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

CITY COUNCIL AGENDA
Monday, September 26, 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/94877121629
or
http://www.cityofmilford.com/553/Watch-Public-Meetings

Members of the public may also dial in by phone using the following number:
Call 301 715 8592   Webinar ID: 948 7712 1629

6:00 PM
15-Minute Public Comment Period*

COUNCIL MEETING

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Roll Call

Public Hearings ℗
- Ordinance 2022-33/Chapter 204/Taxation/Article I/Section 204-1/Property Tax Relief-Seniors Citizens
- Ordinance 2022-34/Chapter 55/Personnel Code/Section 11.3/Participation in Political Activities

Recognition
- New Employee Introduction
- Proclamation 2022-16/National Customer Service Week
- Proclamation 2022-17/Dysautonomia Awareness Month
- Proclamation 2022-18/Public Power Week

Communication & Correspondence

Monthly Finance Report

Unfinished Business

New Business

Bid Award/Parks & Recreation/Memorial Park South Recreation Improvements
Introduction/Ordinance 2022-35/City Charter/Redistricting of Wards
Adoption/Resolution 2022-13/ Outdoor Recreation, Parks, and Trails Grant Deep Branch & Herring Branch Greenway/Sharp Property Acquisition ℗
SCADA Upgrade/Sole Source Consideration
Authorization/Purchase Grapple Crane Body for Hook Trucks/Public Works Department [1]

Adjournment

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

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

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

*Comments restricted to same date's Council agenda items.
The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.

011922 062422 080122 080422 090222 090922 091422 091622
092222 Item Removed
[1]092622 Late Information Received from Public Works Director (Capital Item Purchase)

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW
ORDINANCE NO. 2022-33

Notice is hereby given that City Council will take public comments during a regular session on Monday, September 26, 2022 at 6:00 pm on the following matter:

ORDINANCE TO AMEND CHAPTER 204-TAXATION
Article 1 Tax Relief for Senior Citizens
Part II General Legislation Chapter 204 Taxation

Whereas, all real property, lying and being within the corporate limits of the City of Milford, shall be subject to taxation, excepting such property as may be exempt from taxation under the laws of the State of Delaware and the Charter of the City of Milford; and

Whereas, local governments in Delaware can opt to grant a reduction on the amount of property taxes paid by qualifying senior citizens; and

Whereas, this is accomplished by reducing the taxable assessment of the senior's home from taxation on $40,000 of assessed valuation of such real property; and

Whereas, to qualify, seniors generally must be 65 years of age or older and meet certain income limitations and other requirements; and

Whereas, City Council agrees that after more than ten years, it is an appropriate time to increase the maximum income level by allowing additional senior citizens to qualify for the partial tax waiver.

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

Section 1.
The City of Milford hereby ordains ARTICLE I - Tax Relief for Senior Citizens, § 204-1 - Conditions for senior citizen exemption on real property tax.

Section 2.
§ 204-1 is hereby amended by inserting the language indicated in underlined bold text and by deleting the language indicated by strikethrough text.

Section 3.
§ 204-1 Conditions for senior citizen exemption on real property tax is hereby amended to read as follows:

Every person 65 or more years of age having an income not in excess of $~~15,000~~ ***<u>20,000</u>*** per year, exclusive of social security and railroad pensions, and residing in a dwelling owned by him or her which is a part of his or her real property shall be entitled, on proper claim being made thereof, to exemption from taxation on $40,000 of assessed valuation of such real property, in the aggregate, and in the case of jointly owned property or property owned by husband and wife, such exemption shall be granted where the income of both does not exceed $~~25,500~~ ***<u>34,000</u>*** per year, exclusive of social security and railroad pensions.

Section 4. Dates
Introduction: September 12, 2022
Public Comment/Review: September 26, 2022

Section 5.
This ordinance is effective ten days following adoption.

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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and City Council
From: Mark Whitfield, City Manager
Jamesha Williams, Human Resources Director
Subject: Revisions-Chapter 55-Personnel
Date: September 6, 2022

Purpose

The purpose of this memorandum is to outline the recent review of the City's personnel policies and regulations and recommend a revision to Section 11.3 Participation in Political Activity. The revisions will address common issues and frequently asked questions that usually arise before elections.

Current Language

Employees may not engage in political activity during working times. Political activities include:
• Solicitation, distribution, or receipt of any assessment, subscription or contribution for any political party or cause; and
• Campaigning for any candidate or issue, including posting, wearing or distributing political material of any kind.

