

City of Milford



CITY COUNCIL AGENDA

Monday, May 10, 2021

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

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/99156131279>

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

Call 301 715 8592 Webinar ID: 991 5613 1279

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

6:45 P.M.

WORKSHOP SESSION

DEMEC Rate Stability Measures

7:00 P.M.

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

City Employee Introduction

Proclamation 2021-05/National Public Works Week/May 17-21, 2021

Proclamation 2021-07/National Kids to Parks Day/May 15, 2021

Proclamation 2021-09/Economic Development Week/May 9-14, 2021

Staff Reports

Monthly Police Chief Report

Monthly City Manager Report

Public Works Department

Planning & Economic Development Department

Parks & Recreation Department

Human Resources Office

Finance Department

Monthly City Finance Report

Committee & Ward Reports

Annexation Committee

Annexation/Lands belonging to Walter G. & Sharon A. Feindt, Trustees East side of South Rehoboth Boulevard, approximately .4 mile south/southeast of Delaware Route 36 Milford, DE 19963 Sussex County Tax Map No(s): 330 -11.00-44.05, 330 -11.00-44.06 &330 -11.00- 44.07 1.994 +/- Acres Current Zone: Agricultural Residential (AR-1) Proposed Zone: Community Neighborhood Commercial (C-1)

Communication & Correspondence

Unfinished Business

CIP Discussion/Adoption

New Business

Ordinance Introductions:

ORDINANCE 2021-05

Chapter 230/Zoning Code/District OC-1/Prohibitions Removed

ORDINANCE 2021-06

K&G Associates LLC for a Change of Zone from OB-1 (Office Building) to R-1 (Single Family Residential) on .29 +/- acres of land addressed as 302 Polk Avenue and located between Sussex Avenue and Kings Highway; the Owner/Applicant proposes to convert the former medical office into a single-family detached dwelling. Tax Map & Parcel 1-30-3.08-067.00

ORDINANCE 2021-07

Owners/Applicant Avery Properties, LLC submitted a Conditional Use petition to convert an existing commercial two-story structure at 27 South Walnut Street into four commercial tenant spaces and three residential apartments in a C-2 District (Central Business Zoning). Tax Parcel: 3-30-6.20-002.00

ORDINANCE 2021-08

Property Owner City of Milford on behalf of Applicant/Equitable Owner Food Bank of Delaware for a Conditional Use petition to allow non-profit operations that include a new 60,000 square-foot facility, educational outdoor garden space, and 3,0000 square foot resource center on an 11.5 +/- acre site on Lot 4 in Independence Commons. Address: 102 Delaware Veterans Boulevard; Kent County Tax Parcel: MD-16-173.00-01-02.08-000

¹Executive Session

Motion to Recess into Executive Session

Personnel-

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

Legal-

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

Return to Open Session

Potential Vote-

Police Personnel Matter

Legal Issue

Adjournment

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

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

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

020921 031821 041421 041521

¹Added 051021/City Manager Request

051021 Item Removed

DEMEC



Delaware Municipal Electric Corporation



DEMEC Rate Stability Measures

Policies & Practices that Prevent Cost Impacts as Suffered by Texas Ratepayers Due to Ice Storm

Kimberly Schlichting, COO & SVP Power Supply

Delaware Municipal Electric Corporation

City of Milford

5/5/2021

What went wrong for ERCOT & Texans?

Factors that lead to the grid collapse during Winter Storm Uri

All Generation Types had challenges due to:

1. Freezing of equipment - Texas is a southern state where extremely cold temperatures aren't the norm.
 - ▶ This was a “historic and generational” storm.
 - ▶ Weatherizing and insulating requirements aren't the same for northern states.
 - ▶ After the storm of 2011, ERCOT was directed to make improvements. However, no meaningful improvements were made.
 - ▶ NERC knew this could be a problem. Seen as a “not if but when” situation. NERC is working with FERC on mandating weatherization measures.
 - ▶ NERC, PJM, and others agree 100% reliability isn't possible; however, we should work toward that target.
2. Gray skies - Reduced solar output
3. Natural gas (NG) -
 - ▶ Many NG generators that weren't frozen expressed frustration that they couldn't run due to lack of NG availability.
 - ▶ Timing of the gas markets and high price fluctuation due to demand. (Discussions on priority of directing NG to power plants.)

Crisis Communications: Public relations could've been handled better; media bias during a time of need caused finger pointing that misled people and left matters disjointed.



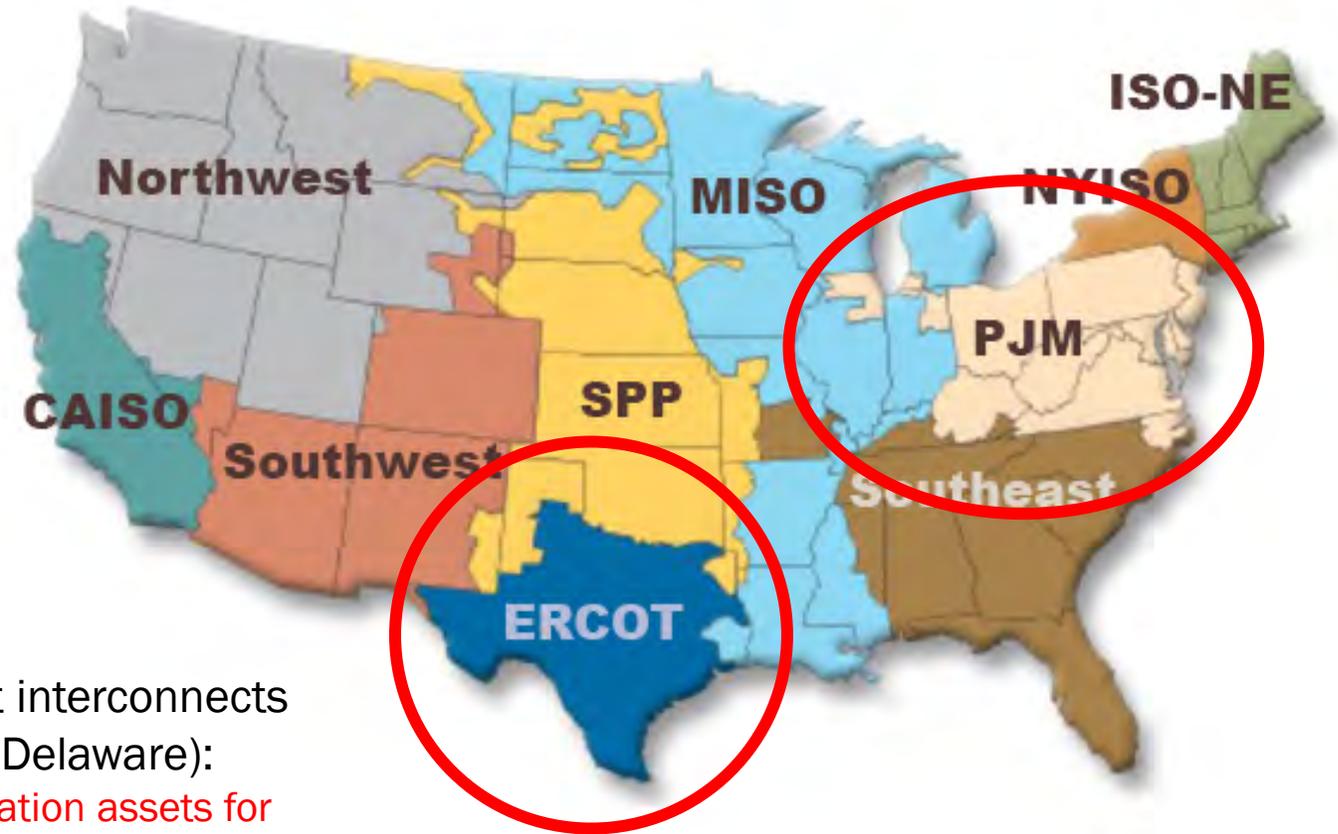
Picture representing the controversial topic of de-icing wind turbines.

Regional Interconnection

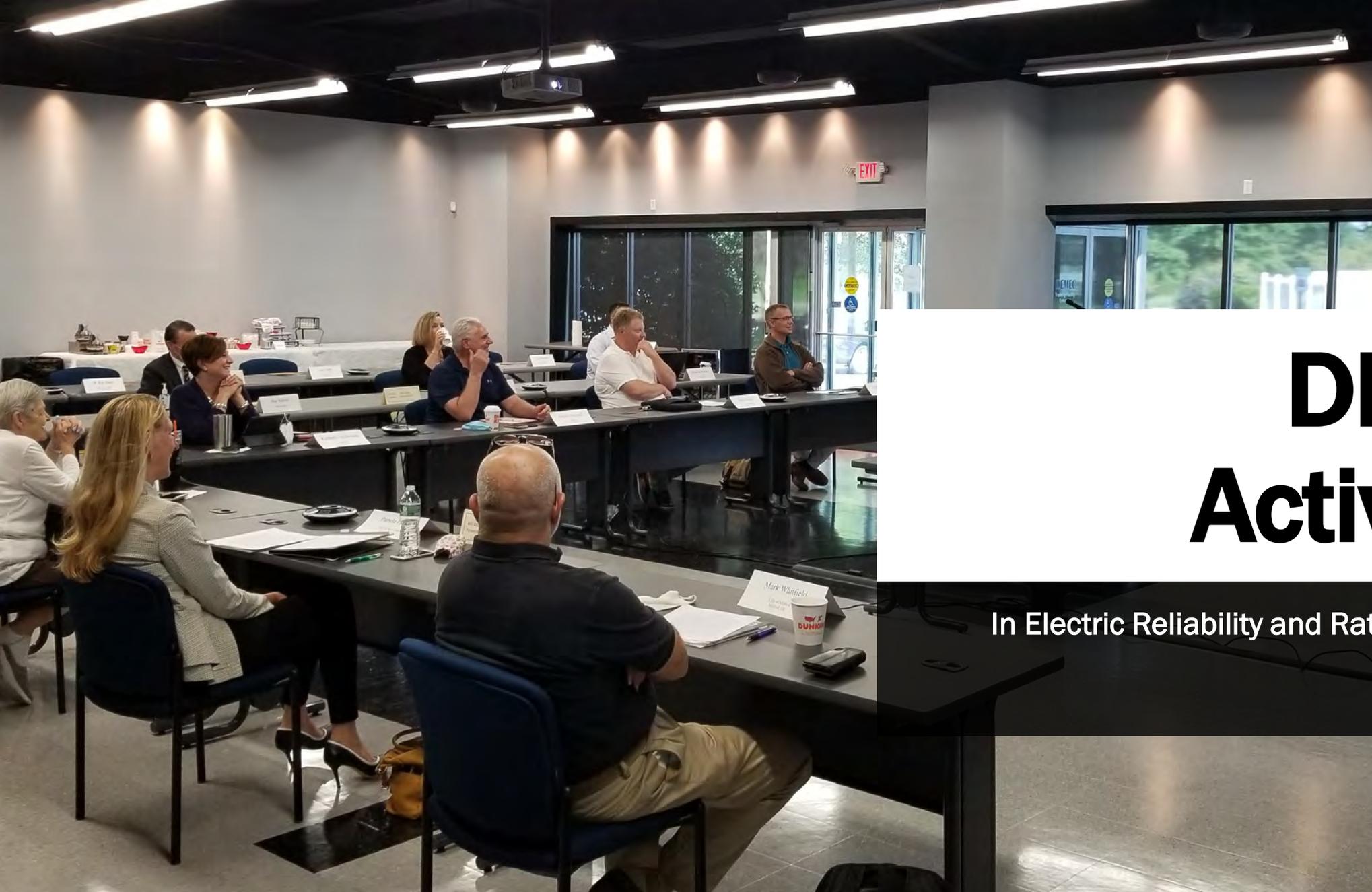
Electric Reliability Council of Texas (ERCOT) is an [island grid](#) – not synchronously interconnected to the rest of the United States. The transmission of electric energy occurs wholly within EROT and is not subject to FERC jurisdiction.

PJM Interconnection (PJM) is a [regional grid](#) - that interconnects 13 states and the District of Columbia (including Delaware):

- ▶ Providing access to a greater number of generation assets for added reliability and stability



PJM coordinates the movement of wholesale electricity in all or parts of Delaware, Illinois, Indiana, Kentucky, Maryland, Michigan, New Jersey, North Carolina, Ohio, Pennsylvania, Tennessee, Virginia and the District of Columbia.



DEMEC's Active Role

In Electric Reliability and Rate Stability Through the
Power of Joint Action

Fixed Electric Rates

No Variable Rates for Wholesale or Retail Electric Rates

- ▶ DEMEC provides members with stable, fixed electric rates
- ▶ DEMEC maintains a Rate Stabilization Reserve Fund to protect members from price volatility
- ▶ Municipality provides fixed electric rates to retail customers

No Retail Third-Party Electric Suppliers in Municipal Service Territories

- ▶ Protects customers from unintentionally signing up for a variable electric supply rate from a third-party
- ▶ Many contracts with third-party electric suppliers can be confusing and start off fixed and then transfer to a variable rate (*these types of contracts were one of the biggest factors in Texas*)



DEMEC Wholesale Rate Stabilization Reserve Policy



DEMEC maintains a strong balance sheet and prudent financial policies

- ▶ \$7.4 million distributed back to members in 2020
Including board recommended and approved \$250,000 in COVID Relief Assistance for electric utility customers
- ▶ DEMEC has lowered the wholesale rate to members by 26% over the past 10 years

No negative surprises to member communities

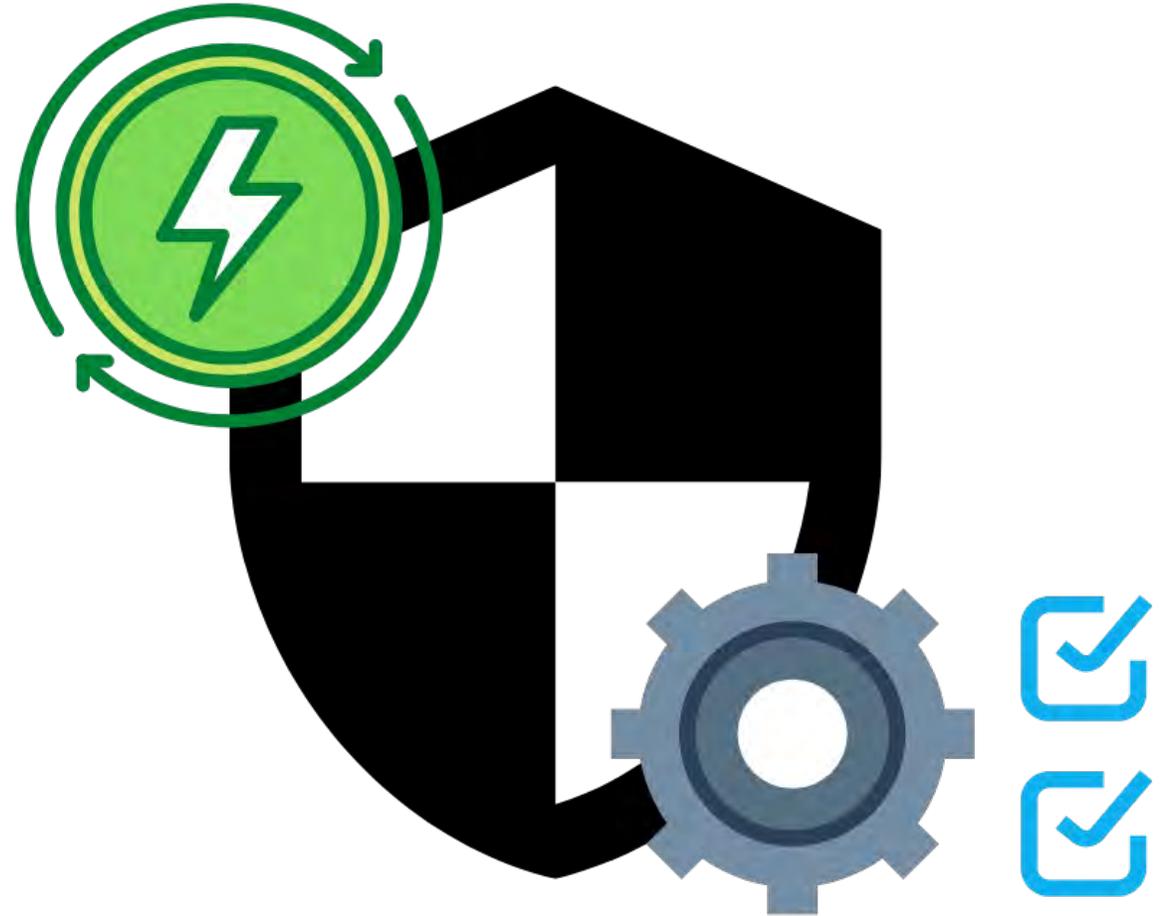
- ▶ Decisions are made by an eight-member board of directors with each member community represented with a director and an alternate

DEMEC's Rate Stabilization Reserve Policy designed as a rainy-day fund to protect members from costly price swings.



Generation & Power Supply Diversity

- ▶ DEMEC's power supply comes from a diverse mix of resources, i.e., natural gas, solar, wind, fuel cell, and energy efficiency
- ▶ Generation diversity limits risk from any single asset non-performance
- ▶ All DEMEC-owned generation assets are fully winterized to prevent freeze-outs, i.e., space heaters, heat tracing, fuel oil heaters, etc.
- ▶ Ownership of power generation assets gives certainty and control.
- ▶ Market supply purchases hedge rest of load amongst multiple suppliers at contracted for and known costs



Preventative Hedging Practices



Competitive markets necessitate prudent fuel and power hedging practices:

- ▶ **Capacity**
Capacity ownership prevents capacity price volatility
- ▶ **Gas Fuel**
Fixed-cost gas fuel hedges prevent cost volatility
- ▶ **Transmission**
Financial Transmission Rights (FTR)/Auction Revenue Rights (ARR) prevent transmission congestion volatility
- ▶ **Supply**
Fixed-cost, future power contracts prevent energy cost volatility



City of Milford's Active Role

In Electric Reliability and Rate Stability Through Your
Community-Owned Electric Utility



Milford Utility Resiliency & Reliability Measures

1. Prudent tree trimming – **minimizes** downed power lines due to tree damage from a storm
2. Regular inspections of the grid and related equipment – **identifies** potential issues before they cause an outage
3. Timely and scheduled maintenance and infrastructure upgrades – **replaces** equipment before it fails
4. Testing of systems and substations – **ensures** substations operate as expected
5. Joint Action Agency Membership – collaborating with like municipal utilities in Delaware for access to:
 - ▶ Economies of scale for power purchases, services, and programs
 - ▶ Training on best practices and innovative technologies
 - ▶ Legislative Representation & Action
 - ▶ On-behalf-of financing and development of projects to enhance resiliency & reliability
 - ▶ Information sharing through field specific roundtables
 - ▶ Technical development & program evaluations



A photograph of two people in business attire shaking hands over a table. The person on the left is wearing a light-colored shirt, and the person on the right is wearing a dark suit jacket. The background is blurred, showing other people and a laptop on the table.

DEMEC & Milford's Partnership

Response to Electric Reliability and Rate Stability

If All Else Fails – Event Recovery

Mutual Aid Support – State, Regional, and National



Texas Winter Storm Uri (Feb. 13-17, 2021)

- ▶ A “historic and generational” storm
- ▶ What do you do when this type of storm hits?

FEMA Mutual Aid Agreement:

All DEMEC members (including Milford) have executed; going back to 2005

State Mutual Aid: DEMEC Member Communities have a long-standing commitment to support & help each other in time of need

- ▶ Sandy (2012)
- ▶ Hurricane Isaias (2020)

National & Regional Mutual Aid:

DEMEC members have robust mutual aid support

- ▶ AMP – Regional
- ▶ APPA – National
 - Hurricane Dorian (2019) Sent crews to FL (*Milford responded*)
 - Received crews from Berlin, MD
 - DEMEC regularly participates in national exercises

DEMEC



Delaware Municipal Electric Corporation

Thank You!

If you have questions or need further information:

kschlichting@demecinc.net

PublicPowerDE.com

302-653-2733

Let's be
friends!  @DEMEC



MILFORD CITY COUNCIL
MINUTES OF MEETING
February 8, 2021

The City Council of the City of Milford met in Workshop Session by way of video conferencing on Monday, February 8, 2020 in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware at 6:31p.m.

PRESIDING: Mayor Archie Campbell

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

ABSENT: Councilperson Katrina Wilson

ALSO: City Manager Mark Whitfield 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 February 8, 2021 Council Workshop Agenda for additional information.

Milford Housing Development Corporation/Wells Fargo Planning Grant/Public Outreach

City Manager Mark Whitfield introduced Milford Housing Development Corporation (MHDC) Vice President Russ Huxtable and Resource Development Officer Susan Davis.

Mr. Huxtable announced that Milford Housing Development Corporation is working to bring additional grant money into the community. The organization received funding from the Wells Fargo Regional Planning Foundation in the form of a \$100,000 planning grant just before the pandemic hit.

He noted that MHDC was given a twelve to eighteen-month period to use the \$100,000 grant to conduct a survey of residents from the City of Milford within a targeted area. Unfortunately, Covid forced the delay of the program's official opening and MHDC then went into hibernation for six months. They worked on reengineering things to accomplish what they needed virtually and still achieve the type of feedback they needed from the community.

Their original plan was to take the survey and complete it on a door-to-door basis. But because going door to door is no longer possible, they looked for ways to ensure the survey could still be completed and to get residents engaged. If they carry out their plan to Wells Fargo's liking, the city would be eligible to apply for a second \$500,000 implementation grant.

Ms. Davis added that Wells Fargo actually asked MHDC to apply for the program on the City of Milford's behalf given their decades of experience developing affordable housing. While their main focus is on the affordable housing aspect, she believes there may be other things they can pass on to the city. For example, she expects an emphasis on housing repair and restoration, community policing and community engagement.

The survey contains questions about everything from basic demographic information to how long people have lived in the neighborhood to why they moved in.

MHDC has been around since 1977 according to Mr. Huxtable. In 1982, they completed work on their first project, the Academy Apartments on North Church Street. Since then, the non-profit has created over 1,200 housing units from Middletown to Long Neck, including a few properties in Maryland.

They organization has previous experience working with the Wells Fargo Regional Foundation through the Restoring Central Dover project that began in 2014. Mr. Huxtable feels there may be some common threads between the two cities and referenced the initiatives that were completed in and around Central Dover that will continue to help guide the City and local partners in bringing about positive changes.

He emphasized how important the engagement element is because the goal is to have residents heavily involved in every aspect of the program.

Suggested by City Planning Director Rob Pierce, Milford target area is mostly within the Downtown Development District though there is one neighborhood included on the south bank of the Mispillion River. The focus was on the Downtown Development District, but MHDC felt there was a need to expand it and is more centered on Southeast Front Street area which is a relatively dense neighborhood with older homes.

Mr. Huxtable felt it was important to inform the City they will soon be announcing the survey planned for the targeted neighborhood residents. Of the approximately 1,700 being contacted, the goal is to receive responses from 200 to 300 families, or 10-15% who live in that area with gift cards being offered to those that participate.

Mr. Huxtable stressed the need for feedback from these residents to determine what they would like in their community and how they want to be engaged and what type of programs should be offered. The kickoff survey is going to be critical to the work that will follow.

When asked how the survey will be distributed, Ms. Davis explained that MHDC is sending out postcards with QR codes that will direct residents to the survey. For those who are less tech-savvy, Ms. Davis will send a paper copy of the questionnaire. If all else fails, they are also willing to conduct interviews over the phone.

This will allow them to prioritize those findings in a timeline with accountability and measurements while moving ahead with the implementation grant and, hopefully, additional grant funds on Milford's behalf.

Both Wilmington and Dover have already received significant funding due to this process and other ideas that benefited those cities.

Efficiency Smart Presentation

City Manager Whitfield introduced Director of Account Management Tom Coyle from Efficiency Smart.

Director Coyle explained that Efficiency Smart is a hands-on service that interacts directly with electricity end users to reduce their usage. It provides information and incentives to drive behavioral and technology changes.

The Efficiency Smart Program involves a three-year contract that ends this month. Milford entered into the program through its DEMEC membership with a three-year goal to reduce energy.

He recalled that when the program first launched on behalf of the eight members of DEMEC, and Milford was one of the first to participate, along with Seaford, New Castle, Middletown and Clayton. Others then joined subsequently.

The first year, Mr. Coyle said he lived in Ohio though he was actively acting as the Account Manager locally. There is also an Account Manager that lives in Newark and an Energy Consultant that lives downstate in Lewes. They also work very closely with Emily Greene is DEMEC's Energy Services Manager and is also on this call.

He noted that with a month to go, there is one small project currently underway. Milford is at 107% of the three-year projects and has saved 1,808 megawatt-hours in annual savings. There have been 850 completed residential transactions and those customers have received a rebate/incentive of some sort. This can be from the purchase of a 99 cent LED to new discounted appliances as a result of recycling the old one.

In addition, 19 commercial and industrial projects were completed, resulting in a lifetime savings of just over \$2.8 million that Milford residents and businesses have saved.

Mr. Coyle then talked about the many features of the program and benefits to the various commercial customers.

He then followed with a review of the contract options and different levels of the program. Milford and the other DEMEC communities participated in basic performance. They will save Milford's utility a quarter percent annually based on their annual electric sales. That is where the three-year goal number comes from. That is based on the quarter percent load reduction that DEMEC pays for that level of performance and will continue with those contracts as they exist today.

They also have what is called high performance, which was historically just a half percent of megawatt hours, and the basic performance is again a quarter percent and costs 90 cents a megawatt hour of retail sales.

The high performance product was a half percent or \$1.40 per megawatt hour. Then a year and a half ago, they introduced into the market demand focus. Instead of it being a half percent, it became .4% annually which is .15% higher than what Milford is getting now. That would become a goal of .6% of Milford's summer peak or kW number per year.

All of these numbers, whether basic or high performance product carries a 70% performance guarantee.

In all the years of efficiency which is eleven this year, they have never had to pay out and have always hit the target meaning they have never had pay out against their guarantee.

He noted the three-year cost is \$957,140 for high performance and \$615,304 for the basic performance which is what DEMEC is paying if Milford chooses to renew based on for the quarter percent.

The incremental cost is if Milford were to decide it wanted to step up to the high performance level and get a kW goal and a higher megawatt annual goal, this is the incremental cost to the City. It is a three-year cost of \$341,836 which provides an additional thousand-megawatt hours of goal and pickup an additional 860 kW summer kW as a goal.

Mayor Campbell asked if Milford moved up to the high performance level, how much would be saved. Mr. Coyle explained that gets into the cost benefit and the avoided costs for electricity such as demand for transmission. For the basic, Milford's avoided costs are over \$1 million with the basic coverage over the three years.

It was confirmed that the high performance is an overall advantage and the overall savings come from commercial/industrial customers. When talking about residential customers, by having the program and bigger goals, there is a need to get more people taking advantage of the no cost/low-cost services that don't do anything.

01:10:31

That additional money that gets paid into the program actually helps fund some of those additional outreach efforts such as partnerships with other people that are targeted specifically at residential customers. IT also allows the addition of more programs.

The advantage of the program to everyone is it is lowering energy costs and delaying any increases as Milford continues to grow in load. This will keep from having to go out into the market and buy more expensive power. Just the high performance, the cost per megawatt hours of \$18 you cannot be bought on the market for that price.

The Workshop concluded at 7:20 p.m.

Tracy N. Torbert
Transcriptionist

MILFORD CITY COUNCIL

Minutes of Meeting

February 8, 2021

The City Council of the City of Milford met by way of video conferencing on Monday, February 8, 2021.

PRESIDING: Mayor Arthur Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Councilperson Katrina Wilson

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 February 8, 2021 Council Meeting Agenda for additional information.

CALL TO ORDER

Mayor Campbell called the Regular Council Meeting to order at 7:23 p.m.

INVOCATION & PLEDGE

At his request, the invocation was provided virtually by Rajan Zed, followed by the Pledge of Allegiance.

APPROVAL OF PREVIOUS MINUTES

Councilman Boyle made a motion to approve the meeting minutes from December 16, 2020 Virtual Council Retreat. Councilman Culotta seconded the motion. Motion passed with all ayes.

RECOGNITION

Introduction/New City Employees

Public Work Director Svaby introduced new employee Matt Patterson who recently started in the Electric Department.

Police Civilian of the Year

Chief Brown introduced the Civilian of the Year Vikki Sessions for her work this past year with grants and keeping up with payroll.

Office of the Quarter/Officer of the Year

Chief Brown then introduced the Officer of the Year Senior Corporal TJ Webb who was recovering from a serious injury he sustained while working full-time with the US Marshal Fugitive Task Force. The incident occurred in Rehoboth Beach where a wanted subject from Pennsylvania was staying.

Senior Corporal Webb continues to recuperate at his residence.

POLICE REPORT

Police Committee Chairman Boyle presented the police report for Chief Brown that was included in the packet.

Chief Brown added that he had the largest number of employees with Covid in January and involved a group who had worked on the same shift over the holidays.

MONTHLY STAFF REPORTS

City Manager Report

City Manager Whitfield provided his monthly report. He shared that as of the early January, Katrina White was added to the administrative staff as the City's Deputy Clerk.

He also wanted to recognize both Katrina and Terri Hudson for the work that they did in in preparation for the referendum. This was the first time of he has actually been in the office to see the process and he was in all with what was required and the non-stop work over the month or so before the referendum. He actually saw the same questions and information provided over and over, but always with the same professionalism and grace as was afforded the first time. He said that council should be extremely proud of both employees, and the amount of work that was needed to pull off a successful referendum, which he attributes to Terri and Katrina.

The City Manager also commented on the impact Covid-19 has had to our employees. To date, 23 employees have been infected, 20 recovered and had returned to work. HR Director Jamesha Eaddy continues to work with the Department of Health to have a vaccination site here at City Hall for the convenience of our employees in the future.

Finance Department

Director of Finance Vitola then presented and reviewed his report. He added that they were short staffed in December which bled into the early parts of January and impacted our ability to collect past due balances. However, they have bounced back and are once again on track.

Director Vitola added the number continues to get smaller and presently just over \$100,000. He noted that is considerable when compared to the more than \$500,000 starting number.

- Monthly Financial Reporting
 - The December 2020 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a narrative addressing financial results.
 - No significant changes were made to the financial reporting package this month.
- Capital Improvement Planning
 - The Fiscal Year 2022-2026 Capital Improvement Plan (CIP) budgeting process will kick off internally on Friday, February 5, 2021 with the distribution of preparatory materials to City staff. Key dates will be shared with Council and the FPWC shortly.

