



Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

CITY COUNCIL AGENDA

Monday, April 11, 2022

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council Meetings and Workshops will be held in the Council Chambers at City Hall. Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a Ⓢ. Virtual attendees may alert the City Clerk that they wish to speak 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. Those attending in person may comment when the floor is opened for that purpose.

All written public comments received prior to the meeting will be read into the record.

*This meeting is also 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*

7:00 P.M.

COUNCIL MEETING

Call to Order – Mayor Arthur J. Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Introduction/New City Employees

Proclamation 2022-07/Public Safety Telecom Week

Proclamation 2022-08/Lineman Appreciation Day

Staff Reports

Monthly Police Report

City Clerk Report

Monthly City Manager Report:

Public Works Department

Planning & Zoning Department

Parks & Recreation Department

Human Resources

Economic Development & Community Engagement

IT Department
Finance Department

Ward Reports & Communications

Correspondence

Unfinished Business

Authorization/Funding/Chamber of Commerce/Riverwalk Freedom Festival

Authorization/Funding/Downtown Milford Incorporated/Ladybug Festival

New Business

Request/Recommendation/Walnut Street Calming Device*

Presentation/Capital Improvement Plan

Introduction/ORDINANCE 2022-16

Application of Ribera Development LLC on behalf of Legal Owner Michelle E. Gardner/Trustee of Stephen G. Draper; Westwood Subdivision for the Planned Unit Development and Preliminary Major Subdivision of 130.50+/- acres of land, in an R-2 Residential Zoning District; Property is located on the north side of Williamsville Road approximately 2,300 west of the ST 14 and US Rt 113 Intersection in Milford, Delaware; Present Use: Vacant; Proposed Use: Planned Unit Development; Tax Map: MD-16-182.00-01-11.00 thru 21.00

Introduction/ORDINANCE 2022-17

Application of Food Bank of Delaware to amend the previously approved Conditional Use permit of 11.50+/- acres of land in an OC-1 (Office Complex) Zoning District; Property is located on located along the west side of Delaware Veterans Boulevard within the Independence Commons Business Park; Address is 102 Delaware Veterans Boulevard, Milford, Delaware; Present Use: Vacant; Proposed Use: Charitable and Philanthropic Organization; Tax Map: MD-16-173.00-01-02.08-000

Introduction/ORDINANCE 2022-18

Application of Vincent Olsen for a Conditional Use Permit

0.163 +/- acres located along the east side of S. Walnut Street between SE Second Street and Barker Street; Address is 213 S Walnut Street, Milford, Delaware; Comprehensive Plan Designation: Low Density Residential ; Zoning District: R-2 (Residential District); Present Use: Single-Family Detached Dwelling; Proposed Use: Same with Accessory Dwelling Unit; Tax Parcel: 3-30-6.20-053

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.**

© Designated Items only; Public Comment, up to three minutes per person will be accepted.

102021 123021 021422 021722 030122 031422 033022 040122 *040522 Late Info Received from CM
040822Agenda Items Rearranged



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

The Pledge of Allegiance

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

CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
February 14, 2022

The City Council of the City of Milford convened in a virtual Workshop Session on Monday, February 14, 2022 beginning at 6:33 p.m.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

Council Liaisons/Three + Councilmembers

City Manager Whitfield presented the Council Liaison appointments:

<u>Departments</u>	<u>Staff</u>	<u>Councilmembers</u>
Public Works	Mike Svaby	Jason J, Dan M
Planning/Zoning/Code Enforce	Rob Pierce	Mike B, Andy F
Police	Kenneth Brown	Mike B, Andy F
Finance & Budget	Lou Vitola	Jason J, Dan M
Community & Econ. Dev	Sara Pletcher	Brian B, Andy F
DMI & Chamber of Com.	Sara Pletcher	Todd C, Nirmala S
Parks & Recreation	Brad Dennehy	Brian B, Katrina W
Information Technology	Dale Matthews	Todd C, Nirmala S
Annexation Committee	Mark W & Rob P	Mike B, Katrina W, Todd C.
Executive	Mark W & Terri H	Archie C, Jason J
Cemetery	Mark W & Brad D	Archie C, Brian B

Mayor Campbell shared that with doing away with committees, the liaisons would be assigned to staff members to work with. The City Manager said the plan is to have those Councilmembers meet with the staff members, as noted, on various matters they would bring back to City Council for later action.

When asked the protocol, City Manager Whitfield explained that when department heads have items they want to bring forward to Council for action, they would ask for the liaisons feedback prior to it being placed on a Council agenda. They will initiate the contact and if a councilmember has an issue, they want the department head to address, he prefers it go through the City Manager. However, a meeting can be arranged with staff to discuss those items.

FOIA Requirements

The City Manager noted that the second item on the agenda has to do with FOIA requirements and came out of a request when Councilmembers were given follow up assignments at the Council retreat. There were several groups formed at the retreat to address unresolved items and were given homework on how to accomplish. When these follow-up informal meetings were being scheduled, Solicitor Rutt raised some concern that three or more councilmembers meeting to discuss City business becomes an official meeting under the FOIA statute and agendas, minutes must be prepared, in addition to the public invited to oversee what occurs.

Solicitor Rutt said the issue is what constitutes a quorum when reviewing 29 Del Code §1002(J). Under the Milford Charter, a quorum of council is five members. If five members are present, three would constitute a quorum. When three people meet with the intent to discuss a problem or how to resolve something, that becomes an informal meeting, and three

members make a quorum under the charter. Two people cannot transact business, but three would be transacting public business. That requires the notice requirements, recording/minutes, etc. is required and it becomes a public meeting.

In terms of the homework assignment, there is a need to be careful and it appears to fall under FOIA.

It was explained that councilmembers and the City Manager and City Clerk were separated into groups of three and given different topics of interest to the City. The groups then met and were directed to come with strategy on how to accomplish it. The homework portion involved a 30-day window follow-up, and then a 90-day completion period.

Solicitor Rutt said the homework assignment involved an ad hoc or informal committee to investigate a certain matter. In that situation, an agenda needs to be posted, minutes kept, and the meeting must be open to the public. It is the same scenario as a special committee of citizens assigned to a specific purpose, such as the group who worked on the bicycle master plan. Regardless of whether it is three councilmembers or two councilmembers and a staff member, or all residents, they still have a mission or are given a task, and the group becomes an ad hoc committee, and it falls under FOIA.

The agenda, whether it is a council meeting or workshop, needs to include the items that will be discussed so the public is provided the information in advance.

He emphasized that a group discussing public business, for the benefit of the City or to be brought back to Council for later action, needs to be considered a committee. A committee of one person is the only exception. A committee of two persons meeting to discuss public business that will have a result is considered a committee under FOIA.

The Solicitor suggests erring on the side of complying with FOIA whenever public business is gathered or decisions are made and to prepare under FOIA.

Councilman James suggests revisiting the liaison situation, as he believes that is the same situation in his opinion. The liaisons are going to be meeting with staff, discussing items that will be brought back to council.

Solicitor Rutt noted there are numerous Attorney General opinions regarding various FOIA scenarios, and he will create a memo to Council about what can and cannot be done.

Councilmembers James and Fulton both agree there is nothing with complying with FOIA and they would rather be legal, then later find out there has been a mistake made.

It was agreed that any tasks given at a future workshop/retreat, will need to be determined in that public setting on the same day.

In addition, the format that has been used in retreats will need to be changed to ensure compliance with FOIA.

Council Rules of Procedure

City Manager Whitfield explained that the packet includes a proposal for an amendment to Councils' Rules of Procedures to move the monthly finance report from the first meeting to the second meeting of the month. It also provided an opportunity to look at some additional items that may need to be changed.

Under the executive session, there is the word deliberations which needs to be stricken from workshops and executive sessions descriptions.

An additional item states committee chairs can place items on the agenda. With committees being eliminated, that language can be removed as well.

Another matter to be discussed is public hearings. Mr. Whitfield shared that a lot of municipalities turn public hearings over to the Solicitor to run rather than the Mayor or the President of the Council. That is something Council may want to consider because it is a judicial procedure and having the Solicitor run the hearings might be advantageous to make sure we stay within legal boundaries.

A few councilmembers have also referenced public comments and whether a public comment period should be added to the Council agendas. He is aware that previous Councils have discussed this at length, but it has not been discussed in a while and may need to be considered, including hearing public comments on items that are not on the agenda.

Councilmember James prefers getting an opinion back from Solicitor Rutt before any of these decisions are made. Councilmember Boyle recommends waiting until these changes can be thoroughly reviewed first, in addition to the other rules currently in place.

It was agreed to add the procedural rules to a future workshop agenda.

There being no additional items on the agenda, the Workshop concluded at 7:07 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
February 14, 2022

The City Council of the City of Milford met virtually in Regular Session on Monday, February 14, 2022.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

Per the Declaration of a Public Health Emergency issued by Governor Carney on July 13, 2021, and the virtual meeting provisions as provided in Senate Bill 94, Milford City Council and participants met in a hybrid format.

CALL TO ORDER

Mayor Campbell called the meeting to order at 7:08 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the November 8, 2021 Finance Committee and Council Meeting, November 22, 2021 Workshop, December 13, 2021 Workshop Session and Council Meeting. With a minor name change, motion made by Councilmember Boyle, seconded by Councilmember Fulton. Motion carried.

RECOGNITION

Introduction/New Employees

Public Works Director Mike Svaby introduced two new employees hired on January 17, 2022.

Brian Jester lives in Milford. He came to us from DeIDOT and will fill the equipment operator in the Streets and Utility Divisions. Billy Proctor from Felton was hired as an equipment operator in the Solid Waste Division.

STAFF REPORTS

Monthly Police Report

Councilman Boyle provided the Police Report on behalf of Chief Brown:

Chief Brown added that on January 21, 2022, he promoted Lieutenant Edward Huey to Captain, Sergeant Dwight Young to Lieutenant, and Senior/Corporal Shawn Brittingham to Sergeant. He said it was a smooth transition for all three and his employees seemed very pleased with those changes.

Mayor Campbell suggested that Chief Brown have something for Retired Gary Bailey because of the number of years he spent in Milford. He recommends that Council attend and provide their gratitude for his service.

Councilmember Wilson reported that she has been contacted by a group who wish to provide some assistance to the homeless in Milford. She informed them she would provide Chief Brown with the information to obtain some assistance from the police should he feel that would be appropriate.

She also received some information about some potential drug sales at a new location that she will provide Chief Brown. Councilmember James commented on the Behavior Health Unit adding that the cumulative report that was added provides a bigger story. The diversions from arrest and from having our officers spend hours in the emergency are huge because these people are now getting the proper help and not applying a criminal charge to someone that needs help regardless of it is mental or some form of addiction.

Mayor Campbell noted that Chief Brown gives out items to the homeless people to help them. Chief Brown reported that the Behavior Health employees have been a great help with the homeless and are overseeing those services.

Councilmember Boyle suggested contacting the Brandywine Counseling who provide meals and items for the homeless. Councilmember Wilson agreed adding that the focus is on the hours that Brandywine is closed each night and on weekends.

Councilmember Boyle moved to accept the Police Report as presented, seconded by Councilmember Wilson. Motion carried.

Monthly City Manager Report

- Public Works and Parks & Recreation crews were busy with two major storms that hit Milford during January – Monday January 3 and Saturday January 29. Crews finally were able to use the large snowplow trucks purchased over the last three year. We received a few complaints regarding missed streets, and had several power outages during the January 3 storm, but overall, crews were able to keep streets and roads passable during the storm, and had streets cleared within a day or two after the storm.
- The January 3 storm was particularly difficult due to the change over from rain to snow. It was nearly impossible to apply deicing materials prior to the snow since the rain would wash it away before it could be activated. This caused a hard pack to form on the roadways, that became nearly impossible to remove. Both the City and the State had the same issues. Additionally, staff shortages (Covid and vacancies) coupled with multiple power outages that took people away from snow removal, challenged crews throughout the day. We attempted to collect Friday's refuse route on Monday (due to the NYD holiday on Friday), however, after one truck slide into a mailbox, it was decided to suspend service due to safety concerns. The containers were collected on Tuesday. Then, to make matters worse, we had to sewer pump failures at the Washington Street pump station around 7pm Monday night. By noon on Wednesday, most all snow removal had been completed, including City sidewalks, and all other issues had been resolved.
- Melody Barger did an excellent job filling in for Sara Pletcher with various social media posts regarding the loss of power and the snowstorm as well as refuse collection issues during the January 3 storm. Despite having a vacation day on Monday, Melody jumped in and helped where she could.
- We received word that Sussex County will be providing a grant from their RTT monies to the City. The grant will be for \$500,000 and must be a matching grant. State Law subjects the use of RTT monies for certain things, which we will need to comply with.
- I attended a DEMEC workshop on electric rate design.
- Staff continues to meet regarding the sidewalk master plan. We will present to Council this Spring.
- We are altering our Sick Leave Policy to give employees with less than 2 years with the City, the ability to use sick time advanced to them. The sick time will be "paid back" as they earn in the future. We have several new employees hit by COVID that have been affected by extended time off.
- The new Council chairs are to be delivered in early February
- Jamesha Williams is now on maternity leave. During her absence, Jon McDowell will be filling in. Jon is a retired HR professional who previously worked for the State of Delaware and Bayhealth.
- I attended the monthly Executive Board meeting of the Chamber of Commerce
- Brad, Rob and I met with Matt Spong regarding his work on the Deep Branch Greenway.
- Rob, Sara and I met regarding the Industrial Park.
- I attended the Delaware Chapter of APWA meeting via Zoom.
- Mayor Campbell, Brad Dennehy and I attended the Milford Community Cemetery Board meeting.
- 207 South Walnut Street (the former DMI House) has been deeded from the City to David Mills, the new owner.

- We continue to struggle with staffing issues due to the Covid outbreak. The outbreak has hit vaccinated personnel as well as unvaccinated.
- We closed the buildings to the public for the month of January and February, primarily due to the Covid surge. Employees who can work from home can do so.
- Jamesha and I met with our labor attorney on a personnel issue.
- Most of Council, the Mayor, and numerous staff attended the SCAT dinner at Benvenuto. Kudos to the Mayor, Terri and Katrina for putting on a very successful event.
- The Mayor, Vice Mayor, Mike Svaby, Chief Brown, Lou Vitola, and I met with Becker Morgan and Robert Y Johnson regarding the Police Station project.
- Councilman James, Lou Vitola, and I met to review the monthly Finance Report.
- The Mayor, Councilman Boyle, Mike Svaby, and I attended the Police Citizen's Advisory Committee meeting.

Public Works Department

Director's Office

1. Attended monthly Kent County Sewer Advisory Board Budget Subcommittee Meeting
2. Worked with Becker Morgan Group and RY Johnson with prep for Police Building Bid Advertisement and attended Citizens Advisory Council Meeting for PD Building
3. Participated in interviews for Arborist (2 candidates)
4. Participated in TMC and County Bridge calls in prep
5. Conducted Sexual Harassment Prevention Training in participation with DeIDOT
6. Met twice in planning for EV Charging Station buildout for weather readiness and snow removal
7. Attended ICMA Leadership Training

Engineering Division

1. Completed Stormwater install on Fisher Ave
2. Began test pitting on NE 2nd and North Street for Lead Service Removal
3. Completed water main pressure testing at Cypress Hall and Deep Branch Commercial
4. Issued Sidewalk Notices and are continuing to follow up with owners and
5. Completed initial draft of as-built submittal checklist for conditional acceptance

Public Services Division - Streets/ Utilities/Water/Sewer/Solid Waste Section

1. Prepped equipment for snow removal
2. Cleared streets and sidewalks during and 3 days after both storms
3. Repaired water leak on Roosa Road.
4. Prepared Annual 2021 water reports for Delaware River Basin Commission and DNREC and submitted them electronically

Electric Division/Tech Services

1. Repaired fiber line on site at Bayhealth and billed Bayhealth for cost of repairs.
2. Finalized testing and formalized promotion recommendation from Ground Tech to Line Tech, 3rd Class for Landon Werner.
3. Reviewed plans for Front Street Streetscape project and undergrounding of utilities
4. Prepared consolidated report and analysis of existing Photovoltaic System inventory

Planning & Zoning Department

- During the first month of the 2022 calendar year, the City issued 4 new residential construction permits. The total construction investment in Milford for January 2022 based on issued building permits was \$960,139.
- The City of Milford has seen 111 projects with a committed investment of over \$24.7 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 \$2.64 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$515,000 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 will review two conditional use site plan applications and a standalone conditional use application at the February meeting. First Baptist Church of Milford has submitted for an amendment to their site plan for the expansion of the parking lot area and William Allen Property Management has submitted a preliminary application for the construction of two commercial buildings on a vacant lot along the east side of Silicato Parkway. The standalone conditional use application is for a professional home occupation for lands of Shelley Maloney on E. Clarke Ave.
- The Board of Adjustment will review two variance requests at the February meeting. The first is related to an exceedance of the allowable fence height and the second is in regards to allowing loading operations in the front yard area of a commercial property currently used for warehousing.
- Staff submitted the 2022 Amendment to the 2018 Comprehensive Plan to the State of Delaware Office of State Planning Coordination. The Preliminary Land Use Service (PLUS) meeting is scheduled for later in February. Public meetings will be held in the future once comments are received from the State.
- The City provided plan review comments for the resubmission for the preliminary site plan application for the redevelopment of the Buccaneer Carwash site on N. Dupont Boulevard.
- The City provided the findings of the utility feasibility study request for 1018 Properties, LLC for the redevelopment of
- Staff reviewed and approved several minor subdivision or lot line adjustment applications during the month of January.
- The City provided plan review comments for the resubmission for the Cypress Hall Phase III Preliminary Major Subdivision and revised Planned Unit Development applications.
- Staff received a preliminary site plan application for Cascades – Phase II for the construction of 66 apartment units.
- Staff received a preliminary major subdivision application for Red Cedar Farms located east of Bucks Road for the construction of 200 single-family detached dwellings.
- Staff received a final site plan application for the Milford Police Station.
- A workshop will be held with City Council on February 23, 2022 to continue the discussion of a proposed building code update from the 2012 IRC/IBC to the 2018 version, including the potential requirement for residential sprinklers in new construction. Staff has invited representatives from the Carlisle Fire Company, Delaware Sprinkler Coalition, State Fire Marshal's Office and the Delaware Homebuilders Association.
- The Planning Director and City Engineer are working on compiling information related to the sidewalk master plan and will present material to City Council at the February 23, 2022 workshop.
- Rental, contractor's and business license renewals continue to be processed for the 2022 calendar year.
- Code Enforcement Officials completed their annual reports showing the code cases closed during the 2021 calendar year. A copy of the report is in the City Council packet and on the City's code enforcement website.
- 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.

Parks & Recreation Department

- The Department continued with Covid-19 precautions with social distancing, mask wearing and enforcing non-vaccinated staff get weekly testing.
- Weekly trash pick-up continued through January of all municipal owned trash receptacles by Park staff.
- Preparations were made for two large snowstorms including getting snowplows and snow removal equipment ready for the areas Parks and Recreation maintains during snow events.
- Two considerable snow events occurred during January, which resulted in park staff working both after hours and at the weekends, during the storms and the resulting clean up afterwards.
- As a result of a citizen concern regarding pedestrian bridges being slippery in the first snowstorm, in the second snow as a precaution all the pedestrian bridges were closed.
- Following the second snowstorm all the pedestrian bridges were cleared of snow with small equipment.
- Three vehicles were sent to the mechanic during January for servicing.
- Basketball goals were transferred over to the Boys and Girls Club, in preparation for instructional basketball. Soccer goals were transported to the Boys and Girls club for indoor soccer.
- Park Superintendent Ralph "RJ" Skinner volunteered to assist with the coaching of instructional basketball. "RJ" has assisted before with our basketball program, and it is good to see him helping again to develop the next generation.
- All the holiday greenery and garland were removed by park staff.
- Christmas lights and decorations were removed from the downtown and put back in storage.

- The small white lights will remain in the trees on Walnut street in the downtown until the time change occurs in the spring.
- There were several tree limbs which fell during the storms, and park staff removed 6 small dump truck loads out of City Parks.
- An inventory of coconut liners for the lampposts was conducted and additional liners were ordered for the spring planting.
- Snowstorms meant basketball and soccer games had to be cancelled, but those games will be made up.
- Current recreational activities include youth basketball practices and games, indoor soccer, instructional wrestling, and an adult open gym for basketball. COVID continued in January to dictate the wearing of masks for all players, coaches, and spectators.
- There is full registration for Taekwondo which will begin in February.
- A community survey was emailed to families and placed on social media to gather information about our programs. We want to continue to provide relevant recreational opportunities to our community. We have got some good and helpful feedback from our survey.
- Recreational staff are looking towards the spring in developing new programs.
- Director met with City Manager, City Planner, and landscape design architect to review the Deep Creek/Herring Branch greenway.
- Director participated in interviews for the arborist position, an offer was made to one candidate, but it was declined by the candidate. The position continues to be vacant and we continue to seek a suitable candidate.
- Director hosted a public input session to gain public feedback on the downtown playground, pickleball courts, and lighted handrail. This was also presented to Council for approval in January.
- Director attended the quarterly Milford Community Cemetery meeting.
- Director met with potential new contractors for the Milford Community cemetery grass cutting which will be put out to bid in February.
- Director attended the monthly and weekly WIIN collation meetings.
- Director attended a meeting with the potential owner of the old Fire house to discuss potential improvements to the Riverwalk.

Human Resources

HR Administrator Jamesha Williams is still out on leave. Jon McDowell continues to fill in for her and is addressing items as needed.

Economic Development & Community Engagement

Economic Development

- Continuing to finalize the growinmilford.com economic development website. March 1 launch date.
- Attended Delaware Site Readiness Fund Information Session and completed Level 1 application draft. Deadline is Feb. 18 for up to \$100,000 grant for Industrial Park planning.
- Met with Linda Parkowski and Planning Director for newly established quarterly KEP & COM meetings
- Met with City Manager and Planning Director to discuss industrial park master plan
- UD DATI Office is leased and renovating at Milford Wellness Village
- Met with Milford Public Library Board regarding potential downtown investment and DDD funding
- Met with City Manager, Planning Director, City Solicitor, and potential industrial park partners

Community Engagement

- SeeClickFix (MyMilford) web portal launched on Jan. 20. Eight citizen reports through the end of January. App will launch in February. Concept to fruition in five months at Council's direction to find a community engagement tool sooner than the Tyler ERP implementation.
- Attended Parks & Recreation Public Input Session regarding Riverwalk lighting and playground
- Winter Storm planning (Jan. 28-29) and communication

Meetings/Trainings

- Attended DMI Economic Vitality Committee monthly meeting
- Attended HBA Nuts & Bolts Meeting

- Met with Public Works and Planning teams to discuss public EV Charging Stations – potential locations and funding sources
- Attended Kent County Tourism Board Meeting
- Attended two WIIN meetings – one with the small planning group and one with the full Coalition
- Attended monthly SEDAC meeting

Social Media/Website

- January 2022 Insights:
 - City of Milford Facebook: 68 new likes (total: 2,441); 22,757 reached; 1,301 post engagement
 - Parks & Rec Facebook: 18 new likes (total: 2,553); 12,494 reached; 443 post engagement
 - Instagram: 53 new likes (total: 891); 619 accounts reached; 49 accounts engaged
 - Twitter: 8 tweets, 1,619 impressions, 556 profile visits, 2 mention, 1,329 followers
 - Website: 92,922 users; 98,844 sessions; 32,703 pageviews (25,773 last month)
 - Note: CivicPlus changed analytic providers from Piwik to Google Analytics on Jan. 1, so descriptor names changed and comparative #s from Dec. are not available
 - ChatBot: 89 self-service resolutions; 61.8% self-service resolution rate; \$445 cost savings
 - MyMilford: 13 issues created; 10 issues closed; Average Days to Close: 2.2

Email Campaigns

- Jan. utility newsletter to customers who receive e-bills (3,670): 46.2% open
- Jan. business newsletter (audience: business license holders, 608): 35.1% open

Press Releases & Coverage

- City of Milford Residents to Receive Survey (Jan. 21)
 - MilfordLIVE: City of Milford Residents to Receive Survey (Jan. 21)
 - DE State News: Milford to survey residents on improving quality of life (Feb. 2)
- City of Milford Preps for Winter Storm (Jan. 28)
 - DE State News: City of Milford crews prepare for Friday and Saturday snowstorm (Jan. 28)
 - MilfordLIVE: City of Milford provides tips for winter storm (Jan. 29)

IT Department

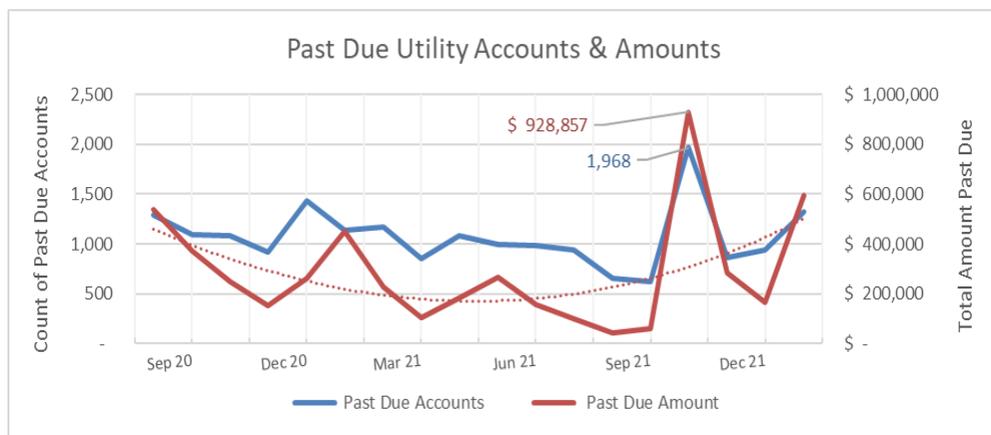
- Security:
 - Two-factor authentication has been implemented, and the related policy has been reviewed and approved.
 - Phishing tests are scheduled. Individuals who fail the tests will be prompted to complete additional training.
- M365 and Cloud:
 - Now that we have migrated our shared files and email, we will focus on providing training to end-users and improving processes.
- Council Livestreaming:
 - Network upgrades have begun, and we are identifying hosting options for livestreaming and council video archives.
- Policies and Procedures:
 - Update: additional policies are under review (Acceptable Use, Use of Data). We are expanding this project to ensure we cover a broader scope of policies. Rather than declare completion, we will provide links to policies and procedures as they are approved.
- ERP Implementation:
 - The ERP kick-off has been moved to March, starting with Finance.
- Network:
 - Due to vendor resource and scheduling issues, Comcast had to push the fiber upgrade back to February. In addition to the fiber upgrade, we are redesigning the network topology. This redesign will improve network performance and reliability.

Finance Department

- Monthly Financial Reporting (*Starting in 2022, Reports will be Posted the Immediately Following Month*)
 - The Finance Report for the period ended 12/31/21 was distributed to Council the second Council meeting in January, though Council approval is required in February

- The Finance Report for January will be distributed with the packet materials for the second Council meeting in February pending updated Council procedural guidelines
- Training and Improvement Efforts
 - Sandra Peck attended training related to the US Treasury’s ARPA Final Rule
 - Katti Murphy completed Payroll & Human Resources Training through the DE Pension Office
 - Suzannah Frederick worked with AMP (American Municipal Power, the City’s AMI Contractor) to improve the leak detection and reporting processes. While we have improved in 2021, we have room for improvement, especially in the areas of automatic notification and false positive commercial leak detection
 - Several staff participated in SeeClickFix training as we prepared for the launch
 - The City Manager and supervisors of customer-facing departments met to discuss process improvement initiatives
- Workshops and Council Presentations
 - Suzannah Frederick presented a Customer Service Operations Update to Council on 1/26/22
 - We look forward to updating Council with similar workshops at least annually to expand on the statistical reporting included in this report each month
- Staffing
 - Last month, I was happy to report that the Customer Service Team reached full staffing
 - Unfortunately, we are once again recruiting for a recently vacated position in Customer Service
- Police Facility Project – Planning and Design
 - The USDA Financing Application Process remains underway
 - Becker Morgan is preparing segments of the application related to environmental, architectural and design components, with staff support
 - The Public Works and Finance teams are coordinating efforts to comply with project inspection, construction manager engagement review and long-term budgeting requirements of the application
- FY21 Audit Process
 - Having fallen behind on the audit process due to staffing challenges, we continue working on the audit requirements and look forward to completing and publishing a successful audit, which has emerged as the department’s highest priority
 - We plan on presenting a draft of the financial statements and reporting package to Council on 2/23/2022
- EfficiencySMART (Another AMP Offering through DEMEC)
 - The City renewed its engagement with EfficiencySMART last March for a three-year period
 - Finance Staff Reports will include periodic updates on the progress in Milford (enclosed)
- Billing & Customer Service Department

The graph below exhibits past due accounts and balances over the last six quarters:



- We lost ground in January following two months of improvements:
 - January’s regression was attributable entirely to cold weather throughout
 - The dollar amount past due (solid orange line) is higher than the average for graphed periods and higher than last January

- The count of accounts having any amount past due (blue line) is likewise higher than the average over all periods but lower than last January
- A breakdown of property taxes outstanding follows below with differentiation between the current tax levy and previous tax levies.
- The past due amounts compare favorably in total to the past due amounts reported one year ago :

Property Tax Levy	Past Due (\$000) as of:			
	11/1/21	12/1/21	1/3/22	2/1/22
2021 (FY22)	\$279	\$189	\$145	\$131
2020 & Prior	\$213	\$185	\$173	\$172
Total	\$491	\$374	\$319	\$303

Property Tax Levy	Past Due (\$000) as of:			
	11/5/20	12/11/20	1/8/21	2/1/21
2020 (FY21)	\$229	\$133	\$108	\$102
2019 & Prior	\$250	\$230	\$221	\$218
Total	\$479	\$362	\$329	\$321

The \$172,000 reported in the FY22 (Maroon) table in the “2020 & Prior” row as of 2/1/22 excludes \$21,560 in code enforcement amounts transferred to the property tax system during January 2022 to retain comparability by showing only property tax levies

Councilmember Wilson moved to accept the Monthly City Manager and Staff reports, seconded by Councilmember Boyle. Motion carried.

Councilmember James suggested the City Clerk be given the opportunity to report on her department each month. He said Council does not afford the same opportunity to the City Clerk as the Police Chief and the City Manager.

City Clerk Hudson agrees with Councilmember James stating she is very happy to provide information on what her office has done throughout the month.

WARD REPORTS & COMMUNICATIONS

Fourth Ward

Councilmember Wilson again asked if something can be done with the condition of the Food Lion Shopping Center because of the damage and problems it is creating for customers. She noted that it is getting worse and is dangerous to pedestrians and vehicles. Other councilmembers agreed and asked that it be addressed.

Planning Director Pierce said it is owned by the Milford Movie Theater and he has organized the other properties the financial plan to make those repairs. He is trying to hire some contractors though they are having problems because of the cold temperatures.

CORRESPONDENCE

Mayor Campbell said he is getting a lot of compliments about the SCAT dinner and how it was one of the nicest dinners the other Mayors and Councilmembers have attended.

UNFINISHED BUSINESS

Re-Introduction/Ordinance 2021-27/City Code Part II-General Legislative/Chapter 230 Zoning Code/ Article VII-Board of Adjustment

Planning Director Pierce introduced the ordinance that is an amendment to the Zoning Chapter adjusting the Board Members' compensation. It was introduced a couple months ago, though Planning Commission must review and make a recommendation to Council who will hold a public hearing on February 28, 2022.

Adoption/Ordinance 2022-10/Chapter 68/Voter Registration Code Update

City Clerk Hudson reported this ordinance will amend the Chapter 68 of the City Code Voter Registration. As has been discussed, Milford has maintained its own voter registration roles for the past many decades and before she was hired as the City Clerk. There have been many discussions about an easier process for our residents.

She has been working with several vendors and reviewed a number of software programs, have worked with the Department of Elections and the State Election Commissioner, as well as Sussex County Election Office. There have been changes in the administrative positions in both the Department and County Office. There has also been upgrades to electronic equipment over the past couple of years.

It is finally at the point, where transferring over to the State registration lists can be done. With the help of City Engineer James Puddicombe and GIS Analyst Zach Lawson, it is going to come to fruition. They have accepted the task and have given her the impression that it is going to be a much easier process than was originally thought.

She thanked Mr. Puddicombe and Mr. Lawson who are already working and are at the point where the list of voters is now being divided into ward. That means they have already gone beyond the separation point of residents and nonresidents. Though this appears to be a very simple ordinance, she hopes it has a big impact on future elections and in particular, voter turnout.

Councilmember Fulton thanked Mrs. Hudson for her hard work and appreciates what has been done.