Proposed Revised Language

Prohibited Political Activities:

Employees may not engage in political activity during working *hours* ~~times~~ *while on duty, wearing a uniform and/or while displaying the official logo/seal of the city.*

*Prohibited p*olitical activities include:

1. Solicitation, distribution, or receipt of any assessment, subscription, or contribution for any political party or cause; and
2. Campaigning for any candidate or issue, including posting, wearing, or distributing political material of any kind *on City property or in City vehicles.*
3. *No employee or group of employees, representing themselves as City employees, shall campaign for or against any political candidate, group, or ballot measure. City resources may be used to analyze and provide information about the effects of proposed ballot measures on City operations, if the analysis is objective.*
4. *Use official authority to interfere with an election or while engaged in political activity.*
5. *Invite subordinate employees to political events or otherwise suggest that they engage in political activity.*

Permitted Political Activities:

1. *Employees can personally support or oppose any candidate for public office during off-duty hours as private community members only.*

CITY OF MILFORD
NOTICE OF ORDINANCE REVIEW
City Council Public Comments: Monday, September 26, 2022 @ 6:00 PM

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

ORDINANCE 2022-34
Chapter 55 Personnel
Section 11-Employee Conduct, Disciplinary Action, and Grievance Procedure

WHEREAS, The City Council ("Council") of the City of Milford, Delaware has enacted and codified the "The Code of the City of Milford"; and

WHEREAS, after a thorough and extensive examination of the Code of the City of Milford, it was determined it contained information that was found to be outdated and obsolete; and

WHEREAS, prohibiting certain political activity while working or representing the City of Milford, is intended to prevent the use of improper influence to obtain favoritism, support, and/or political retaliation based on partisan politics; and

WHEREAS, Council has determined that every effort should be made to ensure that personnel policies are kept current and amended when needed.

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

Section 1.
The City of Milford hereby ordains that Chapter 55-Personnel SECTION 11 - EMPLOYEE CONDUCT, DISCIPLINARY ACTION AND GRIEVANCE PROCEDURE

Section 2.
§ 11.3 is hereby amended by inserting the language indicated in underlined bold text.

Section 3.
§ 11.3 PARTICIPATION IN POLITICAL ACTIVITY hereby amended to read as follows:

Prohibited Political Activities:
Employees may not engage in political activity during working ***hours while on duty, wearing a uniform and/or while displaying the official logo/seal of the city.***

Prohibited political activities include:

1. Solicitation, distribution, or receipt of any assessment, subscription, or contribution for any political party or cause; and
2. Campaigning for any candidate or issue, including posting, wearing, or distributing political material of any kind **on City property or in City vehicles.**
3. **No employee or group of employees, representing themselves as City employees, shall campaign for or against any political candidate, group, or ballot measure. City**

resources may be used to analyze and provide information about the effects of proposed ballot measures on City operations if the analysis is objective.

4. Use official authority to interfere with an election or while engaged in political activity.
5. Invite subordinate employees to political events or otherwise suggest that they engage in political activity.

Permitted Political Activities:

1. Employees can personally support or oppose any candidate for public office during off-duty hours as private community members only.

Section 4. Dates
Introduction: September 12, 2022
Public Comment/Review: September 26, 2022

Section 5.
This Ordinance is effective Ten days following Adoption.

Happy Thursday Everyone,

Please welcome **Derek Mola** to our team. Derek comes to use from Lake Forest School District where he was a Behavioral Interventionist. Derek has also worked with the Parks & Recreation Department for 3 years with various programs to include: soccer, basketball, and Taekwondo.

Derek lives in Frederica, DE. In his free time, he enjoys practicing martial arts, kayaking, and zoom meetings with his brothers.

Derek's first day was Monday, August 29, 2022, as a Recreation Coordinator. In this role, Derek will report to Brad Dennehy, Parks & Recreation Director.

Please introduce yourself as you see him around.

Please welcome **Josh Hutchinson** to our team. Josh comes to us from Wicomico Recreation, Parks & Tourism Department where he was a Recreation Coordinator.

Josh lives in Milford, DE. In his free time, he enjoys taking his dog to the dog park, video gaming and recreation activities.

Josh's first day was September 12, 2022, as a Recreation Coordinator. In this role, Josh will report to Brad Dennehy, Parks & Recreation Director.

Please introduce yourself as you see him around.

City of Milford

PROCLAMATION 2022-16

NATIONAL CUSTOMER SERVICE WEEK

WHEREAS, National Customer Service Week was first championed by the International Customer Service Association in 1984, proclaimed a National Event by Congress in 1992, and is now celebrated the first full week of October every year; and

WHEREAS, Customer Service Professionals work the front lines and are often the first to meet new customers and make a positive impact on behalf of the City; and

WHEREAS, Through the use of responsive policies and procedures, and by demonstrating simple courtesy, Customer Service Professionals go a long way toward ensuring customer satisfaction; and

WHEREAS, Having the passion to serve Milford's customers by supporting the City's efforts to deliver safe and reliable power, clean drinking water, sanitary wastewater and solid waste collection and disposal by maintaining a positive attitude when facing adversity, are personal goals of every Customer Service Professional in the City of Milford; and

WHEREAS, We celebrate National Customer Service Week to recognize the phenomenal job that our Customer Service Professionals do fifty-two weeks a year and because they understand their significance to the residents and businesses in the City of Milford; and

WHEREAS, The theme of this year's National Customer Service Week is "Celebrate Service" to recognize the value of service and the contributions of our frontline team who pours their time, energy, and compassion into the work of servicing customers, most often without recognition; and

WHEREAS, We applaud the value of the friendly, face-to-face, personal service our Customer Service Professionals eagerly provide to residents, property owners, businesses, and industries within our City by constantly looking for ways to assist and improve.