- The next FY21 CIP Budget and Spending Update will be distributed to the Finance and Public Works Committee (FPWC) in advance of the March 8, 2021 meeting.
- The initial draft of the Reserve Fund Policy, which will shape the CIP funding process, has been shared with Department Directors for their review and input.
- With the passage of the Referendum in support of the Police Facility, we have touched base with USDA officials as well as the City’s Bond Counsel, Public Finance Advisors and commercial banks to advance the project financing efforts into a more refined stage of analysis. Recommendations will follow at the appropriate time.
- FY20 Financial Statement Preparation and Audit
 - The process continues into this week with the submission of all governmental and proprietary fund financial statements, government-wide financial statements, and agency fund financial statements.
 - The production of the statement of cash flows and the supporting schedules for Management’s Discussion and Analysis (MD&A) and the footnotes to the financial statements will continue into the week of February 8 and is expected to be completed by the end of the following week.
 - A Request for Proposals (RFP) for the provision of independent financial statement audit services for FY 2021-23 was released on February 3, 2021. We expect to evaluate the responses and make a recommendation to the FPWC and City Council on March 8, 2021.
- Training and Education
 - Energy Efficiency Webinar
 - Several of the Billing and Customer Service staff and I participated in a webinar presented by Tom Coyle of Efficiency Smart, which is the City of Milford’s provider of energy efficiency services and solutions.
 - Tom Coyle will recap the initial three-year engagement during the Council Workshop scheduled for 6:30 pm on Monday, February 8, 2021.
- Billing & Customer Service Department
 - Erica Portillo, a second-year Associates Degree in Accounting Candidate at Delaware Technical and Community College joined the Department in a paid internship role on a part-time, temporary basis. She has made an immediate positive impact on the Department and has taken on administrative tasks as well as payment posting duties in her first two weeks. Please join me in welcoming Erica to the team.
 - The department has largely recovered from the staffing shortage experienced during the last three weeks of December and the first week of January due to short-term medical leave and scheduled leave.

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
1/8/2021	1,429	260,088
2/2/2021	1,134	452,622

○ After suspending utility service interruptions from December 10, 2020 through January 20, 2021 due to Customer Service and Dispatch team staffing levels, weather conditions derailed the utility disconnections scheduled for January 28. As a result, past due volumes have rebounded to levels consistent with last spring, when utility disconnections were first suspended due to the Governor’s Declaration of a State of Emergency. We continue to monitor past due accounts carefully, offering extended payment plans, COVID-19 relief funds, and referrals to charitable resources. However, the impact of our recent staffing challenges and suspension of utility service interruptions are evident in the figures in the table at left.

- The property tax assessment vendor is on site this week and next to assess new construction and improvements. The updated values will inform the first supplemental billing of FY21.
- The annual stormwater billing has been delayed due to a conversion from the miscellaneous billing module to the utility billing module to consolidate billing for the convenience of the City’s utility rate payers that also have responsibility for stormwater charges. Bills are scheduled to print and be mailed by Friday, February 5, 2021.

Property Tax Levy	Past Due Amounts as of:			
	11/5/2020	12/11/2020	1/8/2021	2/1/2021
2020	\$ 229,290	\$ 132,511	\$ 108,200	\$ 102,144
2019 & Prior	249,788	229,831	221,023	218,418
Total	\$ 479,078	\$ 362,342	\$ 329,223	\$ 320,562

- The sidewalk billing has likewise been delayed due to unexpected challenges merging the sidewalk billing data and payment specifications with the utility billing database. A courtesy letter has been generated and will be included with the billing, which is scheduled to print and be mailed by Friday, February 5, 2021.

Public Works Department

Director Svaby provided the monthly Public Works Department report:

Director's Office

- Initiated Phase II Environmental Analysis and Well Testing at the Rookery to begin in the month of February;
- Analyzed the City's traffic signal warrants and DelDOT's proposal for traffic signal upgrades and ultimate takeover;
- Working Jointly with Planning and Engineering on formalizing development coordination model;
- Organized PD Referendum vote at the Vickers Building;
- Represented Public Works/City of Milford at Kent County Sewer Advisory Board Budget Subcommittee Meeting

Public Services (Water and Sewer)

- Supervised Contractor Fence installation (Grasso Fence) at Kenton's treatment plant.
- Completed and sent 2020 End of Year Water Report to DNREC.
- Calibrated Water and Sewer flow meters in cooperation with TAI Solutions.

Engineering

- Reviewed the construction standards and began revising to clarify standards
- Began creating checklists to standardize inspections
- Completed Inspection of the new watermain installation for Windward on the River
- Completed Inspection of the force main for Windward on the River
- Completed bidding process for the NW 4th Street Watershed Study RFP

Street/Utilities

- Repaired water leak at South Rehoboth Avenue & South East Second Street;
- Installed signage and traffic flow delineator at South Walnut and Jefferson Streets in order to keep vehicles out of Rail Road track bed stones;
- Continued leaf pickup after completing repair of leaf vac truck;
- Repaired water leak at building 500 Milford Crossing meter pit;
- Water, sewer disconnect for building demolition.
- Replace 30 new signs in the down town area as part of sign rehabilitation.

Electric

- Welcomed new Ground Technician employee to department.
- Completed infrastructure installation for Milford Microtel.
- Began infrastructure installation in Simpson's Crossing development.
- Completed installation of Shawnee Acres primary cable replacement.
- Took down and stored Christmas Decorations that were up in the down town area

Tech Services

- Installed instrument rated metering at 106 Silicato Way Microtel;
- Helped customer identify water leak at 601 North St;

- Repaired SCADA RTU communication issue at Milford Ponds pump station;
- Successfully helped customer at 5873 Old Shawnee Rd understand the cause of their higher-than-normal electric bill;
- Identified cause of a provisioning issue with AMI water devices and worked with AMP partners to correct;
- Began assignment to Represent Public Works on the City's Emergency Operations Committee.

Waste Management

- Coordinated Community Solid Waste collection with Blue Hen Disposal and Bill Leowanas (Owner of Watergate) in order to make pickup more operationally and cost efficient.

Councilman Marabello asked how the City is doing on the reduction of I & I. Director Svaby replied that the department hired a high school intern that has helped to identify the mapping flow of sanitary sewers. In addition, the department is using meters to determine if rain or groundwater is causing the increase in flows. The intern will be going out to take readings on those meters and measurements on lines that have been left open.

When asked why this year is so much less than last year's data (17,000 feet versus 180,000 feet), Director Svaby explained that it could simply be a case of the time the sample was taken last year versus this year.

Planning & Economic Development Department

Director Pierce reviewed the monthly Planning and Economic Development report:

- During the first month of the 2020 calendar year, the City issued 12 new residential construction permits. The total construction investment in Milford for January 2021 based on issued building permits was \$6,465,560.
- The City of Milford has seen 74 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 and City Council will review an extension request for the Knight Crossing Planned Unit Development along with a comprehensive signage plan for Windward on the River during the month of February.
- The Planning Commission has begun reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land in an effort to address the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of potential Board of Adjustment applications, provide clarity on ambiguous language and modernize portions of the ordinances. The Planning Commission will review several administrative articles within Chapter 230 Zoning at the February meeting. The Commission will also discuss Off-street Parking, Landscape Screening and other Miscellaneous provisions in preparation for the March workshop. The workshops will be held prior to each monthly meeting over the next few months with the intent of having final edits for consideration this Summer.
- The Board of Adjustment will review one new variance application at the February meeting along with three requests that were tabled from January.
- During the month of January, the City completed preliminary reviews of the following projects; Reserves at Sawmill for 12 additional apartment units, Lot 8 Independence Commons for a conditional use site plan, Mispillion Landing apartment project final construction plans, Wickersham revised preliminary major subdivision and Knight Crossing final major subdivision. All review comments have been sent to the applicants and the City is awaiting revised plans and response letters before conducting further review.

- Rental License, Contractor's License and Business License renewals are coming in and the office will be processing the nearly 3,000 licenses over the next month. Administrative staff are being helped by Code Officials in getting these processed. Landlords and business owners had until January 31, 2021 to submit renewal forms and payment.
- Century Engineering, DeIDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed by the team and DeIDOT is working on prioritizing these segments based on criteria used by the State. The Bicycle Advisory Committee will review the prioritization efforts and project list in the beginning of March. The City is working with the team members to solidify a date.
- Staff submitted the 2021 Boundary and Annexation Survey (BAS) to the US Census Bureau which is done annually to document changes in the City's municipal limits.
- Attended the Chamber of Commerce for Greater Milford Economic Development Task Force meeting, Greater Kent Committee meeting and Downtown Milford, Inc. Economic Vitality committee meeting.
- Met with DNREC and FEMA as part of a FEMA Community Assistance Call to discuss Milford's floodplain regulations and procedures.
- The Department welcomed a new staff member, Lisa Levis, who filled the vacant permit technician position.
- Code Enforcement responded to complaints of housing code violations at Silver Lake apartments and Brightway Commons.
- 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

Councilman Baer asked how long a resident could have a POD unit in their front yard; Director Pierce replied that happened to be one of the many questions that came up during last month's meeting. He added that the ordinance does not provide much guidance on temporary structures though he plans to look into the case that Councilman Baer is referencing.

Parks & Recreation Department

Director Dennehy reviewed the Parks and Recreation report:

- The two Park staff began removing holiday decorations during the month of January. Small white lights will remain in the trees during the downtown until the clocks are changed for day light savings time.
- Park staff began maintenance of grass cutting equipment, this is a common winter practice in preparation for the spring and the grass cutting season.
- Staff researched requirements for a new double axel landscape trailer and a new one was ordered for the grass cutting crew (as approved in the capital budget).
- Park staff continue throughout the winter months to empty all of the municipal trash cans throughout the park lands, and downtown areas.
- Park staff also make routine inspections of the parks and associated areas for any downed tree limb removal, which is common during the winter months.
- On January 11th, the Governor amended the COVID-19 guidelines allowing sports to continue with restrictions. MP&R immediately began with our Winter Basketball program, with tryouts January 14th, practices beginning January 19th, and a full game schedule beginning in January. Teams practice one night a week, then play games on weekends. We currently have 7 teams competing and there is a wait list for kids wanting to play (due to the COVID-19 restrictions numbers had to be capped). We also began an instructional basketball program for 6 to 7-year-olds who are learning the very basic fundamental skills in a fun experience. Both parent and community volunteers are actively coaching these teams.
- Our indoor soccer program also commenced mid-January. Soccer is held on a Sunday for participants aged 5-12 who both skills and drills have taught to them, followed by a regular game schedule. Our soccer staff includes

High School students from Milford who are leading by example as instructors and coaches, and are invaluable to our program.

- Throughout all of our programming we are adhering to strict COVID-19 regulations. These include limiting spectator numbers, an aggressive cleaning/disinfecting program, health screening of participants, and the wearing of masks for ALL participants, spectators and staff.
- Director attended (virtually) the monthly Kent County Tourism meeting.
- Director continued to work on the Memorandum of Understanding (MOU) with the Delaware Nature Society, and participated in another meeting to bring additional programming into Milford. A draft MOU was sent to the City attorney for review at the end of January.
- The quarterly Parks and Recreation Advisory Board meeting was held in January. The packet was prepared by the Director who was in attendance.
- Director worked on preparing the grass cutting bids for the Milford Community Cemetery, and a board meeting was held at the end of January.
- Director took the National Parks and Recreation Association exam, and is now recognized as a Certified Parks and Recreational Professional, which is a national certification.

Human Resources Administrator Report

HR Administrator Eaddy reviewed the HR report:

- Interviews were conducted for the positions of Economic Development and Community Engagement Administrator, Information Technology Director and Administrative Assistant, Public Works.
- A job offer was extended for the position of Administrative Assistant, Public Works.
- 3 onsite tours are scheduled for the position of Economic Development and Community Engagement Administrator on March 5, 8-9, 2021.
- 1 onsite tour is scheduled for the position of Information Technology Director on March 18, 2021.
- Onboarded new hire for the position of Part-Time Police Dispatcher.
- February 2021 Excellence Award Nominations: Katrina White, Deputy City Clerk (Winner), Ralph Skinner (Parks Superintendent) and Doreen Wrightsman (Administrative Assistant, Parks and Recreation)
- The Reward and Recognition Committee designed custom City T-Shirts for all employees to celebrate National Employee Appreciation Day on March 5, 2021.
- COVID-19: As of February 28, 2021, the City has zero positive employee cases.
- DeLea Founders Insurance Trust Safety Committee Meeting: Ralph Skinner, Parks Superintendent will be the speaker for a 5-minute Safety Tool Box Talk on Riding Mower Safety at the March 16, 2021 meeting.
- A firm will be selected in March to begin the 2021 Job and Classification and Compensation Study.

Human Resources Office	Jan 2020	Jan-21	FY20 YTD <i>(07/01/19-1/31/20)</i>	FY21 YTD <i>(07/01/20-1/31/21)</i>
Full Time Employees	124	119	124	119
Part Time/Seasonal Employees	10	4	10	4
Vacant Positions	1	7	1	7
Promotions	0	1	6	8

MONTHLY FINANCE REPORT

Finance Chair James thanked Director Vitola for the continuing updates he provides. He reported on recent discussions about going to market for insurance broker with the idea of reviewing our policy premiums and the enhancement of coverages. He thinks it is important that the City get the best bang for its buck, and ensuring we have the right coverage and policies.

He added that with the submission of the budgets, our Finance Director and City Manager are working out details on the operating budgets enterprise funds and general funds.

Chair James stated that he appreciates the detail that is now included in the monthly review.

Following a synopsis of the report, he turned the floor over to Finance Director Vitola to present the December 2020 Month-to-Date and Fiscal Year-to-Date (YTD) Financial Reporting Package. The executive summary highlights this month's notable developments. No significant changes were made to the presentation of the financial data or the report layout this month.

- Pages 1-2: Cash and Reserve Balances
- Cash and investment balances (page 1) remain strong through the first half of the year, 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, the Municipal Street Aid (MSA) Fund and Realty Transfer Tax (RTT) Fund.
- Disbursements were made from all four major Reserve accounts (page 2, lines 18-21) during December. The funds, while substantial in total, simply represent transfers to the Operating Cash accounts to reimburse accumulated capital expenditures initially disbursed through the ordinary accounts payable process in support of reserve-funded initiatives.
- The interest earnings across Reserve Funds rebounded with apparently strong December earnings, but the reality is that this month's interest income offsets the extraordinarily low interest income reported in November. This is not a concern; the majority of the reserves are invested in fixed income securities that are intended to be held until the maturity date. While interest accrues daily on these securities, interest revenue is recorded for held-to-maturity investments only at the time of maturity, and no securities matured during the month of November.
- Page 3-6: Revenue & Expenditures
- General Fund revenues continue the strong trend through 2020. YTD revenue as a function of the annual budgeted revenue is over 70%, but the figure is skewed by the annual property tax billing and the controlled recognition of transfers in and reserve-funded projects, which occur regularly to match the budget. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD General Fund revenue is still a healthy 55.4% of the annual budget, while expenditures are being monitored closely, again measuring under the levelized budgeted expenditures at the halfway mark of the fiscal year.
- The strength of Enterprise Fund revenues is still evident through the first half of the year, but December's utility results were tame compared with the first five months of the fiscal year, coming in slightly below the levelized monthly budget to pull the YTD revenue variance to just 2% ahead of expectations.
- Electric revenues nonetheless remain higher than YTD expectations, though offset by correspondingly high costs of wholesale power.
- Infiltration and inflow (I&I) continue to contribute to higher sewer treatment costs, pushing total Sewer fund costs over the levelized YTD expense budget. Adjusted for December debt service, Sewer expenditures are \$134,000 over the YTD budget.
- While lower than expected Water and Solid Waste spending help offset the expenditure variance in the Electric and Sewer systems, capital spending funded by current operations has been held deliberately low through the fiscal year so far. Necessary capital expenditures in the second half of the year have the potential to contribute to a reversal of the positive budget variance experienced during the first half of the year.

Councilman Fulton made a motion to accept the department reports as submitted. Councilman James seconded the motion. The motion passed with all ayes.

COMMITTEE & WARD REPORTS

Councilman James expressed appreciation from the James and Fountain families for the support receiving during the passing of his father-in-law, Franklin A. Fountain on January 21st.

Councilman Culotta stated that notifications were mailed to the residents that had improvements done to their sidewalks. After reviewing his, it appeared the fees were well within line with what he had done to his sidewalk. However, his neighbor claimed he had some discrepancies which were provided to the City Manager.

COMMUNICATION & CORRESPONDENCE

City Manager Whitfield reported that the Rehoboth Boulevard drawbridge will be closed between February 15-19 for repairs. DeIDOT is doing their best to get the notification out for advance notification.

UNFINISHED BUSINESS

Chief Brown/Evaluation/Salary

Councilman James made a motion that the discussion in January related to the Chief of Police compensation is accepted by Council. Councilman Morrow seconded the motion that passed with all ayes.

NEW BUSINESS

Authorization/Agreement/Delaware Mosquito Control Spray

Councilman Fulton made a motion to continue to participate with the annual State of Delaware Mosquito Control Program and authorize the Policy. Councilman James seconded the motion that passed with all ayes.

Authorization/Change Order/Misphillion Street Group 2020, Project Number: 2020-ST-001

Mr. Puddicombe presented the information that was included in the packet.

City Council approved a contract for \$682,386.00 in the below amounts on August 24, 2020 for the Misphillion Street Group Project:

Municipal Street Aid: \$514,440.16

Water Reserves: \$139,327.92

Sewer Reserves: \$28,617.92

After a review with the approved contractor Diamond Materials LLC, staff has determined that additional work was necessary to ensure the longevity of the proposed construction. Specifically, there are two sections of Ductile Iron water main installed at an unknown date but known to have turned brittle due to age. The original contract called for the removal of lead service lines along both of these mains on McColley and Marshall Streets between SE Front and Misphillion Streets. Replacement of the water mains will prevent the risk of unexpected breaks under the newly constructed road frontage and improve water quality for customers in the area.

Therefore, it is recommended to amend the contract with Diamond Materials a Limited Liability Company in the amount of \$94,954.00 allowing the additional work to be performed under the existing project.

Councilman Fulton made a motion that Council amend the contract with Diamond Materials LLC and to increase the contract by \$94,954.00 to \$777,340, with \$514,440.16 to be paid from Municipal Street Aid, \$234,281.92 from Water Reserves and \$28,617.92 from Sewer Reserves, seconded by Councilmember Culotta. Motion carried with no one opposed.

Adoption/Resolution 2021-04/Electric PCA/Efficient SMART Agreement

Director Vitola presented the information that was provided in the packet.

When asked what the cost of the high-performance demand was at the incremental rate, Director Vitola replied that it is \$1.40 per megawatt hour total. The first 90 cents will continue to be paid by DEMEC and the next 50 cents per kilowatt hour will be run through utility bills by the PCA charge.

When attempting to determine the impact to a customer on a monthly basis, Director Vitola explained it is a cost that is passed through the PCA charge.

Councilman Culotta prefers a separate workshop to discuss the agreement; Director Vitola suggested that at a minimum, he recommends the basic level be renewed to continue engagement of our customers. If Council chooses not to move forward, the City will still pay, but without the ability to use the resources offered in the earlier Efficiency Smart presentation. He concluded by pointing out the current contract expires February 28th.

City Manager Whitfield stated that this would help the high-end users and large corporations. In addition, this is another resource to assist residents with questions regarding their bills.

Councilman James asked if these types of incentives were discussed when developers express interest to come into Milford. City Manager Whitfield replied that they are discussed and suggestions are offered of ways to reduce consumption.

Mayor Campbell called for any public comment or questions on the matter. Hearing none, Mayor Campbell closed the public comments and asked for a motion.

Councilman Fulton made a motion to extend the Efficiency Smart agreement for a second term of three (3) years, at the service level of "High Performance", and incremental rate of \$0.50 per MWh, seconded by Councilman Culotta. Motion passed with all eyes.

Councilman James made a motion to approve Resolution 2021-04 Green/Renewable Energy Fund Program:

RESOLUTION 2021-04

GREEN/RENEWABLE ENERGY FUND PROGRAM

WHEREAS, Appendix B - Rules and Regulations Including the Electric Tariff for the City of Milford (the "Tariff") authorizes Milford City Council to establish retail electric rates to support the operating cost requirements of an electric utility distribution system, including the cost of compliance with any regulatory requirements, and

WHEREAS, The State of Delaware promulgated the Renewable Energy Portfolio Standards Act (the "RPS Act") pursuant to 26 Del. C. Chapter 1, Subchapter III-A, which mandated, among other regulatory requirements, participation in the establishment and ongoing funding for the State of Delaware Green Energy Fund through volumetric rate-based charges for all energy sold in Delaware, and

WHEREAS, The State of Delaware exempted municipal electric distribution utilities, including the City of Milford, from the requirements of the RPS Act pursuant to 26 Del. C. Chapter 1, Subchapter III-A, § 363 (the “Exemption”) on the condition that exempted municipal electric utilities establish independent, self-administered Green Energy Funds commensurate with other retail electric companies but no less than \$0.000178 per kWh, and

WHEREAS, The City of Milford maintains the statutory requirement outlined in the Exemption through the Delaware Municipal Electric Corporation (“DEMEC”) and the Delaware Energy Office by (1) providing a fund to support green/renewable energy technologies, energy efficiency technologies, or demand side management programs pursuant to Section 22 of the Tariff and (2) incorporating the minimum rate of \$0.000178 per kWh into the City’s rate structure, and

WHEREAS, The City of Milford desires to expand on its successful record of promoting investment in renewable energy and energy efficiency technologies by increasing the level of green/renewable energy funding commensurate with other retail electric companies in Delaware.

NOW, THEREFORE BE IT RESOLVED by the City of Milford, that the Green/Renewable Energy Fund Program rate shall be \$0.000356 per kWh effective for all consumption billed on or after March 1, 2021, and Resolution 2021-04 is hereby adopted, as stated.

Councilman Marabello seconded the motion that passed with all ayes.

Authorization/Funding/Parks and Recreation/Fence & Handrail Repair

Director Dennehy reviewed the request, referencing the section of guardrail along the Riverwalk Greenway which has required a significant amount of emergency repair work. Over the last few months, he has consulted with a local contractor to establish the best method of repair. After a more careful review of the original repairs planned, it was decided that additional work is needed to ensure it is repaired correctly and safely.

The project now includes the removal and replacement of 25 posts, powder coating of the corresponding sections of guardrail and associated concrete repair (approximately 140’ of guardrail).

This project was not included in this year’s capital or operating budget. As part of the 2020-2021 capital budget, \$25,000 was appropriated for another section of railing to be painted. This work was completed and came in well under budget at \$6,350. leaving a balance of \$18,650.

Mr. Dennehy is requesting to use the balance of those funds to pay for the emergency guardrails repair in the amount of \$17,903.25.

Councilman Culotta pointed out the estimate does not include any costs associated with additional work if needed. He asked if anything above this amount requires Director Dennehy to come back; Mr. Dennehy informed Council that the use of capital funds always requires Council approval.

Councilman Boyle made a motion to authorize the Parks and Recreation to utilize \$17,903.25 from the remaining balance appropriated for another section of the guardrails along the Riverwalk in the Capital Budget 2021. Councilman Culotta seconded the motion. Motion carried with all ayes.

Ordinance Introduction/Ordinance 2020-02

Windward on the River, LP/Residential on 27,058 +/- acres of land located along the west side of Beaver Dam Road, approximately 1,100 feet south of the Cedar Beach Road intersection. Application Type: Conditional Use - Comprehensive Sign Plan. Comprehensive Plan Designation: Moderate Density Residential & Commercial. Zoning District: R-3 (Garden Apartment and Townhouse District); C-3 (Highway Commercial District) Present and Proposed Use: Multi-Family Tax Map & Parcel 3-30-7.00-033.00

Mayor Campbell introduced Ordinance 2020-02. Director Pierce then reviewed the information included in the packet.

When questioned, Director Pierce replied this ordinance falls under the current sign code. A public hearing will be held on the conditional use at the next Council meeting.

Adjournment

With no further business, Mayor Campbell called for a motion to adjourn. Councilman Fulton moved to adjourn, seconded by Councilman Culotta. Motion carried.

The Council Meeting adjourned at 9:13 p.m.

Tracy N. Torbert
Transcriptionist

MILFORD CITY COUNCIL

Minutes of Meeting

February 22, 2021

A virtual Council Workshop was convened at 6:35 pm by the way of conferencing.

PRESIDING: Mayor Archie Campbell

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

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

LEGAL: Solicitor David Rutt

City of Milford Audit Presentation

City Manager Whitfield deferred to Director Vitola for the purpose of providing an overview of the audit report. Due to health reasons, the auditors were not able to attend the meeting this evening.

Councilman James explained that the audit report is in great condition from his overall observation.

Director Vitola commented that he believes that there is an error in the report relating to bond rating. He feels that the City has been at A- for several years which is a good rating. He will follow up to see which rating is correct.

Director Vitola explained the audit process to the Mayor and City Council. He added that the City Charter requires an annual independent financial audit.

Due to COVID, the entire audit report was completed remotely. Interviews were conducted with Councilman James and City staff.

Despite the issues and delays with this year's audit, the most favorable outcome was achieved in every area of the audit. An unmodified opinion was given which means a clean audit.

The auditors review of the internal control environment revealed that there were no deficiencies in the internal control.

A single audit was also completed which was given a clean opinion related to the City's compliance with the Federal regulations of programs from which funding is received. The auditors also reviewed the internal controls over federal loan and grant proceeds with a clean opinion being received.

A clean management letter was received; this is a required communication.

This year, the auditor audited the information and the City produced the financials which is different from how it has been done in the past.

Councilman James pointed out that the summary of the auditor results can be found on page 62 of the report.

Director Vitola discussed the subsequent events section of the audit report that was included in the packet. There are two key points for stakeholders in this section which are the Police Referendum and USDA Sewer Utility Loan - Phase Two. These are both debt related items but are important items to be pointed out to the residents and stakeholders.

The audit will come back to the March 8th Council Meeting, if there are any questions, they should be sent to Mr. Vitola.

The Workshop concluded at 6:59 p.m.

Tracy N. Torbert
Transcriptionist

Mayor Campbell called the regular meeting to order at 7:03 p.m.

The invocation was provided by Councilperson Wilson with the Pledge of Allegiance following.

Public Hearings

Ordinance 2020-02

Windward on the River, LP/Residential

27,058 +/- acres of land located along the west side of the Beaver Dam Road, approximately 1,100 feet south of the Cedar Beach Road intersection.

Application Type: Conditional Use - Comprehensive Sign Plan

Comprehensive Plan Designation: Moderate Density Residential & Commercial

Zoning District: R-3 (Garden Apartments and Townhouse District); C-3 (Highway Commercial District)

Present & Proposed Use: Multi-Family

Tax Map & Parcel MD: 3-30-7.00-033.00

Director Pierce reviewed the staff report and analysis that was included in the packet.

The entire sign plan does meet the current sign ordinance except for the proposed freestanding stand at the entrance. The current ordinance limits it to no taller than 4 feet; the one being proposed is 11 feet in height.

Mr. Nick Hammonds was present to represent the application.

Mr. Hammonds believes that for a development this size and scale, the entrance sign that is being proposed is needed. He added that the entrance sign will not affect any sight lines for anyone entering or exiting the community. There is proposed landscaping and lighting for visibility in the evening. If approved, it is desired to install the sign in the month of March.

Mayor Campbell, Councilman James and Councilman Culotta commended Mr. Hammonds on the development that looks very well done.

Mayor Campbell asked for any public comments or questions. Ms. Kathleen Kunkle from 20052 Beaver Dam Road, Milford, DE commented that the complex is going along nicely so far. She added that she is not in favor of the issue in hand. The purpose of the sign code in Milford states that the regulations balance the need to protect the public safety and welfare, the need for well maintained attractive communities and the need for adequate amenities, identification, communication and advertising. It also states that the objectives are to ensure that signs are designed, constructed and installed in a minimum standards safety to allow positive conditions for sign communication. The code also states that it is to reflect and support the desired audience and development patterns of the various zones and districts. Per the code, the sign should not exceed 64 square feet of area and four feet in height. Section 230-24.25 establishes the signage for major subdivision and complexes and recognizes that large projects may need additional flexibility in signage. These large projects include complexes with 200 or more units with one entrance as well as plan unit developments to include shopping center groups of three or more non-residential principal structures, any institutional complex professional office medical or educational campus or business park.

Ms. Kunkle referenced sections of the code referring to the change that is being presented for consideration.

She does not believe that the developer will be harmed by complying with installing a four foot high end sign. The sign will be higher than the vinyl fence that serves as property screening since the height of the fence slopes down close to the entrance area. The use will not detract from permitted uses in the district and it's effective safeguards such as traffic control parking screening and setbacks can be implemented to remove potential adverse influences.

Ms. Kunkle believes that this type of sign is inappropriate for this site.

Hearing no further public comment or hearing, Mayor Campbell closed the public hearing.

Councilman Baer asked the developer why it is felt that the sign needs to be 11 feet tall? Mr. Hammonds replied that it is desired to have a large development with a three-story building. It is felt that this is appropriate for a project of this type. He added that this has been used before in other developments and it goes well with what is being constructed.

Councilwoman Wilson asked what was the proximity of Ms. Kunkle's property to this proposed development. Director Pierce felt that her property was south of the two entrances to Beaver Dam Estates. Therefore, it is believed that she would be the first or second property to the sign that is not located in the subdivision.

Councilman James asked Mr. Hammonds if there have been any complaints about the signs located in the other developments of this height? Mr. Hammonds replied that he has not; there have been several complaints received on the look of the sign.

Councilman Marabello asked if the sign was lower, how would that affect the project. Mr. Hammonds replied that the entrance monuments are designed to have some presence; it is felt that is a good look and feel as you enter into these communities.

Councilman Baer asked how tall the privacy fences were that were located near the sign. Mr. Hammonds replied that they will be a little bit higher than 6 feet.

Councilman Boyle mentioned that the six foot fence slopes down to about a four feet fence. He likes the appearance of the sign but does have some concerns about the height of the sign.

Councilman James asked if Mr. Hammonds would be willing to take the sign down a couple of feet. Mr. Hammonds replied that he is open to the idea; he appreciates the comments made tonight. He would need to discuss this with his sign company but he believes that he could make it work.

Mr. Hammonds pointed out that from a scale standpoint, what is being proposed for the sign height is appropriate.

Councilwoman Wilson felt that with the privacy fence dropping down, the sign would need to be higher in order for passing traffic to see the names of the different neighborhoods. In order to be more visible, it needs to be higher to stand out more. Councilman Culotta agreed with Councilwoman Wilson.

Councilman Marabello asked if the sign would be located at the end of the fence. Mr. Hammonds replied that it would be beyond the fence.

Director Pierce shared that a typical stop sign is seven foot in height for reference purposes.

Councilman Fulton made a suggestion to make a compromise to make the sign equate to the level of the first floor where it goes to the second floor; approximately 10.7 feet. Councilman Culotta pointed out that is the way the ordinance is written; up to 11 feet.

Councilman Boyle pointed out that Knight Crossing will also soon be developing; a precedent for IDA signs for that road could be set if this sign is approved tonight.

Councilwoman Wilson pointed out that the Planning Commission agreed to this sign height.

Councilman Culotta made a motion to approve Ordinance 2020-02 for Windward on the River for the allowance of up to 11 feet on the sign. Councilwoman Wilson seconded the motion.