Mayor Campbell opened the floor to public comment; the floor was then closed.

It was noted the final version of the ordinance was not included in the packet and Section 68-7 was updated, as was requested by the City Clerk during the final review. Councilmember Fulton moved to approve the amendment, seconded by Councilmember James. Motion carried.

Councilmember Marabello moved to adopt the final version of Ordinance 2202-10, as amended, seconded by Councilmember James, which reads as follows:

ORDINANCE 2022-10
Chapter 68 VOTER REGISTRATION

WHEREAS:

The Code of the City of Milford is hereby amended to rescind Chapter 68 Voter Registration in its entirety;
This will eliminate the need for qualified residents to register at Milford City Hall and will updated the registration process to align with Delaware Code Title 15-Elections Chapter 75 Municipal Elections;
Delaware Code Title 22-Municipalities Chapter 8 home Rule, enacted in December 1961, prohibits a municipality that permits nonresident persons to vote in a municipal election from eliminating or limiting the right of nonresident persons to vote;
This ordinance will incorporate the desire of the City Council to utilize the Delaware Department of Elections' voter registration system, beginning with the Annual 2022 Municipal Election and continue with a separate registration for qualified non-resident property owners as was ratified in July 2010.
The language that currently exists in Chapter 68 will be rescinded (strikethrough) and replaced with the new text shown in italics.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILFORD:
Section 1.

Amends Chapter 68 Voter Registration

Section 68-1. Registration.

Except as provided in the City of Milford Charter and Chapter 68 of the City of Milford Code, the registration of voters in the city shall be governed by and conducted in accordance with the provisions of Title 15 of the Delaware Code.

Section 68-2. Qualifications.

A. Resident of the City

A resident of the City of Milford, to qualify to register, shall be a citizen of the United States, shall have been a resident of the city for a period of 30 days prior to the registration deadline and shall be 18 years of age or older prior to the date of election.

B. Non-Resident of the City

A non-resident of the City of Milford, to qualify to register, shall be a citizen of the United States, shall own real property within the City of Milford at least 30 days prior to the registration deadline and shall be 18 years of age or older prior to the date of the election.

C. Legally Created Entities

A Corporation, Partnership, Limited Partnership, or other legally created entity is prohibited from registering and voting as a non-resident property owner unless the property within the City is titled in an individual name.

Section 68-3. Procedure.

The City of Milford Annual Municipal Election must be conducted under Subchapters IV and V, Chapter 75 of Title 15 of the Delaware Code.

Section 68-4. Requirements.

No person shall vote, or be allowed to vote, in any City of Milford Municipal or Special Election to fill the vacancy of an elected official, or at a referendum, unless such person is properly registered to vote for state elections in accordance with Title 15 of the Delaware Code, remains a permanent resident within the jurisdiction of the City of Milford (15 Del. C. § 1101 et seq.), or is otherwise qualified to vote as required in Article I and Article II of the City of Milford Charter.

Section 68-5. Voter Identification and Signature.

Persons appearing to vote shall present proof of identity and address. Once determined eligible, voter shall print their legal name, address, ward number and record their signature on the appropriate election document prior to voting.

Section 68-6. Transfer of registration records.

A. When the boundaries of an election ward are changed, the City Clerk shall cause to have transferred the permanent registration records of registered voters whose voting wards have been changed into the appropriate election ward record. Each registrant shall be notified of the transfer by regular mail.

B. The registration of any voter shall not be invalidated nor shall the right of any registered voter to vote be prejudiced by any error in making transfers of the registration records.

Section 68-7. Registration deadlines.

A. In accordance with 15 Del. C. § 7550(d) the City Clerk shall close all registration records 30 days prior to the date of the regular election. Resident voters defined in Section 68-2(A) shall be required to have properly registered with the Department of Elections to be permitted to vote at the following regular election. Non-resident voters as defined in Section 68-2(B) shall be required to have registered with the City Clerk of the City of Milford to vote at the following regular election.

B. Special elections. In accordance with 15 Del. C. § 2037 and § 7550(d), the city clerk shall close the registration records 10 days prior to the date of a special election and only those voters properly registered at that time shall be entitled to vote at the following special election. If the deadline falls on a Saturday, Sunday or holiday, the deadline shall be the next day that is not a Saturday, Sunday, or holiday.

C. The registration records of the city shall remain closed until the day after the regular or special election.

Section 68-8. Custodian of registration records.

The City Clerk shall be the custodian of the permanent registration records. The removal of registration records from City Hall shall be done only with the express consent of the City Clerk.

Section 2.

Dates.

Introduction: January 24, 2022

Adoption: February 14, 2022

Effective: February 24, 2022

Motion carried by unanimous vote with no one opposed.

Adoption/Resolution 2022-02/Amended Council Rules of Procedure

City Manager referenced the resolution to amend the Council Rules of Procedure to move the Finance Report to the second meeting of the month. That will provide a more updated report, based on the last month.

Mayor Campbell opened the floor to public comment. No one responded and the floor was closed.

Councilmember Marabello moved to adopt Resolution 2022-02, seconded by Councilmember James:

RESOLUTION 2022-02
AMENDING MILFORD CITY COUNCIL RULES OF PROCEDURE

WHEREAS, Resolution 2018-01 was approved on February 12, 2018, adopting the Milford City Council Rules of Procedure, and

WHEREAS, Council has requested the Finance Director to provide the most up to date Financial Report, and

WHEREAS, the Finance Director can produce a Finance Report for the immediately preceding month by the fourth Monday of the month.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Milford, during a lawful session duly assembled on the 14th day of February 2022, by a favorable majority vote adopt the Procedural Rules hereto attached as Exhibit A, as amended, are hereby adopted.

Motion carried.

NEW BUSINESS

Authorization/Delaware Mosquito Control Spraying Policy

Next item is the authorization of the annual agreement with a Delaware Mosquito Control to spray within the city boundaries.

Councilmember Boyle moved to authorize the execution of the Mosquito Control Spray Policy, seconded by Councilmember James. Motion carried with no one opposed.

MOU/Tsionas & Emory Hill/Industrial Park

The Memorandum of Understanding with Tsionas Hill to provide professional services for the new industrial park. There have been a number of parties involved in the process of the development of the industrial park on the Fry Farm. This will be a partnership with a developer for guidance and industrial development expertise.

After evaluating several, Tsionas Management of Newark and Emory Hill of New Castle, DE were selected.

Deborah Tomasi and John Work from Tsionas and Clay Hill and Neil Kilian from Emory Hill were present.

Ms. Tomasi then reinforced the lease with Aldi is now fully executed and they anticipate Sherwin Williams being in their new space at the Plaza at Milford by the end of the year.

She then talked about Tsionas' background and their vast experience and marketing and development portfolio.

Following, Mr. Hill stated they are very excited and honored to be a partner in this exciting project. He also recognized Mr. Kilian who has been Emory Hill's Brokerage Director for the past 25 years, who then provided a history of the company and shared information on several past and current projects.

The MOU has two phases. Phase I consists of an evaluation of cost and feasibility of purpose including the development of the concept master plan and evaluation of off-site improvements. Phase II involves the master development agreement, site preparation, marketing, management and maintenance, and takedown of lots.

City Manager Whitfield confirmed that Phase II would involve their brokerage fees related to the sale of lots. They would be brokers on those property sales and will be based on the marketability of the site.

Councilmember Boyle moved to authorize the execution of the Memorandum of Understanding with Tsionas Management Co., Inc. and NAI Emory Hill Real Estate Services, Inc. for the development of the Milford Industrial Park, seconded by Councilmember Wilson. Motion carried with no one opposed.

Mayor Campbell introduced the following three ordinances on behalf of Planner Pierce, who read a portion of the application into the record:

Introduction/Ordinance 2022-07

First Baptist Church for an Amended Conditional Use in an R1 Zoning District

Located along the west side of Old Shawnee Road.

Present & Proposed Use: Church

Tax Map 3-30-3.06-127.00

Introduction/Ordinance 2022-08

William Allen Property Management, LLC – Conditional Use

2.59 +/- acres of land located along the east side of Silicato Parkway

Address: 104 Silicato Parkway

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway/Commercial District)

Present Use: Vacant Proposed Use: Restaurant and Retail

Tax Parcel: MD-16-174.15-01-01.03

Introduction/Ordinance 2022-09

Lands of Shelley Maloney – Conditional Use

0.754 +/- acres located on the south side of East Clarke Avenue approximately 260 feet east of South Walnut Street

Address: 8 E. Clarke Avenue

Comprehensive Plan Designation: Low Density Residential

Zoning District: R-1 (Single-family Residential District)

Present Use: Single-family Detached Dwelling

Proposed Single-family Detached Dwelling with Professional Home Occupation

Tax Parcel: 3-30-10.08-004.00

All three are scheduled for public hearings before the Planning Commission tomorrow evening and will return for hearings before Council on February 28th and which final action will occur.

EXECUTIVE SESSION

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

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

Pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on-site Acquisitions for any Publicly Funded Capital Improvements, or Sales or Leases of real property

Motion carried.

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

Return to Open Session

Councilmember Fulton moved to return to Open Session, seconded by Councilmember Wilson. Motion carried.

Council returned to Open Session at 9:34 p.m.

Potential Vote/Personnel Matter

Potential Vote/Property Matter

No action was needed on the items discussed in Executive Session.

ADJOURNMENT

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

The Council Meeting adjourned at 9:42 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
February 28, 2022

Per the Declaration of a Public Health Emergency issued by Governor Carney on July 13, 2021, and the virtual meeting provisions as provided in Senate Bill 94, Milford City Council met virtually in Regular Session on Monday, February 28, 2022.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

Mayor Campbell called the meeting to order at 7:05 p.m.

INVOCATION AND PLEDGE

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

PUBLIC HEARINGS

Planning Director Rob Piece read into record the reports included in the Council packet on the following ordinances:

*Adoption/Ordinance 2021-27
City Code Part II
General Legislative/Chapter 230 Zoning Code
Article VII-Board of Adjustment*

The amendment to the Zoning Ordinance would increase the compensation of Board Members per meeting from \$50 per meeting to \$75 per meeting and is consistent with other action Council had taken a few months ago in relation to compensation of the Planning Commission.

Because it was omitted from the Planning Commission agenda in January, it was republished the second time in the Milford Beacon on January 26, 2022. The Planning Commission recommended approval on a vote of five to zero at the February 15 meeting with one amendment. This should amend Section 230-35, and not 38(5) due to other zoning code amendments that have taken place in the interim.

The floor was open to public comments. No one responded and the floor was closed.

Councilmember Fulton moved to adopt Ordinance 2021-27, amending Chapter 230 Section 230-25 and effective January 1, 2023, seconded by Councilmember Culotta. Motion carried by the following unanimous roll call vote:

Yes
Marabello
Boyle
Fulton
Culotta
Samaroo
Baer

James
Wilson

Adoption/Ordinance 2022-07

First Baptist Church for an Amended Conditional Use in an R1 Zoning District

Located along the west side of Old Shawnee Road, Milford, Delaware.

Present & Proposed Use: Church

Tax Map 3-30-3.06-127.00

The First Baptist Church submitted an amended conditional use application and had their final site plan reviewed by the Planning Commission at their February 2021 meeting. The applicant is proposing to expand the church parking lot on the church parcel as shown on the final site plan included in the packet. The expansion would provide an additional 87 parking spaces along the northeast side of the church property. The site work will require the construction of stormwater management pond due to the increased amount of impervious surface on the property. Other agency approval has been received, as well as the City Engineer.

The church is a residential and bound on all sides by residential uses. The notice was properly published and all property owners within 200 feet mailed a copy of the notice. The Planning Commission recommended approval by a vote of five to zero without any additional conditions.

Applicant Eric Heishman, representing the church at 6062 Old Shawnee Road, the spoke noting that Pastor David Perdue is also in attendance. He stated that following their change in service schedules, migrating from a two-morning worship services to a single service, additional parking was needed following the consolidation of services. Currently, there are 97 parking spaces and are requesting the addition of 87 spaces.

They have considered the necessary buffering from adjacent neighbors, thus having a minimum six-foot vinyl fence installed, as shown on the drawing, protecting them from both headlights and any increased noise from vehicles or pedestrians making their way to the church.

Also considered is the lighting impact of neighbors and their engineers subsequently designed a parking area light not to impede our neighboring properties, so that it only lights the necessary area within the parking structure.

When asked about landscaping, Mr. Heishman explained that based on the structures, including curbing, there could be something small added, but was not planned.

Mayor Campbell opened the floor to the public.

Linda Bretzer of 106 Manor Lane asked if this is approved, when will the project be started; Mr. Heishman explained they have been planning the project for three years, but as soon as possible, and are in discussions with the site engineer and hopes to start by possibly early spring.

No other persons responded, and the floor was closed.

Councilmember Boyle moved to adopt Ordinance 2022-07, seconded by Councilmember Wilson. Motion carried by the following unanimous roll call vote:

Marabello: Yes, because it does not have any opposition from the neighborhood, and it was approved by the Planning Commission by a vote of five to zero.

Boyle: Yes, it was approved by unanimous vote of the Planning Commission and seems amenable to the residents.

Fulton: Yes, with the decrease in the number of services, the increase in parking spaces is needed to satisfy the needs of the community.

Culotta: Yes, it is much needed and based on the Planning Commission.

Samaroo: Yes, based on the benefit of the people in the Community attending the services and based on the Planning Commission approval.

Baer: Yes, based on the Planning Commission and it fits in fine with the neighborhood and it is good for the church.

James: Yes, there seems to be no negative effect on the adjoining neighbors and based on the recommendation of the Planning Commission.

Wilson: Yes, based on the Planning Commission and the benefit to the church.

Adoption/Ordinance 2022-08

William Allen Property Management, LLC – Conditional Use

2.59 +/- acres of land located along the east side of Silicato Parkway

Address: 104 Silicato Parkway

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway/Commercial District)

Present Use: Vacant Proposed Use: Restaurant and Retail

Tax Parcel: MD-16-174.15-01-01.03

Planning Director Pierce reviewed the staff report for Ordinance 2202-08 and Conditional Use and Preliminary Site Plan reviewed by the Planning Commission on February 15, 2022.

This involves the one remaining lot on Silicato Parkway situated between the existing Grottos and the Microtel Hotel on Route 1. The applicant is proposing to construct a 5,022 square foot restaurant and a 4,000 square foot retail building. Chapter 230-45 requires multiple permitted uses or mixed use of a property shall be deemed a conditional use subject to special requirements.

The application complies with the City's Zoning and Subdivision codes. The packet includes comments related to the Planning Commission's review of the site plan.

The notice was published in the Milford Beacon on January 19, 2022, and all owners of properties within 200 feet of the subject parcel were mailed a copy of the public notice. Planning Commission recommended approval by a vote of five to zero.

PE & DBF Associate Cliff Mumford of 1 Park Avenue stated Owner and Developer Steve Wheat was also in attendance. Mr. Mumford agrees with the Planner's findings and facts in the staff report, particularly items A through F, based on the criteria found under Chapter 230-48 Conditional Uses. He asked that he staff report be made part of the record (see packet).

The conditional use will allow for two permitted uses to be located on Lot three of the Silicato-Woods Development, per Chapter 230-45 of the City of Milford Code, multiple permitted uses on one parcel requires a conditional use. Both proposed uses are permitted within the Highway Commercial Zoning C-3. The applicant is unable to subdivide the parcel as the parcels would be too small to construct when considering setbacks, parking, and bulk and area requirements.

Mr. Mumford shared the application is similar to recently approved conditional uses, including one on the old Wendy's site and the M&T Bank building. The proposed uses include a high turnover restaurant, and the second use potentially as a liquor store and are compatible with the adjacent uses and will not negatively affect the surrounding parcels.

They believe the application makes efficient use of the land by allowing two buildings on one parcel and believe the conditional use should be approved, due to the reason stated in the staff report and this presentation.

According to Owner Mr. Wheat, the restaurant is Buffalo Wild Wings and will be 4,500 square feet of restaurant with the balance being patio space. Presently, there is no name or operator for the retail building though the intent is a liquor store. He confirmed the businesses are side by side and not connected for ease of separate users.

He added they hope to start the site work the end of spring/early summer, pending materials, completion of utility and building plans and the contractor's schedule.

Mayor Campbell opened the floor to public comment. No one responded and the floor was closed.

Councilmember Marabello moved to adopt Ordinance 2022-08, seconded by Councilmember Baer. Motion carried by the following unanimous roll call vote:

Marabello: Yes, as approved by the Planning Commission and there is no adverse effect to the surrounding areas.

Boyle: Yes, it is consistent with the zoning and approved by the Planning Commission.

Fulton: Yes, it is acceptable to the Planning Commission and fits into the business environment of the area.

Culotta: Yes, it is consistent with the area, and he looks forward to another dining option in Milford and are excited they announced what will go there.

Samaroo: Yes, based on Planning Commission approval and the five to zero vote and it gives a variety of restaurant options for the community.

Baer: Yes, supports the restaurant and retail, based on the Planning Commission, and believes it will be a great addition to the City of Milford.

James: Yes, it fits this area and will satisfy the desire of additional choices for eating for our citizens.

Wilson: Yes, based on the Planning Commission and the anticipation to continue developing that area.

Ordinance 2022-09

Lands of Shelley Maloney – Conditional Use

0.754 +/- acres located on the south side of East Clarke Avenue approximately 260 feet east of

South Walnut Street

Address: 8 E. Clarke Avenue

Comprehensive Plan Designation: Low Density Residential

Zoning District: R-1 (Single-family Residential District)

Present Use: Single-family Detached Dwelling

Proposed Single-family Detached Dwelling with Professional Home Occupation

Tax Parcel: 3-30-10.08-004.00

Solicitor David Rutt announced that Councilmembers Fulton and Culotta should not participate in this matter because they had family members who testified at the Planning Commission meeting.

Councilmember Fulton asked if because he is unable to participate as a Councilmember, is he able to participate as a member of the public. Solicitor Rutt stated no, that by being elected as a Councilmember, he waived that right so he may not. Councilmember Fulton stated for the record that all Ward Two have been excluded from the voting process, which is the ward this is located.

Solicitor Rutt explained that he did not exclude the two councilmembers, but the family members excluded them because of the testimony they presented at the previous public hearing. It comes with the territory.

The Solicitor then explained this is a situation where the Planning Commission recommended not approving the application, under Chapter 230-58(D), in the case of an unfavorable report or recommendation of denial by the Planning Commission, any amendment or change of zone or conditional use could not be reversed, except by a favorable vote of three quarters of the City Council. That means that six members, since Council is comprised of eight members, six members would have to vote to reverse the recommendation.

He stated to the two councilmembers they may be excluded. The applicant has a high hill to climb but that's the procedure, that's the law that you have a conflict of interest, due to family members having testified before. Their testimony is part of the record and there is a letter, that is part of the package, he believes, from Councilman Fulton's wife, and he would anticipate there will be some other testimony possibly from Mr. Culotta's family and possibly from Councilmember Fulton's wife if she is going to be on the line so.

He asked Councilmember Fulton to accept the fact that they need to be refused.

Councilmember Fulton responded by stating he accepts the fact he is recused.

Councilmember Culotta said he is comfortable with and that that's fine.

Planning Director Pierce referenced Ordinance 2022-09 Lands of Shelly Maloney that is a standalone conditional use application for a property zoned R-1, which is single family residential district. He then read the staff report into record

stating the current use is a single-family dwelling and the proposed use is for a single family detached dwelling with a professional home occupation at 8 East Clark Avenue.

The applicant is proposing to use a portion of the residential dwelling on Clark Avenue as a professional home occupation for a bail bonds company. The owner of the property would be the only employee of the bail bonds company which operates 24 hours a day, seven days a week, according to the application. Additionally, the proposed use according to the applicant, will not generate any additional traffic and clients would not be coming to the property for any services. Title 18 of the Delaware Code requires a physical location to register the bail bonds agent with the State of Delaware. The applicant also states the site would only be used to store files. The Delaware code also requires the placement of the sign in front of the yard identifying the business, which would be required to comply with any city sign regulations if approved by city council.

Chapter 230-9(C)(5) states professional occupation restricted to the owner occupant requires a conditional use approval from City Council and is subject to the conditions that are outlined in section two of the staff report.

Planner Pierce then continued reading several excerpts of the Code.

Bail bond agents are governed by Title 18 of the Delaware Code entitled Insurance Code, he felt that they were similar to insurance agents with regards to state regulations that would fall under that professional home occupation definition in our Zoning Code.

Planner Pierce has given the applicant an opportunity to state their response in writing, and they can confirm as part of their testimony, to clarify any of those statements.

He also referred to a location and zoning map showing the property being midblock of the dead-end street of East Clarke Avenue, east of South Walnut Street. Other documents submitted by the applicant were also described by Mr. Pierce.

The applicant identified a section on the right side of the house that will be used to store the files for the home occupation as shown on the floor plan, along with a couple pictures supplied by the applicant as to the portion of the building that would be used.

Three written public comments were received prior to the meeting and are included in the packet for Council review.

The public notice was published in the Milford Beacon on January 19, 2022, and owners of all properties within 200 feet of the subject parcel were mailed a copy. The Planning Commission reviewed this application at the February 15, 2022, meeting and recommended denial of the conditional use application by a vote of five to zero.

Applicant Shelley Maloney stated this is it basically self-explanatory. I just want to be within the compliance. I have a business license for Milford and Kent County, Dover, and Georgetown, of course where the courts are at that she writes for. She said she doesn't bring people to my home and doesn't want people at my home. She must have a secure facility to keep my files and she deals with a lot of people's personal information, such as social security numbers and that type of stuff. Because she is located between Milford and Dover and Georgetown, she mostly meets people at the courthouse or out in another public location. She goes to their homes and does not bring anybody home. She just needs to be compliant.

The sign would sit in front of that portion of the house so it's not visible from the road and would not cause any extra or undue traffic via cars or people or anything like that. It is just for appearance purposes according to Ms. Maloney.

Ms. Maloney had no further comments.

Mayor Campbell opened the floor for public comments.

Niecy Roberts stated she is on the line with her husband Craig of 10 East Clarke Avenue, which is immediately adjacent to this property, asked if she needs to put her comments in the Q&A or does she need to verbalize them. Solicitor Rutt stated that she needs to state her comments for the record.

Ms. Roberts stated she was reviewing the requirements for the State of Delaware for a bail bond agent, which states that every bail bond agent should maintain a principal business accessible to the public identified clearly by a sign visible to the

public. Then under item B, it says when a license bail bond agent must post their fees charged for services rendered conspicuously and displayed in the principal place of business in an area customarily open to the public.

Ms. Roberts' concern is that the request from the applicant is compliant with the State of Delaware requirements, and she believes the intention of the State is to require a place of business that is accessible to the public and that kind of contradicts the statement that the storefront she's maintaining is superficial. There is no way to guarantee that there will be no pedestrian or vehicular traffic. That is her first point.

Her second point would be that in her documentation she says she handles a lot of money at times. and Ms. Roberts thinks that that could make her a target for robbery. So, it's just the kind of business the neighbors feel uncomfortable having in a residential area. While they have no problem with Ms. Maloney and her being on the street, the business is the issue, the kind of business.

Lastly, Ms. Roberts said the sign that she would like to place outside advertises a 24/7 business of a bail bondsman and they just believe that would have an adverse impact on our adjacent property values.

That is her three main points.

Ashley Venett of 509 South Walnut Street said she seconds what Niecy's comments were and she also opposes the type of business that is being proposed within 200 feet of her residence. As it's required to be accessible to the public by the Delaware Code. It just doesn't need to be in an R-1 zoning district.

Kerry Fry of 501 South Walnut Street, two doors down from the applicant property, said he has some concerns about the potential bail bonds business that going to be located two doors down. He said if you were to research already, it is already showing that this bail bonds business is up and running at this location. If you were to go on and Google Absolute Bail Bonds, right now, it will give you an address of 8 East Clarke Avenue and it says it's open. Those are some of my concerns that we have already started a pattern of going ahead and doing our own thing before we go through an approval.

My issue would be also, like Niecy and Ashley had spoken, the signage issue with having a sign out there and not being able to control, who will be coming and going from that business. She might not meet a lot of people at that business at that location, but there's always the potential for people to be there, because that is the address that is stated, and it is stated it is open 24 hours. There will also be cash and other property that's kept there that goes along with the bail bonds business.

For the safety of our area and our children that are around here, Mr. Fry does not think it's a great location for a dead-end street to have a bail bonds business. He also stated that it does not fall under what the State's guidelines are for this business and that's why they would have guidelines for a better use for this business.

Those are Mr. Fry's concerns and then the safety side and then also with the home value side. Obviously, if any Councilmembers were to have a home that was next to a business like that, it could potentially take down your home value, even though there could be no problem. There are somewhat ifs with this, but is an unknown of what will happen, and for that he gives his concerns.

Rick Sherwood of 13 East Clarke Avenue, directly across the street from the property in question, said he would like to echo Niecy and Kerry's comments that we don't feel that this is a business that is appropriate for a residential neighborhood. There are risks involved with this business, and we feel that the risk of having people come and go, as the State would require them to be able to do, and that is why the sign is there in the first place. We feel the risk of that is unacceptable to us in the neighborhood.

Sandy Culotta of 6 East Clarke Avenue, on the west side of the property in question. The office door and sign are less than 20 feet from their front door. Her biggest concern is a guarantee that people wanting to have her business, don't mix up their front door with Ms. Maloney's office. There is a fence between the two homes, but she just needs a guarantee that we cannot have the people she serves, and she is glad she serves as people because they need some support.

Ms. Culotta said in their neighborhood with the children and grandchildren on a dead-end street, a lot of times they are out in the road playing or are walking. That is her biggest concern, and she agrees with the rest of her neighbors that if the state

says it needs to be open to the public, how can someone guarantee that people won't be coming here to this neighborhood. Thank you.

There being no one else wishing to speak, Mayor Campbell closed the floor.

Councilmembers then asked a couple questions regarding previous conversations. Mr. Pierce was asked if he was aware of the accessibility requirements by clients and his response was the evaluation was based on the information provided by the applicant and her statements that no one would be coming to her home.

When asked is having this address is only to comply to have a legal address for the business, Ms. Maloney stated yes, sir.

She was then asked where these type businesses are located and if they were in people's homes or in a strip center; Ms. Maloney stated there are some that have them at their homes and there are some that have separate office spaces. There are 13 or 14 companies, she believes, in the entire State of Delaware.

Ms. Maloney said she had an office in Dover a couple of years ago, and her landlord, who was elderly, had passed away. Her heirs sold her properties, and she has basically been doing everything out of her vehicle and meeting people out in public, at homes and at the courts. The same thing was doing paperwork. When she gets paid for her services, she goes directly to the bank and does not hold money at her house.

Ms. Maloney also stated she is a registered gun owner. She has never had any problem in eleven years with anybody breaking into my things or my properties. Even in downtown Dover, where it's bad, she was located between Queen Street and Capital Green. There are a lot of gang wars and stuff going on out there. Never had an incident and I am very conscientious of how I do my business. She would never put anybody in any kind of harm's way. She is very observant of her surroundings constantly and the people that she deals with, not so much the criminals themselves, or the defendants, it is mostly their family members. In their business, they like to call it the circle of love.

The only time she deals with the defendants is in court.

It was also pointed out the license states it was only valid from January 1, 2015 to December 31, 2017, Absolute Bail Bond for a business address of 104 Kings Highway, Milford and asked where that location is; Ms. Maloney stated it is by the old hospital and that is where all her comes. She didn't want to have more than one address all her paperwork, so that she positively gets her mail. She gets served notices, sometimes by the Sheriff's Office and she gets notices for her clients when they have to appear in court. She doesn't want her mail going to an office somewhere that somebody else could have access.

Councilmember Samaroo asked if this is just a temporary address that is being used for the business; Ms. Maloney said that is where she lived for 10 years and just moved to this residence in October when her father passed away November 2020.

Councilmember Wilson said she has talked to a couple of people, and their first response is that normally, a person would call a bail bonds person if you needed their services. Ms. Maloney said that is correct and their work is done over the phone, yes, other than doing the actual contracts and going to the courthouse. For instance, as an example, today she got a call from a mother whose child was in Stevenson House. She met her at family court and did the paperwork, the money exchange, posted the bond. She went her way and Ms. Maloney went her way. Boom done. That's it.

When asked if not in a home, is it prohibitively expensive just to maintain an address, Ms. Maloney explained she has been checking around for the last couple of years, since she lost her office in Dover when her landlord passed away. It is \$2,100 a month for an area that's way too big for a space out in Milford Commons, the place where Food Lion is. She has checked the other two shopping centers and they are well over \$1,000. She also checked with the Masonic Building who had one office available for \$800 a month. The problem is it is just like a bedroom door and is not a very secure door. So, anybody could break in there. There is a barbershop across the drive there that has had issues there quite often. There are other places within that area in that building and anybody could come in there. It is not very private or secure. She deals with people's sensitive information and does not want that leaked out or gotten ahold of. She would expect the same done for her if she were to do something like that and is how she does her business.

All her business is through phones. Somebody will call and she will meet them someplace and then go through the process and go from there.

Councilmember Boyle pointed out that Planner Pierce said that a bail bondsman business is not listed in the residential code and asked if it is addressed in any of the commercial or industrial codes; Mr. Pierce shared that if it were in a commercial zone, it would just be considered an office or professional office. Sometimes he has to link a general use in with other uses of similar character. In the zoning code definition that's listed in the staff report, it says or similar professional activity. When conferring with the City Solicitor, they decided that bail bonds would be close to an insurance agent.

Solicitor Rutt said before a motion is made, it may benefit Council what Delaware Code requires. He referenced Title 18 Section 4346 entitled Bail Agent, Place of Business, Display of License and Fees Charged, Retention of Records at Place of Business. Subsection A reads 'every bail agent shall have and maintain in this State, a principal place of business accessible to the public and identified by a sign clearly visible to the public. The address of this principal place of business must appear upon the application for a license and upon the license when issued. And the licensee shall notify the department in writing of any change in that address within 30 days of such change. This subsection does not prohibit a licensee from conducting business from a residence in the State if it meets all other requirements applicable to offices of bail agents.'

Subsection B: 'The licenses of the designated bail agent, and of those bail agents employed or authorized by the designated bail agent and the fees charged for services rendered, must be conspicuously displayed in the principal place of business, in a place or area customarily open to the public.'

Subsection C: 'The designated bail agent and those bail agents employed or authorized to operate under the designated bail agents' auspices shall maintain all of their business records at the principal place of business identified in the license issued by the department.'

The Solicitor concluded by saying that is the extent of the Delaware Code on that point, though, they also are required to comply with the local zoning ordinances and zoning codes.

When asked for a motion, Councilmember Boyle moved to deny approval of Ordinance 2022-09, seconded by Councilmember Marabello. Motion carried by the following unanimous 6-0 roll call vote (Councilmembers Fulton and Culotta were recused):

Marabello: Yes, to deny the application and thinks it is inconsistent with the residential neighborhood and there are a lot of unknowns and the perception of fear, and it is just not appropriate for a residential area, and he recognized the need for a bailman but does not think that is an appropriate place to have it.

Boyle: Yes, to deny for the same reason. It is just not a consistent activity for a residential zone and in a R-1 residential zone.

Samaroo: She votes yes, the same as Councilmembers Marabello and Boyle, to deny the application based on the type of bail bond job in the residential area and votes no based on the Delaware State Code requirements for that type of business to be in the residential area.

Baer: Yes, and he is going to take the recommendation of the Planning Commission since they voted 5-0 to deny. Hearing from the public in that neighborhood is his other reason to vote yes on the denial.

James: Yes, on the motion to deny based on the comments from the surrounding neighbors and on the interpretation of Delaware Title 18 and the requirements, as read by Solicitor Rutt.

Wilson: Yes, to deny basically based on the State Code. She went back and forth because she believes that most of the business is by phone, but and because there is a 'but', it is causing her to have questions and safety is an issue and availability for a business is an issue. Because that type of business or any type of business must be available. If that is your place of business, there is always a chance that people will come to your place of business, and she does not understand why they wouldn't and votes yes to deny unfortunately at this time.

Mayor Campbell informed Ms. Maloney that the vote of 6-0 means she is denied the conditional use for the business.

RECOGNITION

Introduction/City Employees

Public Works Director Mike Svaby welcomed his newest employee Benjamin Lewis, who came from the City of Lewes, where he was employed as a Junior Lineman for 2 1/2 years. He was hired by the City as a Line Tech Third Class on February 1, 2022, and recently relocated to Ellendale.