NOW, THEREFORE, BE IT RESOLVED, I, Arthur J. Campbell, Mayor of the City of Milford, by the power vested in me, do hereby proclaim October 3-7, 2022 to be National Customer Service Week in the City of Milford.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 26th day of September 2022.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

City of Milford

PROCLAMATION 2022-17
DYSAUTONOMIA AWARENESS MONTH

WHEREAS, Dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for "automatic" bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more;

WHEREAS, Dysautonomia impacts over 70 million people around the world, and includes conditions such as Diabetic Autonomic Neuropathy, Vasovagal Syncope, Pure Autonomic Failure, and Postural Orthostatic Tachycardia Syndrome;

WHEREAS, Dysautonomia impacts people of any age, gender, race or background, including many individuals living in the City of Milford, Delaware;

WHEREAS, Dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship;

WHEREAS, Some forms of Dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones;

WHEREAS, Increased awareness about Dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with Dysautonomia in our community;

WHEREAS, Dysautonomia International, a 501(c)(3) nonprofit organization that advocates on behalf of patients living with Dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world;

WHEREAS, We seek to recognize the contributions of medical professionals, patients and family members who are working to educate our citizenry about Dysautonomia in the City of Milford.

NOW, THEREFORE, BE IT RESOLVED, I, Arthur J. Campbell, Mayor of the City of Milford, by the power vested in me, do hereby proclaim the month of October 2022 to be Dysautonomia Awareness Month in the City of Milford.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 26th day of September 2022.

____

Mayor Arthur J. Campbell

Attest: ____________________________________

City Clerk Teresa K. Hudson

City of Milford

PROCLAMATION 2022-18

PUBLIC POWER WEEK

WHEREAS, we, the citizens of the City of Milford, place high value on local choice over community services and therefore have chosen to operate a community-owned, not-for-profit electric utility and, as customers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, the City of Milford Electric Division provides our homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, the Electric Division is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and

WHEREAS, the Electric Division is dependable and trustworthy whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment.

NOW, THEREFORE, BE IT RESOLVED, I, Arthur J. Campbell, Mayor of the City of Milford, by the power vested in me, do hereby proclaim the week of October 2-8, 2022, be designated Public Power Week to recognize the Electric Division for its contributions to the community and to educate consumer-owners, policy makers, and employees on the benefits of public power; and

BE IT FURTHER RESOLVED: that the City of Milford Electric Division will continue to work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since the utility was created to serve all residents of the City of Milford; and

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power and the best practices for consumers, business, the community, and the nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed this 26th day of September 2022.

____
Mayor Arthur J. Campbell

Attest: ______________________________
City Clerk Teresa K. Hudson

The Big Draw Festival Returns to Milford!

Saturday, OCTOBER 8 • 9am–3pm • Park Ave.

Join us for FREE, fun, family-friendly art activities for artists and non-artists and kids of ALL ages!

Build Sandcastles • Draw sidewalk art with chalk
Paint pumpkins • Draw on our BIG Wall of paper
Paint with coffee • Paint with milk
Free Sketchbook and colored pencils *while supplies last*
Draw a costumed model • Create with magic markers, paint, crayons, colored paper & so much MORE!

Mispillion Art League
5 N Walnut Street
Milford DE 19963

302-430-7646
mispillionarts@gmail.com

mispillionarts.org/big-draw-de/
thebigdrawde

Mispillion Art League PRESENTS THE 2022® BIG DRAW FESTIVAL

Delaware Division of the Arts

This organization is supported in part by a grant from the Delaware Division of the Arts, a state agency, in partnership with The National Endowment for the Arts. The Division promotes Delaware arts events on www.delawarescene.com.

Photos by Becky Fleming and Robert J. Neary

NOTICE OF ANNUAL MEETING
OF MEMBERS
OF
CHAMBER OF COMMERCE FOR GREATER MILFORD, INC.

Please let this serve as notice to you that there will be an Annual Meeting of Members of Chamber of Commerce for Greater Milford, Inc. ("the Corporation") on Wednesday, October 19th from 11:00 am to 1:00 pm at Bibi's Mexican Restaurant located at 209 NW Front St. Milford, Delaware for the following purposes:

1. Presentation of Annual Report. To review the presentation of the annual report from the Board of Directors.
2. Nomination and Election of Board of Directors. To nominate and elect members of the Board of Directors of the Corporation for a term beginning on January 1, 2023. A ballot of a candidate for the expiring position as well as a list of current directors and their term expiration dates are attached hereto.
3. Other Business. To transact such other or further business as may properly come before the Members at the Meeting and any adjournment or postponement thereof.