Mayor Campbell then solicited a roll call vote:

Councilman Marabello voted no because of the visibility of the sign and he is afraid of setting a precedent going forward;

Councilman Boyle voted no because of the future of discussions with other developments on that road and the sign is higher than it needs to be;

Councilman Fulton voted yes because Planning Commission voted in favor and it is only a half inch difference;

Councilman Culotta voted yes based on the advise of the Planning Commission and he feels that this is not excessive and he does not see this as setting a precedent since each case is reviewed case by case basis;

Councilman Baer voted no because he feels that 11 feet is too high along that particular road and it would be more appropriate for Route 1 than that small road;

Councilman Morrow voted yes in support of the Planning Commission;

Councilman James voted yes, he does not feel the height of 11 feet is not out of character for the project and with no safety issues being addressed on projects such as this one in other towns;

Councilwoman Wilson voted yes based on the Planning Commission recommendation and all of the other reasons stated.

City Clerk Hudson shared that the motion carried on a 5-3 vote.

Communication & Correspondence

Councilwoman Wilson made a comment recognizing Black History Month and all of those people that made it possible for people of color to be a part of this Council.

Bug N Bud Festival Status 04/2021

Information was received that the Bug N Bud Festival has been cancelled for this year.

Unfinished Business

There was none.

New Business

Ratification/Delaware Nature Society/Memorandum of Understanding

Director Dennehy has been working with the Delaware Nature Society for utilizing the Riverwalk and Educational programs. This is a great partnership to allow them to come into the City to offer programs.

The agreement has been reviewed by Director Deheny and City Manager Whitfield.

Councilman James shared that this partnership will allow people to get downtown and bring more people to the City.

Councilman Marabello asked if this was a one year agreement. Director Dennehy replied that it is a one year agreement but can be extended if desired. It was pointed out that there is no financial commitment with this agreement.

Councilman Boyle to authorize the Mayor to ratify the Delaware Nature Society Memorandum of Understanding. Councilman Culotta seconded the motion. The motion so passed with all ayes.

Presentation/Revocation/Ordinance 2020-22

Cosmo Properties, LLC for a Conditional Use to allow a Daycare to be known as Triumph Youth Center on 2.08+/- acres in a C3 Zoning District. Property is located along the north side of State Route 14, approximately 2,200 feet west of Route 113 intersection, addressed as 350 Milford-Harrington Highway, Milford, Delaware. Present Use: Shopping Center, Proposed Use: Same with Daycare. Tax Map Parcel: MD-16-173.00-01-08.00

Chief Brown explained that Mr. McGinnis has evicted the tenant which satisfies him. He is wanting to withdraw his request because it is his understanding that the conditional use goes with the property and not the tenant. If the tenant is out, then he is satisfied that the public safety concern is mitigated here and is no longer a concern.

Mr. McGinnis apologized for the actions of his tenant; he was unaware of what was going on. He is very sorry for the behavior that occurred and he has since gotten the tenant out. In the future, he promised to screen tenants better in the future.

Solicitor Rutt stated that the conditional use does stay with the property. However, the conditional use lapses within one year if the property is not used for the purpose of the conditional use.

Vacancy/Planning & Zoning Commission

Director Pierce shared that Mr. Robert Patella has resigned; a replacement is needed to fill that position.

Authorization/Land Transfer/Milford Public Library

Director Pierce discussed the survey and staff memo that was included in the packet.

The library has agreed to move forward on the condition that some language regarding maintenance is worked out between the City and the Library.

Staff is recommending the Mayor to execute the deed and the associated documents to convey Parcel E to the library, in exchange for Parcel D shown on the survey.

Councilman Marabello asked if the City would own the whole amphitheater with this change. Director Pierce replied that was correct.

Councilman Fulton made a motion for the City Council to approve the land transfer of property between the library and the City of the property as indicated in the packet presented. Councilwoman Wilson seconded the motion. The motion so passed with all ayes.

Preliminary Plan Approval/Extension Request/Milford Marina Enterprises LLC/Knight's Crossing

Director Pierce reviewed the request that was received from the developer that was included in the packet.

Mr. Stephen Gorksi was present representing the application. Mr. Gorksi explained that the plan changed last year based on comments received from the City Council. The builder has changed which has delayed the project; approvals are in the works and are close to being completed.

Councilman Fulton made a motion to grant a one year extension to Knights Crossing for a Preliminary Approval. Councilwoman Wilson seconded the motion. The motion so passed with all ayes.

Award/Architectural Design Agreement/Police Facility

City Manager Whitfield shared that Becker Morgan has a contract with the City for \$149,000 for the preliminary design work for the police station. There are a number of items that do not need to be completed that resulted in a credit of \$31,000 that would be applied to the additional work based on a \$12 million building for a flat fee of \$720,000. This would bring the total contract amount to Becker Morgan to \$838,000 excluding reimbursables. If the contract construction of the facility excludes \$12 million, then Becker Morgan will submit an amendment for additional services equal to 6% of that difference.

Staff recommends that Council authorize the Mayor to execute the amendment for the professional services agreement with Becker Morgan, Inc. in the amount of \$838,000 excluding reimbursables. Money from the expenditures will come from the police and general government facilities fund; we will not need bond issue money for this phase of the project.

Councilman Boyle made a motion to authorize the Mayor to execute the amendment to the professional service agreements with Becker Morgan Group, Inc. in an amount of \$883,000 excluding reimbursables and money for the expenditures shall come from the police and general government facility fund. Councilman James seconded the motion. The motion so passed with all ayes. Councilman Culotta was not present for the vote.

EXECUTIVE SESSION

Councilwoman Wilson moved to go into Executive Session reference below statues, seconded by Councilman Boyle:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:24 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 8:38 p.m.

ADJOURNMENT

There being no further business, Councilman Boyle made a motion to adjourn the Council meeting, Councilman Culotta seconded the motion. Motion carried.

The Council Meeting adjourned at 8:38 p.m.

Tracy N. Torbert
Transcriptionist

MILFORD CITY COUNCIL

Minutes of Meeting

February 22, 2021

A virtual Council Workshop was convened at 6:35 pm by the way of conferencing.

PRESIDING: Mayor Archie Campbell

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

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

LEGAL: Solicitor David Rutt

CALL TO ORDER

Mayor Campbell called the regular meeting to order at 7:03 p.m.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation was provided by Councilperson Wilson with the Pledge of Allegiance following.

PUBLIC HEARINGS

Ordinance 2020-02

Windward on the River, LP/Residential

27,058 +/- acres of land located along the west side of the Beaver Dam Road, approximately 1,100 feet south of the Cedar Beach Road intersection.

Application Type: Conditional Use - Comprehensive Sign Plan

Comprehensive Plan Designation: Moderate Density Residential & Commercial

Zoning District: R-3 (Garden Apartments and Townhouse District); C-3 (Highway Commercial District)

Present & Proposed Use: Multi-Family

Tax Map & Parcel MD: 3-30-7.00-033.00

Director Pierce reviewed the staff report and analysis that was included in the packet.

The entire sign plan does meet the current sign ordinance except for the proposed freestanding stand at the entrance. The current ordinance limits it to no taller than 4 feet; the one being proposed is 11 feet in height.

Mr. Nick Hammonds was present to represent the application.

Mr. Hammonds believes that for a development this size and scale, the entrance sign that is being proposed is needed. He added that the entrance sign will not affect any sight lines for anyone entering or exiting the community. There is proposed landscaping and lighting for visibility in the evening. If approved, it is desired to install the sign in the month of March.

Mayor Campbell, Councilman James and Councilman Culotta commended Mr. Hammonds on the development that looks very well done.

Mayor Campbell asked for any public comments or questions. Ms. Kathleen Kunkle from 20052 Beaver Dam Road, Milford, DE commented that the complex is going along nicely so far. She added that she is not in favor of the issue in hand. The purpose of the sign code in Milford states that the regulations balance the need to protect the public safety and welfare, the need for well-maintained attractive communities and the need for adequate amenities, identification, communication and advertising. It also states that the objectives are to ensure that signs are designed, constructed and installed in a minimum standards safety to allow positive conditions for sign communication. The code also states that it is to reflect and support the desired audience and development patterns of the various zones and districts. Per the code, the sign should not exceed 64 square feet of area and four feet in height. Section 230-24.25 establishes the signage for major subdivision and complexes and recognizes that large projects may need additional flexibility in signage. These large projects include complexes with 200 or more units with one entrance as well as plan unit developments to include shopping center groups of three or more non-residential principal structures, any institutional complex professional office medical or educational campus or business park.

Ms. Kunkle referenced sections of the code referring to the change that is being presented for consideration.

She does not believe that the developer will be harmed by complying with installing a four foot high end sign. The sign will be higher than the vinyl fence that serves as property screening since the height of the fence slopes down close to the entrance area. The use will not detract from permitted uses in the district and it's effective safeguards such as traffic control parking screening and setbacks can be implemented to remove potential adverse influences.

Ms. Kunkle believes that this type of sign is inappropriate for this site.

Hearing no further public comment or hearing, Mayor Campbell closed the public hearing.

Councilman Baer asked the developer why it is felt that the sign needs to be 11 feet tall? Mr. Hammonds replied that it is desired to have a large development with a three-story building. It is felt that this is appropriate for a project of this type. He added that this has been used before in other developments and it goes well with what is being constructed.

Councilwoman Wilson asked what was the proximity of Ms. Kunkle's property to this proposed development. Director Pierce felt that her property was south of the two entrances to Beaver Dam Estates. Therefore, it is believed that she would be the first or second property to the sign that is not located in the subdivision.

Councilman James asked Mr. Hammonds asked if there have been any complaints about the signs located in the other developments of this height? Mr. Hammonds replied that he has not; there have been several complaints received on the look of the sign.

Councilman Marabello asked if the sign was lower, how would that affect the project. Mr. Hammonds replied that the entrance monuments are designed to have some presence; it is felt that is a good look and feel as you enter into these communities.

Councilman Baer asked how tall the privacy fences were that were located near the sign. Mr. Hammonds replied that they will be a little bit higher than 6 feet.

Councilman Boyle mentioned that the six-foot fence slopes down to about a four feet fence. He likes the appearance of the sign but does have some concerns about the height of the sign.

Councilman James asked if Mr. Hammonds would be willing to take the sign down a couple of feet. Mr. Hammonds replied that he is open to the idea; he appreciates the comments made tonight. He would need to discuss this with his sign company but he believes that he could make it work.

Mr. Hammonds pointed out that from a scale standpoint, what is being proposed for the sign height is appropriate.

Councilwoman Wilson felt that with the privacy fence dropping down, the sign would need to be higher in order for passing traffic to see the names of the different neighborhoods. In order to be more visible, it needs to be higher to stand out more. Councilman Culotta agreed with Councilwoman Wilson.

Councilman Marabello asked if the sign would be located at the end of the fence. Mr. Hammonds replied that it would be beyond the fence.

Director Pierce shared that a typical stop sign is seven foot in height for reference purposes.

Councilman Fulton made a suggestion to make a compromise to make the sign equate to the level of the first floor where it goes to the second floor; approximately 10.7 feet. Councilman Culotta pointed out that is the way the ordinance is written; up to 11 feet.

Councilman Boyle pointed out that Knight Crossing will also soon be developing; a precedent for IDA signs for that road could be set if this sign is approved tonight.

Councilwoman Wilson pointed out that the Planning Commission agreed to this sign height.

Councilman Culotta made a motion to approve Ordinance 2020-02 for Windward on the River for the allowance of up to 11 feet on the sign. Councilwoman Wilson seconded the motion.

Mayor Campbell then solicited a roll call vote:

Councilman Marabello voted no because of the visibility of the sign and he is afraid of setting a precedent going forward;

Councilman Boyle voted no because of the future of discussions with other developments on that road and the sign is higher than it needs to be;

Councilman Fulton voted yes because Planning Commission voted in favor and it is only a half inch difference;

Councilman Culotta voted yes based on the advise of the Planning Commission and he feels that this is not excessive and he does not see this as setting a precedent since each case is reviewed case by case basis;

Councilman Baer voted no because he feels that 11 feet is too high along that particular road and it would be more appropriate for Route 1 than that small road;

Councilman Morrow voted yes in support of the Planning Commission;

Councilman James voted yes, he does not feel the height of 11 feet is not out of character for the project and with no safety issues being addressed on projects such as this one in other towns;

Councilwoman Wilson voted yes based on the Planning Commission recommendation and all of the other reasons stated.

City Clerk Hudson shared that the motion carried on a 5-3 vote.

COMMUNICATIONS & CORRESPONDENCE

Councilwoman Wilson recognized Black History Month adding that it makes it somewhat special and allows people of color to feel like they are a part of this Council.

Bug N Bud Festival Status 04/2021

Information was received that the Bug N Bud Festival has been cancelled for this year.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Ratification/Delaware Nature Society/Memorandum of Understanding

Director Dennehy has been working with the Delaware Nature Society for utilizing the Riverwalk and Educational programs. This is a great partnership to allow them to come into the City to offer programs.

The agreement has been reviewed by Director Deheny and City Manager Whitfield.

Councilman James shared that this partnership will allow people to get downtown and bring more people to the City.

Councilman Marabello asked if this was a one year agreement. Director Dennehy replied that it is a one year agreement but can be extended if desired. It was pointed out that there is no financial commitment with this agreement.

Councilman Boyle to authorize the Mayor to ratify the Delaware Nature Society Memorandum of Understanding. Councilman Culotta seconded the motion. The motion so passed with all ayes.

Presentation/Revocation/Ordinance 2020-22

Cosmo Properties, LLC for a Conditional Use to allow a Daycare to be known as Triumph Youth Center on 2.08+/- acres in a C3 Zoning District. Property is located along the north side of State Route 14, approximately 2,200 feet west of Route 113 intersection, addressed as 350 Milford-Harrington Highway, Milford, Delaware. Present Use: Shopping Center, Proposed Use: Same with Daycare. Tax Map Parcel: MD-16-173.00-01-08.00

Chief Brown explained that Mr. McGinnis has evicted the tenant which satisfies him. He is wanting to withdraw his request because it is his understanding that the conditional use goes with the property and not the tenant. If the tenant is out, then he is satisfied that the public safety concern is mitigated here and is no longer a concern.

Mr. McGinnis apologized for the actions of his tenant; he was unaware of what was going on. He is very sorry for the behavior that occurred and he has since gotten the tenant out. In the future, he promised to screen tenants better in the future.

Solicitor Rutt stated that the conditional use does stay with the property. However, the conditional use lapses within one year if the property is not used for the purpose of the conditional use.

Vacancy/Planning & Zoning Commission

Director Pierce shared that Mr. Robert Patella has resigned; a replacement is needed to fill that position.

Authorization/Land Transfer/Milford Public Library

Director Pierce discussed the survey and staff memo that was included in the packet.

The library has agreed to move forward on the condition that some language regarding maintenance is worked out between the City and the Library.

Staff is recommending the Mayor to execute the deed and the associated documents to convey Parcel E to the library, in exchange for Parcel D shown on the survey.

Councilman Marabello asked if the City would own the whole amphitheater with this change. Director Pierce replied that was correct.

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Director Pierce reviewed the request that was received from the developer that was included in the packet.

Mr. Stephen Gorksi was present representing the application. Mr. Gorksi explained that the plan changed last year based on comments received from the City Council. The builder has changed which has delayed the project; approvals are in the works and are close to being completed.

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City Manager Whitfield shared that Becker Morgan has a contract with the City for \$149,000 for the preliminary design work for the police station. There are a number of items that do not need to be completed that resulted in a credit of \$31,000 that would be applied to the additional work based on a \$12 million building for a flat fee of \$720,000. This would bring the total contract amount to Becker Morgan to \$838,000 excluding reimbursables. If the contract construction of the facility excludes \$12 million, then Becker Morgan will submit an amendment for additional services equal to 6% of that difference.

Staff recommends that Council authorize the Mayor to execute the amendment for the professional services agreement with Becker Morgan, Inc. in the amount of \$838,000 excluding reimbursables. Money from the expenditures will come from the police and general government facilities fund; we will not need bond issue money for this phase of the project.

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EXECUTIVE SESSION

Councilwoman Wilson moved to go into Executive Session reference below statues, seconded by Councilman Boyle:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:24 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 8:38 p.m.

No business from the Executive Session needed to be brought forward.

ADJOURNMENT

There being no further business, Councilman Boyle made a motion to adjourn the Council meeting, Councilman Culotta seconded the motion. Motion carried.

The Council Meeting adjourned at 8:38 p.m.

Tracy N. Torbert
Transcriptionist

City of Milford



PROCLAMATION 2021-05

National Public Works Week

May 16-23, 2021

WHEREAS, Public Works projects, facilities, and infrastructure are vital to the City of Milford, Delaware's continued growth and economic success, supporting job creation across the City and promoting development in transportation, education, public safety and other sectors that are essential to building livable neighborhoods and communities; and

WHEREAS, the City of Milford's dedicated Public Works professionals are responsible for planning, designing, building, and operating Public Works facilities and services including water treatment and supply, solid waste collection and disposal, electricity distribution, drivable and safe road conditions and other essential Public Works activities that are critical to residents and visitors of this City; and

WHEREAS, the history of the City of Milford has been shaped in profound ways by Public Works projects in its infrastructure; and

WHEREAS, this year marks the 61st annual commemoration of National Public Works Week sponsored by the American Public Works Association, which continues to promote an understanding of and appreciation for the role Public Works projects play in sustaining economic growth and vitality; and

WHEREAS, the Mayor and City Council of the City of Milford Delaware recognize the contributions of Public Works professionals in the City and extends sincere appreciation for their commitment to excellence in their efforts to improve and enhance the health, safety, welfare, and prosperity of the City's residents.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim the week of May 16-23, 2021, to be

NATIONAL PUBLIC WORKS WEEK

in the City of Milford, Delaware and urge all citizens to pay tribute to our public works professionals, engineers, managers and employees by recognizing the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 10th day of May 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford



PROCLAMATION 2021-07

Kids to Parks Day - May 15, 2021

WHEREAS, May 15, 2021, is the eleventh Kids to Parks Day organized and launched by the National Park Trust held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit local parks, public lands, and waters; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat issues of childhood obesity, diabetes, hypertension, and hypercholesterolemia; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

WHEREAS, Kids to Parks Day will recognize the importance of recreating responsibly while enjoying the benefits of the outdoors; and

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim May 15, 2021 to be

KIDS TO PARKS DAY

in the City of Milford, Delaware and encourage all citizens to acknowledge and celebrate the valuable contributions local parks make to our quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed hereto this 10th day of May 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford



PROCLAMATION 2021-09

National Economic Development Week

WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

WHEREAS, economic developers work with passion and dedication here in the City of Milford, Delaware; and

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim May 9 to 15, 2021 as "National Economic Development Week" and recognize the contributions of our community economic development staff and partners, including Downtown Milford, Inc. and the Chamber of Commerce for Greater Milford, and remind community members and business persons of the importance of this community celebration that supports expanding career opportunities and improving quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 10th day of May 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk



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



THE CITY of

Milford
DELAWARE



400 NE Front Street
Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Kenneth L. Brown, Chief of Police **(KLB)**
DATE: May 5, 2021
RE: Activity Report/April 2021

Monthly Stats:

A total of 610 arrests were made by the Milford Police Department during April 2021. Of these arrests, 110 were for criminal offenses and 500 for traffic violations. Criminal offenses consisted of 12 felony and 98 misdemeanors. Traffic violations consisted of 140 Special Duty Radar, 9 Drunk-Driving charges, 351 others.

Police officers investigated 47 accidents during the month and issued 174 written reprimands. In addition, they responded to 1364 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of April, 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 DE Rural Subcommittee Diversion Workgroup meeting via Zoom held on April 1, 2021.

Attended the Police Department Budget Review meeting held via Zoom on April 14, 2021.

Met with Delmarva Digital in reference to new Police Department website on April 14, 2021

Attended meeting with City Staff in preparation for contract negotiations for sworn officers via Zoom held on April 15, 2021.

Uniform fitting in classroom on April 15, 2021.

Attended DIAC Briefing on possible civil unrest held vis Zoom on April 19, 2021.

Met with AT&T to review MPD FirstNet Account on April 20, 2021.

Met with Ms. Slater to discuss the Police Department's Vehicle & Equipment expenses for new budget on April 20, 2021.

Attended the Police Chief's Foundation Meeting held in Dover on April 22, 2021.

Attended meeting with City Staff in preparation for contract negotiations for sworn officers via Zoom held on April 27, 2021.

Attended Prayer for Peace event at Mt. Enon Baptist Church on April 27, 2021.

Attended meeting with City Staff, Teamsters and Union Stewards for contract negotiations for sworn officers via Zoom held on April 28, 2021.

Met with Delmarva Digital in reference to new Police Department website on April 28, 2021.

Training –

Most training for the department was either cancelled or performed via webinars for the Month of April 2021 due to the COVID-19 Pandemic.

Two officers attended FBI-LEEDA Conference held in Orlando FL from April 25, 2021 thru April 29, 2021.

SRO –

Sgt. Masten with the assistance of the DEA conducted a drug take back in the department lobby on April 24, 2021. Our drug take-back efforts resulted in turning in 239.3 pounds of medication.

Chief Brown, Sgt. Masten, S/Cpl. Maloney, and S/Cpl. Bloodsworth were honored to be invited the Prayer for Peace event at Mt. Enon Baptist Church. The event was attended by many of our community leaders and was highlighted by conversation for peace, unity, and change.

K9 Unit –

For the month of April 2021, the Milford Police Department K9 Unit had the following stats:

K9-1 (Mason)

- Building Search 3
- Drug Sniff 4
- CP/Demo 1
- Track 1
- Assist Other Agency 2
- No Bite Apprehension 1

Seized Items

Amount

- Marijuana 20.7 grams

- Heroin 20 bags
- Meth 1.1 grams
- Crack Cocaine 1.7
- Handgun 1

K9-2 (Audie)

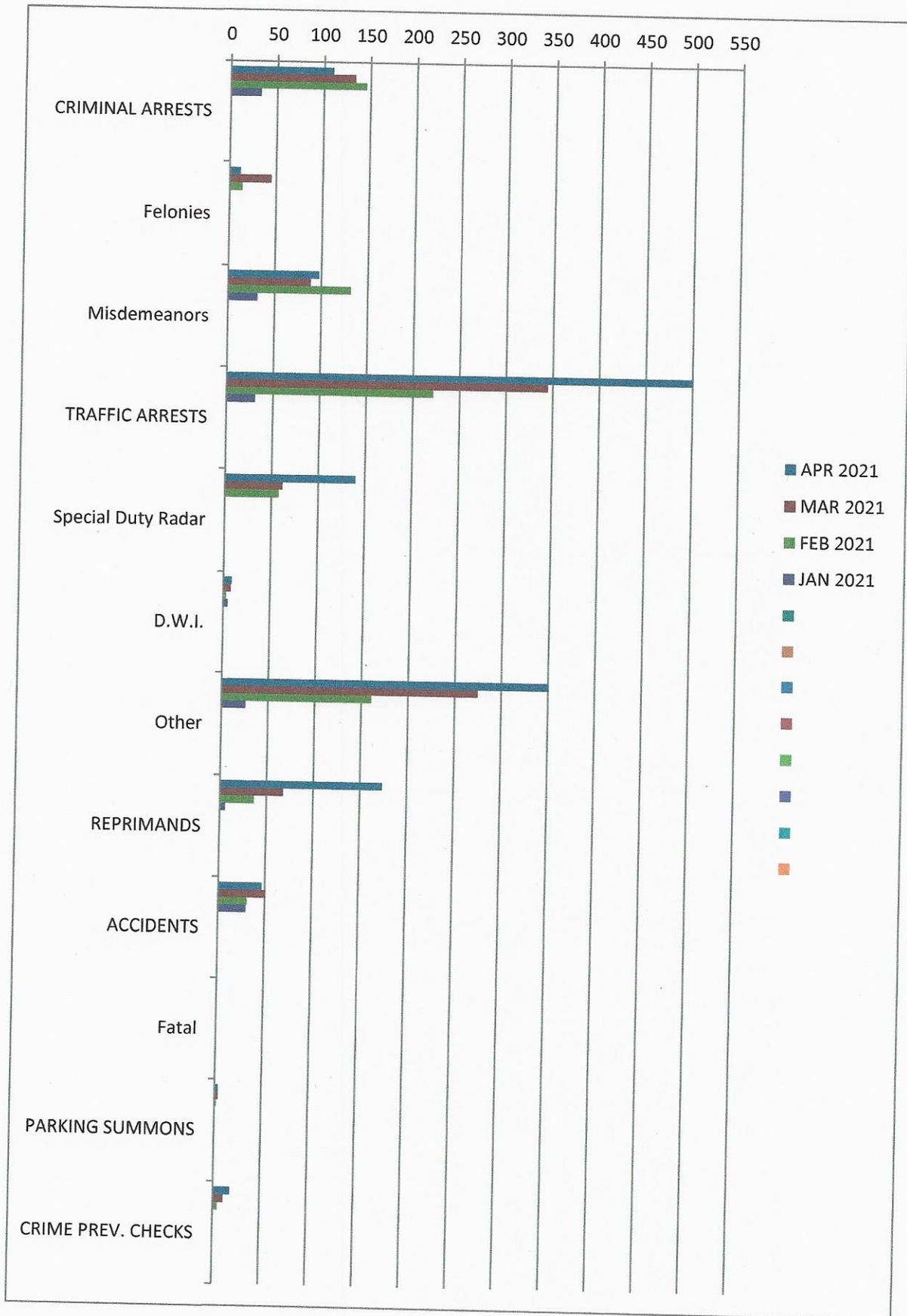
- Building Search 4
- Assist Other Agency 2
- Drug Sniff 2

<u>Seized Items</u>	<u>Amount</u>
• Marijuana	445 grams
• USC	\$10,200
• Paraphernalia	

APR 2021 ACTIVITY REPORT

	APR 2021	TOTAL 2021	APR 2020	TOTAL 2020
COMPLAINTS	1364	4006	0	2684
CRIMINAL ARRESTS	110	423	0	389
Felonies	12	72	0	81
Misdemeanors	98	351	0	272
TRAFFIC ARRESTS	500	1098	0	1109
Special Duty Radar	140	260	0	160
D.W.I.	9	25	0	12
Other	351	813	0	937
REPRIMANDS	174	285	0	340
ACCIDENTS	47	159	0	83
Fatal	0	0	0	0
PARKING SUMMONS	4	10	0	29
CRIME PREV. CHECKS	18	34	0	51
FINES RECEIVED	\$4,734.87	\$ 14,692.58	\$0.00	\$17,424.81

Due to minimum staffing for COVID-19 stats for Mar 2020 were not reported.





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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: April Monthly Report
Date: May 5, 2021

- Lou and I have been working with DEMEC on the refinancing of DEMEC bonds. The City is a 17% owner of DEMEC, and one of the top 3 electric consumers.
- Staff submitted budget requests for the 2022 Operating Budget. I continue to work with Lou and Sandra in finalizing the budget for Council's review.
- Rob, David Rutt and I have been dealing with a landlocked piece of property off of Masten Circle that is up for monitions sale. The owners have agreed to deed the property over to the City as long as it does not cost anything to them. The City has paid the County Real Estate Taxes to avoid the monitions sale. The property is adjacent to a storm water pond we maintain, and is also adjacent to the solar farm property.
- We expect to receive information on spending criteria for the City's allocation of the American Rescue Plan by May 10. We are projected to receive about \$5.98 million.
- Another electric lineman resigned this month, bringing the total loss to 4 linemen over the past 7 months as well as our electric superintendent. Obviously, we are concerned about staffing moving forward. Mike Svaby has contacted private electric distribution companies to assist us if necessary. All new infrastructure work within new developments has been contracted out.
- Dale Matthews began this month as the City's IT Director.
- Rob, David Rutt and I met with Sussex County Conservation District and the developers of West Shores to devise a plan for storm water pond remediation as well as provide a means for the building to close on homes.
- We met with the Little League to provide additional lighting at the Little League field.
- Jamesha, Lou and I did extensive research and cost analysis of take-home police vehicles.
- The Chief, Jamesha and I continue to negotiate with the Police union for a new contract.
- Mike Svaby and I met with DBF on various communication issues.
- We interviewed 2 candidates for the ICMA Fellowship Program. We will partner with Lewes for the program.
- Rob and I met with the Milford Museum Board regarding a few needs they have moving forward.

TO: Mayor and City Council

FROM: Michael Svaby, Director, Public Works

DATE: May 5, 2021

RE: April 2021 - Public Works Department Staff Report

Director's Office

- Worked with Human Resources to interview an Electric Superintendent candidate
- Closed RFP for Construction Management/Agency Advisor Services on the PD Building Project
- Closed all ADA survey activity toward beginning of a draft Transition Plan.
- Represented the City of Milford at Kent County Sewer Advisory Committee meeting.
- Began work on Key Accounts management survey to be used as talking points when visits to key account holders begin later this month
- Worked with HR to conduct research on staffing and compensation levels of our DEMEC peers for Electric Section.

Electrical/Technical Services Division

- Successfully installed 4-inch mag-meter in the Windward on the River Development
- Built and installed new SCADA RTU for the Windward on the River pump station
- Installed 4-inch meter with 4-20 mA output on Well 4 to show flow on SCADA
- Replaced voltage regulator on 150 circuit C phase and programmed regulator controller
- Installed instrument rated metering at new United Church.

Public Services Division

Streets/Utilities Section

- Completed Ward 4 - line flushing;
- Policed, and swept parking lots at Park Place, Arenas, Bicentennial, Peninsula, Franklin, City Hall, and Goat Island Dog Park;
- Parallel parking painted on N. Walnut and North side of NE Front;
- Repaired separate water leaks at 707 N. Washington and 703 N. Washington;
- Replace and rebuild fire hydrant on rt 14 that was hit by vehicle on 4/14/21;
- Replace and rebuild fire hydrant at Mispillion Apts;
- Cleaned trees and vines away from 6 manholes in Brookstone Trace to Old Shawnee Rd

Water/Sewer Section

- Pulled and cleared Americin Inn pump on Monday, 4/19, clogged with rags.
- Replaced the Tenth Street Pump Station flow valve.
- Treated all Water Treatment and Sanitary Pump Stations with seasonal herbicide.
- Replaced Chlorine pump at Kenton's Treatment plant – (Wells 4 & 5)

Facilities and Solid Waste Section

- Yard Waste tonnage has begun increasing up over the last few weeks, from 5 tons in February to 35 tons in March.
- The section conducted a field audit of containers for replacements and new RFID tags.
- Waterproofing Project for Customer Service is completed.
- City Hall Basement Fit-out Phase 2 bid has been awarded to several different trade contractors through EdiS.
- LED project for interior buildings almost complete with the exception of a final installations.

Engineering Division

- Completed preconstruction requirements and received first two-week construction schedule for Mispillion Group
- Put out the boys and Girls Club Parking Lot seal coating to bid and held the pre-bid meeting
- Put out the 2020 Streets Utilities for construction bid.
- Reviewed as-builts and field conditions for Windward on the River Pump Station and cleared the first CO for issuance
- Completed first draft revisions to the general section of the Standard Construction Specifications

Operations Division

- Updated vehicle replacement schedule to include details from Parks and Rec.
- Set up installs for addition GIS terminal stations at PW
- Posted numerous captions on the City website regarding procurement solicitations, project updates and hearing notices and took them down in a timely manner.
- Began exploration of next generation GIS vehicle tracking software that will integrate with the City's fuel system.

