resolved before the financial statement audit can resume.
 - As a result, this year’s independent audit presentation may be delivered to council as late as February 1st. Mr. Vitola apologized for the delay.

- The Billing & Customer Service Department has continued its efforts to collect past due tax and utility balances.

- Past due utility accounts continue to be monitored through the spectrum of the Modifications to the Governor’s Declaration of a State of Emergency. Extended payment plans, COVID-19 relief funds, and referrals to charitable resources are being offered to customers experiencing COVID-19 hardships, while the disconnection process has been resumed for accounts showing sustained periods with no payments or attempts to establish payment plans.

As of	Past Due Accounts	Past Due Amount
8/31/2020	1,286	\$ 540,365
9/10/2020	1,097	371,460
11/5/2020	1,081	247,905

The table at left exhibits the improvement in past due utility balances since August.

- The 2020 tax levy was due September 30, 2020. Escalated collection efforts have been underway since August resulting in collections of severely delinquent tax balances of \$9,000 as of the September 14th update, which has since grown to \$34,252. In October, staff representing several City departments met to discuss the most significant past due property tax balances, and we have begun the initial outreach to notify owners that the next stage in our collection efforts is to recover outstanding balances through the monitions process. Our hope is that the thirty-day notice period will encourage additional payments. The table at right highlights the most current past due property tax data:

Property Tax Levy	Past Due
2020	\$ 229,290
2019 & Prior	249,788
Total	\$ 479,078

- A Finance & Public Works Committee meeting will be held in January 2021 per the direction given to hold standing meetings every other month at the September 14, 2020 meeting.

Mayor Campbell asked if we have gone past the declaration from the Governor that allowed them up to 90 days to pay? Mr. Vitola stated that we have; as of November 1st, we were able to disconnect for the COVID balances. However, the four months is still being extended to the customer as described by the modification.

Mayor Campbell asked how much time we give residents to catch on their bills. Mr. Vitola stated that we try to stay with the 120 days for the COVID balances. In extenuating circumstances, we will go to six months but a year is the longest that has been given.

Councilman James asked out of the 229,000 delinquent property tax balances for the 2020 period, how many of those were repeat delinquent accounts? Mr. Vitola stated that he was not sure but he would find out.

Councilman Fulton asked how far back does the delinquent property tax information goes that was provided? Mr. Vitola stated that it was 2017, 2018 and 2019 he believes. Councilman Fulton asked how many years do we let them go without paying their property taxes? Mr. Vitola stated that there are some accounts that are several years past due; there are accounts with different situations. He added that the customer service team really pushes to do the munition process to recover past due taxes.

Councilman Marabello asked how many tax parcels are on file for 2020? Mr. Vitola stated 6,566 parcels.

Mayor Campbell shared that he did not want to get to the point where the City was with a half of million dollars of unpaid property taxes. He added that he understands that right now it is a bad time with the pandemic, however, it is not fair to the residents that are paying their property taxes in a timely manner.

Public Works Department

Solid Waste/Facilities Division

Congrats to the Solid Waste Team for making strides to improve on daily missed collections. From September 1 to October 30, Public Works has decreased its missed collections by 23%.

Public Works officials Traveled to DSWA site in and learned that the City's recycling contamination rate is below average from what they are seeing from other haulers.

Phase 1 Basement IT /Bathroom Fit-out is completed except for the vinyl base in the bathrooms which is being installed this upcoming week. IT is now able to move back into their new work areas.

Electric/Tech Services Division

Tech Services section upgraded the SCADA system software to its latest version.

The Division worked with customer service to establish procedure for changing customer rate class.

Completed phase 1 electric infrastructure installation at Windward on the River development.

Public Works returned Delivery 1 substation to normal configuration after completion of Delmarva Power capital project while correspondingly completed city maintenance of Delivery 1 substation and returned distribution to normal configuration.

Developed apprentice competency benchmarks for quarterly training exercises along with a preliminary checklist to formalize in-house training of apprentices.

Welcomed Milford HS intern to Public Works. Intern shadowed Electric Superintendent for week of 10/26. Intern will spend two weeks with Electric Department before rotating through other Divisions of Public Works.

Began replacing primary cable in Shawnee Acres. Various lengths of primary cable in Shawnee Acres are original to the development and have been identified for replacement as a capital project

Streets Division

Completed Lakeview Ave storm drain repair and pavement project.

Completed 10th St storm drain repair and pavement patch.

Began leaf collection process.

Received repaired crack sealing machine and sealed cracks in Light House Estates.

Replaced storm drain and water line on Lovers Ln, patched pavement

Sewer/Water Division

Completed Pressure Wash of South East Tower at a cost \$14,410.

Performed cleaning maintenance on the following sanitary sewer Pump Stations: Wendy's, Knotts Landing, Cascades, SE Regional, and Silicato.

Pulled and cleared rags from Fork Landing Pump Station.

Installed new probe at Washington Street Pump Station.

Engineering Division

Sidewalk notices were mailed last week for upcoming work in Ward 1 and a few missed properties in the first phase.

Continued to work on a process model for Development Coordination.

Evaluated price quotes for phase I Environmental Analysis of the Rookery.

Ordered Appraisal for DMI building.

Continued paving inspections at Milford Ponds.

Councilman Fulton asked how the roadways and sewers were doing at Milford Ponds? Mr. Svaby stated that his department is trying to be very responsive out there and trying to shed some technical knowledge on how they can get through some things. He added that it has been a struggle but we are working on getting them through approval. On Friday, they failed approval, but we are working with them to help them meet the specifications for DeIDOT and the City to pass them along. It is hopeful to get through that as quickly as possible. Councilman Fulton asked if they have stepped up their workmanship? Mr. Svaby stated that they are looking for help; we must be careful in how much guidance we give them about how to meet those standards. They have been asked to bring on additional technical assistants.

Councilman Fulton expressed concerns that infrastructure is important, and the developers need to get this right for the residents.

Councilman Boyle asked if this was prevalent throughout the whole development with the sewer and road issue or is it limited to one place? James stated that he was not here when the older phase was approved; most of the stuff in the older section is ok. He believes that they are moving in the right direction going forward. He would suggest postponing the final approval of the major subdivision until results are given.

Planning & Economic Development Department

- Through the first ten months of the 2020 calendar year, the City has issued 197 new residential construction permits and 6 new construction permits for 144 apartment units.
- The total construction investment in Milford from January through the end of October based on issued building permits was \$68,392,659.
- The City of Milford has seen 71 projects with a committed investment of over \$22.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$2.68 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$346,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission reviewed and approved the Final Site Plan for L.A. Kramer, LLC for an expansion of contractor's space in the Greater Milford Business Park.
- The Board of Adjustment reviewed and approved several variances related to oversized accessory structures, lot coverage and setback reductions for new home construction.
- Milford Ponds Phase II Final Major Subdivision is on the PC/CC agenda for November (consisting of 89 single-family detached dwellings). The City received a Final Major Subdivision application for Milford Ponds Phase III (consisting of 52 single-family detached dwellings) and received a Preliminary Site Plan application for Milford Ponds Phase IV (consisting of 264 multi-family units).
- The City received an application for Final Major Subdivision review of the Knight Crossing project. The developer is looking to separate the project into phases. Phase I is currently being reviewed by the City Engineer.
- The City Engineer is reviewing a Utility Feasibility Study request for a new residential development on the Draper Farm on Williamsville Road for approximately 250 residential units.
- The City held the fifth Bicycle Advisory Committee meeting on October 15 to review the input gathered from the September public workshop and to prepare for the project prioritization phase of the master planning process. The next BAC meeting will be in the beginning of December once the project segments are prioritized using State metrics.

- The Royal Farms location on US Route 113 has been completed and should be opening in the beginning of November.
- The Milford Movie Theater continues construction with a targeted opening date by the end of the calendar year.
- The Microtel and NE Tenth Street Medical Office Building continue construction between SR1 and Silicato Parkway.
- Bayhealth obtained a building permit for the fit-out of the 5th floor of the hospital.
- The first phases of the Bayhealth/Nemours medical office building on the Sussex Health Campus are nearing completion and additional fit-out permits for the second and third floor are under construction.
- The 200 NW Front Street Townhouse Project is nearing completion of its units along NW Front Street between N. Church Street and West Street. The project was a recipient of a Delaware State Housing Authority Strong Neighborhood Housing Fund grant and DDD Large project reservation and aims to provide new homeownership opportunities in the downtown area.
- Windward on the River began construction on 144 of their 264 apartment units within 6 buildings on their project site off of Beaver Dam Road.
- Simpsons Crossing should begin new home construction in early November.
- Staff attended the International Economic Development Council (IEDC) annual conference which was held virtually this year.
- There are two parcels under contract within the City business parks that are contingent upon Preliminary Site Plan/Conditional Use approvals.

Case Activity:

	Total
New Cases	23
Closed Cases	17
Open Cases at Start of Period	317
Open Cases at End of Period	321

Note: 185 open cases are for Weeds & Grass which stay open for the entire growing season

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	3
Dangerous Tree	1
Furniture Violation	1
Generic Violation	8
Property Maintenance Violation	9
Rubbish & Garbage	0
Weeds & Grass	1
Zoning Use Violation	0
Total	23

Rental Licenses Issued: 108

Vendor Licenses Issued: 0

Contractors Licenses Issued: 12

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	1
Commercial Foundation	0
Commercial Building Permit	6
Residential Demolition	1
Residential Building New Construction	27
Residential Renovation/Accessory	10
Roof/Siding Permit	13
Sign Permit	0
Solar Panel Permit	0
Utility Permit	3
Total	61

Inspections Performed:

Inspections Performed by Type	Count
Footer	26
Foundation	20
Framing	22
Insulation	16
Final	40
Residential Rental	0
Total	124

Note: Proactive rental inspections have been placed on hold due to COVID-19.

Mayor Campbell asked if it was ever settled with the insurance company about the place on Rehoboth Blvd where they had a fire. Mr. Pierce stated that it is his understanding that the owner is voluntarily demolishing the structure. The demolition permit has been issued.

Councilman Morrow asked for an update on the barrier fence behind the Wawa? Mr. Pierce stated that it is the Milford Center; information has been located to find out who is responsible for it. All the information has been compiled and sent off to the property owner to get the issue resolved.

Parks & Recreation Department

- October was another wet month for grass cutting and parks crews continued to play catch up from a wet spring and summer. 2020 will go down as one of the wettest on record for grass cutting.
- Parks and Recreation parking lot (Franklin Street by the ball fields) was repaved, including new striping, and signage. This was identified as part of the Capital improvement plan and will benefit not only visitors to Parks & Rec. and the playground, but also the Little league patrons who also use the parking spaces during baseball season.
- Work began on rebuilding the basketball court alongside the river. Repairs were made to the sinkhole and other areas of the court which had been compromised and new asphalt paving was installed. The new 6' high black galvanized fence is currently being installed. New backboards are being fabricated and new hoops have been ordered. The court will be temporarily striped for winter and a new top coat (referred to as a "sports coat") will be installed in the spring when the weather is warmer.
- A line of trees was removed between the ballpark and First State manufacturing. Several of the trees had died and were at risk of falling onto the building.
- New larger rocks were installed at one of the bump outs on North Walnut Street.
- Park staff began removing dead flowers from the hanging baskets and flower beds the month of October, in preparation for installing the Christmas decorations and greenery in November.

- A new fence and signage were installed at the dog park, thus creating a third area for “active” dogs, and allowing one section to be taken off-line for routine maintenance. Concrete was poured for walkways and a seating area and some form of new seating will be installed. A new metal and recycle trash can were also installed.
- Youth programming in the form of flag football (ages 7-13) and a soccer clinic (ages U8-U12) continued through the month of October.
- Preparations began to move forward with a winter basketball league and the associated rules, regulations and guidelines from the Department of Health pertaining to Covid-19.
- Construction of the bathrooms at the Park maintenance building (rear building at the old Armory) continues and is near completion.
- Work began on handrail repair on the Riverwalk near the State service building.
- 3x new trees were planted on Front Street by Park staff in front of the new town homes which were recently constructed, as part of the City’s commitment to making improvements in the downtown.
- Parks crew assisted Public Works staff in removing a large tree which had fallen at the Union cemetery.
- Director attended (virtually) the monthly Kent County Tourism meeting.
- Director and Park Superintendent participated in interviews for the 2-year Public Works and Parks and Recreation intern position.
- Park Superintendent Ralph “RJ” Skinner continued Supervisor training.
- Doreen Wrightsman (Administrative Assistant) was recognized for over 30 year’s loyal service to the Department and to the City of Milford.

Councilman Marabello asked when the handrail would be completed for the theater downtown? Mr. Dennehy stated that a section of the handrail has been removed now; there has been an issue with the fabrication of the handrail. He is currently working with the contractor to look at the best options. Once a firm date is known, he will advise Council of that date.

Human Resources Office

- Interviews were conducted for the position of Public Works Intern which is a full-time, 2-year rotational apprenticeship opportunity for a recent high school graduate. The intern will rotate through the divisions of Public Works and Parks and Recreation. A job offer was extended and accepted for the position.
- Onboarded a Senior from Milford High School who is an Engineering major. The intern will rotate through the divisions of Public Works. The City partnered with the Milford School District last year to offer paid work-based learning opportunities for high school students.
- The 2020 Service Awards and Vanderwende Ice Cream Truck outdoor event was held at Public Works on October 9, 2020. The City recognized all employees in the service year increments of 1, 5, 15, 20, 25, 30 and 35.
- PMA Companies in partnership with the City’s workers compensation carrier DeLea Founders insurance Trust (DFIT) administered an organizational Employee Wellness Survey on behalf of the City. The anonymous survey investigates the areas of Heath Awareness, Exercise and Nutrition, Smoking, Mental Health, Sleep, Organizational Support for Safety and Wellbeing, Caretaking and Readiness for Change.

Human Resources Office	Oct-2019	Oct-20	FY19 YTD (07/01/19- 10/31/19)	FY20 YTD (07/01/20- 10/31/20)
Full Time Employees	120	119	120	119
Part Time/Seasonal Employees	4	4	4	4
Vacant Positions	1	3	1	3
Promotions	Unavailable	2	Unavailable	3

Councilman James stated that a finance committee meeting was held prior to this meeting. A CIP update was provided that includes work being down on 10th Street, Well Drilling, Front Street waterline and street paving. The Public Works department is attempting to coordinate all work with all departments.

The financing of the police department was also discussed; there are many options that are being investigated at this time. The proper debt portfolio as the City is also being investigated.

Councilman James pointed out that the sustainability of the general fund is important, which is going to be an issue that we are going to need to keep an eye on where we're going into the 2122 budget. We also need to look at the budget, the general fund so is as self sufficient as possible and not to rely on real the transfer tax or pulling money from other phones to satisfy general phone obligations and then run into an issue. We are trying to get enterprise funds since they are should have a profit at the end or margin at the end to be put them in a p&l format.

Councilman James shared that the margin is growing, which will either add to the reserves or add to our efforts on trying to get to that cost a service study on cash on hand.

Mr. Vitola shared the following reports:

1 **Operating Cash Balances**

2 Description	Opening Balance (Aug 31, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Sep 30, 2020)
3 General Fund	\$ 2,604,455	\$ 2,696,003	\$ 633	\$ (1,572,911)	\$ 3,728,180
4 Electric Fund	4,718,246	2,876,608	1,561	(2,416,531)	5,179,884
5 Water Fund	592,204	320,455	849	(174,227)	739,281
6 Sewer Fund	353,603	419,604	372	(324,023)	449,556
7 Solid Waste Fund	317,388	150,610	44	(104,426)	363,616
8 Operating Cash Totals	\$ 8,585,896	\$ 6,463,280	\$ 3,459	\$ (4,592,118)	\$ 10,460,517

9 **Federal, State and Other Special Purpose Cash Balances**

10 Description	Opening Balance (Aug 31, 2020)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Sep 30, 2020)
11 General Improvement	\$ 380,054	\$ -	\$ 48		\$ 380,102
12 Municipal Street Aid (MSA)	376,925	68,313	56		445,294
13 Realty Transfer Tax (RTT)	3,035,439	134,662	394	(41,667)	3,128,828
14 Economic Development	32,289	-	-		32,289
15 Special Purpose Cash Totals	\$ 3,824,707	\$ 202,975	\$ 498	\$ (41,667)	\$ 3,986,513

16 **Reserve Fund Cash Balances²**

17 Description	Opening Balance (Aug 31, 2020)	Receipts	Interest Earned	Disbursements ⁴	Closing Balance (Sep 30, 2020)
18 General Fund Capital Reserves	\$ 2,097,640	\$ -	\$ 2,787	\$ (8,406)	\$ 2,092,021
19 Water Fund Capital Reserves	9,577,443	-	12,725	(529)	9,589,639
20 Sewer Fund Capital Reserves	4,207,430	-	5,591	(204,500)	4,008,521
21 Electric Fund Capital Reserves	11,622,284	66,246	15,443	(642)	11,703,331
22 Reserve Fund Cash Totals	\$ 27,504,797	\$ 66,246	\$ 36,546	\$ (214,077)	\$ 27,393,512

23 **Impact Fees and Police/General Facilities Cash Balances**

24 Description	Opening Balance (Aug 31, 2020)	Receipts ⁵	Interest Earned	Disbursements	Closing Balance (Sep 30, 2020)
25 Police & General Gov't Facilities	\$ 396,632	\$ 22,031	\$ -	\$ -	\$ 418,663
26 Water Impact Fee Reserves	3,608,203	101,069	-	-	3,709,272
27 Sewer Impact Fee Reserves	2,119,502	53,397	-	-	2,172,899
28 Electric Impact Fee Reserves	894,240	12,600	-	-	906,840
29 Impact Fees & Police/GF Totals	\$ 7,018,577	\$ 189,097	\$ -	\$ -	\$ 7,207,674

30 Grand Totals	\$ 46,933,977	\$ 6,921,598	\$ 40,503	\$ (4,847,862)	\$ 49,048,216
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31 ¹Balances reflect banking and investment account statements and are not indicative of funding availability

32 ²See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments

33 ³Transfer to Police to support operating expenditures (line 13)

34 ⁴Sewer Reserves used for purchase of budgeted equipment (dump truck)

35 ⁵Receipts (lines 26-27) driven by higher-than-usual development activity; Windward on the River Clubhouse contributed impact fees while 32 new home permits were issued in September (highest since at least May 2015)

City of Milford, Delaware
 Restricted Cash Reserves Report
 As of September 30, 2020

General Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/20)	\$	2,092,021
Restricted Funds:		
FY'19 Approved with Budget		(33,410)
FY'19 Capital - Council Approved		(55,830)
FY'20 Approved with Budget		(230,165)
FY'20 Capital - Council Approved		(7,300)
FY'21 Approved with Budget ¹		(813,099)
FY'21 Capital - Council Approved ²		(244,690)
Funding for 5 Police Officers - Yr 3		(436,800)
Hold for Future Fund Balance Policy ⁴		-
Hold for Future Asset Replacement		-
Uncommitted Reserve Balance		\$ 270,727

Water Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/20)	\$	9,589,639
Restricted Funds:		
NW & NE Front Street Waterline		(131,718)
Public Works - HVAC Project ³		(4,827)
Streets 2020 Utility Engineering		(10,883)
SE Second Street - Lead Gooseneck		(152,562)
Two Test Wells - 10th Street		(80,000)
Automated Blow-Off Valves		(48,628)
Lovers Lane Water Lines		(44,950)
Front Street Water Lines		(1,500,000)
Cost of Service: Min Cash Req'mt		(2,433,832)
Hold for Future Asset Replacement		-
Uncommitted Reserve Balance		\$ 5,182,239

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/20)	\$	4,008,521
Restricted Funds:		
Service Vehicle - Ford F250		(35,000)
Public Works - HVAC Project ³		(4,827)
Hook/Dump Truck with Plow		(7,524)
I&I Engineering Study		(13,943)
DNREC Surface Water Grant		(50,000)
Mill Street - Line Rerouting		(13,733)
Streets 2020 Utility Engineering		(10,883)
Cost of Service: Min Cash Req'mt		(3,562,637)
Hold for Future Asset Replacement		-
Uncommitted Reserve Balance		\$ 309,974

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (9/30/20)	\$	11,703,331
Restricted Funds:		
SCADA / Smart Metering Wall		(100,000)
International Line Truck (E110)		(275,000)
FY'19 Budgeted Capital		(297,150)
FY'20 Budgeted Capital		(466,400)
Early Redemption of Bond (1/1/22)		(1,060,000)
Cost of Service: Min Cash Req'mt		(4,816,739)
Hold for Future Asset Replacement		-
Uncommitted Reserve Balance		\$ 4,688,042

Municipal Street Aid Reserves		Amount
Cash/Investment Balance (9/30/20)	\$	445,294
Projected Receipts through FY'21:		206,532
Restricted Funds:		
Mispillion Street Group		(434,440)
Street Improvement Plan: 2020		(133,000)
Street Improvement Plan: 2019		(72,000)
Balance of Fisher, Plum, Masten, etc		(1,094)
Balance of Lovers Lane Project		(3,125)
Restricted for Bridge Improvements		(6,552)
Hold for Future Asset Replacement		-
Uncommitted Reserve Balance		\$ 1,615

Realty Transfer Tax Reserves		Amount
Cash/Investment Balance (9/30/20)	\$	3,128,828
Projected Receipts through FY'21:		458,250
Restricted Funds:		
Transfer to Police Dept		(374,999)
Sidewalk Project Funding		(140,000)
Mispillion Street Group		(80,000)
Hold for Future Asset Replacement		-
Uncommitted Reserve Balance		\$ 2,992,079

¹Includes \$347,899 for FY'21 General Fund Operating Budget Deficit-Funding
²Increase versus August Report reflects \$230,690 in approved funding for City Hall Lower Level Fitout
³HVAC & Breakroom projects are complete, but retainage remains
⁴The Finance Department will develop a minimum cash balance recommendation for Mayor & Council consideration

City of Milford, Delaware
 Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2020

25.0% of Year Elapsed

Account / Function	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 70,860	\$ -	\$ 70,860	100.0%
General Fund Reserves	813,099	44,571	229,179	28.2%
General Fund Reserves - New Officers	436,800	36,400	109,200	25.0%
Realty Transfer Tax - Police	500,000	41,667	125,000	25.0%
Real Estate Tax	4,316,000	271	4,227,756	98.0%
Business License	50,000	1,640	7,090	14.2%
Rental License	100,000	1,575	11,525	11.5%
Building Permits	250,000	22,561	119,936	48.0%
Planning & Zoning	47,000	4,510	7,410	15.8%
Grasscutting Revenue	16,000	1,333	4,000	25.0%
Police Revenues	508,375	156,413	230,655	45.4%
Misc. Revenues	417,100	17,158	55,463	13.3%
Transfers In	3,486,525	290,543	871,631	25.0%
Total General Fund Revenue	\$ 11,011,759	\$ 618,643	\$ 6,069,705	55.1%
Enterprise Funds:				
Water Fund Revenues	\$ 2,984,930	\$ 307,005	\$ 880,808	29.5%
Sewer Fund Revenues	2,528,345	234,580	698,258	27.6%
Kent County Sewer	1,900,000	183,021	546,729	28.8%
Solid Waste Fund Revenues	1,314,770	142,011	362,618	27.6%
Electric Fund Revenues	24,310,398	2,288,293	7,136,817	29.4%
Total Enterprise Fund Revenue	\$ 33,038,443	\$ 3,154,910	\$ 9,625,230	29.1%
Other Enterprise Expense		(880)	(1,299)	
Other Enterprise Revenue		3,165	3,165	
Total General & Enterprise Fund Revenue	\$ 44,050,202	\$ 3,775,838	\$ 15,696,801	35.6%

LTD Carlisle Fire Company Building Permit Fund

\$ 556,623

City of Milford, Delaware
 Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2020

25.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 623,686	\$ 45,618	\$ 128,218	20.6%	\$ 495,468
Operation & Maintenance (O&M)	191,289	5,954	25,396	13.3%	165,893
Capital	-	-	-	-	-
Subtotal: City Administration	814,975	51,572	153,614	18.8%	661,361
Planning & Zoning					
Personnel	158,111	12,940	33,954	21.5%	124,157
O&M	82,647	3,446	10,910	13.2%	71,737
Capital	-	-	-	-	-
Subtotal: Planning & Zoning	240,758	16,386	44,864	18.6%	195,894
Code Enforcement & Inspections					
Personnel	288,296	22,125	59,335	20.6%	228,961
O&M	91,722	3,700	11,122	12.1%	80,600
Capital	32,000	-	-	0.0%	32,000
Subtotal: Code Enforcement & Inspections	412,018	25,825	70,457	17.1%	341,561
Council					
Personnel	32,295	1,453	5,759	17.8%	26,536
Legal	45,000	2,020	4,640	10.3%	40,360
City Hall Building Expense	30,014	2,502	7,504	25.0%	22,510
Insurance	20,400	5,442	10,975	53.8%	9,425
Christmas Decorations	7,000	-	-	0.0%	7,000
Council Expense	34,200	1,126	9,815	28.7%	24,385
Employee Recognition	28,000	431	537	1.9%	27,463
Codification	15,000	968	4,302	28.7%	10,698
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	25,000	100.0%	-
Economic Development	2,000	-	-	0.0%	2,000
Armory Expenses	9,000	1,243	3,017	33.5%	5,983
Kent Economic Partnership	30,000	-	-	0.0%	30,000
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,000	-	-	0.0%	2,000
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	561,769	15,185	147,409	26.2%	414,360

City of Milford, Delaware
 Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2020

		<i>25.0% of Year Elapsed</i>				
Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance	
37	Finance					
38	Personnel	504,476	45,064	103,246	20.5%	401,230
39	O&M	86,400	3,716	15,492	17.9%	70,908
40	Capital	-	-	-		-
41	Subtotal: Finance	590,876	48,780	118,738	20.1%	472,138
42	Information Technology					
43	Personnel	274,394	12,693	34,133	12.4%	240,261
44	O&M	276,418	2,887	23,385	8.5%	253,033
45	Capital	62,000	-	17,486	28.2%	44,514
46	Subtotal: Information Technology	612,812	15,580	75,004	12.2%	537,808
47	Police Department					
48	Personnel	4,969,864	354,697	967,091	19.5%	4,002,773
49	O&M	724,875	58,190	181,143	25.0%	543,732
50	Capital	105,700	1,700	91,538	86.6%	14,162
51	Subtotal: Police Department	5,800,439	414,587	1,239,772	21.4%	4,560,667
52	Streets & Grounds Division					
53	Personnel	353,451	26,338	71,923	20.3%	281,528
54	O&M	440,195	26,826	75,936	17.3%	364,259
55	Capital	-	-	-		-
56	Subtotal: Streets & Grounds Division	793,646	53,164	147,859	18.6%	645,787
57	Parks & Recreation					
58	Personnel	550,946	32,450	105,982	19.2%	444,964
59	O&M	368,020	38,680	104,209	28.3%	263,811
60	Capital	265,500	14,955	36,305	13.7%	229,195
61	Subtotal: Parks & Recreation	1,184,466	86,085	246,496	20.8%	937,970
62	Total General Fund Expenditures	\$ 11,011,759	\$ 727,164	\$ 2,244,213	20.4%	\$ 8,767,546

City of Milford, Delaware
 Expenditure Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2020

				<i>25.0% of Year Elapsed</i>	
Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 319,598	\$ 23,345	\$ 63,325	19.8%	\$ 256,273
O&M	1,542,611	108,163	327,946	21.3%	1,214,665
Capital	757,445	-	-	0.0%	757,445
Debt Service	365,275	46,500	136,136	37.3%	229,139
Subtotal: Water Division	2,984,929	178,008	527,407	17.7%	2,457,522
Sewer Division					
Personnel	307,738	23,117	61,843	20.1%	245,895
O&M	1,814,277	201,334	420,073	23.2%	1,394,204
Capital	-	-	-	-	-
Debt Service	406,330	-	17,961	4.4%	388,369
Subtotal: Sewer Division (excl. Kent County)	2,528,345	224,451	499,877	19.8%	2,028,468
Kent County Sewer	1,900,000	183,007	546,729	28.8%	1,353,271
Subtotal: Sewer Division (Comprehensive)	4,428,345	407,458	1,046,606	23.6%	3,381,739
Solid Waste Division					
Personnel	315,705	19,656	58,200	18.4%	257,505
O&M	999,065	85,674	276,896	27.7%	722,169
Capital	-	-	-	-	-
Subtotal: Solid Waste Division	1,314,770	105,330	335,096	25.5%	979,674
Subtotal: Water, Sewer & Solid Waste	8,728,044	690,796	1,909,109	21.9%	6,818,935
Electric Division					
Personnel	1,135,845	94,107	252,690	22.2%	883,155
O&M	2,605,859	219,634	616,557	23.7%	1,989,302
Transfer to General Fund	2,500,000	208,333	625,000	25.0%	1,875,000
Capital	947,529	2,784	39,198	4.1%	908,331
Debt Service	321,165	-	-	0.0%	321,165
Subtotal: Electric Division (excl. Power)	7,510,398	524,858	1,533,445	20.4%	5,976,953
Power Purchased	16,800,000	1,333,910	4,702,679	28.0%	12,097,321
Subtotal: Electric Division (Comprehensive)	24,310,398	1,858,768	6,236,124	25.7%	18,074,274
Total Enterprise Fund Expenditures	\$ 33,038,442	\$ 2,549,564	\$ 8,145,233	24.7%	\$ 24,893,209
Grand Total Operating Budget	\$ 44,050,201	\$ 3,276,728	\$ 10,389,446	23.6%	\$ 33,660,755

City of Milford, Delaware
 Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended September 30, 2020

Account / Divisional Groupings	FY'21 Budget	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<i>25.0% of Year Elapsed</i>					
Interservice Departments					
Garage					
Personnel	\$ 94,751	\$ 6,473	\$ 19,125	20.2%	\$ 75,626
Operation & Maintenance (O&M)	120,672	13,849	28,635	23.7%	92,037
Capital	-	-	-		-
Subtotal: Garage	215,423	20,322	47,760	22.2%	167,663
Public Works					
Personnel	727,522	49,355	123,741	17.0%	603,781
O&M	270,155	14,675	45,131	16.7%	225,024
Capital	216,773	-	-	0.0%	216,773
Subtotal: Public Works	1,214,450	64,030	168,872	13.9%	1,045,578
Tech Services					
Personnel	249,059	19,543	53,053	21.3%	196,006
O&M	445,181	33,610	96,386	21.7%	348,795
Capital	-	-	-		-
Subtotal: Tech Services	694,240	53,153	149,439	21.5%	544,801
Billing & Collections					
Personnel	662,726	47,053	124,823	18.8%	537,903
O&M	282,655	12,409	52,707	18.6%	229,948
Capital	49,500	-	13,866	28.0%	35,634
Subtotal: Billing & Collections	994,881	59,462	191,396	19.2%	803,485
City Hall Cost Allocation					
O&M	70,620	2,696	12,172	17.2%	58,448
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	70,620	2,696	12,172	17.2%	58,448
Interdepartmental Cost Allocation	\$ (3,189,614)	\$ (199,663)	\$ (569,639)	17.9%	\$ (2,619,975)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

Mr. Vitola noted that cash balances continue to be strong and steady; everything that went out the door was known and budgeted.