Proclamation 2022-03/Endometriosis Awareness Month

Mayor Campbell presented below Proclamation declaring March as the Endometriosis Awareness Month in the City of Milford:

PROCLAMATION 2022-03

ENDOMETRIOSIS AWARENESS MONTH

WHEREAS, endometriosis, a condition that happens when tissue similar to the lining of a women's uterus (womb) grows outside of the uterus, is one of the most common gynecological diseases and affects 200 million worldwide and about 1 in 10 women in the United States; and

WHEREAS, endometriosis is often misdiagnosed or missed altogether due to lack of education and awareness, as well as significant demand for greater understanding, especially when it comes to diagnosis and treatment options; and

WHEREAS, because endometriosis can have a devastating effect on the quality of life due to its very painful symptoms that oftentimes requires multiple surgeries as well as being the biggest cause of infertility in women, it is imperative that awareness is spread so that the proper diagnosis can occur at the earliest stage possible as well as the importance of proper education of the debilitating disease so that the proper treatment can begin before ever reaching a critical point:

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, proclaim March 2022

ENDOMETRIOSIS AWARENESS MONTH

in Milford to help highlight the importance of education, early diagnosis, and support of women with lived experience of this disease.

Proclamation 2022-04/National Engineers Week

The following proclamation honors James Puddicombe for National Engineer Week observed from February 20-26, 2022. Public Works Director Svaby commented that he and his staff are joining Mayor Campbell in that recognition and to comment Mr. Puddicombe for his dedication and commitment to his profession.

PROCLAMATION 2022-04
NATIONAL ENGINEERS WEEK

WHEREAS, engineers use their scientific skills and specialized knowledge and skills in creative and innovative ways to fulfill society's needs; and

WHEREAS, engineers help solve major technological challenges of our time - from designing efficient building systems to rebuilding towns devastated by natural disasters; and

WHEREAS, engineering has been called the invisible or stealth profession, because all around us are things we use every day that have been engineered in some way, yet we may not see the engineers behind the scenes or know much about engineering; and

WHEREAS, founded in 1951, National Engineers Week is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of, and interest in, engineering and technology careers; and,

WHEREAS, National Engineers Week is a formal coalition of more than 70 engineering, education and cultural societies, with more than 50 corporations and government agencies dedicated to raising public awareness of engineers' positive contributions to the quality of our lives; and

WHEREAS, National Engineers Week promotes recognition among parents, teachers, and students of the importance of a technical education and a high level of math, science, and technology literacy, and motivates youth to pursue engineering careers to provide a diverse and vigorous engineering workforce.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, by virtue of the authority vested in me by the laws of the City of Milford and the State of Delaware, do hereby proclaim February 20-26, 2022, as

NATIONAL ENGINEERS WEEK

and urge all members of our City to pay tribute to

CITY ENGINEER JAMES PUDDICOMBE

who in the fulfillment of his duty assignments through the City Public Works Department performs with honesty, impartiality, fairness, and equity and is dedicated to the protections of the public health, safety, welfare, and conduct associated with the Professional Code of Ethics under the Delaware Association of Professional Engineers (DAPE); and

I, FURTHER, CELEBRATE all engineers that live and/or work in our community for their groundbreaking contributions to our residents and businesses, all of whom deserve special recognition.

COMMUNICATIONS & CORRESPONDENCE

Councilmember Marabello reported that Milford Central Academy will be performing Aladdin Jr on March 1st and March 2nd at 6:30 pm.

He also was contacted by Milford Billiards next to Gigante Food Store who is having a significant billiards competition and wanted information on advertising.

Councilmember Baer thanked Mr. Whitfield for taking care of the dead tree threatening the cable line across the street from his neighborhood in the 3rd Ward.

MONTHLY FINANCE REPORT-DECEMBER 2021 & JANUARY 2022

Finance Director Lou Vitola provided a brief synopsis of the following two monthly Finance Reports:

December 2021

The Financial Reporting Package for the fiscal year through December 2021 (FY22 YTD) is included in the packet. The following executive summary highlights this month's notable developments and recaps any changes to the report. The "Quick Reference" section of this memo recaps important financial highlights and modifications made in FY22 to help shorten the executive summaries.

YTD results continue to exceed budget expectations through the first half of the fiscal year. Operating expenditures remain below even the seasonalized budget across funds for the sixth consecutive month. While understaffing results in unintended savings, we welcome the recent improvement in staffing levels and look forward to stability the second half of this fiscal year. Results in the electric fund rebounded in December, as timing issues between wholesale and retail electric sales continue to drive artificially choppy results on a month-to-month basis. The water fund, while still behind compared to the first half of FY21, has improved in December as well; the new water fund transfer to the general fund represents the only variance. Cash balances were drawn during December, as expected, primarily due to the closing of two property purchases, but in part due to a busy month for capital projects and purchases.

Quick Reference for FY22 Financial Developments and Report Upgrades
Recap FY22 Financial Highlights

Summary of FY22 Modifications (no changes this month)

- P.1 – Cash Roll forward

- o New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness, new variance indicators
- P.2 – Restricted Cash Reserves Report
- o The MSA and RTT reserves were combined into one shared summary to make room for Solid Waste Fund
- o Lines 3 & 17 added to show additions & interest earnings in the capital reserve accounts
- o Lines 12, 13, 24 & 25 feature updated MCR & ERR calculations for FY22 pursuant to cash reserve policy
- P.3 – The Enterprise Funds “P&L Style” Report features a new comparative column and four new rows
- o The rightmost column compares current vs prior FYTD periods by revenue and expense lines and subtotals
- o Rows 16 & 17 compare current & prior FYTD periods net surplus by fund
- o Rows 18 & 19 compare actual surplus vs seasonalized budget surplus for the current FYTD period
- o Variance indicators added for quick reference to both P&L reports; refined in October 2021
- P.4 – The General Fund “P&L Style” Report was created to complement the existing Enterprise Funds P&L Report
- o The new statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary
- o The scaled, common-size columns at right match the prior year comparability goals featured in the Enterprise Fund version of the report, while also putting general fund revenues and expenses in context for the first time in the monthly financial reporting package
- o Rows 19 & 20 allow for a comparison of the current and prior year FYTD periods by major function
- o Rows 21-22 show comparison of actual surplus vs seasonalized budget surplus for the current FYTD period
- P.5 (previous p.10) – Planned Use of ARPA Funding by Category compared to Actual Spending added in Sept 2021
- P.6-10 – Revenue (p.6) & Expenditure/Inter-dept Reports (p.7-10) will be produced indefinitely as “legacy” reports

See packet for Financial Reporting Package As of and For the Period Ending December 31, 2021.

January 2022

The Financial Reporting Package for the fiscal year through January 2022 (FY22 YTD) is included in packet. The following executive summary highlights this month’s notable developments and recaps any changes to the report. The “Quick Reference” section of this memo recaps important financial highlights and modifications made in FY22 to help shorten the executive summaries.

YTD results continue to exceed budget expectations through the first half of the fiscal year. Operating expenditures remain below even the seasonalized budget across funds for the seventh consecutive month. Electric Fund margins fell in January on higher wholesale power costs and higher distribution losses as timing issues between wholesale and retail electric sales continue to drive artificially choppy results on a month-to-month basis. The water fund, while still behind compared to the first half of FY21, has improved in each of the last two months; the new water fund transfer to the general fund represents the only variance, and is partially offset by otherwise stronger year-over-year results. Strong results in the sewer fund through December were tempered in January due to debt service payments. Operating cash balances in the enterprise funds were drawn in January due to receivable growth and timing issues but are expected to reverse by March depending on billing cycles.

Quick Reference for FY22 Financial Developments and Report Upgrades

Recap FY22 Financial Highlights

Summary of FY22 Modifications (no changes this month)

- P.1 – Cash Roll forward
- o New Solid Waste Reserves Acct created by FY22 Water Fund interfund loan forgiveness, new variance indicators
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See packet for Financial Reporting Package As of and For the Period Ending January 31, 2022 .

Councilman James stated that when looking at reserves and the amounts that are remaining after minimum cash requirements, what we don't focus on a lot of times is the operating cash which is on the top part of page one. That is the report they plan to enhance to show what obligations have been made against that portion of the financial statement to give a true picture.

Finance Director Vitola confirmed we are still a Double A rated general obligation bond issuer though he has not heard from any agencies about any potential reviews. Should that happen, he will make Council aware.

Councilmember Marabello moved to accept the December 2021 and January 2022 Finance Reports as presented, seconded by Councilmember James. Motion carried.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Authorization/Preliminary Extension #2/Request/Milford Marina Enterprises LLC/Knight's Crossing

Councilmember Boyle made a motion to move above item to the March 28, 2022 agenda, seconded by Councilmember Culotta. Motion carried.

Authorization/Service Contract/Engineering/Industrial Park

Planner Pierce read the memo that was included in the Council packet:

On February 14, 2022, City Council authorized the execution of a Memorandum of Understanding (MOU) with Tsionas Management Company, Inc and NAI Emory Hill Real Estate Services, Inc. for the development of the Milford Industrial Park located on the Fry property. Phase I of the MOU includes professional assistance with the development of a concept master plan and evaluation of off-site improvements. Over the past few weeks, the development team evaluated multiple engineering consulting firms that specialize in industrial and large-scale commercial development in the region. As a result, the team recommends selecting Becker Morgan Group of Dover, DE for the concept planning and engineering services.

The scope of work includes facilitating several public outreach meetings, the development of a concept site master plan based on stakeholder feedback and preliminary traffic analysis that will provide answers needed to proceed with formal engineering site design and will inform language in Phase II of the MOU.

On February 16, 2022, the City submitted a Level 1 Site Readiness Fund application to the Delaware Economic Development Authority. If awarded, the City would receive up to a \$100,000 matching grant for preliminary studies and

engineering. The City intends to submit a Level 2 application next year for the remaining engineering services and construction activities.

Councilmember Fulton moved to authorize the Mayor to execute the proposal with Becker Morgan Group in the amount of \$110,000 for concept master planning and preliminary engineering services for the Milford Industrial Park to be paid from water reserves, seconded by Councilmember Baer. Motion carried.

When asked if adequate funds exist to withdraw these funds, Finance Director Vitola stated yes and referenced the related page in the Finance Report. It is also possible to use the water fund operating cash and Councilmember James suggested replenishing the water reserve with funds from the water fund operating cash. The Finance Director noted we are ahead in water versus the budget even if a transfer to the general fund is needed, as reported thru January 2021.

Councilmember James said he would have recommended a better funding source.

EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference the below statute, seconded by Councilmember Wilson:

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:40 p.m. for the purpose as is permitted by the Delaware Freedom of Information Act.

Return to Open Session

Councilmember Fulton moved to return to Open Session, seconded by Councilmember Baer. Motion carried.

Council returned to Open Session at 9:19 p.m.

Vote/Personnel Matter

Councilmember James moved to afford the City Clerk a 1.5% bonus and a Cost-of-Living increase, seconded by Councilmember Wilson. Motion carried.

Councilmember James moved to the change the language as proposed by the City Manager in his contract be accepted by Council and amend Article 10 and to make the contract effective on a year-to-year basis, seconded by Councilmember Wilson. Motion carried.

Councilmember James moved that Council accept the City Manager's recommendation for a salary increase as requested by the City Manager and a Cost-of-Living increase, seconded by Councilmember Wilson.

When asked if the percentage of the City Manager's increase needs to be included in the motion, Solicitor Rutt said it was the amount stated in the City Manager's letter.

Motion carried.

ADJOURNMENT

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

The Council Meeting adjourned at 9:22 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL MEETING MINUTES
March 14, 2022

The City Council of the City of Milford met in Regular Session on Monday, February 14, 2022.

PRESIDING: Mayor Archie Campbell

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

STAFF: Police Chief Kenneth Brown and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council and participants met in a hybrid format.

Planning Director Rob Pierce attended at the request of City Manager Whitfield who was out of town.

CALL TO ORDER

Mayor Campbell called the meeting to order at 7:05 p.m.

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the May 17, 2021, May 19, 2021, May 20, 2021, and June 7, 2021 Budget Hearings, November 22, 2021 Council Meeting, January 24, 2022 Workshop and Council Meeting, January 26, 2022, February 14, 2022 and February 23, 2022 Council Workshops. Councilmember Wilson moved to approve the minutes as presented, seconded by Councilmember Fulton. Motion carried.

RECOGNITION

Introduction/New Employees

Finance Director Lou Vitola welcomed Juan Rodrigues who was hired in Customer Service as a Cash Operations Clerk. He noted that title was rebranded as part of the conversation with Council about the many duties involved in that position that simply take cash.

Council welcomed Juan Rodrigues who stated he was very happy to be here.

STAFF REPORTS

Monthly Police Report

Councilmember Boyle provided information from the monthly Police Report to Council on Chief Brown's behalf. Report included in packet.

Councilmember Fulton moved to accept the Police Report, seconded by Councilmember Wilson. Motion carried.

Monthly City Clerk Report

City Clerk Hudson reported on recent activities in her office, noting that their main focus is on the upcoming April election. They are receiving an increasing number of phone calls and requests for absentee ballots.

In addition, with Covid becoming less of a problem, community events have taken an uptick and permit applications are coming in at a rate very similar to pre-pandemic. They presently have ten event applications that are being processed.

Councilmember Boyle moved to accept the City Clerk's Report, seconded by Councilmember Wilson Motion carried.

Monthly City Manager Report

The City Manager Report was included in the report, which included financial and budget information though the Finance Director will follow up.

When asked a question about electric rates, Finance Director Lou Vitola explained that Milford's rates are just slightly higher than Delaware Co-Op rates or 2.4% higher and 14% lower than Delmarva Power.

The Finance Director provided information to another question regarding internal utility billing, Finance Director Vitola stated an internal team has been put together to review the process required to move forward with that in 30 days. In that manner, they could provide the required 90-day notice if the determination is feasible. However, that process would take 120 days or more, but no sooner than that. He noted there are a lot of technical issues involved as well as recruitment issues that will need to be resolved.

Mr. Vitola also added that the DEMEC increase was part of the calendar year 2022 budget and lower than first signaled in November. The City's increase that was used through the purchase power cost adjustment charge was below high 3/low 4 range depending on the customer class. With the increase that Co-Op announced, he anticipated Milford would be below them though there is a slight difference.

When questioned about the 25 to 40 acres being sought for an event center, Economic Development Coordinator Sara Pletcher shared a meeting was held with the developer though it is in the very early stages. All available commercial property was evaluated though nothing has occurred since.

Public Works Department

Director's Office

- Met with Osmose regarding conducting an inventory and assessment of all City-owned utility poles.
- Conducted 2 hours of cross-training in Customer Service
- Met with PD Project partners - Becker Morgan Group, RY Johnson and Department of USDA multiple times on PD Building Design, procurement, and funding processes.
- Reviewed and Approved Plans for City Garden expansion and development.
- Conducted Monthly Safety meeting
- Attended APWA Board Meeting
- Met multiple times with DelDOT and McCormick Taylor on the Front Street TAP and DelDOT Signalization Projects
- Met with KCI on status of Street Condition Survey
- Attended DelDOT Annual Utility Summit

Engineering Division

- Continued work on Front St and revised water connection design due to field conflicts
- Performed testing in Phase 1 Cypress Hall to complete the required inspections for Water and Sewer mains.
- Coordinated the test pitting inspection of lead services on North St, 3rd St, and 2nd Street as part of 2020 Streets.
- Discovered and adjustments to approximately 700ft of unexpected asbestos water main on North 2nd Street.
- Provided Parks and Rec with a cost estimate for the Cemetery Road expansion.

Public Services Division - Streets/ Utilities/Water/Sewer/Solid Waste Sections

- Conducted final snow removal and salting during inclement weather conditions
- Intermittently cleaned storm drains and filled potholes as weather conditions permitted
- Erected new speed limit sign on Wilbert Street
- Organized inventory of signage in warehouse for count and spring deployment.

- Supported the City's Lead Service line replacement project on Front Street by distributing information noticed about water quality and service outages
Electric Division/Tech Services
- Evaluated multiple applications for solar energy arrays
- Completed Annual Under Frequency Load Shedding (UFLS) Certification on Electrical Capacity (2/22) for PJM thru DEMEC.
- Participated in meeting for preparation of EV Charging Stations
- Met at the City's designated sites to identify make ready plans for EV Charger installation
- Evaluated multiple requests for co-hosting utilities on the City's utility poles
- Worked with GE on the Front Street TAP Project's Lighting Plan
PW Administration
- Managed repaint and carpet project at the Vickers Building
- Prepared and compiled the Department's input for the FY 23 CIP Budget
- Supported billing for permitting process with the PD Building Construction
- Collected participant information for the City's Annual Leave Sellback Program

Planning & Zoning Department

- During the first two months of the 2022 calendar year, the City issued 10 new residential construction permits. The total construction investment in Milford for through the end of February 2022 based on issued building permits was \$2,501,077.
- The City of Milford has seen 113 projects with a committed investment of over \$24.7 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 \$2.64 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$515,000 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 will review three land use applications, a preliminary subdivision extension request and two proposed code amendments at the March meeting. The land use applications include a revised PUD approval for the Cypress Hall subdivision and Phase III Preliminary Major Subdivision review, an amended Conditional Use Site Plan approval for the redevelopment of the Buccaneer Carwash, and an amended Conditional Use Site Plan approval for an expansion of the Teal Creek Plaza. The extension request is for Knights Crossing Phase II-A & II-B and the two code amendments pertain to Chapter 197 regarding City right-of-way, streets, utilities and sidewalks and Chapter 230 adding regulations for Wireless Communication Facilities.
- The Board of Adjustment will review six variance applications at the March meeting.
- Staff attended the State of Delaware PLUS (Preliminary Land Use Service) meeting for the City's 2022 Amendment to the 2018 Comprehensive Plan request. The City should receive State comments during the month of March and public workshops and hearings should be scheduled some time in April or May.
- The City received a resubmission for the preliminary site plan application for the redevelopment of the Buccaneer Carwash on N. Dupont Boulevard and placed the item on the March agendas for review.
- The City received a resubmission for the preliminary site plan application for an expansion of the Teal Creek Plaza located on N. Dupont Boulevard and placed the item on the March agendas for review.
- The City received a resubmission for the Cypress Hall Phase III Preliminary Major Subdivision and revised Planned Unit Development applications and placed these items on the March agendas for review.
- Staff provided the applicant plan review comments for a preliminary site plan application for Cascades – Phase II for the construction of 66 apartment units.
- The City received a revised preliminary site plan application for the Food Bank in Independence Commons, including a variance request that is currently under review by staff. These applications should be heard by the BOA, Planning Commission and City Council in April.
- Staff provided final site plan review comments to the site engineer for the proposed Milford Police Station.
- Staff received an offer on a parcel in the Greater Milford Business Complex and is pending authorization by the Mayor, which involves the last City-owned property within the business park on the south side of Airport Road.
- A workshop was held with City Council on February 23, 2022 to discuss a proposed building code update from the 2012 IRC/IBC to the 2018 version, including the potential requirement for residential sprinklers in new construction. Staff continues to work on preparing final amendment for City Council consideration in April 2022.

- Staff worked with the Public Works Department to submit proposed Capital Projects for the draft 5-Year Capital Improvement Plan (CIP) based on recently completed planning studies. Projects include proposed bicycle paths and sidewalk improvements, open space acquisition and utility extensions for future development.
- 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.

Parks & Recreation Department

- Park staff continued to do weekly trash runs in the downtown of municipal trash and recycling cans.
- Another snow event occurred in February and the park staff cleared all footbridges and elevated Riverwalk of snow and ice.
- An existing steel box for a dump truck was acquired from Public works and welded into a Park and Recreation truck in preparation of the arborist position. This will be known as the “chipper” truck.
- Park staff continued to work on mowers (maintenance) in preparation for the mowing season.
- Interviews began late February for seasonal grass cutters.
- Christmas banners were replaced with new banners in the downtown.
- A couple of mile marker signs were damaged on the Riverwalk and had to be fixed.
- A minor leak was discovered at the Can-Do bathroom and was repaired in house by staff.
- Staff met to discuss needs for the Capital improvement plan.
- Remainder of the old frisbee golf course was removed.
- Flower beds began to be prepped for the springtime planting.
- Planters were reinstalled on the Riverwalk railing in preparation for spring plantings.
- New nets were installed at the basketball courts.
- Considerable graffiti occurred on the elevated section of boardwalk on Goat Island. This required a fair amount of effort to remove. A police report was filed but no one has been charged with this incident.
- The old peninsula building on Mill street was demolished and all debris was removed. Fill dirt will be brought in and the lot graded once the weather improves.
- Temporary signs were placed in the cemeteries for the annual spring clean-up to occur in March.
- A quote was obtained for a replacement landscape trailer as part of the approved CIP.
- We had a busy month in Recreation with many activities being extended into March because of COVID and winter storms.
- It was a busy month of winter sports with basketball, soccer, wrestling, and Taekwondo. The kids learnt a great deal and displayed tremendous improvement in their skills.
- The volunteer and paid coaches really worked hard despite changing guidelines and revised schedules due to a snowstorm and COVID restrictions.
- The soccer coaching staff was excellent, they utilized members of the high school staff as assistant coaches, and their dedication to our program is continual and very strong.
- All the practices and games were held at the Boys and Girls Club. We started February fully masked, then were able to have participants masked only, and finally at the end of the season and the first weekend of March, everyone was mask free.
- We have over 100 kids participate in both indoor soccer and over that amount in our basketball league. On every level except the 11-13-year old's, we had waiting list for participation.
- Taekwondo is at full participation and will continue through the end of March.
- “Little Buc's” wrestling was brought back after a two-year absence due to COVID with new coaching staff. Unfortunately, our coach of over 30 years Roy Rigby was unable to coach to health reasons and we all mourn his passing in February. The new coaches brought in lots of energy and dedication to the sport and helped to continue the Milford tradition of excellence in wrestling.
- For the first time in many years, P&R offered an adult basketball drop-in program which proved very successful. Adults signed up and played every Tuesday night after our developmental instructional program. Players were highly complementary of our efforts to get this program up and running and anxious to do this again in the future.
- Recreation staff have done a good job of offering excellent programs despite COVID limitations and guidelines. They worked with the situation presented to them and communicated the constantly changing situation well with patience and flexibility.
- Registrations for spring programs has begun with offerings in soccer, field hockey, tennis, flag football and adult flag football. Other activities will be held over spring break.

- Director met with engineer concerning future paving at the cemeteries.
- Director met with the economic development and community engagement administrator and the new DMI director.
- Director met with the City Manager, City Planner and Landscape designer to review the preliminary master plan.
- Director continued discussions with IT and our current recreation software provider regarding updating the software system.
- Director continued to meet weekly with the WIIN coalition.
- Director met with the Public Works director and other employees regarding improvements to the community garden.
- Director participated in an interview with HR, and Public Works Director for the arborist position.
- Director and Parks Superintendent attended the community clean up meeting.

Human Resources

HR Administrator Jamesha Williams just returned to the office after being out on FLMA. Her reports will return in April.

Economic Development & Community Engagement

Economic Development

- Met with City Manager, Planning Director, and industrial park partners, Tsionas - Emory Hill, LLC, several times to finalize MOU and select an engineering firm
- Reviewed Site Readiness Level 1 Application with DE Prosperity Partnership, City Manager, Planning Director and ICMA Fellow
- Interview with DE State Housing Authority for DDD Annual Report press release
- Visited new Walnut St. business, PRN Staffers and shared City of Milford resources with owner and office manager
- Joined Cookie's Paper Petals DE Black Chamber of Commerce Mixer and networked with many potential Milford business investors
- Met with potential entertainment venue investors, City Manager and City Planner to review properly zoned land
- Prepped growinmilford.com economic development website for March 1 launch

Community Engagement

- Presented Economic Development update to Milford Community Conversation, which led to a 7-page article in the Feb. 15 issue of MilfordLIVE
- Attended Music School of DE Press Conference announcing their new \$10 million donation that will fund their scholarship program
- Launched SeeClickFix (MyMilford) app on the App Store and Google Play. Attended recurring SCF meetings for technical and marketing assistance.
- Attended Community Clean Up kick off meeting and setup volunteer sign-up form on the MyMilford portal and app
- Created Customer Resources webpage for easy access to all low-income state and local resources

Meetings/Trainings

- Met with Public Works staff for monthly Public Utility Working Group meeting. Topic: meter education
- Met with City staff to ID and address customer service improvements leading to prioritizing Microsoft Teams staff training
- Met with P&R Director and DMI Director to discuss Bug & Bud Festival
- Attended quarterly CCGM Joint Economic Task Force meeting
- Met with Martha Gery from Milford Advocacy for the Homeless
- Met with Public Works and Planning teams to continue public EV Charging Stations planning, as well as spoke to and received a quote from a potential charging station equipment supplier
- Attended DelDOT Mispillion Drawbridge repairs meeting
- Attended broadband company potential expansion meeting
- Attended quarterly DE Prosperity Partnership Economic Development Partners meeting
- Attended HBA Nuts & Bolts Meeting
- Attended Kent County Tourism Board Meeting
- Attended AARP Community Challenge grant information session
- Attended PLUS Review meeting where Planning Director presented Milford's Comp Plan Amendments
- Attended Polco NCS webinar
- Attended monthly SEDAC meeting
- Attended WIIN project team meeting
- Attended Front St. discussion with City Engineer, PW Director, project engineer, and construction company

Social Media/Website

- February 2022 Insights:
 - o City of Milford Facebook: 28 new likes (total: 2,469); 9,314 reached; 713 post engagement
 - o Parks & Rec Facebook: 18 new likes (total: 2,571); 14,585 reached; 668 post engagement
 - o Instagram: 43 new likes (total: 934); 435 accounts reached; 28 accounts engaged
 - o Twitter: 3 tweets, 637 impressions, 125 profile visits, 1 mention, 1,334 followers
 - o Website: 86,658 users; 91,314 sessions; 24,646 pageviews (32,703 last month)
 - o ChatBot: 78 self-service resolutions; 50.6% self-service resolution rate; \$390 cost savings
 - o MyMilford: 53 issues created; 42 issues closed; Average Days to Close: 1.0
- App Store: 136 total downloads, will have Android data moving forward

Email Campaigns

- Feb. utility newsletter to customers who receive e-bills (3,670): 52.5% open
- Feb. business newsletter 1 (audience: business license holders, 608): 33.3% open
- Feb. business newsletter 2 (audience: business license holders, 608): 37.3% open

Press Releases & Coverage

- City of Milford Launches MyMilford App (Feb. 16)
 - o DE State News: City announces launch of MyMilford app (Feb. 16)
 - o WBOC News at 6pm (Feb. 17)
 - o MilfordLIVE: City of Milford Launches MyMilford App (Feb. 17)
 - o Cape Gazette: City of Milford launches MyMilford App (Feb. 27)
 - o Downtown Development Districts Program, New App Sparking Milford's Growth (March 2)

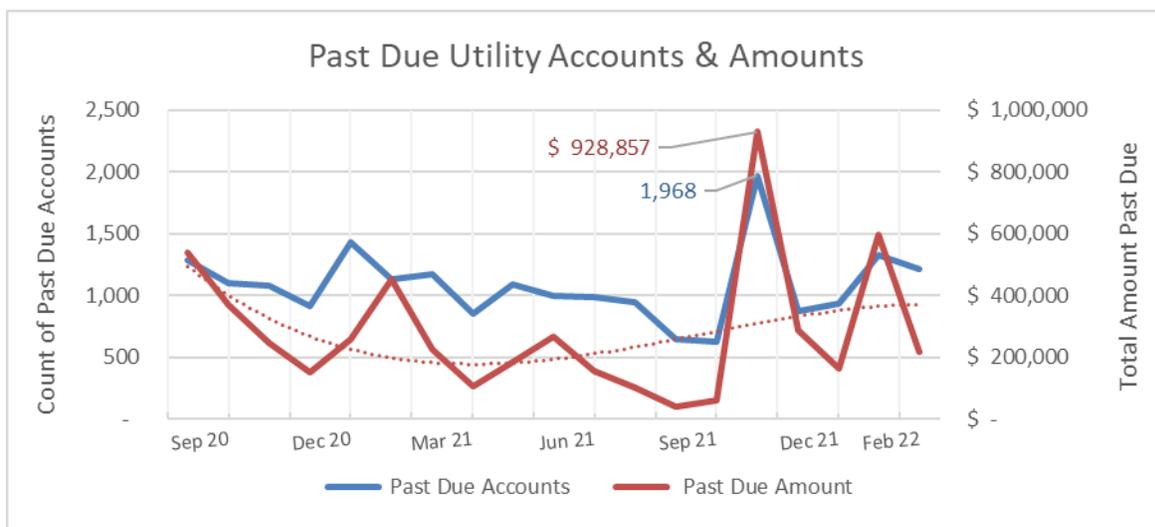
IT Department

- Security:
 - o Two-factor authentication has been implemented, and the related policy has been reviewed and approved.
 - o Phishing tests are scheduled. Individuals who fail the tests will be prompted to complete additional training.
- M365 and Cloud:
 - o Now that we have migrated our shared files and email, we will focus on providing training to end-users and improving processes.
- Council Livestreaming:
 - o Network upgrades have begun, and we are identifying hosting options for livestreaming and council video archives.
- Policies and Procedures:
 - o Update: additional policies are under review (Acceptable Use, Use of Data). We are expanding this project to ensure we cover a broader scope of policies. Rather than declare completion, we will provide links to policies and procedures as they are approved.
- ERP Implementation:
 - o The ERP kick-off has been moved to March, starting with Finance.
- Network:
 - o Due to vendor resource and scheduling issues, Comcast had to push the fiber upgrade back to February. In addition to the fiber upgrade, we are redesigning the network topology. This redesign will improve network performance and reliability.

Finance Department

- Monthly Financial Reporting
 - o The Finance Reports for the periods ended 12/31/2021 and 1/31/2022 were distributed to Council and approved to kick off the initiative to shorten the financial reporting timeline
- Training and Improvement Efforts
 - o Sandra Peck attended the virtual graduation for the Delaware Municipal Leadership program she completed last fall; also participated in a webinar covering SB1 related to paid family leave and a four-hour ethics training course that also meets her CPA license requirements
 - o Katti Murphy continued the ongoing payroll processing learning curve with greater independence this month
 - o Suzannah Frederick attended LeaderGov's Problem-Solving Best Practices in Local Government Workshop

- o Sandra Peck and I represented the Finance Department in an ARPA / Bipartisan Infrastructure Law (“BIL”) briefing hosted by the Governor’s Office
- Staffing
 - o We are once again recruiting for a recently vacated position in Customer Service as well as initiating the search for temporary project implementation support as the Tyler ERP Implementation is underway
- FY23 CIP and Budget Processes kicked off
 - o CIP submissions are being returned to the Finance Office for compilation
 - o Operating budget templates have been distributed to departmental leadership for input
 - o A series of internal budget review meetings have been scheduled in late March/early April
 - o The budget schedule for Council Workshops and Meetings follows last year’s format closely; the attached memo from City Manager Mark Whitfield recaps key dates
- Police Facility Project – Planning and Design
 - o The USDA Financing Application Process remains open
 - Becker Morgan is preparing segments of the application related to environmental, architectural and design components, with staff support
 - The Public Works and Finance teams are coordinating efforts to comply with project inspection, construction manager engagement review and long-term budgeting requirements of the application
- FY21 Audit Process
 - o We continue working on the audit requirements and look forward to completing and publishing a successful audit, which has emerged as the department’s highest priority
 - o We plan on presenting a draft of the unaudited financial statements and reporting package to Council on 3/14/2022
- Billing & Customer Service Department
 - o Another breakdown in our bill print vendor’s operations caused bill delivery delays for three of the City’s four billing cycles in February; no late fees will be applied for the affected cycles
 - We gained an audience with the firm’s service leadership, who are attempting to identify and correct the root cause of this spring’s failure, which is wholly unrelated to the systemic issues experienced last fall across the globe
 - o The graph below exhibits past due accounts and balances since August 2020



- o The Customer Service team rebounded from the spikes in January attributable to cold weather
 - The dollar amount past due (solid red line) is 24% lower than the average for graphed periods and 4% lower than last February
 - The count of accounts having any amount past due (blue line) is 13% higher than the average over all periods and 4% higher than last February
- o A breakdown of property taxes outstanding follows below with differentiation between the current tax levy and previous tax levies.
- o The past due amounts compare favorably in total to the past due amounts reported one year ago

Property Tax Levy	Past Due (\$000) as of:				
	11/1/21	12/1/21	1/3/22	2/1/22	3/2/22
2021 (FY22)	\$279	\$189	\$145	\$131	\$119
2020 & Prior	\$213	\$185	\$173	\$172	\$163
Total	\$491	\$374	\$319	\$303	\$282

Property Tax Levy	Past Due (\$000) as of:				
	11/5/20	12/11/20	1/8/21	2/1/21	3/3/21
2020 (FY21)	\$229	\$133	\$108	\$102	\$95
2019 & Prior	\$250	\$230	\$221	\$218	\$208
Total	\$479	\$362	\$329	\$321	\$303

The amount reported in the FY22 (Maroon) table in the “2020 & Prior” row starting with 2/1/22 excludes \$21,560 in code enforcement amounts transferred to the property tax system during to retain comparability by showing only property tax levies

Councilmember Fulton moved to accept the City Manager and Department Head reports, seconded by Councilmember Boyle. Motion carried.