Public Works Department -April 2021	April 2020	April 2021	FY20 YTD (07/01/19-04/30/20)	FY21 YTD (07/01/20-04/30/21)
Electric Division				
Trouble Service Call	28	21	116	150
Work Orders Completed	36	35	277	293
Outages	22	4	85	62
Poles Replaced	11	1	73	41
After Hours Calls	17	13	100	83
Trees Trimmed (Streets)	17	30	45	106
Technical Services Division				
New Electric Service Installed/Meter Set	22	42	178	279
New Water Service Installed/Meter Set	26	21	144	207
Electric Meter Replacement	7	4	66	61
Water Meter Replacement	26	19	395	293
Work Orders Completed	382	684	7,102	7,012
After Hours Calls	0	5	62	49
Streets/Utility Division				
Signs Installed/Replaced	17	30	155	191
Curb Miles Swept	125	120	1,131	1,425
Sewer Lines Flushed (in feet)	1,800	1,250	129,734	23,180
Sewer Back-up Response	3	6	48	32
Sewer Line Repaired	0	0	1	8
Water Hydrants Flushed	8	125	164	292
Fire Hydrants Replaced/Installed	0	3	2	4
Water Line Repair	3	2	12	18
Water Valves Exercised	12	27	68	135
De-icing Salt Used (tons)	0	0	0	61
Potholes Filled - Cold Patch	26	60	221	470
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	7	14	109
Leaves Collected (Tons)	0	0	73	31
After Hours Calls	7	4	55	49
Crack Sealing (pounds of sealant used)	0	0	120	650

Work Orders Completed	73	35	204	190
Storm Sewer Inlets Cleaned	53	75	232	1,087
Street Closures/Festivals	6	0	19	23
Engineering Division				
Utility Locates Completed	225	195	2,568	2,073
Infrastructure Work Orders Completed	X	4	X	26
Backfill Inspection Work Orders Completed	X	26	X	186
Operations Division				
Fleet Work Orders Completed	27	33	360	214
Fuel Use-Diesel (Gallons)	2,303	2,211	23,800	21,745
Fuel Use-Gas (Gallons)	3,759	4,067	38,863	39,814
Solid Waste & Facilities Division				
Refuse Collected (Tons)	267	314	2,448	2,788
Recycle Collected (Tons)	58	75	561	641
Yard Waste Collected (Tons)	32.45	38.44	427	421.44
Diversion Percentage (%)	25.4	26.4	29	54.4
Bulk/Brush Collection Requests Completed	71	69	585	662
Containers Delivered	42	72	506	598
Containers Serviced (Swap, Replacement, Removed)	43	47	249	242
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons) 2 Month	7,335,180	82,968,400	311,067,600	313,799,600
Waste Water Transferred (Millions of Gallons) 2 Month Feb.	91,272,000	119,010,000	239,362,620	302,431,000
Work Orders Completed	74	62	143	445
Pump Stations Cleaned	3	0	6	7
After Hours Calls	2	7	2	53

Public Works Projects -April 2021	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
DEL2 Substation Testing			X	
Traffic Signal Head Refurbish. - Church/Walnut/Washington	X			
Water				
Install Automated Blow-off Valves				
Protection Upgrades Caulk & 10th Street Towers			X	
Water Tower Altitude Valve at Caulk Tower		X		
Water Trtmnt. Monitoring & Process Control Upgrades (4&5)			X	
City-wide Valve & Hydrant Replacement/Improvements				
Standardized Water Treatment Facility Controls				
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		X		
North Shore Pump Station Hatch Replacement			X	
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving			X	
Fisher Ave	X			
Financing for Private Sidewalk Improvements	X			
Street Resurfacing and Rehabilitation, ADA Ramps	X			
Installation of ADA Compliant Ramps	X			
Walnut Street Pedestrian Crossing (Landscaping)	X			
Truck Turning Study	X			
US 113 Welcome Sign Relocation/Replacement (south end)	X			
Sidewalk Project			X	

Buildings				
Council Chambers Recording System Upgrade	X			
Monitors in Council Chambers	X			
City Hall Basement Renovation Phase 2-Training Rm/Ofc		X		
PW-Complex Security	X			
City Wide-LED Replacement Project			X	
DMI Project	X			
Customer Service-Basement Waterproofing				X
Customer Service-Concrete Repair Drive-Thru	X			
Facilities Management Binder			X	

Public Works Equipment & Vehicles - April 2021	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
Replacing Vermer Trencher (E128)		X		
Replacing 3 Phase Wire Trailer (E114)	X			
Replacing Dump Truck	X			
Water				
Replace W-15 pickup			X	
Sewer				
Replace SE-2 Ford F250 Pickup	X			

Active Developments -April 2021	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Hearthstone Manor I		X	X	
Lighthouse Estates II		X	X	
Brookstone Trace		X	X	
Brookstone Trace II		X		
Orchard Hill		X	X	
West Shores at New Milford		X	X	
Watergate	X		X	
Walnut Village		X	X	
Milford Ponds Phase I		X	X	
Hearthstone Manor II			X	
Milford Ponds Phase II				
Simpson's Crossing	X	X	X	
Cypress Hall Phase I		X		
Wichersham	X			
Mispillion Landing	X			
Riverwalk Villas	X			
Windward on the River		X	X	
Cypress Hall Phase II	X			
Milford Ponds Phase III	X			
200 NW Front	X		X	
Hickory Glen	X			
Knights Crossing	X			
Reserves at Sawmill	X			

Commercial Developments -April 2021	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Microtel		X	X	
10th Street Medical Office		X		
Beach Babies		X		
Bright Nest LLC	X			
Milford Ponds Clubhouse		X	X	
Deep Branch Plaza	X			
Lot 8 Independence Commons	X			
Food Bank	X			
Draper Farms	X			
Laundry Mat-24 Milford-Harrington Hwy	X			
Delaware Mini Storage	X			
La Kramer	X			

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: May 3, 2021

RE: April 2021 – Planning Department Staff Report

- Through the first quarter of the 2021 calendar year, the City issued 72 new residential construction permits. The total construction investment in Milford from January through the end of April based on issued building permits was \$16,397,201.
- The City of Milford has seen 83 projects with a committed investment of over \$22.8 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 \$2.67 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$370,000 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 and City Council will review three land use applications, one final site plan extension request and a zoning code amendment during the month of May. The land use applications include a change of zone for K&G Associates along Polk Avenue, a conditional use application for Avery Properties, LLC at the corner of SE Front Street and S. Walnut Street and a conditional use preliminary site plan for the Food Bank within the Independence Commons Business Park.
- The Planning Commission has begun reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land in an effort to address the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of potential Board of Adjustment applications, provide clarity on ambiguous language and modernize portions of the ordinances. The Planning Commission began reviewing the uses of each zoning district at the March meeting and will continue to review the Use and Area Regulations and Open Space requirements at the May meeting. Additional workshops will be needed in the upcoming months to review definitions and Chapter 200 Subdivision of Land general design requirements. The workshops will be held prior to each Planning Commission regular meeting over the next few months with the intent of having final edits for consideration by the end of the Summer.
- The Board of Adjustment will review five variance applications. These include an oversized commercial accessory building on Route 14, an oversized residential accessory building on S. Walnut Street, a density variance associated with the conditional use application for Avery Properties, LLC at the corner of SE Front Street and S. Walnut Street, a side yard setback variance for a residential dwelling and a lot width variance for a residential minor subdivision on Lakeview Avenue.
- During the month of April, the City completed preliminary site plan review for the Food Bank, preliminary major subdivision review for revised plans for Wickersham, final major subdivision review for Knight Crossing – Phase I, final major subdivision review for Knight Crossing – Phase 2A, a Utility Feasibility Study for Hall Distributors, LLC on Route 14, and final site plan review for Mispillion Landing.

- Century Engineering, DeIDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed by the team and DeIDOT has completed the project prioritization using State bicycle plan criteria. A third public workshop will be held on May 11th from 6:30 pm to 8:00 pm to review the project prioritization process with the public.
- Staff attended the Downtown Milford, Inc. Economic Vitality committee meeting, Dover/Kent MPO TAC Committee meeting, and DPP Economic Development Partnership meeting.
- Met with representatives from DeIDOT, University of Delaware and Century Engineering regarding a proposed bike pop-up project that would temporarily install bi-directional bike lanes along Marshall Street this summer. The team is still working out the details but this would provide a temporary alignment for the public to utilize for a few weeks and provide feedback to the City and State. Marshall Street was identified as a preferred bicycle route in the City’s Bicycle Master Plan update.
- Met with the Museum board to discuss the historic landmarks commission and historic preservation initiatives.
- 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).
 - [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	119
Closed Cases	1
Open Cases at Start of Period	115
Open Cases at End of Period	234

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	5
Dangerous Tree	0
Furniture Violation	0
Generic Violation	0
Property Maintenance Violation	13
Rubbish & Garbage	6
Weeds & Grass	93
Zoning Use Violation	2
Total	119

Rental Licenses Issued: 121
 Vendor Licenses Issued: 0
 Contractors Licenses Issued: 37
 Business Licenses Issued: 12

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	2
Construction Trailer	0
Residential Demolition	1
Residential Building New Construction	31
Residential Renovation/Accessory	24
Roof/Siding Permit	9
Sign Permit	7
Solar Panel Permit	0
Utility Permit	1
Total	75

Inspections Performed:

Inspections Performed by Type	Count
Footer	40
Foundation	12
Framing	44
Insulation	30
Final	35
Residential Rental	0
Total	161

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: May 5, 2021, 2021

RE: April – Parks and Recreation Staff Report

- All City owned flower beds were mulched for the season.
- Tree limbs and brush were removed out of the Farmers market area. New natural mulch was installed at the Farmers market and Library locations. A plaque was installed for a longtime supporter of the Farmers market (Walt Hepford) on a park bench.
- Meeting was held with an irrigation contractor and a local plumbing firm to discuss replacing a large field hydrant at the TSM memorial park, and adding an additional section of irrigation at the Dog Park.
- A new tandem axle trailer was purchased for the Park maintenance crews, replacing a worn out larger 3 axle trailer.
- April 7th park crews began mowing grass for the season at City owned property.
- Sports fields at TSM Park were prepared for the season, including the cutting of grass, lining of field and placement of goals.
- The bathrooms at TSM were prepared and opened up for the season.
- A new small Kubota tractor was purchased which includes a rotary cutting deck and hydraulic bucket. This was to replace a very old Ford Tractor and will be used for cutting large areas of grass and moving mulch, soil, etc.
- A number of tree limbs were removed from the little league fields. All fields were prepped and cut for the opening day of Little League.
- A number of tree limbs and debris was removed from the area located beside Banneker Elementary school.
- Staff planned for the Milford Community Clean-up day, which included creating “zones”, maps, meeting with elected officials, coordinating with other departments, agencies and other organizations. 130 people volunteered and 2,280 pounds of trash was collected on a Saturday morning.
- Park Superintendent attended the DFIT monthly safety meeting with other municipalities within the State.
- We have been running a very busy spring season with Outdoor Soccer, Field Hockey and Tennis each week.
- There is over 100 soccer players in our Saturday league, and 26 under 6 players who are in are Wednesday instructional clinic.

- We have a record high 26 field hockey players ages 7-14 every Sunday.
- For the first time in years- we are holding a 5 week tennis clinic that far surpasses our goal, with 16 players ranging from 7-14 and also 2 adults.
- Our head coaches, Ed Evans for Soccer, Heather Desiderio for Field Hockey, and Marty Godwin for Tennis are doing an excellent job of instructing. Various volunteers are also assisting, many are high school players who are giving back to the community as well as learning valuable lessons in leadership and coaching.
- We have finally obtained permits and permissions to hold our Summer Fun Club and are actively interviewing our summer staff. We are scheduling our camp and planning activities and trips. Summer fun club will be held June 28-July 30th for 5 successive weeks.
- Director and Park Superintendent attended two Chamber of Commerce meetings for the annual spring clean-up.
- Director worked with Rhiannon at Public works to update the vehicle and equipment list for Parks and Rec. in order to be in align with vehicle and equipment replacement needs.
- Director met with the Local Government Management fellowship candidate and participated in the wrap-up discussion.
- Director attended a weekly WIIN meeting, and a monthly WIIN meeting.
- Director met with more representatives of the Milford Rotary on sight at Marshall Pond and their monthly meeting was held at the pond. A brief update was given and a tour of the pond and surrounding area was conducted.

Milford Community Clean up spring 2021











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: May 1, 2021

RE: April 2021 –Human Resources Department Staff Report

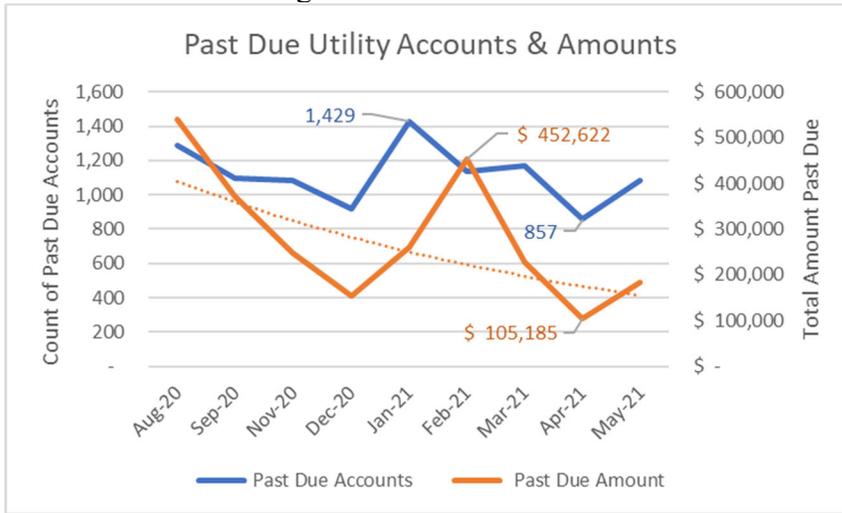
- Interviews were conducted for the positions of Engineering Intern, Milford School Based Learning (high school student), Electric Superintendent, Network Technician and ICMA Local Government Management Fellow.
- Phone screens were conducted for the position of Technical Support Specialist.
- Job offers were extended for the positions of Engineering Intern (2) and ICMA Local Government Management Fellow.
- Onboarded new hires for the position of Information Technology Director and Public Works Equipment Operator.
- Kick off began with Evergreen Solutions for the 2021 Job and Classification and Compensation Study.
- COVID-19: As of April 30, 2021, the City has 1 positive employee case.
- National Public Works Week: May 16-22, 2021. The City will celebrate National Public Works Week with Vanderwende's Ice Cream Truck on Friday, May 21, 2021 outside the Public Works Facility.
- Employee Recognition:
 1. Joan Swain, Customer Service Clerk: received the Rooster for her hard work and positive attitude in the workplace.
 2. Howard Willis, Code Enforcement Official II: Winner of the Where Am I Challenge.
 3. Katrina White, Deputy City Clerk: Received her Certified Municipal Clerks (CMC) Certification.
 4. Ralph Skinner, Parks Superintendent, Brad Dennehy, Parks and Recreation Director and Doreen Wrightsman, Administrative Assistant: Worked hard to ensure the 2021 Annual Community Cleanup event was a success. 2,880 pounds of trash was collected.
 5. Timothy Lord, Sergeant-Officer of the Quarter.

Human Resources Office	April 2020	April 2021	FY20 YTD (07/01/19-4/30/20)	FY21 YTD (07/01/20-4/30/21)
Full Time Employees	117	116	117	116
Part Time/Seasonal Employees	5	9	5	9
Vacant Positions	1	8	1	8
Promotions	0	0	10	9

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: May 7, 2021
Re: April 2021 Finance Department Staff Report

- Monthly Financial Reporting
 - The March 2021 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a narrative addressing financial results.
 - One significant change made in February (p. 3: P&L-style statement of revenue and expense) is highlighted again this month.
 - One change was made to the Restricted Cash Reserves Report (p. 2) in March: the enterprise fund Minimum Cash Reserve (MCR) and Equipment Replacement Reserve (ERR) target balances, *while remaining the same in total*, were reallocated to reflect the anticipated needs in the City's FY22-26 draft CIP plan. The ERR requirement was reduced, and the MCR requirement was increased by the offsetting amount. The change in proposed methodology is reflected in the revised draft of the Cash Reserve Policy, which is scheduled for review by the Finance and Public Works Committee on Monday, May 10.
- Capital Improvement Planning
 - The Fiscal Year 2022-2026 Capital Improvement Plan (CIP) development process concluded with Council workshops on April 12 and April 26, 2021, followed by a period of Council input through May 3, 2021.
 - The input from Council was highly valued by staff in terms of our ability to finalize the CIP with confidence in its scope and project prioritization. The final draft of the document, which features a new 'Part III' section to capture City Council's questions with staff comment, is published in the City Council Packet for the May 10, 2021 meeting.
- Operating Budget
 - The Fiscal Year 2022 Operating Budget process kicked off on Monday, March 1 with the distribution of spreadsheet templates, internal projections and guidance to department heads; we will work according to the following schedule, as modified:
 - March 24, 2021 – All worksheets and supporting documentation due to Sandra Peck
 - April – Review and update spreadsheets (Sandra/Lou/Mark)
 - April 12-16, 2021 – Supervisors meetings/questions (Mark/Lou/Sandra)
 - April 19 – May 10, 2021 – Finalize and prepare budget for presentation (Sandra/Lou/Mark)
 - May 11, 2021 – Draft FY22 Operating Budget to Clerk for distribution to City Council
 - May 17-20, 2021 – Evening budget workshops with City Council (two evenings)
 - June 7, 2021 – Final FY22 Budget distributed to City Council
 - June 14, 2021 – FY22 Budget adoption by City Council
- Enterprise Resource Planning (ERP) Selection Process
 - The ERP Team and staff participated in software demonstrations in late February / early March
 - The project team compiled staff evaluations and incorporated reviews into the scoring model
 - The project team conducted five reference calls at the end of March and the first week of April
 - The evaluations and reference calls were reviewed in April; discussions related to the selection were expanded due to mixed / split scoring

- A final meeting was held the first week of May to generate a final schedule of questions and clarifications with each of the final two vendors to assist in the development of a software platform recommendation, though a clear selection has yet to emerge
- Billing & Customer Service Department
 - After suspending utility service interruptions from December 10, 2020 through January 28, 2021 due to reduced staffing levels and weather conditions, past due volumes approached levels consistent with the spike observed last spring resulting from statewide restrictions on utility disconnections. Staffing and conditions returned to normal in February and remained consistent through March, though staff was reduced by two full-time employees due to a lateral transition and a resignation. The graph at left exhibits past due accounts and balances since August 2020. We continue to monitor past due accounts carefully, offering extended payment plans, COVID-19 relief funds, and referrals to charitable resources.



- The 2020 tax levy was due September 30, 2020. The table below highlights past due property tax data since then. The formal monitions process kicked off in February and continued through April with assistance from Solicitor Rutt. Several properties against which the monitions proceedings began have paid in full, while several have initiated payment arrangements and at least one other sold at Kent County sheriff sale. We will continue to review the Department's collection processes to encourage payment, improve the property tax collection rate and signal a standardized set of regular tax collection procedures. Note interim tax bills totaling \$34,189 generated in March are excluded from the table to show balances and collections on a comparable basis.

Property Tax Levy	Past Due Amounts as of:						
	11/5/2020	12/11/2020	1/8/2021	2/1/2021	3/3/2021	4/1/2021	5/4/2021
2020	\$ 229,290	\$ 132,511	\$ 108,200	\$ 102,144	\$ 95,069	\$ 81,056	\$ 76,997
2019 & Prior	249,788	229,831	221,023	218,418	208,083	195,772	193,361
Total	\$ 479,078	\$ 362,342	\$ 329,223	\$ 320,562	\$ 303,152	\$ 276,828	\$ 270,358

cc: Mark Whitfield, City Manager
Finance Department

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: May 7, 2021
Re: March 2021 Financial Reporting Package

The March 2021 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. One significant change was made to the report layout last month: a new page (p. 3) was inserted between pages 2 and 3 in the legacy report to summarize the YTD performance of the four enterprise funds in a "profit and loss" (P&L) or traditional income statement format.

- Pages 1-2: Cash and Reserve Balances
 - Cash and investment balances (page 1) remain strong through the first three quarters of the year, 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, the Municipal Street Aid (MSA) fund and Realty Transfer Tax (RTT) fund.
 - The entirety of the disbursements made from the four major reserve accounts (page 2, lines 18-21) during March constitute investment management fees, though project activity picked up in March resulting in net operating cash outflows. The March and April project expenditures were reimbursed from reserve funds in April and will be reflected in the next Financial Report.
 - Impact fee collections and permit charges were strong for the second month in a row, representing a continuation of the above-average activity in residential and commercial construction. RTT receipts were higher than expected in March based on the levelized annual budget, though not as strong as February.
 - The draft Equipment Replacement Reserve (ERR) targets in the enterprise funds (p. 2, rows 14 & 26) were adjusted downward to reflect *only* the vehicle and equipment components of the draft FY22 CIP plan as opposed to the *entire* CIP. The difference in the ERR was shifted back to the draft Minimum Cash Requirement (MCR) targets in the enterprise funds (p. 2, rows 13 & 25) such that the sum of the MCR and ERR continue to match the total minimum cash requirement as established in the most recent Cost of Service (COS) studies. The adjustments made this month are encapsulated in the revised draft of the Cash Reserve Policies, which will be presented to the Finance and Public Works Committee on Monday, May 10.
- New Page 3: Enterprise Funds – Statement of Revenue & Expenditures (P&L Style Statement)
 - The new presentation features a consolidated view of the YTD performance of the City's four major enterprise funds using a "P&L" or income statement format readers may recognize more readily than the detailed revenue (p. 4) and expenditure (p. 5-9) reports that follow.
 - The statement was modeled after the presentation of the Proprietary Funds Statement of Revenues, Expenses and Changes in Net Position found in the City's annual audited financial statements, though this monthly version excludes the internal service fund, certain non-operating revenue (such as impact fees and grants) and expense (such as depreciation expense), and consolidates operating expenses into two categories.
 - The presentation will be modified as needed based on feedback and the Finance Department's plans to incorporate comparative data and non-financial operating data into the monthly report.
 - The City's enterprise fund gross and operating margins through the first three quarters are slightly ahead of the YTD February margins, though net margin dipped by about -0.9% reflecting the progress made on the Front Street Sewer Line project.
- Page 4-9: Revenue & Expenditures
 - YTD general fund revenue as a percentage of the annual budget is more than 85%, but as always, the figure is skewed by the annual tax billing and the monthly recognition of reserves and transfers to match the budget. Adjusted for property tax billing, incoming transfers and reserve-funded initiatives, YTD general fund

revenue is still a healthy 75.8% of the annual budget, while expenditures are being monitored closely, again measuring under the levelized budgeted expenditures through the end of fiscal quarter three.

- Enterprise fund revenues likewise remain strong through March. After December's light results, revenue rebounded in the third quarter to exceed the budget in all funds, pushing the YTD revenue variance ahead of the levelized revenue budget by 4.3%.
- Total enterprise fund expenses were lower in March than February due almost entirely to lower wholesale power costs, which were partially offset by minor increases in sewer and electric fund O&M and capital expenditures. On a YTD basis, enterprise fund expenditures continue to track below the levelized budget.
- The narrative through fiscal year 2021 continues to hold through the third quarter; the City's controllable operating expenses and capital spending funded by current operations have been held deliberately low as long as possible. Necessary operating and capital expenditures deferred to the seasonal, project-friendly weather of the fourth quarter of the fiscal year have the potential to contribute to a reversal of the positive budget variance experienced throughout the first three quarters.

cc: Mark Whitfield, City Manager
Finance Department



Financial Reporting Package
As of and For the Period Ended March 31, 2021

Cash & Investment Balance Rollforward
Restricted Cash Reserves Report
Enterprise Funds YTD Revenue & Expenditure 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
For the Period Ended March 31, 2021

1 **Operating Cash Balances**

2	Description	Opening Balance (Feb 28, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Mar 31, 2021)
3	General Fund	\$ 4,528,926	\$ 959,338	\$ 752	\$ (1,230,736)	\$ 4,258,280
4	Electric Fund	2,834,227	2,450,075	1,795	(2,219,752)	3,066,345
5	Water Fund	1,115,541	228,878	955	(177,191)	1,168,183
6	Sewer Fund	1,094,381	355,558	461	(543,809)	906,592
7	Solid Waste Fund	373,124	123,637	54	(97,590)	399,225
8	Operating Cash Totals	\$ 9,946,199	\$ 4,117,485	\$ 4,018	\$ (4,269,078)	\$ 9,798,624

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

10	Description	Opening Balance (Feb 28, 2021)	Receipts	Interest Earned	Disbursements ³	Closing Balance (Mar 31, 2021)
11	General Improvement	\$ 377,791	\$ -	\$ 38	\$ (100,000)	\$ 277,828
12	Municipal Street Aid (MSA)	547,343	-	74	-	547,417
13	Realty Transfer Tax (RTT)	3,355,104	66,484	457	(41,667)	3,380,380
14	Economic Development	32,289	-	-	-	32,289
15	Special Purpose Cash Totals	\$ 4,312,527	\$ 66,484	\$ 569	\$ (141,667)	\$ 4,237,914

16 **Reserve Fund Cash Balances²**

17	Description	Opening Balance (Feb 28, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Mar 31, 2021)
18	General Fund Capital Reserves	\$ 1,829,544	\$ -	\$ 158	\$ (5)	\$ 1,829,698
19	Water Fund Capital Reserves	9,659,414	-	1,095	(33)	9,660,476
20	Sewer Fund Capital Reserves	3,980,736	-	443	(14)	3,981,166
21	Electric Fund Capital Reserves	14,218,519	-	1,203	(37)	14,219,685
22	Reserve Fund Cash Totals	\$ 29,688,214	\$ -	\$ 2,899	\$ (88)	\$ 29,691,025

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

24	Description	Opening Balance (Feb 28, 2021)	Receipts	Interest Earned	Disbursements	Closing Balance (Mar 31, 2021)
25	Police & General Gov't Facilities	\$ 519,027	\$ 15,193	\$ -	\$ -	\$ 534,220
26	Carlisle Fire Co Permit Fund	581,791	5,064	-	-	586,856
27	Water Impact Fee Reserves	4,044,428	50,688	-	-	4,095,116
28	Sewer Impact Fee Reserves	2,349,968	26,780	-	-	2,376,748
29	Electric Impact Fee Reserves	986,390	12,600	-	-	998,990
30	Impact Fees & Police/GF Totals	\$ 8,481,604	\$ 110,325	\$ -	\$ -	\$ 8,591,929
31	Grand Totals	\$ 52,428,544	\$ 4,294,295	\$ 7,486	\$ (4,410,833)	\$ 52,319,492

32 ¹Balances reflect banking and investment account statements and are not indicative of funding availability

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

34 ³CTF funding for Lovers Lane project (line 11) and Transfer to Police to support operating expenditures (line 13)

City of Milford, Delaware
Restricted Cash Reserves Report
As of March 31, 2021

General Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/21)	\$	1,829,698
Restricted Funds:		
FY'19 Approved with Budget		(21,659)
FY'19 Capital - Council Approved		(52,330)
FY'20 Approved with Budget		(230,165)
FY'20 Capital - Council Approved		(7,233)
FY'21 Approved with Budget ¹		(580,606)
FY'21 Capital - Council Approved		(244,690)
Funding for 5 Police Officers - Yr 3		(375,000)
Support Policy with RTT ²		2,000,000
Draft Reserve (MCR) Policy ³		(1,357,614)
Equipment Replacement Reserve ³		(771,581)
Uncommitted Reserve Balance	\$	188,821

Water Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/21)	\$	9,660,476
Restricted Funds:		
NW & NE Front Street Waterline		(123,218)
Streets 2020 Utility Engineering		(3,226)
SE Second Street - Lead Gooseneck		(152,562)
Two Test Wells - 10th Street		(50,800)
Automated Blow-Off Valves		(48,628)
Lovers Lane & Mispillion St Group		(279,232)
Fencing & Water Source Study		(74,250)
SE Regional Water Quality Study		(36,750)
Front Street Water Lines		(1,500,000)
Draft Reserve (MCR) Policy ⁴		(2,333,000)
Equipment Replacement Reserve ⁴		(101,000)
Uncommitted Reserve Balance	\$	4,957,810

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/21)	\$	3,981,166
Restricted Funds:		
Vehicles: F250 Svc & H/D w/Plow		(71,051)
I&I Studies: & Shawnee/Truitt		(141,634)
DNREC Surface Water Grant		(50,000)
Mill Street - Line Rerouting		(5,439)
Streets 2020 Utility Engineering		(3,226)
Fencing - Lighthouse Pump Station		(28,000)
Upgrade Line - Mispillion St Group		(28,618)
Backup Generator		(40,950)
Draft Reserve (MCR) Policy ⁴		(3,327,000)
Equipment Replacement Reserve ⁴		(235,000)
Uncommitted Reserve Balance	\$	50,248

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (3/31/21)	\$	14,219,685
Restricted Funds:		
SCADA / Smart Metering Wall		(100,000)
FY'19 Budgeted Capital		(297,150)
FY'20 Budgeted Capital		(181,961)
FY'21 Capital - Council Approved		(75,000)
Early Redemption of Bond (1/1/22)		(4,060,000)
Draft Reserve (MCR) Policy ⁴		(6,329,000)
Equipment Replacement Reserve ⁴		(97,000)
Uncommitted Reserve Balance	\$	3,079,574

Municipal Street Aid Reserves		Amount
Cash/Investment Balance (3/31/21)	\$	547,417
Projected Receipts through FY'21:		69,964
Restricted Funds:		
Mispillion Street Group		(434,440)
Street Improvement Plan: 2020		(98,011)
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	\$	2,159

Realty Transfer Tax Reserves		Amount
Cash/Investment Balance (3/31/21)	\$	3,380,380
Projected Receipts through FY'21:		152,750
Restricted Funds:		
Transfer to Police Dept		(124,997)
Sidewalk Project Funding		(140,000)
Mispillion Street Group		(80,000)
Support GF Policies ²		(2,000,000)
Draft Reserve Policy ⁵		(1,000,000)
Uncommitted Reserve Balance	\$	188,133

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

³Initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense; CIP budgeting process March-April 2021 resulting in updated recommendation to MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

⁴Initial Fund Policy draft split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP); proportion of split updated w/CIP progress & Fund Policy revision

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
 Enterprise Funds: YTD Actual Statement of Revenues & Expenditures¹
 For the YTD Period Ended March 31, 2021 (in thousands)

Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	Total (as % of Revenue)
1 Operating Revenue	\$ 19,070	\$ 2,296	\$ 3,419	\$ 1,035	\$ 25,820	100.0%
2 Cost of Revenue ²	(12,843)	(241)	(2,395)	(263)	(15,743)	-61.0%
3 Gross Margin	6,227	2,055	1,024	772	10,077	39.0%
4 Operating Expenses						
5 Operations & Maintenance	(1,769)	(736)	(644)	(456)	(3,604)	-14.0%
6 Personnel	(824)	(217)	(212)	(192)	(1,444)	-5.6%
7 Total Operating Expenses	(2,593)	(952)	(855)	(648)	(5,048)	-19.6%
8 Operating Income	\$ 3,634	\$ 1,103	\$ 168	\$ 124	\$ 5,029	19.5%
9 Non-Operating Revenue (Expense)	22	9	(3)	1	29	0.1%
10 Surplus (Deficit) available for debt service & capital	3,655	1,112	165	126	5,058	19.6%
11 Debt Service - Principal & Interest	(274)	(319)	(311)	(71)	(976)	-3.8%
12 Capital Spending / Contributions from (to) Reserves	(101)	(11)	(284)	-	(396)	-1.5%
13 Surplus (deficit) available for transfers	3,280	782	(430)	54	3,686	14.3%
14 Transfers Out	(1,875)	-	-	-	(1,875)	-7.3%
15 Net Surplus (Deficit)	\$ 1,405	\$ 782	\$ (430)	\$ 54	\$ 1,811	7.0%

¹Future iterations of this report will be modified to show comparable data versus the budget and/or prior year performance, common size (percentage-based) figures, operational data and/or customer data to further inform the current year performance in the enterprise funds.

²Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

City of Milford, Delaware
 Revenue Report: MTD and YTD Actual vs Annual Budget
 For the YTD Period Ended March 31, 2021

75.0% 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	3,303	510,521	62.8%
General Fund Reserves - New Officers	436,800	36,400	327,600	75.0%
Realty Transfer Tax - Police	500,000	41,667	375,000	75.0%
Real Estate Tax	4,316,000	21,272	4,331,214	100.4%
Business License	50,000	7,470	61,870	123.7%
Rental License	100,000	1,750	99,450	99.5%
Building Permits	250,000	23,827	304,086	121.6%
Planning & Zoning	47,000	300	38,250	81.4%
Grasscutting Revenue	16,000	1,333	12,000	75.0%
Police Revenues	508,375	7,370	373,358	73.4%
Misc. Revenues	417,100	15,026	265,682	63.7%
Transfers In	3,486,525	290,544	2,614,894	75.0%
Total General Fund Revenue	\$ 11,011,759	\$ 450,262	\$ 9,384,785	85.2%
Enterprise Funds:				
Water Fund Revenues	\$ 2,984,929	\$ 224,154	\$ 2,305,227	77.2%
Sewer Fund Revenues	2,528,345	220,771	1,937,084	76.6%
Kent County Sewer	1,900,000	169,366	1,486,302	78.2%
Solid Waste Fund Revenues	1,314,770	113,723	1,035,981	78.8%
Electric Fund Revenues	24,310,398	2,114,023	19,088,797	78.5%
Total Enterprise Fund Revenue	\$ 33,038,442	\$ 2,842,037	\$ 25,853,391	78.3%
Other Enterprise Expense		(1,113)	(6,476)	
Other Enterprise Revenue		7,225	18,090	
Total General & Enterprise Fund Revenue	\$ 44,050,201	\$ 3,298,411	\$ 35,249,790	80.0%

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended March 31, 2021

75.0% 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	\$ 42,814	\$ 407,581	65.4%	\$ 216,105
Operation & Maintenance (O&M)	191,289	8,366	85,901	44.9%	105,388
Capital	-	-	-		-
Subtotal: City Administration	814,975	51,180	493,482	60.6%	321,493
Planning & Zoning					
Personnel	158,111	12,318	114,007	72.1%	44,104
O&M	82,647	6,813	37,329	45.2%	45,318
Capital	-	-	-		-
Subtotal: Planning & Zoning	240,758	19,131	151,336	62.9%	89,422
Code Enforcement & Inspections					
Personnel	288,296	18,178	196,636	68.2%	91,660
O&M	91,722	3,035	36,436	39.7%	55,286
Capital	32,000	28,542	28,542	89.2%	3,458
Subtotal: Code Enforcement & Inspections	412,018	49,755	261,614	63.5%	150,404
Council					
Personnel	32,295	3,058	22,435	69.5%	9,860
Legal	45,000	2,460	13,335	29.6%	31,665
City Hall Building Expense	30,014	2,502	22,511	75.0%	7,503
Insurance	20,400	5,442	21,859	107.2%	(1,459)
Christmas Decorations	7,000	-	-	0.0%	7,000
Council Expense	34,200	1,063	14,301	41.8%	19,899
Employee Recognition	28,000	53	13,629	48.7%	14,371
Codification	15,000	-	6,728	44.9%	8,272
Carlisle Fire Company	140,000	-	140,000	100.0%	-
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	207	207	10.4%	1,793
Armory Expenses	9,000	1,243	5,502	61.1%	3,498
Kent Economic Partnership	30,000	-	-	0.0%	30,000
Election - Wages	6,000	-	337	5.6%	5,663
Election - Supplies	2,000	-	810	40.5%	1,190
Community Festivals	60,000	-	-	0.0%	60,000
Subtotal: Council	561,769	16,028	362,514	64.5%	199,255

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended March 31, 2021

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Finance					
Personnel	504,477	36,966	413,835	82.0%	90,642
O&M	86,400	5,541	34,495	39.9%	51,905
Capital	-	-	-		-
Subtotal: Finance	590,877	42,507	448,330	75.9%	142,547
Information Technology					
Personnel	274,394	7,640	125,359	45.7%	149,035
O&M	276,418	116,625	210,175	76.0%	66,243
Capital	62,000	-	29,000	46.8%	33,000
Subtotal: Information Technology	612,812	124,265	364,534	59.5%	248,278
Police Department					
Personnel	4,969,863	359,904	3,393,903	68.3%	1,575,960
O&M	724,875	56,555	450,940	62.2%	273,935
Capital	105,700	-	93,987	88.9%	11,713
Subtotal: Police Department	5,800,438	416,459	3,938,830	67.9%	1,861,608
Streets & Grounds Division					
Personnel	353,451	28,053	245,253	69.4%	108,198
O&M	440,195	31,769	252,764	57.4%	187,431
Capital	-	-	-		-
Subtotal: Streets & Grounds Division	793,646	59,822	498,017	62.8%	295,629
Parks & Recreation					
Personnel	550,946	32,445	314,559	57.1%	236,387
O&M	368,020	27,748	243,915	66.3%	124,105
Capital	265,500	3,700	140,044	52.7%	125,456
Subtotal: Parks & Recreation	1,184,466	63,893	698,518	59.0%	485,948
Total General Fund Expenditures	\$ 11,011,759	\$ 843,040	\$ 7,217,175	65.5%	\$ 3,794,584

City of Milford, Delaware
Expenditure Report: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended March 31, 2021

75.0% of Year Elapsed

Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
Enterprise Funds:					
Water Division					
Personnel	\$ 319,598	\$ 21,669	\$ 216,529	67.8%	\$ 103,069
O&M	1,542,611	104,742	976,767	63.3%	565,844
Capital	757,445	-	-	0.0%	757,445
Debt Service	365,275	46,500	318,774	87.3%	46,501
Subtotal: Water Division	2,984,929	172,911	1,512,070	50.7%	1,472,859
Sewer Division					
Personnel	307,738	20,804	211,681	68.8%	96,057
O&M	1,814,277	321,883	1,560,657	86.0%	253,620
Capital	-	-	-	-	-
Debt Service	406,330	7,960	311,089	76.6%	95,241
Subtotal: Sewer Division (excl. Kent County)	2,528,345	350,647	2,083,427	82.4%	444,918
Kent County Sewer	1,900,000	78,641	1,486,051	78.2%	413,949
Subtotal: Sewer Division (Comprehensive)	4,428,345	429,288	3,569,478	80.6%	858,867
Solid Waste Division					
Personnel	315,705	18,826	191,547	60.7%	124,158
O&M	999,065	73,770	790,268	79.1%	208,797
Capital	-	-	-	-	-
Subtotal: Solid Waste Division	1,314,770	92,596	981,815	74.7%	332,955
Subtotal: Water, Sewer & Solid Waste	8,728,044	694,795	6,063,363	69.5%	2,664,681
Electric Division					
Personnel	1,135,845	89,611	823,792	72.5%	312,053
O&M	2,605,859	204,679	1,769,729	67.9%	836,130
Transfer to General Fund	2,500,000	208,333	1,875,000	75.0%	625,000
Capital	947,529	23,923	101,372	10.7%	846,157
Debt Service	321,165	-	274,208	85.4%	46,957
Subtotal: Electric Division (excl. Power)	7,510,398	526,546	4,844,101	64.5%	2,666,297
Power Purchased	16,800,000	1,340,742	12,843,323	76.4%	3,956,677
Subtotal: Electric Division (Comprehensive)	24,310,398	1,867,288	17,687,424	72.8%	6,622,974
Total Enterprise Fund Expenditures	\$ 33,038,442	\$ 2,562,083	\$ 23,750,787	71.9%	\$ 9,287,655
Grand Total Operating Budget	\$ 44,050,201	\$ 3,405,123	\$ 30,967,962	70.3%	\$ 13,082,239

City of Milford, Delaware
Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget
For the YTD Period Ended March 31, 2021

75.0% 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	\$ 6,987	\$ 62,351	65.8%	\$ 32,401
Operation & Maintenance (O&M)	120,672	5,213	89,984	74.6%	30,688
Capital	-	-	-		-
Subtotal: Garage	215,424	12,200	152,335	70.7%	63,089
Public Works					
Personnel	727,521	48,982	462,128	63.5%	265,393
O&M	270,155	16,792	132,309	49.0%	137,846
Capital	216,773	-	-	0.0%	216,773
Subtotal: Public Works	1,214,449	65,774	594,437	48.9%	620,012
Tech Services					
Personnel	249,059	19,780	183,312	73.6%	65,747
O&M	445,181	70,589	327,245	73.5%	117,936
Capital	-	-	-		-
Subtotal: Tech Services	694,240	90,369	510,557	73.5%	183,683
Billing & Collections					
Personnel	662,726	47,689	422,768	63.8%	239,958
O&M	282,655	24,266	172,982	61.2%	109,673
Capital	49,500	-	24,329	49.1%	25,171
Subtotal: Billing & Collections	994,881	71,955	620,079	62.3%	374,802
City Hall Cost Allocation					
O&M	70,620	(31,562)	-	0.0%	70,620
Capital	-	-	-		-
Subtotal: City Hall Cost Allocation	70,620	(31,562)	-	0.0%	70,620
Interdepartmental Cost Allocation	\$ (3,189,614)	\$ (208,736)	\$ (1,877,408)	58.9%	\$ (1,312,206)
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.

Walter G. Feindt, Trustee
Sharon A. Feindt, Trustee
4 Lakelawn Drive
Milford, DE 19963

March , 2021

City of Milford
City Council
201 South Walnut Street
Milford, Delaware 19963

Re: **Petition for Annexation**

Sussex County Tax Map No. 330-11.00-44.05, 44.06 & 44.07

Property Address: east side of S. Rehoboth Blvd, approximately 0.4 miles
south/southeast of Route 36

Dear Mayor and City Council,

Please accept this letter as our formal request for annexation of the above referenced parcels into the City of Milford. The land is currently zoned as Agricultural Residential (AR-1) and the land is currently vacant. As per the City's 2018 Comprehensive Plan the parcel is classified as proposed Residential – Low Density. Based on this, we are requesting Community Neighborhood Commercial (C-1) zoning for all three parcels, which contain 1.994 +/- acres. The purpose of this request is to utilize all the services and resources that the City has to offer as well as provide support to the nearby hospital with medical offices.

If you should have any questions, please contact us via Windward Milford, LLC at 302-226-6631.

Sincerely,



Walter G. Feindt, Trustee Date 3/25/21



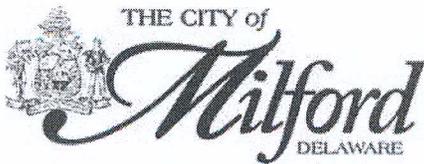
Witness



Sharon A. Feindt, Trustee Date 3/25/21



Witness



Land Use Application Cover Sheet

File Name: _____

Date Stamp

File Number: _____

Instructions for Applicants:

Please read and follow all instructions on your application carefully. If you have any questions about the process or your project, it is strongly recommended that you speak with staff prior to submitting your application to help ensure that processing can advance in a timely manner. Every application must include this cover sheet, the application/checklist and all required items. No applications will be accepted/processed if violations exist or if any fees are owed to the City.

Specify Type of Land Use Application to be submitted (check all that apply):

- Preliminary Site Plan
- Preliminary Major Subdivision
- Final Minor Subdivision
- Final Site Plan
- Final Major Subdivision
- Variance/Appeal
- Change of Zone
- Conditional Use
- Annexation

Please Type or Print Legibly

Property Owner(s): Walter G. & Sharon A. Feindt Trustees			Phone: 302-422-4811
Address: 4 Lakelawn Drive			Cell:
City: Milford	State: DE	Zip: 19963	Fax:
E-Mail: wgfeindt@netscape.net			
Applicant Name and Company: Windward Milford, LLC			Phone: 302-226-6631
Address: 246 Rehoboth Avenue			Cell:
City: Rehoboth Beach	State: DE	Zip: 19971	Fax: 302-226-6408
E-Mail: nhammonds@jacklingo.com			
Surveyor or Engineer: Cliff Mumford - Davis, Bowen & Friedel, Inc.			Phone: (302) 424-1441
Address: 1 Park Ave			Cell:
City: Milford	State: DE	Zip: 19963	Fax: (302) 424-0430
E-Mail: cdm@dbfinc.com			
Site Address: east side of S. Rehoboth Blvd, approximately 0.4 miles south/southeast of Route 36			Zoning: AR-1
Tax Map & Parcel Number(s): 330-11.00-44.05, 44.06 & 44.07			Acreage: 1.994 +/-
I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. I/We acknowledge that we are responsible for any and all professional service costs (i.e. legal, engineering construction plan review) associated with the project per the City Code and adopted fee schedule.			
Signature of Property Owner(s):		<i>Walter G. Feindt</i> <i>Sharon A. Feindt</i>	Date: 3/25/21
Signature of Applicant(s):		<i>WGS</i>	Date: 3/26/2021
Office Use Only: <input type="checkbox"/> Current on Utilities <input type="checkbox"/> Current on Taxes <input type="checkbox"/> No Outstanding Violations			

REVISED: 03.2020



Annexation Application

File Name: _____

Date Stamp

File Number: _____

A Land Use Application for Annexation is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

Current County Zoning: AR-1 **Requested Zoning:** C-1 **Comprehensive Plan Designation:** LDR

REQUIRED ITEMS		For Staff Use ONLY	
		Verified	Waived
<input type="checkbox"/>	1. Land Use Application Cover Sheet.		
<input type="checkbox"/>	2. Petition for annexation, signed by ALL property owners with signature of each petitioner duly witnessed; petition must contain:		
	A. Site address;		
	B. Tax map number (s);		
	C. Size of property in acres;		
	D. Reasons for request;		
	E. General location description (proximity to closest roadways, streets and intersections).		
<input type="checkbox"/>	3. A full legal description of the property in Word format.		
<input type="checkbox"/>	4. Current recorded deed showing legal description and ownership.		
<input type="checkbox"/>	5. Current sealed survey (no larger than 11" x 17"), drawn to scale, showing:		
	A. Property identified for annexation which clearly shows the parcel(s) and demonstrates contiguity to the City;		
	B. Date, scale and north arrow;		
	C. Existing right-of-ways and improvements;		
	D. Existing utilities;		
	E. Existing natural features;		
	F. Existing structures and other improvements;		
	G. All structures, natural features and other improvements on abutting property.		
<input type="checkbox"/>	6. Application fee. See Planning Department Fee Schedule.		

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner:

Sharon A Penn at Trustee 3/25/21
Sharon A Penn at Trustee Date: 3/25/21

Signature of Applicant:

[Signature] Date: 3/26/2021

FOR STAFF USE ONLY

City Council

Annexation Committee

Planning Commission

City Council

REVISED: 03.2020



TO: Mayor & Council Members
FROM: Annexation Committee
DATE: May 10, 2021
RE: Annexation Committee Report

A public meeting was held in Council Chambers on May 10, 2021 to consider the annexation request for lands described as:

Property Owner:	Walter G. & Sharon A. Feindt Trustees
Location:	S. Rehoboth Boulevard
Size:	1.994 +/- acres
Existing Zoning:	AR-1 – Agricultural Residential (Sussex County)
Proposed Zoning:	C-1 (Neighborhood Commercial)
Tax Map and Parcel Number:	3-30-11.00-044.05, 044.06 & 044.07

APPLICANT

A petition by the property owners was submitted on March 31, 2021 to annex 1.994 +/- acres into the corporate limits of the City of Milford.

LOCATION

The properties are identified as Sussex County tax parcel(s) 3-30-11.00-044.05, 044.06 & 044.07 and are located along the east side of S. Rehoboth Boulevard, just south of the proposed entrance to Windward Boulevard and approximately 1,150 feet south of the SE Second Street intersection.

STREETS

The properties are currently vacant and do not contain an entrance onto S. Rehoboth Boulevard. S. Rehoboth Boulevard is a State Maintained roadway and any entrances would require DelDOT approval. Additionally, the developer for Windward on the River – Residential and Deep Branch Plaza granted a cross-access easement to these parcels onto Windward Boulevard, which would be the preferred access point for these properties, if developed. It is anticipated that any internal streets to the proposed commercial development will be privately owned and maintained.

DRAINAGE

The properties are currently undeveloped and any future development of the properties would be subject to DNREC storm-water regulations and the owner would be required to obtain any and all permits from the Sussex Conservation District and State of Delaware.

ZONING

The area proposed to be annexed is currently zoned AR-1 (Agricultural Residential) in Sussex County under the Sussex County zoning ordinance. The applicant requests the properties be zoned C-1 (Neighborhood Commercial District) under the City of Milford zoning ordinance.

SEWER

The properties would be served by the newly constructed Windward on the River regional pump station. The developer would be responsible for any required upgrades and utility extensions to serve the proposed development on the site. All costs associated with the design and construction of the sewer extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer.

WATER

The properties would be served by the existing 10" water main that is located along Windward Boulevard. The developer would be responsible for any required upgrades and utility extension to serve the proposed development of the site. All costs associated with the design and construction of the water main extension would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer.

ELECTRIC

The properties would be served by City of Milford electric utility. All costs associated with the design and construction of electric improvements would be borne by the applicant. Any construction improvements would need to be reviewed and approved by the City Engineer and the City Electric Division.

TRAFFIC

The properties are located along S. Rehoboth Boulevard and would gain access with an entrance along this roadway or via Windward Boulevard directly to the north. S. Rehoboth Boulevard is a State Maintained roadway and any entrances would require approval from DelDOT.

ENVIRONMENTAL ISSUES

The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel. According to the DNREC Navigator website, the properties may contain wetlands at the far eastern limits of parcel 044.05. Additionally, the same portion of the site is impacted by the 100-year floodplain with a base flood elevation of 9 feet above sea level according to the most recent FEMA Flood Insurance Rate Maps (FIRMs). The properties do not contain areas of excellent groundwater recharge according to DNREC Navigator website.

AREA LAND USES

The properties to the south and west are primarily single-family detached dwellings on larger lots developed in Sussex County's AR-1 zoning district. The property to the north is the site of the proposed Deep Branch Plaza commercial center and is zoned C-1. The property to the northeast is the site of the Windward on the River-Residential project containing 264 residential apartment units and is zoned R-3. The property to the east is a 30 +/- acre parcel containing a single dwelling unit in Sussex County and is zoned AR-1.

FIRE AND POLICE

The subject parcel is located within the Carlisle Fire Company district area according to Sussex County's online mapping application. Carlisle Fire Dept. already provides fire and EMS coverage to this area. EMS is also currently provided by Kent County Levy Court. Milford Police Department will provide police service.

COMPREHENSIVE LAND USE PLAN

The annexation request is consistent with the 2018 Comprehensive Plan Future Land Use Plan and is designated as Proposed Low Density Residential. C-1 is an allowable zone in the comprehensive plan's future land use and zoning link table.

PROPERTY TAXES AND OTHER ECONOMIC CONSIDERATIONS

The proposed annexation would generate new property tax revenue and potentially allow the expansion of neighborhood commercial services to the eastern and southeastern portions of Milford. Development of the properties would provide additional revenue within the electric, water and sewer systems.

ADVANTAGES TO THE CITY

- 1. The properties are within the planning area of the City of Milford.
- 2. The City would receive revenues (property tax, building permits, etc.) associated with activity on these parcels.
- 3. Potential for additional water, sewer and electric users.
- 4. Identified within the Urban Growth Boundary of the 2018 Comprehensive Plan.
- 5. The proposed zoning is consistent with the 2018 Comprehensive Plan Future Land Use exhibits.

DISADVANTAGES TO THE CITY

- 1. None.

RECOMMENDATION

Based on the issues and comments discussed in this report, the Annexation Committee of the City of Milford recommends approval of the application, following a unanimous vote, with the following comments:

- 1. Annexation is consistent with the “Comprehensive Land Use Plan.”
- 2. Properties are contiguous to existing City Limits.
- 3. Any changes to the properties are subject to review by the City of Milford Planning Commission and/or City Council.
- 4. Properties will be served by City water, sewer and electric.
- 5. An executed Annexation Agreement is required prior to final City Council approval.
- 6. Upon approval of the annexation committee report, a Municipal Annexation Plan of Services will be submitted to the Office of State Planning for their approval.

The properties should be annexed with the following zoning classification: C-1 (Neighborhood Commercial)

Council Representative/Committee Chairman

Date

Council Representative

Date

Council Representative

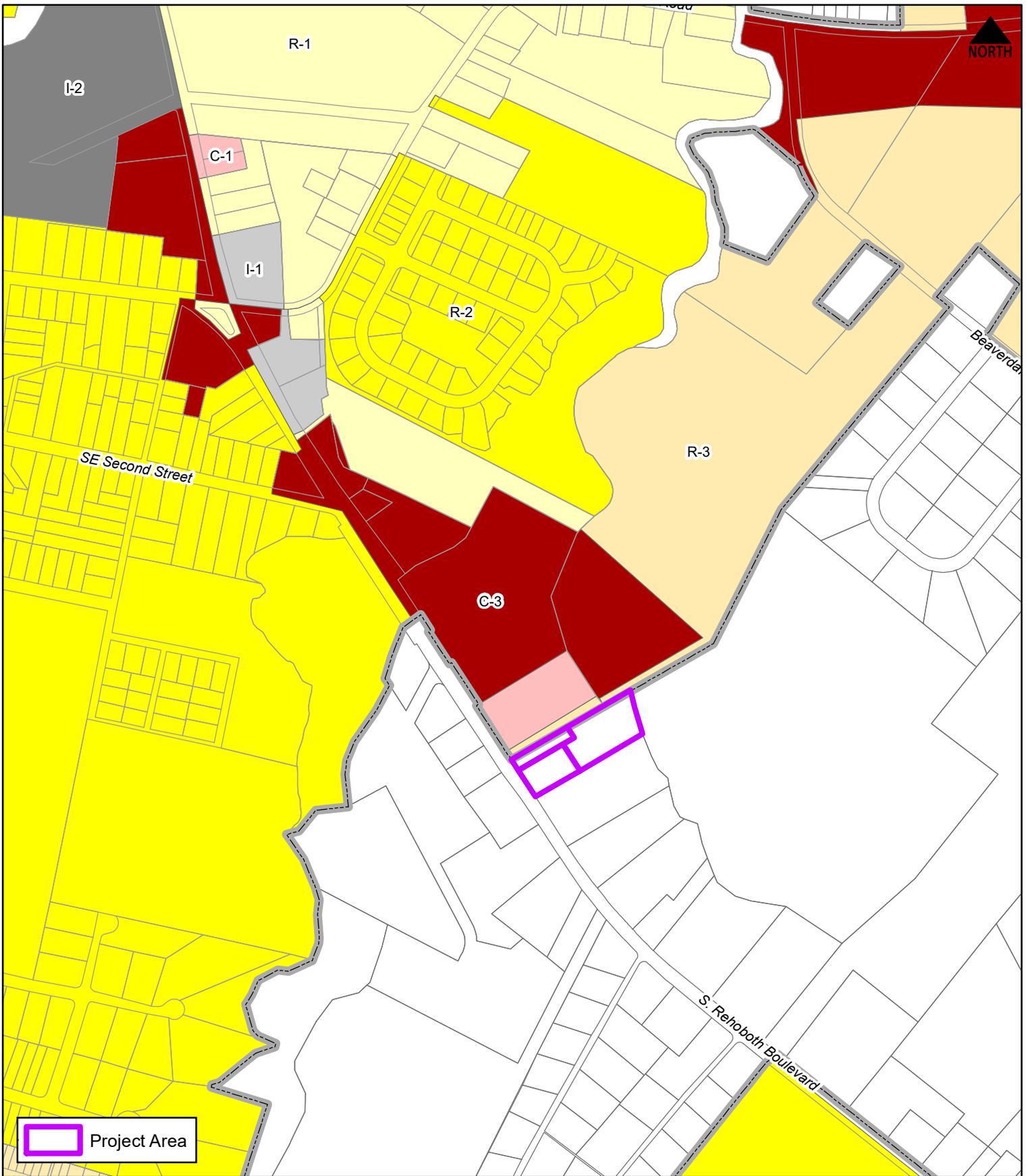
Date

Council Representative

Date

Planning Commission Chairman

Date



 Project Area

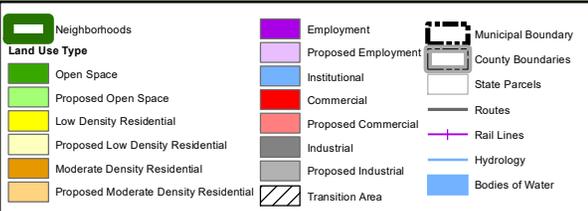
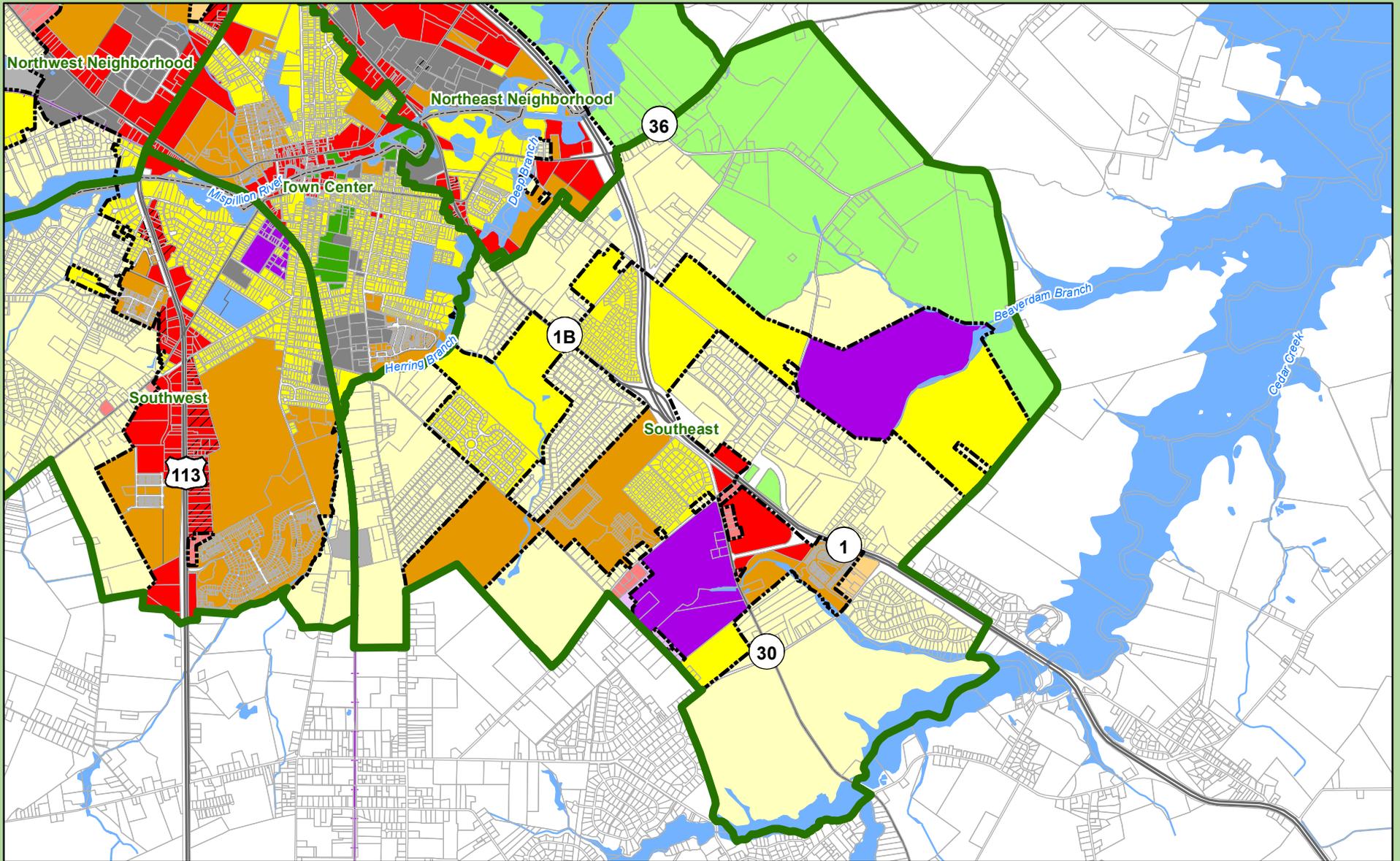


Drawn by: WRP Date: 04/05/21

Title:

Annexation
Lands of Walter Feindt
Location & Zoning Map

Filepath: Annexation_WalterFeindt.mxd

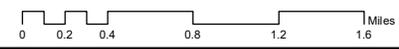


City of Milford, Delaware

Future Land Use

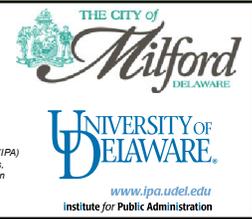
Southeast

Adopted Jan. 22, 2018, Certified TBD



Sources:
 Municipal Boundaries - Delaware Office of State Planning Coordination, FirstMap 10/17.
 DRAFT Future Landuse - City of Milford, Delaware 01/18.
 Road and Rail Network - Delaware Department of Transportation, FirstMap 01/18.
 Hydrology - USGS and EPA, FirstMap 01/18.

Note: This map is provided by the University of Delaware, Institute for Public Administration (IPA) solely for display and reference purposes and is subject to change without notice. No claims, either real or assumed, as to the absolute accuracy or precision of any data contained herein are made by IPA, nor will IPA be held responsible for any use of this document for purposes other than which it was intended.