The general fund reserves are strong through the first quarter of the fiscal year. YTP revenue as a function of the annual budgeted revenue is 55% but the figures is skewed by the annual property tax billing and the controlled recognition of transfers in and reserve-funded projects. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD General Fund is healthy at 31.2% of the annual budget, while expenditures are being monitored closely, again measuring well under the levelized budgeted expenditure at this point in the year.

Enterprise Fund reserves are likewise strong through the first quarter, measuring more than 29% of the annual budgeted revenue. However, as noted in last month's Finance Report, July and August are peak electric usage periods measured against a levelized revenue budget. The same can be said for Water and Sewer revenues this time of the year, depending on temperature and precipitation. Strong electric revenues are offset by purchased power costs that exceed the levelized expense budget. Nevertheless, total expenses in the enterprise funds have been controlled well, such that the first quarter can still be characterized as strong in total, as revenues exceeded the levelized budget by 16.5% while total expenditures are 1.4% lower than the YTD budget.

Councilman Boyle made a motion to accept all of the staff reports that were presented tonight. Councilman James seconded the motion; motion so passed.

COMMITTEE & WARD REPORTS

Mayor Campbell asked for any committee or ward reports.

Councilman Boyle reminded everyone that in the early part of summer, rate increases were deferred for water and sewer until the first of the year. He felt that needs to be put back out or revise that decision in lieu of ongoing issues with unemployment being so high.

COMMUNICATION & CORRESPONDENCE

Mayor Campbell asked for any communications or correspondence. Councilman James reminded everyone that on Thanksgiving Day in the morning there is a dinner distribution. This year is the 30th anniversary of the event where about 500 cooked meals are distributed. If anyone is wanting to participate or volunteer; all are welcomed.

Councilman Fulton received some correspondence that was forwarded to the City Manager regarding 208 S. Walnut Street. He also received correspondence from a concerned citizen about the new rehab center opening. He will be responding to those people with their concerns.

Councilman Culotta stated that he has been notified of the same items that Councilman Fulton discussed.

UNFINISHED BUSINESS

Riverwalk Development/Washington Street Property/Land Disposition

As discussed during the last couple of meetings, the Washington Street property be used for recreational purposes. A memo was presented from City Manager Whitfield to deny the proposal for the development of the Washington Street property for mixed use development.

Mayor Campbell asked for any questions; there were none.

Councilman Boyle made a motion for Council to deny the proposal for the development of the Washington Street property for mixed use development and authorize staff to move forward with the downtown roadmap plan for public use of that property.

Councilman Culotta asked how mixed use would conflict with a downtown master plan; it is denying for the apartments? Mr. Pierce stated that the master plan did show use on the property initially and then it was updated to show more of a community use for that property. The general feeling was that Council wanted to keep the property for community use. The master plan is more of a guide; there are options that can be considered from the master plan. Councilman James asked if it would come back before Council before any expenditures take place? City Manager Whitfield stated that there were many items that were identified for the Riverwalk as part of the capital plan. Any of those projects would come back before Council for approval prior to moving forward.

Councilman Marabello seconded the motion on the floor; motion so passed with all ayes.

Kent Economic Partnership/Funding Request

City Manager Whitfield explained that the present agreement with KEP and the City expired on October 31, 2020. AS part of the agreement, the City provides \$30,000 for services provided the Partnership related to Economic Development. A meeting was recently held with the Mayor, Vice Mayor and the City Manager to discuss the agreement further. During the meeting, KEP provided examples of on-going project that they are working on to bring jobs and businesses to Kent County. They also advised that while the process is slow, results will come over time.

Mayor Campbell stated that he has discussed this with other Mayor's in the State and they are in agreement that we should have our own Economic Development person on board. Councilman James believes that these items should be tabled until a vision is completed of how the City wants to go forward. Councilman Culotta agreed with Councilman James that it should be apart of a larger discussion. Councilman Marrow pointed out that we still have a seat on their board per KEP by-laws. Councilwoman Wilson agreed with Councilman James & Culotta that we would better serve our community by

waiting to come up with our vision. She added that no information has changed at this time. Councilman Fulton also agreed with the previous Councilmembers about holding off on this decision; they have not brought up any new services.

Councilman James made a motion to table the consideration for entering into a new agreement with Kent County Partnership until a further conversation is done about the vision of the City. Councilwoman Wilson seconded the motion; motion so passed with all ayes.

Introduction/Ordinance 2020-25/Change of Zone/2018 Comprehensive Plan Compliance

1-30-3.08-007.00; 1-30-3.08-026.00; 1-30-3.11-051.00; 1-30-3.11-052.01; 3-30-7.13-001.00; 3-30-7.13-002.00; 3-30-7.17-269.00; 3-30-7.17-270.00; MD-16-182.00-01-04.00; MD-16-183.07-01-65.00; MD-16-183.09-01-52.00

Mr. Pierce stated that this is an introduction for ordinance 2020-25. This is some rezoning of properties as a result of the adoption of the comprehensive plan from back in January of 2018; it is 11 properties and various locations of the city. This has gone before the planning commission next week and we'll be back before city council for public hearing at the end of the month.

ORDINANCE 2020-25
CHANGING ZONING DESIGNATIONS OF CERTAIN PROPERTIES
IN ACCORDANCE WITH THE 2018 COMPREHENSIVE PLAN,
AS AMENDED ON JULY 22, 2019

WHEREAS, Delaware Code, Title 22, Chapter 7 Planning Commission, Section 702 (c) Comprehensive Development Plan, states that the Comprehensive Plan shall be the basis for the development of zoning regulations and that within 18 months of the adoption of a comprehensive development plan or revision thereof, the municipality shall amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan; and

WHEREAS, the City of Milford adopted the City of Milford 2018 Comprehensive Plan on January 22, 2018 and amended such on July 22, 2019; and

WHEREAS, the City of Milford has prepared a map for the Comprehensive Rezoning 2020, showing recommendations to change zoning designations of specific properties so that the City of Milford Zoning Map is in accordance with the adopted 2018 Comprehensive Plan, as amended on July 22, 2019; and

WHEREAS, the City of Milford Planning Commission will consider the changes of zone application at a Public Hearing on November 17, 2020; and

WHEREAS, Milford City Council will hold a Public Hearing on November 23, 2020 to allow for public comment and further review of the ordinance.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Milford is amended by changing the zoning designations of specific properties as depicted on the series of maps entitled "City of Milford Comprehensive Rezoning 2020".

SYNOPSIS:

The proposed ordinance would rezone the below parcels as indicated in conformance with the 2018 Comprehensive Plan, as required by Delaware Code.

City of Milford
401 NE Front Street

Tax Parcel MD-16-183.07-01-65.00
15.80 +/- acres
Current Zone: I-1/Proposed Zone: R-3

Milford Pulmonary Associates LLC
39 West Clarke Avenue
Tax Parcel 1-30-3.08-026.00
0.22 +/- acres
Current Zone: H-1/Proposed Zone: OB-1

Mallory & Samuel Alexander
306 Lakeview Avenue
Tax Parcel 1-30-3.08-007.00
0.39 +/- acres
Current Zone: H-1/Proposed Zone: OB-1

Ome Thilde LLC
16 South DuPont Boulevard
Tax Parcel MD-16-183.09-01-52.00
0.40 +/- acres
Current Zone: H-1/Proposed Zone: OB-1

Millman Family Ventures LLC
31 Milford-Harrington Highway
Tax Parcel MD-16-182.00-01-04.00
1.90 +/- acres
Current Zone: I-1/Proposed Zone: C-3

William Sipple & Son Inc
300 South Rehoboth Boulevard
Tax Parcel 3-30-7.17-269.00
1.23 +/- acres
Current Zone: I-1/Proposed Zone: C-3

Scott G & Jacque M Sipple
0 Lovers Lane
Tax Parcel 3-30-7.17-270.00
0.17 +/- acres
Current Zone: R-2/Proposed Zone: C-3

Don Ung Kang & Dong Sun
200 South Rehoboth Boulevard
Tax Parcel 3-30-7.13-001.00
0.76 +/- acres
Current Zone: I-1/Proposed Zone: C-3

Maul Properties LLC
201 South Rehoboth Boulevard
Tax Parcel 3-30-7.13-002.00

4.18 +/- acres
Current Zone: I-1/Proposed Zone: C-3

Henry S Mast
910 Lakeview Avenue
Tax Parcel 1-30-3.11-051.00
0.59 +/- acres
Current Zone: R-1/Proposed Zone: C-3

Henry S Mast
0 Seabury Avenue
Tax Parcel 1-30-3.11-052.01
0.29 +/- acres
Current Zone: R-1/Proposed Zone: C-3

Planning Commission Review & Public Hearing: November 17, 2020

City Council Introduction: November 9, 2020

City Council Adoption: November 23, 2020

Effective: December 3, 2020

*Introduction/Ordinance 2020-26/Final Major Subdivision/Milford Ponds (Phase II Only)
1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 through -691.00*

Mr. Pierce discussed the next item on the agenda is introduction of ordinance 2020-26. This is for final major subdivision approval for Milford ponds phase two. He explained that phase two had previously been recorded years ago with townhouse units shown on it and they came back and modify that plan to be at nine Single Family Detached units. This is for introduction only will be reviewed by the planning commission that next week's meeting before coming back to city council in two weeks.

ORDINANCE 2020-26

Davis, Bowen & Friedel on behalf of Milford Ponds LLC for a Final Major Subdivision (Phase II Only) of 28.06 +/- acres into 89 single family units in R1, R2, and R3 Zoning Districts. Property is located along Patchwork Drive and Round Robin Drive in the Milford Ponds Subdivision, Milford, Delaware. Present Use: Subdivision known as Milford Ponds; Proposed Use: Same. Tax Map: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 through -691.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Final Major Subdivision (Phase II Only); and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing to allow for public comment on November 17, 2020; and

WHEREAS, Milford City Council will hold a Public Hearing on November 23, 2020 to allow for public comment and further review of the ordinance.

Dates.

Planning Commission Review & Public Hearing: November 17, 2020

City Council Introduction: November 9, 2020

City Council Public Hearing: November 23, 2020

Effective: December 3, 2020

Authorization/New City Position/Administration Department/Economic Development & Community Engagement Administrator

City Manager Whitfield stated that Jamesha and I have put together a job description that would be for an economic development and community engagement administrator. Council has talked about having a creating a stronger economic development internal city focus this position would combine that along with what we have identified as a need in terms of community engagement and public information and as well as marketing. So, it would be a single position that would again address both needs.

City Manager Whitfield stated that he has looked at other cities as the mayor pointed out, Seaford as a similar position with their city that does pretty much the same thing.

Obviously, there was the \$30,000.00 that was budgeted for the current economic partnership. As well as monies that may be available through the downtown Milford incorporated in addition to that we had budgeted for a full time ICM a fellow. The present budget also includes 60,000 for the duplication of the finance director through the 2021.

Councilman James agreed on the position, but he believes that a decision should be made after the retreat is held. Councilwoman Wilson shared that she was happy that this was put together and thanked City Manager Whitfield for being proactive.

Mayor Campbell believes that when the retreat is held, this should be discussed further to decide. Councilman Culotta believes that this position is needed but it does need to be discussed further.

Councilman James made a motion to table the decision for the new position of Economic Development and Community Engagement Administrator until a retreat is held to discuss further. Councilman Marbello seconded the motion; motion so passed with all ayes.

Councilman Fulton made a motion to move into Executive Session. Councilman Marabello seconded the motion; motion so passed with all ayes.

EXECUTIVE SESSION

Motion to Recess into Executive Session

Pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property

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

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

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

Return to Open Session

Council returned to Open Session at 8:49 p.m.

Councilmember Fulton moved to authorize payment of \$35,000 from water reserves as discussed in Executive Session discussion, seconded by Councilmember Culotta. Motion carried.

ADJOURNMENT

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

The Council Meeting adjourned at 8:51 p.m.

Respectfully submitted,

Tracy N. Torbert
Transcriber

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 23, 2020

A Meeting of the City of Milford Police Committee was held convened by way of a video conferencing website on Monday, November 23, 2020. The meeting was available for public view and participation as permitted.

PRESIDING: Chairperson Mike Boyle

IN ATTENDANCE: Mayor Campbell, Councilmembers Jason James, Andrew Fulton, Doug Morrow

STAFF: City Manager Mark Whitfield, Police Chief Kenneth Brown, City Solicitor David Rutt, Director of Finance Lou Vitola and City Clerk Terri Hudson

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 gatherings until further notice. See November 23, 2020 Police Committee Meeting Agenda for additional information.

CALLED TO ORDER

Chairman Boyle called the meeting to order at 6:02 p.m.

New Business

Chief Brown introduced Ms. Amy Kevis from Partners with Public Safety Solutions. She has been at the forefront of all of the Delaware agencies that have mental health clinicians either riding with them or part of their department. Ms. Kevis provided a brief overview of herself. She worked in law enforcement for 20 years as a New County Castle Police Officer, retiring in 2012. She then went to work for the State's Division of Substance Abuse and Mental Health. At that time, the State was under a voluntary consent decree with the United States Department of Justice. This mandate was to get all the individuals that had been kept inside of the Delaware Psychiatric Center into the community with wraparound services that would allow them to live independently. Around that same time, the opioid epidemic was coming about with many people having problems getting treatment. Regularly, law enforcement officers were responding to people suffering from opioid issues. At this time, law enforcement is responding to multiple overdoses and carrying Narcan during their shift. Ms. Kevis believes it would be helpful for officers in Delaware to be part of the treatment continuum so that they can refer people to treatment.

Ms. Kevis explained that the clinicians help to leverage the opportunity that the police have to interface with people at the time of contact to refer them into treatment. It allows police an additional tool and it helps get people treatment. The hope is that the people will stay engaged as we know that it takes many months for people to fight an addiction.

Chief Brown asked Ms. Kevis to touch on how the department would interface with her. Ms. Kevis explained that after she left her last community provider, there was still a need there. She still monitored these programs and when she left she started a non-profit group called Partners and Public Safety Solutions. She has received her 501-C3 status. The way that she is interfacing with law enforcement agencies is that she is securing a contractor through a grant. For example, the funding would be secured either through the Criminal Justice Council or SAMHSA. Another option is to have those costs included in the city's budget. However, the City would decide to fund that and then would come to the nonprofit; 85% of the cost is for salary for the clinician. Therefore, there is a very low direct cost and everything is rolled into the salary. The clinician's salary is paid through the non-profit group so the police agency does not have to worry about being a behavioral health provider.

Chairman Boyle asked if she was more focused on substance abuse or mental health issues in general; Ms. Kevis explained that it is referred to as behavioral health. Therefore, it encompasses mental health diagnoses and substance use disorder. She added that often they are linked. The clinician will go out and do an assessment to determine the person's needs and then link them to the community treatment. Ms. Kevis added that if it is substance abuse care is needed, they would need to go into a detox facility, but if mental health care is required, they would be taken to a crisis walk-in center.

Councilman Fulton asked if people would be responding out with the officers to decide if action needed to be taken or would the officers contact her to perform an evaluation. Ms. Kevis replied that there is an entire behavioral health care team now with many clinicians available at all times of the day and night. The Town of Smyrna has clinicians ride with them some times though other times, they stay in the office to complete follow-ups. The Town of Georgetown is doing a hybrid model as well. Ms. Kevis stated that it is up to the agency to determine the most effective way for their community. She believes that the most successful is having the clinicians on hand to leverage the situation while having the authority of the police.

Mayor Campbell asked if dispatch were to receive a phone call about someone that is acting up and not taking their medicine; would someone go out with that group or would we wait to respond to the call until the clinicians are called in; Ms. Kevis replied that getting more information such as where do they receive their medicines from or where they are being prescribed from is important. Once the officer has that information, they can decide to have the clinician go with them and they can share the information they have when on scene. At that time, they would need to reengage with the provider that prescribed them their medicine. She added that being available at the time this is happening is when the clinicians can engage in getting them treatment rather than the police which often results in an adversarial relationship.

Mayor Campbell asked if dispatch provides the information to the officers that a person is acting out; would the officers take over first or would the clinicians; Ms. Kevis replied that seeing safety and officer safety is always first. So, the officer would do what they do in every situation by making sure the scene and the person are safe. Once the situation is under control, then the clinician would come in and do an assessment.

Councilman Fulton asked if the clinician would wear any type of protective gear such as a bulletproof vest and Ms. Kevis replied that it can be provided but it is not mandatory. Chief Brown added that the clinicians will get involved once the scene is safe.

Ms. Kevis confirmed the Town of Georgetown has two clinicians and sometimes a third.

Chief Brown asked how many hours they are working in the Town of Georgetown; Ms. Kevis stated that they are there full-time and it is pretty consistent. Ms. Kevis recommends starting slowly to be sure everyone is interfacing well.

Chief Brown explained that currently if there is someone that needs a mental evaluation, they are taken to the emergency room and the officer has to sit there with them for several hours. To get a commitment requires both the police officer and a doctor to sign off. This allows the clinician to take the place of the doctor. Therefore, the person could be committed right there from the street and take them to the proper facility. Ms. Kevis added that would be true as long as the behavioral facility does not mandate medical clearance.

When asked would this clinician be on the City payroll or contracted out, Ms. Kevis replied that they are contracted out through her non-profit group. She explained that they are an independent contractor and she oversees and provides clinical supervision when needed.

Chief Brown pointed out that she would carry liability insurance for them. Ms. Kevis added that she carries liability insurance through the non-profit and the clinicians also carry individual liability insurance.

Chairman Boyle asked if the clinicians carry a valid license. Ms. Kevis replied that Joe is not licensed but he has his paperwork and is overseen by a psychiatrist; his detentions are overseen by that psychiatrist. Ms. Robinson is licensed and she is not sure about the staff that is currently at the County police and assumes they are licensed social workers, which is preferred.

Mayor Campbell asked if the bill would be sent to the City once the clinicians are called in, Ms. Kevis replied that it can be worked a few ways. In Smyrna, they have a grant and once the clinician submits their timesheet, it is signed off on and sent to for reimbursement. She believes that it the best to do it so that hours can be tracked. Through CARA funding, there is a good amount of money out there for addiction money.

Chairman Boyle asked for any further questions or comments.

Councilman James thanked Ms. Kevis for providing the information tonight.

Chairman Boyle asked if the training is a part of Ms. Kevis's program and she replied that she recently started a contract with the State's Division of Public Health to focus on interfacing with first responders around the opioid crisis. She added that there is a grant called the overdose data to action grant that the States have been given which is part of that training law enforcement on behavioral health. The public health component must be considered to understand the addiction and behavioral health issues.

When asked if she interfaces with Brandywine, Ms. Kevis replied that she is familiar with their staff and she managed some of their contracts when she worked for the State. She added that she believes the benefit of working with her as a non-profit rather than an agency is that she can refer them anywhere.

Chairman Boyle asked for any additional questions or comments; there were none.

Chairman Boyle asked Solicitor Rutt for FOIA purposes how much can be discussed among the committee for planning forward. Solicitor Rutt responded that would be a violation of FOIA, a public meeting would need to be held.

Police Facility Update

Chairman Boyle shared that the school board did receive approval from the State to go forward with the middle school. Therefore, there will be interest on their part to go forward with a referendum. He shared that we should be mindful of that and be sure to pay attention to that.

Mayor Campbell added that he understands that the school board and school district is holding off on that for now; it may not move forward until May or June of next year.

Councilman Fulton replied that he spoke to Mr. Dickerson and he shared that the funding has been set aside from the State. They will not be moving forward right now but would be moving forward in the future on as Mayor Campbell shared.

Chairman Boyle shared that financing options for the new police station were discussed during the Council workshop by Mr. Vitola. Chairman Boyle asked if anyone had any questions for Mr. Vitola; he was present. City Manager Whitfield shared that Mr. Vitola has recently some updated from USDA in terms of their ability to finance. Mr. Vitola shared that he received some good news regarding USDA's ability to finance. There was a question of the magnitude of the funding. For instance, whether USDA would be able to fund the entire \$20 million loan. He recently found out that the answer is yes though the local USDA branch does not have that amount of funding, the central office would be able to fund this project.

Mr. Vitola discussed another concern which is the timing between the referendum approval and the actual issuance of the debt to include the change of the interest rate that could occur between those two dates. With the USDA pre-application process, the project can be committed by USDA and at that point, the rate is locked in for the project. After the referendum, the pre-approval process will start as soon as possible.

Mr. Vitola discussed whether the 2020 census would impact the ability to borrow favorably with USDA. He shared that there is no community facility funding; the population threshold is 20,000 not 10,000 like the water and sewer projects that have been done in the past. He added that it takes USDA a few years to work with the new census numbers. Therefore, there are a few years left to still utilize the USDA funding for water and sewer projects. He is recommending that Council leave all options open and once the referendum receives final authorization, they would then consider the best option.

Mayor Campbell asked if Milford still falls under 20,000 population threshold with the new census numbers. Mr. Vitola stated that he was unsure, however, we do need to be under 20,000 to qualify for the community facility financing and the police station financing. The fear is that we would be over 10,000 which would mean we would be ineligible for funding or complete funding. He added that the good news is that we are still eligible for funding the complete \$20 million project.

Chairman Boyle asked if Mr. Vitola had any other information to share. Chairman Boyle asked for any additional questions for Mr. Vitola.

Mayor Campbell asked if we have looked at if the police department was done without prevailing wages, would that decrease the cost down to \$16 million. Mr. Vitola replied that is correct; it would be a cost savings of about 30% so that figure is valid and would save some costs of issuance. Mr. Vitola explained that the amount that is financed makes a significant impact on the debt service. The greatest sensitivity to the debt service increase requirement is the millions financed, not the interest rate.

Chairman Boyle asked Chief Brown if there was still a need for an executive session. Chief Brown replied that after speaking with Solicitor Rutt this morning; it can be deferred to Executive Session after the Council meeting.

Consideration/Behavioral Health Unit

Chairman Boyle asked Councilmen James and Fulton if they had any input on a plan forward.

Councilman James replied that he believes that different funding options must be considered. He also feels more information is needed to ensure all of Council understands this information. Chairman Boyle recommends asking the Town of Georgetown and New Castle County how they implemented their programs and to explain the process they developed. Chairman Boyle expressed concern on certification and liability, and believes it should be looked at more thoroughly by our legal counsel.

Councilman Fulton explained it is set up where the person is operating directly underneath the psychiatrist which is legal in the State of Delaware. He feels that we should focus more on the Town of Smyrna since it is a sister City as far as size and population. Councilman Fulton believes that it would be helpful for the finance department to look into the grant opportunities that were available to get information.

Councilman Fulton pointed out that Banyan was not pointed out at all during the presentation by Ms. Kevis. There is a resource right in the City called Banyan and asked the members' thoughts. Chief Brown stated that he is familiar with them and they provide a great service but does not feel these clients would be eligible to go there. He explained that you have to have insurance in place and they find that most of these people do not have insurance. Solicitor Rutt pointed out that there was a psychiatric care hospital that opened in Georgetown and there are many patients referred there. Chief Brown replied that they run into the same issue at that hospital, and lots of referrals have been turned down because of the lack of insurance. Chief Brown added that Ms. Kevis is using all of the facilities that have been mentioned but and she has the ability to get them into the right facility.

Chairman Boyle wants this discussed further and before the next budget cycle. A determination of funding must be determined if everyone is in agreement with proceeding. Councilmen James, Fulton and Morrow agreed with the committee needs to continue working on this to ensure all details are in place.

Chairman Boyle then adjourned the Police Committee meeting at 7:00 p.m.

Respectfully Submitted,

Tracy N. Torbert
Transcriber

MILFORD CITY COUNCIL
MINUTES OF MEETING
November 23, 2020

A Meeting of the City of Milford City Council was held by way of video conferencing on Monday, November 23, 2020. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Brian Baer, Douglas Morrow, Jason James Sr. and Katrina Wilson

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

LEGAL: City Solicitor David Rutt

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 gatherings until further notice. See November 23, 2020 Council Meeting Agenda for additional information.

CALLED TO ORDER

Mayor Campbell called the meeting to order at 7:20 p.m.

INVOCATION AND PLEDGE

The invocation was given by Councilmember Wilson with the pledge of allegiance following.

Recognition/New Employee

Item postponed until December 14, 2020.

PUBLIC HEARINGS

ORDINANCE 2020-25

Changing Zoning Designations of Certain Properties in Accordance with 2018 Comprehensive Plan, as amended on July 22, 2019. Tax Map 1-30-3.08-026.00, 1-30-3.11-051.00, 3-30-7.13-001.00, 3-30-7.13-002.00, 3-30-7.17-269.00, 3-30-7.17-270.00, MD-16-182.00-04.00, MD-16-183.07-01-65.00, MD-16-183.09-52.00.

Director Pierce explained that Ordinance 2020-25 involves the rezoning of several properties as the result of the 2018 Comprehensive Plan update. Director Pierce pointed out that there is a correction that needs to be made to the map once approved which will correct the parcel number.

The Planning Commission reviewed each property during the November 17, 2020 Planning Commission public hearing and recommended approval of the ordinance with the correction of the one parcel number on the map.

Director Pierce explained that the reason for rezoning is the requirements of Delaware Code Title 22.

Each property owner was sent a certified letter to notify them of the meeting tonight.

Director Pierce stated the first parcel is owned by the City of Milford at 401 NE Front Street, Tax Parcel MD -16-183.07-01-65.00 consisting of 15.80 +/- acres. The current zoning is I-1 with a proposed zoning of R-3. The property is the site of the future Milford police station and the change allows that use on this parcel and would be consistent with medium density residential. He then read the staff report included in the packet.

Director Pierce asked for any questions from the Council. Councilman Baer asked about the proposed zoning for that property and felt it was odd for that area. Director Pierce replied that residential districts allow for governmental facilities and offices and this steams back to the 2018 comprehensive plan. He added that the R-3 would make it consistent with the comprehensive plan and allow for the police station as previously stated.

Mayor Campbell asked for any public comments at 7:30 p.m. There being none, he then closed the public hearing at 7:31 p.m.

Councilman Boyle asked the police station includes a separate maintenance facility and asked if that would be a problem with the zoning being R-3; Director Pierce replied that it allows for governmental facilities in an R-3 zone.

Solicitor Rutt suggested separate motions for each property when considering the ordinance:

*ORDINANCE 2020-25
CHANGING ZONING DESIGNATIONS OF CERTAIN PROPERTIES
IN ACCORDANCE WITH THE 2018 COMPREHENSIVE PLAN,
AS AMENDED ON JULY 22, 2019*

WHEREAS, Delaware Code, Title 22, Chapter 7 Planning Commission, Section 702 (c) Comprehensive Development Plan, states that the Comprehensive Plan shall be the basis for the development of zoning regulations and that within 18 months of the adoption of a comprehensive development plan or revision thereof, the municipality shall amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan; and

WHEREAS, the City of Milford adopted the City of Milford 2018 Comprehensive Plan on January 22, 2018 and amended such on July 22, 2019; and

WHEREAS, the City of Milford has prepared a map for the Comprehensive Rezoning 2020, showing recommendations to change zoning designations of specific properties so that the City of Milford Zoning Map is in accordance with the adopted 2018 Comprehensive Plan, as amended on July 22, 2019; and

WHEREAS, the City of Milford Planning Commission will consider the changes of zone application at a Public Hearing on November 17, 2020; and

WHEREAS, Milford City Council will hold a Public Hearing on November 23, 2020 to allow for public comment and further review of the ordinance.

NOW, THEREFORE, THE CITY OF MILFORD HEREBY ORDAINS that from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Milford is amended by changing the zoning designations of specific properties as depicted on the series of maps entitled "City of Milford Comprehensive Rezoning 2020".

SYNOPSIS:

The proposed ordinance would rezone the below parcels as indicated in conformance with the 2018 Comprehensive Plan, as required by Delaware Code.

*City of Milford
401 NE Front Street
Tax Parcel MD-16-183.07-01-65.00
15.80 +/- acres
Current Zone: I-1/Proposed Zone: R-3*

*Milford Pulmonary Associates LLC
39 West Clarke Avenue
Tax Parcel 1-30-3.08-026.00*

0.22 +/- acres
Current Zone: H-1/Proposed Zone: OB-1

Mallory & Samuel Alexander
306 Lakeview Avenue
Tax Parcel 1-30-3.08-007.00
0.39 +/- acres
Current Zone: H-1/Proposed Zone: OB-1

Ome Thilde LLC
16 South DuPont Boulevard
Tax Parcel MD-16-183.09-01-52.00
0.40 +/- acres
Current Zone: H-1/Proposed Zone: OB-1

Millman Family Ventures LLC
31 Milford-Harrington Highway
Tax Parcel MD-16-182.00-01-04.00
1.90 +/- acres
Current Zone: I-1/Proposed Zone: C-3

William Sipple & Son Inc
300 South Rehoboth Boulevard
Tax Parcel 3-30-7.17-269.00
1.23 +/- acres
Current Zone: I-1/Proposed Zone: C-3

Scott G & Jacque M Sipple
0 Lovers Lane
Tax Parcel 3-30-7.17-270.00
0.17 +/- acres
Current Zone: R-2/Proposed Zone: C-3

Don Ung Kang & Dong Sun
200 South Rehoboth Boulevard
Tax Parcel 3-30-7.13-001.00
0.76 +/- acres
Current Zone: I-1/Proposed Zone: C-3

Maul Properties LLC
201 South Rehoboth Boulevard
Tax Parcel 3-30-7.13-002.00
4.18 +/- acres
Current Zone: I-1/Proposed Zone: C-3

Henry S Mast
910 Lakeview Avenue
Tax Parcel 1-30-3.11-051.00
0.59 +/- acres
Current Zone: R-1/Proposed Zone: C-3

Henry S Mast
0 Seabury Avenue
Tax Parcel 1-30-3.11-052.01

0.29 +/- acres

Current Zone: R-1/Proposed Zone: C-3

Planning Commission Review & Public Hearing: November 17, 2020

City Council Introduction: November 9, 2020

City Council Review & Public Hearing: November 23, 2020

Adoption: November 23, 2020

Effective: December 3, 2020

This ordinance shall take effect and be in force ten days after its adoption.

Councilman Fulton made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel MD-16-183.07-01-65.00 from I-1 to R-3. Councilwoman Wilson seconded the motion which carried by the following 8-0 roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Boyle votes yes based on the 2018 Comprehensive Plan;
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce discussed the next property owned by Milford Pulmonary Associates, LLC located at 39 West Clarke Ave, TMP 1-30-3.08-026.00. The current zoning of the property is HB-1 and the proposed language is OB-1. Director Pierce reviewed the information provided in the staff report.

Mayor Campbell asked for any questions from the Council; there were none.

Mayor Campbell asked for any public comments at 7:39 p.m.; there as none. He then closed the public hearing at 7:40 p.m. and opened the regular meeting.