Draft FY21 Audit/Update

Finance Director Vitola reported that more than half of the field work has been completed by the audit firm. That does not include any substantial field work. They will be on site Thursday, March 17th, all day to conclude final field work.

The goal is to complete the audit by the end of April 2022, though he hopes to have it added to agenda for acceptance at the April 11th Council meeting.

See Finance Staff Report for additional information.

WARD REPORTS & COMMUNICATIONS

Comcast Issues

Councilmember Boyle reported complaints are being received again because Comcast has again taken away another Philadelphia channel. He hopes that the City continue to search for another service that can be offered to our residents.

Mayor and Council talked about other services available in the area outside of the traditional Comcast Cable.

North Washington Street Speeding

Councilmember Baer reported speeding complaints on North Washington Street.

He also reported a modification to the MyMilford app is being considered to easily report speeding throughout the City.

The constituent questioned ARPA funding and the website was modified by the Finance Director and Economic Development Coordinator.

He also reported that DMI is hosting an Economic Vitality Meeting tomorrow at 4:00 pm at DMI Headquarters downtown. Councilmember Baer invited another Councilmember to attend with him.

CORRESPONDENCE

DEMEC Municipal Renewable Portfolio Standard - Updated Plan

Finance Director Vitola briefly explained as is required by state statute enacted in February 2021, DEMEC is required to submit a comparable Renewable Portfolio Standard Plan. This plan details DEMEC's approach, on behalf of our members, to achieve a defined level of renewable energy for their respective service territories.

He noted that no action is needed.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Funding Authorization/Vehicle Purchase/Water Department W-8

Public Works Director Mike Svaby referred to the memo from Public Services Superintendent Steve Ellingsworth that includes a quote from Hertrich Fleet Services valid thru March 31, 2022. It reflects an updated price for replacement of Vehicle W-8 of an estimated cost of \$52,000 (best estimate at the time). The updated quote reflects an increase from the estimated FY 22 CIP Budget of \$20,000.

Public Works and Finance Stall have evaluated the funding possibilities and recommend that \$20,000 be appropriated from Water Reserves so that Public Works can proceed with the scheduled vehicle replacement.

The truck is a heavy-duty vehicle used primarily in the water department and has a flat bed with a box for hauling.

Councilmember James asked if water operating cash should be considered instead or will there be a transfer out of that fund into the water reserves.

Director Vitola stated that yes, there is sufficient funding in the water fund capital reserves and the February report is the first report a breakout of operating verse capital, minimum cash reserves. That freed up at least \$250,000 in the water fund reserves while encumbering the operating cash as a minimum. That leaves almost \$200,000 of uncommitted reserves now in the water reserve fund. He prefers using the reserve funds because they are intended to be put away and invested to meet future capital needs. He also noted that handling in this manner will also eliminates a budget amendment if the funding was moved to the operating budget in the reverse direction.

There was a question about the \$63,000 estimate and Director Svaby explained that when the Vehicle Depreciation Schedule was first developed during the last budget cycle, the estimate was \$52,000. The first-round estimate was \$63,000 and it has increased another \$9,000 and is \$71,000 through the end of this month. There was no scope change or equipment added and is only an inflationary adjustment.

The Public Director also noted that if this vehicle is ordered tomorrow, it will take at least fifteen months to land. The condition of the current vehicle will continue to worsen in the meantime and is over its ten-year mark. He confirmed that once the order is placed the price will be locked.

Councilmember Fulton moved to approve \$20,000 from water reserves to fund the purchase of a new W-8, total cost not to exceed \$72,000, seconded by Councilmember Culotta. Motion carried.

Ordinance Introductions:

Planning Director Pierce provided a brief synopsis of the following ordinances, introduced by Mayor Campbell:

Ordinance 2022-11

Lands of Cypress Hall Residential – Phase III

91.69 +/- acres of land located on the west side of Route 113 approximately 3,100 feet south of Shawnee Road intersection

Application Type: Revised Planned Unit Development

Preliminary Major Subdivision

Comprehensive Plan Designation: Moderate Density Residential

Zoning District: R-3

Present Use: Vacant

Proposed Use: Planned Unit Development

Tax Parcel: 1-30-3.00-261.01, 1-30-3.00-562.00 thru 659.00

*Ordinance 2022-12**Lands of Buccaneer Carwash*

0.989 +/- acres of land located along the east side of N. Dupont Boulevard and the west side of N. Walnut Street

Application Type: Revised Conditional Use Preliminary Site Plan

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway Commercial District)

Present Use: Carwash

Proposed Use: Carwash

Tax Parcel: MD-16-174.14-01-16.00

*Ordinance 2022-13**Lands of Halpern Family Series, LLC – Teal Creek on behalf of Teal Creek Plaza*

5.04 +/- acres of land located along the west side of N. Dupont Boulevard approximately 125 feet south of Rogers Drive

Application Type: Preliminary Conditional Use Site Plaza

Comprehensive Plan Designation: Commercial

Zoning District: C-3 (Highway/Commercial District)

Present Use: Shopping Center & Vacant Land

Proposed Use: Shopping Center

Tax Parcel: MD-16-174.17-01-26.00 & 27.02, MD-16-183.05-01-01.00

*Ordinance 2022-14**Amending Chapter 197 Streets & Sidewalks*

The Code of the City of Milford is hereby amended to repeal in its entirety, the current version of the Chapter 197, entitled Streets and Sidewalks. A new Chapter 197, entitled Streets, Sidewalks, Storm Sewers, and Other Public Places

*Ordinance 2022-15**Amending Chapter 230-Zoning Code*

An Ordinance to amend Article III - Use and Area Regulations of Chapter 230 – Zoning Code of the City of Milford. Chapter 230 is hereby amended by adding a new subsection § 230-19.10 entitled Wireless Communication Facilities

Ordinances 2022-11, 12, 13, and 15 shall be reviewed by the Planning Commission and a recommendation made to Council. All six ordinance are on Council's agenda for a final public hearing and determination on March 28, 2022.

Ordinance 2022-14 will be presented to the Commissioners as an information only item.

ADJOURNMENT

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

The Council Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
March 23, 2022

The City Council of the City of Milford convened in a Workshop Session on Wednesday, March 23, 2022, beginning at 6:10 p.m.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

COUNSEL: Solicitor David Rutt, Esquire

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council and participants met in a hybrid format.

The stand-alone executive session added on Monday as approved by City Solicitor Rutt was removed in error by the City Clerk and added to the March 28th regular agenda.

WIIN Presentation

Danielle Swallow of Delaware Sea Grant, a program at the University of Delaware in Lewes, was present on behalf of the WIIN Coalition to discuss their progress. Slaughter Beach Mayor Kathy Lock and Vice Mayor Bob Wood were also in attendance.

Ms. Swallow provided the following report:

The WIIN group is known as a waterways, infrastructure, and investment network and was formed to help the City of Milford and the Town of Slaughter Beach be competitive on the federal playing field for federal grants. Match dollars were raised and applied through the National Coastal Resilience Fund. Competing with large cities and small towns across the country, the WIIN group was successful in large part because of the great coalition of partners that includes nonprofits, university-based, the two counties and both municipalities.

She recalled this project involves the watershed that makes up the Mispillion and Cedar Creek areas and focuses on the corridor between Milford and Slaughter Beach. This area has an abundance of natural resources with areas for birding, recreation, and water recreation.

Milford has an interest in economic development and continues to brand its identity with ties to the Mispillion River. Slaughter Beach has a great affinity for the natural resources that surrounds their town and a strong environmental stewardship ethic and has wanted to understand the value of the natural resources in the area.

Thus, there is a common interest in both communities to get the value of the natural resources and to leverage the respective economic goals. There are also resilience goals tied into helping both communities better adapt to climate change and flooding as both communities have common vulnerabilities.

This project is looking to assess the value of these natural resources that goes beyond the traditional economic value and is considering some of the indirect and direct values or intrinsic values that natural resources bring to the community.

They are also working to identify investment strategies that improve access to those resources, recreation opportunities and sustainable economic development that support the goals of sustainable economic development and resilience to future changes.

The economic valuation of the two-year grant was completed last fall. The vulnerability assessment is presently being finalized. The two studies were done with community input which will continue as they phase into their investment analysis.

The project is progressing and is entering in the next phase of being able to identify specific investment strategies. That will culminate in a final management plan or investment strategy by providing a set of recommendations to the community and result in a communications toolkit to help with marketing those resources by attracting investors and bringing more momentum to implementation.

The study found that resources of the Mispillion and Watersheds are valued at millions of dollars per year for leisure and recreation alone.

As they begin the next phase. They will be selecting locations and assets that can be smartly invested and not compromised by flooding. They can also potentially prioritize parcels that have some flood risk and identify projects to help mitigate the flood risk.

They will again brainstorm with various stakeholders within the community, representing the marine industry, recreation, businesses, and our federal partners that manage wildlife refuge. Continuing will be the generation and gathering of economic data for the region, as well as the identification of any infrastructure projects that are already planned, plus any new ideas. After that is completed, the benefits and costs will be estimated and compared to the vulnerability assessment, and a set of recommendations created. The final investment strategy should be concluded by the end of the year.

Mayor Lock believes there is about \$400 million that will be awarded throughout the State of Delaware for resilience projects. The Notice of Intent must be turned into the Governor's office by April 24 or 25th.

She recommends Milford investigate the trillion-dollar infrastructure bill that the Governor's Chief of Staff Greg Patterson is involved in and is planned to be rolled out over the next several months.

Audit Presentation

Finance Director Vitola presented the initial draft of Fiscal Year 21 financial statements, included in the packet. The timeline is pushed back to allow the completion of the tables and the audit itself. That timeline cannot be condensed because sufficient time is needed for Council review prior to their acceptance.

He suggests the focus be on the core financial statements which include the governmental funds balance sheet and income statement on pages 14 to 15, and the proprietary funds balance sheet and income statement on pages 16 and 17.

Called the fund financial statements, the governmental balance sheet is the only one with a recognizable name. The utility balance sheets are the proprietary funds and called the statements of net position, somewhat equivalent in the private sector to equity or shareholders equity. The income statements are called statements of revenues/expenditures and changes in their positions. A change in net position can be positive or negative, just like the private sector profit and loss statements.

A high-level review of the statement shows a strong performance across all funds over and is above the FY20 financial performance which was also strong. The proprietary funds show a total increase in net position of \$6 million in FY21 which is a \$2 million change and ahead of the \$3.8 million in FY20. In the governmental funds, the change in that position was just a notch above FY20. Cash position increased significantly over FY20, even excluding the ARPA funding received just prior to the end of the fiscal year.

The Director reiterated that City's financial position is as strong as was expected last May when projections were presented to Council ahead of the FY22 budget. The only negative in the FY21 financials is the delay of about three

weeks compared to last year. Some of the steps remaining in the process include the completion of the tables and the narratives. Anything in red in the draft (see packet) is incomplete but on its way to being completed.

Most important is an adjustment for the pension and the adoption of GASB Statement No. 84 related to fiduciary fund accounting.

After that, the new auditors will complete final testing and review. Going forward, Director Vitola plans to update Council on March 28th and will continue to post revisions of the draft on the City website.

Councilman James informed Council that when they adopt the audit, they are agreeing to the accuracy of the report. He encouraged them to review it thoroughly because that falls under their responsibility.

He also asked that the auditor be present the night it is adopted by Council and available for questions.

When asked about the other financing sources that transfer in and out, Director Vitola explained governmental accounting hinges on the development of fund financial statements. This means the government is required to report major funds, in and of themselves as though they are their own standalone unit. That prevents commingling all city operations into one fund and one financial statement. There is a need to look at the electric utility as its own operation. That will either generate a surplus or cause a deficit and the same is true for other funds such as the general fund.

Director Vitola explained that utilities generally typically cover all their costs, including noncash items like depreciation. Here, three of the four throw off enough of a surplus that we can transfer that positive surplus or a portion of it, into the general fund. That is because all the departments, including the minor funds, are deficit driven, though that is not necessarily a bad thing.

Milford's annual tax revenue is \$4.3 to \$4.4 million. The intent is for tax revenues to cover everything in the general fund, but the police department's budget alone is \$6 million a year. Because of that, the City's entire tax revenue is insufficient to support the police department by itself.

Electric, water and sewer surpluses are then transferred into the general fund and to balance the activity in the City. The utility transfers are needed to support the governmental funds.

EV Charging

Public Works Director Svaby presented information on the electric vehicle (EV) charging program under review in the City. He explained there are a lot of facets including what the city is going to do for its own fleet, what the city is going to do for the public, and what private business will be doing for the public.

Director Svaby then talked about the more than 113,000 of EV chargers in the United States. California is the state with the highest count of more than 41,000.

As they consider types of charging systems for this community, there is a need to understand what cars are selling the best. Tesla is the largest EV charging maker in the world and sold over 936,000 cars in 2021. They are also the number one EV company with sales at \$948 billion dollars in January 2022. Of the EV sold, 90 to 95% of charging occurs at home.

The traditional car companies have their own electric versions of vehicles with Volkswagen leading with over 760,000 EVs at a market cap of \$134 billion. Today, this is a trillion-dollar industry, with more than 1.6 million electric vehicles on the roadways.

According to Tesla, a car can be charged up to 80% of its capacity in about 30 minutes at a supercharger station. As of April 2019, there were over 12,000 Tesla-branded superchargers in North America, Europe, and Asia. In Delaware, there are currently nine Tesla superchargers, starting in northern Claymont working down towards Seaford.

There are three types of EV chargers available. A Level 1 provides two to five miles of range per one hour of charging. A Level 2 charger provides 10 to 20 miles of range per one hour of charging. Both Level 1 and 2 chargers only have a J1772 connector. The DC Fast Chargers provide 60 to 80 miles per 20 minutes of charging and offer three types of connectors, CCS, CHAdeMO and Tesla.

Investigating the supplier markets, Director Svaby received one quote from a company called Charge Point for a DC fast charger at \$63,000 each. Level two chargers run about \$15,000 apiece but neither of those numbers include site preparation costs things such as extending the appropriate power source to the charge unit.

Tesla vehicles can charge at any of these, with the right adapter. Any other vehicles must use a level one, level two or a DC fast charger developed by a company other than Tesla.

Locations for the chargers are being considered. He noted that they need to be in areas that are attractions, such as shopping, restaurants or where other services are available. Also important is the amount of time needed to charge an EV in that location or how long that EV will be parked at that location. Power availability and quarter access are also very important.

Director Svaby reported the two current pilot locations include the parking lot immediately behind customer service and the Arenas parking lot.

The cost for City crews to run electric to the Arena's parking lot is about \$4,000 and the three level-two chargers are approximately \$20,000 each. Currently, a contractor would be required to install the chargers. It is estimated that \$54,000 could be recouped through the DNREC rebate program. Director Svaby agreed the goal is to get the City's application in immediately with the first deadline being June 30, 2022.

Various funding sources were also discussed. DNREC is the clearinghouse for two of the sources and possibly for the third as well. The first is for the type two chargers and up to 90% of equipment costs can be recouped, depending upon the type of organization. In this situation, the City would qualify as a government entity.

With the receipt of the charger quote, installation quotes are now being sought. A determination will need to be made to have the City crews do the site work or to turn the entire project over to the contractor.

Economic incentives were also discussed, considering the benefit to the overall community. City Manager Whitfield shared there is a California town that offers rebates to residents who inform them they have an EV charging port at home. The rebate is given to prevent five houses from coming home at the same time each time who plug their chargers in at the same time. The chances of blowing a \$7,000 transformer are very high, so giving a \$200 registration rebate can help prevent that. Those are the kinds of things that will need to be considered in addition to the infrastructure shortcomings that will need to be addressed.

The City recently received an inquiry from an auto dealership asking if they had the appropriate amount of power to install 10 level two charging systems. The purchase of the equipment itself is more than a half million dollars. After quoting the materials and labor costs for our electric division to outfit the site, and considering the price of the equipment, he anticipates them asking about some cost sharing.

Director Svaby determined there are 46 registered EVs in the 19963-zip code.

Councilman Culotta shared that his Tesla can plug into a 110 outlet and provides about a mile an hour of charge which is not very much. A 220 outlet will provide about 31 miles an hour and a Tesla charger provides about 45 miles. The charger he installed at his home was \$500 bucks and an electrician was required to install it. Though the installation fee can cost as much as \$1,000 to \$1,500. He has the Model Y long range and gets about 315 to 330 miles based on the driving conditions.

When asked if the City goes with the level two chargers, will there eventually be some sort of conversion as the chargers are updated and replaced; it was agreed that more than likely it will evolve toward faster chargers which

creates a difference in the need from a power standpoint. If it becomes that lucrative or a resource that is desperately needed, Director Svaby believes there will be ways to make it happen.

There being no additional items on the agenda, the Workshop concluded at 7:36 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
March 28, 2022

The City Council of the City of Milford convened in a Workshop Session on Monday, March 28, 2022, beginning at 6:05 p.m.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

Per the Limited Public Health Emergency Declaration issued by Governor John Carney on March 1, 2022, and the virtual meeting provisions provided in Senate Bill 94, Milford City Council and participants met in a hybrid format.

Annual Reports/Presentations

Downtown Milford, Incorporated (DMI)

DMI Board President James Rabe of 10 South Walnut Street presented the following 2021 report:

Downtown Milford Incorporated completed a successful year that included staff and board changes as well as a more limited event schedule. Despite these disruptions, DMI was able to finish the year in a better place from an operations and financial standpoint.

In 2021, DMI hired a new executive director, onboarded new board members, and saw tremendous growth in its volunteer base. In 2022, the organization will also be adding an Ex-Officio board to provide additional advisory support. Financially, DMI finished the year with a budgetary surplus which DMI intends to extend forward by adding additional services and events for the downtown and surrounding community.

The total direct and indirect economic impact of Downtown Milford to the downtown for 2021 is estimated at \$335,140. This is a culmination of the DMI volunteer base, the Farmer's Market, and the downtown businesses DMI is privileged to serve.

Today, DMI is requesting funding from the City in the amounts of \$49,070.00 for operations expenses (includes a 7% increase) and \$30,000 for the Ladybug Music Festival.

In 2021, DMI received funds from the City of Milford totaling \$45,860. The operations funds were provided under the ARPA conditions that they could only be used for staffing related costs. The current estimate is that DMI will not use the full amount allocated to marketing and event staffing and will be able to target that surplus towards FY 2023 events. This surplus is the result of hiring an Executive Director in February of 2022 and not in October when the position became vacant. Funds have been allocated for onboarding training and annual conference training as well as the Executive Director's salary and benefits.

Through March 31, 2022, Downtown Milford has a total of \$44,314.34 in total expenditures and \$78,395.95 in income from grants, events, small business funding, and donations resulting in a net income of \$34,081.61. The detailed Profit & Loss statement is available in Appendix C (see Council packet).

During 2021, Downtown Milford was fortunate enough to add several new volunteers to its Board of Directors. Peggy Reilly completed her term as President and was succeeded by Yanelle Powell and then James Rabe. James Rabe will complete the remainder of Yanelle Powell's term through June of 2021 when new officers are elected from the Board of Directors.

DMI is currently completing year four (FY 2022) of a 5-year contract with the City of Milford for approximately \$45,000 with adjustments based on the mid-Atlantic CPI. In 2021, DMI received \$45,860 from the City which was allocated from ARPA funding.

For FY 2023, DMI is requesting the 5th year of funding in the amount of \$49,070.00 This amount will be used as compensation toward the salary of the Executive Director Janne Collins.

Additionally, DMI is requesting funding and partnership for the Milford Ladybug Festival in the amount of \$30,000. The cost to provide the Ladybug Music Festival has increased from the 2019 event and now totals \$40,000. DMI is anticipating bridging this gap from event fundraising and event income.

Following the completion of the five-year contract with the City of Milford, DMI is requesting a renewal of the existing contract which will encompass salary expenses, rent expenses, and preliminary funding for many of the events that DMI provides for the City. With this increase in funding, DMI is anticipating adding the following to the organization and the downtown community:

- Dedicated event planning services exclusive of the Executive Director role
- Providing Social Media Management services (setup, maintenance, & full service)
- Free website and online design services
- Online downtown vacancy portal to display available properties
- Entrepreneur toolkit and business portal
- Formalize downtown business lending fund
- Additional Senior Center focused events
- Creation of Arts Festival in alignment with the Art Town themes
- Reintroduction of the International Food Festival
- Introduction of a New Year's Eve Downtown Event
- Reintroduction of Eat in the Street
- Reintroduction of a Brew Grass Festival (or similar)
- Additional items to be considered

DMI will work with the City of Milford to determine a timeline for submitting requests for a future operations contract and funding.

Following the completion of the current contract, items planned to be incorporated into the next three-year plan include dedicated event planning services, and increasing the frequency, complexity, and maturity of these events, as well as adding primary and secondary stakeholders.

Greater Milford Chamber of Commerce

Riverwalk Freedom Festival Chairperson Angela Dorey participated virtually, and Executive Director Jo Schmeiser was in attendance.

Chairperson Dorey presented pictures from last year's 20th Anniversary Celebration that she shared was well attended and extraordinary. She thanked the City for their assistance with funding which resulted in what she believes to be the most amazing festival in 2021.

The \$30,000 City contribution allocated for the 2021 event assisted with the following activities:

- AAA Co-op Effective/Comcast TV with Southern Delaware Tourism \$1,570.00
- Brother's Pyro Fireworks: \$10,000.00
- Charlie Joseph the Magician Kids Corner: \$500.00
- Salisbury Zoo Kids Corner: \$370.00
- Amazon Kids Corner Game prizes: \$197.24
- Jump On Over Kids Korner games: \$2,605.40
- Atlantic Business Contracting – Large Entertainment Stage: \$3,500.00

- Plead the 5th Live Band: \$2,000.00
- Mike Hines & the Look Live Band: \$2,000.00
- Kathie Martin & the Hot Rods Live Band: \$900.00
- Lincoln City (Pilot Entertainment) Live Band: \$600.00
- Forever Media Geo Fencing: \$1,800.00
- Forever Media Eagle 97.7 Radio Advertising: \$1,000.00
- WBOC TV: \$5,520.00

A request of \$35,000 for the 2022 event will be used in similar spending and increases related to:

Cost of fireworks increase from \$15,000 to \$20,000. Shipping & limited availability of product.

Port-a-Johns and sanitation costs.

Inflation costs of entertainment with most charging extra fees to cover fuel and travel.

Ms. Dorey stated that the Chamber of Commerce and the festival have a proven track record and have overcome many hurdles, including the acquisition of even more volunteers, as well as keeping everyone safe and healthy during the pandemic. She believes the success of last year's event proved their ability to accomplish anything in the community of Milford, by proceeding with this special and traditional event during a very trying time.

They are asking for the City's continued support in the amount of \$35,000 for this year. The increase is primarily due to the cost of the fireworks.

When asked by the City Manager if that is the complete request from the City, and includes any other item related to our Parks and Recreation Department, Ms. Dorey stated that this the total contribution for the Freedom Festival and nothing additional will be asked. The only ask will be that Parks and Recreation assist with the park's preparation and trash services, as they have always done in the past.

Ms. Dorey reiterated that there is a significant increase in the fireworks expense that increased another \$5,000 to \$20,000. Of the \$30,000 received from the City last year, only \$10,000 of that went toward the fireworks. They are preparing for the overall increase of costs this year, based on last year's total of \$49,961. Of that, the Chamber chipped in slightly more than \$19,000, with some help from their sponsorships in 2021.

She also noted there was an additional expense of Special Duty officers from Milford Police Department of more than \$2,000. In the past, Milford Parks and Recreation paid for that as well. They will be paying those fees again in 2022.

They will continue to work on fundraising and sponsorships to help with the festival's overall costs, and though unknown at this time, there will be a substantial increase as is the case in anything right now.

Milford Public Library

Executive Director Vivian Erickson thanked the City for the support over the past years, adding this has been a year of recovery. She reported the following:

They have received more than 86,000 patron visits this past year, even with being closed through February. The door counters started in May, so adding in an estimated number for March and April probably climbed to 100,000 visits.

The adult collection is roughly 37,000 items and 44,000 were circulated this past year. Adult programs feature everything from highlighting local organizations, jazzercise, book club and live performances.

Music in the Park, held in July, is the library's biggest event and between 1,000 to 1,200 people attend over the four-five-week program.

Computer classes are running two times a week now thanks to the gift given by the City of Milford that allowed the purchase of ten new laptops and computer mouses. She also talked about the variety of apps available for patrons and the teen center program which continues to grow. Children services has 13,000 items with 26,298 items circulated last year. Curbside services are also still available, but on a very limited basis.

Currently, the library is reaching 27,601 patrons. Many who use the library for printing, faxing, computers, and on-line services are not included in this number.

They continue to participate in community events and are looking for more ways to be more visible in the community. Their plan to do a needs assessment in the community this year to determine what Milfordians would like in the library.

Last year, Ms. Erikson said the City provided \$25,000 and factoring in the 7% increase, they are asking for \$1,750 over the \$25,000. Because they are nonprofit, the minimum wage increase to \$15 an hour is going to affect them as a nonprofit over the next couple of years because they have no way of making up the additional costs. She asked Council to consider this small increase to help them accomplish their goals in 2022.

A discussion about the Hispanic Community followed and possibilities of local partnerships who can assist with Spanish and Creole languages. Director Erickson talked about the Mango program which is a language learning program and has contacted a few of the larger industries to assist with that funding.

She confirmed the library remains open until 7:00 pm and has not returned to the pre-pandemic closing time of 8:00 pm due to budget restraints.

When asked about the use of the library's restrooms until the City can install public bathrooms downtown, Director Erickson said they opened the downstairs bathrooms for the Farmer's Market and can also do that for Third Thursdays.

Council offered several suggestions related to Music in the Park events including a potential partnership with the Music School of Delaware.

Milford Museum

Claudia Leister, Executive Director of the Milford Museum, stated the museum is a commission of the City and was established in 1983 and has been growing since. One of their part-time employees retired this past year, and it was agreed to hire a full-time Museum Operations Manager. Duties of the new position include grant writing, social media, collection data entry and assistance with events.

She then presented the following report:

OPERATIONS/PROGRAMS/SERVICES

- 1) Paid part-time Assistant retired. As of March 1, we have hired a full-time Museum Operations Manager.
- 2) Reordered 1,000 "Mispillion Greenway Walking Trail & Tour" booklets.
- 3) Installed three new rolling storage racks and new kitchen sink
- 4) Working with new History Club at Milford High School, and MHS Supervisor of Equity & Support Services Dr. Brittany Hazzard is assisting with our new Black History Exhibit and community programs.
- 5) Assisted Chamber of Commerce with organization & set up of baskets for Taste of Milford event.
- 6) A total of 303 new items have been added to the Museum's collections during 2021 including a modern collection of 116 dolls.
- 7) Held successful Holiday Stroll with 300 visitors.
- 8) We are preparing to install a small Museum store.

PERFORMANCE INDICATORS

Due to COVID, the Museum was closed during January. Our total visitation for calendar year 2019 was 3,255. Our visitation for 2020 was only 1,122. 2021 Visitation increased to 2,365.

VOLUNTEERS

The Museum will start the year with one new Board member. Yanelle Powell, Sussex Co. Social Services Administrator. The Museum Board now includes a total of 14 members who volunteer their time and talents.

UPCOMING EVENTS

The following Fundraising events are being planned for 2022: May 21 & September 24 will be our WALKING TOURS; Saturday August 20 HIPPIEFEST at Causey Mansion; Friday & Saturday October 22-23 GHOSTWALK from The Towers to Causey Mansion. A suggestion was made to add a second weekend of GHOSTWALK tours.

CITY FUNDING

CALENDAR YEAR 2020		CALENDAR YEAR 2021	
ITEM	AMOUNT	ITEM	AMOUNT
Payroll	\$44,387	Payroll	\$36,422
Utilities	\$9,193	Utilities	\$7,940
TOTAL	\$53,580.	TOTAL	\$44,462

The Milford Museum is requesting funding support from the City of Milford for 2022 in the amount of \$35,000.

Carlisle Volunteer Fire Company

Carlisle President Tor Hazzard, Chief Ryan Knowles and Past Chief/Current Treasurer Joe Mriss were in attendance. Chief Knowles presented the following operations report:

Our operation and services provided include structural firefighting, hazardous materials response, technical rescue, emergency medical response, and a wide variety of other amenities. In 2020, Carlisle Fire Company responded to a total of 4,248 calls for assistance, of which 646 were for fire and 3,602 for EMS responses. The department also supports several special service requests and public outreach events.

In an effort to effectively and praise the operations of our company, they are utilizing a strategic planning technique called a SWOT analysis to help identify their strengths, weaknesses, opportunities, and threats related to our overall mission and the services provided to their service area.

The strengths are people, members with diverse backgrounds and experiences, continued community involvement, the purchase and maintenance of state-of-the-art apparatus and equipment.

Weaknesses are limited manpower and increased training requirements.

Opportunities involve the expansion of EMS services, upgrades to equipment, utilization of new technology and overall planning for future growth.

Threats are complacency and motivation, low recruitment rate and retention rate, and the unpredictability of funding and continued development and annexation.

Treasurer Mriss continued with a summary of their stats for the past year.

Referring to the fire responses, he reported that calls have remained consistent on the fire side, with a few spikes in 2010 and again starting in 2018. See page 42 of Council packet for related graphs.

On the EMS side, following are the responses beginning in 2000:

2000- 1566	2011- 2549
2001- 1670	2012- 2785
2002- 1785	2013- 2797

2003- 1878	2014- 2912
2004- 1941	2015- 3101
2005- 2259	2016- 2850
2006- 2244	2017- 3172
2007- 2486	2018- 3209
2008- 2820	2019- 3271
2009- 2839	2020- 3377
2010- 3022	2021- 3602

The 21-year period equates to about to a 72.5% population increase for the City, with an EMS call volume increase of 130%. The average per year is 9.8 calls per day.

Based on the current trends, they have seen a 3% increase in City population. Conservatively forecasting over the next ten years and factoring in a 50% population increase, results in 18,726. That same 50% percentage in the EMS call volume will increase to 5,400 calls a year, or an average of 14.8 calls per day.

Over the last 21 years, Carlisle has received on average \$140,000 a year. Their funding request for next year is increasing to \$217,000. Broken down, that covers city utilities of \$35,000 with the remainder supplementing employee salaries, insurance, and payroll items.

During the 20-year period and considering the call volume increase of 130%, this funding increase is only at 55%. He asked that Council continue to keep in mind the continuous call volume and growth of the City that has put a strain on their EMS crews, as well as the increased costs of equipment apparatus. In order to maintain the EMS crews and be competitive with other departments, salaries have to be a consideration. Right now, they cannot sustain the EMS crews by themselves anymore, and are asking Council to take that into consideration by helping out on the employee salary side.

Councilman Fulton asked what is being done to encourage the counties to move an Advanced Life Support (ALS) unit into the Milford area since the EMS call volume is increasing. He noted the closest ALS is at least eight minutes away with lights and sirens. Treasurer Mriss said they can have Levy Court look at the data which is provided by the 911 Center to them. However, they are also seeing substantial growth throughout the county and not just in the Milford area. They have a unit that is stationed just over the Sussex County line in Ellendale. There is also a single unit medic now stationed in Frederica which has been added in the last four to five years. as well as the Kent County paramedics in the Harington area.

Councilman Fulton pointed out that if a fire company gets behind something, Levy Court will listen.

President Hazzard then added they have been in communication with Levy Court Commissioner Eric Buckson regarding ARPA funding. There is room for a medical unit in their ambulance bay. However, there hasn't been continuous talks about having a unit stationed in Milford and agrees that due to the call volume increase due to the City's growth, it is time for a medical unit to be put in the City of Milford. They are willing to discuss that with the county.

When asked if there has been any consideration of part-time firefighters or a mix to encourage responders to show up quicker and have the ability to man the truck much quicker, Carlisle representatives explained that the EMS crews are part-time and full-time. They recently posted opportunities for firefighters/EMT's (combined), though firefighting was not a requirement. However, the majority of the candidate they found were firefighter qualified.

President Hazzard shared that presently in the early morning/late hour evenings, the fire engines are staffed with their ambulance employees. They put the ambulance on bypass during the night. During the daytime, there are two crews and that allows one ambulance can go on bypass while they are manning and staffing the fire engines. The second crew is then available to serve the community.

