

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 City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public 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 and Council Meetings 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 presented the following proclamations:

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

Proclamation 2020-23/World Pancreatic Cancer Day

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

Proclamation 2020-24/Small Business Saturday

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 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.

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 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

Finance Director 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 and as of November 1st, we were able to disconnect for COVID balances. However, the four months is still being extended to the customer as described by the modification.

Mayor Campbell asked how much time was given 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.

When asked how many of the 229,000 delinquent property tax balances were repeat delinquent accounts, Mr. Vitola stated he will obtain that answer.

Councilman Fulton asked how far back does the delinquent property tax information goes that was provided; Mr. Vitola believes 2017, 2018 and 2019 were included. Councilman Fulton asked how many years are permitted to now pay property taxes; Mr. Vitola stated there are some accounts that are several years past due. He added that the customer service team really pushes to do the monition process to recover past due taxes.

It was confirmed there are 6,466 tax parcels are on file for FY2020.

Mayor Campbell shared that he did not want to get to the point where the City was a few years ago with a half of million dollars owed in unpaid property taxes. He added that he understands that right now 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

Solid Waste/Facilities Division

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

Public Works officials traveled to the DSWA site 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 complete except for the vinyl base 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 who shadowed the Electric Superintendent the 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 the status of the roadways and sewers at Milford Ponds; Mr. Svaby stated that his department is trying to be very responsive there while sharing some technical knowledge on how they can get through some matters. He added that it has been a struggle but are working to get their approval. On Friday, they failed approval, but Public Works continue to work with them to help them meet the specifications for DelDOT and the City.

When asked if they have stepped up their workmanship, Mr. Svaby stated that they are looking for help about how to meet those standards and were asked to bring in additional technical assistants.

Councilman Fulton said he understands the importance of the infrastructure and hopes it is done correctly for the sake the many residents that live there.

City Engineer Puddicombe stated that he was not here when the older phase was approved and believes that they are moving in the right direction going forward. He would suggest postponing the final approval of the major subdivision until the final 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 the property damaged by fire on Rehoboth Blvd was ever settled; Planning Director Rob Pierce's understanding is the owner is voluntarily demolishing the structure and the associated 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 and information was sought to determine whose responsibility it is. 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; P&R Director Dennehy stated that a section of the handrail has been removed now though there has been an issue with the fabrication of the handrail. He is currently working with the contractor to consider best options. Once a firm date is known, he will inform Council.

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 Health 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

MONTHLY FINANCE REPORT

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 with many options being investigated as well as the proper debt portfolio.

Councilman James pointed out the sustainability of the general fund is important, and that is going to be an issue as we moving into the 21-22 budgets. We also need to look at the general fund so it becomes as self-sufficient as possible and no longer rely on real estate transfer tax or pulling money from other funds to satisfy general fund obligations. The enterprise funds should have a profit at the end so they can be put into a P&I format.

Councilman James noted that the margin is growing, which will either add to the reserves or to our efforts on trying to get to the Cost of Service Study cash on hand that is needed.

Mr. Vitola then shared the following report:

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

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

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

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

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

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

		<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
General Fund					
<i>City Administration</i>					
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
<i>Planning & Zoning</i>					
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
<i>Code Enforcement & Inspections</i>					
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
<i>Council</i>					
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

25.0% of Year Elapsed

Account / Divisional Groupings	FY'21 Budget	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Interservice Departments					
<i>Garage</i>					
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
<i>Public Works</i>					
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
<i>Tech Services</i>					
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
<i>Billing & Collections</i>					
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
<i>City Hall Cost Allocation</i>					
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 shared that the 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 are skewed by the annual property tax billing and the transfers in the reserve-funded projects. Adjustments for property tax billing, incoming transfers and reserve-funded initiatives, YTD General Fund are 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 staff reports 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 asked that need be extended on lieu of ongoing issues with unemployment being so high.

COMMUNICATIONS & 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 is the 30th anniversary of the event where about 500 cooked meals are distributed. He encouraged people to volunteer with the event.

Councilman Fulton received some correspondence that was forwarded to the City Manager regarding 208 South Walnut Street. He also received correspondence from a concerned citizen about the new rehab center opening and plans to respond to them.

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 will continue to 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 a 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 the downtown master plan and if it was because of the apartments that were being constructed; Mr. Pierce stated that the master plan did show that use on the property initially and then it was updated to show more of a community use. The general feeling by Council was to keep the property for community use. The master plan is more of a guide and provides options that can be considered. Councilman James asked if it would come back before Council before any expenditures take place and 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. During the meeting, KEP provided examples of on-going projects that they are working on to bring jobs and businesses to Kent County. They also advised that while the process is slow, results do come over time.

Mayor Campbell stated that he has discussed this with other Mayors in the State and they recommend we hire our own Economic Development. 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 needs to be part of a larger discussion. Councilman Marrow pointed out that we still have a seat on their board per KEP by-laws which he is filling presently.

Councilwoman Wilson agreed with Councilman James & Culotta that we would better serve our community by waiting to come up with our vision. 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 postpone consideration for entering into a new agreement with Kent County Partnership until additional conversation occurs with regard to 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 and involves the rezoning of properties as a result of the adoption of the comprehensive plan in January of 2018. There are 11 properties in various locations of the city. This will go before the planning commission next week and come back before city council at the end of the month.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, November 17, 2020
City Council Hearing: Monday, November 23, 2020

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford Planning Commission and City Council, with action scheduled to occur on the date(s) so indicated:

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.

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

Mayor Campbell introduced Ordinance 2020-26. Mr. Pierce stated that Ordinance 2020-26 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 and the new owner has modified the plan to be at nine single family detached units. This is for introduction only and will be reviewed by the planning commission at next week's meeting before coming back to city council in two weeks.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, November 17, 2020
City Council Hearing: Monday, November 23, 2020

NOTICE IS HEREBY GIVEN that the following Ordinance is currently under review by Milford Planning Commission and City Council, with action scheduled to occur on the date(s) so indicated:

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 the HR Administrator and he 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 with an internal focus that would combine this position along with what is needed in terms of community engagement and public information, as well as marketing. The single position would address both needs.

City Manager Whitfield stated that he has looked at other cities as the Mayor pointed out, and Seaford has a similar position within their city doing basically the same things.

He recalled the \$30,000.00 budgeted for the current economic partnership. That, in addition to monies that may be available through the DMI could be added to the budgeted amount for a full time ICMA fellow. The present budget also includes \$60,000 for the duplication of the Finance Director through the 2021.

Councilman James agreed with the position, but believes that a decision should be made after the retreat is held. Councilwoman Wilson shared that she was happy 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. Councilman Culotta believes that this position is needed but more discussion is also needed before anyone is hired.

Councilman James made a motion to postpone making a decision for the new position of Economic Development and Community Engagement Administrator until a retreat is held to discuss further. Councilman Marabello seconded the motion which 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 be authorized from water reserves as discussed in executive session, 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