Councilman Fulton made a motion to accept the Planning and Zoning recommendation to change the zoning of TMP 1-30-3.08-026.00 from HB-1 to OB-1. Councilwoman Wilson seconded the motion.

The motion carried by an 8-0 unanimous roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce reviewed the next property owned by Mallory and Samuel Alexander located at 306 Lakeview Avenue, Tax Map Parcel 1-30-3.08-007.00. The current zoning of the property is H-1 with a proposed zoning of OB-1. Director Pierce reviewed the staff report in the packet.

Mayor Campbell asked for questions from the Council; there were none. The Mayor then opened the floor to public comment. There being none, the public hearing was closed at 7:45 p.m.

Councilman Boyle made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel 1-30-3.08-007.00 from HB-1 to OB-1. Councilman Morrow seconded the motion. Motion carried by the following unanimous roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce reviewed the next property owned by Ome Thilde, LLC located at 16 South DuPont Boulevard, Tax Map Parcel MD-16-183.09-01-52.00. The current zoning of the property is H-1 with a proposed zoning of OB-1. Director Pierce reviewed the staff report located the packet.

Director Mayor Campbell asked for questions from Council and there were none. Mayor Campbell opened the floor to public comments. There were none and the public hearing was closed at 7:49 p.m.

Councilman Boyle made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel MD-16-183.09-01-52.00 from H-1 to OB-1. Councilman Fulton seconded the motion. Motion carried by the following unanimous roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce discussed the next property owned by Milford Family Ventures, LLC located at 31 Milford-Harrington Highway, Tax Parcel MD-16-182.00-01-04.00. The current zoning is I-1 and the proposed zoning is C-3. Director Pierce reviewed the information included in the staff report. Mayor Campbell asked for any questions from the Council; there were none.

Mayor Campbell asked for any public comments and there were none. He then closed the public hearing at 7:53 p.m. and opened the regular meeting.

Councilman Marabello made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel MD-16-182.00-01-04.00 from I-1 to C-3. Councilman Boyle seconded the motion. Motion carried by the following roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce discussed the next property owned by William Sipple & Son Incorporated located at 300 South Rehoboth Boulevard, Tax Parcel 3-30-7.17-269.00. The current zoning of the property is I-1 with a proposed zoning of C-3. Director Pierce reviewed the information included in the staff report.

Councilman Boyle asked if the owner intended to merge the two parcels into one and Director Pierce replied yes.

Mayor Campbell asked for any questions from the Council; there were none. The Mayor then opened the floor to public comment. There were none and the floor was closed.

Councilwoman Wilson made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel 3-30-7.17-269.00 from I-1 to C-3. Councilman Fulton seconded the motion. Motion carried by the following roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce reviewed the information for the next property owned by Scott G. & Jacque M. Sipple located at 0 Lovers Lane, Tax Parcel 3-30-7.17-270.00. The current zoning is R-2 with a proposed zoning of C-3. The floor was opened to public comments and there were none. After which, the floor was closed.

Councilwoman Wilson made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel 3-30-7.17-270.00 from R-2 to C-3. Councilman Boyle seconded the motion. Motion carried by the following 8-0 roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce reviewed the next property owned by Don Ung Kang & Doug Sun located at 200 South Rehoboth Boulevard, Tax Parcel 3-30-7.13-001.00 and adjacent to the Mispillion River. The current zoning of the property is I-1 with a proposed zoning of C-3. Director Pierce reviewed the staff report included in the packet.

When asked for questions, Councilman Marabello noted this is across from Goat Island and discussed the continuity for eco-tourism going up the river, and asked if it would be possible for this to fit into parklands and how that would impact that planning. Director Pierce replied that either zoning category would yield a similar land value. Currently, they have a non-conforming use with the car repair use. In terms of expansion of parkland, the City would still be required to go through an acquisition process, but neither zone would have a tremendous impact on the land's value.

Councilman Baer asked if this change in zoning would provide the property owner an incentive to clean up the property; Director Pierce said that is his hope and he assured Council that code enforcement is looking closely at this property.

Mayor Campbell asked for any public comments and there were none. He then closed the public comment session on this application.

Councilman Boyle made a motion to accept the Planning and Zoning recommendation to change the zoning of Tax Parcel 3-30-7.13-001.00 from I-1 to C-3. Councilman Baer seconded the motion. Motion carried by the following 8-0 roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce presented the next property owned by Maull Properties, LLC located at 201 South Rehoboth Avenue, Tax Parcel 3-30-7.13-002.00. The current zoning is I-1 with a proposed zoning of C-3. Director Pierce reviewed the staff report included in the packet.

With no questions from Council, Mayor Campbell asked for public comments. No one responded and the floor was closed.

Councilwoman Wilson made a motion to accept the Planning Commission's recommendation to change the zoning of Tax Parcel 3-30-7.13-002.00 from I-1 to C-3. Councilman Boyle seconded the motion. Motion carried by the following 8-0 roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Director Pierce reviewed the next properties owned by Henry S Mast, located at 910 Lakeview Avenue, Tax Parcel 1-30-3.11-051.00 and 0 Seabury Avenue, Tax Parcel 1-30-3.11-052.01. The current zoning of both properties is R-1 with proposed zoning of C-3. Director Pierce reviewed the information included in the staff packet.

Councilman Boyle expressed concern and recalled a request that was denied for a gas station previously that is next to this property. He added that what was trying to be prevented in that situation could now become a reality.

Councilman Culotta disagreed and feels this is a much better location compared to the other parcel considering the commercial uses on the other corners of this intersection. He believes this is a smart and appropriate decision for this property.

Director Pierce added that this intersection already has traffic signals which is a benefit for this location. There were concerns expressed at the previous hearing there was no signal to help traffic cross over to Seabury Avenue.

Mayor Campbell asked for any public comments, there were none. The floor was closed.

Due to the adjoining lands in the same ownership, Solicitor Rutt recommended one motion for both parcels.

Councilman Fulton made a motion to accept the Planning Commission's recommendation to change the zoning of Tax Parcels 1-30-3.11-051.00 & 1-30-3.11-052.01 from R-1 to C-3. Councilman Baer seconded the motion.

Motion carried by the following unanimous roll call vote:

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Councilman Fulton moved to adopt Ordinance 2020-25, in its entirety and as stated on the agenda. Councilwoman Wilson seconded the motion.

Councilman Boyle votes yes based on the Planning Commission recommendation;
Councilman Marabello votes yes based on the Planning Commission recommendation;
Councilwoman Wilson votes yes based on the Planning Commission recommendation;
Councilman Morrow votes yes based on the Planning Commission recommendation;
Councilman Baer votes yes based on the Planning Commission recommendation;
Councilman Fulton votes yes based on the Planning Commission recommendation.
Councilman James votes yes based on the Planning Commission recommendation;
Councilman Culotta votes yes based on the Planning Commission recommendation.

Motion so passed 8-0.

Ordinance 2020-26

Davis, Bowen & Friedel on behalf of Milford Ponds LLC for a Final Major Subdivision (Phase II Only) of 28.06 +/- acres into 89 single-family units in R1, R2, and R3 Zoning Districts. Property is located along Patchwork Drive and Round Robin Drive in the Milford Ponds Subdivision, Milford, Delaware. Present Use: Subdivision known as Milford Ponds; Proposed Use: Same. Tax Map: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 through -691.00

Director Pierce stated that the applicants were unable to attend this meeting and have asked that this be postponed until the next available agenda. City Clerk Hudson reminded Council that the public hearing for the police referendum and the Delaware State Housing Authority Community Development Block Grant will be on that same agenda.

Councilman Boyle made a motion that because the representative for this property could not be present tonight and since the next Council meeting agenda is full to move Ordinance 2020-26 to the first Council meeting in January. Councilman Marabello seconded the motion which passed with all present voting in favor.

COMMUNICATIONS & CORRESPONDENCE

Included in packet.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Authorization/Lease/Mill Street Property

Director Svaby explained the City has been approached by a local food bank about the Mill Street property. The entrepreneur would like to take over the property on a lease basis. The building is very much vacant except for a few items that are being stored there.

Bridget Knoeller, the business manager and CEO for In Him Ministries, would like to start a local food bank at this location. She currently operates a food bank out of a local church but has run into challenges with the allocated time to conduct this operation due to the increasing need to serve the growing community of Milford.

A drafted five-year lease was provided in the packet. The lease has been reviewed by Solicitor Rutt who determined it addresses all issues for the City and Ms. Knoeller.

Director Svaby has worked with DNREC to confirm the restrictions the City is under can be met by Ms. Knoeller.

Staff is recommending Council grant authorization for the City to enter into this lease agreement that would become effective in January 2021 through December 2025, with two consecutive five (5) year renewal options.

Councilman Marabello asked how much traffic would be going in and out of the location if it is used as a food bank; Director Svaby replied that he has discussed that with Ms. Knoeller. She explained that most of her customers walk to the location. In addition, she hires someone to handle the actual cooking and she only heats them. Therefore, the cooking would not occur at that site.

Councilman Culotta believes that the neighbors in that area should be able to say what the purpose of the building is going to be. He added that the City should look at other interests for the building due to the uniqueness of the building and the location.

Councilman Boyle requested more information about the lease agreement relating to the maintenance and occupancy. He also asked who would pay for water, sewer and upkeep of the building; Director Svaby replied that this is a late addition in terms of what the lease consists of. The City has no responsibility in maintaining the property and the City owns the right to do inspections at any time. Director Svaby emphasized that the cost of the first five years is \$20 noting that the City's intent is not to make money from the lease.

Solicitor Rutt then shared that the lease was in large part patterned on the lease for the Head Start Building. The lease would shift all responsibilities for maintenance and utilities to the tenant. If the tenant falls in default, then the lease would end.

Councilwoman Wilson stated that most food banks provide nonperishable food and a wonderful service to the community. She also noted there is no other place like this in Milford. She believes that if Solicitor Rutt says the City would continue to have control of the building, then it can be adjusted as needed. However, she believes this is a wonderful gesture.

Councilman James asked if the proposed tenant will have the financial means to do the upkeep and the work for the building so that it would not fall back on the City. Solicitor Rutt replied that he was not sure about that information. Councilwoman Wilson commented that because this is a non-profit organization, they probably receive grant funding.

When asked if this service would be provided every day, Director Svaby replied that she needs to relocate due to the time issue she has at her current location. Ms. Knoeller would like her operation to become more of a sit-down meal situation.

Director Svaby shared that one of DNREC requirements is to continue maintaining through some sort of park and/or community support. A marquee would be placed outside of the building to include information about hosting community and park events to meet that requirement.

Councilman Marabello shared concerns regarding the length of the lease; he would recommend moving it to a one-year lease to see how it progresses.

Councilman Fulton would like to see this project teamed up with the Armory; they have a full industrial kitchen there. He believes that site would attract more people and work better for the community. Mayor Campbell agreed the two entities would make a great team.

Councilman Morrow reminded everyone that the item of discussion is the lease for the Mill Street property. Councilwoman Wilson agreed with Councilman Morrow and added that if Ms. Knoeller teams up with other organizations, she may not have the time to concentrate on her activities. Councilman Culotta pointed out that if meals were being prepared at this location, it will have to be brought up to restaurant standards by the State of Delaware which will be an expensive endeavor. Though it sounds like a benefit to the community, Councilman Culotta prefers more information be provided to Council.

Solicitor Rutt pointed out that this item can be postponed to allow time to look into their financials and determine if there are other options prior to entering into the lease. He also noted that before she can start any operation, she will be required to obtain all state approvals.

City Manager Whitfield suggested that this item be postponed and Ms. Knoeller asked to do a presentation to answer some of these questions asked tonight.

Councilman Fulton made a motion to postpone the lease authorization. Councilwoman Wilson seconded the motion which passed with all present voting in favor.

Adoption/Resolution 2020-32/Walnut Village Phase II/Acceptance of Phase II & Roadway

City Engineer James Puddicombe described this as a completion turnover for the topcoat paving and release of bonds for Walnut Village Phase Two.

Mayor Campbell asked for any questions or comments from Council. Councilwoman Wilson asked if the site for the roadway and sidewalks have been approved by the City Engineer; City Engineer Puddicombe replied they were approved by the City. As part of the approval, a walk-thru is completed with the Street Department. There was a repair to some sidewalks, but everything is currently in good working condition.

Mayor Campbell asked for questions or comments from the public, none were heard and Mayor Campbell closed the floor.

Councilman Fulton made a motion to adopt Resolution 2020-32:

Resolution 2020-32

*Acceptance of Walnut Village Subdivision, Phase 2
Water, Sewer, Storm, Road and Sidewalk Systems*

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, sewer and stormwater system included in Phase 2 of Walnut Village Subdivision have been completed in accordance to City standards and requirements; and

WHEREAS, the portion 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 October 4, 2006 and recorded with the Sussex County Recorder of Deeds on Book 0108, Page 145; and

WHEREAS, the phase to be accepted is phase 2 which encompass lots 30 through 45; and 70 through 77; and

WHEREAS, the utilities within the following rights-of-way are to be included: Eleanor Lane from Lot 70 to the West end of Eleanor Lane and the portion of Thelma Lane fronting Lots 45 and 77; and

WHEREAS, this Resolution includes acceptance of the sidewalks and public streets within this phase; and

WHEREAS, approval to operate the utilities has been obtained from the applicable State agencies; 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 23rd day of November, 2020, by a favorable majority vote, accepts the water distribution, sewer and stormwater systems in the Walnut Village Subdivision, Phase 2, that are being dedicated for public use into the City of Milford's public utility system; and

BE IT FURTHER RESOLVED, that the City of Milford accepts the Road and Sidewalk systems in the Walnut Village Subdivision, Phase 2, that are being dedicated for public use into the City of Milford's public utility system; and that the City of Milford shall assume responsibility for the future maintenance and repair of the aforementioned systems in the Walnut Village Subdivision, Phase 2, as noted in this Resolution.

Councilman Boyle seconded the motion that passed with all present voting in favor.

Adoption/Resolution 2020-33/Planning & Development Fee Schedule

Director Pierce recalled this coming before Council in September. However, two items were included that should have been removed at that time. The street or alley closing fee is no longer applicable, so it needs to be removed. There is also an application submission or rescheduling fee which is duplicated on the fee schedule.

There being no questions from Council, Mayor Campbell opened the floor to public comment. With none being heard, Mayor Campbell closed the floor.

Councilman Marabello moved to adopt Resolution 2020-33, seconded by Councilman Boyle:

CITY OF MILFORD
 RESOLUTION 2020-33
 PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT FEE SCHEDULE

PLANNING & DEVELOPMENT FEES		
Description		Fee
Major Residential Subdivision / Land Development Plan (up to 25 lots)	Preliminary Plan Review	\$1,750.00 plus \$85.00 per unit/lot
	Final Construction and Record Plan Review	\$3,500.00 plus \$185.00 per unit/lot
Major Residential Subdivision / Land Development Plan (greater than 25 lots)	Preliminary Plan Review	\$3,000.00 plus \$30.00 per unit/lot
	Final Construction and Record Plan Review	\$6,500.00 plus \$85.00 per unit/lot
Minor Subdivision or Lot Line Adjustment (up to 5 lots)	Final Residential	\$300.00 plus \$50.00 per unit
	Final, Other than Residential	\$500.00 plus \$100.00 per unit
	Engineering Construction Review	Fees charged to the City of Milford by engineering consultant, plus 10%
Land Development Plan (up to 9,999 sf of GFA)	Preliminary Plan Review	\$2,000.00 plus \$75 per 1K SF of GFA
	Final Construction and Record Plan Review	\$3,000.00 plus \$50 per 1K SF of GFA
Land Development Plan	Preliminary Plan Review	\$2,500.00 plus \$30 per 1K SF of GFA

(10,000 sf to 50,000 sf of GFA)	Final Construction and Record Plan Review	\$4,000.00 plus \$50 per 1K SF of GFA
Land Development Plan (greater than 50,000 sf of GFA)	Preliminary Plan Review	\$3,500.00 plus \$10 per 1K SF of GFA
	Final Construction and Record Plan Review	\$5,000.00 plus \$40 per 1K SF of GFA
Conditional Use or Amendment to a Conditional Use		\$700.00
Zoning Map Amendment/Comprehensive Plan Amendment		\$1,000.00 plus \$100.00 per acre
Zoning Code Amendment Request		\$700.00
	Residential, less than 2 acres	\$700.00
	Residential, 2+ acres	\$1,000.00 plus \$100.00 per acre
	Other than Residential	\$2,500.00 plus \$500.00 per acre
Variance(s)	1-3 variances	\$300.00
	4-6 variances	\$400.00
	7+ variances	\$500.00
Board of Adjustment Hearing (no variance)		\$300.00
Subdivision Agreement		\$2,500.00
Zoning Verification Letter		\$20.00
Certificate of Use		\$75.00
Legal Interpretation of Subdivision or Zoning Code		Cost of legal services provided plus 10% administration fee
Street or Alley Closing		\$300.00
Application Resubmission or Rescheduling Fee		\$200.00
Professional Service Fees (including but not limited to Legal Fees, Engineering Review Fees)		Fees charged the City of Milford, plus 10%; Billed as encumbered.
Incomplete/Resubmission/Re-review Engineering Fee		\$1,000.00
Transfer of Development Rights (TDR) Credit		\$3,000 per dwelling unit
Engineering Construction Inspection		4% of Construction Costs for all infrastructure to be owned, operated and maintained by the City of Milford.
<p>ENGINEERING REVIEW: At the time of filing an application for plan review, the applicant shall submit to the City the fees required to cover the engineering plan review in accordance with the adopted Fee Schedule listed in this Resolution. Incomplete submissions, plans that have changed significantly from a prior submission, or plan submissions that fail to adequately address mandated requirements may be charged an additional fee as determined by the City Manager in order to cover expenses associated with the additional cost for the engineering review.</p>		

BUILDING INSPECTION AND PERMITTING FEES		
Description		Fee
Building Permit, Residential, Use groups R3 or R4	New Dwelling Unit	\$50 per 100 heated square feet plus \$13 per 100 unheated square feet
	Interior/Exterior Renovations, Accessory Building, Pool, Deck, Ramp, Solar Panels	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Demolition	\$50.00
	Certificate of Occupancy	\$25.00
Building Permit, Other than use groups R3 or R4	New Construction, Commercial Fit-Out, Interior/Exterior Renovations, Footer, Foundation	\$100 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project
	Sign, Sales/Construction Trailer, Solar Panel	\$50 plus \$5 per \$1,000 up to \$1M and \$2 per \$1,000 over \$1M based on cost of project

	Demolition	\$100.00
	Certificate of Occupancy	\$25.00
Building Permit, Renewal		\$50 or 10% of permit fee, whichever is greater
Violation Fee		\$100.00 plus the building permit fee or double the normal permit fee, whichever is greater.
Re-inspection		\$50.00
Temporary Certificate of Occupancy		\$50.00
Carlisle Enhancement Fund		1/4 of 1% of heated square feet cost
Police and General Government Facilities Enhancement Fund		3/4 of 1% of heated square feet cost

CODE ENFORCEMENT AND LICENSING FEES		
	Description	Fee
Licensing	Contractors	\$100.00 annually, prorated semi-annually
	Residential Rental Operating	\$50.00 per unit
	Transfer of Rental License	\$50.00 per license
	Peddler, Solicitor, and Transient Merchant	\$50.00 annually, prorated semi-annually
	Business	\$30.00 per location
Inspection	Re-Inspection / Follow Up Inspection	\$50.00

Section 2. This Resolution replaces in its entirety Resolution 2020-24.

Section 3. Dates.

Adopted: September 28, 2020

Effective: October 8, 2020*

*Coincides with effective date of Ordinance 2020-23

Motion passed with all present voting in favor.

Adoption/Resolution 2020-39/Permission/Santa Claus to Use Customer Service Drive-Thru

City Manager Whitfield explained that this is a unique partnership with DMI to use City of Milford's Customer Service drive-thru for Santa Claus while adhering to the Covid-19 restrictions.

Councilwoman Wilson asked if a City staff person also had to be present; City Manager Whitfield stated no that everything inside is secured.

Councilman Culotta expressed concern about the traffic flow and if there would be any police assisting to make sure it is not too dangerous in that area. City Manager Whitfield replied that right turn only signs will be placed there to assist with traffic.

Mayor Campbell then opened the floor to questions or comments from the public.

Nina Pletcher from 428 South Walnut Street stated that she has worked closely with the Customer Service Manager Suzannah Frederick. A passkey will be provided to Santa and no one else. The plan is for right turn only and she has spoken with the Chief about having police presence there during the event hours. The event will be held rain or shine.

Mayor Campbell closed public comments at 9:06 p.m.

Councilman Boyle made a motion to adopt Resolution 2020-39 permitting Santa Claus to use the City of Milford's drive-thru. Councilman Baer seconded the motion:

RESOLUTION 2020-39
PERMISSION FOR SANTA CLAUS TO USE THE CITY OF MILFORD DRIVE-THRU

WHEREAS, a global pandemic has impacted nearly every part of our lives; and

WHEREAS, even the youngest of children have missed out on holiday traditions; and

WHEREAS, due to the pandemic, the normal visitation to the Santa House on Walnut Street by Mr. Claus has now been affected; and

WHEREAS, Downtown Milford Incorporated has requested the use of the City's Customer Service drive-thru for visitations by Santa Claus; and

WHEREAS, the City's Customer Service drive-thru will provide a safe way for children to express their wish lists to Santa from the safety of a vehicle after which they can be on their merry way; and

WHEREAS, DMI Elves will provide traffic management for two lines of vehicles, one from SE 2nd & Pearl Alley and the other from SE Front Street and Pearl Alley; and

WHEREAS, visits with Santa will occur on Fridays from 5pm to 8pm and on Saturdays from 11am to 3pm from November 28th to December 20th; and

WHEREAS, the Santa House on Walnut Street will be decorated for children of all ages to peek in and see the magic of the season from November 26 to December 25; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of Milford, during a lawful session duly assembled on the 23rd day of November 2020, by a favorable and jolly majority vote, authorize the use of the City's Customer Service drive-thru by Santa Claus and DMI Elves, which will allow children of all ages to visit Santa from the comfort and safety of their vehicle; and

BE IT FURTHER RESOLVED, Mayor and City Council wish all Milford residents the Hope, Wonder and Joy the Season can bring!

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 23th day of November 2020.

Motion passed with all present voting in favor.

Adoption/Resolution 2020-40/Grant Application Authorization/Southeast Regional Water System Evaluation

City Engineer Puddicombe shared the grant relates to the Southeast region of the City. The planning grant will allow the exploration of multiple options for fixing two different items. The first is to ensure there is solid water supply for the hospital in addition to improving the water quality in that area. To apply for the grant, Council is required to adopt a resolution.

City Engineer Puddicombe added that the funding is a match share paid by the City of \$36,750 and the grant will cover the other \$36,750. The hope is to find a solution to provide better water quality to the southeast part of the City.

Councilman Fulton asked if this was already included in the budget. City Engineer Puddicombe replied that the capital improvement budget has additional wells for water improvement and believes there is \$650,000 earmarked for two new wells. This would determine the site of those two wells and what additional water quality is needed.

City Manager Whitfield explained that they are identified in the CIP as potential projects. In terms of budgeting, they are required to come back to Council.

Mayor Campbell asked for any questions or comments from the public. Hearing none, he closed the public comment session.

Councilman Marabello made a motion to adopt Resolution 2020-40 regarding the Southeast Regional Water System evaluation, whereby the City will provide 50% or \$36,700. Councilman Boyle seconded the motion:

RESOLUTION 2020-40

Grant Application for Southeast Regional Water System Evaluation Authorization

WHEREAS, the Public Works Department has determined that water quality issues exist in the Southeast region of the City predominantly contained within Ward 1; and

WHEREAS, the Public Works Director and City Engineer have determined the water distribution system issues stem from well water quality at wells 15 and 16; and

WHEREAS, the Public Works Department has removed one well from service temporarily to improve water quality in the Southeast Region, however, the Southeast Regional Production facility is considered a critical asset as it provides water to regional medical facilities; and

WHEREAS, operating the Southeast Production facility on a single well puts the water supply in the Southeast Region at a high risk; and

WHEREAS, the City seeks to replace the production from wells 15 and 16 with higher quality sources and desires to acquire funding assistance to perform an evaluation of the options available to the City;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Milford, during a lawful session duly assembled on the 23rd day of November 2020, by a favorable majority vote, wish to proceed with a grant application for evaluation of the Southeast Regional Water System and the subsequent work required by said grant within the Scope of Work; and

BE IT FURTHER RESOLVED, that the City of Milford shall provide 50% of the funds necessary to meet the grant stipulations in the amount of \$36,750 from the Water Reserves, upon award of the grant.

Motion passed with all voting in favor.

Bid Award/City Emergency Operations Plan

City Manager Whitfield presented the contract for the City Emergency Operations Plan. City Manager Whitfield reviewed the memo and bid document included in the packet.

He informed Council the Emergency Operations Plan has not been updated since the 1970s and was identified for updating in the strategic plan adopted by City Council. A grant was received through the Department of Homeland Security and DEMA in the amount of \$45,000.

This is the second time that this has been put out for proposals. Proposals were received the first time for more than \$95,000. This time, a proposal was received for \$56,630 which is about \$11,630 more than the grant received. They had expected to pay for this completely from the grant money received. Unfortunately, to complete this project, \$11,630 is needed from general fund reserves.

City staff is recommending the contract be awarded to AARC Consultants out of Philadelphia, PA in the amount of \$56,630.

Councilman James asked if there was another fund the additional money could be drawn from; City Manager Whitfield replied that there may end up being money available within the city administration budget. This is due to the ERP coming in less than the budgeted amount.

Councilman Culotta asked if we could go back to our bidder and inform them of the grant to see if that is their best and final offer. City Manager Whitfield replied that he can do that; however, the other proposals were over \$90,000 and he believes this is a fair price. He has also considered hiring an intern to come in and write the plan for us. However, the proposal was provided by a firm that has done numerous plans for different cities, which he believes will have a much better outcome.

Councilman Boyle made a motion to accept the staff recommendation and authorize \$11,630 from general fund reserves for the development of the emergency operation plan for the City of Milford and to award the contract for the project to AARC Consultants, Incorporated of Philadelphia in the amount of \$56,630. Councilman Marabello seconded the motion that passed with all present voting in favor.

Authorization/Funding/Inflow and Infiltration (I&I) Repair Project

City Engineer Puddicombe explained the City has listed \$250,000 for Inflow and Infiltration (I&I) within the Truitt Avenue Pump Station for Investigation and Repair and \$250,000 under a separate line for General I&I Investigation and Repair in the most recent Capital Improvements Plan. The Public Works Department seeks to assign some of these funds for their intended uses. The Public Works Department wishes to have \$16,634.15 from the General I&I line allotted to pay KCI for I&I work performed within the Shawnee Acres Pump Station from Sewer Reserves.

The Public Works Department also seeks to have \$50,000 allotted to pay for the proposed investigation into I&I within the Truitt Avenue Pump Station from Sewer Reserves. Additionally, \$75,000 is requested to pay for the lining of approximately 700 feet of Vitrified Clay Pipe known to have significant I&I issues near the Washington Street Pump Station. A photo illustrating some of the I&I issues near Washington Street is attached below.

Mayor Campbell asked about the water coming in that is impacting the basketball court; City Engineer Puddicombe replied that is underneath the court and they are hoping the lining underneath that section will help some of the subsidence that is occurring there. There is a significant amount of water just off those areas that have been identified.

It was confirmed the pipe in the photo near Washington Street (Council packet) is an eight-inch pipe.

Councilman James asked how this would help the City avoid future costs. City Manager Whitfield replied that the City pays Kent County almost a million dollars a year to treat I&I. Anything that can be done to reduce I&I is beneficial. The challenge is finding and identifying them so it can be fixed.

Councilman Boyle made a motion for Council to fund \$91,634.15 previously approved in the CIP as general I&I investigation and repair from sewer reserves and \$50,000 be funded, as previously approved, in the CIP for investigation of I&I in the Truitt avenue pump station from sewer reserves. Councilman James seconded the motion which passed with all present voting in favor.

EXECUTIVE SESSION

Councilwoman Wilson moved to go into Executive Session reference the below statute, seconded by Councilman James:

Legal Matters:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 9:30 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Council returned to Open Session at 9:59 p.m.

Potential Vote/Litigation Matter

Councilmember Boyle moved to approve the recommendation of the City Manager as was discussed in Executive Session, seconded by Councilmember Baer. The motion passed with all present voting in favor.

ADJOURNMENT

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

The Council Meeting adjourned at 10:06 p.m.

Respectfully Submitted,

Tracy N. Torbert
Transcriber



2020 Excellence Award Winners



At the City of Milford, we like to recognize employees through our Employee Recognition Program. The Program objectives include recognizing and promoting positive behaviors that support individuals, groups, divisions and departments in achieving the City's mission, vision and values.

Nominations from peers, supervisors and customers are submitted to the Human Resources Department using the electronic Employee Recognition Nomination Form on the City's website.

Howard Willis, Code Enforcement Official II

Howard is in charge of code enforcement for the western half of the City, he also oversees our Residential Rental Inspection program for nearly 1,900 rental units. He has been able to diffuse stressful situations, including City personnel entering a person's home for an inspection, educating tenants on the importance of proper and safe housing conditions.



CC Dennis, Code Enforcement Official I
Howard Willis, Code Enforcement Official II

The Code Enforcement Officials are in charge of property maintenance inspections for over 9 square miles of territory which contain around 6,000 individual parcels and over 11,000 people. The most significant accomplishment has been working to significantly reduce the number of blighted and condemned structures within City limits. During this time frame, sixteen (16) condemned structures have been torn down by either the property owner or the City of Milford and six (6) condemned structures have been renovated and are no longer considered blighted.

In addition, the members of the Code Enforcement office have contributed to the redevelopment efforts of downtown Milford and the surrounding neighborhoods, which have seen new homes constructed on the lots that previously contained these condemned structures.



Timmy Barnett, Electric Line Supervisor
Keith Knotts, Electric Lead Line Technician
Scott Moore, Electric Line Technician, First Class
Gary Johnston, Electric Line Technician, First Class
Chris Hitchens, Electric Line Technician, First Class
Jeremiah Curry, Electric Line Technician, Second Class
Rob Palladino, Electric Line Technician, Second Class
John Tweed, Electric Line Technician, Third Class

The Electric Division reported to work during violent thunderstorms at 11PM on September 3. The crew worked a full day before the storms on September 3, but the amount of damage to our electric system required immediate response. The crew worked tirelessly until 3:30PM the following day to restore power to over 2,000 customers affected by the storm.