Councilman James said he has observed the process and has seen a somewhat slow response that is often not enough to man a truck. He hopes there is consideration being given to incentivize volunteers to man the trucks and get them out to fight the fires in our City.

President Hazzard agreed this is a statewide problem and now when an actual fire is reported, it becomes a dual dispatch and in addition to Carlisle being dispatched, Houston, Ellendale or Slaughter Beach is also dispatched. That allows a truck to respond much quicker.

However, it is a critical time because there is a reduction in volunteers. But with City Council's help with their funding request, Carlisle hopes to provide some incentives to obtain more qualified employees to man the engines and ambulances to make a much more rapid response.

Councilman James suggested the fire company consider incentivizing fire safety/firefighters and offered some suggestions. Mr. Mriss stated they could not provide an answer this evening as this would require decisions by the entire body of the fire company. They have looked at the response times, but right now, he said their priority is the EMS services. They also understand the concerns about the fire services but are able to sustain that service at this time.

There being no further business, the Workshop Session of City Council concluded at 7:32 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

City of Milford



PROCLAMATION 2022-07

National Public Safety Telecommunicators Week

April 10-16, 2022

Whereas, emergencies can occur at any time that require police, fire or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Milford Police Department Emergency Communications Center and Sussex County and Kent County 911 Centers; and

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

Whereas, Public Safety Telecommunicators of the Milford Police Department, and the Kent and Sussex 911 Centers have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job 24 hours per day and seven days per week.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, do hereby proclaim week of April 10 through 16, 2022, to be National Public Safety Telecommunicators Week in the City of Milford, in honor of the men and women of the Milford Police Department Emergency Communications Center, Sussex County 911 Center and Kent County 911 Center, whose diligence and professionalism keep our city, county and citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed hereto this 11th day of April 2022.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford



PROCLAMATION 2022-08 LINEMAN APPRECIATION DAY

Whereas, on January 3, 2017, the 115th United States Congress adopted House Resolution 10 recognizing the profession of Electric Linemen, the contributions these brave men and women make to protect public safety, and to express support for the designation of April 18th as National Lineman Appreciation Day; and

Whereas, Linemen work with thousands of volts of electricity high atop power lines, sometimes 24 hours a day, 365 days a year, putting their lives on the line with little recognition from the community regarding the danger of their work; and

Whereas, Linemen are often the first responders during storms working to repair broken and damaged electrical lines under hazardous conditions to make the area safe for other public safety officials; and

Whereas, Milford's Linemen have been temporarily mobilized to assist other communities in emergency situations where mass numbers of people were left without electricity; and

Whereas, on this day, it is only appropriate we recognize the many contributions of these brave men who work tirelessly to provide dependable electricity not only within the City, but also to the Greater Milford area; and

Whereas, linemen play a vital role in our citizens' everyday lives by maintaining and growing our electrical infrastructure and simply 'keeping our lights on', which is often taken for granted by so many customers.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, hereby proclaim April 18, 2022 as

Lineman Appreciation Day in the City of Milford

and urge all citizens to take a moment and recognize the professionals that work tirelessly each day to ensure electricity continues to flow to our homes, schools, hospitals, and businesses throughout our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this 11th day of April 2022

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

Elaine Price
613 Seabury Avenue
Milford, De 19963

April 4, 2022

Mayor Campbell & Town Council
City of Milford
201 S. Walnut Street
Milford, De19963

Re: Stop Signs on Seabury Avenue

Dear Mayor & Town Council,

It is with great pleasure that I write to thank you for installing the two new stop signs on Seabury Avenue. Our street, which had turned into an unsafe speedway, now resembles the quiet, residential street it used to be.

Seeing what a big improvement the stop signs have made on our street, I encourage you to continue this practice on other chronic speeding streets in Milford, such as South Walnut Street. The appeal of Milford to its residents and potential residents is affected by how well our City officials protect the rights of its law-abiding citizens.

Thank you again for what you did on Seabury Avenue.

Sincerely,

Elaine

Elaine Price



Sussex County Association of Towns

37 The Circle, Georgetown, Delaware 19947

S.C.A.T. Dinner for Wednesday, May 4, 2022

- 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: Harvest Tide Restaurant
98 Garfield Parkway, 2nd Floor
Bethany Beach, DE 19930

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

HOST: Town of Bethany Beach

SPEAKER: Tony Pratt, Executive Director of American Shore & Beach Preservation Association

COST: \$50.00 per person (Must pay BEFORE event)

MENU: Harvest Tide House Salad
Warm Rolls and Herbed Butter
Lake Billy Chinook Salmon
Prime Filet Mignon
Truffle Potato Puree
Garden Fresh Vegetable
Wild Rice
Chef's choice of Dessert
Fresh Coffee and Tea

For reservations, please contact Molly Daisey at
(302) 537-3771 or by email: mdaisey@townofbethanybeach.com
no later than **April 19, 2022 BY NOON**

Please make checks payable to **Town of Bethany Beach**
Mail to: Town of Bethany Beach
Attn: Molly Daisey
PO Box 109
Bethany Beach, DE 19930

****PAYMENT IS REQUIRED BEFORE EVENT****

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

Friday, May 6, 2022 at 9AM, at

First State Community Action Agency

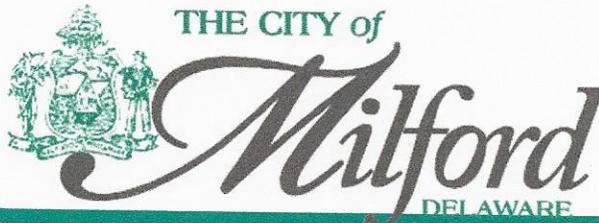
308 North Railroad Ave, Georgetown, DE

Cost \$11.00 (checks written to Sussex County Association of Towns)

RSVP to Kristen Dabrowski kdabrowski@georgetowndel.com



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



400 NE Front Street
 Milford Delaware 19963
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
 FROM: Kenneth L. Brown, Chief of Police *(KLB)*
 DATE: April 7, 2022
 RE: Activity Report/March 2022

Monthly Stats:

A total of 393 arrests were made by the Milford Police Department during March 2022. Of these arrests, 66 were for criminal offenses and 327 for traffic violations. Criminal offenses consisted of 16 felony and 51 misdemeanors. Traffic violations consisted of 91 Special Duty Radar, 9 Drunk-Driving charges, 227 others.

Police officers investigated 61 accidents during the month and issued 119 written reprimands. In addition, they responded to 1141 various complaints including city requests and other agency assistance.

Monthly Activities:

Throughout the month of March, participated in numerous conference calls and virtual meetings including the monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, bi-weekly City Manager’s meeting with Department Heads, and PD Staff meetings.

Met with Becker Morgan Group in reference to Interior Finishes, FFE, Security & IT for new police facility held at the Police Department on March 3, 2022.

Attended a meeting with DSP Victim Services via teleconference on March 10, 2022.

Attended the Delaware Police Accreditation Commission (DPAC) Meeting held via WebEx on March 15, 2022.

Attended Brandy Counseling Board (BCCS) Meeting held via Zoom on March 15, 2022.

Hosted a Retirement Luncheon for Captain Gary Bailey held at Benvenuto Restaurant on March 16, 2022.

Met with Becker Morgan Group to review the dispatch center for new police facility held at City Hall on March 17, 2022.

Attended Delaware State Police Academy Graduation held at the Dover High School on March 17, 2022.

Attended a Senior Center Board Meeting held via Zoom on March 25, 2022.

Met with the Public Works Director in reference to bids for the new police facility held at the Police Department on March 30, 2022.

Met with Staff and Xtreme Gaphix in reference to graphic design for the new police motorcycle on March 31, 2022.

Training –

Most training courses for department personnel during the month of March 2022 were performed via webinars.

One Officer attended Rookie to Retirement training held at the Middletown Police Department on March 11, 2022.

One Officer attend Fletch Fitness Instructor training held in Virginia Beach, VA., from March 16, 2022 - March 25, 2022.

Four Officers attended DEMA-FEMA ICS 400 held in Smyrna from March 31, 2022 – April 1, 2022.

Public Information/Social Media Update –

March statistics are as follows. Our Nextdoor posts during the month made 817 impressions. Nextdoor reaches 1673 households in 15 neighborhoods according to statistics provided by the website. Our Facebook page has 11,763 followers. Posts during the month reached 43,766 people with 15,861 people engaging in our posts. On Twitter our Tweets made 3580 impressions and our followers are at 1341. Our Instagram account is at 1698 followers and posts during the month were liked by 952 people.

SRO –

Sgt. Masten met with the Safety Team at the Church of the Nazarene and conducted a "Run, Hide, Fight" intruder training.

Sgt. Masten has registered the Milford Police Department with the Drug Enforcement Agency for the National Drug Take Back event in April. This year's event will be held on April 30th from 10am-2pm and the drop off location will once again be held in the MPD lobby.

K9 Unit –

For the month of March 2022, the Milford Police Department K9 Unit had the following stats:

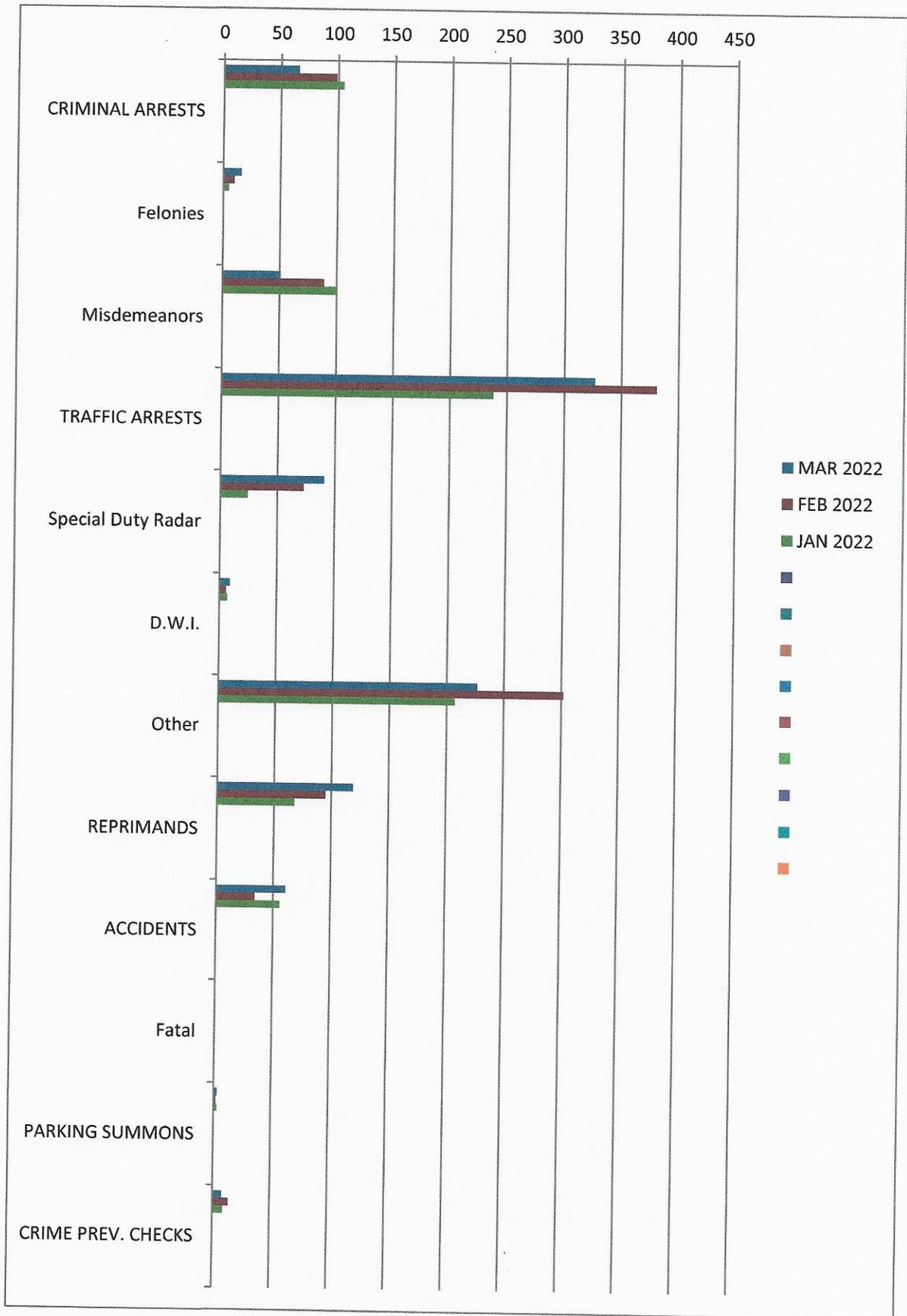
K9-1 (Mason)

- Demo 2
- Building Search 1
- No Bite Apprehension 1
- Area Search 1

K9-2 (Raven). Officer is still attending canine training in Wilmington daily.

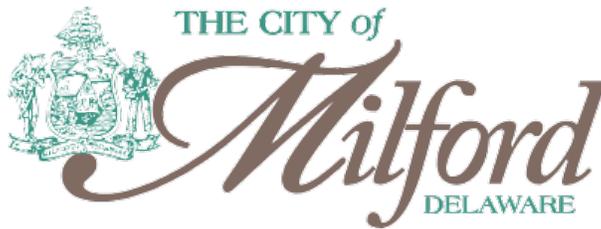
MARCH 2022 ACTIVITY REPORT

	MAR 2022	TOTAL 2022	MAR 2021	TOTAL 2021
COMPLAINTS	1141	3211	1084	2642
CRIMINAL ARRESTS	66	270	134	313
Felonies	16	31	45	60
Misdemeanors	51	240	89	253
TRAFFIC ARRESTS	327	946	345	598
Special Duty Radar	91	188	62	120
D.W.I.	9	22	8	16
Other	227	736	275	462
REPRIMANDS	119	282	68	111
ACCIDENTS	61	151	51	112
Fatal	0	0	0	0
PARKING SUMMONS	3	8	4	6
CRIME PREV. CHECKS	8	31	11	16
FINES RECEIVED	\$4,951.16	\$ 14,537.59	\$1,614.65	\$9,957.71



Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-ups
February 28- March 6, 2022	55	1. Statewide Behavioral Health Consortium Meeting 2. Rural Subcommittee Diversion Meeting	1. Integrating Mental Health Care To Improve Access And Population Health	14	Referrals to Services: Domestic Violence Disorderly Public Assistance 10-81 Assist Other Agency Check the Welfare Victim Services	1	1	12
March 7- March 13, 2022	56	1. Courageous Hearts Meeting 2. Victim Services Meeting	1. Effective Mental Health Treatment in Rural Areas 2. Suicide & Access To Lethal Means	10	Referrals to Services: Victim Services Disorderly Overdose Public Assistance Theft Domestic Disorderly Juvenile	1	1	10
March 14- March 20, 2022	48.5	1. Monthly MH Clinician Meeting	1. Race, Sexual Identity, And The Therapeutic Relationship	10	Referrals to Services: Check the Welfare 10-81 Shoplifting Overdose Disorderly Assist Other Agency Domestic DUI	2	1	8
March 21- March 27, 2022	46.5	1. Homeless Advocacy COC Meeting 2. Meeting w/ DBH	1. What Every Clinician Should Know About Complicated Grief	10	Referrals to Services: Domestic 10-81 Overdose Shoplifting Disorderly Check the Welfare Shoplifting	0	1	12
Totals:	206			44		4	4	42
Overall Totals:	1563			338		24	39	329

Milford Police Department - March 2022 BHU Statistics
Jenna Haines, LMSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, BA



OFFICE of the City Clerk
201 South Walnut Street
Milford, DE 19963

Teresa K. Hudson, MMC
O 302.422.1111 | F 302.424.3558
www.cityofmilford.com

DATE: April 1, 2022

TO: Mayor and Members of City Council

FROM: Terri Hudson, City Clerk

RE: March 2022

- IIMC Virtual Board Meeting March 9th
- Participated in various phases of the IIMC Election
- Met and corresponded with State of Delaware Election Worker Trainer
- Distributed Election Training Materials to Workers
- Updates to IIMC Region II Facebook Page
- Training:
 - University of Delaware Virtual & Hybrid Meetings
 - IIMC Professional Development Program
 - University of Delaware FOIA (continued)
 - Notary Public Training
 - Delaware Women Leading Government Annual Conference
 - Assisted Finance Director with locating documents needed for FY22 Audit
 - SCAT Dinner registrations and purchase orders (4)
 - SCAT Legislative Breakfast registrations and purchase orders (3)
 - Prepared Thank you letter requested by Mayor
- Language updated on 12 future Council agendas to coincide with the Limited Public Health Emergency Declaration issues by Governor John Carney on March 12, 2022
- Language updated on Board of Adjustment and Planning Commission agendas to coincide with the Limited Public Health Emergency Declaration issues by Governor John Carney on March 12, 2022
- Met with PA Clerks on two dates to continue evaluation of new Pennsylvania Clerks Institute
- Evaluated flag companies and decision made to go with Champion Flags in Wilmington (City flags)
- Admin & Council budget adjusted
- IIMC Virtual Board Meeting
- Met with IIMC Staff and Board regarding May International Conference
- Met with IIMC Vice President Candidates reference 2022 IIMC Election process

- Met with incoming Region 2 Director Travis Morris (VA)
- Travel Arrangements Made for May Conference (Little Rock AR)
- Attended and participated in Representative Shupe's Delaware League of Local Government Virtual Meeting with municipal officials regarding proposed statewide voter registration change
- Assisted other Municipalities with Legislative Matters
- Prepared & Mailed Letters of Recommendation (2)
- Record requests/assistance from City Departments (7)
- Review and evaluating
- Corresponded with potential workers for City Election
- Met with City workers for City Election
- Corresponded with Candidate in upcoming City Election
- Prepared documents for upcoming City Election
- Amended/reloaded 3/14 Council agenda
- Revised/reloaded 3/14 Council packet
- Amended/reloaded 03/20 Council packet
- Revised/reloaded 03/20/Council agenda
- Amended/reloaded 3/28 Council agenda
- Revised/reloaded 3/28 Council packet
- Created/amended Board of Adjustment Notices (4)
- Created/amended Board of Adjustment Agenda (5)
- Prepared/Planning Commission Applications (5)
- Created/amended Planning Commission Public Notices (3)
- Provided Notary Public Services (5)
- FOIA Requests (11)
- Budget Adjustments 3
- Attended DMCA Quarterly Meeting
- Attended DMCA Committee Meeting
- Transcribed and proofread Minutes from (8) Meetings
- Distributed recording of Council Meetings
- Special Event Permits Requested to date 15
- Special Event Permits Issued (5)



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: March 2022 Monthly Report
Date: April 8, 2022

- Our Site Readiness Application for the Milford Corporate Center (Fry Farm) master plan was reviewed by the DE Division of Small Business staff and was selected to move forward to the Council on Development Finance for their review. The Council approved funding for the project on March 28.
- We made an offer for a new Electric Director, which was accepted. He is a professional engineer that graduated from Drexel and has both corporate and municipal experience, and he presently lives in Delaware.
- The Mayor and I met with Sussex County Council to discuss possible open space acquisition.
- We met with DELDOT to discuss the NE Front Street TAP project and the need to move the project forward.
- Bids were received for the new police building and are being analyzed by the architect and construction manager.
- We have received numerous complaints on speeding on South Walnut Street. Police have stepped up enforcement and will ask Council to take action to request DELDOT for remediation.
- City staff met with several developers over the past month to discuss various commercial development opportunities in the city.
- We experienced numerous issues in March with our phone system. Kudos for the IT team for tracking down the issues and resolving them.
- Staff met with the Milford School District to discuss several upcoming projects.
- After numerous issues with our billing company, we have decided to move bill printing and mailing in house. We are in the process of making that happen over the next couple of months.



TO: Mayor and City Council
THRU: Mark Whitfield, City Manager
FROM: Michael Svaby, Director, Public Works
DATE: April 11, 2022
RE: March 2022 - Public Works Department Staff Report

The following input represents a high-level list of activities and accomplishments for the month of March 2022.

Director's Office

- Formulated plan for conducting utility pole inventory using in-house personnel and Osmose for conducting condition assessment.
- Met multiple times with DelDOT and McCormick Taylor on the Front Street TAP and DelDOT Signalization Projects
- Coordinated final planning on EPA/DHSS drinking water lake
- Continued Project Management for EV Charger Installation
- Attended Kent County Sewer Advisory Board Meeting
- Continued project management with new PD Building to include timelines, bid opening, and CAC coordination.
- Continued project management for DelDOT takeover of City-Owned traffic signals

Engineering Division

- Met with DelDOT, McCormick Taylor, Century and DBF regarding the Front Street Projects and coordinating timelines critical path
- Reviewed pipe installation issues at Milford Ponds with KCI to determine whether the pipe would be acceptable to the City and reviewed as-built comments.
- Coordinated with Watergate for pavement repair within the constructed areas.
- Met with the School District to discuss installation of sidewalk along 10th Street and the repaving of 10th Street as well as other crossover projects within the city.
- Continued Construction oversight for the 2020 Streets program including installation of curb and sidewalk, ADA ramps and lead service replacements.

Public Services Division - Streets/ Utilities/Water/Sewer/Solid Waste Sections

- Installed new compressor / burster System at Washington Pump Station.

- Serviced Fisher Avenue Pump Station and Shawnee Pump Station compressors and bursters. Also installed air line at both places for capability of using our portable compressor for bursting wet wells if need.
- Assisted in training two-year intern for CDL road test.
- Replaced various signs, including 3-way stop on Seabury/Pine and Seabury & Elm along with proper cross walks and line painting at Walnut and Jefferson.
- Worked with Fleet Management to sustain and continue regular pick-up service despite multiple Solid Waste truck service issues during the month of March
- Installed new red flashing red lights atop four way stop at SE 2nd & Washington.
- Coordinated water shut off and turn-ons with contractor on lead service line project as well as install new hydrant on North Street.
- Replaced accident-damaged valve box on Vickers Drive

PW Administration

- Finalized carpet and paint refresh at Public Works Building
- Assisted with CIP and Operating Budget prep for FY 23

New Employee Starts

- None to report since last Council meeting

Public Works Department -March 2022	Mar 2021	Mar 2022	FY21 YTD (07/01/21-12/31/21)	FY22 YTD (07/01/21-12/31/22)
Electric Division				
Trouble Service Call	15	36	129	224
Work Orders Completed	41	55	258	377
Outages	5	14	58	87
LED Street Lights Replaced	X	32	X	94
New Service Install	X	4	X	61
Poles Replaced	5	2	40	13
After Hours Calls	6	11	70	98
Trees Trimmed (Streets)	29	0	76	10
Technical Services Division				
New Electric Service Installed/Meter Set	25	7	237	197
New Water Service Installed/Meter Set	22	25	186	76
Electric Meter Replacement	2	3	57	35
Water Meter Replacement	41	41	274	340
Work Orders Completed	765	773	6,328	5,952
After Hours Calls	3	3	44	39
Streets/Utility Division				
Signs Installed/Replaced	30	27	161	158
Curb Miles Swept	200	420	1,305	4,910
Sewer Lines Flushed (in feet)	2,400	1,235	21,930	21,885
Sewer Back-up Response	0	2	26	28
Sewer Line Repaired	0	0	8	4
Water Hydrants Flushed	12	7	167	240
Fire Hydrants Replaced/Installed	0	2	1	10
Water Line Repair	0	1	16	14
Water Valves Exercised	16	16	108	183
De-icing Salt Used (tons)	0	2	61	104
Potholes Filled - Cold Patch	90	37	410	429
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	0	102	7
Leaves Collected (Tons)	0	0	31	102
After Hours Calls	3	6	49	66

Crack Sealing (pounds of sealant used)	0	0	650	100
Work Orders Completed	7	12	155	161
Storm Sewer Inlets Cleaned	200	54	1,012	586
Street Closures/Festivals	1	0	23	24
Engineering Division				
Utility Locates Completed	270	186	1,878	1,374
Infrastructure Work Orders Completed	X	7	X	83
Backfill Inspection Work Orders Completed	X	9	X	114
Operations Division				
Fleet Work Orders Completed	31		181	161
Fuel Use-Diesel (Gallons)	2,352	2,617	19,534	19,949
Fuel Use-Gas (Gallons)	4,000	4,467	35,747	31,767
Solid Waste & Facilities Division				
Refuse Collected (Tons)	260	326.92	2,474	2,360
Recycle Collected (Tons)	64	77.58	566	565
Yard Waste Collected (Tons)	5	38.75	383	420.12
Diversion Percentage (%)	2100.00%	X	28.00	0.31
Bulk/Brush Collection Requests Completed	35	62.00	593	527
Containers Delivered	65	43.00	526	371
Containers Serviced (Swap, Replacement, Removed)	14	12.00	195	204
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons)	86,685,700	81,504,000	230,831,200	228,524,600
Waste Water Transferred (Millions of Gallons)	90,696,000	70,505,000	183,421,000	136,259,000
Work Orders Completed	57	62	383	335
Pump Stations Cleaned	0	X	7	2
After Hours Calls	6	2	53	19

Public Works Projects - March 2022	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
DEL2 Substation Testing				
Traffic Signal Head Refurbish. - Church/Walnut/Washington				
Water				
Install Automated Blow-off Valves 2 in stock	Charlie / James			
Protection Upgrades Caulk & 10th Street Towers	Steve			
Water Tower Altitude Valve at Caulk Tower	Charlie / James	X		
Water Trtmnt Monitoring & Process Control Upgrades (4&5)	Steve / Steve Z.		X	
City-wide Valve & Hydrant Replacement/Improvements	Charlie / James			
Standardized Water Treatment Facility Controls	Steve / Steve Z.		X	
DNREC Water Allocation Permit	Steve	State	X	Patty Murray
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair	KCI	KCI	X	
SCADA Instrumentation Upgrades & Integration	Steve / Steve Z.		X	
Targeted Inflow and Infiltration Investigation & Repair	KCI	KCI	X	
North Shore Pump Station Hatch Replacement	DBF			
Streets				
Mispiration, 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			

PARKING				
BUILDINGS				
Council Chambers Recording System Upgrade				
Monitors in Council Chambers				
City Hall Basement Renovation Phase 2-Training Rm/Ofc				
PW-Complex Security				
City Wide-LED Replacement Project				
DMI Project (BEING SOLD)				
Customer Service-Basement Waterproofing				
Customer Service-Concrete Repair Drive-Thru				
Facilities Management Binder				
PW - Bldg 100 Paint/Flooring (fall 2021 project)				

PW Facility Air Infiltration				
PW Facility Roof Drainage Repair/Replacment				
Public Works Equipment & Vehicles - March 2022	Planning Stage	Bid/PO Award	In Progress	Complete
ELECTRIC				
Replacing Vermer Trencher (E128)				
TECHNICAL SERVICES				
WATER				
Replace W-16 IR Compressor				
Replace W-8 F250 2022	Ordered	Hertrich	Ordered	
Replace W-15 Pick up 2022	Ordered	Hertich	Ordered	
SEWER				
Replace SE-2 Ford F250 Pickup 2022	Ordered	Hertich	Ordered	

STREETS				
SOLID WASTE				
GARAGE				
Active Developments - March 2022	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Hearthstone Manor I			X	
Lighthouse Estates II			X	
Brookstone Trace			X	
Brookstone Trace II		X		
Orchard Hill			X	
West Shores at New Milford			X	
Watergate		X	X	
Walnut Village			X	
Milford Ponds Phase I		X	X	
Hearthstone Manor II	X			
Milford Ponds Phase II				
Simpson's Crossing Phase 1a			X	
Simpson's Crossing Phase 1b		X		
Cypress Hall Phase I		X		
Wichersham	X			
Mispiration Landing	X			

Riverwalk Villas	X			
Windward on the River			X	
Cypress Hall Phase II	X			
Milford Ponds Phase III	X			
200 NW Front				X
Hickory Glen	X			
Knights Crossing	X			
Reserves at Sawmill	X			
Commercial Developments - March 2022	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Microtel				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
Deep Branch Plaza		X		

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: April 4, 2022

RE: March 2022 – Planning Department Staff Report

- During the first three months of the 2022 calendar year, the City issued 16 new residential construction permits. The total construction investment in Milford through the end of March 2022 based on issued building permits was \$6,914,587.
- The City of Milford has seen 120 projects with a committed investment of over \$25.1 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 \$521,000 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 will review five land use applications at the April meeting, which include the following; a new Planned Unit Development and Preliminary Major Subdivision application known as Westwood, a Revised Preliminary Conditional Use Site Plan for the Food Bank, a Conditional Use Accessory Dwelling Unit application for Lands of Vincent Olsen, a Final Site Plan for Pest Pro and a Revised Final Site Plan for the Lighthouse Christian Church.
- The Board of Adjustment will review four variance applications at the April meeting.
- The City received a resubmission for the Planned Unit Development and Preliminary Major Subdivision application known as Westwood and placed the item on the April agendas for review.
- The City received a resubmission for the Pest Pro Final Site Plan and placed the item on the April agenda for review.
- The City received the final site plan submission for the Food Bank project.
- The City received a resubmission for the Cypress Hall – Phase I & II Final Major Subdivision project.
- Staff provided final site plan review comments for the Milford Wash It project.
- Staff provided final major subdivision review comments for the Wickersham development.
- Rental inspection program notices were mailed to all registered rental properties within Ward 3. The Code Enforcement Officials will inspect each unit in Ward 3 before the end of the calendar year.
- Rental registration late notices were mailed to those properties that did not renew their 2021 licenses. The Department is working on preparing violation letters for apparent unregistered rental properties to be mailed during the month of April.
- Attended the Spring 2022 Downtown Development District virtual workshop hosted by the State of Delaware.
- Held a pre-application meeting along with the City Engineer for a revision to Hearthstone Manor II located between Marshall Street and Elks Lodge Road.

- Met with the Milford School District, City Manager and City Engineer to discuss various City projects that may impact school properties, including stormwater management projects and proposed shared use paths.
- Met with the City Engineer and Century Engineering regarding SW Front Street and S. Walnut Street intersection study.
- Met with representatives from the Food Bank and Delaware Veterans Home to discuss proposed revisions to the Food Bank site plan.
- Staff submitted the department’s FY23 annual budget request.
- 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	14
Closed Cases	29
Open Cases at Start of Period	237
Open Cases at End of Period	221

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	1
Dangerous Tree	1
Furniture Violation	0
Generic Violation	10
Property Maintenance Violation	1
Rubbish & Garbage	0
Weeds & Grass	0
Zoning Use Violation	1
Total	14

Rental Licenses Issued: 365

Vendor Licenses Issued: 1

Contractors Licenses Issued: 39

Business Licenses Issued: 42

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	8
Construction Trailer	0
Residential Demolition	1
Residential Building New Construction	6
Residential Renovation/Accessory	17
Roof/Siding Permit	6
Sign Permit	5
Solar Panel Permit	3
Utility Permit	6
Total	52

Inspections Performed:

Inspections Performed by Type	Count
Footer	20
Foundation	5
Framing	29
Insulation	8
Final	50
Residential Rental	0
Total	112

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: April 5th, 2022

RE: March 2022 – Parks and Recreation Staff Report

- Park staff continued to do weekly trash runs in the downtown of municipal trash and recycling cans.
- Interviews were conducted for seasonal workers who returned in mid-March in preparation of the grass cutting season. Rules and responsibilities were updated for the seasonal workers.
- Several flowerbeds were de-weeded.
- Public works assisted P&R with hardwood mulch delivery. Flowerbeds began to be re-mulched.
- Equipment was prepared for the season including removing snowplows and attachments from mowers and small equipment maintenance. Several mowers were serviced by the City mechanic.
- Park staff assisted Rec. staff with removing equipment from the Boys and Girls club at the end of the season.
- Several flagpole ropes were replaced on municipal flag poles.
- Small lights on the downtown trees were removed to coincide with day light saving time.
- Park superintendent attended the Freedom Festival meeting.
- The remainder of the downtown banners were installed by park staff.
- Bathrooms at TSM park were serviced and re-opened for the season.
- The final stretch of our winter sports season finished in March.
- Basketball and soccer leagues culminated the first weekend of the month, all participants earned medals for their performance over the season.
- Taekwondo finished up March 24th with a very successful succession of lessons.
- Adult basketball was a resounding success and was completed the first week of March.
- Our wrestling program was completed, and we had many compliments of that programs return with new coaching staff.
- Recreation coordinators and office staff have been busy with planning for spring programs. Registration has been consistent, and we are preparing to begin March 29th with soccer, April 3rd with Field Hockey, April 6th with flag football, April 13th with Tennis.