Dated: 9/7/22

Jennifer Jurczak

Jennifer Jurczak, Secretary

SCAT

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

Sussex County Association of Towns

37 The Circle, Georgetown, Delaware 19947

S.C.A.T. Dinner for Wednesday, October 5, 2022

LOCATION:	Seaford Volunteer Fire Hall 302 E King Street Seaford, DE 19973
TIME:	6:00 pm – Cash Bar 6:30 pm – Dinner
HOST:	City of Seaford
SPEAKER:	Candidates Night
COST:	$29.00 per person
MENU:	Buffet:

Tossed Salad

Choice of two (2) Entrees:
Oven-Fried Chicken
Pork Tenderloin

Choice of two (2) Starches:
Red Skinned Potatoes
Macaroni & Cheese

Vegetable:
String Beans

For reservations, please contact Ashley Heinicke at
(302) 629-9173 or by email: aheinicke@seafordde.com
no later than **September 29th at 3:00 PM.**

Please make checks payable to **City of Seaford**
Mail to: City of Seaford
Attn: Ashley Heinicke
PO Box 1100
Seaford, DE 19973

FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
Cc: Mark Whitfield, City Manager; Finance Department
From: Louis C. Vitola, Finance Director
Date: September 26, 2022
Re: Financial Reporting Package – August 2022

The Financial Reporting Package for the FYTD period ended August 31, 2022 is enclosed. The executive summary below highlights this month's notable developments. The "Quick Reference" section of this memo recaps key financial highlights and changes made in FY23 to help shorten the executive summaries. So far, the only change made in FY23 is this month's addition of a second appendix to report the progress on the new Police Facility Construction Project in terms of the final budget versus actual spending. In this month's report, the appendix is found on page 7, following the existing appendix (ARPA).

The strong start in the utility funds continues through the second month of FY23. Gross margin across all utilities was slightly lower compared to the same period last year, but operating margin and net surplus exceeded the YTD seasonalized budget and the performance for the same two periods last year in total and individually for each of the four major utilities. Electric consumption was strong for the second month in a row, which is typical of the summer months, while water and by extension, sewer results were boosted at least in part by lower rainfall this August compared to last August (by about 25%).

The results in the general fund are mixed; YTD August results exceed the seasonalized FYTD budget in total, but Administration results individually lag the budget and the same period last year. Though Parks & Rec, Planning, Finance and IT are ahead of FYTD August 2021, the Admin results combine with Public Safety's variance to push the total general fund variance about $90k below the same period last year, which is attributable primarily to personnel costs.

Cash was stable in total from July to August, although general fund operating cash was down more than $200,000, which is typical for the twelfth month following the annual tax levy. Through September 23, 2022, seven full days ahead of the tax due date, operating cash receipts outpaced withdrawals by $1 million, signaling the stronger balance will return in the coming months, as usual. ARPA activity was light in August, while police facility expenditures are being met primarily with the Bond Anticipation Note (BAN), as summarized in the new Appendix on page 7 tracking project expenditures versus budget.

Quick Reference for FY23 Financial Developments and Report Upgrades

Recap FY23 Financial Highlights

Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun

Strong start for utilities, Jul-Aug

GF healthy vs bud but >FYTD'21

Summary of FY23 Modifications

- New Appendix added (see page 7) to recap expenditures on new Police Facility Construction vs budget

Financial Reporting Package

As of and For the Period Ended August 31, 2022

City of Milford, Delaware

Net Cash and Funding Availability Summary *(in thousands)* [1]

For the Period Ended August 31, 2022

1 Operating Cash Balances — *▼Marks Ref Closing Bal* [4]

#	Description	Opening Balance (Jul 31, 2022)	Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
3	General Fund	$ 2,280	$ 2,058	$ -	$ (500)	$ (1,491)	$ 67
4	Electric Fund	3,291	3,250	-	(23)	(1,652)	1,576
5	Water Fund	1,978	2,046	-	(739)	(294)	1,014
6	Sewer Fund	1,124	1,276	-	(644)	(205)	428
7	Solid Waste Fund	558	585	-	(314)	(190)	81
8	**Operating Cash Totals[4]**	**$ 9,231**	**$ 9,216**	**$ -**	**$ (2,220)**	**$ (3,831)**	**$ 3,165**

9 Federal, State and Other Special Purpose Cash Balances

#	Description	Opening Balance (Jul 31, 2022)	Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
11	General Improvement	$ 553	$ 609	$ -	$ (500)	$ -	$ 109
12	Municipal Street Aid (MSA)	371	370	269	(639)	-	-
13	Realty Transfer Tax (RTT)	4,570	4,718	591	(3,259)	(1,203)	847
14	Economic Development	682	682	224	(906)	-	-
15	Lodging Tax Fund[3]	447	478	132	(610)	-	-
16	ARPA Grant Fund	2,413	2,406	-	(2,406)	-	-
17	**Special Purpose Cash Totals[2,4]**	**$ 9,035**	**$ 9,264**	**$ 1,216**	**$ (8,320)**	**$ (1,203)**	**$ 957**