PUBLIC HEARING

City of Milford in cooperation with Sussex County Council, Levy Court of Kent County & Delaware State Housing Authority (DSHA)

The **City of Milford, Delaware**, in cooperation with the Sussex County Council, the Levy Court of Kent County, Delaware, and the Delaware State Housing Authority (DSHA), will hold a virtual meeting at 7:00pm Monday, December 14, 2020 available to the public by accessing the Zoom link located on the City Council Agenda at cityofmilford.com website, or by calling the City Clerk's Office at 302-422-1111, Extension 1303. Public Comments are encouraged and written comments may be submitted via email to cityclerk@milford-de.gov no later than noon on Monday, December 14, 2020. Attendees may also alert the City Clerk they wish to speak during the public hearing by submitting their name, address, and agenda item via the Zoom chat feature or by using the 'Raise Your Hand' function during the meeting for the purpose of providing interested citizens the opportunity to comment on the municipality's application for funds under the Delaware Community Development Block Grant (CDBG) Program. In accordance with the Section 106 Review Process established by the National Historic Preservation Act of 1966, as amended, comments are especially encouraged from interested agencies and individuals with respect to undertakings that may affect historic properties of significance to such agencies and individuals.

This Federally funded program will provide grants amounting to \$2,000,000. (funding level subject to change), to support Community Development Activities in eligible local governments in Kent and Sussex Counties. The public hearing will also include a status report for Milford's FY-20 projects.

For further information on this hearing, please contact Sussex County Department of Community Development at 855-7777 or the Kent County Department of Planning at 736-2014.

Sussex County promotes equal housing opportunity.

TODD F. LAWSON
COUNTY ADMINISTRATOR

(302) 855-7742 T
(302) 855-7749 F
tlawson@sussexcountype.gov



Sussex County

DELAWARE
sussexcountype.gov

October 1, 2020

The Honorable Arthur J. Campbell, Mayor
City of Milford
P.O. Box 159
Milford, DE 19963

Dear Mayor Campbell:

Please be advised that the Sussex County Council has authorized the Sussex County Community Development Office to assist local governments in Sussex County in preparation of Community Development Block Grant (CDBG) applications. In an effort to bring as much CDBG funding to Sussex County as possible, Director Brad D. Whaley, is prepared to offer assistance to your community in applying for CDBG funding. The only financial responsibility for the town is to pay for advertising the public hearing.

Last year the Delaware State Housing Authority proposed to keep CDBG minimum target area numbers, as well as, the remainder of the guidelines the same as FY 21. This means that your community must have **a minimum of 4-targeted homes** to be eligible for the CDBG housing rehabilitation program.

In order to be considered, Infrastructure projects must be in a predominately low to moderate-income area. A house-by-house income survey must be complete to prove area household incomes. Additionally, we require a complete set of engineering plans, cost estimates, documentation of existing matching funds, and a letter stating that the requested project will be completed within one year (see enclosed CDBG Infrastructure requirement sheet). Sussex County Council's highest priority is housing rehabilitation assistance for Sussex County.

The process, if accepted by your Council, would have Sussex County apply for the CDBG funding on your town's behalf, and if funded, Sussex County would administrate the projects for you. All administrative cost would be paid for by grant and County funds.

We are required to schedule public hearings in each city or town that is applying for the funding during November or December to be able to meet the application deadline. I respectfully request that if your community is interested in participating with the County in a CDBG application, please notify Brad D. Whaley, at the Sussex County Community Development and Housing Division at 855-7777 by October 29, 2020.

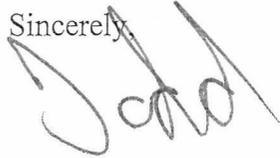


COUNTY ADMINISTRATIVE OFFICES
2 THE CIRCLE | PO BOX 589
GEORGETOWN, DELAWARE 19947

The Honorable Arthur J. Campbell, Mayor
October 1, 2020
Page Two.

Do not hesitate to contact me if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd F. Lawson', written over the word 'Sincerely,'.

Todd F. Lawson
County Administrator

TFL/nr

cc: Mark Whitfield, City Manager
pc: Mr. Brad D. Whaley

City of Milford



RESOLUTION 2020-34 Sussex County

Councilmember Boyle submitted to the Council the following Proposed Resolution:

ENDORISING PROJECT TO BE SUBMITTED TO THE DELAWARE STATE HOUSING AUTHORITY FOR FUNDING FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AUTHORIZING TODD F. LAWSON, SUSSEX COUNTY ADMINISTRATOR TO SUBMIT APPLICATION.

WHEREAS, the City of Milford resolves to apply for Community Development funds from the Delaware State Housing Authority in accordance with appropriate regulations governing Community Development Block Grants State of Delaware Program for Block Grants as contained in Sections 570.488-499 24 CFR U.S. Department of Housing and Urban Development; and

WHEREAS, the City of Milford has met the application requirements of (Attachment E Delaware Community Block Grant Program Policies and Procedures) Citizen Participation requirements; and

WHEREAS, Sussex County plans on accomplishing the requested projects with CDBG funds; and

WHEREAS, the City of Milford hereby agrees to allow Sussex County to accomplish the projects in the targeted areas of Milford; and

WHEREAS, the City of Milford and Sussex County are in agreement with this activity.

NOW, THEREFORE, BE IT RESOLVED by the City of Milford and Sussex County that they endorse and grant permission for the following activity:

APPLICATION: Rehabilitation/Infrastructure/Demolition

Total Infrastructure project cost is \$ _____, total CDBG grant request is \$ _____.
Matching funds in the amount of \$ _____ will be provided by the City of Milford general funds.

NOTE: To be used for Infrastructure projects only.

I DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF A RESOLUTION PASSED BY THE CITY OF MILFORD, SUSSEX COUNTY, ON THE 14th DAY OF DECEMBER 2020.

WE GIVE MAYOR AUTHORIZATION TO SIGN RESOLUTION:

Councilmembers

Daniel Marabello

Brian Baer

Mike Boyle

Douglas Morrow

Andrew Fulton (Absent)

Jason James Sr.

Todd Culotta

Katrina Wilson

Arthur J. Campbell

Mayor

I DO HEREBY CERTIFY THAT THE FOREGOING TITLE OF RESOLUTION ADOPTED BY THE CITY OF MILFORD IS THE SAME TITLE OF RESOLUTION NO. _____ ADOPTED BY THE COUNTY COUNCIL OF SUSSEX COUNTY ON THE ____ DAY OF _____.

Robin A. Griffith

Clerk of the County Council

City of Milford



Resolution 2020-35 CITIZEN PARTICIPATION CERTIFICATE OF ASSURANCE Sussex County

It is hereby assured and certified to the Delaware State Housing Authority that Sussex County, Delaware, has met application requirements of (Attachment E Delaware Community Development Block Grant Program Policies and procedures) citizen participation requirements, and that Sussex County has:

- 1) made available information concerning the amount of funds that may be applied for;
- 2) made known the range of activities that may be undertaken with these funds;
- 3) made known the fact that more applications will be submitted to the State of Delaware than can be funded;
- 4) outlined the processes to be followed in soliciting and responding to the views and proposals of citizens, communities, nonprofit agencies and others in a timely manner; and
- 5) provided a summary of other important program requirements.

The City of Milford has held a Public Hearing on December 14, 2020 with required notice for all citizens, including low and moderate income persons, to have an opportunity to present their views and proposals.

The City of Milford has by resolution and following a Public Hearing, endorsed this application.

Mayor Arthur J. Campbell

Attest _____

Adopted: December 14, 2020

City of Milford



RESOLUTION 2020-36 Requirement for Fair Housing Sussex County

WHEREAS, the City of Milford recognizes the importance of fair housing for the citizens of Milford;
and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to insure that no person shall, on the grounds of race, color, national origin or sex, be discriminated against or denied a fair and equal opportunity for housing; and

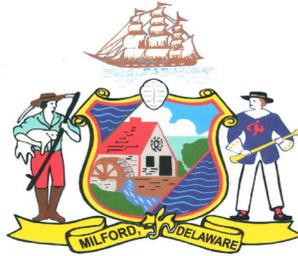
BE IT FURTHER RESOLVED, that the City of Milford, when acting as administrator of a Community Block Grant, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

This RESOLUTION was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

Attest _____

City of Milford



RESOLUTION 2020-37

Authorizes Levy Court of Kent County to Submit Application

The City Council of Milford, Delaware, hereby authorizes Mayor Arthur J. Campbell, to submit the Fiscal Year 2021 Community Development Block Grant (CDBG) application and all understandings and assurances therein contained, and furthermore authorizes the Levy Court of Kent County to Act as the official representative of the City of Milford in connection with the submission of the Fiscal Year 2021 CDBG applicant and to provide such additional information as may be required. In the event the City of Milford's application is funded, the Levy Court of Kent County is hereby authorized to administer the funded application on behalf of the City of Milford.

This resolution was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

Attest _____

City of Milford



RESOLUTION 2020-38 Requirement for Fair Housing Kent County

WHEREAS, the City of Milford recognizes the importance of fair housing for the citizens of Milford; and

WHEREAS, the City of Milford supports the goals of the Federal Fair Housing Law.

NOW, THEREFORE, BE IT RESOLVED, that the City of Milford heartily encourages all parties involved in the renting, selling or financing of housing in the City of Milford to insure that no person shall, on the grounds of race, color, national origin or sex, be discriminated against or denied a fair and equal opportunity for housing; and

BE IT FURTHER RESOLVED, that the Kent County Levy Court, when acting as administrators of a Community Block Grant for the City of Milford, is hereby authorized to take such actions as deemed necessary to affirmatively further fair housing in connection with the said Community Development Block Grant.

This RESOLUTION was passed by a majority of the Council of the City of Milford on December 14, 2020.

Mayor Arthur J. Campbell

Attest _____

CITY OF MILFORD
NOTICE OF PUBLIC HEARING
Public Invited to Comment
Milford Police Department Replacement Facility
Borrowing Proposal

RESOLUTION 2020-30
AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$20,000,000 AND
SCHEDULING OF PUBLIC HEARING ON DECEMBER 14, 2020

WHEREAS, the City Council of the City of Milford, Delaware (“Council”) has been advised that up to \$20,000,000 is required to finance the design, construction, and equipping of a police station and to complete other necessary infrastructure improvements in connection therewith as well as other miscellaneous capital projects (the “Capital Project”).

WHEREAS, the Capital Project is expected to be financed through the issuance of the City of Milford General Obligation Bonds, in one or more series or subseries (the “Bonds”).

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

1. The Council hereby proposes unto the electors of the City that an amount of money not exceeding \$20,000,000 (exclusive of original issue discount) be borrowed to pay for the costs of the Capital Project and to pay the costs associated with the financing. The borrowing is expected to be accomplished through the issuance of the City’s General Obligation Bonds, in one or more series or subseries.
2. The average rate of interest on the Bonds shall not exceed 5%.
3. The Bonds shall be secured by the full faith and credit of the City.
4. The Bonds shall be paid or funded from the tax revenues of the City.
5. The City be authorized to use the proceeds of the Bonds to fund the Capital Project and will be authorized to use a portion of the proceeds of the Bonds to pay costs associated with the issuance of the Bonds.
6. The City Council hereby establishes that a Public Hearing upon this Resolution and the proposed borrowing described herein shall be held on **Monday, December 14, 2020 at 7:00 p.m.** in the Joseph “Ronnie” Rogers Council Chambers at Milford City Hall located at 201 South Walnut Street, Milford, Delaware 19663 (the “Public Hearing Venue”), and hereby directs that notice of such hearing be published and posted as required by Article VIII of the Charter of the City of Milford. If the Public Hearing Venue remains closed to the public on the date of the Public Hearing, the City Council reserves the right to host the meeting virtually.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 12th day of October, 2020.

s/Mayor Arthur J. Campbell
Attest: s/City Clerk Teresa K. Hudson

THE REGISTRATION DEADLINE to VOTE in the upcoming Special Election/Referendum is Monday, December 28, 2020 at 4:30 p.m. Please contact the City Clerk’s Office by email at cityclerk@milford-de.gov or leave a message at 302-422-1111 Ext 1303 should you require additional information.

**CITY OF MILFORD, DE.
PRELIMINARY FINANCING SCHEDULE**

October 2020							November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												

January 2021							February 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28						
31													

Date:	Objective:
Late September/Early October	- City Meeting to Discuss Project
October 12th	- Approval of First Resolution
End of November/Early December	- Request for Information for Preliminary Official Statement
December 1st	- First Legal Notice
December 7th	- Second Legal Notice
December 14th	- Public Hearing and approval of Second Resolution
Mid December	- Start Preliminary Official Statement
December 28th	- Voter Registration Deadline
January 25th	- City Meeting
January 26th	- Election/Certification
Late January/Early February	- Rating Call
Mid-February	- Rating Received
End of February	- Post POS/Invitation to Bid to Auction Website
Early March	- Price Bonds
Mid-March	-Settlement



MARK A. WHITFIELD, 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: Schedule for Bond Issuance for Police Station
Date: September 23, 2020

Police Station Project Cost

The total estimated cost for the police station project is \$18.9 million. Staff recommends \$19.4 million be used as the required amount needed by the City to fund the project, which will require a bond issuance of \$20 million after the cost of the bond issuance is subtracted.

Bond Issuance

Given the historically low interest rate environment, staff recommends Council authorize the issuance of up to \$20 million par value general obligation bonds with maturities not to exceed 30 years from the date of issuance to support the construction of the Police Station.

In order to take advantage of the current interest rate environment, minimize borrowing costs and minimize total interest costs while balancing annual budgetary constraints, the bond sale strategy must be flexible. The bonds may be sold directly to commercial banks over the course of two calendar years as bank qualified ("BQ") bonds, which carry a maximum annual issuance of \$10 million. In that case, bond sales of less than \$10 million each would be proposed in September 2021 and September 2022. Alternatively, the bonds may be sold publicly in a negotiated or competitive sale at one time. Finally, a mixed approach involving the one-time sale of less than \$10 million short-term bond anticipation notes (BANs) directly to a commercial bank followed by a permanent, public bond issuance may be the ideal option.

The cost of the bond issuances could range between 1% and 2%. Bond issuance costs will also need to be evaluated for providing the most cost-effective means of bond sales.

Each approach has advantages and disadvantages related to interest rate risk, borrowing costs, and total carrying costs, and each will be evaluated internally and with the assistance of the City's independent public finance advisory firm.

Effect on Budget and Tax Increase

A hypothetical borrowing of \$20 million having a term of 30 years with an average interest rate of 2.41%. A \$0.01 property tax increase results in \$89,000 in revenue. Each \$0.01 tax increase equals \$20/year to a home owner with an assessed property value of \$200,000. \$20 million would require \$1,007,500/year in annual debt payments, resulting in a \$0.115 real estate tax increase, or a \$19.15/month increase to an average property owner (or \$230/year). These projected numbers will be updated as we get closer to the Referendum Vote date.

Referendum

A Bond Referendum Vote is proposed for Saturday January 30, 2021. If Council is in favor of the Bond Referendum, the City Clerk needs two months for advertising and completing all the necessary preparation work for the Referendum. Therefore, a decision on the proposed schedule is needed at September 28, 2020 Council meeting.

Recommendation

Staff recommends Council approve the proposed schedule below for the Police Station Design, Construction and Bonds.

<u>Date</u>	<u>Action</u>
10/12/2020	Council Resolution for Issuance of General Obligation Bonds
11/09/2020	Public Hearing and Vote on Resolution
1/30/2021	Public Vote on Bond Referendum
2/22/2021	Award Contract for Architect
10/01/2021	Advertise for Building Construction
9/03/2021	Potential Issuance of \$10 million BQ Bond #1
11/08/2021	Award Construction Contract
12/01/2021	Start Construction
9/01/2022	First Tax Increase for Bond #1
9/09/2022	Potential Issuance of \$10 million BQ Bond #2
9/30/2022	First principal payment on Bond #1
3/01/2023	Construction Complete
9/01/2023	Second Tax Increase for Bond #2.
9/30/2023	First principal payment for Bond #2; Second principal payment for Bond #1

City of Milford



NOTICE TO QUALIFIED VOTERS IN THE CITY OF MILFORD **REGISTRATION DEADLINE-DECEMBER 28, 2020**

*Residents of the City of Milford & Non-Resident Property Owners
Eligible to Vote in City Elections & Special Elections/Referendums*

Please note that having registered through the State of Delaware, Kent County or Sussex County Department of Elections does not qualify you to vote in a City of Milford Election or Referendum.

**In order to vote in an election or referendum in the City of Milford,
you must have registered at or through Milford City Hall.**

With the exception of City Holidays, new registrations are accepted from 8:00 a.m. until 4:30 p.m. Monday through Friday throughout the year at Milford City Hall.

Presently, registrations are being accepted by telephone.

Alternative times can be arranged by contacting the City Clerk's Office at City Hall,
if said times and days are inconvenient.

Applicants may be asked to provide verification of identity and residency and/or proof of ownership of property.

**The deadline for registering to vote in the
2021 Special Election/Borrowing Referendum
for a New Police Facility is
Monday, December 28, 2020 at 4:30 p.m.**

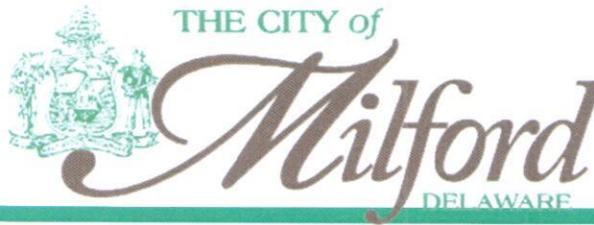
**ONLY PERSONS LISTED ON THE CITY OF MILFORD VOTER REGISTRATION LOG
WILL BE PERMITTED TO VOTE IN THE UPCOMING
SPECIAL ELECTION/BORROWING REFERENDUM ON TUESDAY, JANUARY 26, 2021.**

Those wishing to vote by absentee ballot need to contact the City Clerk's Office for details.

**Please contact the City Clerk's Office at City Hall by calling
302-422-1111, Extension 1300 or Extension 1303,
should you have questions, to verify your voting status in the City of Milford, or
TO REGISTER TO VOTE IN THE UPCOMING REFERENDUM.**



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



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police 
DATE: December 8, 2020
RE: Activity Report/November 2020

Monthly Stats:

A total of 536 arrests were made by the Milford Police Department during November 2020. Of these arrests, 128 were for criminal offenses and 408 for traffic violations. Criminal offenses consisted of 15 felonies and 113 misdemeanors. Traffic violations consisted of 107 Special Duty Radar, 8 Drunk-Driving charges, 293 other.

Police officers investigated 62 accidents during the month and issued 135 written reprimands. In addition, they responded to 1173 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of November, 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, Municipalities of Sussex Co. conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated in monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager's Meeting with Department Heads.

Attended the Senior Center Monthly Board meeting via Zoom held on November 2, 2020.

Met with Attorney's in reference to on-going litigation held on November 4, 2020.

Met with Finance Director on November 5, 2020, to discuss the Police Department Facility Estimate.

Attended the Milford Senior Center Personnel Committee conference call held on November 5, 2020.

Attended the SALLE/EIDE Committee meeting via WebEx held on November 10, 2020.

Met with Amy Kevis with the Behavioral Unit at the Police Department held on November 12, 2020.

Attended the Delaware Police Accreditation Commission (DPAC) meeting via WebEx held on November 17, 2020.

Attended De-Escalation Training held at the Selbyville Fire Company on November 19, 2020.

Attended the Virtual Use of Force Summit – Technology Test held on November 24, 2020.

Attended mandatory weapons training held at the Bridgeville Shooting Range on November 24, 2020.

Training –

Three dispatchers attended Crisis Intervention training held at the Delaware State Police Academy on November 16, 2020 – November 17, 2020.

Most training outside the department was cancelled for the Month of November 2020 due to the COVID-19 Pandemic. Officers and civilians have been assigned required training via webinars throughout the month.

SRO –

The Community Policing Unit partnered with Mountaire Farms to supply dozens of Milford area families with Thanksgiving meals. Lt. Wells and Sgt. Masten delivered the meals on November 23, 2020, directly to the family's homes.

S/Cpl. Bloodsworth assisted Ross and Mispillion Elementary Schools with their annual "Table Top" exercise as required by Delaware law.

K9 Unit –

For the month of November 2020, the Milford Police Department K9 unit had the following stats:

K9-1 (Mason)

- Drug Sniff 1
- Assist Other Agency 1

K9-1 was off for more than half the month for leave/vacation.

K9-2 (Audie)

- Building Search 5
- CP/Demo 2
- Drug Sniff 1
- Tracking 1

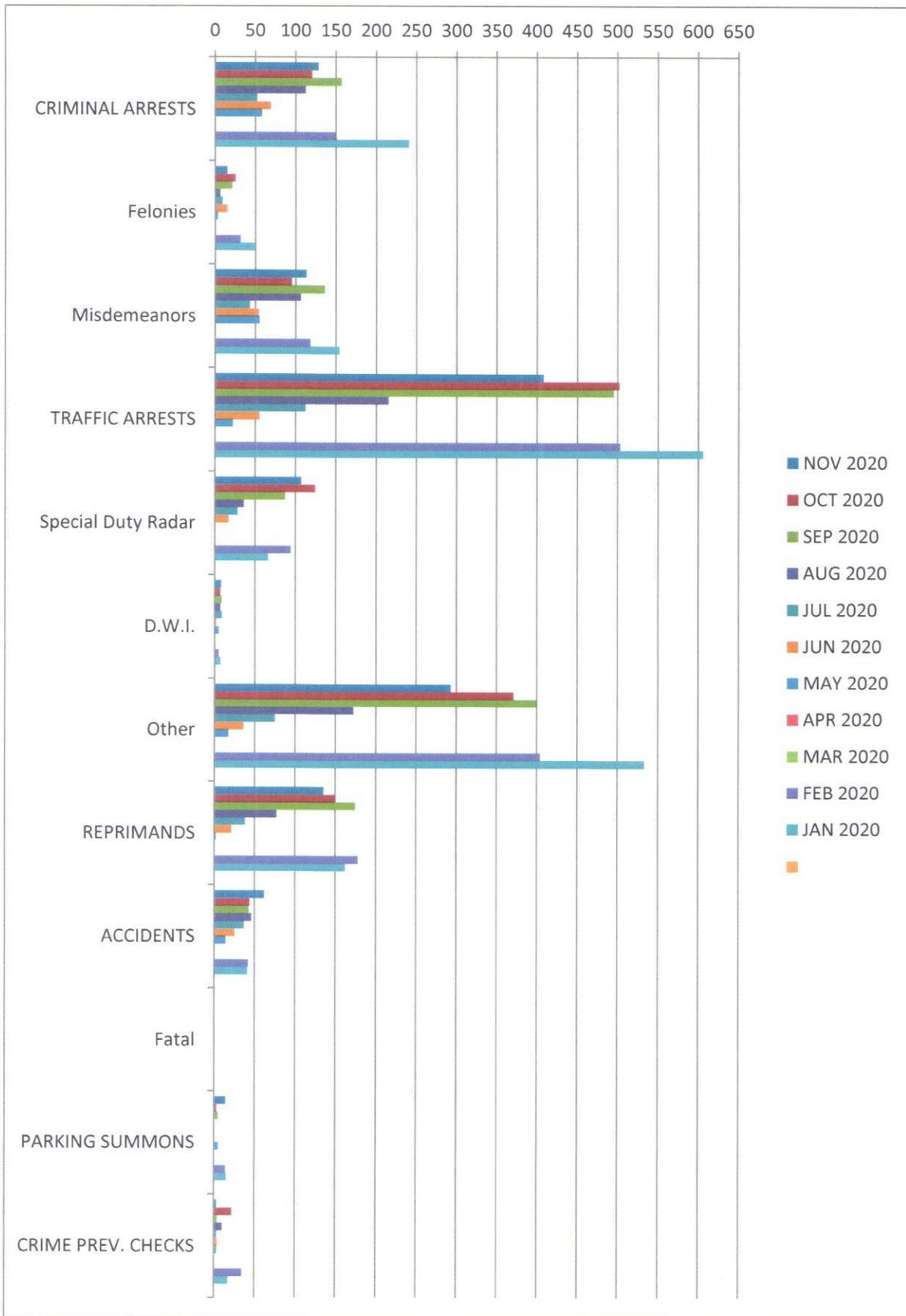
K9-2 was off 6 days this month for leave/vacation.

<u>Seized Items</u>	<u>Amount</u>	<u>Value</u>
• Marijuana	2.7 Grams	

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

NOV 2020 ACTIVITY REPORT

	NOV 2020	TOTAL 2020	NOV 2019	TOTAL 2019
COMPLAINTS	1173	10613	1373	14086
CRIMINAL ARRESTS	128	1085	117	1560
Felonies	15	175	16	284
Misdemeanors	113	874	101	1277
TRAFFIC ARRESTS	408	2918	606	4806
Special Duty Radar	107	559	111	809
D.W.I.	8	59	11	87
Other	293	2300	484	3910
REPRIMANDS	135	937	179	1413
ACCIDENTS	62	354	64	653
Fatal	0	1	1	1
PARKING SUMMONS	14	57	5	119
CRIME PREV. CHECKS	3	100	24	220
FINES RECEIVED	\$6,468.46	\$ 66,667.01	\$6,049.03	\$ 86,668.79





PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: November Monthly Report
Date: December 11, 2020

- Councilpersons Culotta & Fulton and their wives, along with the Mayor and I attended the November SCAT meeting in Ocean View.
- I attended several executive sessions of the DEMEC Board as well as the regular monthly meeting.
- Jamesha, Lou Terri and I worked on a personnel issue this past month.
- Lou and I have worked on various cost comparisons for the Police Station.
- Councilpersons Culotta & Fulton and I along with Mayor Lock of Slaughter Beach, took a boat ride up the Mispillion River from Slaughter Beach. Slaughter Beach is working with the State and various conservation agencies to preserve the nature habitat along the river.
- We received some exciting news that a project we are partnering with Slaughter Beach through an organization known as WIIN (Waterways Infrastructure and Investment Network), received a grant from the National Fish and Wildlife Foundation to study the Mispillion and Cedar Creek waterways.
- Several employees were recognized for graduating from the first class of the Delaware Municipal Supervisory Management Academy. Wilmington University also recognized Jamesha Eaddy for putting the program together. I am proud of those who have graduated as well as Jamesha Eaddy for putting the statewide municipal program together.
- I attended a virtual town hall meeting with Perdue.
- Jamesha, Mike Svaby, Brad Dennehy and I met regarding possible changes in how we handle seasonal employees
- I met our new Efficiency Smart representative Carol Dehorty
- Due to the increase in Covid cases throughout the area, we have made plans to start working staggered shifts beginning November 30. We will keep crews separated throughout the day, to limit any exposure between crews. Additionally, we will be staggering work from home schedules between December 14 and January 11 to comply with the Governor's Stay at Home advisory.

To: Mayor and City Council
 From: Louis C. Vitola, Finance Director
 Date: December 11, 2020
 Re: November 2020 Finance Department Staff Report

- The October 2020 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a separate narrative addressing financial results and minor changes to page two of the report.
- The FY20 Financial Statement Preparation and Audit process has resumed following the identification of FY20 opening balance items requiring review and reconciliation by the independent auditors, which contributed to the delay reported with the October 2020 Staff Report.
- The Billing & Customer Service Department has continued its efforts to collect past due tax and utility balances.

- Past due utility accounts continue to be monitored through the spectrum of the Modifications to the Governor’s Declaration of a State of Emergency. Extended payment plans, COVID-19 relief funds, and referrals to charitable resources are being offered to customers experiencing COVID-19 hardships, while the disconnection process has been resumed for accounts showing sustained periods with no payments or attempts to establish payment plans. The table at left exhibits the improvement in past due utility balances since August.

As of	Past Due Accounts	Past Due Amount
8/31/2020	1,286	\$ 540,365
9/10/2020	1,097	371,460
11/5/2020	1,081	247,905
12/11/2020	916	152,802

- The 2020 tax levy was due September 30, 2020. Escalated collection efforts have been underway since August resulting in collections of delinquent tax balances. After staff from several City departments met to discuss the most significant past due property tax balances, we reached out to notify owners that the next stage in our collection efforts is to recover outstanding balances through the monitions process. The letter campaign introducing a thirty-day notice period has encouraged additional payments. The table at right highlights the most current past due property tax data:

Property Tax Levy	Past Due Amounts as of:	
	11/5/2020	12/11/2020
2020	\$ 229,290	\$ 132,511
2019 & Prior	249,788	229,831
Total	\$ 479,078	\$ 362,342

- The Customer Service team has been operating at a breakneck pace since August in an attempt to restore past due account balances to pre-COVID levels, which is a challenging task requiring our team members to step into the daily lives of Milford residents and the daily operations of Milford businesses to serve reminders of their obligations as taxpayers and utility customers. The message is correct and right; it is repetitive and routine and

clearly understood by staff on our side of the window, yet it is often met with denial, misunderstanding, argument, and at times, contempt or even unduly harsh personal criticism from the other side. The data in the foregoing tables represent the observable results of their efforts, but the poise and dedication behind those efforts – which go unseen on a daily basis – are the truest testament to their hard work. Please join me in sincerely thanking the team for their unwavering commitment to serve the entirety of Milford’s taxpayers and utility customers by treating all collection efforts with fairness, consistency, professionalism and conformity with City code.

- A Finance & Public Works Committee meeting will be held on January 11, 2021. Drafts of Reserve Fund Policies addressing Minimum Cash Requirements (MCRs) and Equipment Replacement Reserve recommendations will be distributed to the committee members for review and discussion.

Thank you and Happy Holidays to you and yours!

cc: Mark Whitfield, City Manager
Jeff Portmann, Finance Director
Suzannah Frederick, Accountant
Sandra Peck, Accountant

TO: Mayor and City Council

FROM: Michael Svaby

DATE: December 2, 2020

RE: November 2020 - Public Works Department Staff Report

Director's Office

- After discussing pedestrian/resident needs on Beechwood Avenue in Marshall Commons, signs will be placed on both sides of the incoming/outgoing traffic along Beechwood that read "Children at Play". One sign is in stock at the PW warehouse. Another will be ordered and will likely have a 4-6 week lead time before installation.
- Hired a two-year Public Works intern candidate, Regan Ogden. His first-year rotational schedule will be split among Parks and Recreation, Operations such as the Warehouse and Garage, and the Electric Division.

Electric/Technical Services

- Made-up and installed City's decorative Christmas lights in accordance with direction from PW Director and DMI.
- Responded to emergency outage caused by pole being hit on small business Saturday. Crew quickly reported to work on Saturday 11/28 and safely and expeditiously isolated damage, replaced pole, and restored power.
- Installed instrument rated metering for Milford Movies
- Installed new level transducer in Cascades pump station wet well.

Streets and Utilities Division

- Leaf collection is fully underway and operational.
- Worked toward resolution of exploratory dig up at new test well on 10TH Street.
- Put hydrant flags up for snow removal this winter.

- Removed tree stump and root for new sidewalk on Franklin St.
- Mothballed water service line on 13 N. Church St to old meter pit that went to parking lot

Engineering Division

- Tenth Street Test Well Drilled (waiting on report from AC Schultes)



Fleet/Operations

- Ordering Hybrid-fueled vehicles for both IT and Engineering Divisions.

Solid Waste

- Solid Waste missed collections continue to decrease. Collections occurred over Thanksgiving Holiday as expected; Superintendent joins collections crew for the day.