- Rec. coordinators are planning for programming over Spring break with another “Fun Day”, bowling and Paint night. They are also starting to map out our ‘Summer Fun Club’ which is a 6-week camp over summer.
- Soccer and Flag football fields were begun to be prepped, including mowed and lined. Uniforms and equipment were ordered for those sports as well.
- Staff is looking at installing a volleyball net behind the Parks and Rec. building. This will be grass at first, but the long-term goal is to install a sand court and off a beach volleyball program.
- Director continued to meet weekly with the WIIN coalition and attended the monthly meeting.
- Director, interim HR Director, and Public Works Director finalized candidates for the arborist position. A candidate was selected, and an offer was made and accepted and the arborist is due to start April 4th.
- Director worked with HR to finalize the arborist helper position which was then advertised.
- Director and Parks Superintendent attended the community clean up meeting and began preparations for the Spring clean-up day April 9th.
- Director prepared both operating and capital improvement budgets which were submitted in March for review.
- Director continued to work on capital improvement projects with Landscape architect. Specifically getting ready to prepare documents for the lighted handrail project and the playground/pickleball memorial park project.
- Parks and Recreation Facebook statistics for the month of March were: 32 “new” likes, for a total of 2,598. 8,004 reached and 637-page visits.







HUMAN RESOURCES
10 SE Second Street
Milford, DE 19963

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www.cityofmilford.com

TO: Mayor and City Council

FROM: Jamesha C. Williams, MBA, MSL- Human Resources Director

DATE: April 5, 2022

RE: March 2022 –Human Resources Department Staff Report

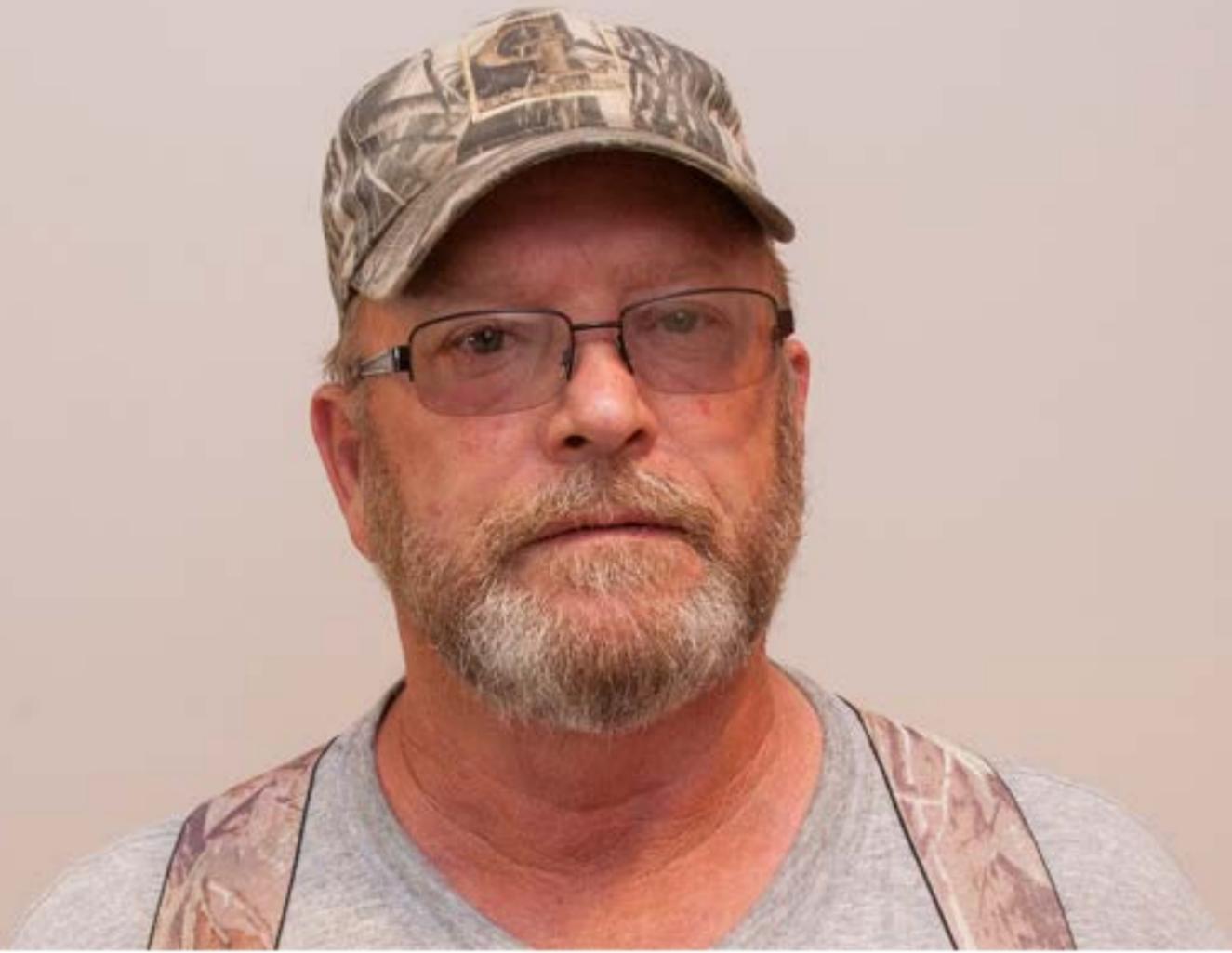
Returned from maternity leave on March 14, 2022.

Recruitment:

- Job offer was extended and accepted for the position of Arborist/Urban Forestry Coordinator. The candidate's first day of employment was April 4, 2022.
- Interviews were scheduled for the positions of Electric Ground Technician, Facilities & Maintenance Coordinator and Electric Superintendent.
- A job offer was extended and accepted for the position of Electric Ground Technician.
- A meeting tour was scheduled for the Electric Superintendent candidate on April 1, 2022.
- Resumes are being reviewed by the Parks and Recreation Director for the position of Arborist Ground Helper and interviews will be scheduled within the next few weeks.
- Resumes are being reviewed by the Public Works Director for the position of Public Works Equipment Operator and interviews will be scheduled within the next few weeks.
- Job postings were submitted for the positions of Mechanic (new position-1 opening) and Cash Operations Clerk II (1 opening).

Retirement:

- Congratulations to Stevie Wingo for 28 years of service with the City of Milford as a Public Works Equipment Operator. Stevie Wingo's retirement is effective May 1, 2022. Job well done!!



To: City Council and Mayor
From: Sara Bluhm, Economic Development & Community Engagement Administrator
Subject: March Monthly Report
Date: April 6, 2022

Economic Development

- Met with Sussex Campus PAM engineering firm and Planning Director for initial site plan review
- Launched new Economic Development website, growinmilford.com
- Attended Surf & Turf Ribbon Cutting with many state officials. Created 1 minute highlight video recapping the event and shared on social media.
- Attended Pete du Pont Freedom Foundation E3 Lunch & Learn featuring Director of Small Business, Jordan Schulties and the EDGE Grant process to better understand how our businesses can compete.
- Met with City Manager, Planning Director, and Bayhealth representatives regarding their commercial property
- Attended PRN Staffers Ribbon Cutting in Downtown Milford
- Met with new Downtown business – Open Hearts Care – to share Milford’s offerings
- Met with City Manager, Planning Director, and Tsionas Management to discuss other Milford investment properties
- Spoke with Surf Bagel owners to welcome them to Milford
- Attended State of Delaware Council on Development Finance monthly meeting where they reviewed our Site Readiness application. Happy to report we received the \$100,000 grant we applied for.

Community Engagement

- Managed and maintained Community Clean Up volunteer registration. Pre-registration capped at record 194 volunteers. Walk-up registrations expected. Attended planning meeting.
- Joined Kent County Tourism Marketing Sub-committee to provide input on the org’s new EDA Grant funding

Meetings/Trainings

- Attended quarterly CCGM Joint Economic Task Force meeting
- Met with KEP and municipal members to review Rockport report results
- Met several times with Public Works, Planning teams and supplier to continue public EV Charging Stations planning
- Attended recurring SeeClickFix meetings for technical and marketing assistance.
- Attended monthly Community Conversation – Sussex County Tourism presentation
- Attended SeeClickFix product update webinar
- Attended several WIIN meetings, including a branding session with Ben Muldrow
- Attended UD training webinar - Demystifying Electric Vehicle Charging for Local Governments
- Attended DMI Economic Vitality Committee monthly meeting
- Attended Chamber Executive Board meeting in City Manager’s absence
- Kicked off our Procedures Working Group meetings to evaluate and streamline internal processes

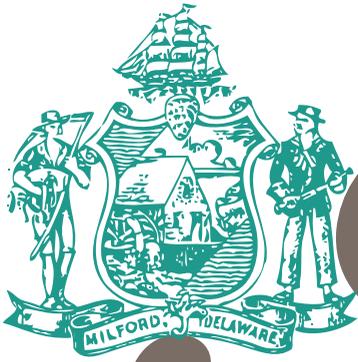
- Attended Kent County Tourism Board Meeting
- Began weekly NE Front St. Update meetings with Engineer and Project Manager
- Met internally to discuss bringing bill printing in-house
- Completed 3 days of DEMA ICS-300 training on-site in Smyrna

Social Media/Website

- March 2022 Insights:
 - City of Milford Facebook: 29 new likes (total: 2,490); 6,094 reached; 521 page visits
 - Parks & Rec Facebook: 32 new likes (total: 2,598); 8,004 reached; 637 page visits
 - Instagram: 61 new likes (total: 970); 661 accounts reached; 62 profile visits
 - Twitter: 6 tweets, 1,344 impressions, 635 profile visits, 6 mention, 1,347 followers
 - Website: 104,174 users; 110,034 sessions; 32,482 pageviews (24,646 last month)
 - ChatBot: 74 self-service resolutions; 48.4% self-service resolution rate; \$370 cost savings
 - MyMilford: 61 issues created; 42 issues closed; Average Days to Close: 1.2
 - App Store: 89 downloads (225 all time downloads)
 - Google Play Store: March #s unavailable by packet deadline

Email Campaigns

- March utility newsletter to customers who receive e-bills (3,670): 48.6% open
- March business newsletter 1 (audience: business license holders, 611): 39% open
- March business newsletter 2 (audience: business license holders, 609): 46.5% open



Milford

River Town • Art Town • Home Town

DELAWARE

Happy Spring!

Reminder: all public meetings are hybrid, both in person and available on Zoom. Sign up for meeting notifications on the city's website.

April Community Happenings

Visit the new Community Calendar on the City website (<http://cityofmilford.com/calendar.aspx?CID=14>), to view the latest community events and public meetings. If your organization is hosting a public event and you'd like it included on the calendar, submit your event under the How Do I... drop down on the website.

City Council Meetings:

- **Monday, April 11, 7pm:** City Council Meeting
- **Wed., April 20, 6pm:** City Council Workshop
- **Monday, April 25, 7pm:** City Council Meeting

Community Clean Up

The 2nd Annual Community Clean-Up is scheduled for Saturday, April 9 from 8-10:30am. The event is rain or shine. Pre-registration is closed, but walk-up registration is welcome - meet in Bicentennial Park. T-shirts provided to the first 200 people registered. Children under 18 must be accompanied by an adult. Community service hours and/or volunteer letter provided. Each person must register separately.

Parks & Rec Spring Break Fun

- **Movie:** Tuesday, April 19 @ 10am – 12pm. Cost: \$10. Recreation Center. Ages 6-10
- **Bowling:** Wednesday, April 20 @ 10am – 12pm. Cost: \$12. Milford Bowling Alley. Ages 6-12
- **Funday:** Thursday, April 21 @ 10am – 2pm. Cost: \$20. Recreation Center. Ages 6-10

Sign up online or visit the Parks and Recreation office at 207 Franklin St. Questions? Call 302.422.1104.

<http://cityofmilford.com/127/Parks-Recreation>

Current Streets Projects

The City of Milford Public Works Dept. is actively completing water pipe, street, sidewalk and ADA ramp repairs on the following streets:

- Barker Street
- Kings Highway
- Mill Street
- NW 5th & NW 3rd Streets
- NE Second Street
- North Street
- N. Church Street
- Fisher Avenue

Residents of those streets will be notified when water and/or street parking will not be accessible. If driving on these streets, be mindful of the construction zone. Completion of these projects is expected by June 2022.

Ward 1 Election: April 23

Annual Municipal Election

Saturday, April 23, 2022

10:00 A.M. - 6:00 P.M.

Polling Place

City Public Works Facility

180 Vickers Drive, Greater Milford Business Park

Candidates on the ballot for the Ward One vacancy are:

Mike J. Boyle

Linda M. Bretzer

43 Meadow Lark Drive

106 Manor Lane

Milford, DE 19963

Milford, DE 19963

All individuals registered to vote with the State of Delaware by March 24, 2022, at an address within Ward One of the City of Milford are eligible to vote in this election. Qualified non-resident property owners voting in the 2022 City of Milford Annual Election must be properly registered in the City of Milford by March 24, 2022.

Public Utility Education

Electric Outages

Your lights may flicker, but your power doesn't go out! When this happens, the system is usually working as intended.

Aggressive winds, tree limbs and animals are one the most frequent causes of customer electric service disruption for nearly every electric utility worldwide. Squirrels cause trouble most often. Other causes include mice, rats, gophers, birds, snakes, and even ants and livestock. When these living creatures bite, fly or bump into electric infrastructure – including wires, transformers, and other equipment – in search of heat, you will likely see what is known as a “breaker operation.” In the best conditions, your lights will flicker and unless the creature causes a dysfunctional breakage, your electricity will momentarily stop and then resume. More aggressive invasions will cause an outage. If an outage occurs, the City searches for the source of the disruption and makes necessary repairs as soon as they find its location. The occurrence itself reflects a properly functioning electric utility, designed to alert the utility of potential further disruption.

An uninterruptible power supply or UPS is an in-home electrical apparatus that provides emergency power to a load when the input power source or mains power fails and will protect home routers and computers from shutting off during these types of quick events. They can be purchased online or at any major retailer.

If an outage occurs in your home, please call Customer Service (302.422.6616) or use MyMilford (<http://cityofmilford.com/535/MyMilford>) so that the City's Electric Division can find the source of disruption and restore normal electric service as quickly as possible.

Employee Spotlight

Howard Willis

Code Enforcement Official 1

1. How long have you worked for the City of Milford? I started with the City in September 2017.
2. Have you always worked in this role? No, I started with the City as an Equipment Operator. I got promoted to Code Enforcement Official 2 in November of 2018 and Code Enforcement Official 1 in May 2021.
3. What is your favorite thing about working for the City? Being part of a great environment that truly wants to make this City the best it can be. Helping the community however I'm needed and letting the residents of Milford know I'm there for them in time of need.
4. What do you enjoy doing in your free time? I love the outdoors, hunting, fishing, and spending time with family.



Howard is a dedicated and hard working employee that is committed to the success of the Planning Department and the City as a whole.

- Rob Pierce, Planning Director

Council Spotlight

Andrew Fulton

Ward 2 Councilmember

1. How long have you been a member of the City Council? I am completing my first two year term representing Ward 2.
2. What previous city roles have you held? Planning Commission Vice Chairman for three years, Planning Commissioner two years prior. I also served on the Parks and Recreation Advisory Committee as the Chairman.
3. What is your favorite thing about being a Councilmember? My favorite thing about being on City Council is protecting the rights of the individual and assuring that a safe environment exists for residents and guests.
4. What is your full time job? I am a full time Paramedic Supervisor in Caroline County working 48 to 72 hour shifts every seven days.
5. What do you enjoy doing in your free time? My free time is spent with my family, but also enjoying the freedom of the open road riding my motorcycle.



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Get Involved.
Get Results.

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SeeClickFix



Date: March 1, 2022
To: Mayor and City Council
From: Dale Matthews, IT Director
Re: March 2022 Information Technology Department Staff Report

Below are updates for IT open projects:

- Security:
 - We have begun implementing tighter device security standards. Throughout the second quarter, we will ensure compliance for all devices connected to our network. **Update:** Desktops and laptops have been inventoried via Microsoft Intune. Intune is part of our M365 suite, and we will use it to ensure device compliance and manage the hardware replacement cycle.
- M365 and Cloud:
 - We are developing MS Teams training with a plan to train staff by the end of May.
- Council Livestreaming:
 - In April, we will start migrating previous Council Zoom meetings to the City of Milford website.
- ERP Implementation:
 - Finance sessions have begun. The project team is evaluating change management and overall organizational impact. The project status is green.
- Network:
 - We expect to have completed the network redesign by July 30. As mentioned before, this redesign will optimize performance and improve security.
- Other:
 - In preparation for the Parks and Recreation application upgrade, we installed their new server and began working with the vendor to migrate to the new RecTrac software.
 - We set up the foundation for our hyperconverged infrastructure, and over the next 2 quarters, we will be migrating and decommissioning old servers.



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

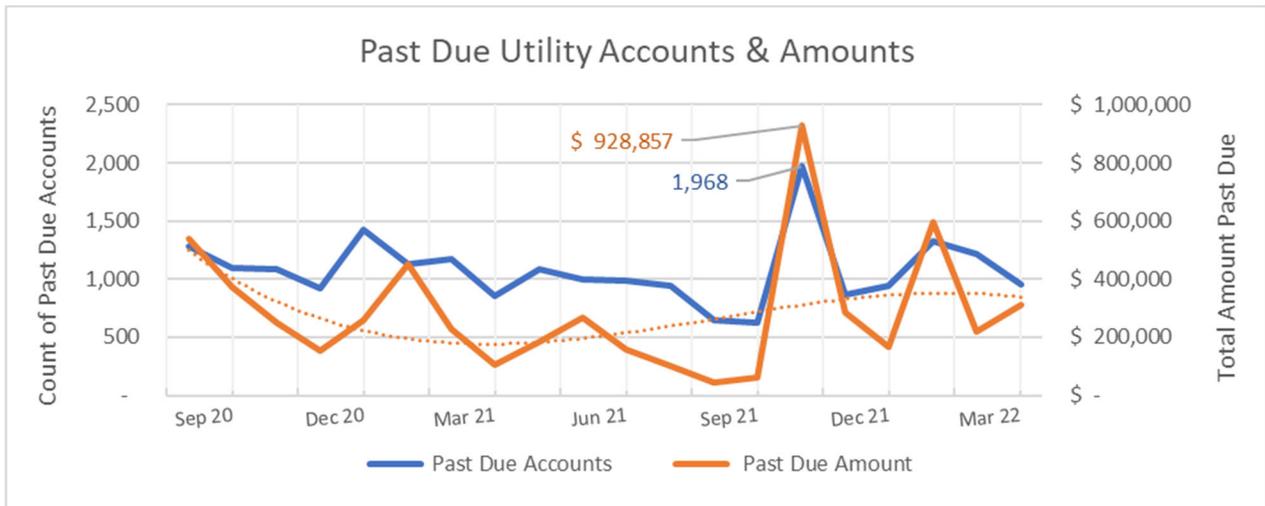
PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director
Date: April 7, 2022
Re: March 2022 Finance Department Staff Report

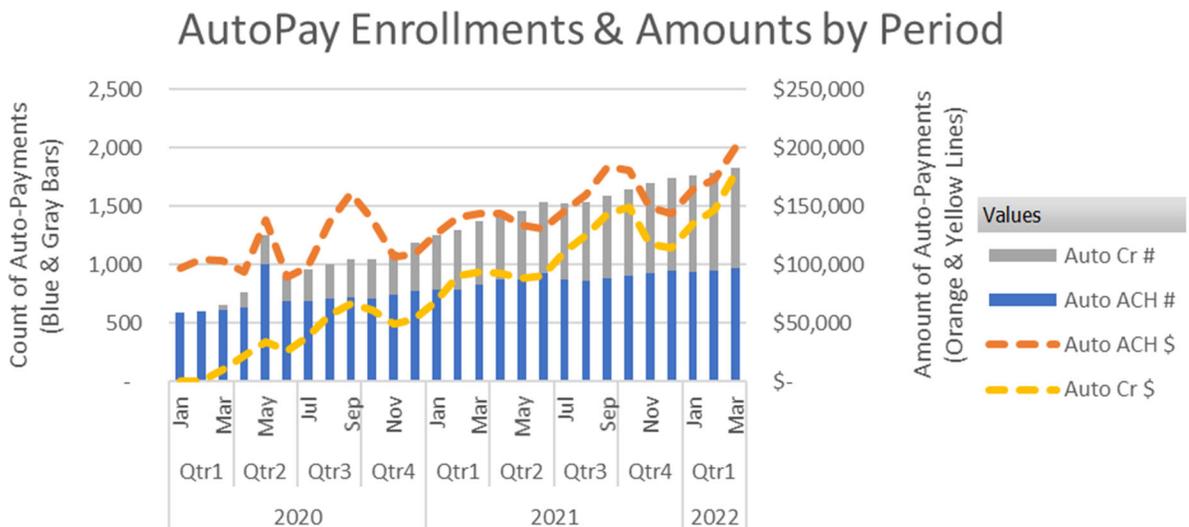
- Monthly Financial Reporting
 - The Finance Report for the FYTD period ended 2/28/2022 was distributed to Council and approved with the latest round of content changes to promote transparency, report cash comprehensively, consolidate critical data and improve the level of support for Council decision-making.
- Training and Improvement Efforts
 - Sandra Peck and I participated in various Tyler ERP sessions
 - Five (5) half-day solution orientation sessions related to the Tyler ERP implementation
 - Two (2) sessions dedicated to Chart of Accounts (COA) configuration
 - Sandra Peck and Faith Argo participated in full-day Purchasing and Accounts Payable solution orientation sessions, likewise hosted by Tyler
 - Katti Murphy continued the ongoing payroll processing learning curve with greater independence this month
 - The Customer Service group participated in two (2) one-hour training sessions hosted by DEMEC in March, with additional programming continuing live in April
 - DEMEC Preference Actions in Bankruptcy & Recovering Debts from Estates
 - Suzannah Frederick, Carol Scott, Julie Eisenbrey, Lucas David
 - DEMEC Customer Service working group Net Metering
 - Suzannah Frederick, Milanie Velazquez, Carol Scott, Julie Eisenbrey
- Staffing
 - Please join me in congratulating Lucas David for his promotion to Cash Operations Clerk I. As he approaches his one-year anniversary with the City, he has demonstrated that his appetite for growth and development is well-paired with the talent, energy and effort required to support it.
 - Accordingly, our open recruitment for the Cash Operations Clerk position has transitioned to a recruitment to backfill the Billing Clerk II position Mr. David vacated.
 - We continue to explore staffing options to insource bill print operations and place project implementation support as the Tyler ERP Implementation is underway
- FY23 CIP and Budget Processes active in March
 - All CIP submissions have been compiled and refined in a series of departmental meetings
 - Operating budget submissions have been received from all departments; meetings are underway
 - The budget schedule for Council Workshops and Meetings follows the FY22 format closely
 - Mark Whitfield's budget memo recapping key dates was enclosed again this month for reference
- Police Facility Project – Planning and Design
 - The RYJ team, Mike Svaby and I have been reviewing the bids received as we prepare to present vendor recommendations to the CAC and City Council
 - The USDA Financing Application Process remains open
 - Becker Morgan is preparing segments of the application related to environmental, architectural and design components, while Mr. Svaby and I are coordinating efforts to comply with project inspection, construction manager engagement review and long-term budgeting requirements of the application
- FY21 Audit Process
 - We continue working on the audit requirements and look forward to completing and publishing a successful audit, which has emerged as the department's highest priority
- The most current EfficiencySMART program update is enclosed for your review
- Billing & Customer Service Department (See Pages 2-3)

• Billing & Customer Service Department, Continued

- A variety of the Customer Team’s IT hardware and third-party systems have undergone upgrades in the last few months, resulting in system downtime (such as credit card processing, billing data file transfer, etc), intermittent phone outages and other barriers to service excellence.
- The impact on our collection efforts is evident in the chart below in the context of the comparison between March 2021 and 2022, though past due data are reasonable vs the trailing-19-month average.



- The dollar amount past due (solid orange line) is 11% higher than the average for graphed periods but nearly triple the FY21 low set last March
- The count of accounts having any amount past due (blue line) is 12% lower than the average over all periods but 11% higher than last March
- The City’s ability to enforce the dunning and collection methods at its disposal are dependent upon constrained variables (such as staffing authorization and technical constraints), the regulatory environment, and items outside of the City’s control (such as weather, systemic economic conditions).
- Dunning and collection are measures to overcome undesired behavior, while the City’s services like budget billing and auto-payment are measures to encourage desired behavior.
- The graph below exhibits the number and dollar amount of automatic payments by type and by period since the start of 2020. We will endeavor to increase the penetration of auto-payment enrollment to encourage prompt payments until we reach a critical mass, but the progress has been nonetheless positive; *auto-payments tripled from Q1’20 to Q1’22 as cycles 1-2 are 23% auto-pay (3-4 are 14%).*





• Billing & Customer Service Department, Continued

- A breakdown of property taxes outstanding follows below with differentiation between the current tax levy and previous tax levies.
- The past due amounts compare favorably in total to the past due amounts reported one year ago¹:

Property Tax Levy	Past Due (\$000) as of:					
	11/1/21	12/1/21	1/3/22	2/1/22	3/2/22	4/1/22
2021 (FY22)	\$279	\$189	\$145	\$131	\$119	\$97
2020 & Prior	\$213	\$185	\$173	\$172	\$163	\$140
Total	\$491	\$374	\$319	\$303	\$282	\$236

Property Tax Levy	Past Due (\$000) as of:					
	11/5/20	12/11/20	1/8/21	2/1/21	3/3/21	4/1/21
2020 (FY21)	\$229	\$133	\$108	\$102	\$95	\$95
2019 & Prior	\$250	\$230	\$221	\$218	\$208	\$208
Total	\$479	\$362	\$329	\$321	\$303	\$303

¹ The amount reported in the FY22 (Maroon) table in the “2020 & Prior” row starting with 2/1/22 excludes \$21,560 in code enforcement amounts transferred to the property tax system during to retain comparability by showing only property tax levies



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

PHONE 302.422.1111
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www.cityofmilford.com

To: Terri Hudson, City Clerk
Lou Vitola, Finance Director
James Puddicombe, City Engineer
Mike Svaby, Public Works Director
Jon McDowell, HR Administrator
Kenneth Brown, Police Chief
Rob Pierce, Planning Director
Brad Dennehy, Parks and Recreation Director
Jamesha Williams, HR Administrator
Sara Bluhm, Economic Development & Community
Engagement Administrator

From: Mark Whitfield, City Manager
Subject: 2023-2027 Capital Improvement Plan and 2023 Operating Budget
Date: February 9, 2022

2023 – 2027 Capital Improvement Plan (CIP)

A working copy of the CIP will be sent to you by February 4, 2022. Please update your section of the spreadsheet by color coding in **RED** any project that has been completed, and in **BLUE** any new, updated, or added project. Any project with no change should remain in **BLACK**. Use the drop-down in the rightmost column to indicate how the proposed project aligns with the City of Milford Strategic Plan.

The deadline for Capital Improvement Plan submittal is end of day **FRIDAY, FEBRUARY 25, 2022**.
The timeline for the CIP process follows:

- February 9, 2022 – Transmittal of CIP form.
- February 25, 2022 – All CIP information and supporting documentation due to Sandra Peck
- March – Review, question, build spreadsheet, prepare presentation (Sandra//Lou/Mark)
- April 20, 2022 – CIP Draft to City Council for Wednesday Night Finance Workshop
- April 25, 2022 – Council adopts 2023-27 CIP with funding addressed in 2023 Operating Budget.

2023 Operating Budget (FY23 O&M)

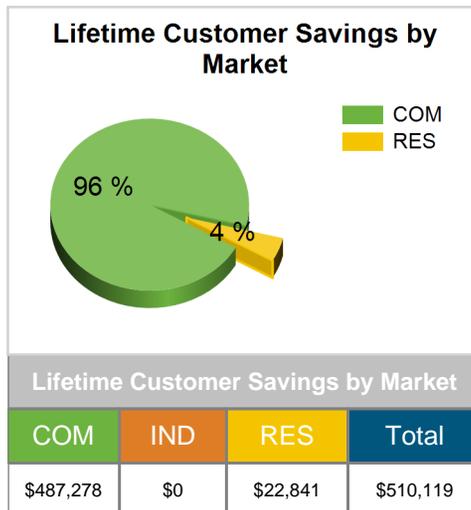
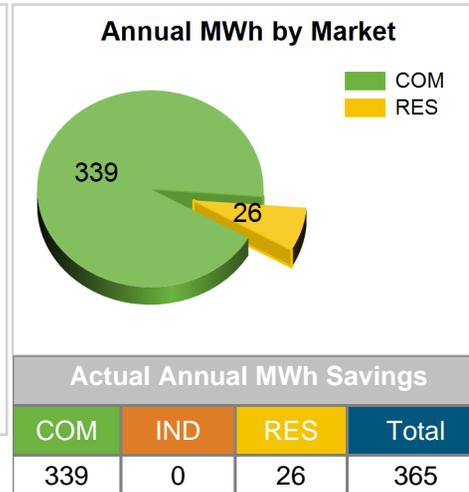
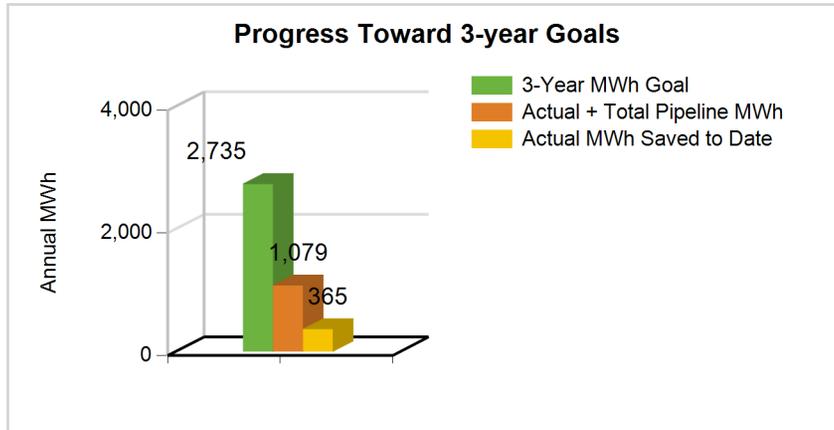
Worksheets and information for the 2023 Operating Budget will be distributed in March. The deadline for department budget submissions is **WEDNESDAY, MARCH 23, 2022**. Council review of the budget will be in May with final adoption in June. The timeline for the Operating Budget follows:

- February 28, 2022 – Worksheets distributed to supervisors
- March 23, 2022 – All worksheets and supporting documentation due to Sandra Peck
- April – Review and update spreadsheets (Sandra/Mark); Tax Rev & Utility Margin (Lou)
- April 11-15, 2022 – Supervisors meetings/questions (Mark/Sandra)
- April 18 - May 2, 2022 – Finalize and prepare budget for presentation (Sandra/Mark)
- May 2, 2022 – New council sworn in
- May 6, 2022 – Draft FY23 Operating Budget to Clerk for distribution to City Council
- May 16, 18-19, 2022 – Evening budget workshops with City Council (two evenings TBD)
- June 6, 2022 – Final FY23 Budget distributed to City Council
- June 13, 2022 – FY23 Budget adoption by City Council

Please reserve the calendar dates for the proposed meetings. If you have a scheduling conflict for meeting dates, please let me know at your earliest convenience.

Actuals

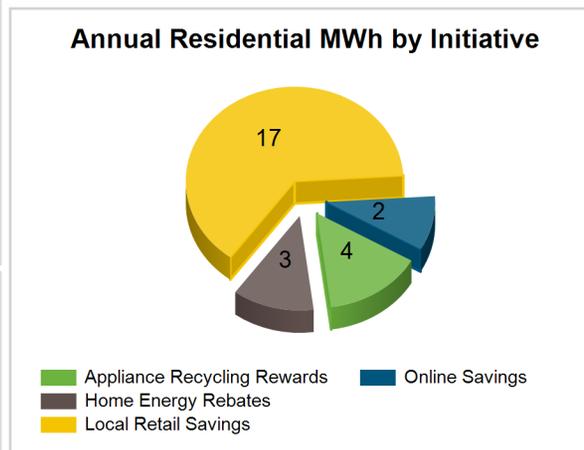
Total Pipeline



Achieved

13%
Percent of 3-Year MWh Goal

365
MWh Saved



\$510,119
Lifetime Customer Savings for City of Milford

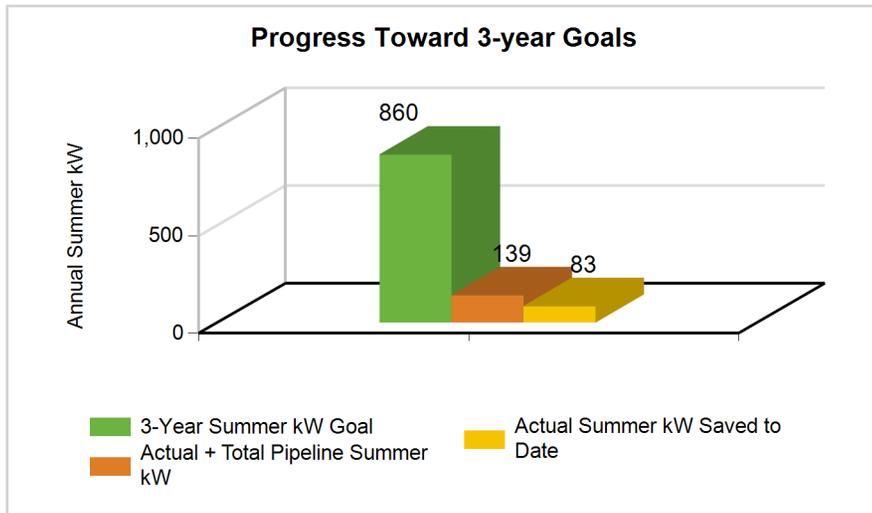
243 Completed Residential Transactions

8 Completed C & I Projects

Planned Residential Initiatives	
3 Projects	50 MWh
Active C&I Projects	
Agreement Signed	
2 Projects	228 MWh
Agreement Sent	
1 Projects	30 MWh
Analysis Underway	
10 Projects	206 Estimated MWh
Project Leads	
6 Projects	200 MWh
Total in Pipeline	
22 Projects	714 MWh

All savings are reported in Gross throughout this report.