18 Reserve Fund Cash Balances[1]

#	Description	Opening Balance (Jul 31, 2022)	Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
20	General Fund Capital Reserves	$ 1,961	$ 1,796	$ 2,500	$ (3,332)	$ (356)	$ 609
21	Water Fund Capital Reserves	2,779	2,710	739	(1,124)	(2,245)	80
22	Sewer Fund Capital Reserves	3,901	3,899	644	(1,091)	(3,437)	14
23	Solid Waste Fund Capital Reserves	275	271	386	(656)	-	1
24	Electric Fund Capital Reserves	15,113	15,118	23	(6,785)	(4,753)	3,603
25	**Operating Cash Totals[4]**	**$ 24,028**	**$ 23,795**	**$ 4,292**	**$ (12,987)**	**$ (10,792)**	**$ 4,307**

26 Impact Fees and Police/General Facilities Cash Balances

#	Description	Opening Balance (Jul 31, 2022)	Closing Balance (Aug 31, 2022)	Projected Cashflows	Commitments & Restrictions	Minimum Cash Requirement/ERR	Uncommitted / Unrestricted
28	Police & General Gov't Facilities	$ 11	$ 15	$ 36	$ (51)	$ -	$ -
29	Carlisle Fire Co Permit Fund	551	552	12	(564)	-	-
30	Parks & Recreation Facilities[3]	145	145	4	(149)	-	-
31	Water Impact Fee Reserves	4,782	4,801	186	(4,987)	-	-
32	Sewer Impact Fee Reserves	2,738	2,748	98	(2,846)	-	-
33	Electric Impact Fee Reserves	1,102	1,103	6	(1,109)	-	-
34	**Impact Fees & Police/GF Totals[4]**	**$ 9,330**	**$ 9,364**	**$ 342**	**$ (9,706)**	**$ -**	**$ -**
35	**Grand Totals[4]**	**$ 51,624**	**$ 51,639**	**$ 5,850**	**$ (33,233)**	**$ (15,826)**	**$ 8,429**

36 [1]New report merges Cash Roll (p.2) and Restricted Reserves (p.3) into one single reference for net funds available after commitments & restrictions.

37 [2]The decrease in Special Purpose Cash Balances was driven by the application of ARPA funding to capital projects. Please see Appendix for ARPA Spend (line 16) vs Plan Detail.

38 [3]The Parks & Recreation Facilities and Lodging Tax Fund have historically not been represented on the monthly finance reports but were added in February 2022 and will be included going forward for comprehensiveness and transparency.

39 [4]Closing Balance Indicator sets ***Red,*** ***Yellow*** and ***Green*** signify month-to-month cash variance as follows:

40 **-10% ≤ Variance ≤ 10%** | **-5% ≤ Variance ≤ 5%** | **-2.5% ≤ Variance ≤ 2.5%**

Updated September 26 2022 at 3:07pm to update closing balances reported in rows 20-24.

City of Milford, Delaware

Cash and Investment Balance[1] Rollforward

For the Period Ended August 31, 2022

1 Operating Cash Balances ▼*Marks Ref Closing Bal*[4]

#	Description	Opening Balance (Jul 31, 2022)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Aug 31, 2022)
3	General Fund	$ 2,279,702	$ 1,588,098	$ 21	$ (1,809,425)	$ 2,058,395
4	Electric Fund	3,291,257	2,610,588	64	(2,651,684)	3,250,225
5	Water Fund	1,977,875	293,442	49	(225,478)	2,045,888
6	Sewer Fund	1,123,804	433,901	23	(281,683)	1,276,045
7	Solid Waste Fund	558,391	133,849	3	(107,123)	585,120
8	**Operating Cash Totals[4]**	**$ 9,231,029**	**$ 5,059,878**	**$ 160**	**$ (5,075,394)**	**$ 9,215,673**

9 Federal, State and Other Special Purpose Cash Balances

#	Description	Opening Balance (Jul 31, 2022)	Receipts	Interest Earned	Disbursements	Closing Balance (Aug 31, 2022)
11	General Improvement	$ 552,915	$ 56,567	$ 4	$ -	$ 609,486
12	Municipal Street Aid (MSA)	370,782	-	4	(378)	370,408
13	Realty Transfer Tax (RTT)	4,569,527	148,859	31	-	4,718,418
14	Economic Development	681,714	-	-	-	681,714
15	Lodging Tax Fund	446,799	31,420	-	-	478,219
16	ARPA Grant Fund[3]	2,413,324	-	-	(7,226)	2,406,098
17	**Special Purpose Cash Totals[4]**	**$ 9,035,060**	**$ 236,846**	**$ 39**	**$ (7,604)**	**$ 9,264,341**