Water/Sewer

- Public Works officials attended the Kent County Sewer Advisory Board meeting on 12/2/20 at 5:00 PM.
- Reviewed bond requirements for Shawnee Acres Pump Station. Will be issuing a partial withhold/extension of secured bond value to insure final installation and commissioning of soft start mechanism and start-up of “de-ragger” mechanisms.

Public Works Department -November 2020	November 2019	November 2020	FY20 YTD (07/01/19-11/30/19)	FY21 YTD (07/01/20-11/30/20)
Electric Division				
Trouble Service Call	9	12	54	90
Work Orders Completed	30	28	123	168
Outages	7	6	35	42
Poles Replaced	1	4	26	28
After Hours Calls	10	10	51	44
Trees Trimmed	2	5	15	35
Technical Services Division				
New Electric Service Installed/Meter Set	29	21	102	104
New Water Service Installed/Meter Set	23	22	70	84
Electric Meter Replacement	4	7	55	45
Water Meter Replacement	36	30	178	161
Work Orders Completed	756	763	3,761	3,488
After Hours Calls	7	8	42	21
Streets/Utility Division				
Signs Installed/Replaced	7	10	44	72
Curb Miles Swept	140	230	734	635
Sewer Lines Flushed (in feet)	1,200	3,550	107,594	11,030
Sewer Back-up Response	0	2	14	12
Sewer Line Repaired	0	0	0	2
Water Hydrants Flushed	12	5	136	143
Fire Hydrants Replaced/Installed	0	0	2	0
Water Line Repair	0	1	7	9
Water Valves Exercised	12	6	18	77
De-icing Salt Used (tons)	0	0	0	0
Potholes Filled - Cold Patch	30	65	105	220
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	40	11	102
Leaves Collected (Tons)	23	0	23	6
After Hours Calls	6	11	26	19
Crack Sealing (pounds of sealant used)	0	150	120	650

Work Orders Completed	15	12	25	130
Storm Sewer Inlets Cleaned	18	140	60	417
Street Closures/Festivals	2	4	8	16
Engineering Division				
Utility Locates Completed	195	248	1204	1,154
Operations Division				
Fleet Work Orders Completed	24	21	185	158
Fuel Use-Diesel (Gallons)	2,095	2,077	13,443	13,343
Fuel Use-Gas (Gallons)	4,165	3,594	18,762	22,067
Solid Waste & Facilities Division				
Refuse Collected (Tons)	284	321	848	1,001
Recycle Collected (Tons)	52	75	187	208
Yard Waste Collected (Tons)	45	51	171	166
Diversion Percentage (%)	28	28	30	30
Bulk/Brush Collection Requests Completed	70	84	294	344
Containers Delivered	70	45	163	231
Containers Serviced (Swap, Replacement, Removed)	31	46	182	174
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons) 10 Months	81,526,400	80,161,400	931,462,600	936,101,600
Waste Water Transferred (Millions of Gallons) 10 Month	93,977,000	91,536,000	871,578,000	847,465,620
Work Orders Completed	2	56	5	169
Pump Stations Cleaned	0	0	1	7
After Hours Calls	0	9	0	39

Public Works Projects - November 2020	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
DEL1 Substation Testing				X
DEL2 Substation Testing			X	
Traffic Signal Head Refurbish. - Church/Walnut/Washington	X			
GIS/Mapping - Smart Metering			X	
DEL2 Relay Replacement				X
Riverwalk Light Pole Powdercoat/Retrofit Phase II				X
Wilbur Street Line Reconductor				X
RP3 Application				X
Water				
Install Automated Blow-off Valves				
Protection Upgrades Caulk & 10th Street Towers			X	
Water Tower Altitude Valve at Caulk Tower	X			
Tenth St Water Treatment Facility Test Well, etc.			X	
Water Trtmnt. Monitoring & Process Control Upgrades (4&5)			X	
City-wide Valve & Hydrant Replacement/Improvements				
Standardized Water Treatment Facility Controls				X
SE 2nd Street Lead Service Line Replacement				X
NE Front Street Water Lines	X			
DNREC Water Allocation Permit			X	
Washington Street WTF Lot Consolidation				
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair			X	
SCADA Instrumentation Upgrades & Integration				
Targeted Inflow and Infiltration Investigation & Repair				
SE 2nd Street Sewer Line Replacement				X
Silicato Grinder Pump Installation				X
North Shore Pump Station Hatch Replacement			X	

Shawnee Acre Pump Station				X
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving				
Roosa, Masten, SE 5th St Repaving				X
Plum Street Reconstruct				
SE 2nd Street Curb				X
Fisher Ave				
West Street Curb and Sidewalk Project				
Financing for Private Sidewalk Improvements	X			
Street Resurfacing and Rehabilitation, ADA Ramps				
Installation of ADA Compliant Ramps				
Walnut Street Pedestrian Crossing (Landscaping)				
Pennsylvania Street Gutter/Drainage Improvement	X			
Truck Turning Study				
US 113 Welcome Sign Relocation/Replacement (south end)				
Sidewalk Project			X	
Buildings				
Council Chambers Recording System Upgrade				X
Monitors in Council Chambers	X			
City Hall Video Monitoring System Replacement				X
City Hall Basement Renovation Phase 1-IT				X
City Hall Basement Renovation Phase 2-Training Rm/Ofc	X			
PW Breakroom/Lockeroom Renovations				X
PW-Warehouse Door Security	X			
PW-Panic Alarms	X			
City Wide-LED Replacement Project			X	
City Hall Exterior Step Repair				X
Customer Service Video Monitoring System Replacement			X	
DMI Project	X			
City Hall File Storage Project-Vault	X			
Customer Service-Basement Waterproofing	X			

Public Works Equipment & Vehicles - November 2020	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
SCADA/Smart Metering Wall Monitor				X
Replace Fork Lift (WH-1)				X
Replace 2005 Excursion with similar 4x4 vehicle (E-106)				X
Replace 2000 International Line Truck (E-110)				X
Replace 2005 Ford F-250 Pickup (E-115)			X	
Replace 2003 International Material Handler (E-103)			X	
Water				
Replace W-16 IR Compressor				
Replace W-8 Ford F450				
Replace W-10 FN 150 Pump & MGS Trailer				
Replace S-5 Kod C70 Dump Truck				X
Replace S-9 GMC Dump with Hook truck				X
Replace W-14 Chevy Astro Van				X
Sewer				
Replace SE-2 Ford F250 Pickup				
Replace S-4 with Hook Truck with Dump/Flatbed & Plow				X
Solid Waste				
Replace Refuse Truck SW-12 with Split Body Collection Truck				X

Active Developments -November 2020	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Fork Landing	X	X	X	
Hearthstone Manor I	X	X	X	
Lighthouse Estates	X	X	X	
Willows Phase II	X	X		
Brookstone Trace	X	X	X	
Orchard Hill	X	X	X	
West Shores at New Milford	X	X	X	
Watergate	X			
Walnut Village	X	X	X	
Milford Ponds Phase I	X	X	X	
Hearthstone Manor II			X	
Milford Ponds Phase II				
Simpson's Crossing	X			
Cypress Hall Phase I	X	X		
Wichersham	X			
Misphillion Landing	X			
Riverwalk Villas	X			
Windward on the River	X			
Cypress Hall Phase II	X			
Milford Ponds Phase III	X			
Marina Del				
200 NW Front				X
Hickory Glen	X			
Knights Crossing	X			

Commercial Developments -November 2020	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Nemours	X	X	X	
Nutrien Ag				X
Surf & Turf				
Delaware Veterans Home				
Delaware Rural Water				X
Gator & Associates				
Microtel	X		X	
DNREC Mosquito Control			X	
Growmark FS - Redevelopment of Warehouse	X	X		
Mispillion River Brewery				
Milford Wellness Village				
Touch of Italy Business Park				
10th Street Medical Office	X	X	X	
Beach Babies	X	X		
Bright Nest LLC				
Milford Transfer Station DSWA				
Mavis Discount Tires				
Mid-Delaware Professional	X	X	X	
Milford Ponds Clubhouse	X	X	X	
Kidz Ink	X	X	X	
Windward on the River Commercial	X	X	X	



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning & Economic Development Director

DATE: December 1, 2020

RE: November 2020 – Planning Department Staff Report

- Through the first eleven months of the 2020 calendar year, the City has issued 203 new residential construction permits and 6 new construction permits for 144 apartment units.
- The total construction investment in Milford from January through the end of November based on issued building permits was \$71,994,069.
- The City of Milford has seen 72 projects with a committed investment of over \$22.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$2.68 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$346,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission recommended approval of and City Council approved rezonings stemming from the 2018 Comprehensive Plan that affected 11 properties.
- The Planning Commission reviewed the Final Major Subdivision application for Milford Ponds Phase II (consisting of 89 single-family detached dwellings) and recommended approval to City Council. City Council tabled this agenda item until the January 11, 2021 meeting.
- The Planning Commission will review a conditional use application for Clear Definition Detailing to conduct a car detailing operation at 301 NE Front Street at the December meeting. This will be on the City Council agenda for January 11, 2021 for review.
- The Planning Commission will begin workshops to review and update sections of Chapter 230 Zoning and Chapter 200 Subdivision of Land beginning in January 2021.
- The Board of Adjustment reviewed and approved several variances related to oversized accessory structures and setback reductions for accessory buildings at the November meeting.
- The Board of Adjustment will review three variance applications in December for the construction of a new house on N. Church Street, the construction of an addition in West Shores and the construction of an addition in Walnut Village.
- Milford Ponds withdrew its Preliminary Site Plan application for Phase IV of the development consisting of 264 multi-family units.
- The City reviewed an application for Final Major Subdivision of Phase I of the Knight Crossing project and submitted review comments to the developer.
- The City reviewed final construction plans for Milford Ponds Phase III and provided the review comments to the developer.

- Simpsons Crossing submitted a request for 5 new single-family detached dwelling permits which should be issued in early December. Construction of these homes should begin in this community in the first half of December.
- Rental License, Contractor’s License and Business License courtesy renewal notices will be mailed out in the middle of December reminding landlords and business owners to register with the City. Landlords and business owners have until January 31, 2021 to submit renewal forms and payment.
- Staff attended a 2-day virtual FEMA workshop regarding the Community Rating System. FEMA provides flood insurance rate reductions for communities that participate in the Community Rating System and commit to higher standards and efforts to mitigate flood risks.
- Century Engineering, DeDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed and will be prioritized using DeDOT criteria and software during the month of December. The Bicycle Advisory Committee will review the prioritization efforts and project list in January.
- Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links). Attached to the staff report are the 2020 annual reports provided to the State of Delaware last summer for both the City’s Comprehensive Plan and the DDD program.
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Total
New Cases	19
Closed Cases	18
Open Cases at Start of Period	321
Open Cases at End of Period	321

Note: 185 open cases are for Weeds & Grass which stay open for the entire growing season

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	1
Dangerous Tree	0
Furniture Violation	0
Generic Violation	14
Property Maintenance Violation	2
Rubbish & Garbage	0
Weeds & Grass	1
Zoning Use Violation	1
Total	19

Rental Licenses Issued: 18

Vendor Licenses Issued: 0

Contractors Licenses Issued: 20

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	7
Residential Demolition	0
Residential Building New Construction	6
Residential Renovation/Accessory	11
Roof/Siding Permit	9
Sign Permit	4
Solar Panel Permit	0
Utility Permit	2
Total	39

Inspections Performed:

Inspections Performed by Type	Count
Footer	37
Foundation	15
Framing	40
Insulation	25
Final	15
Residential Rental	0
Total	132

Note: Proactive rental inspections have been placed on hold due to COVID-19.

PARKS & RECREATION DEPARTMENT
207 Franklin Street
Milford, DE 19963



PHONE 302.422.1104
FAX 302.422.0409
www.cityofmilford.com

TO: Mayor and City Council

FROM: Brad Dennehy-Parks and Recreation Director

DATE: December 9th, 2020

RE: November 2020 – Parks and Recreation Staff Report

- Work continues on rebuilding the basketball court alongside the river. New backboards have been fabricated and are currently being painted, and will soon be installed with new rims. The court will be temporarily striped for winter and a new top coat (referred to as a “sports coat”) will be installed in the spring when the weather is warmer.
- Park staff finished removing all the dead flowers from the hanging baskets and flower beds the month of November and prepared all the baskets with liners and soil in preparation for installing the Christmas decorations and greenery.
- Park staff assisted DMI and a number of volunteers on Sunday November 22, with the annual planting of greenery for the hanging baskets downtown. There was a good turnout of volunteers, and the Park Superintendent “RJ” Skinner gave some positive comments for a newspaper article which appeared in the State News.
- Holiday banners were installed downtown which involves removing the DMI sail type banners and replacing them with the “Happy Holiday banners” which hang on the lower part of the light poles.
- Crews worked diligently to install the holiday lights on all the lower trees, and light poles in the downtown area and install the garland. A number of new strands of lights were purchased this year and we have received many positive comments on how good the lights look.
- Parks crews cut and weed whacked both cemeteries one time at the end of the growing season in order for both cemeteries to be presentable over the winter months. Leafs along the exterior wall will be picked up.
- Fallen leafs were removed from library square and additional wood chips were installed in preparation for the winter market in December.
- Preparations continued to move forward with a winter basketball league and the associated rules, regulations and guidelines from the Department of Health and Governor’s advice pertaining to Covid-19. We are hopeful that tryouts and practices will be allowed to continue in the month of December.
- Construction of the much needed bathrooms at the Park maintenance building (rear building at the old Armory) was completed, staff are thankful to see these finally get installed.

- Work began on handrail repair on the Riverwalk near the State service building, however we have run into some issues with the type of existing handrail and the best method to fabricate and install a new handrail. We will continue to work with our contractor to seek a resolution.
- Parks crews addressed Bicentennial Park and the area of the Riverwalk in terms of weeding, trimming of trees, shrubs and bushes.
- Irrigation at the dog park was winterized. Some Christmas wreaths and bows were also installed at the dog park.
- Annual playground inspections were performed at both playgrounds by the Park Superintendent at the City's risk control specialist, from PMA. An inspection report was generated and any items which need attention will be rectified in the near future.
- Park Superintendent Ralph "RJ" Skinner graduated the Supervisor training academy.
- "RJ" Skinner represented the City of Milford at the DeLea Founders Insurance Trust (DFIT), annual snow plow ROAD-E-O at Dover Downs, participating in the Non-CDL and small equipment division (this is where drivers are timed and scored on a practice snow plow obstacle course).
- Director and Park Superintendent attended an on-site meeting with representatives of DMI in planning logistics for the winter market, specifically lighting of the event.
- Director attended (virtually) the Supervisor training academy graduation.
- Director attended (virtually) the monthly Kent County Tourism meeting.
- Director continued to work on the Memorandum of Understanding with the Delaware Nature Society, and participated in another meeting to bring additional programming into Milford.



HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5142
FAX 302.424.5932
www.cityofmilford.com

TO: Mayor and City Council

FROM: Jamesha C. Eaddy, MBA, MSL- Human Resources Administrator

DATE: December 1, 2020

RE: November 2020 –Human Resources Department Staff Report

- Interviews were conducted for the positions of Public Works Equipment Operator and ICMA Local Government Management Fellowship.
- Onboarded a new hire for the position of Public Works Intern. The new hire’s first day was November 16, 2020. In this position, the new hire will rotate through the divisions of Public Works and Parks and Recreation.
- City Offices were closed on November 11, 2020 in observance of Veterans Day. The City is a military-friendly employer and honored 32 individuals with a lapel pin to wear for their branch of service.
- City employees participated in the DeLea Founders Insurance Trust (DFIT) 2020 Snow Plow Road-E-O competition which was held on November 18, 2020 at Dover Downs. The winners from the CDL, Non CDL and Small Equipment divisions will be announced at the DFIT Safety Meeting on December 15, 2020.
- Fresh turkeys for Thanksgiving were distributed to City employees and applicable City boards on November 24, 2020.
- 7 City employees graduated from the Delaware Municipal Supervisory Management Academy on November 18, 2020. All graduates received 3 credits towards a Wilmington University Bachelor of Science in Business Administration or Organizational Management. Employees from the City of Lewes, City of Seaford, City of Rehoboth, Kent County, Town of Milton, City of Newark and Town of Newport also graduated from the academy.

Monthly City Manager Report
Through July 2019

Human Resources Office	Nov-2019	Nov-20	FY19 YTD (07/01/19-11/30/19)	FY20 YTD (07/01/20-11/30/20)
Full Time Employees	124	122	124	122
Part Time/Seasonal Employees	4	4	4	4
Vacant Positions	3	4	3	4
Promotions	Unavailable	2	Unavailable	5
Finance Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Utility Accounts Billed	0	0	0	0
Utility Payments Processed	0	0	0	0
IT Assistance Offered	0	0	0	0
Parks & Recreation Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Program Participants	0	0	0	0
Programs Offered	0	0	0	0
Special Events Assisted	0	0	0	0
Planning & Economic Development Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
<i>Building Inspections & Permitting</i>				
Residential Permits Issued	0	0	0	0
Residential Inspections Performed (By City Staff)	0	0	0	0
Residential Inspections Performed (By Outside Contractor)	0	0	0	0
Commercial Permits Issued	0	0	0	0
Commercial Inspections Performed (By City Staff)	0	0	0	0
Commercial Inspections Performed (By Outside Contractor)	0	0	0	0
<i>Code Enforcement & Licensing</i>				
Code Enforcement Cases Initiated	0	0	0	0
Code Enforcement Cases Closed	0	0	0	0
Rental Inspections Performed (By Outside Contractor)	0	0	0	0
Rental Inspections Performed (By Outside Contractor)	0	0	0	0
Contractor & Vendor Licenses Issued	0	0	0	0
Rental Licenses Issued	0	0	0	0
<i>Economic Development</i>				
Economic Development Incentive Applications Received	0	0	0	0
Downtown Development District Applications Received	0	0	0	0
-Private Investment	\$ -	\$ -	\$ -	\$ -
-State Investment	\$ -	\$ -	\$ -	\$ -
-Milford Waivers	\$ -	\$ -	\$ -	\$ -
<i>Planning & Zoning</i>				
Outside Contractor Utilized	0	0	0	0
Land Use Applications Received	0	0	0	0
Public Works Department	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
<i>Electric Division</i>				
Residential Customer Service Calls Addressed	0	0	0	0
Commercial Customer Service Calls Addressed	0	0	0	0
Outages	0	0	0	0
Electric Meters Installed or Replaced	0	0	0	0
Outside Contractor Utilized	0	0	0	0
<i>Engineering Division</i>				
Projects Underway	0	0	0	0
Outside Contractor Utilized	0	0	0	0
Construction Plans Received	0	0	0	0
Construction Plans Approved	0	0	0	0
Bids Advertised	0	0	0	0
Bids Awarded	0	0	0	0
GIS Projects Initiated	0	0	0	0
<i>Operations Division</i>				
Fleet Total	0	0	0	0
-Preventative Maintenance Performed	0	0	0	0
-Repairs Performed	0	0	0	0
Fuel Use-Diesel (Gallons)	0	0	0	0
Fuel Use-Gas (Gallons)	0	0	0	0
<i>Solid Waste & Facilities Division</i>				
Refuse Collected (Tons)	0	0	0	0
Recycle Collected (Tons)	0	0	0	0
Yard Waste Collected (Tons)	0	0	0	0
<i>Water & Waste Water Division</i>				
Water Treated (Millions of Gallons)	0	0	0	0
Waste Water Transferred (Millions of Gallons)	0	0	0	0
Water Meters Installed or Replaced	0	0	0	0
Outside Contractor Utilized	0	0	0	0

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: December 11, 2020
Re: October 2020 Financial Reporting Package

The October 2020 Month-to-Date and Fiscal Year-to-Date (YTD) Financial Reporting Package is enclosed for your review. The following executive summary highlights this month's notable developments and changes to the report.

- Pages 1-2: Cash and Reserve Balances
 - Cash and investment balances (page 1) remain strong through the first quarter, but the standard caution is that reserve requirements and funding commitments (page 2) encumber a significant portion of the balance in each fund, most notably the General Fund, Sewer Fund and the Municipal Street Aid (MSA) and Realty Transfer Tax (RTT) Funds.
 - \$0.4 million was disbursed from the reserve funds in October, all of which was related to budgeted and Council-approved projects / equipment, including
 - \$266,875 for the line truck from Electric Fund reserves
 - \$145,495 from General Fund reserves for the Police vehicle, IT equipment and Parks & Rec projects
 - Minimum Cash Reserve (MCR) and Equipment Replacement Reserve balances were updated in each fund to reflect the draft policy recommendations that were discussed at the November 17, 2020 Council Retreat. The policy drafts will be completed and distributed to the Public Works and Finance Committee for review and discussion at the next regularly scheduled meeting.
- Page 3-6: Revenue & Expenditures
 - General Fund revenues are strong through the first four months of the fiscal year. YTD revenue as a function of the annual budgeted revenue is nearly 60%, but the figure is skewed by the annual property tax billing and the controlled recognition of transfers in and reserve-funded projects, which occur on a monthly basis and match budget expectations accordingly. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD General Fund revenue is still a healthy 36.8% of the annual budget, while expenditures are being monitored closely, again measuring well under the levelized budgeted expenditures at this point through the year.
 - Enterprise Fund revenues are likewise strong through the fiscal year so far, measuring 36.6% of annual budgeted revenue. However, as noted in the August and September Finance Reports, July and August are peak electric usage periods measured against a levelized revenue budget. The same can be said for Water and Sewer revenues this time of year, depending on temperature and precipitation. Strong electric revenues are offset by correspondingly high costs of wholesale power, while infiltration and inflow (I&I) are contributing to high sewer treatment costs, pushing those two key utility costs over the levelized expense budget for the first four months. Nevertheless, total expenses in the enterprise funds have been controlled well enough to offset the impact of purchased power and I&I, such that the FYTD through October can still be characterized as strong overall, as revenues exceeded the levelized budget by 9.7% while total expenditures are 4.7% lower than the YTD budget.

cc: Mark Whitfield, City Manager
Jeff Portmann, Finance Director
Suzannah Frederick, Accountant
Sandra Peck, Accountant



Financial Reporting Package
As of and For the Period Ended October 31, 2020

Cash & Investment Balance Rollforward
Restricted Cash Reserves Report
Revenue Report with MTD & YTD vs Annual Budget
Expenditure Report with MTD & YTD vs Annual Budget
Interservice Department Cost Allocation

City of Milford, Delaware
Cash and Investment Balance¹ Rollforward
(Formerly Fund Balances Report)
For the Period Ended October 31, 2020

1 **Operating Cash Balances**

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2020)
General Fund	\$ 3,728,180	\$ 3,146,115	\$ 1,470	\$ (1,499,242)	\$ 5,376,522
Electric Fund	5,179,884	2,548,951	2,754	(2,129,526)	5,602,062
Water Fund	739,281	241,062	1,499	(153,160)	828,682
Sewer Fund	449,556	428,930	646	(422,992)	456,140
Solid Waste Fund	363,616	124,299	83	(109,929)	378,068
Operating Cash Totals	\$ 10,460,517	\$ 6,489,356	\$ 6,452	\$ (4,314,851)	\$ 12,641,475

9 **Federal, State and Other Special Purpose Cash Balances**

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Oct 31, 2020)
General Improvement	\$ 380,102	\$ -	\$ 84	\$ -	\$ 380,186
Municipal Street Aid (MSA)	445,294	68,254	113	-	513,661
Realty Transfer Tax (RTT)	3,128,828	61,389	692	(41,667)	3,149,242
Economic Development	32,289	-	-	-	32,289
Special Purpose Cash Totals	\$ 3,986,513	\$ 129,643	\$ 889	\$ (41,667)	\$ 4,075,378

16 **Reserve Fund Cash Balances²**

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements ⁴	Closing Balance (Oct 31, 2020)
General Fund Capital Reserves	\$ 2,092,021	\$ -	\$ 1,033	\$ (145,495)	\$ 1,947,559
Water Fund Capital Reserves	9,589,639	-	5,735	(6,745)	9,588,629
Sewer Fund Capital Reserves	4,008,521	-	2,410	(14,825)	3,996,106
Electric Fund Capital Reserves	11,703,331	-	7,193	(273,133)	11,437,391
Reserve Fund Cash Totals	\$ 27,393,512	\$ -	\$ 16,371	\$ (440,197)	\$ 26,969,685

23 **Impact Fees and Police/General Facilities Cash Balances**

Description	Opening Balance (Sep 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Oct 31, 2020)
Police & General Gov't Facilities	\$ 418,663	\$ 26,709	\$ -	\$ (1,850)	\$ 443,523
Water Impact Fee Reserves	3,709,272	89,088	-	(6,144)	3,792,216
Sewer Impact Fee Reserves	2,172,899	47,067	-	(3,246)	2,216,720
Electric Impact Fee Reserves	906,840	36,950	-	(1,200)	942,590
Impact Fees & Police/GF Totals	\$ 7,207,674	\$ 199,814	\$ -	\$ (12,440)	\$ 7,395,049

Grand Totals	\$ 49,048,216	\$ 6,818,814	\$ 23,712	\$ (4,809,155)	\$ 51,081,587
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¹Balances reflect banking and investment account statements and are not indicative of funding availability

²See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments

³Transfer to Police to support operating expenditures (line 13)

⁴Electric Reserves used to purchase budgeted equipment (line truck); GF Reserves used to purchase budgeted police vehicle, IT server & Parks/Rec Equip

City of Milford, Delaware
Restricted Cash Reserves Report
As of October 31, 2020

General Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	1,947,559
Restricted Funds:		
FY'19 Approved with Budget		(33,410)
FY'19 Capital - Council Approved		(55,830)
FY'20 Approved with Budget		(230,165)
FY'20 Capital - Council Approved		(7,300)
FY'21 Approved with Budget ¹		(667,670)
FY'21 Capital - Council Approved		(256,320)
Funding for 5 Police Officers - Yr 3		(436,800)
Support Policy with RTT Transfer ²		2,000,000
Draft Reserve (MCR) Policy ³		(1,835,293)
Equipment Replacement Reserve ³		(293,902)
Uncommitted Reserve Balance	\$	130,869

Water Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	9,588,629
Restricted Funds:		
NW & NE Front Street Waterline		(131,718)
Streets 2020 Utility Engineering		(9,334)
SE Second Street - Lead Gooseneck		(152,562)
Two Test Wells - 10th Street		(80,000)
Automated Blow-Off Valves		(48,628)
Lovers Lane Water Lines		(44,950)
Fencing & Water Source Study		(54,500)
SE Regional Water Quality Study		(36,500)
Front Street Water Lines		(1,500,000)
Draft Reserve (MCR) Policy ⁴		(887,632)
Equipment Replacement Reserve ⁴		(1,546,200)
Uncommitted Reserve Balance	\$	5,096,606

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	3,996,106
Restricted Funds:		
Service Vehicle - Ford F250		(35,000)
Hook/Dump Truck with Plow		(7,524)
I&I Engineering Study		(13,943)
DNREC Surface Water Grant		(50,000)
Mill Street - Line Rerouting		(5,439)
Streets 2020 Utility Engineering		(9,333)
Fencing - Lighthouse Pump Station		(28,000)
I&I - Shawnee Acres & Truitt Ave		(141,634)
Draft Reserve (MCR) Policy ⁴		(2,948,637)
Equipment Replacement Reserve ⁴		(613,000)
Uncommitted Reserve Balance	\$	143,596

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	11,437,391
Restricted Funds:		
SCADA / Smart Metering Wall		(100,000)
International Line Truck (E110)		(8,125)
FY'19 Budgeted Capital		(297,150)
FY'20 Budgeted Capital		(466,400)
Early Redemption of Bond (1/1/22)		(1,060,000)
Draft Reserve (MCR) Policy ⁴		(5,185,486)
Equipment Replacement Reserve ⁴		(1,241,200)
Uncommitted Reserve Balance	\$	3,079,030

Municipal Street Aid Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	513,661
Projected Receipts through FY'21:		138,248
Restricted Funds:		
Mispillion Street Group		(434,440)
Street Improvement Plan: 2020		(133,000)
Street Improvement Plan: 2019		(72,000)
Balance of Fisher, Plum, Masten, etc		(1,094)
Balance of Lovers Lane Project		(3,125)
Restricted for Bridge Improvements		(6,552)
Uncommitted Reserve Balance	\$	1,698

Realty Transfer Tax Reserves		Amount
Cash/Investment Balance (10/31/20)	\$	3,149,242
Projected Receipts through FY'21:		407,333
Restricted Funds:		
Transfer to Police Dept		(333,332)
Sidewalk Project Funding		(140,000)
Mispillion Street Group		(80,000)
Support GF Policies w Transfer ²		(2,000,000)
Draft Reserve Policy ⁵		(1,000,000)
Uncommitted Reserve Balance	\$	3,243

¹Includes \$347,899 for FY'21 General Fund Operating Budget Deficit-Funding
²Per discussions held at 11/17/2020 Council Retreat, implementation of GF Reserve Policies would require support from an eligible funding source
³Per 11/17 Council Retreat, initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense
⁴Per 11/17 Retreat, initial drafts of Enterprise Fund Policies recommend dynamic MCR based on formula developed in COS study, with separate Equip Repl Reserve of 20% of 5-yr CIP
⁵Per 11/17 Retreat, initial draft of RTT Fund Policy recommends dynamic MCR based on average of trailing-three-year RTT receipts

City of Milford, Delaware
 Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended October 31, 2020

33.3% of Year Elapsed

Account / Function	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
General Fund:				
Economic Development Fund	\$ 70,860	\$ -	\$ 70,860	100.0%
General Fund Reserves	813,099	59,037	288,215	35.4%
General Fund Reserves - New Officers	436,800	36,400	145,600	33.3%
Realty Transfer Tax - Police	500,000	41,667	166,667	33.3%
Real Estate Tax	4,316,000	4,955	4,232,711	98.1%
Business License	50,000	1,940	9,030	18.1%
Rental License	100,000	7,300	18,825	18.8%
Building Permits	250,000	30,669	150,605	60.2%
Planning & Zoning	47,000	2,100	9,510	20.2%
Grasscutting Revenue	16,000	1,333	5,333	33.3%
Police Revenues	508,375	7,325	237,980	46.8%
Misc. Revenues	417,100	23,570	79,033	18.9%
Transfers In	3,486,525	290,544	1,162,175	33.3%
Total General Fund Revenue	\$ 11,011,759	\$ 506,840	\$ 6,576,545	59.7%
Enterprise Funds:				
Water Fund Revenues	\$ 2,984,929	\$ 241,181	\$ 1,121,989	37.6%
Sewer Fund Revenues	2,528,345	195,706	893,964	35.4%
Kent County Sewer	1,900,000	147,099	693,828	36.5%
Solid Waste Fund Revenues	1,314,770	111,488	474,106	36.1%
Electric Fund Revneues	24,310,398	1,762,442	8,899,259	36.6%
Total Enterprise Fund Revenue	\$ 33,038,442	\$ 2,457,916	\$ 12,083,146	36.6%
Other Enterprise Expense		(237)	(1,536)	
Other Enterprise Revenue		680	3,845	
Total General & Enterprise Fund Revenue	\$ 44,050,201	\$ 2,965,199	\$ 18,662,000	42.4%
LTD Carlisle Fire Company Building Permit Fund			\$ 556,623	