Summer kW Actuals



Achieved

10%

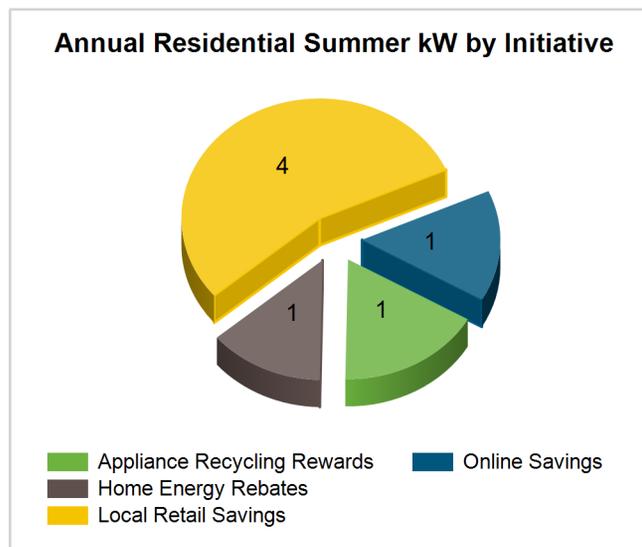
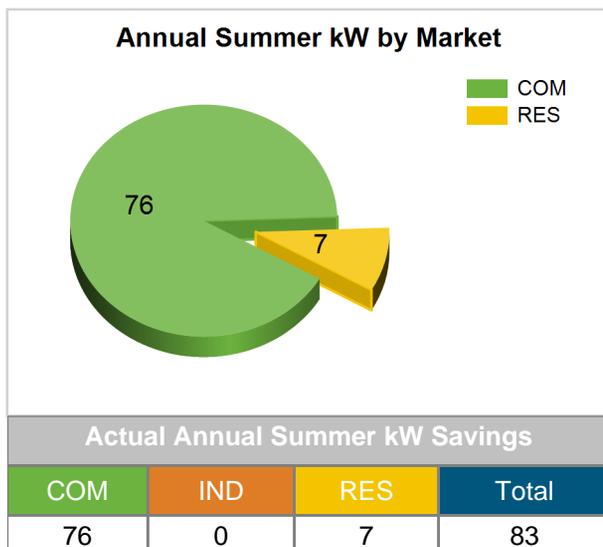
Percent of
3-Year
Summer kW Goal

83

Summer kW Saved

Total Summer kW Pipeline

Planned Residential Initiatives	
3 Projects	6 Summer kW
Active C&I Projects	
Agreement Signed	
2 Projects	228 Summer kW
Agreement Sent	
1 Projects	3 Summer kW
Analysis Underway	
10 Projects	10 Est. Summer kW
Project Leads	
6 Projects	0 Summer kW
Total in Pipeline	
22 Projects	247 Summer kW





Efficiency Smart 2021 Contract Cumulative to Date Summary Report for City of Milford

Reporting Period: 3/1/2021 through 2/28/2022

Summary of All Sectors Installed Efficiency Measures (Residential, Commercial, & Industrial)

Sector	Quantity of Measures	MWh Savings	Lifetime MWh Savings	Summer kW Savings	Annual Customer Savings	Lifetime Customer Savings
Large Business Solutions	4,741	325	4,094	68	\$37,240	\$469,512
Residential	899	26	155	7	\$3,547	\$22,841
Small Business Solutions	384	15	187	7	\$1,387	\$17,766
Total	6,024	365	4,436	83	\$42,174	\$510,119

Summary of Residential Installed Efficiency Measures

Measure Desc	Qty of Measure	MWh Savings	Summer kW Savings	Annual Customer Savings
Advanced Thermostat	14	4	2	\$784
Dehumidifier Recycling	1	1	0	\$163
Energy Star Clothes Dryer	4	1	0	\$93
Energy Star Clothes Washer	2	0	0	\$30
Energy Star clothes washer CEE Tier 2	2	0	0	\$54
Energy Star Dehumidifier	2	0	0	\$26
Energy star refrigerator	6	0	0	\$46
ENERGY STAR Residential Dehumidifier Most Efficient tier	1	0	0	\$18
Freezer early retirement program, secondary	1	1	0	\$93
LED Screw Base Lamp	861	17	4	\$2,002
Refrigerator early retirement program, secondary	1	1	0	\$143
Room Air Conditioner Recycling	4	1	1	\$97
Total	899	26	7	\$3,547

[View this email in your browser](#)



Please share this communication with your elected officials

Greetings LAC members, Mayors, Managers, Executives, and Clerks -

The Delaware General Assembly returned to session on April 5 following a recess for Joint Bond Bill Committee hearings. Several proposed bills, which impact Delaware local governments are in committees, on the ready list for consideration, and/or moving forward on the agenda for action.

DLLG's Legislative Advocacy Committee (LAC) will be discussing the following bills and others at its next meeting on Tuesday, April 10, 2022. DLLG welcomes your input and comments on these bills and all legislation impacting your local government. Please email Marcia Scott (msscott@udel.edu) and/or Lincoln Willis (Lincoln.Willis@TheWillisGroupLLC.com).

Please contact your legislators with immediate issues of concern-- particularly the "Action Alert" item(s).

Warm regards, Marcia Scott

Executive Director, [Delaware League of Local Governments](#)

msscott@udel.edu

State Legislation

[HB 371](#) and [HB 372](#) (Osienski) / Legalization and Regulation of Recreational Marijuana

HB 305 Defeated

- HB 305 bill, to legalize recreational marijuana use in Delaware and raise revenue from taxes on cannabis sales, was **defeated** in a House vote on Thursday, March 10.
- Members of the Democrat-led chamber voted 23-14 in favor the legislation, but it required a 60% super-majority for passage because it would impose a new tax. No Republicans voted in favor of the bill, and four lawmakers, including two Democrats, chose not to vote.

Two New Bills Proposed:

[HB 371](#) – Legalization of Recreational Marijuana

- This Act removes all penalties for possession of 1 ounce or less of marijuana, except for those who are under 21 years of age.

[HB 372](#) – Regulation of Recreational Marijuana

- The Delaware Marijuana Control Act regulates and taxes marijuana in the same manner as alcohol.
- It includes a marijuana control enforcement tax on retail marijuana in the amount of 15%.

DLLG's Position:

DLLG opposes HB 371 to legalize recreational marijuana. However, If the recreational marijuana bill passes, DLLG is interested in an amendment to HB 372 to obtain 3% of the State's 15% tax revenue, which is needed to address public safety cost impacts.

Action Alert: Unless local leaders call and convince their legislators that local governments need to have the 3% revenue share to support cost impacts to public safety/law enforcement—it appears that Osienski has enough votes for HB 372 to pass.

HB 146 / SB 233 (Shupe) / Municipal Elections

Synopsis - Of the 57 municipalities in this State, the following 12 municipalities currently have an agreement with the Department of Elections to use the State's Voter Registration System to determine if a resident of the municipality is eligible to vote in a municipal election.

- DLLG requested input from municipalities, which was summarized within a **Table** and included links to Letters of Opposition. Of the 22 municipalities that responded to the poll, 2 had no position, 5 supported (but stated concerns), 6 were already on the state voter registration rolls, and 9 (predominately coastal communities) opposed and/or submitted Letters of Opposition.
- The Table with Input was forwarded to bill sponsors (Rep. Shupe/Sen. Lockman) and the State Board of Elections Commissioner.
- The information was entered into the public record for the Senate Elections Committee Meeting held on 3/16/22 and shared with Committee Chair, Senator Kyle Evans Gay. Several local leaders also testified at the meeting.

Status – **SB 233 w/ SA 1** was passed in Senate on 3/22/22 with an amendment to delay the implementation of the Act until July 1, 2024. It is now on the “Ready List.” However, the bill will not be run unless the “opt-out” amendment for jurisdictions is included to address concerns of coastal communities.

Senate Substitute 1 for Senate Bill 149 (Lockman) / Law-Enforcement Officers' Bill of Rights (LEOBOR)

Synopsis - This Act makes changes to LEOBOR to increase transparency by enabling the creation and operation of effective community review boards at the State, county, and municipal level.

- 18 municipalities responded to DLLG's Google Poll on SS1 for SB 149. **Poll Results** indicate that 13 municipalities are opposed, 3 municipalities are in favor, and 2 municipalities have no position on the proposed bill.
- A draft substitute bill was filed last week and was slated for Legislative action on Thursday, 3/24.
- DLLG submitted a **Letter of Opposition** to the Delaware General Assembly on 3/23/22.

- DE Association of Chiefs of Police is also opposed and believes that both Town of Cheswold and possibly the City of Wilmington have LEOBOR language in their charters that would require a 2/3 super majority vote for legislation go through.

Position - DLLG and the Delaware Association of Chiefs of Police remain opposed to the draft substitute bill. Please share your concerns with your legislators. If placed back on agenda, DLLG members should contact their Senators ASAP.

Status - A very heated and contentious debate took place at Leg Hall last Thursday (3/31), and the bill was pulled from the agenda. As of today (4/6), LEOBOR has not been placed back on the agenda.

Senate Substitute 1 for Senate Bill 187 (McBride) / Residential Electric Vehicle Charging Infrastructure Requirements

Synopsis - Like Senate Bill No. 187 (from 2021 Session), this Substitute requires municipalities with a population of 30,000 or more to develop a procedure to obtain permission for the installation of an electric vehicle (EV) charging station on real property zoned for residential use that abuts a residential street. It differs from Senate Bill No. 187 as follows:

1. By removing the requirement that an ordinance adopted by a municipality establish the qualifications required by the licensed electrician who installs an electric vehicle charging station.
2. By clarifying that a municipality may not require an individual owner of real property to install an electric vehicle charging station for another person, including a tenant, guest, or customer, unless the requirement is adopted as part of a municipal zoning or building code that is of general applicability.

Status - Substitute Act requires a greater than majority vote for passage. It was initially defeated in a House vote yesterday (4/5), but a motion was made to reconsider by a person who voted on the prevailing side. It appears that there are enough votes now for the bill to be passed with a new effective dates of July 1, 2023.

Impact: This legislation will impact municipalities with populations greater than 30,000--including Wilmington, Dover, and Newark.

Senate Substitute 2 for SB 1 (McBride) / The Healthy Delaware Families Act

Synopsis - This Act creates a statewide paid family and medical leave insurance program. Delaware employees can access up to 12 weeks of paid family and medical leave through the State's paid leave trust fund for a qualifying event.

Status – Takes effect upon being signed into law. Passed Senate awaits consideration in House Committee.

HB 235 (Pinkney) - Homeless Bill of Rights

Synopsis - This Act is the Bill of Rights for individuals experiencing homelessness to ensure that all individuals, regardless of housing status, have equal opportunity to live in decent, safe, sanitary, and healthful accommodations and enjoy equality of opportunities.

- A virtual meeting was held on March 23 with DLLG LAC members, advocates, and representatives Senator Pinkney's office.
- The discussion focused on individuals experiencing homelessness and:
 - Provisions regarding municipal voting requirements (e.g., residency requirements for voting and possible need for charter changes, lack of homeless shelters in coastal communities)
 - Need for clarification on the Fiscal Note/Fee Impact associated with the State Human Relations Commission

Status – Sponsor is conducting research on issues and seeking additional input on impacts.



**DELAWARE
LOCAL
GOVERNMENT
DAY**

THURSDAY, MAY 12, 2022
11:30 AM - 3:00 PM

Tatnall Building and
Delaware Legislative Hall
Dover, Delaware

Thank you to our sponsor!

BASSETT, DAWSON & FOY, INC.
WEALTH SOLUTIONS *Since 1985

Bassett, Dawson & Foy, Inc. is not a registered broker/dealer and is independent of
Raymond James Financial Services, Inc. Member FINRA/SIPC.



Register now (FREE) via [Eventbrite](#) for Delaware Local Government Day!

Federal Legislation

Update on COVID relief bill and ARPA Local Fiscal Recovery Funds

The National League of Cities (NLC) has issued a statement issued a [statement](#) in support of the new \$10 billion Bipartisan COVID Supplemental Appropriations Act for ongoing COVID-19 response. The agreement includes the bipartisan State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act (S.3011), language sought by NLC and previously passed by the Senate.

State and Local Fiscal Recovery Funds are no longer at immediate risk. A new \$10 billion COVID relief bill was negotiated that will not result in any reduction to ARPA state or local fiscal recovery grants. The \$10 billion is fully offset by other unexpended CARES Act and American Rescue Plan Act funds.

If the bill passes, this [new flexibility for ARPA grant expenditures will become law](#). NLC will work as closely as possible with the U.S. Treasury Department to urge quick action on amending the new flexibilities into the final rule, eligible expenditures, and reporting requirements.

Survey on Delaware Local Governments' Use of ARPA Funds

DLLG is joining other State municipal leagues to obtain feedback on how local governments are using or planning to use ARPA SLFRF funds. Please provide your response by Friday, April 19, 2022. The information you provide will be shared with members of Congress, the White House, and the National League of Cities to support the effort to protect these relief funds for cities from potentially being rescinded to pay for upcoming federal aid or other bills.

[Take Survey](#)

Chamber of Commerce for Greater Milford, Inc.



24 NE Front St. ~Suite 101
Milford, DE 19963
Phone: 302-422-3344
Fax: 302-422-7503
www.milfordchamber.com
Email: milford@milfordchamber.com or

April 8, 2022

City of Milford
Mark Whitfield
119 S. Walnut Street
Milford, DE 19963

Mark,

I am writing to you regarding the CCGM's request for city of Milford grant funds for the 2022 Riverwalk Freedom Festival. We are currently in need of funding for the 2022 festival.

Without the city's financial support, we will have to make less expensive choices for entertainment, staging and equipment that need reservation immediately. With all the COVID restrictions being lifted at this point, most of the bands and any/all rental equipment businesses have told us that they are busier and getting more requests than they've ever had. Due to the booking, reservation & rental deadlines in the areas of entertainment and kids' corner, and not wanting to miss these opportunities to other festivals and events, would it be possible for the city to provide the Chamber with the 2022 festival grant money by the end of April 2022?

As always, I greatly appreciate your support of our Chamber and Milford's largest annual outdoor event.

Sincerely,

Angela Dorey
RWFF Chairperson
angeladorey@comcast.net
Office 302-424-8459 Mobile 302-588-3573

BROTHERS PYRO, LLC

FIREWORKS DISPLAY AGREEMENT

THIS AGREEMENT is made and entered into this March 11, 2022, by and between **Brothers Pyro, LLC**, a Delaware corporation, having its principal place of business at Bridgeville, Delaware, hereinafter referred to as "Seller", and **Milford, DE Parks and Rec**, hereinafter referred to as "Buyer".

Seller shall furnish to Buyer a fireworks displays, for a total price of Fifteen Thousand Dollars (\$20,000.00) as follows:

1. **September 17, 2022 at Dark approx 8:30 pm** Duration of 15 - 17 min using a product size range of 1-4"
2. **Deposit / Payments:** Sponsor shall pay **\$10,000.00 of the fee as a deposit no later than May 1st 2022**. The **\$10,000.00 balance of the fee shall be paid the day of Display** (September 17, 2022).
3. **Rain Date of September 18, 2021** at Dark approx 8:30 pm

Location: Willmont Parcel [38.914759, -75.420917](#); in a location subject to final approval of Brothers Pyro, LLC and the local Authority Having Jurisdiction (AHJ). Same site as the 2021 Fireworks Display.

IT IS FURTHER UNDERSTOOD AND AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Firing of Display:

Seller agrees to furnish all necessary fireworks display material and personnel for a fireworks display in accordance with the program approved by the parties. Seller agrees to comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks.

2. Payment.

- **Deposit / Payments:** Sponsor shall pay **\$10,000.00 of the fee as a deposit no later than May 1st 2022**. The **\$10,000.00 balance of the fee shall be paid the day of Display** (September 17, 2022).

A service charge of 3 percent (3%) per month shall be added to the unpaid balance if the account is not paid in full within fifteen (15) days from the date of the final show. If this account remains unpaid and is turned over to a collection agency for non-payment, all fees incurred in collecting the balance will be at the Buyer's expense. All returned checks will be assessed a \$30.00 fee.

3. Weather Delay and Cancellation.

If Buyer intends to postpone a display for any reasons, Buyer should contact Seller as soon as possible to keep postponement fees to a minimum.

The following postponement fees are applicable only if the display is rescheduled in the same calendar year.

- Displays cancelled more than thirty (30) days before scheduled incur no cancellation fee
- Displays cancelled less than thirty (30) days before scheduled, but before fireworks are prepared for delivery incur a fee of ten percent (10%) of the show deposit (5% of the total show contract sum)
- Displays postponed after set-up by the shoot team will be charged an additional ten percent (10%) of the contract sum for each additional night that the display is postponed, provided the display set-up is maintained. This will cover 24-hour security watch of fireworks and additional labor hours of shoot crew.
- Display set-ups that are disassembled, removed, and reassembled for a subsequent date incur an additional charge of thirty percent (30%) of the contract sum.

Displays cancelled and NOT rescheduled within the same calendar year will not have their deposit refunded. This fee will cover all labor associated with order processing, packing & shipping, display setup if applicable and restocking fees.

Once display set-up has begun, the determination to cancel the fireworks display because of inclement weather or unsafe weather conditions shall rest within the sole discretion of the AHJ, Seller, and the lead pyrotechnician. The decision of the lead pyrotechnician, Seller, and/or AHJ not to complete a display due to inclement weather or unsafe weather conditions shall be final, any such decision based on safety considerations shall not constitute a failure of performance or breach of this Agreement by Seller and the postponement fees shall apply as previously described.

** Displays cancelled due to circumstances beyond the Parties control, such as floods, burn bans or other bans issued by the AHJ will be considered on a case by case basis and decisions will be reached by mutual agreement.

4. Insurance.

Seller agrees to provide, at its expense, general liability insurance coverage, in an amount not less than \$2,000,000.00, and within two (2) weeks prior to the date of the fireworks display, shall submit to the Buyer, if requested in writing, a certificate of insurance. All entities listed on the certificate of insurance will be deemed an additional insured. Any charge incurred from the insurance provider for additional insurance after insurance application has been sent in, shall be the responsibility of the Buyer and shall be added to the contract sum. In the event of a claim by Buyer, the applicable deductible shall be paid by the Seller.

The Seller agrees to defend, indemnify and hold harmless the Buyer and its agents, and employees from and against all claims, costs, judgments, damages and expenses, including including **entering a defense and paying costs of the defense, including** reasonable attorney fees that may or shall arise from the performance of the fireworks by the Buyer. The Buyer agrees to give the Seller prompt notice of any claims or

demands and to cooperate with the Seller or its successors in interest or assigns, if any, in the defense of any such claims and/or demand. Buyer acknowledges that Seller's total liability to Buyer shall be limited to terms, conditions, and coverage of the Seller's insurance policy.

5. A. Buyer agrees to provide:

- a. Sufficient area for the display, including a minimum spectator set back as determined by Seller and in accordance with the NFPA 1123 Table of Distances and any local law, regulation or direction of the AHJ.
- b. Crowd control, including protection of the display area by roping off, signage, or similar facility.
- c. Adequate police protection and security to prevent spectators from entering display area and for the event generally.
- d. The services of standby firefighters.
- e. Any permits necessary or proper for the general event [excepting the firework display permit(s)]
- f. Dry, clean sand, if needed, for firing.
- g. Inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light the morning following the display for anything that may have been missed at the night search.

B. Seller Agrees to Provide

- h. The fireworks and equipment necessary and guaranteed to perform the fireworks display(s) at the event location on the date(s) specified above.
- i. Properly trained and experienced display operators, including a lead pyrotechnician, to set up and perform the display in substantial conformance with the requirements of NFPA 1123, any applicable federal, state, and local laws and regulations, and the direction of the AHJ.
- j. Any necessary permit(s) for the fireworks display(s) from the Authority Having Jurisdiction, including but not limited to the State Fire Marshal Office and the US Coast Guard Delaware Bay District.
- k. Lawful transport of the fireworks and equipment to and from the display site, storage within the site, and appropriate supervision of the fireworks in the event of a weather delay.
- l. Insurance in accordance with those terms previously described.

6. Damages within Fallout Area:

Seller shall not be responsible for damages to, or destruction of, automobiles or other personal property, or any injury to persons, located within the restricted area for the mortars and other equipment utilized to fire the display and crowd-controlled area; also referred to as the Display set-up and fall-out area. Buyer shall notify spectators who will be viewing the fireworks display of the risk of fallout from the display and the risk to spectators and their automobiles and other property by posting warning signs at the event site and utilizing appropriate crowd control measures.

7. Termination

In the event Buyer is unable to secure funds for the displays, Buyer may notify Seller in writing no less than **one hundred twenty (120)** days before the scheduled event; Buyer will incur no penalty and any deposit received by Seller will be fully refunded.

8. It is further understood and agreed that nothing in this Agreement shall be construed or interpreted to mean a partnership. Both parties hereto being responsible for their separate and individual debts and obligations, and neither party shall be responsible for any agreements not stipulated in this Agreement.

9. Any notice required under this Agreement shall be made in writing, addressed to the appropriate party at its address on the signature page and either given personally, by certified mail postage prepaid, or by a nationally recognized commercial courier service. All notices shall be effective on the date of receipt.

10. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

11. Any provision of part of this Agreement held to be void or unenforceable under any applicable laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding on the parties. In such event, the Parties agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

12. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or the remainder of this Agreement.

13. The parties hereto do mutually and severally guarantee terms, conditions, and payments of this Agreement. This document shall be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above

By: AARON JACKSON

Brothers Pyro, LLC

SELLER

Aaron Jackson
PO Box 134
Bridgeville, DE 19933

BY: 

City Manager of Milford, DE

BUYER



Board of Directors

March 30, 2022

Officers

Mr. Mark Whitfield
City Manager
City of Milford
119 S. Walnut Street
Milford, DE 19963

James Rabe
President

Sandra Gullede
Treasurer

Re: Ladybug Festival

Mark,

Members at Large

Thank you to the City Council for allowing Downtown Milford, Inc. to make their presentation last night on the future of DMI as well as the request for funds for DMI and the Ladybug Festival.

Matt Babbitt
Craig de Mariana Aleman
Shelby DiCostanzo
Debbie Long
Joey Phillips
Lang Redden
Peggy Reilly

This is a formal request to ask the City Council to vote for the \$30,000 to assist with the Ladybug Festival that will be held on July 30, 2022 and to issue a check for the payment that is due in June for the event to take place.

Executive Director

Janne Collins

I will be happy to attend the meeting and answer any questions the City Council may have on the event and these funds. I thank you all in advance for your continued support and look forward to seeing you in April.

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

Sincerely,


Peggy Reilly
Board of Directors
Downtown Milford, Inc



Capital Improvement Planning (CIP)
Approvals through FY22 with
Recommendations for Plan Years FY23 - FY27

Summary
Enterprise Funds
Interservice Funds
General Fund

City of Milford, Delaware

Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

TOTALS & SUBTOTALS (\$000)	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
Electric	\$ 1,130	\$ (166)	\$ 964	\$ 378	\$ 372	\$ 1,327	\$ 1,628	\$ 1,365
Water	10,326	(8,252)	2,064	2,598	1,541	3,536	7,796	1,471
Sewer	723	(384)	338	1,543	8,185	1,845	4,525	1,225
Solid Waste	110	(109)	0	550	-	410	-	410
SUBTOTAL ENTERPRISE FUNDS	12,288	(8,910)	3,366	5,068	10,098	7,118	13,949	4,471
Customer Service	-	-	-	-	-	-	-	-
Fleet Services (Garage)	-	-	-	-	-	-	-	-
Technical Services	-	-	-	-	-	-	-	-
Public Works	1,050	(145)	905	850	1,302	-	-	-
SUBTOTAL INTERSERVICE FUNDS	1,050	(145)	905	850	1,302	-	-	-
Streets	3,495	(436)	3,058	4,915	4,071	3,049	4,833	4,673
Parking	200	-	200	120	115	-	-	-
City Hall	345	(305)	30	75	250	-	-	-
Information Technology	1,010	(461)	549	665	268	104	88	72
Finance	65	-	65	-	-	-	-	-
Planning	-	-	-	50	-	-	-	-
Police	2,508	(254)	2,254	17,390	206	106	109	118
Parks & Recreation	1,384	(366)	1,018	1,888	1,880	1,170	2,835	800
SUBTOTAL GENERAL FUND	9,007	(1,823)	7,174	25,103	6,789	4,428	7,865	5,662
TOTAL ALL FUNDS	\$22,344	\$(10,878)	\$11,446	\$31,021	\$18,189	\$11,546	\$21,813	\$10,133

City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

A	B	C	D	E	F	G	H	I	J	K	L	M	
Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	
1		ENTERPRISE FUNDS											
2	ELECTRIC	EQUIPMENT											
3		Vermeer Chipper (R: 2006 S-38)	Electric Reserves	3	60,000	(60,000)	-						
4		NOAA Continuous Operating Reference Station	TBD	TBD	-	-	-	15,000					
5		Hetra Lifts for Forklifts	TBD	TBD	-	-	-	8,000					
6		Trailer (R: 1994 Saub E-119)	Replacement Reserve	5	-	-	-		15,000				
7		Trailer (R: 1996 Butler E-123)	Replacement Reserve	6	-	-	-		12,000				
8		Trailer (R: 1999 Homemade E-127)	Replacement Reserve	7	-	-	-			12,000			
9		Trailer, Cable Reel (R: 2007 Butler E-129)	Replacement Reserve	8	-	-	-				15,000		
10		Utility Trailer (R: 2005 Towmaster E-131)	Replacement Reserve	9	-	-	-					18,000	
11		Utility Trailer (R: 2005 Butler E-132)	Replacement Reserve	10	-	-	-					10,000	
12		T6050 Bobcat (R 2011 E-104)	Replacement Reserve	TBD	-	-	-						40,000
13			Total Equipment			\$ 60,000	\$ (60,000)	\$ -	\$ 23,000	\$ 27,000	\$ 12,000	\$ 43,000	\$ 40,000
14			VEHICLES										
15		Ram QuadCab Pick-up (R: 2017 E-101)	Replacement Reserve	13	-	-	-		35,000				
16		Pick up Truck	TBD	TBD	-	-	-		55,000				
17		Internation Digger Derrick Truck (R: 2015 E-107)	Replacement Reserve	14	-	-	-					260,000	
18			Total Vehicles			\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ 260,000	\$ -
19			INFRASTRUCTURE										
20		Traffic Signal Upgrades; DelDOT Transition	Electric Reserves	17	350,000	-	350,000						
21		Fiber Optic Backup to PW	Electric Reserves	18	20,000	-	20,000						
22		EV Charging Stations Downtown	Grants/Electric Reserves	18.5	20,000	-	20,000			20,000			
23		GIS/Mapping - Smart Metering	FY22/Electric Reserves	19	300,000	(16,470)	283,530						
24		LED Streetlight Replacements	FY22/Electric Reserves	20	150,000	(28,112)	121,888						
25		Shawnee Acres Primary Replacement	Electric Reserves	21	80,000	(61,366)	18,634						
26		Library Square Lighting	Electric Reserves	21.5	75,000	-	75,000						
27			DNREC		75,000	-	75,000						
28		Build additional interior offices at Armory (Arborist)	TBD	TBD	-	-	-		20,000				
29		Delivery No. 1 Circuit Addition (Circuit 130)	TBD	22	-	-	-				990,000		
30		Advanced Relocation	TBD	TBD	-	-	-		100,000	100,000	100,000	100,000	100,000
31		Pole Replacement Project	TBD	TBD	-	-	-		25,000	25,000	25,000	25,000	25,000
32		Milford Business Campus (Fry Farm Infrastructure)	TBD	TBD	-	-	-		120,000	200,000	200,000	200,000	200,000
33		Delivery No. 2 Circuit Additional #1	TBD	23	-	-	-					1,000,000	
34		Delivery No. 2 Circuit Addition #2	TBD	24	-	-	-						1,000,000
35			Total Infrastructure			\$ 1,070,000	\$ (105,948)	\$ 964,052	\$ 265,000	\$ 345,000	\$ 1,315,000	\$ 1,325,000	\$ 1,325,000
36			TOTAL ELECTRIC			\$ 1,130,000	\$ (165,948)	\$ 964,052	\$ 378,000	\$ 372,000	\$ 1,327,000	\$ 1,628,000	\$ 1,365,000

City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
37		ENTERPRISE FUNDS, CONTINUED										
38		VEHICLES										
39		Ford F350 (R: W-15)	Replacement Reserve	29	49,000	(49,000)	-					
40		Ford F450 (R: W-8)	Replacement Reserve	30	52,000	(7,354)	44,646					
41		Dodge Cargo Van (R: 2006 W-29)	Replacement Reserve	31	-	-				60,000		
42		Total Vehicles			\$ 101,000	\$ (56,354)	\$ 44,646	\$ -	\$ -	\$ 60,000	\$ -	\$ -
43		EQUIPMENT										
44		NOAA Continuous Operating Reference Station	TBD	TBD	-	-	-	7,500				
45		Total Equipment			\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -
46		INFRASTRUCTURE										
47		SE 2nd Street Lead Service Line	Water Reserves / ARPA	34	966,962	(966,962)	-					
48		Streets 2020 Utility engineering	Water Reserves / ARPA	35	17,438	(17,438)	-					
49		Test Wells 10th & 19th Street	Water Reserves / ARPA	36	29,200	(29,200)	-					
50		Mispillion St. Group Lead Water Service Line	Water Reserves / ARPA	37*	213,500	(205,077)	0					
51		Lovers Lane Mains & Service Lines	Water Reserves / ARPA	38**	44,950	(33,328)	11,622					
52		SE Regional Water Quality Study	Water Reserves / ARPA	41	36,750	-	36,750					
53		Phase I & II Water Well - Rookery	Water Reserves / ARPA	42	126,800	(125,240)	0					
54		NE Front Street Waterline Replacement	Water Reserves / ARPA	42.5	1,351,175	(334,096)	1,017,079					
55		Install Automated Blow-off Valves	Water Reserves / ARPA	43	148,628	-	148,628	50,000	50,000	50,000	50,000	50,000
56		Street Rehab	Water Reserves / ARPA	44	405,000	-	405,000	405,000	405,000	405,000	405,000	405,000
57		Lead Service Line Removal	TBD	TBD	-	-	-	250,000	250,000	250,000	250,000	250,000
58		Asbestos Pipe Removal	TBD	TBD	-	-	-	115,500	115,500	115,500	115,500	115,500
59		City-wide Valve & Hydrant Replacement/Improvements	Water Reserves / ARPA	45	250,000	-	250,000	250,000	250,000	250,000	250,000	250,000
60		Caulk Tower Altitude Valve	Water Reserves	45.5	75,000	(75,000)	-					
61		Treatment Plant Upgrades	Water Reserves / ARPA	46	50,000	-	50,000	150,000	150,000	150,000	150,000	150,000
62		Milford Business Campus (Fry Farm Acquisition)	Water Reserves	46.5	6,509,115	(6,408,955)	100,160					
63		NW Front Street Water Lines	TBD	TBD	-	-	-			375,000	1,125,000	
64		Milford Business Campus (Fry Farm Infrastructure)	TBD	TBD	-	-	-	150,000	250,000	250,000	250,000	250,000
65		SE Regional Water Infrastructure - East of Route 1	TBD	TBD	-	-	-	920,000				
66		SE Regional Water Infrastructure - South of Johnson Road	TBD	TBD	-	-	-			150,000	1,000,000	
67		New NW City Area Tower/Wells/Treatment	TBD	TBD	-	-	-	300,000		1,000,000	4,000,000	
68		North Shore Drive Water Extension	TBD	TBD	-	-	-		25,000	150,000		
69		10" Water Main - Holly Hill Rd to Westwood Subdivision	TBD	TBD	-	-	-		45,000	300,000		
70		Shawnee Acres Water Extension	TBD	TBD	-	-	-			30,000	200,000	
71		Total Infrastructure			\$ 10,224,517	\$ (8,195,295)	\$ 2,019,239	\$ 2,590,500	\$ 1,540,500	\$ 3,475,500	\$ 7,795,500	\$ 1,470,500
72		TOTAL WATER			\$ 10,325,517	\$ (8,251,649)	\$ 2,063,885	\$ 2,598,000	\$ 1,540,500	\$ 3,535,500	\$ 7,795,500	\$ 1,470,500