Tax Parcel No. 3-30-11.00-044.05, 044.06 & 044.07

Prepared by: Planning & Zoning

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

Return to: The Honorable Arthur J. Campbell, Mayor

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

WALTER G. & SHARON A. FEINDT, TRUSTEES
PLAN OF SERVICES AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2021, by and between WALTER G. & SHARON A. FEINDT TRUSTEES (hereinafter “FEINDT”) located at 4 Lakelawn Drive, Milford, Delaware 19963, and the City of Milford, a municipal corporation of the State of Delaware, with its principal offices located at 201 South Walnut Street, Milford Delaware, 19963 (hereinafter “City”).

RECITALS

- A. WHEREAS, FEINDT is the record title owner of a parcel of land consisting of 1.994 acres, more or less, lying contiguous to the City of Milford, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-11.00-044.05, 044.06 & 044.07, said tract hereinafter referred to as “FEINDT PROPERTY”.

FEINDT is desirous of having the FEINDT PROPERTY annexed into the City of Milford and requested the land use to be Low Density Residential in nature.

- B. WHEREAS the City, through its City Council (in consultation with the City Solicitor and Planning Director), has duly considered the proposed annexation and has determined that the proposed annexation would be in the City’s overall best interest for the following reasons among others:

1. The property would be within the planning area of the City of Milford.
2. Identified within the Urban Growth Boundary Area of the 2018 Comprehensive Plan.
3. Consistent with the Future Land Figure of the 2018 Comprehensive Plan.

- C. Recognizing that FEINDT’S request for annexation is unilateral (in that the City cannot annex the FEINDT PROPERTY unless FEINDT desires the property to be annexed) and further recognizing that the intended land use is consistent with the City’s Land Use Plan, and can be accommodated within the City’s long range Comprehensive Plan, the City

Council has determined that it is in the City's best interest to provide FEINDT with binding assurances to proceed with annexation.

- D. Article I, Section 1.04 of the City Charter of the City of Milford (pursuant to Chapter 148, Volume 72, Laws of Delaware {as amended}) authorizes and empowers the Mayor of the City of Milford to appoint a Committee composed of not less than three (3) of the elected members of the City Council and one member of the City Planning Commission to investigate the possibility of annexation.

NOW THEREFORE, in consideration of the premises, and in consideration of FEINDT'S request to be annexed into the City of Milford, in consideration of the annexation filing fee for administrative expenses, the receipt whereof is hereby acknowledged, and for other good and valuable consideration, the parties hereto, intending to be legally bound, hereby covenant and agree as follows:

1. Annexation Contingency. This Agreement is expressly contingent upon the annexation, by the City, of the FEINDT PROPERTY. In the event that such annexation does not occur, this Agreement shall be null, void, and of no legal force or effect.
2. Land Subject to Annexation. The land subject to this Agreement consists of 1.994 acres, more or less, said tract identified on the Sussex County, Delaware tax maps as Tax Parcel No. 3-30-11.00-044.05, 044.06 & 044.07.

The hereinabove described parcel of land is more fully depicted on that certain Survey "Topographic Survey Plan of the Lands of Walter G. & Sharon A. Feindt Trustees" dated March 2021, prepared by Davis, Bowen & Friedel, Inc. a copy of which is attached hereto as **Exhibit "A"** and incorporated herein by reference; metes and bounds description for parcel is attached hereto as **Exhibit "B"** and incorporated herein by specific reference.

3. Water Distribution System and Sanitary Sewer. Notwithstanding any other provision or requirement under any City ordinance or regulation, FEINDT agrees that the FEINDT PROPERTY will be connected to the City water distribution system and to the City's sanitary sewer system, treatment of which is provided by Kent County, if and when the property is developed. The parties agree that FEINDT would be responsible for the costs to design and construct any utility extensions and service connections needed to serve the FEINDT PROPERTY. FEINDT agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.
4. Electric Distribution System. Notwithstanding any other provisions or requirements under any City ordinance or regulation, FEINDT agrees that the FEINDT PROPERTY will be connected to the City electric distribution system if and when the property is developed. The parties agree that FEINDT would be responsible for the costs to design and construct any utility extensions and service

connections needed to serve the FEINDT PROPERTY. FEINDT agrees to execute any documents needed for the City to obtain Certificate of Public Convenience and Necessity (CPCN) rights.

5. Natural Features. The U.S. Army Corp of Engineers will control provisions under Section 404 of wetlands on the parcel.
6. Zoning. The FEINDT PROPERTY shall be annexed as City district C-1 Neighborhood Commercial and shall be developed in accordance with said district. Nothing in this agreement shall remove or eliminate the owner from the necessary site plan reviews, fees, public hearings and all other requirements under the City's Land Use Ordinance.
5. City Not Responsible for Infrastructure Improvements; FEINDT Right to Assign.

Anything herein to the contrary notwithstanding:

- a) The City shall have no obligation or responsibility (financial or otherwise) for providing, installing, or constructing any of the required infrastructure improvements;
 - b) FEINDT may, with the City's prior written consent, which shall not be unreasonably withheld, sell, lease, or convey all or any portion of FEINDT PROPERTY to any third party and, as part of such sale, lease, or conveyance, assign all or any of its rights and *corresponding obligations* hereunder to such third party.
6. Except as Modified, All Other City Ordinances and Regulations to Control. Except as specifically provided herein, once finally annexed into the City of Milford, all lands subject to this Agreement shall be subject to and governed by all provisions of the City Charter and all City ordinances and regulations as they now exist or may hereafter be amended, revised, or repealed, as well as any new ordinances or regulations adopted by the City Council, to the same effect and degree as all other lands within the City boundaries of the City of Milford.
 7. Annexation Agreement to be a Material Part of Annexation Proceedings. Pursuant to Title 22, Delaware Code §101 Plan of Services Reporting, this Agreement shall be deemed to be a material part of the annexation proceedings conducted pursuant hereto; that is to say:
 - a. The resolutions and notices adopted by the City Council, including any resolution and notices for public hearings, proposing the aforesaid annexation shall recite that the proposed annexation includes, and is subject to, an annexation agreement, shall briefly summarize the terms of this annexation agreement, and shall state that copies of the annexation agreement are available upon request at the City Hall.

b. If the results of the annexation hearings are favorable to the proposed annexation, the final resolution annexing the territory shall recite that the annexation is subject to an annexation agreement and shall incorporate the terms of such annexation agreement by specific reference.

8. Land Use Planning Act. The City of Milford shall notify the Delaware State Planning Office, Kent County Department of Public Works, Milford Police Department, Carlisle Fire Department and Milford School District of the proposed annexation contemplated by this Agreement and the parties shall comply with the requirements of the Delaware Land Use Planning of Title 29 of Delaware Code, Chapter 92 (Land Use Planning Act effective until February 14, 2004; Preliminary Land Use Services effective February 14, 2004), as amended.
9. Governing Law. This Agreement shall be governed by the laws of the State of Delaware (notwithstanding the fact that one or more parties may now or later become a resident of another state) and the parties hereto agree that the courts of the State of Delaware shall have jurisdiction over any case or controversy and hereby consent to such jurisdiction.
10. Separability. If any section, paragraph, sentence or clause of this Agreement is determined or declared to be invalid or unenforceable by any court of competent jurisdiction, the remainder hereof shall remain in full force and effect.
11. Entire Agreement. This Agreement constitutes the entire understanding of the parties. It supersedes any and all prior agreements between them. There are no representations or warranties other than those herein contained.
12. Amendments. This Agreement shall not be amended except in writing executed by all parties hereto.
13. Binding Effect. This Agreement shall be binding upon the parties hereto, their administrators, successors, successors in interest and assigns.
14. Contra Proferentum. The fact that one party has drafted this Agreement shall in no way be used against that party in construing the terms, condition, and obligations hereunder.
15. Headings. Headings and captions used herein are solely for the convenience of the parties and shall have no legal significance in construing the terms of this Agreement.
16. Non-Waiver. The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

17. Enforcement. In the event of a breach, this Agreement shall be enforced through a decree of specific performance, the parties agreeing that monetary damages would not provide an adequate remedy.
18. Recording. This agreement, dully executed by the City and FEINDT, shall be recorded in the office of the Recorder of Deeds, in and for Sussex County, Delaware. The cost of recording shall be paid by FEINDT.
19. Plan of Services Requirement. This Agreement shall not be considered or deemed to be contract zoning. The parties hereto acknowledge their respective obligations to enter into a Plan of Services Agreement as part of the annexation process according to 22 Del.C., §101(3) and Milford City Charter Article 1.04(a)(3).

DRAFT

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

WALTER G. & SHARON A. FEINDT,
TRUSTEES

Attest: _____

By: _____
Walter G. Feindt

By: _____
Sharon A. Feindt

CITY OF MILFORD

Attest: _____
City Clerk

By: _____ (Seal)
Arthur J. Campbell, Mayor

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

Signed and sworn to before me this _____ day of _____, 2021, by Walter G. & Sharon A. Feindt.

Signature of Notary Public

STATE OF DELAWARE :
:
COUNTY OF SUSSEX :

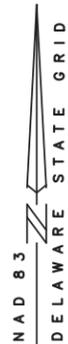
Signed and sworn to before me this _____ day of _____, 2021, by Arthur J. Campbell, Mayor of the City of Milford.

Signature of Notary Public

Exhibit A

DRAFT

S:\2261m\2261J011 SWAIN\44.05-44.07\topo.dwg Mar 16, 2021 - 8:04am



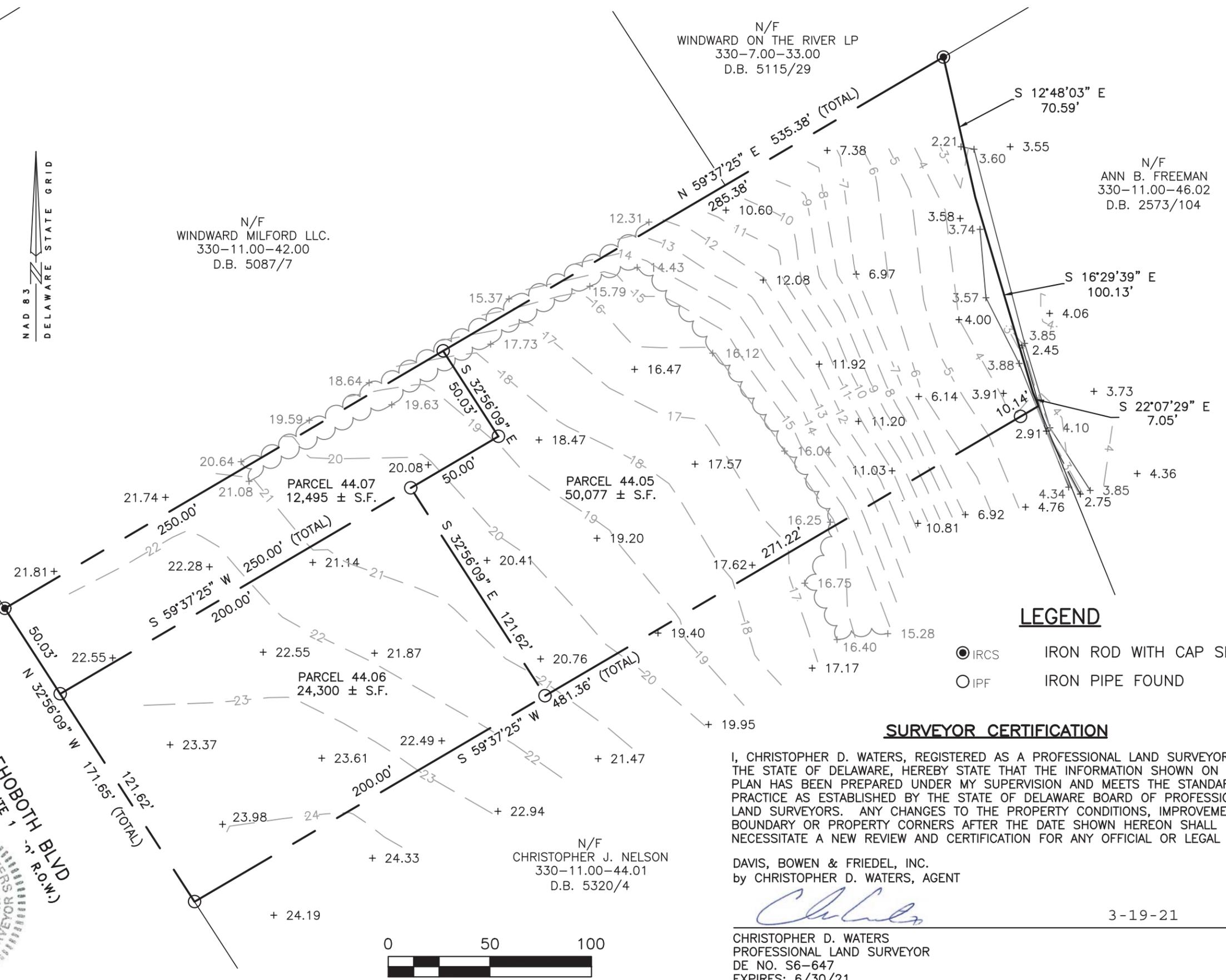
N/F
WINDWARD MILFORD LLC.
330-11.00-42.00
D.B. 5087/7

N/F
WINDWARD ON THE RIVER LP
330-7.00-33.00
D.B. 5115/29

N/F
ANN B. FREEMAN
330-11.00-46.02
D.B. 2573/104

N/F
CHRISTOPHER J. NELSON
330-11.00-44.01
D.B. 5320/4

S. REHOBOTH BLVD
BUSINESS ROUTE 1, S. R.O.W.)



LEGEND

- IRCS IRON ROD WITH CAP SET
- IPF IRON PIPE FOUND

SURVEYOR CERTIFICATION

I, CHRISTOPHER D. WATERS, REGISTERED AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF DELAWARE, HEREBY STATE THAT THE INFORMATION SHOWN ON THIS PLAN HAS BEEN PREPARED UNDER MY SUPERVISION AND MEETS THE STANDARDS OF PRACTICE AS ESTABLISHED BY THE STATE OF DELAWARE BOARD OF PROFESSIONAL LAND SURVEYORS. ANY CHANGES TO THE PROPERTY CONDITIONS, IMPROVEMENTS, BOUNDARY OR PROPERTY CORNERS AFTER THE DATE SHOWN HEREON SHALL NECESSITATE A NEW REVIEW AND CERTIFICATION FOR ANY OFFICIAL OR LEGAL USE.

DAVIS, BOWEN & FRIEDEL, INC.
by CHRISTOPHER D. WATERS, AGENT

3-19-21

CHRISTOPHER D. WATERS
PROFESSIONAL LAND SURVEYOR
DE NO. S6-647
EXPIRES: 6/30/21



TOPOGRAPHIC SURVEY PLAN
of the Lands of
**WALTER G. &
SHARON A. FEINDT, TRUSTEES**
CEDAR CREEK HUNDRED
SUSSEX COUNTY, DELAWARE

ARCHITECTS ENGINEERS SURVEYORS
SALISBURY, MARYLAND (410) 543-9091
MILFORD, DELAWARE (302) 424-1441
EASTON, MARYLAND (410) 770-4744

Date:	MARCH 2021
Scale:	1"=50'
Dwn.By:	KTH
Proj.No.:	2261J011
Dwg.No.:	

1 OF 1

Exhibit B

DRAFT

LEGAL DESCRIPTION

LANDS OF

WALTER G. & SHARON A. FEINDT, TRUSTEES

March 22, 2021

PARCEL 44.06

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel “44.06,” as shown on a plat entitled “Topographic Survey Plan,” completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

BEGINNING at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence,

1) leaving said Christopher J. Nelson lands and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,

2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point, thence running,

3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 121.62 feet to an iron pipe found at a point, thence running,

4) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West 200.00 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 24,300 square feet of land, more or less.

PARCEL 44.07

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.07," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

COMMENCING at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point and place of beginning, thence,

1) leaving Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees and running by and with said right-of-way line of S. Rehoboth Boulevard, North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron rod with cap set at a point, thence running,

2) by and with lands of Windward Milford, LLC., North 59 degrees 37 minutes 25 seconds East 250.00 feet to an iron pipe found at a point, thence running,

3) by and with Parcel 44.05, other lands of Walter G. & Sharon A. Feindt, trustees, South 32 degrees 56 minutes 09 seconds East 50.03 feet to an iron pipe found at a point, thence running,

4) by and with other lands of Walter G. & Sharon A. Feindt, trustees, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 50.00 feet and having a total distance of 250.00 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 12,495 square feet of land, more or less.

PARCEL 44.05

ALL that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of S. Rehoboth Boulevard and being located in Cedar Creek Hundred, Sussex County, Delaware, being all of Parcel "44.05," as shown on a plat entitled "Topographic Survey Plan," completed by Davis Bowen & Friedel, Inc., dated March 2021; said piece or parcel being more particularly described as follows:

COMMENCING at point formed by an iron pipe found at the intersection of northeasterly right-of-way line of S. Rehoboth Boulevard, 60 feet wide, with the westerly line of lands of, now or formerly, Christopher J. Nelson, as recorded in the Office of the Recorder of Deeds in and for Sussex County and the State of Delaware; said beginning point being coordinated on the Delaware State Grid System as North: 329,964.46 feet, East: 657,906.64 feet; thence running North 59 degrees 37 minutes 25 seconds East 200.00 feet to an iron pipe found at a point and place of beginning, thence,

1) leaving lands of Christopher J. Nelson, and running by and with Parcel 44.06, other lands of Walter G. & Sharon A. Feindt, trustees, North 32 degrees 56 minutes 09 seconds West 121.62 feet to an iron pipe found at a point, thence running,

2) by and with Parcel 44.07, other lands of Walter G. & Sharon A. Feindt, trustees, the following two (2) courses; North 59 degrees 37 minutes 25 seconds East 50.00 feet to an iron pipe found at a point, thence,

3) North 32 degrees 56 minutes 09 seconds West 50.03 feet to an iron pipe found at a point, thence running,

4) by and with lands of Windward Milford LLC., North 59 degrees 37 minutes 25 seconds East 285.38 feet to an iron rod with cap set at a point, thence running,

5) by and with lands of Ann B. Freeman, the following three (3) courses; South 12 degrees 48 minutes 03 seconds East 70.59 feet to a point, thence running,

6) South 16 degrees 29 minutes 39 seconds East 100.13 feet to a point, thence running,

7) South 22 degrees 07 minutes 29 seconds East 7.05 feet to a point, thence running,

8) by and with lands of Christopher J. Nelson, South 59 degrees 37 minutes 25 seconds West passing through an iron pipe found at a distance of 10.14 feet and having a total distance of 281.36 feet to an iron pipe found at a point and place of beginning; **CONTAINING** 50,077 square feet of land, more or less.



Sussex County Association of Towns

37 The Circle, Georgetown, Delaware 19947

S.C.A.T. Dinner for Wednesday, June 2, 2021

Town of Bethany Beach

Town of Bethel

Town of Blades

Town of Bridgeville

Town of Dagsboro

Town of Delmar

Town of Dewey Beach

Town of Ellendale

Town of Fenwick Island

Town of Frankford

Town of Georgetown

Town of Greenwood

Town of Henlopen Acres

Town of Laurel

City of Lewes

City of Milford

Town of Millsboro

Town of Millville

Town of Milton

Town of Ocean View

City of Rehoboth Beach

City of Seaford

Town of Selbyville

Town of Slaughter Beach

Town of South Bethany

Sussex County Council

LOCATION: Lewes Yacht Club
2701 Cedar Street
Lewes, DE 19958

TIME: 6:00 pm – Cash Bar
6:30 pm – Dinner

HOST: City of Lewes

SPEAKER: Ann Bailey, Board President of Meals on Wheels

COST: \$37.00 per person

MENU: **** Please Choose One ****

All served with Roasted Red Potatoes, Green Beans Almandine and Rolls

* Chicken Marsala

* Grilled Salmon with Dill Sauce

* Risotto Cakes over a Bed of Spring Vegetables

Dessert ~ Chocolate Mousse

**** Face coverings are required and will need to be worn at all times except when sitting at your table. This will be a plated dinner and seating will be limited. For those who are still hesitant due to the COVID-19 pandemic, seating can be provided at the bar in pairs with Plexiglass shields between each pair. Seating can also be provided on the deck with speakers, weather permitting. Please specify your seating preference with meal choice.****

For reservations, please contact Sue Ann Hennessy at
(302) 645-7777 ext. 104 or by email: shennessy@ci.lewes.de.us
no later than **Tuesday, May 25, 2021 at Noon.**

Please make checks payable to: **The City of Lewes**
Mail to: The City of Lewes
Attn: Sue Ann Hennessy
114 East Third Street
PO Box 227
Lewes, DE 19958

Reminder: S.C.A.T. Steering Committee Breakfast

Friday, June 4, 2021 at 9AM

**Location: First State Community Action Agency
308 North Railroad Avenue, Georgetown, DE 19947**

RSVP to Kristen Dabrowski kdabrowski@georgetowndel.com

Council Input following FY22-26 CIP Workshops

1. Input from Councilman James:

1.1. Is there a schedule for each of the following showing the order of when each area/section will be started:

1.1.1. Street Rehab

A schedule of Street Rehab projects will be posted under separate cover for your review.

1.1.2. ADA Transition

A projected ADA Transition Plan Schedule is as follows:

1. ADA surveys closed	04/30/21
2. Compilation of results of survey and data share	05/30/21
3. Draft Transition Plan Complete	08/01/21
4. Publicly Advertise Draft Transition plan for input	08/01/21 – 09/30/21
5. Draft Final Transition Plan	10/01/21 – 11/30/21
6. Publish ADA Transition Plan	12/2021

1.1.3. Sidewalk connectivity

1.1.4. Sidewalk replacement

The remaining sidewalk assessments will be done in the next few weeks of May. Affected property owners will be notified and have 30 days to inform us that they elect to have the work done themselves. If they so elect, they have 60 days to get the work done. No more than 90 days after they are informed of the need for their sidewalk to be replaced, the work must be done privately; otherwise, the City will complete the work. While this communication process is going on, we will solicit bids so that we have contractors ready for work as it becomes known to be a City job. City driven replacements are scheduled to begin 9/1. We will begin in the 4th ward and downtown development areas simultaneously. The idea of fully completing all of the assessments is to make the work large enough to attract multiple concrete contractors so that more than one replacement area can be targeted simultaneously.

1.2. I would like to see the Parking Lot enhancement Projects pulled forward

Each of the three Parking Lot enhancement Projects have been pulled forward one year as follows:

- Line 147, N. Walnut St/NE Front St Lot: \$140,000 moved from FY23 to FY22
- Line 148, Park Ave Lot: \$60,000 moved from FY23 to FY22
- Line 149, SW Front St Lot: \$115,000 moved from FY24 to FY23

Council Input following FY22-26 CIP Workshops

1.3. would like to see all Parks & Rec items that can be, pulled forward into the earliest year(s) feasible: items that will enhance parks, expand parks, increase recreation, improve appearance

For FY22 we are slated for the following projects to enhance parks and improve appearance:

- Continue with lighted handrail project
- Begin a City-wide tree planting project
- Develop plans and begin clearing on the Marshal pond project
- Continue with exposed concrete and paver replacement project

For FY22 to expand parks:

- \$250,000 has been identified for land acquisition
- \$100,000 has been identified for pedestrian/bicycle trails

For FY22 to increase recreation:

- \$50,000 has been identified for working plans for a master plan for the downtown area focusing on recreation.
- \$150,000 has been identified for the creation of new pickleball courts.

Parks and Rec. would propose that we pull the downtown playground (\$200,000) up to FY22 as this is contiguous to the pickleball project. Combining the pickleball project and the playground project with the completed basketball courts would be of great recreational benefit to the downtown area.

It is important that we commit to the working drawings (“master plan”) for the downtown area specifically for recreation, particularly when we seek additional funding at the State level.

2. Input from Councilman Boyle:

2.1. By and large I see nothing in the revised CIP that does not conform to what we had discussed during the CIP Workshops.

2.2. There is however one line item that I do not think the Council has discussed and either approved or disapproved. That is line # 154.5, Demolition: 207 S Walnut Street (former DMI) for \$100,000.

Line 154.5 was eliminated from the FY22-26 CIP Document per Councilman Boyle’s feedback. Council’s decision was to obtain an appraisal and sell the building. If the building did not sell within 6 months, it would be brought back to Council for a decision on demolition.

Council Input following FY22-26 CIP Workshops

3. Input from Councilman Baer:

3.1. Following is my list of priorities for the CIP (not in order):

3.2. Replace all lead service lines completely, meaning all the way to the house. If we only replace lead lines to the property line that will actually make the water worse for the homeowners. Hopefully we can get help from the Biden Infrastructure bill.

In short, the City cannot legally replace lines on private property (from the meter to the house). In order to replace lines on private property legally, we'd have to secure trespass agreements from all affected private property owners, which adds significant costs and time to the project. Funding restrictions of the Biden Bill have not yet been released, but if private line replacement is in scope, we will endeavor to estimating the cost of the additional replacement associated with the Service line installation and reporting back to Council.

3.3. Enhance downtown kid-friendly activities with a skateboard park and splash pad near basketball courts.

The FY22 item "Working plans for target improvement areas" will help inform the location of improvements like the splash pad, which itself is contemplated for FY23. The splash pad has been identified in several approved plans of being of benefit to the City. To date, no plan has identified a skateboard park in the downtown. Although the Parks Department is in favor of a skateboard park, further discussion must occur to determine the ideal location. Previously, the City had invested in a skateboard park at the location across from the library; however, it was disbanded due to complaints from the neighbors. Locations can be identified and cost estimates can be obtained and brought back to the Parks and Rec. advisory board and to Council.

3.4. Sidewalk improvements all around DDD and older sectors of the city.

Staff is largely in agreement with the importance of sidewalk improvements; six streetscape projects are contemplated in the CIP Plan totaling \$1.32 million, though only the North Washington Streetscape project is scheduled in FY22 (Line 135; \$0.2 million). The Plan contains funding in every year for the Sidewalk Connectivity Initiative (line 136 in Streets Department), while the ADA transition plan on line 132, which likewise includes funding in each year of the Plan, will also result in sidewalk improvements at crossings. Staff will be working on a Comprehensive Sidewalk Plan in 2022 to more fully identify needed "missing links" and a plan to address them.

Council Input following FY22-26 CIP Workshops

3.5. Parking lot improvements and enhancements in DDD.

Each of the three Parking Lot enhancement Projects have been pulled forward one year as follows:

- Line 147, N. Walnut St/NE Front St Lot: \$140,000 moved from FY23 to FY22
- Line 148, Park Ave Lot: \$60,000 moved from FY23 to FY22
- Line 149, SW Front St Lot: \$115,000 moved from FY24 to FY23

Other parking lot improvement work is underway now. The B/G Club work is out to bid and due back Friday, 5/5/21. Work will begin there as soon as the selected contractor is mobilized.

3.6. Add EV charging spots in downtown, like old M&T Bank parking lot (Walnut & 14).

City Staff was recently briefed on the potential for grant funding for EV charging stations, and follow up will be done to determine whether current funding is available to install EV charging stations. We have added EV charging stations in the Downtown to the CIP. Additionally, EV charging (both private and public) planning will be a priority item for the next Electric Superintendent. In the meantime, outreach efforts (from the team of PW and Econ Dev) will be made to M&T and other property owners of prospective locations. Once interest for several ideal locations is identified, the City will engage with DNREC to utilize the reimbursement program for charging stations.

3.7. One of the two police cruisers purchased each year should be an EV. Currently, I think the Tesla Model Y makes the most sense, especially if we can get a grant from DEMEC to help us lower the price.

City Staff was recently briefed on the potential for grant funding for EV charging stations, and staff will investigate the potential to use renewable energy funding and/or energy efficiency funds to support the partial cost of EVs, whether for the police department or in other city operations and administration.

3.8. Riverwalk paver repairs

\$30,000 is planned in FY22 and FY23 for paver repairs on the Riverwalk.

Council Input following FY22-26 CIP Workshops

- 3.9. Often pickle ball is played on tennis courts, so it would be nice to add some tennis courts close to downtown.

The pickleball community has been vocal, and has presented to the Parks and Rec. Advisory board twice. At this time, it is a recommendation from the Parks and Rec. advisory board to move forward with developing stand-alone pickleball courts to avoid the confusion of playing pickleball on tennis courts due to the additional court striping required. The location downtown by the basketball courts would be a good area for new courts and this has been identified in the FY22 CIP. Parks and Rec. has an agreement with the Milford School District to use the high school courts for tennis, and we hired a new tennis instructor this year with the goal of developing this program at junior levels (currently there is no middle school team). If our tennis program materializes in the coming years, Parks and Rec. will identify locations to develop additional courts.

- 3.10. Outdoor “ice” skating rink that can be setup in late Fall for Winter ice skating at the Washington & 14 parking lot.

Parks and Rec. believes this is a great idea and that we should explore it in greater detail. We have reached out previously to vendors, and a series of initiatives and items unique to the construction of a rink must be coordinated. These include building a base for the rink, installing the rink, skate hire, lighting, staffing, etc. There is a possibility that we could partner with a private company to offset the cost. Parks & Rec would like to see this placed on the FY23 in order to give Parks and Rec. staff time to prepare a cost analysis and operating plan in order to get a “real” cost for the CIP.

- 3.11. Public restrooms near the library.

Public restrooms are included in the CIP Plan (line 219 in Parks & Recreation), though the initiative is slated for FY23 and the location(s) are yet to be determined. The master plan for downtown is the first step in aligning all of these projects so they are planned and constructed in a complimentary and efficient, cohesive manner. Staff agree that a strong need has been established for a public restroom in the downtown, and we look forward to accomplishing it as part of the master plan.