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended October 31, 2020

33.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
General Fund					
City Administration					
Personnel	\$ 623,686	\$ 64,767	\$ 192,985	30.9%	\$ 430,701
Operation & Maintenance (O&M)	191,289	7,693	33,089	17.3%	158,200
Capital	-	-	-		-
Subtotal: City Administration	814,975	72,460	226,074	27.7%	588,901
Planning & Zoning					
Personnel	158,111	17,660	51,614	32.6%	106,497
O&M	82,647	5,977	16,887	20.4%	65,760
Capital	-	-	-		-
Subtotal: Planning & Zoning	240,758	23,637	68,501	28.5%	172,257
Code Enforcement & Inspections					
Personnel	288,296	31,243	90,578	31.4%	197,718
O&M	91,722	5,682	16,804	18.3%	74,918
Capital	32,000	-	-	0.0%	32,000
Subtotal: Code Enforcement & Inspections	412,018	36,925	107,382	26.1%	304,636
Council					
Personnel	32,295	4,349	10,108	31.3%	22,187
Legal	45,000	2,220	6,860	15.2%	38,140
City Hall Building Expense	30,014	2,501	10,005	33.3%	20,009
Insurance	20,400	-	10,975	53.8%	9,425
Christmas Decorations	7,000	-	-	0.0%	7,000
Council Expense	34,200	700	10,515	30.7%	23,685
Employee Recognition	28,000	501	1,038	3.7%	26,962
Codification	15,000	2,426	6,728	44.9%	8,272
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	25,000	100.0%	-
Economic Development	2,000	-	-	0.0%	2,000
Armory Expenses	9,000	-	3,017	33.5%	5,983
Kent Economic Partnership	30,000	-	-	0.0%	30,000
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,000	-	-	0.0%	2,000
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	561,769	12,697	160,106	28.5%	401,663

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended October 31, 2020

		<i>33.3% of Year Elapsed</i>				
Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance	
37	Finance					
38	Personnel	504,477	64,697	167,943	33.3%	336,534
39	O&M	86,400	1,500	16,992	19.7%	69,408
40	Capital	-	-	-		-
41	Subtotal: Finance	590,877	66,197	184,935	31.3%	405,942
42	Information Technology					
43	Personnel	274,394	18,544	52,677	19.2%	221,717
44	O&M	276,418	24,242	47,627	17.2%	228,791
45	Capital	62,000	-	17,486	28.2%	44,514
46	Subtotal: Information Technology	612,812	42,786	117,790	19.2%	495,022
47	Police Department					
48	Personnel	4,969,863	505,345	1,472,436	29.6%	3,497,427
49	O&M	724,875	51,753	232,896	32.1%	491,979
50	Capital	105,700	1,234	92,772	87.8%	12,928
51	Subtotal: Police Department	5,800,438	558,332	1,798,104	31.0%	4,002,334
52	Streets & Grounds Division					
53	Personnel	353,451	36,218	108,141	30.6%	245,310
54	O&M	440,195	36,053	111,989	25.4%	328,206
55	Capital	-	-	-		-
56	Subtotal: Streets & Grounds Division	793,646	72,271	220,130	27.7%	573,516
57	Parks & Recreation					
58	Personnel	550,946	45,783	151,765	27.5%	399,181
59	O&M	368,020	33,750	137,959	37.5%	230,061
60	Capital	265,500	75,871	112,176	42.3%	153,324
61	Subtotal: Parks & Recreation	1,184,466	155,404	401,900	33.9%	782,566
62	Total General Fund Expenditures	\$ 11,011,759	\$ 1,040,709	\$ 3,284,922	29.8%	\$ 7,726,837

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended October 31, 2020

33.3% of Year Elapsed

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 319,598	\$ 33,572	\$ 96,897	30.3%	\$ 222,701
O&M	1,542,611	111,330	439,276	28.5%	1,103,335
Capital	757,445	-	-	0.0%	757,445
Debt Service	365,275	-	136,136	37.3%	229,139
Subtotal: Water Division	2,984,929	144,902	672,309	22.5%	2,312,620
Sewer Division					
Personnel	307,738	34,567	96,410	31.3%	211,328
O&M	1,814,277	163,557	583,630	32.2%	1,230,647
Capital	-	-	-	-	-
Debt Service	406,330	17,961	35,922	8.8%	370,408
Subtotal: Sewer Division (excl. Kent County)	2,528,345	216,085	715,962	28.3%	1,812,383
Kent County Sewer	1,900,000	145,404	692,133	36.4%	1,207,867
Subtotal: Sewer Division (Comprehensive)	4,428,345	361,489	1,408,095	31.8%	3,020,250
Solid Waste Division					
Personnel	315,705	31,571	89,771	28.4%	225,934
O&M	999,065	69,992	346,888	34.7%	652,177
Capital	-	-	-	-	-
Subtotal: Solid Waste Division	1,314,770	101,563	436,659	33.2%	878,111
Subtotal: Water, Sewer & Solid Waste	8,728,044	607,954	2,517,063	28.8%	6,210,981
Electric Division					
Personnel	1,135,845	124,638	377,328	33.2%	758,517
O&M	2,605,859	186,020	802,577	30.8%	1,803,282
Transfer to General Fund	2,500,000	208,333	833,333	33.3%	1,666,667
Capital	947,529	9,724	48,922	5.2%	898,607
Debt Service	321,165	-	-	0.0%	321,165
Subtotal: Electric Division (excl. Power)	7,510,398	528,715	2,062,160	27.5%	5,448,238
Power Purchased	16,800,000	1,210,880	5,913,559	35.2%	10,886,441
Subtotal: Electric Division (Comprehensive)	24,310,398	1,739,595	7,975,719	32.8%	16,334,679
Total Enterprise Fund Expenditures	\$ 33,038,442	\$ 2,347,549	\$ 10,492,782	31.8%	\$ 22,545,660
Grand Total Operating Budget	\$ 44,050,201	\$ 3,388,258	\$ 13,777,704	31.3%	\$ 30,272,497

City of Milford, Delaware
Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended October 31, 2020

33.3% of Year Elapsed

Account / Divisional Groupings	FY'21 Budget	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
Garage					
Personnel	\$ 94,752	\$ 9,528	\$ 28,653	30.2%	\$ 66,099
Operation & Maintenance (O&M)	120,672	8,963	37,598	31.2%	83,074
Capital	-	-	-		-
Subtotal: Garage	215,424	18,491	66,251	30.8%	149,173
Public Works					
Personnel	727,521	75,642	199,383	27.4%	528,138
O&M	270,155	5,965	51,096	18.9%	219,059
Capital	216,773	-	-	0.0%	216,773
Subtotal: Public Works	1,214,449	81,607	250,479	20.6%	963,970
Tech Services					
Personnel	249,059	29,441	82,494	33.1%	166,565
O&M	445,181	20,408	116,794	26.2%	328,387
Capital	-	-	-		-
Subtotal: Tech Services	694,240	49,849	199,288	28.7%	494,952
Billing & Collections					
Personnel	662,726	64,028	188,851	28.5%	473,875
O&M	282,655	18,315	71,022	25.1%	211,633
Capital	49,500	-	13,866	28.0%	35,634
Subtotal: Billing & Collections	994,881	82,343	273,739	27.5%	721,142
City Hall Cost Allocation					
O&M	70,620	2,439	14,611	20.7%	56,009
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	70,620	2,439	14,611	20.7%	56,009
Interdepartmental Cost Allocation	\$ (3,189,614)	\$ (234,729)	\$ (804,368)	25.2%	\$ (2,385,246)
Net Interdepartmental Costs¹	\$ -	\$ -	\$ -		\$ -

¹All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

From: Mike Brown <mike.brown@lendedu.com>

Sent: Tuesday, December 1, 2020 2:49 PM

To: Pierce, Rob <rpierce@milford-de.gov>

Subject: Milford Nationally Recognized as One of the Fastest-Growing Cities That's Still Affordable for Renters

Hi Rob,

Hope you had a pleasant holiday weekend and a speedy Monday.

I'm reaching out today to inform you that Milford has been nationally recognized by LendEDU as one of the fastest-growing U.S. cities that is still affordable for renters.

You can see the full report here: <https://lendedu.com/blog/fastest-growing-cities-affordable-for-renters/>

Licensing the most up-to-date data for nearly 30,000 cities, we first found the 1,000 U.S. cities that are projected to grow the fastest over the next five years. We then ranked those 1,000 cities according to each one's average monthly rent cost, which includes utilities.

Specifically, Milford is projected to grow by 16.73% over the next five years and the average monthly rent cost in Milford is \$968.00, which means it's still very affordable despite its potential for growth.

These figures ranked Milford #286 in the entire country and #3 in the state of Delaware.

Congrats on the recognition. The cities on this list, like Milford, are not only the fastest-growing communities in the country, but are also some of the most affordable places to rent, making them excellent locations for young adults to start their life journeys.

Residents of Milford should be proud of this accomplishment, and I encourage you to share it with them through your city's website and social media pages.

I can also make you a free virtual badge that commemorates the recognition and looks great on social media.

Just let me know if you have any questions or want to discuss the data in more detail.

Best,
Mike

--



Michael Brown

Director of Communications | LendEDU
w: <https://lendedu.com> | t: 800-984-5694



Rank	State Rank	City	State	5-Year Pop	Average Monthly Rent
1	1	Roma	Texas	15.51%	\$545.00
2	1	Arab	Alabama	10.04%	\$587.00
3	1	Hazard	Kentucky	9.75%	\$631.00
4	1	Marshfield	Missouri	13.01%	\$634.00
5	2	Campbells	Kentucky	24.78%	\$637.00
6	1	Belle Glade	Florida	16.34%	\$644.00
7	1	Highland Park	Michigan	9.27%	\$652.00
8	1	Lafayette	Tennessee	19.66%	\$659.00
9	3	Morehead	Kentucky	11.17%	\$672.00
10	2	Kingsport	Tennessee	16.98%	\$677.95
11	4	Scottsville	Kentucky	9.89%	\$683.00
12	2	Eagle Pass	Texas	11.06%	\$684.00
13	1	Auburn	Indiana	10.68%	\$687.00
13	5	Latonia	Kentucky	9.86%	\$687.00
15	6	Taylorsville	Kentucky	72.60%	\$689.00
15	1	Leesville	South Carolina	17.59%	\$689.00
17	1	New Albany	Mississippi	13.34%	\$699.00
18	2	Farmington	Missouri	13.14%	\$702.00
19	7	Berea	Kentucky	24.27%	\$702.38
20	1	Kings Mountain	North Carolina	12.71%	\$706.00
21	1	Somerton	Arizona	19.70%	\$708.00
22	1	Cedartown	Georgia	9.50%	\$710.00
23	2	Eloy	Arizona	21.10%	\$717.00
23	3	Athens	Tennessee	11.05%	\$717.00
25	4	Cookeville	Tennessee	13.05%	\$717.71
26	1	Emmett	Idaho	10.95%	\$721.00
27	2	Kokomo	Indiana	26.62%	\$724.47
28	5	Loudon	Tennessee	16.02%	\$727.00
29	3	Edinburg	Texas	26.16%	\$730.22
30	6	Dickson	Tennessee	12.35%	\$731.00
31	7	Lewisburg	Tennessee	12.11%	\$732.00
32	1	Wagoner	Oklahoma	14.85%	\$733.00
33	2	Graham	North Carolina	11.08%	\$734.00
34	4	Weslaco	Texas	20.00%	\$737.00
35	1	Carencro	Louisiana	29.12%	\$739.00
35	2	Labelle	Florida	10.88%	\$739.00
37	2	Calhoun	Georgia	12.35%	\$741.00
38	8	Manchester	Tennessee	11.24%	\$742.00
39	3	San Luis	Arizona	22.31%	\$743.00
40	2	Athens	Alabama	22.97%	\$745.96
41	2	Loris	South Carolina	12.38%	\$746.00
42	2	Big Rapids	Michigan	19.76%	\$748.00
43	1	Sheboygan	Wisconsin	11.97%	\$748.74
44	9	Shelbyville	Tennessee	10.44%	\$749.00
45	3	Travelers Rest	South Carolina	12.90%	\$753.00
46	3	Arcadia	Florida	9.71%	\$754.41

47	1 Wasco	California	15.15%	\$755.00
47	8 Paris	Kentucky	13.64%	\$755.00
49	3 Union	Missouri	15.47%	\$756.00
49	9 Richmond	Kentucky	12.72%	\$756.00
51	5 Los Fresno	Texas	37.14%	\$757.00
51	1 Siloam Spr	Arkansas	14.41%	\$757.00
53	3 Forsyth	Georgia	11.17%	\$761.00
53	3 Franklin	North Carc	10.05%	\$761.00
55	2 Rexburg	Idaho	20.43%	\$762.22
56	4 Avon Park	Florida	20.78%	\$764.00
57	2 Thermal	California	57.92%	\$765.00
58	5 Defuniak S	Florida	38.41%	\$770.71
59	3 Opelika	Alabama	12.68%	\$772.73
60	3 Seymour	Indiana	11.87%	\$774.00
61	4 Conover	North Carc	9.27%	\$777.00
62	3 Jerome	Idaho	9.87%	\$778.00
63	4 Commerce	Georgia	10.00%	\$779.06
64	4 Bolivar	Missouri	9.86%	\$781.00
65	10 Jonesboro	Tennessee	15.40%	\$782.00
66	1 Marion	Iowa	14.86%	\$789.00
67	5 Joplin	Missouri	12.04%	\$789.09
68	5 Perry	Georgia	36.67%	\$791.00
68	2 Durant	Oklahoma	11.87%	\$791.00
70	4 Pell City	Alabama	10.62%	\$791.15
71	1 Othello	Washingto	15.02%	\$792.00
71	1 Amsterdam	New York	13.43%	\$792.00
73	5 Statesville	North Carc	11.20%	\$792.48
74	3 Lindsay	California	12.55%	\$793.00
75	1 Cedar City	Utah	18.59%	\$793.15
76	4 Camden	South Carc	15.04%	\$796.00
77	6 Cleveland	Georgia	19.21%	\$797.00
78	2 Tupelo	Mississippi	10.63%	\$797.04
79	1 Willmar	Minnesota	12.39%	\$798.00
80	6 Seminole	Texas	10.93%	\$799.00
81	6 Benson	North Carc	23.61%	\$801.00
82	10 Shelbyville	Kentucky	16.27%	\$803.00
83	7 Mabank	Texas	23.27%	\$804.62
84	11 Mount Wa	Kentucky	70.03%	\$805.00
84	7 Smithfield	North Carc	15.80%	\$805.00
86	7 Carrollton	Georgia	13.05%	\$806.80
87	5 Foley	Alabama	36.94%	\$807.00
87	8 Kilgore	Texas	13.33%	\$807.00
89	4 Caldwell	Idaho	21.77%	\$807.48
90	9 Mineral W	Texas	13.49%	\$810.00
91	2 Fond du La	Wisconsin	60.03%	\$810.23
92	6 Clewiston	Florida	20.70%	\$811.00
93	8 Mount Hol	North Carc	22.79%	\$812.00

94	2 Jonesboro	Arkansas	13.89%	\$812.43
95	3 Bay Saint L	Mississippi	47.73%	\$815.00
95	6 Pacific	Missouri	9.47%	\$815.00
97	12 Bowling Gr	Kentucky	19.35%	\$815.17
98	3 El Reno	Oklahoma	14.35%	\$817.00
99	8 Jasper	Georgia	11.68%	\$819.00
100	1 Harrison	Ohio	16.76%	\$820.00
101	11 Sevierville	Tennessee	10.04%	\$820.70
102	3 Conway	Arkansas	9.68%	\$820.77
103	4 Blanchard	Oklahoma	12.74%	\$821.00
104	7 Immokalee	Florida	16.54%	\$822.00
105	4 Springdale	Arkansas	10.95%	\$824.03
106	1 Bedford	Virginia	12.92%	\$827.00
106	7 Warrensbu	Missouri	10.19%	\$827.00
108	9 Lillington	North Carc	12.04%	\$828.00
108	3 Neenah	Wisconsin	11.32%	\$828.00
110	10 Canyon	Texas	12.53%	\$828.85
111	2 Bemidji	Minnesota	44.15%	\$830.00
112	10 Selma	North Carc	19.37%	\$832.00
113	2 Vinton	Virginia	20.97%	\$833.00
114	5 Greenbrier	Arkansas	23.86%	\$834.00
115	11 China Grov	North Carc	11.16%	\$835.00
116	9 Statesboro	Georgia	11.24%	\$837.45
117	4 Kaukauna	Wisconsin	9.61%	\$841.00
118	8 Lake Placic	Florida	20.80%	\$842.00
119	5 Conway	South Carc	54.12%	\$843.35
120	12 Cleveland	Tennessee	10.40%	\$843.65
121	1 Prineville	Oregon	17.88%	\$844.00
122	4 Lamont	California	16.31%	\$846.00
123	6 Fountain Ir	South Carc	25.25%	\$848.00
123	13 Dandridge	Tennessee	15.05%	\$848.00
125	7 Gaston	South Carc	10.87%	\$849.00
126	8 Nixa	Missouri	14.37%	\$850.00
127	12 Weaverville	North Carc	26.49%	\$852.00
127	1 Kalispell	Montana	24.03%	\$852.00
129	8 North Augl	South Carc	15.29%	\$853.68
130	13 Alexandria	Kentucky	17.40%	\$854.00
131	14 Portland	Tennessee	12.83%	\$855.00
131	2 Indianola	Iowa	10.03%	\$855.00
133	13 Mebane	North Carc	37.68%	\$856.00
133	11 Azle	Texas	30.52%	\$856.00
133	13 Angier	North Carc	13.66%	\$856.00
136	15 Wendell	North Carc	55.35%	\$857.00
137	6 Huntsville	Alabama	13.85%	\$858.59
138	7 Northport	Alabama	11.76%	\$859.19
139	9 Troy	Missouri	22.35%	\$860.00
140	12 Waco	Texas	11.58%	\$860.09

141	13 Dayton	Texas	12.84%	\$861.00
142	15 Columbia	Tennessee	16.18%	\$862.00
143	16 Maryville	Tennessee	9.44%	\$862.12
144	6 Fayetteville	Arkansas	13.29%	\$862.42
145	8 Muscle Shoals	Alabama	14.53%	\$865.00
145	17 Seymour	Tennessee	12.65%	\$865.00
147	4 Florence	Mississippi	11.83%	\$866.00
148	5 Shafter	California	21.06%	\$867.00
148	5 Twin Falls	Idaho	12.15%	\$867.00
150	16 Kannapolis	North Carolina	23.46%	\$868.38
151	10 Athens	Georgia	9.59%	\$868.70
152	9 Bartow	Florida	28.11%	\$869.00
152	14 Belton	Texas	25.24%	\$869.00
154	4 Warsaw	Indiana	13.56%	\$869.67
155	15 Rockport	Texas	15.36%	\$871.00
156	10 Dade City	Florida	17.00%	\$871.12
157	6 McFarland	California	16.71%	\$872.00
157	14 Georgetown	Kentucky	15.52%	\$872.00
159	7 Benton	Arkansas	20.80%	\$872.35
160	16 Denison	Texas	14.34%	\$873.45
161	11 Auburndale	Florida	24.10%	\$874.00
161	2 Dallas	Oregon	18.34%	\$874.00
161	17 Liberty	Texas	12.10%	\$874.00
164	1 Sioux Falls	South Dakota	14.93%	\$877.66
165	17 Belmont	North Carolina	23.34%	\$879.00
165	3 Grand Haven	Michigan	16.47%	\$879.00
165	3 Cottage Grove	Oregon	11.19%	\$879.00
168	9 Moncks Corner	South Carolina	47.37%	\$880.00
168	3 Waynesboro	Virginia	11.78%	\$880.00
170	4 The Dalles	Oregon	17.33%	\$881.00
171	7 Coalinga	California	39.82%	\$882.00
171	18 Elgin	Texas	35.74%	\$882.00
173	19 Greenville	Texas	13.72%	\$882.32
174	4 Lexington	Virginia	13.01%	\$884.00
174	10 Republic	Missouri	12.20%	\$884.00
176	1 Waterloo	Illinois	11.16%	\$887.00
177	8 Orland	California	12.80%	\$888.00
178	2 Rapid City	South Dakota	12.99%	\$888.49
179	9 Arvin	California	9.83%	\$889.00
180	4 Apache Junction	Arizona	19.08%	\$890.86
181	20 Seguin	Texas	20.23%	\$891.00
181	5 New Richmond	Wisconsin	12.54%	\$891.00
181	12 Belleview	Florida	9.69%	\$891.00
184	21 Joshua	Texas	48.13%	\$892.00
184	1 Los Lunas	New Mexico	9.93%	\$892.00
186	22 Stephenville	Texas	16.51%	\$892.08
187	6 Nampa	Idaho	19.99%	\$892.80

188	10 Little River South Carc	28.79%	\$895.00
188	18 Newport North Carc	13.39%	\$895.00
190	11 Greenville South Carc	23.82%	\$895.81
191	3 Spearfish South Dako	10.61%	\$897.46
192	2 Pullman Washingto	13.13%	\$899.00
192	23 Taylor Texas	12.65%	\$899.00
194	13 Lake Wales Florida	20.03%	\$899.64
195	5 Chino Valle Arizona	17.85%	\$900.00
196	19 Morehead North Carc	10.50%	\$901.00
197	12 Mauldin South Carc	11.80%	\$902.00
197	20 Youngsville North Carc	11.54%	\$902.00
199	1 Mesquite Nevada	23.59%	\$903.00
199	13 Taylors South Carc	20.51%	\$903.00
201	8 Rogers Arkansas	18.48%	\$903.98
202	11 Forest Parl Georgia	11.33%	\$904.00
203	2 Hobbs New Mexic	9.78%	\$904.59
204	11 Ozark Missouri	16.06%	\$905.00
205	12 Augusta Georgia	10.50%	\$905.26
206	12 Hillsboro Missouri	23.34%	\$908.00
206	24 New Caney Texas	20.04%	\$908.00
208	14 North Fort Florida	34.05%	\$908.32
209	2 Missoula Montana	13.23%	\$908.90
210	18 Hixson Tennessee	10.48%	\$909.00
211	1 Mandan North Dako	22.84%	\$911.00
212	19 Millington Tennessee	9.37%	\$911.86
213	25 Alvarado Texas	21.54%	\$912.00
214	3 Moses Lak Washingto	19.55%	\$913.00
214	3 Cheney Washingto	18.00%	\$913.00
216	13 Jefferson Georgia	30.60%	\$914.00
217	5 Grants Pas Oregon	10.70%	\$914.66
218	14 Dahlonega Georgia	49.45%	\$916.00
218	6 Saint Heler Oregon	11.02%	\$916.00
220	20 Lebanon Tennessee	39.71%	\$916.63
221	15 Dawsonvill Georgia	33.82%	\$917.00
221	21 Carthage North Carc	17.10%	\$917.00
223	4 Zeeland Michigan	17.51%	\$918.00
224	22 Boone North Carc	15.06%	\$919.00
225	5 Oklahoma Oklahoma	10.23%	\$919.97
226	16 Warner Ro Georgia	14.43%	\$920.36
227	1 Lincoln Nebraska	9.40%	\$920.38
228	2 Oxford Ohio	9.34%	\$922.00
229	5 Lowell Michigan	15.06%	\$923.00
230	17 Clarkston Georgia	65.03%	\$924.00
231	15 Brooksville Florida	14.28%	\$926.40
232	26 Floresville Texas	20.34%	\$927.00
233	5 Greenfield Indiana	14.21%	\$928.00
234	27 Marble Fal Texas	18.44%	\$931.00

235	6 Norman	Oklahoma	9.51%	\$931.09
236	9 Tuscaloosa	Alabama	9.52%	\$932.02
237	6 Casa Grande	Arizona	18.47%	\$932.77
238	18 Kingsland	Georgia	12.34%	\$934.00
239	13 Columbia	Missouri	11.27%	\$934.19
240	16 Zephyrhills	Florida	32.59%	\$934.53
241	10 Porterville	California	10.20%	\$934.61
242	1 Georgeton	Delaware	19.82%	\$935.00
242	28 Brenham	Texas	10.87%	\$935.00
244	17 Dunnellon	Florida	11.74%	\$935.15
245	21 Madison	Tennessee	9.61%	\$936.00
246	7 Roseburg	Oregon	10.78%	\$936.37
247	11 Kerman	California	12.06%	\$937.00
248	3 Belgrade	Montana	27.59%	\$939.00
248	7 Collinsville	Oklahoma	27.04%	\$939.00
250	14 West Colu	South Carc	19.38%	\$939.60
251	18 Haines City	Florida	35.83%	\$940.00
252	10 Auburn	Alabama	19.54%	\$940.49
253	23 Zebulon	North Carc	41.98%	\$941.00
254	29 Channelvie	Texas	19.41%	\$942.00
255	1 Lawrence	Kansas	10.88%	\$944.74
256	2 Zachary	Louisiana	21.38%	\$945.00
257	8 Lebanon	Oregon	14.87%	\$946.00
258	22 Gallatin	Tennessee	38.44%	\$948.00
258	24 Willow Spr	North Carc	34.49%	\$948.00
260	30 Texas City	Texas	11.11%	\$948.33
261	6 Grand Rap	Michigan	13.41%	\$948.42
262	31 Kaufman	Texas	24.64%	\$950.00
263	19 Plant City	Florida	18.21%	\$950.81
264	19 Byron	Georgia	24.43%	\$951.00
265	3 Fairfield	Ohio	11.25%	\$953.00
266	5 Hernando	Mississippi	11.47%	\$954.00
267	4 Columbus	Ohio	13.49%	\$954.22
268	32 Bryan	Texas	12.07%	\$954.98
269	2 West Fargo	North Dako	28.89%	\$956.00
269	20 Union City	Georgia	19.60%	\$956.00
271	33 Alvin	Texas	16.00%	\$958.00
272	34 Sherman	Texas	15.22%	\$959.00
273	3 Bismarck	North Dako	14.78%	\$959.35
274	20 Eustis	Florida	15.77%	\$959.97
275	4 Helena	Montana	16.49%	\$960.52
276	21 Winter Ha	Florida	33.91%	\$960.77
277	35 Springtow	Texas	21.31%	\$961.00
278	2 Seaford	Delaware	18.30%	\$962.00
278	2 Morris	Illinois	13.37%	\$962.00
280	22 Cocoa	Florida	17.58%	\$962.11
281	15 Rock Hill	South Carc	12.84%	\$963.08

282	2 Canandaig	New York	19.30%	\$965.00
282	5 Pasco	Washingto	18.76%	\$965.00
284	23 Leesburg	Florida	26.25%	\$965.85
285	9 Silverton	Oregon	17.27%	\$966.00
286	24 Summerfie	Florida	27.24%	\$968.00
286	3 Milford	Delaware	16.73%	\$968.00
288	5 Marysville	Ohio	10.18%	\$969.00
289	25 Fort Pierce	Florida	9.93%	\$969.59
290	1 Westbrook	Maine	9.54%	\$971.00
291	12 Oroville	California	40.16%	\$971.02
292	3 Moorhead	Minnesota	10.54%	\$972.00
293	16 Greer	South Carc	36.65%	\$972.81
294	9 Bryant	Arkansas	13.98%	\$973.00
295	17 Longs	South Carc	21.19%	\$974.00
295	7 Saline	Michigan	19.27%	\$974.00
297	4 Big Lake	Minnesota	9.40%	\$975.00
298	36 Terrell	Texas	19.08%	\$975.25
299	37 Huntsville	Texas	9.68%	\$975.69
300	38 Lockhart	Texas	9.49%	\$976.00

REMINDER:

HAM PICKUP



Fresh hams will be delivered to the Public Works Facility on **Wednesday, December 16th**. A time frame will be provided by the delivery service the day prior. Please keep an eye out for a follow up email with more pickup information. If unavailable that day, please make arrangements for someone to pick up on your behalf.

THANKS!



National Coastal Resilience Fund

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PARTNERS

- NOAA
- AT&T
- Shell
- TransRe
- U.S. Department of Defense
- U.S. Environmental Protection Agency

ABOUT NFWF

Chartered by Congress in 1984, the National Fish and Wildlife Foundation (NFWF) protects and restores the nation's fish, wildlife, plants and habitats. Working with federal, corporate and individual partners, NFWF has funded more than 5,000 organizations and generated a total conservation impact of \$6.1 billion.

Learn more at www.nfwf.org

NATIONAL HEADQUARTERS

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Dunes protecting sea turtle nests and homes along the coast of South Carolina.

OVERVIEW

The 2020 round of funding from the National Fish and Wildlife Foundation's (NFWF) **National Coastal Resilience Fund** (NCRF) includes 46 new coastal resilience grants totaling more than \$37 million. The awards announced generated \$55 million in match from the grantees, providing a total conservation impact of \$92 million.

In this latest round of grant-making from the fund, NFWF and NOAA were joined by partners Shell, TransRe, the U.S. Environmental Protection Agency, and AT&T; with additional funding from the U.S. Department of Defense.

The National Coastal Resilience Fund restores, increases, and strengthens natural infrastructure to protect coastal communities while also enhancing habitats for fish and wildlife. Established in 2018, the National Coastal Resilience Fund invests in conservation projects that restore or expand natural features such as coastal marshes and wetlands, dune and beach systems, oyster and coral reefs, forests, coastal rivers, and floodplains, and barrier islands that minimize the impacts of storms and other naturally occurring events on nearby communities.

(continued)

COMMUNITY CAPACITY BUILDING AND PLANNING

Planning for Community and Ecosystem Resilience on the Oregon Coast (OR)

Grantee: Oregon Department of Land Conservation and Development

Grant Amount:.....\$250,584
 Matching Funds:.....\$154,442
 Total Project Amount:\$405,026

Engage coastal communities in a formal process to identify specific resilience needs and develop a planning framework to push projects forward to advanced stages of coastal resilience activities in Oregon's estuarine areas. Project will empower coastal communities to plan and implement coastal resilience activities and leverage existing planning frameworks to accomplish broader resiliency goals and restoration priorities in highly vulnerable estuaries.

Building Capacity and Partnerships to Plan and Implement Coastal Resilience in the Florida Panhandle

Grantee: The Nature Conservancy

Grant Amount:.....\$206,753
 Matching Funds:.....\$271,793
 Total Project Amount:\$478,546

Create a portfolio of nature-based solution projects for coastal resilience in Franklin, Gulf and Bay counties in Florida through work with regional and local partners and analysis of the effectiveness of natural features in reducing storm damage from Hurricane Michael. Project will establish a regional resilience planning framework, including a process for using existing decision support tools and resources, guide investments in restoring, strengthening, and creating natural features.