City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

A	B	C	D	E	F	G	H	I	J	K	L	M
Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
73		ENTERPRISE FUNDS, CONTINUED										
74		EQUIPMENT										
75		PS Upgrades (grinders, spares, design)	Sewer FY22/Reserves	57	150,000	(80,669)	69,331	150,000	150,000	150,000	150,000	
76		Pumps(2) & Motor: Washington St Pump Station Spare (R)	Replacement Reserve	58	40,000	(21,512)	18,488					
77		Kubota F3060 Mower w/ plow & blower (R: 2011 SE-10)	Replacement Reserve	TBD				40,000				
78		ROVVER Mainline Sewer Inspection System	TBD	TBD				120,000				
79		NOAA Continuous Operating Reference Station	TBD	TBD	-	-	-	7,500				
80		Compressor, Ingersol Rand (R)	Replacement Reserve	59	-	-	-		50,000			
81		Equipment Trailer (R: Currahee)	Replacement Reserve	60	-	-	-		10,000			
82		FN150 Pump & MGS GLG Trailer (R: 2013 SE-27)	Replacement Reserve	TBD				50,000				
83		Kubota Mower w/ Blower (R: 2015 SE25)	Replacement Reserve	61	-	-	-			50,000		
84		Kubota Excavator (R: SE26)	Replacement Reserve	62	-	-	-			75,000		
85		Kubota Mower w/ Plow (R: 2016 SE24)	Replacement Reserve	63	-	-	-				50,000	
86		John Deere 524K Loader (R: 2018 SE-7)	Replacement Reserve	TBD	-	-	-					200,000
87		Total Equipment			\$ 190,000	\$ (102,181)	\$ 87,819	\$ 317,500	\$ 260,000	\$ 275,000	\$ 200,000	\$ 200,000
88		VEHICLES										
89		Ford F250 Pickup (R: SE-2)	S Res/Replacement Reserve	66	75,000	(74,632)	-					
90		Ford F-350 Supercab Pick-up w/ crane (R: 2016 SE3)	Replacement Reserve	67	-	-	-				85,000	
91		Ford F350 Super Cab (R: 2016 SE-3)	Replacement Reserve	TBD	-	-	-					75,000
92		Total Vehicles			\$ 75,000	\$ (74,632)	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 75,000
93		INFRASTRUCTURE										
94		I&I Engineering Study	Sewer Reserves	71	156,735	(99,787)	56,949					
95		SE Reg WW Study FY22 (Not Deprec - KCI 131803632.SWS)	Sewer Reserves	71.5	10,000	(3,241)	6,760					
96		4th Street Surface Water Drainage Resolution	Sewer Reserves	72	50,000	(16,885)	33,115					
97			DNREC	73	50,000	-	50,000					
98		Streets 2020 Utility Engineering	Sewer Reserves	74	17,438	(17,438)	-					
99		Sewer Line - Mispillion Street Group	Sewer Res (ARPA)	75	8,800	(8,800)	0					
100			Drainage Component (ARPA)	76	64,600	(60,752)	3,848					
101		Street Rehab	Replacement Reserve	76.5	100,000	-	100,000	100,000	100,000	100,000	100,000	100,000
102		Asbestos Removal	TBD	TBD	-	-	-	50,000	50,000	50,000	50,000	50,000
103		SE 2nd Street Pump Station Replacement	TBD	TBD	-	-	-	225,000	1,500,000			
104		SE Regional Pump Station and Force Main - East of Route 1	TBD	TBD	-	-	-	500,000	4,560,000			
105		SE Reg Pump St/Force Mn: S of Johnson Rd/FM-NE Front St	TBD	TBD	-	-	-			525,000	3,500,000	
106		Abandon BAC PS & install grav ext. frm Hickory Glen	TBD	TBD	-	-	-	20,000	150,000			
107		Abandon US Cold Stg PS & install grav ext fm Williamsville Rd	TBD	TBD	-	-	-		20,000	250,000		
108		Milford Business Campus (Fry Farm Sewer Infrastructure)	TBD	TBD	-	-	-	330,000	1,500,000	300,000	200,000	200,000
109		North Shore Drive Sewer Extension	TBD	TBD	-	-	-		45,000	300,000		
110		Shawnee Acres Sewer Extension	TBD	TBD	-	-	-			45,000	300,000	
111		NE Front St Sewer Extension & Silicato PS Abandonment	TBD	TBD	-	-	-				90,000	600,000
112		Total Infrastructure			\$ 457,573	\$ (206,902)	\$ 250,671	\$ 1,225,000	\$ 7,925,000	\$ 1,570,000	\$ 4,240,000	\$ 950,000
113		TOTAL SEWER			\$ 722,573	\$ (383,715)	\$ 338,490	\$ 1,542,500	\$ 8,185,000	\$ 1,845,000	\$ 4,525,000	\$ 1,225,000
114		VEHICLES										
115		Leaf Vaccum Attachment to Hook Truck	Replacement Reserve/GF Res	85	110,000	(108,523)	0					
116		Multi Collection Truck (R: Rear Loader SW14)	Replacement Reserve	86	-	-	-	405,000				
117		Grapler Crane & Body for Hook Truck (Bulk trash)	TBD	TBD	-	-	-	144,500				
118		Automated Side Loader Truck (R: SW11)	Replacement Reserve	87	-	-	-			410,000		
119		Automated Side Loader Truck (R: SW28)	Replacement Reserve	88	-	-	-					410,000
120		Total Vehicles			\$ 110,000	\$ (108,523)	\$ 0	\$ 549,500	\$ -	\$ 410,000	\$ -	\$ 410,000
121		TOTAL SOLID WASTE			\$ 110,000	\$ (108,523)	\$ 0	\$ 549,500	\$ -	\$ 410,000	\$ -	\$ 410,000

City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

A	B	C	D	E	F	G	H	I	J	K	L	M
Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
122		INTERSERVICE FUNDS (Capital approval expires at year-end)										
123	TECH SVCS	EQUIPMENT										
124		SCADA Replacement System	Utility Reserves Allocation	TBD				80,000				
125		Total Equipment			\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -
126		TOTAL TECH SERVICES			\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -
127	PUBLIC WORKS	EQUIPMENT										
128		Interior Forklift-Warehouse	Replacement Reserve	95	15,500	-	15,500					
129		GPS Survey Field Unit	Utility Funds	96	15,000	-	15,000					
130		Total Equipment			\$ 30,500	\$ -	\$ 30,500	\$ -	\$ -	\$ -	\$ -	\$ -
131		VEHICLES										
132		Chevrolet Colorado 4WD Ext Cab Truck	Public Works	99	33,052	-	33,052					
133		Total Vehicles			\$ 33,052	\$ -	\$ 33,052	\$ -	\$ -	\$ -	\$ -	\$ -
134		BUILDING										
135		LED Lighting Upgrade & Replacement (all facilities)	DNREC	102	29,667	(29,667)	-					
136			Green Energy	103	108,776	(108,776)	-					
137			Efficiency Smart	104	6,350	(6,350)	-					
138		Facility Security: Door Access/Gates/IP Camera	Public Works	105	88,000	-	88,000					
139		HVAC Control Automation System- Building 200 & 300	Grant Funds	106	55,758	-	55,758					
140		HVAC - Upgrade	Replacement Reserve	107	16,692	-	16,692					
141		BluDef System for Public Works Yard	Fleet Services	108	41,000	-	41,000					
142		Air Infiltration Proj & Roof Drain Repl (Bld 100-300)	Grant Funds	109	165,000	-	165,000					
143	Electric Dept. Rack/Reel Pole Building	Electric Reserves	110	475,000	-	475,000						
144	Installation of Stormwater Pond	TBD	111	-	-	-	200,000					
145	Public Works Parking Lot Paving	TBD	112	-	-	-	650,000					
146	Public Works Building Expansion Project	TBD	113	-	-	-	-	1,302,200				
147	Total Building			\$ 986,243	\$ (144,793)	\$ 841,450	\$ 850,000	\$ 1,302,200	\$ -	\$ -	\$ -	
148	TOTAL PUBLIC WORKS			\$ 1,049,795	\$ (144,793)	\$ 905,002	\$ 850,000	\$ 1,302,200	\$ -	\$ -	\$ -	

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City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

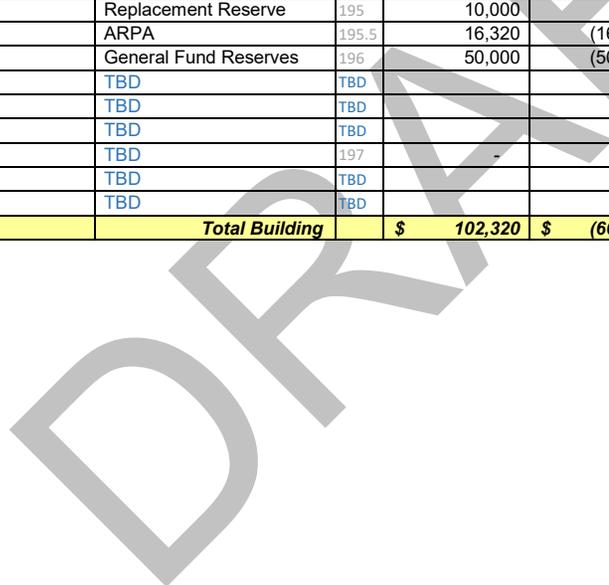
A	B	C	D	E	F	G	H	I	J	K	L	M	
Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	
149		GENERAL FUND											
150		EQUIPMENT											
151		Salt Spreader (R: Highland S-049)	Replacement Reserve	118	23,000	(22,972)	-						
152		Salt Spreader (R: Highland S-050)	Replacement Reserve	119	-	-	-	27,000					
153		Ford F250 w/ plow & salt spreader (R: 2012 S-2)	Replacement Reserve	120	-	-	-		45,000				
154		Backhoe (R: John Deere S-6)	Replacement Reserve	121	-	-	-		105,000				
155		Total Equipment			\$ 23,000	\$ (22,972)	\$ -	\$ 27,000	\$ 150,000	\$ -	\$ -	\$ -	
156		INFRASTRUCTURE											
157		Mispillion Street Group 2020	MSA	126	410,440	(225,867)	184,574						
158			RTT	127	80,000	(80,000)	-						
159		Engineering: Various Streets (2020)	MSA	128	133,000	(103,734)	29,266						
160		Engineering: Various Streets (2019)	MSA	129	72,000	(2,619)	69,381						
161		Engineering: Fisher Ave, Plum St, Masten Cir, Roosa Rd	MSA	130	1,094	(1,094)	-						
162		Street Rehab	ARPA-Funded Utility-Related	131	500,000	-	500,000						
163		Street Rehab	MSA-Funded	131.1	275,000	-	275,000						
164		Street Rehab	Various Grants/GF Reserves	131.2	625,000	-	625,000	840,000	840,000	840,000	840,000	840,000	
165		ADA Transition Plan	TBD	132	150,000	-	150,000	150,000	150,000	150,000	150,000	150,000	
166		Walnut Street Pedestrian Crossing	Grant Funds	133	425,000	-	425,000						
167		Fourth Street Flooding Infrastructure Repairs	Grant Funds	134	500,000	-	500,000						
168		N. Washington Street Streetscape	Grant Funds	135	200,000	-	200,000						
169	STREETS	Sidewalk Connectivity Initiative	Grant Funds	136	100,000	-	100,000	350,000	350,000	350,000	350,000	350,000	
170		Traffic Calming	TBD	TBD				25,000	25,000	25,000	25,000	25,000	
171		NW Front Street Streetscape (TAP Project) Phase I	Lodging Tax Fund	137	-	-	-				45,000	300,000	
172		NW Front Street Streetscape (TAP Project) Phase II	TBD	TBD							45,000	300,000	
173		NE Front Streetscape Phase I	TBD	TBD				800,000					
174		NE Front Streetscape Phase II	TBD	TBD						37,000	250,000		
175		SW Front Street Bridge Replacement	TBD	TBD					320,000				
176		Park Avenue/Denny Row Streetscape	TBD	TBD					345,000				
177		SW Front Street Streetscape	TBD	TBD					45,000	300,000			
178		Franklin Street Streetscape	TBD	TBD							15,000	100,000	
179		Columbia Street Streetscape	TBD	TBD							11,000	70,000	
180		Maple Street Bridge Replacement	TBD	TBD					320,000				
181		S. Walnut St Street & Sidewalk (Elizabeth St to Delaware Ave)	TBD	TBD						38,000	250,000		
182		Bike Path - Marshall Street Striping (SE Second to Watergate)	TBD	TBD					86,000				
183		Bike Path - Route 113 (Seabury Water Plant)	TBD	TBD						30,000	200,000		
184		Bike Path - Airport Road (Route 113 to Independence Commons)	TBD	TBD							213,000	1,925,000	
185		Bike Path - Milford High School Perimeter	TBD	TBD								75,000	1,750,000
186		Bike Path - NE 10th Street (MHS to Silicato Pkwy)	TBD	TBD					444,000				
187		Bike Path - Route 113 (Milford Plaza to North St)	TBD	TBD					73,000	490,000			
188		Bike Path - Route 113 (Community Cemetery)	TBD	TBD					60,000	420,000			
189	Milford Business Complex (Fry Farm Infrastructure)	Utility Reserves, Grant Funds	TBD					1,250,000	957,500	957,500	957,500	957,500	
190	Transportation Studies	TBD	TBD					100,000					
191		Total Infrastructure			\$ 3,471,534	\$ (413,314)	\$ 3,058,220	\$ 4,888,000	\$ 3,920,500	\$ 3,048,500	\$ 4,832,500	\$ 4,672,500	
192		TOTAL STREETS			\$ 3,494,534	\$ (436,286)	\$ 3,058,220	\$ 4,915,000	\$ 4,070,500	\$ 3,048,500	\$ 4,832,500	\$ 4,672,500	

City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

A	B	C	D	E	F	G	H	I	J	K	L	M
Line	Fund/Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
193		GENERAL FUND, CONTINUED										
194	PARKING	INFRASTRUCTURE										
195		N. Walnut St/NE Front St Lot Enhancements	General Fund Reserves	147	140,000	-	140,000	60,000				
196		Park Ave Lot Enhancements	General Fund Reserves	148	60,000	-	60,000	60,000				
197		SW Front St Lot Enhancements	TBD	149	-	-	-		115,000			
198			Total Infrastructure		\$ 200,000	\$ -	\$ 200,000	\$ 120,000	\$ 115,000	\$ -	\$ -	\$ -
199			TOTAL PARKING		\$ 200,000	\$ -	\$ 200,000	\$ 120,000	\$ 115,000	\$ -	\$ -	\$ -
200	CITY HALL	BUILDING										
201		Council Chambers Recording System Upgrade	General Fund Reserves	152	8,975	(7,991)	-					
202		Council Chambers Recording System for Live Streaming	ARPA	152.5	50,000	(44,517)	-					
203		Monitors in Council Chambers	ARPA	153	-	-	-					
204		City Hall Basement Fit Out	General Fund Reserves	154	230,690	(230,690)	-					
205		City Hall Basement Training Center	ARPA	154.5	25,000	(22,258)	-					
206		City Hall Parking Lot Enhancements	General Fund Reserves	155	30,000	-	30,000					
207		City Hall Public Plaza	TBD		-	-	-	75,000	250,000			
208		Total Building		\$ 344,665	\$ (305,456)	\$ 30,000	\$ 75,000	\$ 250,000	\$ -	\$ -	\$ -	
209		TOTAL CITY HALL		\$ 344,665	\$ (305,456)	\$ 30,000	\$ 75,000	\$ 250,000	\$ -	\$ -	\$ -	
210	INFORMATION TECHNOLOGY	EQUIPMENT										
211		Access Pt, Network Switch, Server Virtualization; Network Redesign	Replacement Reserve	160	70,000	(29,000)	41,000	84,000	20,000	20,000	20,000	20,000
212		Software: Replace Naviline System after ERP	All Funds	161	420,000	(45,000)	375,000	450,000	200,000	34,800	17,800	
213		Firewall Boxes / Software	Replacement Reserve	162	20,000	(17,837)	2,163	1,837				
214		Citywide Utility & Data Security; Disaster Recovery	Utility Funds & ARPA Funding	163.5	500,000	(369,321)	130,679					
215		PC & Hardware Refresh	Replacement Reserve	TBD				35,000	48,000	49,200	50,430	51,691
216		Fiber Dedicated Internet	General Fund Reserves	TBD				19,200				
217		Cabling upgrades	General Fund Reserves	TBD				75,000				
218			Total Equipment		\$ 1,010,000	\$ (461,157)	\$ 548,842	\$ 665,037	\$ 268,000	\$ 104,000	\$ 88,230	\$ 71,691
219			TOTAL INFORMATION TECHNOLOGY		\$ 1,010,000	\$ (461,157)	\$ 548,842	\$ 665,037	\$ 268,000	\$ 104,000	\$ 88,230	\$ 71,691
220	PLANNING	EQUIPMENT										
221		GIS Server Replacement (2 @ \$25,000)	Replacement Reserve	170	-	-	-	50,000				
222			Total Equipment		\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
226		TOTAL PLANNING		\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
227	FINANCE	BUILDING										
228		HVAC/Air Filtration	ARPA	172.2	65,000	-	65,000					
229			Total Building		\$ 65,000	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -
230		TOTAL FINANCE		\$ 65,000	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	
231	POLICE	VEHICLES										
232		Police Vehicles (15 added to fleet; 3 replacement FY23)	Replacement Reserve	174	108,100	(9,347)	98,753	890,000	205,600	105,800	108,800	118,000
233			Total Vehicles		\$ 108,100	\$ (9,347)	\$ 98,753	\$ 890,000	\$ 205,600	\$ 105,800	\$ 108,800	\$ 118,000
234		BUILDING										
235		Police Facility	PD/Gen Facility & Bond Funded	177	2,400,000	(244,648)	2,155,352	16,500,000				
236			Total Building		\$ 2,400,000	\$ (244,648)	\$ 2,155,352	\$ 16,500,000	\$ -	\$ -	\$ -	\$ -
237		TOTAL POLICE		\$ 2,508,100	\$ (253,995)	\$ 2,254,105	\$ 17,390,000	\$ 205,600	\$ 105,800	\$ 108,800	\$ 118,000	

City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

A	B	C	D	E	F	G	H	I	J	K	L	M
Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
238		GENERAL FUND, CONTINUED										
239		EQUIPMENT										
240		Ventrac Tractor with Mulching Mower	General Fund Reserves	184	30,000	-	30,000					
241		Replacement 4x2 Gator (FY22 PR-010;PR-13 & PR-29)	Replacement Reserve	184.5	15,000	-	15,000	15,000	15,000			
242		Trailer, Replace Krueger (PR-32)	Replacement Reserve	185.5	8,000	(463)	7,537					
243		Kubota Zero Turn Mower (PR-8, 11, 20, 52)	Replacement Reserve	186	15,000	(15,000)	-					
244		Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)	Replacement Reserve	186.1	-	-	-		85,000			
245		Stand-up Mower, John Deere (PR-50 & 51)	Replacement Reserve	186.2	-	-	-			40,000		
246		Kubota Tractor w/Snow Blade (2011 PR-035 & 036)	Replacement Reserve	TBD								40,000
247		Total Equipment			\$ 68,000	\$ (15,463)	\$ 52,537	\$ 15,000	\$ 100,000	\$ 40,000	\$ -	\$ 40,000
248		VEHICLES										
249		Water Truck (PR-41) Replacement	Replacement Reserve	189	50,000	(50,000)	-					
250		F350Pickup Truck (PR-23) Replacement	Replacement Reserve	189.1	45,000	(4,842)	40,158					
251		Econoline Van (PR-6) Replacement	Replacement Reserve	189.2	-	-	-	45,000				
252		Total Vehicles			\$ 95,000	\$ (54,842)	\$ 40,158	\$ 45,000	\$ -	\$ -	\$ -	\$ -
253		BUILDING										
254		Armory Fiber Optic switches	General Fund Reserves	192	16,000	-	16,000					
255		Replacement HVAC unit at P&R	General Fund Reserves	193	10,000	-	10,000					
256		Exterior lighting P&R Building	Replacement Reserve	195	10,000	-	10,000					
257		Facility Door Access Control	ARPA	195.5	16,320	(16,320)	-					
258		Automatic gates and security cameras at Armory	General Fund Reserves	196	50,000	(50,000)	-					
259		Replacement doors at Armory	TBD	TBD				30,000				
260		Access control at Armory	TBD	TBD				18,000				
261		Fiber optic installed at the Armory to join network	TBD	TBD				20,000				
262		Demo of existing huts	TBD	197	-	-	-	60,000				
263		Construction of pole barn for storage at Armory	TBD	TBD				175,000				
264		Convert heating system at Armory to natural gas	TBD	TBD					50,000			
265		Total Building			\$ 102,320	\$ (66,320)	\$ 36,000	\$ 303,000	\$ 50,000	\$ -	\$ -	\$ -



City of Milford, Delaware
Capital Improvement Plan (CIP): Approvals through FY22 & FY23-27 Recommendations

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Line	Fund/ Dept	Project	Funding Source	Ref	FY20-FY22 (Approved)	Est Spent Thru 6/30/22	Balance Remaining	FY23 (Plan)	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)
266		PARKS										
267		Amory paving	General Fund Reserves	200	10,000	-	10,000					
268		S Washington and SE Front Basketball Court Repairs	General Fund Reserves	201	95,000	(95,000)	0					
269		Goat Island Pedestrian bridge board replacement project	General Fund Reserves	202	36,000	(36,000)	-					
270		Riverwalk exposed concrete remove and replace	General Fund Reserves	204	40,000	(5,390)	34,610					
271		Guardrail Riverwalk Greenway Repairs	General Fund Reserves	205	17,903	(17,903)	-					
272		Walnut St ADA Sidewalk	General Fund Reserves	205.5	10,000	(4,808)	5,192					
273		Replace Riverwalk railing system with Lighting project	General Fund Reserves	206	50,000	-	50,000					
274		Tree Planting	Electric Fund	207	20,000	(5,883)	14,117	10,000	10,000	10,000	10,000	10,000
275		Irrigation wells at TSM	General Fund Reserves	208	10,000	-	10,000	10,000				
276		Marshall Pond Riverbank Development	General Fund Reserves	209	50,000	-	50,000	100,000	100,000			
277		Riverwalk pavers replacement	General Fund Reserves	210	30,000	-	30,000	30,000				
278		Working plans for target improvement areas	General Fund Reserves	211	50,000	-	50,000					
279		Mill street Demo and parkland	General Fund Reserves	212	50,000	(50,000)	-					
280		Banneker Basketball Court Maintenance	TBD	TBD	-	-	-	40,000				
281		Demo Maple Avenue building	TBD	TBD	-	-	-					
282		Herring Branch & Deep Branch Greenway	TBD	TBD	-	-	-	25,000				
283		Construction of picnic pavillion @ Memorial Park	TBD	TBD	-	-	-	75,000				
284		Construction of beach volleyball court	TBD	TBD	-	-	-	15,000				
285		Construction of tennis courts @ TSM	TBD	TBD	-	-	-		200,000			
286		Gateway signage and improvements	TBD	TBD	-	-	-	20,000	20,000	20,000		
287		Pickleball Courts	General Fund Reserves	213	25,000	-	25,000					
288			DNREC ORPT	213A	125,000	-	125,000					
289		Park & Open Land Acquisition	General Fund Reserves	214	-	-	-	500,000	500,000	500,000	500,000	500,000
290			Bond Bill (Grant)	214A	216,000	(7,900)	208,100					
291		Sharp Property - Open Space Development	TBD	TBD	-	-	-	100,000	250,000	250,000	250,000	250,000
292			General Fund Reserves	215	-	-	-	150,000				
293		Downtown Playground	General Fund Reserves	215A	134,000	-	134,000					
294			DNREC ORPT	215B	50,000	(6,555)	43,445					
295		Redevelopment of Farmers Market Park Area	TBD	216	-	-	-	150,000				
296		Splash Pad	TBD	217	-	-	-			100,000		
297		Frisbee golf course	TBD	218	-	-	-			150,000		
298		Public Restrooms	TBD	219	-	-	-	300,000				
299		Pedestrian/Bicycle trails	General Fund Reserves	220	100,000	-	100,000					
300		Redevelopment of Bicentennial Park	TBD	221	-	-	-		250,000			
301		Marvel Square Redevelopment/outdoor skating track	TBD	223	-	-	-			100,000		
302		Construct Recreation/Community Ctr@Marvel Sq	TBD	224	-	-	-				2,000,000	
303		Additional Recreational Court	TBD	225	-	-	-				75,000	
304		Farmers Mkt Pavillion at Washington St (Festival Space)	TBD	226	-	-	-		400,000			
305					\$ 1,118,903	\$ (229,439)	\$ 889,464	\$ 1,525,000	\$ 1,730,000	\$ 1,130,000	\$ 2,835,000	\$ 760,000
306		TOTAL PARKS & RECREATION			\$ 1,384,223	\$ (366,064)	\$ 1,018,159	\$ 1,888,000	\$ 1,880,000	\$ 1,170,000	\$ 2,835,000	\$ 800,000

Date: Friday, April 8, 2022
To: Mayor and City Council
Through: Mark A. Whitfield, City Manager
Mike Svaby, Public Works Director
Subject: South Walnut Street Traffic Calming

The Public Works Department has received complaints of speeding on South Walnut Street and would like to request council support in requesting that DeIDOT investigate the issue with the potential to emplace speed reduction devices along the roadway. To expedite the process and have DeIDOT initiate the investigation we recommend a formal request be made through action by City Council. Depending on the outcome of the DeIDOT study we would like to reserve the opportunity to request an All Way Stop Control at a later date.

Recommendation:

We recommend the City Council approve the City Engineer to make a formal request to DeIDOT on their behalf for investigation of the speeding issue through the Traffic Calming Project Request form provided by DeIDOT and indicate their support for traffic calming measures along South Walnut Street.

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, April 19, 2022 @ 7:00 PM
City Council Hearing: Monday, April 25, 2022 @ 7:00 PM

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2022-16

Application of Ribera Development LLC on behalf of Legal Owner Michelle E. Gardner/Trustee of Stephen G. Draper Westwood Subdivision for the Planned Unit Development and Preliminary Major Subdivision of 130.50+/- acres of land, in an R-2 Residential Zoning District; Property is located on the north side of Williamsville Road approximately 2,300 west of the ST 14 and US Rt 113 Intersection in Milford, Delaware; Present Use: Vacant; Proposed Use: Planned Unit Development; Tax Map: MD-16-182.00-01-11.00 thru 21.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Conditional use to allow a Planned Unit Development; and

WHEREAS, the owners are also seeking Preliminary Major Subdivision approval of the Westwood Subdivision; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on Tuesday, April 19, 2022; and

WHEREAS, Milford City Council will hold a Public Hearing on Monday, April 25, 2022, to allow for additional review and public comment after which a final determination will be made.

NOW THEREFORE BE IT RESOLVED, by the City of Milford:

In accordance with Chapters 200 and 230 of the City of Milford Code, the City Council hereby finds and determines, as follows:

- Section 1. The Planned Unit Development Master Plan is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Westwood Development.
- Section 2. The Preliminary Major Subdivision Plan is in conformity with public convenience, general welfare, and good land use practice.
- Section 4. These changes and additions will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.
- Section 5. Dates.
City Council Introduction: April 11, 2022
Planning Commission Review & Public Hearing: April 19, 2022
City Council Public Hearing: April 25, 2022
- Section 6. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

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

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Published: Milford Beacon 04.06.2022

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS
Planning Commission Hearing: Tuesday, April 19, 2022 @ 7:00 PM
City Council Hearing: Monday, April 25, 2022 @ 7:00 PM

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2022-17

Application of Food Bank of Delaware to amend the previously approved Conditional Use permit of 11.50+/- acres of land, in an OC-1 (Office Complex Zoning District; Property is located on located along the west side of Delaware Veterans Boulevard within the Independence Commons Business Park; Address is 102 Delaware Veterans Boulevard, Milford, Delaware. Present Use: Vacant; Proposed Use: Charitable and Philanthropic Organization.
Tax Map: MD-16-173.00-01-02.08-000

WHEREAS, the applicant was originally approved for a conditional use to construct a 60,000 square foot facility, community and educational outdoor garden space and a 3,000 square foot resource center on Lot 4 of Independence Commons; and

WHEREAS, the applicant now proposes to construct a 67,125 square foot facility, a 3,080 square foot one-story packing barn and four (4) 3,000 square foot greenhouse structures; and

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

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on April 19, 2022, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on April 25, 2022, allowing for additional public comment, after which members of City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Milford Beacon on April 6, 2022, and provided to property owners within 200 feet of the subject parcel.

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

Section 1. Upon the adoption of this ordinance by City Council, a revised conditional use permit will be granted to Food Bank of Delaware at its location at 102 Delaware Veterans Boulevard in Milford, Delaware.

Section 2. Construction shall commence within one year of the date of issuance of the permit, otherwise the Revised Conditional Use becomes void.

Section 3. Dates.
City Council Introduction: April 11, 2022
Planning Commission Review & Public Hearing: April 19, 2022
City Council Public Hearing: April 25, 2022

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

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

CITY OF MILFORD
NOTICE OF REVISED PUBLIC HEARING
Planning Commission Hearing: Tuesday, April 19, 2022 @ 7:00 PM
City Council Hearing: Monday, April 25, 2022 @ 7:00 PM

NOTICE IS HEREBY GIVEN that the proposed Ordinance is currently under review by the City of Milford Planning Commission and City Council. City Council has the option to approve or deny the application. By not adopting the ordinance, City Council will deny the application. By adopting the ordinance, City Council will approve the application and the reason for the language being written in the affirmative. This form of writing is not used to influence any decision of City Council:

ORDINANCE 2022-18

Application of Vincent Olsen for a Conditional Use Permit
0.163 +/- acres located along the east side of S. Walnut Street between SE Second Street and Barker Street
Address: 213 S Walnut Street, Milford, DE
Comprehensive Plan Designation: Low Density Residential
Zoning District: R-2 (Residential District)
Present Use: Single-Family Detached Dwelling
Proposed Use: Same with Accessory Dwelling Unit
Tax Parcel: 3-30-6.20-053.00

WHEREAS, the applicant proposes the conversion of a portion of an existing detached garage/studio into an accessory dwelling unit; and

WHEREAS, Chapter 230-9(C)(5) states accessory dwellings are allowed upon conditional use approval from City Council; and

WHEREAS, the City of Milford Planning Commission will consider the application during their regular meeting on April 19, 2022, at which time interested parties will publicly comment on the application; and

WHEREAS, Milford City Council will hold a Public Hearing on April 25, 2022, allowing for additional public comment, after which City Council will make a final determination on the application; and

WHEREAS, the notice as required by Chapter 230, was published in the Milford Beacon on April 6, 2022, and provided to property owners within 200 feet of the subject parcel.

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

Section 1. Upon the adoption of this ordinance by City Council, a conditional use permit will be granted to Vincent Olsen to allow a Single-Family Detached Dwelling and Accessory Dwelling Unit at 213 South Walnut Street.

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

Section 3. Dates.

City Council Introduction: April 11, 2022

Planning Commission Review & Public Hearing: April 19, 2022

City Council Public Hearing: April 25, 2022

Section 4. If this ordinance is adopted by City Council, it will become effective 10 days following the date the action is taken. If not adopted, the ordinance becomes null and void unless addressed at a later date. Should that occur, the ordinance would be republished, and new notices mailed to properties within 200 feet of the subject parcel(s).

040122 (2)

Published: *Milford Beacon 040622*



The governing body has recessed to Executive Session. The regular meeting will resume shortly.

CITY COUNCIL MEETING



**Executive Session
has concluded.
Council has returned to
*Open Session***