2022-26 Capital Improvement Plan Street Upgrades

2020			
Street	Cost	From	To
Misphillion St.	\$ 44,658.75	Columbia	Fisher
Roosa Rd.	\$ 69,870.00	Airport	House #903
Masten Cir.	\$ 179,092.50	NW Front	Masten Intersection
Masten Cir.	\$ 147,453.75	Building #967 E	Building #1001 E
Marshall St.	\$ 90,502.50	SE Front	North to Deadend
5th St.	\$ 133,785.00	Marshall	Bridgeham
McColley St.	\$ 42,679.69	Misphillion	SE FRONT
	\$ 708,042.19		
2021			
Street	Cost	From	To
Fisher Ave.	\$ 47,177.14	SECOND	3rd
NW 3rd St.	\$ 42,933.75	Truitt	Church
NW 5th St.	\$ 44,531.25	Church	Truitt
North St.	\$ 226,743.75	NW Front	James
North St.	\$ 97,976.25	Dupont	Drew
NE 2nd St.	\$ 30,908.36	Pierce	East
Mill St.	\$ 11,474.18	Corn Cob	End
Kings Hwy.	\$ 89,917.50	Williams	Plum
SE 2nd St.	\$ 21,654.15	Walnut	Washington
Barker St.	\$ 21,986.25	Walnut	Washington
Church St.	\$ 226,744.00	NW Front	Bright
	\$ 862,046.58		
2022			
Street	Cost	From	To
NE 4th St.	\$ 206,175.00	Walnut	NE Front Street
Cedar Wood Ct.	\$ 77,572.50	House #612	Culdesac
2nd St. NW	\$ 34,331.06	Walnut	North
2nd St. NW	\$ 21,438.60	Church	West
Wilbur St.	\$ 67,459.24	Walnut	New
3rd St. S.E	\$ 143,163.75	Charles	Lovers
NW 8th St.	\$ 14,244.11	189ft W of REHOBOTH	REHOBOTH
NW 6th St.	\$ 49,653.75	Church	Truitt
NW 4th St.	\$ 39,213.75	North	Walnut
NE 5th St.	\$ 21,051.98	Washington	East
NW 8th St.	\$ 29,383.43	Washington	East
Washington St. N.	\$ 262,500.00	Dorsey	6th
Washington St. N.	\$ -	Dorsey	NE FRONT
	\$ 966,187.16		

2023

Street	Cost	From	To
Maple St.	\$ 59,073.75	Cedar Wood	Beech Wood
Maple Ave.	\$ 97,780.35	NW Front	Causey
Maple Ave.	\$ 137,362.50	Causey	Walnut
Lovers Ln.	\$ 162,521.25	SE Front	L Street
*L St.	\$ 8,517.90	Richard	Lovers
Dorsey Ln.	\$ 17,566.31	6th	Washington
Grier Ln.	\$ 19,203.75	Lakelawn	Cul-de-sac
Brent-Jordan Way	\$ 43,022.81	Airport	Mullet Run
McColley St.	\$ 36,337.39	Giltcris	Delaware
Milford Crossing Ave.	\$ 40,118.93	465ft S of Airport	End
Eleventh St.	\$ 110,622.19	Parking Lot Entrance	WalMart Road
Fourth St.	\$ 13,211.89	Washington	End
Fourth St.	\$ 41,447.85	Marshall	Fisher
School Pl.	\$ 80,329.43	House #111	SEABURY
Park Ave.	\$ 54,720.00	WALNUT	Denny Row
Washington St. S.	\$ 4,889.66	SE 2nd	SE 4th
	\$ 926,725.95		

2024

Street	Cost	From	To
*A Alley	\$ 25,680.00	9th	West
West Street	\$ 42,050	5th	6th
Ballpark Ln.	\$ 50,996.25	3rd	Washington
Beechwood Ct.	\$ 25,963.88	Maple	Cul-de-sac
Bridgeham Ave.	\$ 58,261.99	SE FRONT	SECOND
9th St.	\$ 23,579.63	WALNUT	Washington
Bridgeham Ave.	\$ 76,272.68	3rd	4th
Carlisle Ln.	\$ 15,706.58	McColley	SECOND
Caulk	\$ 17,381.25	Marvel	House #513
*Corn Cob Alley	\$ 23,842.84	Maple	Mill
*D Alley	\$ 3,126.11	Church	End
Hickman Door Way	\$ 29,946.41	Mattlind	Mullet Run
Richard St.	\$ 30,478.24	Lemuel	End
Church St.	\$ 63,774.19	House #786	House #654
Kent Pl.	\$ 125,943.75	Lakeview	Seabury
Foster St.	\$ 22,206.75	Kings	Parking Lot (Outside Corner)
Polk Ave.	\$ 27,058.35	Jefferson	Kings
Front St. S.W.	\$ 76,678.01	Church	WALNUT
Montgomery St.	\$ 16,992.94	Montgomery	Frankliin
Delaware Ave.	\$ 24,014.63	WALNUT	J
*Dixie Alley	\$ 24,091.58	Delaware	Nelson
*Dixie Alley	\$ 25,613.78	Elizabeth	MCCOY
Mullet Run St.	\$ 104,925.23	Vickers	Hickman Door
	\$ 934,585.03		

2025

Street	Cost	From	To
Brent-Jordan Way	\$ 43,022.81	Airport	Mullet Run
*A Alley	\$ 25,680.00	9th	West
Ballpark Ln.	\$ 50,996.25	3rd	Washington
Beechwood Ct.	\$ 25,963.88	Maple	Cul-de-sac
Bridgeham Ave.	\$ 58,261.99	SE FRONT	SECOND
Bridgeham Ave.	\$ 76,272.68	3rd	4th
Caulk	\$ 17,381.25	Marvel	House #513
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Milford Crossing Ave.	\$ 40,118.93	465ft S of Airport	End
Eleventh St.	\$ 110,622.19	Parking Lot Entrance	WalMart Road
Plum St.	\$ 114,543.75	Jefferson	Clarke
Fourth St.	\$ 13,211.89	Washington	End
Fourth St.	\$ 41,447.85	Marshall	Fisher
Delaware Ave.	\$ 24,014.63	WALNUT	J
*Dixie Alley	\$ 24,091.58	Delaware	Nelson
*Dixie Alley	\$ 25,613.78	Elizabeth	MCCOY
	\$ 926,787.53		

Date: May 5, 2021
To: Mayor and City Council
Through: Mark A. Whitfield, City Manager
Michael Svaby, Public Works Director
From: James Puddicombe, City Engineer
Re: Capital Improvement Plan (CIP) Projects Update

This memorandum serves to provide council with current information regarding ongoing capital projects within the City. The following is a breakdown by CIP line item of ongoing projects within the City and their current status.

Water Infrastructure

- 1) Water Tower Altitude Valve at Caulk Tower – Corrected plans for a new placement of the vault required to house the altitude valve have been received and reviewed. Plans were sent out for a quote for installation only. Materials are to be sourced internally through the water department.
- 2) SE 2nd Street Lead Service Line Replacement – Completed
- 3) 10th St Water Facility Test Well (New Well to Replace Well #1) – Well drilling and report have been completed and received by the City. Data will be incorporated into revised design of the facilities.
- 4) Front Street Water Lines – Project has been placed under contract and a preconstruction meeting was held on Feb 26, 2021. Construction work is to be started as soon as practicable to avoid overlap with the ongoing sewer lining project.
- 5) Replacement of Lead Water Service Lines – This project is ongoing and funds are being used within streets projects whenever the opportunity for lead removal is available. The Mispillion Streets project includes 21 anticipated lead service line removals and the remainder of the funds for the fiscal year are anticipated to be used throughout the 2020 Streets project.
- 6) Replacement of Concrete Asbestos Water Mains - This project is ongoing with Asbestos removal on Lovers Lane being completed earlier this fiscal year. A large portion of the remaining funds are anticipated to be used throughout the 2020 Streets project.
- 7) Replacement of Well #16 (Southeast Treatment Facility) – Grant application was approved by WIAC for the investigation of potential solutions to the issue at the Southeast Treatment Facility. We anticipate beginning design work shortly which will include the data from the 10th Street Test well and one additional test well.

Sewer

- 8) Targeted Inflow and Infiltration (I&I) Investigation & Repair –The city is closed out the Shawnee portion of the I&I investigation and moving into the Truitt Avenue and Washington Street Pump Station Drainage Area. The City Engineer ran an evaluation of the last year's pump station data when compared to local groundwater and rainfall data. This information is being used to evaluate future I&I direction.
- 9) Replace Asbestos Concrete Pipe - This project is ongoing and funds are being used within streets projects whenever the opportunity for Asbestos Concrete removal is available.
- 10) Mill Street Sewer Realignment - Design work is complete, this project will be completed as part of the 2020 Streets Utilities Project

General Fund

- 11) Street Resurfacing and Rehabilitation – This project is ongoing. Work anticipated to begin Spring 2021. Final utility design for the 2020 Streets project has been completed. The City Engineer met with the design engineer to walk ADA conflicts in the field on 3/1/2021 and made determinations on field solutions. Design work is anticipated to be completed shortly with work to be completed Summer/Fall 2021.
- 12) Walnut Street Pedestrian Crossing – KCI is working to finalize design plans for presentation to council.
- 13) Sidewalk – Sidewalk inventory is ongoing. Wards 1, 2, and 4 have been fully inventoried and only ward 3 remains. Once an evaluation of sidewalk gaps and existing damages has been evaluated a revised schedule for remaining work will be provided.



Capital Improvement Plan (CIP)

Approved through FY2021 & Recommended Plan for FY2022-26

Table of Contents: Part I (CIP Document)

Page 1 of 9	Summary: FY20-21 Activity & FY22-26 Plan
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Page 5 of 9	Interservice Funds
Pages 6-9 of 9	General Fund

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

CAPITAL IMPROVEMENT PLANNING (CIP) SUMMARY OF ACTIVITY & FY2022-26 RECOMMENDATION

Fund/ Dept	FY20 & FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Plan)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
Electric	620,000	(61,372)	558,628	550,000	1,075,000	1,007,000	1,012,000	303,000
Water	2,401,368	(636,958)	1,764,410	811,000	4,205,000	2,455,000	5,715,000	655,000
Sewer	332,791	(44,789)	288,002	335,000	1,250,000	3,960,000	625,000	385,000
Solid Waste	-	-	-	110,000	360,000	-	350,000	375,000
TOTAL ENTERPRISE FUNDS	\$ 3,354,158	\$ (743,118)	\$ 2,611,040	\$ 1,806,000	\$ 6,890,000	\$ 7,422,000	\$ 7,702,000	\$ 1,718,000
Customer Service	-	-	-	-	-	-	-	-
Fleet Services (Garage)	-	-	-	-	-	-	-	-
Technical Services	-	-	-	-	-	-	-	-
Public Works	146,603	(49,774)	96,829	901,502	850,000	1,302,200	-	-
TOTAL INTERSERVICE FUNDS	\$ 146,603	\$ (49,774)	\$ 96,829	\$ 901,502	\$ 850,000	\$ 1,302,200	\$ -	\$ -
Streets	720,534	(73,810)	646,725	2,798,000	1,113,000	3,560,000	4,390,000	1,090,000
Parking	-	-	-	200,000	115,000	-	-	-
City Hall	264,665	(40,589)	224,076	80,000	-	-	-	-
Information Technology	30,000	(29,000)	1,000	1,000,000	500,000	270,000	84,800	57,800
Finance	-	-	-	65,000	-	-	-	-
Planning & Code Enforcement	-	-	-	-	50,000	-	-	-
Police	105,700	(93,987)	11,713	2,508,100	16,611,100	113,800	116,500	119,200
Parks & Recreation	217,403	(43,808)	173,595	1,169,320	1,275,000	1,140,000	415,000	2,460,000
TOTAL GENERAL FUND	\$ 1,338,302	\$ (281,193)	\$ 1,057,109	\$ 7,820,420	\$ 19,664,100	\$ 5,083,800	\$ 5,006,300	\$ 3,727,000
TOTAL ALL FUNDS	\$ 4,839,063	\$ (1,074,086)	\$ 3,764,978	\$ 10,527,922	\$ 27,404,100	\$ 13,808,000	\$ 12,708,300	\$ 5,445,000

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

Fund/ Dept	A Project	B Funding Source	C FY20-FY21 (Approved)	D YTD Spent Thru 2/28/21	E Balance Remaining	F FY22 (Plan)	G FY23 (Plan)	H FY24 (Plan)	I FY25 (Plan)	J FY26 (Plan)
ENTERPRISE FUNDS										
EQUIPMENT										
	Vermeer Chipper (R: 2006 S-38)	Electric Reserves	60,000	-	60,000					
	Generator (R: 1998 Winco 100KW E-133)	Replacement Reserve	-	-			50,000			
	Trailer (R: 1994 Saub E-119)	Replacement Reserve	-	-				15,000		
	Trailer (R: 1996 Butler E-123)	Replacement Reserve	-	-				12,000		
	Trailer (R: 1999 Homemade E-127)	Replacement Reserve	-	-					12,000	
	Trailer, Cable Reel (R: 2007 Butler E-129)	Replacement Reserve	-	-						15,000
	Utility Trailer (R: 2005 Towmaster E-131)	Replacement Reserve	-	-						18,000
	Utility Trailer (R: 2005 Butler E-132)	Replacement Reserve	-	-						10,000
	Total Equipment		\$ 60,000	\$ -	\$ 60,000	\$ -	\$ 50,000	\$ 27,000	\$ 12,000	\$ 43,000
VEHICLES										
	Ram QuadCab Pick-up (R: 2017 E-101)	Replacement Reserve	-	-			35,000			
	Internation Digger Derrick Truck (R: 2015 E-107)	Replacement Reserve	-	-						260,000
	Total Vehicles		\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 260,000
INFRASTRUCTURE										
	Traffic Signal Upgrades; DelDOT Transition	Electric Reserves	-	-		350,000				
17.5	Wilbur Street Line Reconnector	Electric Reserves	40,000	-	40,000					
18	Fiber Optic Backup to PW	Electric Reserves	20,000	-	20,000					
18.5	EV Charging Stations Downtown	Grants/Electric Reserves				20,000		20,000		
19	GIS/Mapping - Smart Metering	FY22/Electric Reserves	150,000	(16,470)	133,530	150,000				
20	LED Streetlight Replacements	FY22/Electric Reserves	120,000	(23,923)	96,077	30,000				
21	Shawnee Acres Primary Replacement	Electric Reserves	80,000	(20,979)	59,021					
21.5	Library Square Lighting	Electric Reserves	75,000	-	75,000					
		DNREC	75,000	-	75,000					
22	Delivery No. 1 Circuit Addition (Circuit 130)		-	-			990,000			
23	Delivery No. 2 Circuit Additional #1		-	-				960,000		
24	Delivery No. 2 Circuit Addition #2		-	-					1,000,000	
25	Total Infrastructure		\$ 560,000	\$ (61,372)	\$ 498,628	\$ 550,000	\$ 990,000	\$ 980,000	\$ 1,000,000	\$ -
26	TOTAL ELECTRIC		\$ 620,000	\$ (61,372)	\$ 558,628	\$ 550,000	\$ 1,075,000	\$ 1,007,000	\$ 1,012,000	\$ 303,000

VERSION CONTROL EFFORTS:

(Between 4/12/21 Workshop & 4/26/21 Workshop)

- *Reference numbers at left in red with a decimal, i.e. 17.5 above, represent additions made to the file after the initial presentation on April 12, 2021
- *Reference numbers at left in red with an asterisk, i.e. 37* on the following page, represent a gap in sequence indicating the removal of line item detail after April 12, 2021
- *Decimals and sequence gaps in red were used to (1) highlight changes from the 4/12 version to the 4/26 version and (2) retain the sequencing for projects throughout versions

(Between 4/26/21 Workshop & 5/10/21 Council Meeting)

- *Reference numbers at left in pale green with a decimal, i.e. 18.5 above, represent additions made to the file after the second workshop on April 26, 2021
- *Reference numbers at left in pale green (whole numbers), i.e. 147 on page 6, represent proposed projects assigned higher priority & advanced to a closer plan year from an out year
- *Decimals and sequence gaps in green were used to (1) highlight changes from the 4/26 version to the current version and (2) retain the sequencing for projects throughout versions

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

Fund/ Dept	A Project	B Funding Source	C FY20-FY21 (Approved)	D YTD Spent Thru 2/28/21	E Balance Remaining	F FY22 (Plan)	G FY23 (Plan)	H FY24 (Plan)	I FY25 (Plan)	J FY26 (Plan)
27	ENTERPRISE FUNDS, CONTINUED									
28	VEHICLES									
29	Ford F350 (R: W-15)	Replacement Reserve	45,000	-	45,000	4,000				
30	Ford F450 (R: W-8)	Replacement Reserve	-	-		52,000				
31	Dodge Cargo Van (R: 2006 W-29)	Replacement Reserve	-	-					60,000	
32		Total Vehicles	\$ 45,000	\$ -	\$ 45,000	\$ 56,000	\$ -	\$ -	\$ 60,000	\$ -
33	INFRASTRUCTURE									
34	SE 2nd Street Lead Service Line	Water Reserves	495,776	(439,696)	56,079					
35	Streets 2020 Utility engineering	Water Reserves	17,438	(14,212)	3,226					
36	Test Wells 10th & 19th Street	Water Reserves	80,000	(29,200)	50,800					
37*	Mispillion St. Group Lead Water Service Line	Water Reserves	234,282	(94,954)	139,328					
40	Water Source Study - KCI (Shallow Wells)	Water Reserves	30,000	-	30,000					
41	SE Regional Water Quality Study	Water Reserves	36,750	-	36,750					
42	Phase II Water Well - Rookery	Water Reserves	72,400	(46,668)	25,732					
42.5	NE Front Street Waterline Replacement	Water Reserves	1,291,095	(12,228)	1,278,868					
43	Install Automated Blow-off Valves	Water Reserves	98,628	-	98,628	50,000	50,000			
44	Street Rehab	Water Reserves	-	-	-	405,000	405,000	405,000	405,000	405,000
45	City-wide Valve & Hydrant Replacement/Improvements	Water Reserves	-	-	-	250,000	250,000	250,000	250,000	250,000
46	Standardized Water Treatment Facility Controls	Water Reserves	-	-	-	50,000				
47	NW Front Street Water Lines						1,500,000			
48	Seabury Water Treatment Facility Upgrades						2,000,000			
49	SE Regional Water Infrastructure - East of Route 1							800,000		
50	SE Regional Water Infrastructure - South of Johnson Road							1,000,000		
51	New NW City Area Tower/Wells/Treatment								5,000,000	
52		Total Infrastructure	\$ 2,356,368	\$ (636,958)	\$ 1,719,410	\$ 755,000	\$ 4,205,000	\$ 2,455,000	\$ 5,655,000	\$ 655,000
53		TOTAL WATER	\$ 2,401,368	\$ (636,958)	\$ 1,764,410	\$ 811,000	\$ 4,205,000	\$ 2,455,000	\$ 5,715,000	\$ 655,000

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

Fund/ Dept	A Project	B Funding Source	C FY20-FY21 (Approved)	D YTD Spent Thru 2/28/21	E Balance Remaining	F FY22 (Plan)	G FY23 (Plan)	H FY24 (Plan)	I FY25 (Plan)	J FY26 (Plan)
54	ENTERPRISE FUNDS, CONTINUED									
55*	EQUIPMENT									
57	PS Upgrades (grinders, spares, design)	Sewer FY22/Reserves	-	-	-	150,000	150,000	150,000	150,000	150,000
58	Pumps(2) & Motor: Washington St Pump Station Spare (R)	Replacement Reserve	-	-	-	40,000				
59	Compressor, Ingersol Rand (R)	Replacement Reserve	-	-	-			50,000		
60	Equipment Trailer (R: Currahee)	Replacement Reserve	-	-	-			10,000		
61	Kubota Mower w/ Blower (R: 2015 SE25)	Replacement Reserve	-	-	-				50,000	
62	Kubota Excavator (R: SE26)	Replacement Reserve	-	-	-				75,000	
63	Kubota Mower w/ Plow (R: 2016 SE24)	Replacement Reserve	-	-	-					50,000
64		Total Equipment	\$ -	\$ -	\$ -	\$ 190,000	\$ 150,000	\$ 210,000	\$ 275,000	\$ 200,000
65	VEHICLES									
66	Ford F250 Pickup (R: SE-2)	S Res/Replacement Reserve	30,000	-	30,000	45,000				
67	Ford F-350 Supercab Pick-up w/ crane (R: 2016 SE3)	Replacement Reserve	-	-	-					85,000
68		Total Vehicles	\$ 30,000	\$ -	\$ 30,000	\$ 45,000	\$ -	\$ -	\$ -	\$ 85,000
69*	INFRASTRUCTURE									
71	I&I Engineering Study	Sewer Reserves	156,735	(30,577)	126,158					
72	4th Street Surface Water Drainage Resolution	Sewer Reserves	50,000	-	50,000					
73		DNREC	50,000	-	50,000					
74	Streets 2020 Utility Engineering	Sewer Reserves	17,438	(14,212)	3,226					
75	Sewer Line - Mispillion Street Group	Sewer Reserves	28,618	-	28,618					
76	Street Rehab	Replacement Reserve	-	-	-	100,000	100,000	100,000	100,000	100,000
77	SE 2nd Street Pump Station Replacement						1,000,000			
78	SE Regional Pump Station and Force Main - East of Route 1							1,500,000		
79	SE Reg Pump St/Force Mn: S of Johnson Rd/FM-NE Front St							2,000,000		
80	Abandon BAC PS & install grav ext. frm Hickory Glen							150,000		
81	Abandon US Cold Stg PS & install grav ext fm Williamsville Rd								250,000	
82		Total Infrastructure	\$ 302,791	\$ (44,789)	\$ 258,002	\$ 100,000	\$ 1,100,000	\$ 3,750,000	\$ 350,000	\$ 100,000
83		TOTAL SEWER	\$ 332,791	\$ (44,789)	\$ 288,002	\$ 335,000	\$ 1,250,000	\$ 3,960,000	\$ 625,000	\$ 385,000
84	VEHICLES									
85	Leaf Vaccum Attachment to Hook Truck	Replacement Reserve/GF Res	-	-	-	110,000				
86	Multi Collection Truck (R: Rear Loader SW14)	Replacement Reserve	-	-	-		360,000			
87	Automated Side Loader Truck (R: SW11)	Replacement Reserve	-	-	-				350,000	
88	Automated Side Loader Truck (R: SW28)	Replacement Reserve	-	-	-					375,000
89		Total Vehicles	\$ -	\$ -	\$ -	\$ 110,000	\$ 360,000	\$ -	\$ 350,000	\$ 375,000
90		TOTAL SOLID WASTE	\$ -	\$ -	\$ -	\$ 110,000	\$ 360,000	\$ -	\$ 350,000	\$ 375,000

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

	A	B	C	D	E	F	G	H	I	J	
Fund/ Dept	Project	Funding Source	FY20-FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Plan)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	
91	INTERSERVICE FUNDS <i>(Capital approval expires at FY'22 year-end)</i>										
92	Customer Service No Requests										
93	Tech Services No Requests										
94	PUBLIC WORKS	EQUIPMENT									
95		Interior Forklift-Warehouse	Replacement Reserve	-	-	-	12,000				
96		GPS Survey Field Unit	Utility Funds	-	-	-	15,000				
97			Total Equipment	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -
98		VEHICLES									
99		Chevrolet Colorado 4WD Ext Cab Truck	Public Works	-	-	-	33,052				
100			Total Vehicles	\$ -	\$ -	\$ -	\$ 33,052	\$ -	\$ -	\$ -	\$ -
101		BUILDING									
102		LED Lighting Upgrade & Replacement (all facilities)	DNREC	29,667	-	29,667					
103			Green Energy	108,776	(49,774)	59,002					
104			Efficiency Smart	8,160	-	8,160					
105		Facility Security: Door Access/Gates/IP Camera	Public Works	-	-	-	88,000				
106		HVAC Control Automation System- Building 200 & 300	Grant Funds	-	-	-	57,750				
107		HVAC - Upgrade	Replacement Reserve	-	-	-	14,700				
108		BluDef System for Public Works Yard	Fleet Services	-	-	-	41,000				
109		Air Infiltration Proj & Roof Drain Repl (Bid 100-300)	Grant Funds	-	-	-	165,000				
110		Electric Dept. Rack/Reel Pole Building	Electric Reserves	-	-	-	475,000				
111		Installation of Stormwater Pond		-	-	-		200,000			
112		Public Works Parking Lot Paving		-	-	-		650,000			
113		Public Works Building Expansion Project		-	-	-			1,302,200		
114		Total Building	\$ 146,603	\$ (49,774)	\$ 96,829	\$ 841,450	\$ 850,000	\$ 1,302,200	\$ -	\$ -	
115		TOTAL PUBLIC WORKS	\$ 146,603	\$ (49,774)	\$ 96,829	\$ 901,502	\$ 850,000	\$ 1,302,200	\$ -	\$ -	

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

	A	B	C	D	E	F	G	H	I	J
Fund/ Dept	Project	Funding Source	FY20-FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Plan)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
116	GENERAL FUND									
117	EQUIPMENT									
118	Salt Spreader (R: Highland S-049)	Replacement Reserve	-	-	-	23,000				
119	Salt Spreader (R: Highland S-050)	Replacement Reserve	-	-	-		23,000			
120	Ford F250 w/ plow & salt spreader (R: 2012 S-2)	Replacement Reserve	-	-	-			45,000		
121	Backhoe (R: John Deere S-6)	Replacement Reserve	-	-	-			105,000		
122		Total Equipment	\$ -	\$ -	\$ -	\$ 23,000	\$ 23,000	\$ 150,000	\$ -	\$ -
123*	INFRASTRUCTURE									
126	Mispillion Street Group 2020	MSA	434,440	-	434,440					
127		RTT	80,000	-	80,000					
128	Engineering: Various Streets (2020)	MSA	133,000	(73,810)	59,190					
129	Engineering: Various Streets (2019)	MSA	72,000	-	72,000					
130	Engineering: Fisher Ave, Plum St, Masten Cir, Roosa Rd	MSA	1,094	-	1,094					
131	Street Rehab	Various Grants/GF Reserves	-	-	-	1,400,000	840,000	840,000	840,000	840,000
132	ADA Transition Plan	Grant Funds	-	-	-	150,000	150,000	150,000	150,000	150,000
133	Walnut Street Pedestrian Crossing	Grant Funds	-	-	-	425,000				
134	Fourth Street Flooding Infrastructure Repairs	Grant Funds	-	-	-	500,000				
135	N. Washington Street Streetscape	Grant Funds	-	-	-	200,000				
136	Sidewalk Connectivity Initiative	Grant Funds	-	-	-	100,000	100,000	100,000	100,000	100,000
137	NW Front Street Streetscape (TAP Project)							50,000	300,000	
138	SW Front Street Bridge Replacement							1,500,000		
139	Park Avenue/Denny Row Streetscape							300,000		
140	SW Front Street Streetscape							300,000		
141	Franklin Street Streetscape							100,000		
142	Columbia Street Streetscape							70,000		
143	Maple Street Bridge Replacement								3,000,000	
144		Total Infrastructure	\$ 720,534	\$ (73,810)	\$ 646,725	\$ 2,775,000	\$ 1,090,000	\$ 3,410,000	\$ 4,390,000	\$ 1,090,000
145		TOTAL STREETS	\$ 720,534	\$ (73,810)	\$ 646,725	\$ 2,798,000	\$ 1,113,000	\$ 3,560,000	\$ 4,390,000	\$ 1,090,000
146	INFRASTRUCTURE									
147	N. Walnut St/NE Front St Lot Enhancements					140,000				
148	Park Ave Lot Enhancements					60,000				
149	SW Front St Lot Enhancements						115,000			
150		Total Infrastructure	\$ -	\$ -	\$ -	\$ 200,000	\$ 115,000	\$ -	\$ -	\$ -
		TOTAL PARKING	\$ -	\$ -	\$ -	\$ 200,000	\$ 115,000	\$ -	\$ -	\$ -
151	BUILDING									
152	Council Chambers Recording System Upgrade	General Fund Reserves	8,975	-	8,975					
152.5	Council Chambers Recording System for Live Streaming	ARPA	-	-	-	50,000				
153	Monitors in Council Chambers	General Fund Reserves	25,000	-	25,000					
154	City Hall Basement Fit Out	General Fund Reserves	230,690	(40,589)	190,101					
155	City Hall Parking Lot Enhancements	General Fund Reserves	-	-	-	30,000				
156		Total Building	\$ 264,665	\$ (40,589)	\$ 224,076	\$ 80,000	\$ -	\$ -	\$ -	\$ -
157		TOTAL CITY HALL	\$ 264,665	\$ (40,589)	\$ 224,076	\$ 80,000	\$ -	\$ -	\$ -	\$ -

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

	A	B	C	D	E	F	G	H	I	J
Fund/ Dept	Project	Funding Source	FY20-FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Plan)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
158	GENERAL FUND, CONTINUED									
159	EQUIPMENT									
160	Server Refresh	Replacement Reserve	30,000	(29,000)	1,000	40,000	50,000	20,000	50,000	40,000
161	Software: Replace Naviline System after ERP	All Funds	-	-	-	420,000	450,000	200,000	34,800	17,800
162	Firewall Boxes	Replacement Reserve	-	-	-	20,000				
162.5	Server Room Security (Finance Building)	Grant Funds	-	-	-	20,000				
163	Cisco Backbone (City Hall)	Replacement Reserve	-	-	-			50,000		
163.5	Citywide Utility & Data Security; Disaster Recovery	Grant Funds; Utility Funds	-	-	-	500,000				
164*		Total Equipment	\$ 30,000	\$ (29,000)	\$ 1,000	\$ 1,000,000	\$ 500,000	\$ 270,000	\$ 84,800	\$ 57,800
168		TOTAL INFORMATION TECHNOLOGY	\$ 30,000	\$ (29,000)	\$ 1,000	\$ 1,000,000	\$ 500,000	\$ 270,000	\$ 84,800	\$ 57,800
169	EQUIPMENT									
170	GIS Server Replacement (2 @ \$25,000)	Replacement Reserve	-	-	-		50,000			
171		Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
172		TOTAL PLANNING & ZONING / CODE ENFORCEMENT	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
172.1	BUILDING									
172.2	HVAC/Air Filtration	Congressional Appropriation/ARPA	-	-	-	65,000				
172.3		Total Building	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
172.4		TOTAL FINANCE	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
173	VEHICLES									
174	Police Vehicles (2 replaced per year)	Replacement Reserve	105,700	(93,987)	11,713	108,100	111,100	113,800	116,500	119,200
175		Total Vehicles	\$ 105,700	\$ (93,987)	\$ 11,713	\$ 108,100	\$ 111,100	\$ 113,800	\$ 116,500	\$ 119,200
176	BUILDING									
177	Police Facility	Bond Funded	-	-	-	2,400,000	16,500,000			
178		Total Building	\$ -	\$ -	\$ -	\$ 2,400,000	\$ 16,500,000	\$ -	\$ -	\$ -
179		TOTAL POLICE	\$ 105,700	\$ (93,987)	\$ 11,713	\$ 2,508,100	\$ 16,611,100	\$ 113,800	\$ 116,500	\$ 119,200

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

	A	B	C	D	E	F	G	H	I	J
Fund/ Dept	Project	Funding Source	FY20-FY21 (Approved)	YTD Spent Thru 2/28/21	Balance Remaining	FY22 (Plan)	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)
180	GENERAL FUND, CONTINUED									
181*	EQUIPMENT									
184	Ventrac Tractor with Mulching Mower	General Fund Reserves				30,000				
184.5	Replacement 4x2 Gator (FY22 PR-010; FY23 -29)	Replacement Reserve				15,000	15,000			
185	Replacement 4x2 Gator (PR-013)	Replacement Reserve					15,000			
185.5	Trailer, Replace Krueger (PR-32)	Replacement Reserve				8,000				
186	Kubota Zero Turn Mower (FY22 PR-18)	Replacement Reserve				15,000	15,000	15,000	15,000	15,000
186.1	Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)	Replacement Reserve						75,000		
186.2	Stand-up Mower, John Deere (PR-50)	Replacement Reserve							15,000	
186.3	Stand-up Mower, John Deere (PR-51)	Replacement Reserve							15,000	
187		Total Equipment	\$ -	\$ -	\$ -	\$ 68,000	\$ 45,000	\$ 90,000	\$ 45,000	\$ 15,000
188	VEHICLES									
189	Water Truck (PR-41) Replacement	Replacement Reserve				50,000				
189.1	F350Pickup Truck (PR-23) Replacement	Replacement Reserve				45,000				
189.2	Econoline Van (PR-6) Replacement	Replacement Reserve					35,000			
190		Total Vehicles	\$ -	\$ -	\$ -	\$ 95,000	\$ 35,000	\$ -	\$ -	\$ -
191	BUILDING									
192	Armory Fiber Optic switches	General Fund Reserves	16,000	-	16,000					
193	Replacement HVAC unit at P&R	General Fund Reserves	10,000	-	10,000					
194	Fiber optic switch P&R office	General Fund Reserves	6,000	-	6,000					
195	Exterior lighting P&R Building	Replacement Reserve	-	-	-	10,000				
195.5	Facility Door Access Control	ARPA	-	-	-	16,320				
196	Automatic gates and security cameras at Armory		-	-	-		20,000			
197	Pole Barn for Storage at Armory & Demo of existing huts		-	-	-		75,000			
198		Total Building	\$ 32,000	\$ -	\$ 32,000	\$ 26,320	\$ 95,000	\$ -	\$ -	\$ -