Producing Natural Resource Evaluation and a Management Plan for Mispillion and Cedar Creek (DE)

Grantee: Partnership for the Delaware Estuary

Grant Amount:.....\$110,042
 Matching Funds:.....\$110,048
 Total Project Amount:\$220,090

Work with partners to produce a natural resource economic valuation and management plan for Mispillion and Cedar Creek watersheds in Delaware. Project will provide the region with an ecotourism and nature-based investment strategy for conservation, climate adaptation, and community resilience in the watersheds, and will culminate in a comprehensive management plan that promotes resilience to flooding, sea level rise, and land use development.

Planning for Coastal Resilience through an Innovative Design Approach to Capacity Building (GA, NC, SC)

Grantee: Southeastern Association of Fish and Wildlife

Grant Amount:.....\$200,000
 Matching Funds:.....\$230,000
 Total Project Amount:\$430,000

Identify, assess, and build regional teams to address hydrologic connectivity threats resulting from inadequate



Great blue heron on South Padre Island, Texas

culvert structures in tidal systems. Project will focus on surveying, assessing, and prioritizing sites with key regional partners from diverse backgrounds, and aims to build a community of practice in each region to further aquatic conservation and community resiliency.

Building Capacity and Conducting Coastal Risk Assessments in Remote Alaska Native Communities

Grantee: Alaska Native Tribal Health Consortium

Grant Amount:.....\$1,360,801
 Matching Funds:.....\$821,588
 Total Project Amount:\$2,182,389

Provide adaptation planning and development of hazard mitigation and restoration solution support for 44 Alaskan Resilience Hub communities with capacity building on coastal flooding and erosion for the development of informed mitigation solutions and future design of restoration. Project will take an innovative, comprehensive, efficient, culturally-sensitive, and forward-looking approach to building capacity and conducting urgently needed coastal risk assessments in remote Alaska Native communities.

(continued)



Commercial fishing hub in Gulfport, Mississippi

Creating a Community Flooding and Resilience Plan for Southeast Detroit (MI)

Grantee: Eastside Community Network
 Grant Amount:.....\$185,609
 Matching Funds:.....\$215,000
 Total Project Amount:\$400,609
 Undertake a planning effort in southeast Detroit to evaluate the flooding issues facing the community and develop a set of recommended solutions. Project will survey households experiencing flooding issues, and a selected portion will receive home assessments to address the cause of their flooding with an emphasis on the use of nature-based, green stormwater infrastructure, and restoration solutions that could mitigate flooding risk while contributing to ecosystem recovery.

Developing a Resiliency Implementation Workplan for Camden County (GA)

Grantee: The Nature Conservancy
 Grant Amount:..... \$75,000
 Matching Funds:..... \$75,000
 Total Project Amount:\$150,000
 Create a resiliency implementation workplan for Camden County, Georgia, via a stakeholder-driven planning process that results in actionable steps to assist local, county, and navy decision-makers in improving local resilience. Project will prioritize nature-based solutions by identifying and developing opportunities for nature-based, green-grey infrastructure projects to mitigate flooding, storm surge, sea-level rise risks, and other threats to local infrastructure and facilities.

Building a County Collaborative and Capacity through Development of a Resilience Strategy (CA)

Grantee: County of Santa Clara
 Grant Amount:.....\$150,000
 Matching Funds:.....\$150,000
 Total Project Amount:\$300,000
 Build capacity and identify local vulnerabilities and priorities through convening practitioners and leaders of 20 to 30 local government agencies and civil society stakeholders in Silicon Valley to ultimately incorporate policy and project solutions in the Santa Clara County Resiliency Strategy. Project will increase knowledge and develop a pipeline of prioritized policy and projects to implement and increase community, economic, riparian, and bay ecological resiliency.

Creating a Resiliency and Sustainability Master Plan for Port of Gulfport (MS)

Grantee: The Mississippi State Port Authority at Gulfport
 Grant Amount:.....\$124,493
 Matching Funds:.....\$124,493
 Total Project Amount:\$248,986
 Create a Resiliency and Sustainability Master Plan for the Port of Gulfport that will support the Port’s current environmental program and comprehensive emergency management plan and will also weave elements of sustainability throughout the Port’s operations and procedures. Project will determine goal and objective formation, complete a resiliency assessment sustainability assessment, and prepare a resiliency and sustainability master plan.

Developing a Head Estuarine Shoreline Management Plan for the Town of Nags Head (NC)

Grantee: Town of Nags Head

Grant Amount:..... \$75,000
 Matching Funds:.....\$160,500
 Total Project Amount:\$235,500

Address the estuarine shoreline management in the Town of Nags Head while balancing land use, ecosystem health, public health, and recreational opportunities. Project will prioritize shoreline management opportunities through a biogeographical inventory of existing shorelines, historical changes, and impacts; identify shoreline best management practices, uses, and policy; and explore regulatory issues to consider the impacts of future hazards on the estuarine system, such as sea-level rise.

Developing a Living Shoreline Suitability Model for Pensacola Bay (FL)

Grantee: Santa Rosa County

Grant Amount:..... \$73,910
 Matching Funds:..... \$73,910
 Total Project Amount:\$147,820

Develop a living shoreline habitat suitability model and master plan for the Pensacola Bay System and assess approximately 175 miles of shoreline and include parameters such as land use, bathymetry, habitat type, wave dynamics, sediment transport, and the presence or absence of hardened coastal infrastructure. Project will create a model to characterize and prioritize living shoreline opportunities across local government jurisdictions, as a comprehensive coastal resilience strategy.

Establishing a Comprehensive Coastal Nature-Based Resiliency Plan (NC)

Grantee: North Carolina Department of Transportation

Grant Amount:.....\$353,083
 Matching Funds:.....\$353,083
 Total Project Amount (Grant + Matching Funds): ...\$706,166

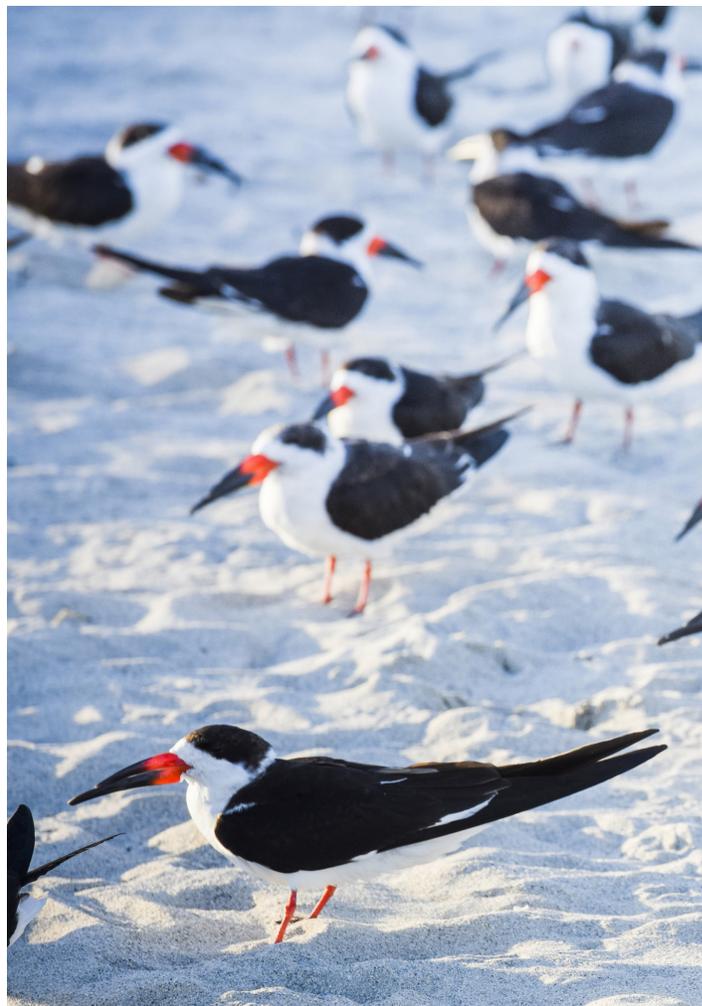
Establish a coastal nature-based resiliency plan focused on prioritizing sites for habitat restoration and protecting critical roadway infrastructure, to serve as a public, living plan created through stakeholder and community engagement. Project will identify and organize potential projects that address North Carolina's needs for coastal resiliency and increase stakeholder and public engagement to help build capacity to execute nature-based resilience projects.

Developing a Resilient Waterfront and Shoreline Enhancement Plan (FL)

Grantee: City of Miami

Grant Amount:.....\$225,000
 Matching Funds:.....\$325,000
 Total Project Amount:\$550,000

Develop a 20-year capital plan for city of Miami shoreline enhancement projects, including updated design and permitting guidelines and financing recommendations.



Black skimmers on Miami Beach

Project will lead to reduced increasing flood risks over the next 40 years and will protect and enhance the currently compromised ecosystems of Biscayne Bay, Miami River and Little River through a combination of nature-based and structural means.

Developing a Regional Coastal Resilience Plan for Southern Maine

Grantee: Southern Maine Planning and Development Commission

Grant Amount:.....\$130,000
 Matching Funds:.....\$136,500
 Total Project Amount:\$266,500

Develop a regional coastal resilience plan for a 10-municipality region in southern Maine through collaborative engagement of municipalities, local land trusts, regional conservation organizations, and state natural resource agencies. Project will assist communities, the region, and the state to better prepare for impacts of coastal hazards and will identify land use strategies, adaptation measures, and nature-based solutions for making the region more resilient to coastal flooding.

(continued)



Oysters in South Carolina

PROJECT SITE ASSESSMENT AND PRELIMINARY DESIGN

Feasibility Study and Design of the Laguna Madre Living Shoreline (TX)

Grantee: The City of South Padre Island

Grant Amount:.....\$150,000

Matching Funds:.....\$150,000

Total Project Amount:.....\$300,000

Create a bayside living shoreline using an innovative new design approach that will encourage ecological diversity and deliver community protection against environmental stressors. Project will develop an arrangement of intertidal berms to establish pocketed wetlands that play roles in heavy metal absorption, decreased wave energy, coastal erosion, storm surge buffer, and habitat restoration.

Enhancing Shoreline Protection at the Tampa Bay Philippe Park (FL)

Grantee: Pinellas County

Grant Amount:.....\$130,000

Matching Funds:.....\$196,000

Total Project Amount:.....\$326,000

Assess and design seawall enhancement options in Tampa Bay, at Philippe Park in Safety Harbor, Florida, with a goal of demonstrating and comparing resiliency, creating salt marsh and oyster reef habitat, and assessing cost-effectiveness. Project will result in 60-percent design of several different living shoreline treatments, both traditional and innovative, along a concrete seawall, baseline monitoring, and creation of an effective decision-support tool and performance matrix.

Protecting Sacred Sites and Building Community Resilience through Strengthening Marshes (LA)

Grantee: Lowlander Center

Grant Amount:.....\$112,047

Matching Funds:.....\$113,387

Total Project Amount:.....\$225,434

Identify the many dredged and abandoned canals threatening tribal sacred sites, discern places that can be restored or conserved, and recognize those that have passed their survival tipping points. Project will result in reduced land loss, preserve sacred places and safe-havens, and restore overland flow and some below-ground flows in coastal marshes by placing plugs in abandoned canals, and removing spoil banks.

Creating a Resiliency and Hazard Mitigation Plan for the City of New Bern (NC)

Grantee: City of New Bern

Grant Amount:.....\$150,000

Matching Funds:.....\$150,000

Total Project Amount:.....\$300,000

Create a replicable city-wide Resiliency and Hazard Mitigation Plan, identify priority restoration sites, develop preliminary and 50-percent design, and work directly with stakeholders to meet the City's restoration and community resilience goals based on the results of its ongoing community capacity building and planning project. Project will analyze and implement sustainable nature-based solutions that will enable both its man made and natural environments to be more resilient.

Living Shoreline Stabilization for Communities and Tidal Wetlands in the Great Bay Estuary (NH)

Grantee: New Hampshire Department of Environmental Services

Grant Amount:.....\$257,000

Matching Funds:.....\$257,000

Total Project Amount:.....\$514,000

Create a pipeline for living shoreline projects that protect salt marsh habitat and coastal communities from erosion, sea-level rise, and flooding in the Great Bay Estuary municipalities of Dover, Durham, and Newmarket. Project will prioritize sites based on criteria, including habitat value and community asset protection, from which 3-4 sites will be selected for 50-percent engineering designs that will be developed by working with an innovative living shoreline professional training program.

Designing Innovative Saltmarsh Restoration and Protecting Coastal Community Infrastructure (FL)

Grantee: University of Florida

Grant Amount:.....\$157,834

Matching Funds:.....\$182,449

Total Project Amount:.....\$340,283

Collect baseline data, develop a guidance manual, and provide preliminary design plans that facilitate salt marsh

(continued)



Coastal community in Alaska

lateral expansion, enable dredged sediments to be applied to adjacent salt marshes, and augment salt marsh accretion. Project will engage multiple stakeholders in the design of an innovative approach focused on using thin-layer placement of dredged sediments from the Intracoastal Waterway to enhance the resilience of adjacent salt marshes and community infrastructure.

Conducting a Feasibility Study and Creating a Restoration Design for Livingston Bay (WA)

Grantee: Whidbey Camano Land Trust
 Grant Amount:.....\$155,000
 Matching Funds:.....\$200,000
 Total Project Amount:.....\$355,000

Determine the feasibility of estuary and wetland restoration, with the goal of acquiring and subsequently restoring critical habitat on approximately 292 acres of diked farmland in Livingston Bay on Camano Island in the Puget Sound of Washington State. Project will determine feasibility of restoring diked farmland to its former tidal estuary and wetland condition to increase available critical habitat and improve community resilience of this regionally identified critical nearshore habitat.

Designing a Buffalo Creek Floodplain Reconnection in the Town of West Seneca (NY)

Grantee: Buffalo Niagara Waterkeeper
 Grant Amount:.....\$115,347
 Matching Funds:.....\$331,150
 Total Project Amount:.....\$446,497

Provide technical oversight and coordination for analysis, field study, and preliminary design of a reconnected floodplain on Buffalo Creek in West Seneca, NY, upstream of the flood-prone Lexington Green community, to mitigate flooding, improve resiliency throughout the community and

downstream, and provide beneficial habitat for native species. Project will use nature-based solutions to mitigate flooding while providing for greater resiliency of the waterway, community, and native habitat.

Creating a Living Shoreline and Establishing Marshlands in East Landbridge (LA)

Grantee: City of New Orleans
 Grant Amount:.....\$500,000
 Matching Funds:.....\$500,000
 Total Project Amount:.....\$1,000,000

Conduct preliminary planning and design for living shoreline and marsh creation on the New Orleans East Landbridge, the only remaining natural feature in the Louisiana Coastal Master Plan that protects the City of New Orleans from storm surge in the Gulf. Project will create a design that will include 1,563 acres of wetlands created using hydraulically dredged sediment from Lake Borgne, and 21,597 linear feet of living shoreline protection features to be installed in Lake Borgne.

Enhancing Community Resilience through Site Flood Assessment and a Flood Mitigation Design (HI)

Grantee: Hanalei Watershed Hui
 Grant Amount:.....\$250,000
 Matching Funds:.....\$568,489
 Total Project Amount:.....\$818,489

Conduct a hydrologic assessment to evaluate potential mitigation designs to attenuate riverine flood water impacts in Hanalei Basin, and create a elevation model using survey data of existing topography and bathymetry of the floodway and inland waterways. Project will evaluate mitigation designs, rank flood attenuation, create a wetland habitat matrix, define cost-benefit to attenuate flood impacts and enhance wetland habitat, and complete 60-percent preliminary designs.

(continued)

Developing a Hogans Creek Restoration Plan (FL)

Grantee: Groundwork Jacksonville

Grant Amount:.....\$294,000

Matching Funds:.....\$335,688

Total Project Amount:.....\$629,688

Develop a preliminary design for the ecological restoration of Hogans Creek to reduce flooding, improve water quality, create habitat for fish and wildlife, and provide nature-based recreation using concepts in natural channel design to fit its watershed and receiving waters. Project will engage the neighborhoods within the creek's watershed as well as other key stakeholders as design partners.

Restoring Tidal Flows to Schoppee Marsh and Increasing the Coastal Resilience of Machias (ME)

Grantee: Downeast Salmon Federation

Grant Amount:.....\$107,780

Matching Funds:.....\$179,959

Total Project Amount:.....\$287,739

Restore more than 50 acres of salt marsh at of the Machias Bay estuary in eastern Washington County, Maine. Project will produce a feasibility study and adaptive management strategies in preparation for the production of a full engineering design to restore the salt marsh, provide sea-level rise and storm surge protection for the Town of Machias, protect habitat for salt marsh fish, wildlife, and plant species, and provide education and outreach opportunities for the community.

PROJECT FINAL DESIGN AND PERMITTING**Creating a Living Shoreline along Lions Park to Enhance the Critical Estuarine Habitat (AS)**

Grantee: University of Hawaii at Manoa

Grant Amount:.....\$337,037

Matching Funds:.....\$217,799

Total Project Amount:.....\$554,836

Create a living shoreline on Tutuila Island in U.S. Territory of American Samoa along Lions Park to enhance the critical estuarine habitat in the adjacent Pala Lagoon and serve as a concrete demonstration of alternative erosion protection to traditional seawalls. Project will create a locally suitable design for the living shoreline project, resulting in the protection of critical infrastructure, improvement of water quality by increased filtration, and enhanced biodiversity.

Developing a Restoration Design for Degraded Saltmarshes of Southern Mastic Beach (NY)

Grantee: Town of Brookhaven

Grant Amount:.....\$400,000

Matching Funds:.....\$450,000

Total Project Amount:.....\$850,000

Develop final designs to restore 147 acres of degraded saltmarsh in Mastic Beach, New York, back to a natural floodplain to reduce flooding to neighboring communities and increase natural habitats and ecological diversity. Project will finalize plans and obtain all permits to remove a coastal road



Saltmarsh sparrow in New Jersey

and create new habitats to reduce flooding, remove invasive plants and replant with native species, and communicate predicted sea-level flooding to Mastic residents.

Creating a Dune and Habitat Restoration Plan for Green Hill Pond in the South Shore of Rhode Island

Grantee: University of Rhode Island

Grant Amount:.....\$129,191

Matching Funds:.....\$129,389

Total Project Amount:.....\$258,580

Survey and model a detailed design, cost estimations, and permitting of an optimal nature-based dune restoration scenario and dredging of an adjacent pond in the Green Hill Pond area along the south shore of Rhode Island, specifically 1.5 miles of a barrier beach and 500 acres of coastal pond. Project will reduce the coastal flooding risk for the coastal communities around the pond and aim to restore and protect the habitats of the adjacent pond by improving water quality.

(continued)



Sunset Beach, California

Scheff East Point Preserve Shoreline Stabilization through Scheff East Point Restoration (OH)

Grantee: Put-in-Bay Township Park District
 Grant Amount:..... \$76,250
 Matching Funds:..... \$76,250
 Total Project Amount:.....\$152,500
 Complete engineering and permitting of natural shoreline restoration techniques at Scheff East Point Preserve. Project will create engineering plans for the removal of the foreign debris, the replacement of this debris with bioengineered natural materials, as well as potentially the construction of an offshore reef with natural materials and techniques to further protect the shoreline from erosive wave action while also creating space for in lake aquatic habitat for native mussels and fish.

Designing a Network of Marsh Terrace Ridges to Achieve Restoration and Flood Resilience (VA)

Grantee: City of Virginia Beach Department of Public Works
 Grant Amount:.....\$135,124
 Matching Funds:.....\$153,874
 Total Project Amount:.....\$288,998
 Project Summary:Develop design plans and secure permits for a network of marsh terrace ridges and perimeter breakwaters to restore at least 260 acres of marsh island and aquatic vegetation habitat that has historically provided both environment and flood reduction benefits to the surrounding community. Project will result in a community-supported, shovel-ready project that demonstrates the efficacy of the first-ever application of marsh terraces in the Mid-Atlantic region.

Finalizing Design of a Loma Alta Slough Wetlands Enhancement Plan (CA)

Grantee: City of Oceanside
 Grant Amount:.....\$175,000
 Matching Funds:.....\$175,000
 Total Project Amount:.....\$350,000
 Prepare a construction-ready coastal wetland restoration project in Southern California building off completed preliminary designs, stakeholder outreach, and permitting communications. Project will restore the hydrologic function of Loma Alta Slough, protecting surrounding critical coastal infrastructure from sea level rise and increased storm intensity, and will enhance species habitat while promoting education and conservation value to the community.

RESTORATION AND MONITORING

Lower Quillayute River Restoration (WA)

Grantee: Quileute Tribe
 Grant Amount:..... \$1,500,000
 Matching Funds:..... \$2,500,000
 Total Project Amount:..... \$4,000,000
 Implement restoration actions on the Quillayute River, through a combination of riverbank stabilization, construction of a boat launch serving the dual purposes of better access for tribal fishermen while reducing bank erosion, and excavation of side channels with placement of woody material to provide off-channel habitat for salmonids and other fish species. Project will restore floodplain connectivity, improve habitat, address erosion, and protect regionally vital infrastructure.

(continued)



Eastern painted turtles

Restoring Ecologically Beneficial and Resilient Infrastructure at the Mouth of Maurice River (NJ)

Grantee: American Littoral Society

Grant Amount:.....\$4,881,064

Matching Funds:.....\$7,035,088

Total Project Amount:.....\$11,916,152

Create hybrid living shoreline, hybrid rock revetment, oyster reefs, and ribbed mussel beds at the tip of Basket Flats and at Northwest Reach. Project will protect the inlet of the Maurice River and provide resiliency and ecological uplift by protecting marsh and creating new habitat.

Building Living Islands to Enhance Shoreline Protection (MD)

Grantee: National Wildlife Federation

Grant Amount:.....\$1,436,701

Matching Funds:.....\$1,437,959

Total Project Amount:.....\$2,874,660

Use a combination of natural and nature-based features including beach nourishment, dune restoration, cobble headland breakwaters, and the creation of five offshore living islands to mitigate impacts at several high-priority sites identified through the Town of Oxford's Stormwater Management and Shoreline Protection Master Plans. Project will employ an innovative and holistic design approach to address flooding and erosion impacting the Town of Oxford.

Creating Ridge Restoration and Reforestation along the Bayou Terre aux Boeufs (LA)

Grantee: St. Bernard Parish Government

Grant Amount:.....\$2,599,028

Matching Funds:.....\$2,599,028

Total Project Amount:.....\$5,198,056

Install shoreline protection and Cypress and Tupelo forest along the Bayou Terre aux Boeufs ridge and other intersecting

bayous near Delacroix, Louisiana. Project will protect the remaining ridge through strategic armoring and reforestation.

Building Community Resiliency through Ecological Restoration on the Hawaiian Island of Molokai

Grantee: Hawaii Division of Forestry and Wildlife

Grant Amount:.....\$1,861,422

Matching Funds:.....\$2,110,778

Total Project Amount:.....\$3,972,200

Complete key components of a landscape-level restoration effort that the Molokai community has prioritized and progressively developed over the past 20 years in response to historical and ongoing pressure from increasing runoff and erosion rates in barren or non-native, fire-adapted grasses covered forests. Project will address major threats to essential community assets through the protection and restoration of native ecosystems and the construction of strategic firebreaks.

Creating a Pensacola Bay Living Shoreline (FL)

Grantee: Escambia County

Grant Amount:.....\$2,502,059

Matching Funds:.....\$9,375,000

Total Project Amount:.....\$11,877,059

Construct approximately 5,300 linear feet of emergent and submerged offshore reef breakwaters, 9 acres of sandy beach habitat, and create conditions to support natural recruitment and colonization of up to 22 acres of submerged aquatic vegetation habitat at Sherman Inlet located in southwestern Pensacola Bay. Project will complete restoration at Sherman Inlet and will benefit numerous finfish and shellfish species while enhancing coastal resilience of Naval Air Station Pensacola.

(continued)



Mangrove forests near Naples, Florida

Enhancing the Tidal Wetland Complex and Creating Habitat for Salmonids in the Elk River Estuary (CA)

Grantee: California State Coastal Conservancy
 Grant Amount:.....\$979,000
 Matching Funds:.....\$2,017,853
 Total Project Amount:.....\$2,996,853
 Restore a 114 acre tidal wetland complex within Humboldt Bay to be self-sustaining over the long term in the face of projected sea level rise. Project will provide critical habitat for threatened salmonids and other listed species, act as a living shoreline to protect Highway 101 and an electrical power line from sea level rise and tidal flooding, and expand passive recreational opportunities and coastal access for the public.

Building Resilience through Community Stewardship of Coral Reefs (FL)

Grantee: National Marine Sanctuary Foundation
 Grant Amount:.....\$4,958,494
 Matching Funds:.....\$5,385,461
 Total Project Amount:.....\$10,343,955
 Restore coral reefs at Eastern Dry Rocks, one of seven focus sites of the Mission: Iconic Reefs initiative. Project will complete site preparation and maintenance for coral out-plantings through community engagement in site based activities, involve restoration practitioners from propagation to planting of elkhorn and staghorn corals, and complete monitoring during and after the project work period to inform impacts.

Strengthening Coastal Resilience through Coral Reef Restoration (VI)

Grantee: The Nature Conservancy
 Grant Amount:.....\$1,204,552
 Matching Funds:.....\$1,204,552
 Total Project Amount:.....\$2,409,104
 Restore coral reef habitat across 150 acres of marine protected area in East End Marine Park, St. Croix, U.S. Virgin Islands using a restoration approach that combines the culture and out planting of multiple species of corals produced, and a comprehensive monitoring program to promote effective restoration. Project will strengthen coastal and community resilience to extreme weather, waves, and flooding while expanding habitat for ecologically, commercially, and recreationally important fisheries.

Increasing Access to Fish Habitat and Aquatic Connectivity through Stream Restoration (ME)

Grantee: Maine Department of Marine Resources
 Grant Amount:.....\$1,548,528
 Matching Funds:.....\$1,583,708
 Total Project Amount:.....\$3,132,236
 Complete removal of one barrier and the partial removal and installation of a technical fishway within the Sabattus River, Maine. Project will reduce flooding risk attributed to catastrophic failure of derelict dams, reduce the barriers to fish passage in the Sabattus River and increase access to high quality fish habitat, increase overall aquatic connectivity in the Androscoggin River drainage, restore several river miles of impoundments to free-flowing river, and improve water quality.

(continued)

Using Mangrove Restoration to Improve Coastal Community Resilience in Puerto Rico

Grantee: University of Puerto Rico at Aguadilla
 Grant Amount:.....\$596,268
 Matching Funds:.....\$775,122
 Total Project Amount:.....\$1,371,390
 Restore 59 hectares in four hurricane-destroyed basin mangroves to improve storm protections and ecosystem services for three coastal communities in Puerto Rico through hazardous dead tree removal, tidal flow restoration, mangrove seedlings plantings, and monitoring equipment installation. Project will help protect more than 300 structures from storm surges, engage three communities, two universities and 500 volunteers, and implement an innovative shelterwood harvest system.

Restoring Stream, Wetlands, and Floodplains of McCoys Creek (FL)

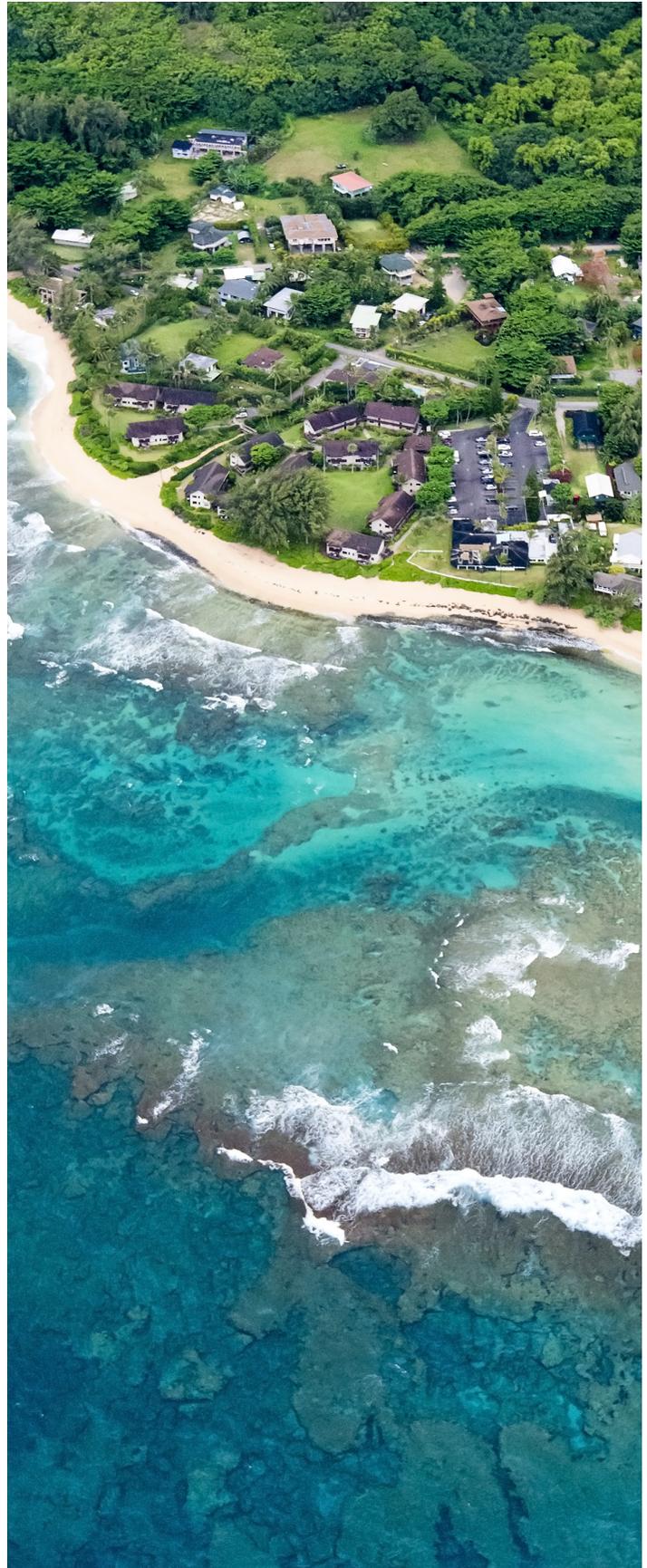
Grantee: City of Jacksonville, Florida
 Grant Amount:.....\$4,300,000
 Matching Funds:.....\$15,000,000
 Total Project Amount:.....\$19,300,000
 Restore McCoys Creek in Jacksonville, Florida, including 1 mile of stream and up to 35 acres of floodplain and wetlands using natural, nature-based features and materials, benefiting rock sea bass, summer flounder, crevalle jack, gray snapper, red drum, pink shrimp, brown shrimp and white shrimp. Project will complete restoration using a mixture of cypress and hardwood forests, freshwater ponds, and salt marsh vegetation as appropriate along the salinity gradient.

Building Base Resilience and Enhancing Shoreline Protection on the York River (VA)

Grantee: College of William and Mary, Virginia Institute of Marine Science
 Grant Amount:.....\$1,000,000
 Total Project Amount:.....\$1,000,000
 Prepare engineer design plans for both phases of restoration and construction, construct shoreline erosion structures and force protection structures, perform baseline and monitoring surveys for shorelines in and around project area. Project will construct living shorelines and restore oyster reef at shorelines and subtidal waters on the York River.