18 Reserve Fund Cash Balances

#	Description	Opening Balance (Jul 31, 2022)	Receipts	Interest Earned	Disbursements[3]	Closing Balance (Aug 31, 2022)
20	General Fund Capital Reserves	$ 1,960,834	$ 38,277	$ 2,719	$ (205,360)	$ 1,796,469
21	Water Fund Capital Reserves	2,778,842	-	3,853	(72,541)	2,710,154
22	Sewer Fund Capital Reserves	3,900,968	-	5,409	(7,844)	3,898,533
23	Solid Waste Fund Capital Reserves	274,525	-	381	(4,025)	270,881
24	Electric Fund Capital Reserves	15,112,695	-	20,955	(15,177)	15,118,473
25	**Reserve Fund Cash Totals[4]**	**$ 24,027,864**	**$ 38,277**	**$ 33,317**	**$ (304,947)**	**$ 23,794,510**

26 Impact Fees and Police/General Facilities Cash Balances

#	Description	Opening Balance (Jul 31, 2022)	Receipts	Interest Earned	Disbursements[2]	Closing Balance (Aug 31, 2022)
28	Police & General Gov't Facilities	$ 11,312	$ 3,589	$ -	-	$ 14,900
29	Carlisle Fire Co Permit Fund	551,114	1,196	-	-	552,311
30	Parks & Recreation Facilities	144,900	400	-	-	145,300
31	Water Impact Fee Reserves	4,782,183	18,609	-	-	4,800,791
32	Sewer Impact Fee Reserves	2,738,119	9,834	-	-	2,747,953
33	Electric Impact Fee Reserves	1,102,140	600	-	-	1,102,740
34	**Impact Fees & Police/GF Totals[4]**	**$ 9,329,768**	**$ 34,227**	**$ -**	**$ -**	**$ 9,363,996**
35	**Grand Totals[4]**	**$ 51,623,721**	**$ 5,369,228**	**$ 33,516**	**$ (5,387,944)**	**$ 51,638,520**

36 [1]Balances are not indicative of funding availability; see enclosed Restricted Cash Reserves and Net Cash & Funding Availability Reports for detail.

37 [2]$August is typically the month the City reaches its annual low point in cash, in the 12th month following the prior year tax levy. In September, through 9/23/22, the General Fund's cash receipts exceeded disbursements by $1.0 million.

38 [3]$0.2 million disbursed from General Fund reserves (line 20) reflects $78k on police vehicles, $20k on IT initiatives, and, together with $40k on the ERP implementation plus $60k across all utility reserves (lines 21-24) reflects ongoing progress on capital projects.

39 [4]Closing Balance Indicator sets ***Red,*** ***Yellow*** and ***Green*** signify month-to-month cash variance as follows:

40 **-10% ≤ Variance ≤ 10%** | **-5% ≤ Variance ≤ 5%** | **-2.5% ≤ Variance ≤ 2.5%**

Updated September 26, 2022 at 3:07pm to correct receipts reported in rows 20-24.

City of Milford, Delaware

Restricted Cash Reserves Report

As of August 31, 2022

General Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/22)	$	1,796,469
Expected Contributions & Interest		500,257
Restricted Funds:		
Vehicle & Equipment Replacement		(199,695)
Street Repair		(688,000)
Parking Enhancements		(320,000)
Parkland, Trails & Recreation		(816,443)
Other Proj		(500,700)
OpEx Support (Tax R/A & PD R/M)		(807,000)
Support Policy with RTT[1]		2,000,000
Draft Reserve (MCR) Policy[2]		-
Equipment Replacement Reserve[2]		(355,800)
Uncommitted Reserve Balance	**$**	**609,088**

Water Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/22)	$	2,710,154
Expected Contributions & Interest		738,583
Restricted Funds:		
Vehicle & Equipment Replacement		(145,164)
Streets 2020 Utility Engineering		(201,000)
		-
Milford Business Campus		(92,385)
Sum of FY23 Projects		(685,013)
Draft Reserve (MCR) Policy[3,6]		(2,099,788)
Equipment Replacement Reserve[3]		(145,164)
Uncommitted Reserve Balance	**$**	**80,223**

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/22)	$	3,898,533
Expected Contributions & Interest		643,916
Restricted Funds:		
Sewer Vehicles & Equipment		(167,500)
Citywide Projects & Engineering		(22,869)
Utility Engineering		-
Sum of FY23 Projects		(900,902)
Draft Reserve (MCR) Policy[3,6]		(3,327,474)
Equipment Replacement Reserve[3]		(110,000)
Uncommitted Reserve Balance	**$**	**13,704**

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (8/31/22)	$	15,118,473
Expected Contributions & Interest		22,571
Restricted Funds:		
Electric Vehicles & Equipment		(186,026)
Lighting & System Improvements		(593,628)
Traffic Signal Upgrades		(350,000)
Citywide Projects		(1,595,331)
Redeem / Defease Bond[7]		(4,060,000)
Draft Reserve (MCR) Policy[3,6]		(4,693,372)
Equipment Replacement Reserve[3]		(60,000)
Uncommitted Reserve Balance	**$**	**3,602,687**