City of Milford, Delaware
Capital Improvement Plan (CIP): Approved through FY21 & FY22-26 Proposal

Fund/ Dept	A Project	B Funding Source	C FY20-FY21 (Approved)	D YTD Spent Thru 2/28/21	E Balance Remaining	F FY22 (Plan)	G FY23 (Plan)	H FY24 (Plan)	I FY25 (Plan)	J FY26 (Plan)
GENERAL FUND: PARKS & RECREATION, CONTINUED										
199	PARKS									
200	Amory paving	General Fund Reserves	10,000	-	10,000					
201	S Washington and SE Front Basketball Court Repairs	General Fund Reserves	95,000	(37,808)	57,192					
202	Goat Island Pedestrian bridge board replacement project	General Fund Reserves	36,000	-	36,000					
203	Sign at Marvel Square	General Fund Reserves	6,500	-	6,500					
204	Riverwalk exposed concrete remove and replace	GF Res/Replacement Reserve	20,000	-	20,000	20,000				
205	Guardrail Riverwalk Greenway Repairs	General Fund Reserves	17,903	(6,000)	11,903					
206	Replace Riverwalk railing system with Lighting project	Replacement Reserve	-	-	-	50,000				
207	Tree Planting	Electric Fund	-	-	-	20,000	20,000	20,000	20,000	20,000
208	Irrigation wells at TSM	Replacement Reserve	-	-	-	10,000				
209	Marshall Pond Riverbank Development	Replacement Reserve	-	-	-	50,000	100,000	100,000		
210	Riverwalk pavers replacement	Replacement Reserve	-	-	-	30,000	30,000			
211	Working plans for target improvement areas	General Fund Reserves	-	-	-	50,000				
212	Mill street Demo and parkland	Replacement Reserve	-	-	-	50,000				
213	Pickleball Courts	General Fund Reserves	-	-	-	150,000				
214	Park & Open Land Acquisition	General Fund Reserves	-	-	-	250,000	250,000	250,000	250,000	250,000
215	Downtown Playground	General Fund Reserves	-	-	-	200,000				
216	Redevelopment of Farmers Market Park Area		-	-	-		150,000			
217	Splash Pad		-	-	-		100,000			
218	Frisbee golf course		-	-	-		150,000			
219	Public Restrooms		-	-	-		100,000			
220	Pedestrian/Bicycle trails	General Fund Reserves	-	-	-	100,000	100,000	100,000	100,000	100,000
221	Redevelopment of Bicentennial Park		-	-	-			100,000		
222	Mispillion River Living Shoreline		-	-	-			80,000		
223	Marvel Square Redevelopment/outdoor skating track		-	-	-		100,000			
224	Construct Recreation/Community Ctr@Marvel Sq		-	-	-					2,000,000
225	Additional Recreational Court		-	-	-					75,000
226	Farmers Mkt Pavillion at Washington St (Festival Space)							400,000		
227		Total Parks	\$ 185,403	\$ (43,808)	\$ 141,595	\$ 980,000	\$ 1,100,000	\$ 1,050,000	\$ 370,000	\$ 2,445,000
228		TOTAL PARKS & RECREATION	\$ 217,403	\$ (43,808)	\$ 173,595	\$ 1,169,320	\$ 1,275,000	\$ 1,140,000	\$ 415,000	\$ 2,460,000



Capital Improvement Plan (CIP)
Supplemental Information: FY2022-26 Plan

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Page 4 of 4	Review of FY19 CIP Approvals

CIP SUMMARY: FY22 RECOMMENDATION BY FUND/DEPT & CATEGORY

FUND TYPE / DEPT	BUILDING	EQUIPMENT	INFRASTRUCTURE	PARKS	VEHICLES	GRAND TOTAL
ENTERPRISE		190,000	1,405,000		211,000	1,806,000
ELECTRIC			550,000			550,000
SEWER		190,000	100,000		45,000	335,000
SOLID WASTE					110,000	110,000
WATER			755,000		56,000	811,000
GENERAL	2,571,320	1,091,000	2,975,000	980,000	203,100	7,820,420
CITY HALL	80,000					80,000
FINANCE	65,000					65,000
IT		1,000,000				1,000,000
PARKING			200,000			200,000
PARKS & REC	26,320	68,000		980,000	95,000	1,169,320
PLAN & ZONE; CODE						
POLICE	2,400,000				108,100	2,508,100
STREETS		23,000	2,775,000			2,798,000
INTERSERVICE	841,450	27,000			33,052	901,502
PUBLIC WORKS	841,450	27,000			33,052	901,502
GRAND TOTAL	\$ 3,412,770	\$ 1,308,000	\$ 4,380,000	\$ 980,000	\$ 447,152	\$ 10,527,922
<i>GRAND TOTAL (EXCLUDING PD FACILITY)</i>	<i>\$ 1,012,770</i>	<i>\$ 1,308,000</i>	<i>\$ 4,380,000</i>	<i>\$ 980,000</i>	<i>\$ 447,152</i>	<i>\$ 8,127,922</i>

CIP SUMMARY: FY22 RECOMMENDATION BY FUND/DEPT & PRIMARY FUNDING SOURCE

Row Labels	Electric Reserves	Water Reserves	Sewer Reserves	Grant Funding	Bond Funding	Veh & Equip Repl Reserves	General Fund Reserves	FY'22 Current Funding	Grand Total
ENTERPRISE	530,000	755,000	150,000	20,000		351,000			1,806,000
ELECTRIC	530,000			20,000					550,000
SEWER			150,000			185,000			335,000
SOLID WASTE						110,000			110,000
WATER		755,000				56,000			811,000
GENERAL	20,000			3,426,320	2,400,000	544,100	1,010,000	420,000	7,820,420
CITY HALL				50,000			30,000		80,000
FINANCE				65,000					65,000
IT				520,000		60,000		420,000	1,000,000
PARKING							200,000		200,000
PARKS & REC	20,000			16,320		353,000	780,000		1,169,320
PLAN & ZONE; CODE									
POLICE					2,400,000	108,100			2,508,100
STREETS				2,775,000		23,000			2,798,000
INTERSERVICE	475,000			222,750		59,752		144,000	901,502
PUBLIC WORKS	475,000			222,750		59,752		144,000	901,502
Grand Total	\$ 1,025,000	\$ 755,000	\$ 150,000	\$ 3,669,070	\$ 2,400,000	\$ 954,852	\$ 1,010,000	\$ 564,000	\$ 10,527,922

CIP SUMMARY: FY2022-26 PLAN BY PRIMARY ALIGNMENT WITH STRATEGIC PLAN

STRATEGIC PLAN INITIATIVES	Sum of FY22 (Plan)	Sum of FY23 (Plan)	Sum of FY24 (Plan)	Sum of FY25 (Plan)	Sum of FY26 (Plan)
Public Safety - Utilize PD Resources Efficiently	2,508,100	16,611,100	113,800	116,500	119,200
Mobility & Infra - Proactively Maintain Utility Infra	1,199,052	5,235,000	1,894,200	597,000	838,000
Mobility & Infra - Proactively Maintain Streets	2,538,000	1,425,000	2,935,000	1,390,000	1,360,000
Mobility & Infra - Improve Traffic	350,000				
Mobility & Infra - Enable Growth w/Proactive Infra Expansion	30,000	990,000	6,430,000	6,250,000	
Mobility & Infra - Develop Multi-Modal, Ped Friendly Infra	875,000	250,000	1,070,000	3,550,000	250,000
Fiscal - Operate Efficiently & Responsibly	1,694,770	1,655,000	315,000	434,800	432,800
Community Svcs - Promote Healthy Community	900,000	730,000	550,000	350,000	2,425,000
Community Svcs - Improve Property Value & Quality	413,000	138,000			
Community Svcs - Attract Tourism	20,000	370,000	500,000	20,000	20,000
GRAND TOTAL	\$ 10,527,922	\$ 27,404,100	\$ 13,808,000	\$ 12,708,300	\$ 5,445,000
<i>GRAND TOTAL (EXCLUDING PD FACILITY)</i>	<i>\$ 8,127,922</i>	<i>\$ 10,904,100</i>	<i>\$ 13,808,000</i>	<i>\$ 12,708,300</i>	<i>\$ 5,445,000</i>

Review of FY19 Approved Projects / Purchases

Proj/Purch Extended; FY22 Request to Extend Funding	Initial Project Description	Funding Source	FY19 Approval	Total Spending	Balance Remaining	Notes
	Traffic Signal Head Refurbish: Church/Walnut/Washington	Electric Reserve	\$ 150,000		\$ 150,000	Electric: FY19 Traffic Signal Head Refurbish project re-scoped into comprehensive Traffic Signal Upgrade project in FY22 CIP
	Ford F250 Pickup (Replace SE-2)	Sewer Reserve	35,000		35,000	Sewer: updated quote required additional funding. FY19 expiring and updated amount requested in FY22
	Police Station (Becker Morgan)	General Reserve	55,830	(3,500)	52,330	PD: initial design funds expiring. Current expenses part of comprehensive, bond-funded building project
	NE Front Street Waterline	Water Reserve	135,285	(12,228)	123,058	Water: under contract ; additional funding approved FY21
Subtotal			376,115	(15,728)	360,387	◀ Reauthorization Requested in FY'22
Proj/Purch Complete or expected to be complete by 6/30/21	Initial Project Description	Funding Source	FY19 Approval	Total Spending	Balance Remaining	Notes
	International Line Truck (E-110)	Electric Reserve	175,000	(175,000)	-	Electric: FY19-approved funding expended as approved and intended; FY'20 funding completed purchase
	GIS/Mapping - Smart Metering	Electric Reserve	40,000	(40,000)	-	Electric: FY19-approved \$40,000 component completed; project continues with FY'20/FY'21 approvals
	Hook Truck with Dump/Flatbed & Plow (Replace S-4)	Sewer Reserve	211,795	(205,741)	6,054	Sewer: vehicle purchased for less than requested amount. Balance remaining to be unencumbered & returned to reserves
	Armory Renovations for Workshop	General Reserve	25,000	(24,885)	115	P&R: renovations complete. Balance remaining to be unencumbered & returned to reserves
	Riverwalk and Pedestrian Bridge Decking Painting	General Reserve	15,000	(15,000)	-	P&R: completed
	S Washington and SE Front Basketball Court Repairs	General Reserve	10,000	(10,000)	-	P&R: FY19-approved funding expended as approved and intended. Project continues with FY'20/FY'21 approvals
Subtotal			476,795	(470,626)	6,169	◀ Returning to Reserves; Spending under Budget
Deprioritized; Funds Expiring	Initial Project Description	Funding Source	FY19 Approval	Total Spending	Balance Remaining	Notes
	SCADA/Smart Metering Wall Monitor	Electric Reserve	100,000		100,000	Electric: FY19 funding to be unencumbered & returned to reserves
	Del2 Substation Testing	Electric Reserve	75,000		75,000	Electric: Testing is part of O&M budget; funds released
	Riverwalk Light Pole/Powder Coating	Electric Reserve	32,150		32,150	Electric: FY19 funding to be unencumbered & returned to reserves
Subtotal			207,150	-	207,150	◀ Returning to Reserves; Deprioritized/Alternatively Funded
Grand Totals			\$ 1,060,060	\$ (486,354)		
Balance of FY19 Funding Requested in FY22 CIP					\$ 360,387	
Balance of FY19 Funding Returning to Reserves					\$ 213,319	



Capital Improvement Plan (CIP)

Approved through FY2021 & Recommended Plan for FY2022-26

Table of Contents: Part III (Council Input)

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Council Input following FY22-26 CIP Workshops

1. Input from Councilman James:

1.1. Is there a schedule for each of the following showing the order of when each area/section will be started:

1.1.1. Street Rehab

A schedule of Street Rehab projects will be posted under separate cover for your review.

1.1.2. ADA Transition

A projected ADA Transition Plan Schedule is as follows:

1. ADA surveys closed	04/30/21
2. Compilation of results of survey and data share	05/30/21
3. Draft Transition Plan Complete	08/01/21
4. Publicly Advertise Draft Transition plan for input	08/01/21 – 09/30/21
5. Draft Final Transition Plan	10/01/21 – 11/30/21
6. Publish ADA Transition Plan	12/2021

1.1.3. Sidewalk connectivity

A Sidewalk Master Plan is required to pave the way for a comprehensive sidewalk connectivity initiative. Before a Sidewalk Master Plan can be drafted, however, the Bicycle Path Master Plan must first be completed. This sequencing is important because it will avoid design issues related to right-of-way conflicts. The Bicycle Path Master Plan is forthcoming and will be distributed to Council for review and approval shortly. The input that is currently in the proposed FY22 CIP is designed to accommodate sidewalk gaps in connectivity. This need will be identified and resolved as street paving projects occur and as the Sidewalk Replacement project personnel identify segments of sidewalks for replacement by the City and its contractors. While on site for this work, if connectivity gaps are noted in the geographic vicinity, sidewalks and the related amenities (curbs, ownership of necessary ROW) will be designed and constructed to fill in the sidewalk gaps. Planning Director Rob Pierce will be available at the Council meeting on Monday, May 10, 2021 to provide additional perspective on the Sidewalk Master Plan.

1.1.4. Sidewalk replacement

The remaining sidewalk assessments will be done in the next few weeks of May. Affected property owners will be notified and have 30 days to inform us that they elect to have the work done themselves. If they so elect, they have 60 days to get the work done. No more than 90 days after they are informed of the need for their sidewalk to be replaced, the work must be done privately; otherwise, the City will complete the work. During this communication process, we will solicit bids to have contractors ready for work as it becomes known to be a City job. City-driven replacements are scheduled to begin 9/1/21. We will begin in the 4th ward and downtown development areas simultaneously. Our goal is to complete all assessments simultaneously to maximize the scope, thereby attracting multiple concrete contractors so more than one replacement area can be targeted simultaneously.

Council Input following FY22-26 CIP Workshops

1.2. I would like to see the Parking Lot enhancement Projects pulled forward

Each of the three Parking Lot enhancement Projects have been pulled forward one year as follows:

- Line 147, N. Walnut St/NE Front St Lot: \$140,000 moved from FY23 to FY22
- Line 148, Park Ave Lot: \$60,000 moved from FY23 to FY22
- Line 149, SW Front St Lot: \$115,000 moved from FY24 to FY23

1.3. would like to see all Parks & Rec items that can be, pulled forward into the earliest year(s) feasible: items that will enhance parks, expand parks, increase recreation, improve appearance

For FY22 we are slated for the following projects to enhance parks and improve appearance:

- Continue with lighted handrail project
- Begin a City-wide tree planting project
- Develop plans and begin clearing on the Marshal pond project
- Continue with exposed concrete and paver replacement project

For FY22 to expand parks:

- \$250,000 has been identified for land acquisition
- \$100,000 has been identified for pedestrian/bicycle trails

For FY22 to increase recreation:

- \$50,000 has been identified for working plans for a master plan for the downtown area focusing on recreation.
- \$150,000 has been identified for the creation of new pickleball courts.

Parks and Rec. would propose that we pull the downtown playground (\$200,000) up to FY22 as this is contiguous to the pickleball project. Combining the pickleball project and the playground project with the completed basketball courts would be of great recreational benefit to the downtown area.

It is important that we commit to the working drawings (“master plan”) for the downtown area specifically for recreation, particularly when we seek additional funding at the State level.

Council Input following FY22-26 CIP Workshops

2. Input from Councilman Boyle:

- 2.1. By and large I see nothing in the revised CIP that does not conform to what we had discussed during the CIP Workshops.
- 2.2. There is however one line item that I do not think the Council has discussed and either approved or disapproved. That is line # 154.5, Demolition: 207 S Walnut Street (former DMI) for \$100,000.

Line 154.5 was eliminated from the FY22-26 CIP Document per Councilman Boyle's feedback. Council's decision was to obtain an appraisal and sell the building. If the building did not sell within 6 months, it would be brought back to Council for a decision on demolition.

3. Input from Councilman Baer:

- 3.1. Following is my list of priorities for the CIP (not in order):
- 3.2. Replace all lead service lines completely, meaning all the way to the house. If we only replace lead lines to the property line that will actually make the water worse for the homeowners. Hopefully we can get help from the Biden Infrastructure bill.

In short, the City cannot legally replace lines on private property (from the meter to the house). In order to replace lines on private property legally, we'd have to secure trespass agreements from all affected private property owners, which adds significant costs and time to the project. Funding restrictions of the Biden Bill have not yet been released, but if private line replacement is in scope, we will endeavor to estimating the cost of the additional replacement associated with the Service line installation and reporting back to Council.

- 3.3. Enhance downtown kid-friendly activities with a skateboard park and splash pad near basketball courts.

The FY22 item "Working plans for target improvement areas" will help inform the location of improvements like the splash pad, which itself is contemplated for FY23. The splash pad has been identified in several approved plans of being of benefit to the City. To date, no plan has identified a skateboard park in the downtown. Although the Parks Department is in favor of a skateboard park, further discussion must occur to determine the ideal location. Previously, the City had invested in a skateboard park at the location across from the library; however, it was disbanded due to complaints from the neighbors. Locations can be identified and cost estimates can be obtained and brought back to the Parks and Rec. advisory board and to Council.

Council Input following FY22-26 CIP Workshops

3.4. Sidewalk improvements all around DDD and older sectors of the city.

Staff is largely in agreement with the importance of sidewalk improvements; six streetscape projects are contemplated in the CIP Plan totaling \$1.32 million, though only the North Washington Streetscape project is scheduled in FY22 (Line 135; \$0.2 million). The Plan contains funding in every year for the Sidewalk Connectivity Initiative (line 136 in Streets Department), while the ADA transition plan on line 132, which likewise includes funding in each year of the Plan, will also result in sidewalk improvements at crossings. Staff will be working on a Comprehensive Sidewalk Plan in 2022 to more fully identify needed “missing links” and a plan to address them.

3.5. Parking lot improvements and enhancements in DDD.

Each of the three Parking Lot enhancement Projects have been pulled forward one year as follows:

- Line 147, N. Walnut St/NE Front St Lot: \$140,000 moved from FY23 to FY22
- Line 148, Park Ave Lot: \$60,000 moved from FY23 to FY22
- Line 149, SW Front St Lot: \$115,000 moved from FY24 to FY23

Other parking lot improvement work is underway now. The B/G Club work is out to bid and due back Friday, 5/5/21. Work will begin there as soon as the selected contractor is mobilized.

3.6. Add EV charging spots in downtown, like old M&T Bank parking lot (Walnut & 14).

City Staff was recently briefed on the potential for grant funding for EV charging stations, and follow up will be done to determine whether current funding is available to install EV charging stations. We have added EV charging stations in the Downtown to the CIP. Additionally, EV charging (both private and public) planning will be a priority item for the next Electric Superintendent. In the meantime, outreach efforts (from the team of PW and Econ Dev) will be made to M&T and other property owners of prospective locations. Once interest for several ideal locations is identified, the City will engage with DNREC to utilize the reimbursement program for charging stations.

3.7. One of the two police cruisers purchased each year should be an EV. Currently, I think the Tesla Model Y makes the most sense, especially if we can get a grant from DEMEC to help us lower the price.

City Staff was recently briefed on the potential for grant funding for EV charging stations, and staff will investigate the potential to use renewable energy funding and/or energy efficiency funds to support the partial cost of EVs, whether for the police department or in other city operations and administration.

3.8. Riverwalk paver repairs

\$30,000 is planned in FY22 and FY23 for paver repairs on the Riverwalk.

Council Input following FY22-26 CIP Workshops

- 3.9. Often pickle ball is played on tennis courts, so it would be nice to add some tennis courts close to downtown.

The pickleball community has been vocal, and has presented to the Parks and Rec. Advisory board twice. At this time, it is a recommendation from the Parks and Rec. advisory board to move forward with developing stand-alone pickleball courts to avoid the confusion of playing pickleball on tennis courts due to the additional court striping required. The location downtown by the basketball courts would be a good area for new courts and this has been identified in the FY22 CIP. Parks and Rec. has an agreement with the Milford School District to use the high school courts for tennis, and we hired a new tennis instructor this year with the goal of developing this program at junior levels (currently there is no middle school team). If our tennis program materializes in the coming years, Parks and Rec. will identify locations to develop additional courts.

- 3.10. Outdoor “ice” skating rink that can be setup in late Fall for Winter ice skating at the Washington & 14 parking lot.

Parks and Rec. believes this is a great idea and that we should explore it in greater detail. We have reached out previously to vendors, and a series of initiatives and items unique to the construction of a rink must be coordinated. These include building a base for the rink, installing the rink, skate hire, lighting, staffing, etc. There is a possibility that we could partner with a private company to offset the cost. Parks & Rec would like to see this placed on the FY23 in order to give Parks and Rec. staff time to prepare a cost analysis and operating plan in order to get a “real” cost for the CIP.

- 3.11. Public restrooms near the library.

Public restrooms are included in the CIP Plan (line 219 in Parks & Recreation), though the initiative is slated for FY23 and the location(s) are yet to be determined. The master plan for downtown is the first step in aligning all of these projects so they are planned and constructed in a complimentary and efficient, cohesive manner. Staff agree that a strong need has been established for a public restroom in the downtown, and we look forward to accomplishing it as part of the master plan.

CITY OF MILFORD

NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, May 18, 2021 @ 7:00 PM
City Council Hearing: Monday, May 24, 2021 @ 7:00 PM

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) and time(s) so indicated:

ORDINANCE 2021-05
AN ORDINANCE AMENDING CHAPTER 230 ARTICLE III USE & REGULATIONS
ZONING OF THE CODE OF THE CITY OF MILFORD BY
Removing Paragraph C – Prohibited Uses of § 230-18. - OC-1 Office Complex District

Whereas, one of the many intents of the Zoning Code is to encourage the most appropriate use of land and promote the health, safety, morals and general welfare of the City of Milford; and

Whereas, amendments to the regulations in the Code are needed from time to time; and

Whereas, the purpose of the OC-1 Office Complex District is to provide locations for the development of general and professional offices and office parks in areas of high accessibility and visibility; and

Whereas, and will facilitate the expansion of the City's service industries in attractive environments; and

Whereas, Chapter 230-44 states "any uses not permitted by this chapter" are prohibited; and

Whereas, the language in the prohibited section of certain zoning districts is redundant including § 230-18(C).

The City of Milford hereby ordains as follows:

Section 1: Purpose

The purpose of this Ordinance is to amend Chapter 230 by removing §230-18(C) in the OC-1 Office Complex District.

Section 2. Authority

The City Council has reviewed and considered the recommendation of the City Planning Commission and authorizes the amendment.

Section 3. Chapter 230 Section/Subsection 230-18(C) is hereby amended to read as follows (the strikethrough text represents deleted language):

~~C. Prohibited uses. The following are expressly prohibited in an OC-1 District:~~

- ~~(1) Residences, except those in existence at the time of adoption of this section.~~
- ~~(2) Manufacturing of any kind.~~
- ~~(3) Bulk or wholesale storage or distribution centers.~~

Section 5. Scheduled Dates.

City Council Introduction: Monday, May 10, 2021

Planning Commission Review & Public Hearing: Tuesday, May 18, 2021

City Council Public Hearing: Monday, May 24, 2021

Effective: Ten (10) Days following adoption

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: *Milford Beacon 04/21/2021*

CITY OF MILFORD

NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, May 18, 2021 @ 7:00 PM
City Council Hearing: Monday, May 24, 2021 @ 7:00 PM

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) and time(s) so indicated:

ORDINANCE 2021-06

K&G Associates LLC for a Change of Zone from OB-1 (Office Building) to R-1 (Single Family Residential) on .29 +/- acres of land addressed as 302 Polk Avenue and located between Sussex Avenue and Kings Highway
The Owner/Applicant proposes to convert the former medical office into a single-family detached dwelling.
Tax Map & Parcel 1-30-3.08-067.00

WHEREAS, the owners of the property, as described herein, have petitioned the City of Milford Planning and Zoning Office for a Change of Zone from OB-1 to R-1, to allow a single-family detached dwelling at 302 Polk Avenue; and

WHEREAS, the Change of Zone request is consistent with the Adopted 2018 Comprehensive Plan Future Land Use Maps, as amended, whose designation for the property is Low-Density Residential; and

WHEREAS, the City of Milford Planning Commission considered the application during their meeting on Tuesday, May 18, 2021, at which time interested parties publicly commented on the application allowing an informed recommendation to be forwarded to City Council; and

WHEREAS, Milford City Council held a Public Hearing on May 24, 2021 to allow for additional public comment and further review of the application, after which a final determination was made; and

WHEREAS, as required by Chapter 230, the Public Notice was published in the Milford Beacon on April 21, 2021, and provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this Ordinance becomes effective ten days following the date of its adoption.

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

Section 1. The adoption of this Ordinance hereby grants K&G Associates LLC a Change of Zone from OB-1 to R-1 at 302 Polk Avenue, Sussex County Milford, Delaware, Tax Parcel 1-30-3.08-067.00.

Section 2. Any future use of the property must comply with Article III §230-9 - R-1 Single-Family Residential District of the City of Milford's Zoning Code.

Section 3. Scheduled Dates.

City Council Introduction: Monday, May 10, 2021

Planning Commission Review & Public Hearing: Tuesday, May 18, 2021

City Council Public Hearing: Monday, May 24, 2021

Effective: Ten (10) Days following adoption

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: *Milford Beacon 04.21.2021*

CITY OF MILFORD
NOTICE OF PUBLIC HEARING

Planning Commission Hearing: Tuesday, May 18, 2021

City Council Hearing: Monday, May 24, 2021

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) and time(s) so indicated:

ORDINANCE 2021-07

Owners/Applicant Avery Properties, LLC submitted a Conditional Use petition to convert an existing commercial two-story structure at 27 South Walnut Street into four commercial tenant spaces and three residential apartments in a C-2 District (Central Business Zoning).

Tax Parcel: 3-30-6.20-002.00

WHEREAS, Chapter 230-13(C)(10) states all dwellings other than single-family with a maximum density of 12 units per acre in conjunction with nonresidential use may be permitted subject to the approval of a Conditional Use; and

WHEREAS, Chapter 230-45 states in any and all zoning districts, multiple permitted uses or mixed uses of a property require conditional use approval subject to special requirements; and

WHEREAS, the owners of this property have petitioned the City of Milford for permission to allow a mix of residential and commercial uses at 27 South Walnut Street; and

WHEREAS, the City of Milford Planning Commission considered the application during their meeting on Tuesday, May 18, 2021, at which time interested parties were permitted to publicly comment on the application so that an informed recommendation could be provided to City Council; and

WHEREAS, Milford City Council held a Public Hearing on Monday, May 24, 2021, to allow for additional public comment and review of the Ordinance at which time a final determination was made; and

WHEREAS, as required, the notice was published in the Milford Beacon on April 21, 2021, and provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this Ordinance becomes effective ten days following the date of its adoption by City Council.

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

Section 1. Upon the adoption of this Ordinance, a Conditional Use Permit is hereby granted to Avery Properties, LLC to allow the conversion of an existing commercial two-story structure into four commercial tenant spaces (first floor) and three residential apartments (second floor) on a 0.15 +/- acre site located at the corner of Southeast Front and South Walnut Streets addressed at 27 South Walnut Street, Tax Parcel: 3-30-6.20-002.00, in accordance with the application, approved plans and any conditions set forth by City Council.

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

Section 3. Scheduled Dates.

City Council Introduction: Monday, May 10, 2021

Planning Commission Review & Public Hearing: Tuesday, May 18, 2021

City Council Public Hearing: Monday, May 24, 2021

Effective: Ten (10) Days following adoption

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: *Milford Beacon 04/21/2021*

CITY OF MILFORD
NOTICE OF PUBLIC HEARING

Planning Commission Hearing: Tuesday, May 18, 2021

City Council Hearing: Monday, May 24, 2021

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) and time(s) so indicated:

ORDINANCE 2021-08

Property Owner City of Milford on behalf of Applicant/Equitable Owner Food Bank of Delaware submitted a Conditional Use petition for a new 60,000 square-foot facility, educational outdoor garden space, and 3,0000 square foot resource center on an 11.5 +/- acre site on Lot 4 in Independence Commons.

Address: 102 Delaware Veterans Boulevard; Kent County Tax Parcel: MD-16-173.00-01-02.08-000

WHEREAS Chapter 230-18(D)(1) states that “charitable and philanthropic organizations” are conditional uses subject to special requirements set forth by City Council; and

WHEREAS, the applicant, as described herein, has petitioned the City of Milford for a conditional use permit to allow the Food Bank of Delaware, a 501(c)3 nonprofit, to operate at 102 Delaware Veterans Boulevard in Independence Commons; and

WHEREAS, the City of Milford Planning Commission considered the application during their meeting on Tuesday, May 18, 2021, at which time interested parties were permitted to publicly comment on the application so that an informed recommendation could be provided to City Council; and

WHEREAS, Milford City Council held a Public Hearing on Monday, May 24, 2021, to allow for additional public comment and further review of the ordinance, at which time a final determination was made; and

WHEREAS, the notice as required by Chapter 230, has been published in the Milford Beacon on April 21, 2021, and provided to property owners within 200 feet of the subject parcel; and

WHEREAS, this ordinance becomes effective ten days following the date of its adoption by City Council.

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

Section 1. Upon the adoption of this ordinance, a Conditional Use Permit is hereby granted to Applicant Food Bank of Delaware to allow the construction and operation of a 60,000 square-foot facility, educational outdoor garden space, and 3,0000 square foot resource center on 11.5 +/- acres in Independence Commons Lot 4, addressed as 102 Delaware Veterans Boulevard; Kent County Tax Parcel: MD-16-173.00-01-02.08-000, in accordance with the application, approved plans and any conditions set forth by City Council.

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

Section 3. Scheduled Dates.

City Council Introduction: Monday, May 10, 2021

Planning Commission Review & Public Hearing: Tuesday, May 18, 2021

City Council Public Hearing: Monday, May 24, 2021

Effective: Ten (10) Days following adoption

For additional information, please contact Rob Pierce in the Planning & Economic Development Department either by e-mail at RPierce@milford-de.gov or by calling 302.424.8396.

Advertised: *Milford Beacon 04/21/2021*