Building a Living Shoreline Along the Neuse River (NC)

Grantee: North Carolina Coastal Federation
 Grant Amount:.....\$1,000,000
 Total Project Amount:.....\$1,000,000
 Build a 1,667 linear foot living shoreline on base along the Neuse River. Project will improve water quality, create valuable habitat, and prevent erosion and mitigate flooding that would damage Cherry Points’s vital infrastructure.



Coastline in Kauai, Hawaii

Natural Resource Evaluation and a Management Plan for Mispillion and Cedar Creek (DE)

The project is awarded a highly competitive grant under the National Coastal Resilience Fund which is managed by the National Fish and Wildlife Foundation (NFWF) and the National Oceanic and Atmospheric Administration (NOAA). The full slate of awards can be found at:

<https://www.nfwf.org/sites/default/files/2020-11/national-coastal-resilience-fund-2020-grant-slate.pdf>

Grant Amount: \$110,042

Matching Funds: \$110,048

Total Project Amount: \$220,090

Partners: The Partnership for the Delaware Estuary and Delaware Sea Grant applied on behalf of the Resilient and Sustainable Communities League (RASCL), the City of Milford, Town of Slaughter Beach, Sussex County, Kent County, and the Pew Charitable Trusts. RASCL members represented on the project team are: University of Maryland Environmental Finance Center, Delaware Nature Society, Delaware Department of Natural Resources and Environmental Control (DNREC), plus the Partnership for the Delaware Estuary and Delaware Sea Grant.

- This coalition calls itself the Waterways Infrastructure and Investment Network (WIIN)
- WIIN will create a stakeholder led vision and management plan to benefit the local economies and coastal resilience of Slaughter Beach, Milford, and their natural resources
- The project will explore ecotourism and nature-based investments that produce win-win benefits of economic opportunity and community resilience to climate and land use changes.
- Key elements of the project are:
 - Economic Study - An appraisal of the area's natural resources to understand community benefits and economic returns. This study will help Milford and Slaughter Beach understand the value of their natural resources and leverage that knowledge to generate sustainable revenue and support for projects such as eco-tours and wetland restoration.
 - Comprehensive Vulnerability Assessment – an analysis that will identify community assets and natural resources at risk of flooding, sea level rise, and land use changes.
 - Management Plan – a stakeholder-led vision that identifies ecotourism and nature-based investments that will promote the economic and coastal resilience of the area.
- Phase 1 of the Economic Study has commenced thanks to funding support from The Pew Charitable Trusts. The rest of the project will commence once NFWF releases funds in the spring of 2021.
- WIIN will actively engage local community members and stakeholders in an inclusive fashion so that the development of these products reflects community input and values.
- This grant marks the first time that RASCL applied for federal grants on behalf of Delaware communities. RASCL's success in this national, highly competitive grant program shows the value of the RASCL network and the potential for future collaborations.

Media Contact:
Danielle Swallow
Delaware Sea Grant
302-645-4258

Delaware Coalition Secures National Fish and Wildlife Federation Grant to Assess Economic Value of Mispillion and Cedar Creek Watersheds

Project Expected to Lead to Ecotourism- and Nature-Based Plan to Boost Slaughter Beach and Milford's Economic and Coastal Resilience

The National Fish and Wildlife Foundation (NFWF) has awarded a coalition of partners in Delaware a \$110,042 grant to develop an economic valuation and management plan for natural resources in the Mispillion and Cedar Creek watersheds.

The award from this highly competitive national grant program will support development of an evidence-based appraisal of the watersheds' resources. The study will assess both the economic value of the region's natural resources to local communities and the watersheds' vulnerability to hazards such as sea level rise.

Ultimately, the findings will inform a nature-based investment strategy that will promote economic opportunity and community resilience in the town of Slaughter Beach and the city of Milford, which will both provide matching funds or in-kind support for the project.

"We saw a clear need for action and also an opportunity to explore the economic benefits that these wetlands, waterways, and habitats bring to Milford and Slaughter Beach," said Slaughter Beach Mayor Kathy Lock.

The Mispillion River and Cedar Creek watersheds have some of the region's most vital natural resources and some of the last remaining large tracts of undisturbed land in Delaware. They are located within an internationally recognized flyway for migrating birds and one of the most productive horseshoe crab spawning areas in the world. The area is under pressure from development and climate change, which has increased the risk of flooding in Slaughter Beach and Milford.

The combination of valuable natural resources and increasing threats to those ecosystems led many organizations to invest in the project. In addition to the NFWF grant, Slaughter Beach and Milford, the project has also received matching funding or in-kind support from the Pew Charitable Trusts, Sussex County and Delaware Sea Grant for a total of \$220,090 committed to the project.

"If we do not act soon and take a holistic approach to managing these resources, their true value to Delaware will be lost," said I.G. Burton, councilman for Sussex County Council District 3. "But first, we need to understand what that value is."

What began as an informal exchange of ideas last February about how to value and manage the region's natural resources quickly blossomed into a broad coalition calling itself the Waterways Infrastructure and Investment Network (WIIN). WIIN comprises the Resilient and Sustainable Communities League (RASCL), the city of Milford, the town of Slaughter Beach, Sussex County, Kent County, and Pew. RASCL

is a network of organizations and state agencies working to improve the capacity of Delaware's communities to thrive in the face of changing environmental conditions. RASCL members represented on WIIN are the Partnership for the Delaware Estuary, Delaware Sea Grant, University of Maryland Environmental Finance Center, Delaware Nature Society, and the Delaware Department of Natural Resources and Environmental Control (DNREC).

"I am thrilled that we were able to assemble such a committed group of partners," says Danielle Swallow, coastal hazards specialist at Delaware Sea Grant, who will serve as project manager. "This is the first time RASCL has applied for a federal grant on behalf of Delaware communities, and our success in this competitive nationwide grant program shows the benefit of our network."

The Partnership for the Delaware Estuary will serve as fiscal and administrative officer for the two-year grant project, which is expected to formally begin in early 2021. Preliminary work on the economic appraisal has commenced, thanks to funding assistance by Pew.

As the non-profit and governmental agencies begin their work, the communities of the Mispillion and Cedar Creek watersheds are looking forward to receiving data and information that will help them plan the kind of future they want, for their people and for the environment where they live, work and play.

"This is a win-win approach that will greatly benefit our communities," said Milford Mayor Archie Campbell. "I look forward to working with our partners to develop a vision for the future."



MARK A. WHITFIELD, 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: Authorization for New Position
Economic Development & Community Engagement Administrator
Date: December 10, 2020

Council has expressed an interest in creating a stronger economic development internal City focus. Additionally, the City also has a need for emphasis on community engagement, public information and marketing. Since both disciplines are somewhat related, it is proposed to create the position of Economic Development & Community Engagement Administrator. The Human Resource Administrator researched several cities within Delaware, and found similar positions. Additionally, Seaford has a position which is nearly identical to the position being proposed. Based on comparisons with other communities, the salary for the position would be a Grade 12 on the pay scale (\$72,260 min - \$124,238 max).

Attached with this memo is a draft job description outlining the duties for the proposed position.

Funding for the position can be accomplished in several ways. Council may consider funding through the City's suspended participation in the Kent Economic Partnership (\$30,000). The present 2021 Budget included a full time ICMA Fellow beginning in January. However, we have discovered a very limited pool of applicants, with no applicants from University of Delaware. A few weeks ago, I was contacted by the City of Lewes to share an ICMA Fellow again, beginning in June 2021. Holding off to fill a part-time position would free up an additional \$35,000 in the 2021 Budget.

The present 2021 Budget also includes about \$60,000 for the duplication of a Finance Director for 2020-21. Because this is not a reoccurring expense, \$60,000 would be available for future funding of the position, along with the \$30,000 from KEP.

RECOMMENDATION: I recommend Council authorize the position of Economic Development & Community Engagement Administrator with no change to the 2021 Budget.



City of Milford
Economic Development and
Community Engagement Director
Pay Grade: G12

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of five years of progressively responsible experience in marketing, public relations, business, planning, community development, economic development or related field. American Institute of Certified Planners (AICP), Certified Economic Developer (CECD), or Economic Development Finance Professional (EDFP) is preferred. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, FEMA IS-700 and FEMA IS-800 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: Bachelor's degree in marketing, public relations, business, public administration, planning or related field.

Direct Supervisor: City Manager

Supervisory Responsibility: N/A

Primary Work Location: Office setting

Job Summary: The Economic Development and Community Engagement Director is responsible for planning, directing, and administering comprehensive economic development and business assistance programs for the City. The Economic Development and Community Engagement Director also serves as a liaison to the business community/civic organizations and as the City's designated Public Information Officer.

The Economic Development and Community Engagement Director shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Economic Development and Community Engagement Director shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Maintains the City website, including Economic Development information.
- B. Serves as the Public Information Officer for the City.
- C. Develops a marketing plan for the City of Milford as Rivertown, Art Town, Home Town
- D. Acts as a liaison between businesses and developers with City staff to overcome obstacles and hurdles.
- E. Develops and promotes Specific Economic Development Incentive Programs (SEDIPs) as approved by City Council.
- F. Develops a marketing plan to target specific businesses and cold calls particular entities to promote business opportunities in Milford.
- G. Develops relationships with and respond to inquiries from site selectors considering Milford.
- H. Coordinates with the Public Works Department and Customer Service Division to develop brochures for utility services for new and existing customers.
- I. Coordinates with relevant City Departments in responding to diverse requests from the business community.



City of Milford
Economic Development and
Community Engagement Director
Pay Grade: G12

- J. Issues news releases pertaining to City activities and events.
- K. Develops an Economic Development Plan to be incorporated into the City's Comprehensive Plan and Strategic Plan.
- L. Surveys businesses in the region and provides regular updates to those businesses.
- M. Develops a business retention plan to assist businesses with their daily operations and struggles.
- N. Develops a relationship and communicates on a regular basis with members of the media.
- O. Markets the City's economic development opportunities.
- P. Acts as a liaison with corporations and small businesses to continue to make Milford a business-friendly community.
- Q. Applies for and administers grants to improve Milford's position for economic growth.
- R. Collaborates closely with Downtown Milford Incorporated, Greater Milford Chamber of Commerce, Delaware Prosperity Partnership, Delaware Division of Small Business, Kent Economic Partnership, Sussex County Economic Development Office, Kent County Association of Realtors and Sussex County Association of Realtors to promote Milford and respond to companies interested in locating or expanding in the City.
- S. Evaluates zoning and land development regulations and makes recommendations for policy changes.
- T. Develops and maintains a relocation package for people considering becoming a resident of Milford.
- U. Addresses stakeholder complaints, questions, and ideas; responds to requests for information or explanation of ordinances.
- V. Serves as a liaison with the economic development community and various organizations to address issues and challenges in a changing economic climate.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- ✓ Principles and practices of government organizations and applicable law, theory and applications; local government structure and operation, including budgetary procedures.
- ✓ Research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- ✓ Community development projects, policies and procedures.
- ✓ Grant writing, research and budget development.
- ✓ Redevelopment laws and processes; local government revenue sources and tax increment financing.

Skills

- ✓ Time management.
- ✓ Multi-tasking.
- ✓ Communication- able to understand written and oral communication.
- ✓ Public relations; making presentations and writing reports.

Abilities

- ✓ Establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.
- ✓ Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies/procedures.



City of Milford
Economic Development and
Community Engagement Director
Pay Grade: G12

-
- Comprehend community growth patterns, trends in land use and community needs to promote sustainable community development.

 - I have read the job description for my position. I understand and accept the requirements as stated.

 - I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

City Manager: _____

Employee: _____

Human Resources Administrator: _____

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning & Economic Development Director

CC: Mark Whitfield, City Manager

DATE: December 14, 2020

RE: Business Licensing Program

On October 14, 2019, City Council adopted Ordinance 2019-35 establishing Chapter 90 entitled Business License which set out requirements and procedures for a City of Milford business licensing program. Per Chapter 90-3(A), “commencing January 1, 2020, no person shall operate, maintain or otherwise be engaged in any business within the corporate boundaries of the City of Milford without having first received a business license issued by the City for the calendar year in which the business is operating. All businesses in existing prior to January 1, 2020 shall obtain a business license prior to July 1, 2020.”

Letters were mailed to all non-residential electric customers in January 31, 2020 informing potential existing businesses of the requirement to register with the City. Due to COVID-19, the deadline for the registration of existing businesses was pushed back until October 1, 2020. An audit was performed in October 2020 comparing the business registration list with non-residential utility accounts and GIS datasets to determine which businesses had not registered to date. City staff used this information to hand deliver business license application forms and letters to unregistered businesses during the months of October and November. There are still a number of businesses, approximately one-third (1/3), that need to register with the licensing program. The City will continue to pursue registrations.

Per Chapter 90-6, existing businesses that do not register are subject to a 10% penalty to be assessed for each month the license fee remains unpaid.

Due to constraints on both the City and business community surrounding the COVID-19 pandemic, staff recommends waiving the delinquency penalty fee through the end of 2021 to provide existing businesses more time to register. Please note that waiving of the late fee does not relieve the business from their obligation to register and pay the \$30 annual fee for calendar year 2020 and 2021.

Staff recommends adoption of Resolution 2020-42 temporarily waiving the delinquency penalty provision of Chapter 90-6 through the end of calendar year 2021 for existing businesses.

City of Milford



RESOLUTION 2020-42

MORATORIUM ON 2020 BUSINESS LICENSE DELINQUENCY FEES

- WHEREAS, City Council has adopted Ordinance 2019-35 on October 14, 2019 providing for the requirement and procedures to issue licenses to businesses operating within the corporate limits of the City;
- WHEREAS, Chapter 90-3(A) states “all businesses in existence prior to January 1, 2020 shall obtain a business license prior to July 1, 2020”;
- WHEREAS, Chapter 90-6(B) states “In the event that an existing business has not applied for and paid the business license fee on or before the first day of February, a penalty of ten percent (10%) shall be assessed for each month or portion thereof that the license fee remains unpaid”;
- WHEREAS, on March 12, 2020, Governor John Carney declared a State of Emergency due to the Public Health Threat of COVID-19, which became effective on March 13, 2020;
- WHEREAS, additional modifications to the Declaration of the State of Emergency included social distancing and shelter-in-place mandates that required the closure of nonessential businesses and resulted in a number of layoffs and hardships on existing businesses; and,
- WHEREAS, the City of Milford has already implemented customer protections in response to the COVID-19 pandemic, including the temporary suspension of utility disconnects and late fees, and the implantation of flexible credit and payment procedures to ensure all customers remain connected to essential utility services, moratorium on increase in water and sewer utility rates;

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

City Council hereby authorizes a moratorium on business license delinquency fees outlined in Chapter 90-6 to last until December 31, 2021 in order to allow existing businesses to register for the City’s business licensing program without penalty. This resolution does not waive the annual fee that was due for the 2020 calendar year.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 14th day of December 2020.

Mayor Arthur J. Campbell

Attest/City Clerk Teresa K. Hudson

**CITY OF MILFORD
RESOLUTION 2020-43
SEWER FEE SCHEDULE**

WHEREAS, Chapter 185 of the City of Milford Code provides the ability to establish rates to operate a sewer system for its sewer customers; and,
 WHEREAS, certain rates must cover the costs related to administration, construction, maintenance, and upgrades to the system; and
 WHEREAS, the cost to effectively operate said system demonstrated a need to increase City sewer rates effective July 1, 2020; and
 WHEREAS, to address the effect caused by the COVID-19 pandemic, including not only health impacts but economic impacts as many residents have had their jobs eliminated or hours reduced to decrease its spread, on April 13, 2020, City Council adopted Resolution 2020-15 that enacted a moratorium on water and sewer increases through December 31, 2020; and
 WHEREAS, City Council remains cognizant of how Covid-19 significantly continues to place undue financial burdens on the residents in our community.
 NOW, THEREFORE BE IT RESOLVED, by the City of Milford, the moratorium on sewer rate increases is hereby extended another six months to help alleviate some of that burden, and Resolution 2020-43 is hereby adopted, as stated below:

BILLING FEES							
<i>Description</i>		<i>Fee Per Month</i>	<i>Fee Per Month effective 07/01/2021</i>	<i>Fee Per Month effective 07/01/2022</i>	<i>Fee Per Month effective 07/01/2023</i>	<i>Fee Per Month effective 07/01/2024</i>	<i>Fee Per Month effective 07/01/2025</i>
Usage Fee; In-City Users	0-1,000 gallons of metered water consumption	\$10.00	\$10.49	\$11.00	\$11.54	\$12.11	\$12.70
	Over 1,000 gallons of metered water consumption, per 1,000 gallons	\$2.78	\$2.92	\$3.06	\$3.21	\$3.37	\$3.53
	Kent County Sewer Treatment	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County
Usage Fee; Out-of-City Users	0-1,000 gallons of metered water consumption	\$15.00	\$15.74	\$16.51	\$17.31	\$18.16	\$19.05
	Over 1,000 gallons of metered water consumption, per 1,000 gallons	\$4.17	\$4.37	\$4.59	\$4.81	\$5.05	\$5.30
	Kent County Sewer Treatment	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County	As determined by Kent County
Late Utility Payment		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
PERMITTING FEES							
<i>Description</i>		<i>Fee</i>					
Sewer Utility Permit		\$10.00					
Sewer Tap/Connection		Actual City cost					
Sewer Inspection		\$35 per inspection					
Sewer Re-inspection		\$50.00 per inspection					
Impact Fee, Kent County		As determined by Kent County, per EDU					
Impact Fee, City		\$1,561 per EDU		Effective July 1, 2019			
		\$1,623 per EDU		Effective July 1, 2020			
		\$1,688 per EDU		Effective July 1, 2021			
		\$1,756 per EDU		Effective July 1, 2022			
		\$1,826 per EDU		Effective July 1, 2023			
		\$1,899 per EDU		Effective July 1, 2024			

	\$1,975 per EDU	Effective July 1, 2025
	\$2,054 per EDU	Effective July 1, 2026
	\$2,136 per EDU	Effective July 1, 2027
Aid-in-Construction Fee Route 30 Pump Station	N/A	N/A
	\$1,598 per EDU	Effective July 1, 2020
	\$1,662 per EDU	Effective July 1, 2021
	\$1,729 per EDU	Effective July 1, 2022
	\$1,798 per EDU	Effective July 1, 2023
	\$1,870 per EDU	Effective July 1, 2024
	\$1,944 per EDU	Effective July 1, 2025
	\$2,022 per EDU	Effective July 1, 2026
	\$2,103 per EDU	Effective July 1, 2027

MISC FEES

<i>Description</i>	<i>Fee</i>
Penalties & Fines	Not less than \$100 nor more than \$1,000 plus cost of prosecution

Resolution 2020-43 replaces Resolution 2020-27 in its entirety.

Adopted: December 14, 2020

Effective: July 1, 2021

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

**CITY OF MILFORD
RESOLUTION 2020-44
WATER FEE SCHEDULE**

WHEREAS, Chapter 222 of the City of Milford Code provides the ability to establish rates to operate a water system for its water customers; and,

WHEREAS, certain rates must cover the costs related to administration, construction, maintenance, and upgrades to the system; and

WHEREAS, the cost to effectively operate said system demonstrated a need to increase City water rates effective July 1, 2020; and

WHEREAS, to address the effect caused by the COVID-19 pandemic, including not only health impacts but economic impacts as many residents have had their jobs eliminated or hours reduced to decrease its spread, on April 13, 2020, City Council adopted Resolution 2020-15 that enacted a moratorium on water and sewer increases through December 31, 2020; and

WHEREAS, City Council remains cognizant of how Covid-19 significantly continues to place undue financial burdens on the residents in our community.

NOW, THEREFORE BE IT RESOLVED, by the City of Milford, the moratorium on water rate increases is hereby extended another six months to help alleviate some of that burden, and Resolution 2020-44 is hereby adopted, as stated below:

BILLING FEES								
<i>Description</i>		<i>Fee Per Month</i>	<i>Fee Per Month effective 07/01/2021</i>	<i>Fee Per Month effective 07/01/2022</i>	<i>Fee Per Month effective 07/01/2023</i>	<i>Fee Per Month effective 07/01/2024</i>	<i>Fee Per Month effective 07/01/2025</i>	
Usage Fee; Residential; In-City Users	Up to 1,000 gallons of metered water	\$3.25	3.38	3.52	3.66	3.80	3.95	
	1,001-4,000 gallons of metered water consumption, per 1,000 gallons	\$3.25	3.38	3.52	3.66	3.80	3.95	
	4,001-8,000 gallons of metered water consumption, per 1,000 gallons	\$3.50	3.64	3.79	3.94	4.09	4.26	
	Over 8,000 gallons of metered water consumption, per 1,000 gallons	\$4.00	4.16	4.33	4.50	4.68	4.87	
Usage Fee; Residential Out-of-City Users	Up to 1,000 gallons of metered water	\$4.88	5.08	5.28	5.49	5.71	5.94	
	1,001-4,000 gallons of metered water consumption, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94	
	4,001-8,000 gallons of metered water consumption, per 1,000 gallons	\$5.25	5.46	5.68	5.91	6.14	6.39	
	Over 8,000 gallons of metered water consumption, per 1,000 gallons	\$6.00	6.24	6.49	6.75	7.02	7.30	
Usage Fee; Commercial, Inside City	≤1” meter	Up to 10,000 gallons	32.50	33.80	35.15	36.56	38.02	39.54
		10,001-31M gallons, per 1,000 gallons	2.60	2.70	2.81	2.92	3.04	3.16
		Over 31M gallons, per 1,000 gallons	3.25	3.38	3.52	3.66	3.80	3.95
	1.25” meter	Up to 15,000 gallons	48.75	50.70	52.73	54.84	57.03	59.31
		15,001-31M gallons, per 1,000 gallons	2.60	2.70	2.81	2.92	3.04	3.16
		Over 31M gallons, per 1,000 gallons	3.25	3.38	3.52	3.66	3.80	3.95
	1.5” meter	Up to 25,000 gallons	81.25	84.50	87.88	91.40	95.05	98.85
		25,001-31M gallons, per 1,000 gallons	2.60	2.70	2.81	2.92	3.04	3.16
		Over 31M gallons, per 1,000 gallons	3.25	3.38	3.52	3.66	3.80	3.95
	2” meter	Up to 50,000 gallons	162.50	169.00	175.76	182.79	190.10	197.71
		50,001-31M gallons, per 1,000 gallons	2.60	2.70	2.81	2.92	3.04	3.16
		Over 31M gallons, per 1,000 gallons	3.25	3.38	3.52	3.66	3.80	3.95
	3” meter	Up to 125,000 gallons	406.25	422.50	439.40	456.98	475.26	494.27
125,001-31M gallons, per 1,000 gallons		2.60	2.70	2.81	2.92	3.04	3.16	
Over 31M gallons, per 1,000 gallons		3.25	3.38	3.52	3.66	3.80	3.95	
	Up to 300,000 gallons	975.00	1,014.00	1,054.56	1,096.74	1,140.61	1,186.24	

4" meter	300,001-31M gallons, per 1,000 gallons	2.60	2.70	2.81	2.92	3.04	3.16
	Over 31M gallons, per 1,000 gallons	3.25	3.38	3.52	3.66	3.80	3.95
6" meter	Up to 800,000 gallons	2,600.00	2,704.00	2,812.16	2,924.65	3,041.63	3,163.30
	800,001-31M gallons, per 1,000 gallons	2.60	2.70	2.81	2.92	3.04	3.16
8" meter	Over 31M gallons, per 1,000 gallons	3.25	3.38	3.52	3.66	3.80	3.95
	Up to 1.2M gallons	3,900.00	4,056.00	4,218.24	4,386.97	4,562.45	4,744.95
10" meter	1.21M-31M gallons, per 1,000 gallons	\$2.60	2.70	2.81	2.92	3.04	3.16
	Over 31M gallons, per 1,000 gallons	\$3.25	3.38	3.52	3.66	3.80	3.95
	Up to 1.6M gallons	\$5,200.00	5,408.00	5,624.32	5,849.29	6,083.26	6,326.60
12" meter	1.61M-31M gallons	\$2.60	2.70	2.81	2.92	3.04	3.16
	Over 31M gallons, per 1,000 gallons	\$3.25	3.38	3.52	3.66	3.80	3.95
	Up to 2M gallons	\$6,500.00	6,760.00	7,030.40	7,311.62	7,604.08	7,908.24
12" meter	2.1M-31M gallons, per 1,000 gallons	\$2.60	2.70	2.81	2.92	3.04	3.16
	Over 31M gallons, per 1,000 gallons	\$3.25	3.38	3.52	3.66	3.80	3.95

BILLING FEES, CONTINUED

Description		Fee Per Month	Fee Per Month effective 07/01/2021	Fee Per Month effective 07/01/2022	Fee Per Month effective 07/01/2023	Fee Per Month effective 07/01/2024	Fee Per Month effective 07/01/2025	
Usage Fee; Commercial, Outside City	≤1" meter	Up to 10,000 gallons	\$48.75	50.66	52.64	54.70	56.84	59.06
	10,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75	
	1.25" meter	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
		Up to 15,000 gallons	\$73.13	75.99	78.96	82.04	85.24	88.57
	1.5" meter	15,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
		Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
	2" meter	Up to 25,000 gallons	\$121.88	126.64	131.58	136.72	142.06	147.61
		25,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	3" meter	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
		Up to 50,000 gallons	\$243.75	253.26	263.14	273.41	284.08	295.16
	4" meter	50,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
		Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
	5" meter	Up to 125,000 gallons	\$609.38	633.15	657.85	683.51	710.17	737.87
		125,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	6" meter	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
		Up to 300,000 gallons	\$1,462.50	1,519.54	1,578.81	1,640.39	1,704.37	1,770.85
	7" meter	300,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
		Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
	8" meter	Up to 800,000 gallons	\$3,900.00	4,052.10	4,210.14	4,374.34	4,544.94	4,722.20
		800,001-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
	9" meter	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
		Up to 1.2M gallons	\$5,850.00	6,078.15	6,315.20	6,561.50	6,817.40	7,083.28
	10" meter	1.21M-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75
		Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
11" meter	Up to 1.6M gallons	\$7,800.00	8,104.20	8,420.27	8,748.67	9,089.87	9,444.38	
	1.61M-31M gallons	\$3.90	4.06	4.22	4.39	4.57	4.75	
12" meter	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94	
	Up to 2M gallons	\$9,750.00	10,130.25	10,525.33	10,935.82	11,362.32	11,805.46	
12" meter	2.1M-31M gallons, per 1,000 gallons	\$3.90	4.06	4.22	4.39	4.57	4.75	
	Over 31M gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94	

Temporary Water Usage, Consumption Rate per 1,000 gallons		\$4.00	4.16	4.33	4.50	4.68	4.87
Fire Line/Hydrant, Consumption Rate, Inside City	1-4,000 gallons, per 1,000 gallons	\$3.25	4.16	4.33	4.50	4.68	4.87
	4,001-8,000 gallons, per 1,000 gallons	\$3.50	3.38	3.52	3.66	3.80	3.95
	8,001+ gallons,	\$4.00	4.16	4.33	4.50	4.68	4.87

	Per 1,000 gallons						
Fire Line/Hydrant, Consumption Rate, Outside City	1-4,000 gallons, per 1,000 gallons	\$4.88	5.08	5.28	5.49	5.71	5.94
	4,001-8,000 gallons, per 1,000 gallons	\$5.25	5.46	5.68	5.91	6.14	6.39
	8,001+ gallons, Per 1,000 gallons	\$6.00	6.24	6.49	6.75	7.02	7.30
Late Utility Payment		1.50% Per month	1.50% Per month	1.50% Per month	1.50% Per month	1.50% Per month	1.50% Per month

BILLING FEES, CONTINUED

Description	Fee
Temporary Water Usage, Flat Fee per day	\$50.00 per day
Fire Line/Hydrant, Private Availability, Inside/Outside City	\$15.00 per month
Water Tampering	\$250.00 per occurrence
Water Account Set Up	\$50.00 each
Water Service Re-connection	\$50.00 per occurrence
Service Call; during normal business hours	\$50.00 per occurrence
Service Call; after normal business hours	\$100.00 per occurrence
Water Meter Testing	\$100.00 per occurrence

PERMITTING FEES

Description	Fee	
Water Tap/Connection Permit	\$10.00	
Water Tap/Connection	Actual City cost	
Water Line Installation	Actual City cost, plus 10%	
Water Line Inspection	\$35.00	
Water Line Re-inspection	\$50.00	
Water Meter	Residential, 1"	\$200.00
	Commercial, 1"	\$350.00
	Over 1"	Calculated on individual basis
Water Meter Installation	\$35.00	
Fire Line	2" line size	\$2,500
	4" line size	\$3,000
	6" line size	\$3,500
	8" line size	\$4,000
	10" line size	\$6,000
Impact Fee, Irrigation	Equal to current City Impact Fee	
Impact Fee, City	\$2,954 per EDU	Effective July 1, 2019
	\$3,072 per EDU	Effective July 1, 2020
	\$3,195 per EDU	Effective July 1, 2021
	\$3,323 per EDU	Effective July 1, 2022
	\$3,456 per EDU	Effective July 1, 2023
	\$3,594 per EDU	Effective July 1, 2024
	\$3,738 per EDU	Effective July 1, 2025
	\$3,887 per EDU	Effective July 1, 2026
\$4,043 per EDU	Effective July 1, 2027	

MISC FEES

Description	Fee
Penalties & Fines	Not less than \$50 nor more than \$1,000 plus cost of prosecution

Resolution 2020-44 replaces Resolution 2020-06 in its entirety.

Adopted: December 14, 2020

Effective: July 1, 2021

Mayor Arthur J. Campbell

City Clerk Teresa K. Hudson

PUBLIC WORKS FACILITY

180 Vickers Drive
Milford, DE 19963



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December 11, 2020

RE: Milford Crossing Pump Station Generator

On December 3, 2020 a fault was discovered regarding power transfer at the Milford Crossing Pump Station. Further investigation revealed that the top side of the generator motor had seized resulting in its failure to function. Due to the design of the motor and nature of the failure it is unable to be repaired. Replacement of the generator motor is a possible solution however the cost would be similar to or greater than the cost for a generator replacement. The failed generator was installed in 2007 and is approximately 13 years old. Currently, the Public Works Department is renting a backup generator at a rate of \$1,900 a month in order to ensure the pump station does not overflow in the event of power failure. A quote was requested and received through Roy's Electric Service to procure and install a C35D6, Diesel Genset, 60Hz, 35kW replacement and an OTEC Transfer Switch-Electronic Control: 125A. The quote is attached with a materials cost of \$31,450 and installation costs totaling \$9,250. The total cost for the replacement of the generator is therefore \$40,950 resulting in a payback period of 21.6 months, significantly less than the IRS depreciation life of 20 years under MACRS.

Recommendation:

The Public Works department recommends the transfer of \$40,950 from Sewer Reserves to contract for the purchase and installation of the backup generator.