Solid Waste Reserves		Amount
Cash/Investment Balance (8/31/22)	$	270,881
Expected Contributions & Interest		386,290
Restricted Funds:		
Solid Waste Vehicles & Equipment[4]		(549,500)
Solid Waste Alloc of PW Projects		(106,250)
Draft Reserve (MCR) Policy[4,6]		-
Equipment Replacement Reserve[4]		-
Uncommitted Reserve Balance	**$**	**1,421**

MSA & RTT Reserves		Amount
RTT Balance (8/31/22)		4,718,418
MSA Balance (8/31/22)		370,408
MSA & RTT Est Receipts thru FY22:		860,062
MSA: Street & Bridge Improvements		(1,190,958)
RTT: Transfer to Police Dept		(250,000)
RTT: Sidewalk Project Funding		(426,170)
MSA & RTT: 2020 Combined St-Util		(31,000)
		-
RTT: Support GF Policies[1]		(2,000,000)
RTT: Draft Reserve Policy[5]		(1,203,346)
Uncommitted Reserve Balance	**$**	**847,413**

[1]Approved GF Reserve Policies permit support from an eligible funding source; portion of RTT balance pledged to support GF Reserves for forseeable future

[2]Approved GF Reserve Policies recommend MCR of 45 days OpEx & Equip Repl Res minimum of 110% of upcoming CIP budget

[3]Approved Reserve Policies split Minimum Cash Req'd from COS study into new MCR & Equip Repl Reserve (20% of CIP)

[4]Solid Waste Reserves initiated in FY22 with seed funding from interfund loan forgiveness. Through at least FY23, 100% reserved for purchase of new vehicle per FY23-27 CIP; moved from MCR to Restricted

[5]Approved Reserve Policies recommend dynamic MCR based on average of trailing-three-year RTT receipts; FY23 increase related to strong FY22 vs FY19, which fell out of T3 Avg

[6]The Days Operating Expenditures (Days OpEx) piece of MCRs reclassified from Reserve balances here to Operating Cash; the Total MCR has not changed, except Solid Waste ($170k added to MCR for OpEx)

[7]The interest rate environment was changing as we entered December 2021, which coincided with $7 million property investment cash outflows, prompting a review of the value of the redemption. Redemption in Jan '23 will be evaluated with FY23 electric rate study and investment management program. At a minimum, a review of the longest-dated maturities across electric and sewer must be reviewed

Updated Monday, September 26, 2022 at 3:07pm to include footnote 7

City of Milford, Delaware

Enterprise Funds: Statement of Revenues & Expenditures

For the YTD Period Ended August 31, 2022 vs Prior FYTD & Current Budget (in thousands)

#	Enterprise Funds Profit & Loss (P&L) Statement	Electric	Water	Sewer	Solid Waste	Total	FY23 Total *(as % of Rev)*	FY22 Total *(as % of Rev)*
		205	202	203	204			
1	Operating Revenue	$ 4,814	$ 601	$ 906	$ 257	$ 6,578	100.0%	100.0%
2	Cost of Revenue[1]	(3,782)	(52)	(432)	(53)	(4,318)	-65.6%	-65.0%
3	Gross Margin	1,032	549	474	204	2,260	34.4%	35.0%
4	Operating Expenses							
5	Operations & Maintenance	(127)	(50)	(14)	(78)	(269)	-4.1%	-13.0%
6	Personnel	(207)	(42)	(40)	(30)	(319)	-4.8%	-4.0%
7	Total Operating Expenses	(334)	(92)	(54)	(108)	(588)	-8.9%	-17.0%
8	**Operating Income**	**$ 699**	**$ 457**	**$ 420**	**$ 96**	**$ 1,672**	**25.4%**	**18.0%**
9	Non-Operating Revenue (Expense)	8	-	-	-	8	0.1%	0.1%
10	Surplus (Deficit) for debt service & capital	707	457	420	96	1,680	25.5%	18.1%
11	Debt Service - Principal & Interest	-	(90)	(18)	-	(108)	-1.6%	-2.0%
12	Capital Spending / Contributions from (to) Reserves	-	-	-	-	-	0.0%	-1.0%
13	Surplus (deficit) available for transfers	707	367	402	96	1,572	23.9%	15.1%
14	Transfers Out	(417)	(50)	-	-	(467)	-7.1%	-7.6%
15	**Net Surplus (Deficit) - FYTD through Aug 2022**	**$ 290**	**$ 317**	**$ 402**	**$ 96**	**$ 1,106**	**16.8%**	**7.6%**
16	***Net Surplus (Deficit) - FYTD through Aug 2021***	*$ 180*	*$ 124*	*$ 104*	*$ 60*	*$ 468*	*7.6%*	
17	*Current vs Prior - Favorable (Unfavorable)*[2]	*$ 110*	*$ 193*	*$ 298*	*$ 36*	*$ 638*	*9.2%*	
18	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 16*	*$ 90*	*$ 71*	*$ 1*	*$ 177*	*2.6%*	
19	*Current vs Budget - Favorable (Unfavorable)*[2]	*$ 274*	*$ 227*	*$ 332*	*$ 95*	*$ 929*	*14.2%*	

20 [1]Cost of Revenue reported in the electric fund reflects wholesale cost of power and serves as an ideal revenue offset to arrive at gross margin. Cost of revenue in the water, sewer and solid waste funds are estimated based on a limited set of known, direct inputs to the cost of providing the utility services billed. Aside from Kent County sewer treatment charges, costs of revenue in the water, sewer and solid waste funds are likely understated.

21 [2]Comparative Indicators ***Green***, ***Yellow*** and ***Red*** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

City of Milford, Delaware

General Fund: Statement of Revenues & Expenditures[1]

For the YTD Period Ended August 31, 2022 vs Prior FYTD & Current Budget (in thousands)

Row	General Fund Sources and Uses of Funding	Admin & Council	Public Safety	Parks & Rec	Planning & All Other	Total	FY23 Total (as % of Rev)	FY22 Total[3] (as % of Rev)
1	***Sources of Funding:***							
2	Real Estate (Property) Taxes	$ 4,879	$ -	$ -	$ -	$ 4,879	87.7%	87.4%
3	Permits, Licensing & Franchise Fees	32	-	-	56	88	1.6%	0.8%
4	Fines, Fees & Misc Revenue	7	26	-	-	33	0.6%	0.4%
5	General Revenue Subtotal	4,917	26	0	56	4,999	89.8%	88.6%
6	Utility Transfers & Cost Allocation	517	-	-	-	517	9.3%	11.4%
7	Grant Revenue	-	-	-	-	-	0.0%	0.0%
8	Application of Reserve Balances	-	50	-	-	50	0.9%	0.0%
9	General Fund Operating Support	517	50	0	0	567	10.2%	11.4%
10	**Total Sources of Funding**	**$ 5,434**	**$ 76**	**$ -**	**$ 56**	**$ 5,566**	**100.0%**	**100.0%**
11	***Uses of Funding:***							
12	Operations & Maintenance	204	181	90	96	570	10.2%	14.6%
13	Personnel	94	644	73	222	1,034	18.6%	2.9%
14	Total Operating Expenses[2]	298	824	163	318	1,604	28.8%	17.6%
15	**Surplus (Deficit) for Debt Svc & Capital**	**$ 5,136**	**$ (748)**	**$ (163)**	**$ (262)**	**$ 3,962**	**71.2%**	**82.4%**
16	Debt Service - Principal & Interest	-	-	-	-	-	0.0%	0.0%
17	Capital Spending / Transfers from (to) Reserves	19	78	1	-	99	1.8%	8.2%
18	**Net Surplus (Deficit) - FYTD through Aug 2022**	**$ 5,117**	**$ (826)**	**$ (164)**	**$ (262)**	**$ 3,864**	**69.4%**	**74.2%**
19	***Net Surplus (Deficit) - FYTD through Aug 2021***[3]	*$ 5,166*	*$ (750)*	*$ (168)*	*$ (295)*	*$ 3,954*	74.2%	
20	*Current vs Prior - Favorable (Unfavorable)*[4]	*$ (50)*	*$ (76)*	*$ 3*	*$ 33*	*$ (90)*	*-4.8%*	
21	***Net Surplus (Deficit) - Current FYTD Budget***	*$ 5,194*	*$ (981)*	*$ (374)*	*$ (374)*	*$ 3,465*	62.6%	
22	*Current vs Budget - Favorable (Unfavorable)*[4]	*$ (77)*	*$ 154*	*$ 210*	*$ 112*	*$ 399*	*6.9%*	

23 [1]This Statement presents the same general fund financial performance available in the legacy Revenue and Expenditure Reports in a one-page consolidated executive summary. The common size reporting (two rightmost columns) benefits readers in two ways; first, each line is scaled with total revenue to add context, and second, the common size format is comparable across fiscal years and budgets. This report should be considered a working draft that will be improved over time to improve its usefulness to readers.

24 [2]The General Fund Operating Expenses totaling $0.5mm reported in row 14 ties to the legacy expenditure report in row 58 totaling $0.6mm, less $0.1mm in Capital.

25 [3]This format presents expeditures in the context of funding sources while comparing subtotals (rightmost column) and the net surplus (deficit) to the prior YTD period (rows 19 & 20)

26 [4]Comparative Indicators ***Green*** , ***Yellow*** and ***Red*** signify favorable variance greater than 5%, marginal variance within ±5%, and unfavorable variance below -5%, respectively, for departmental comparisons. Total variance carries tighter bounds of >2.5%, ±2.5% and <2.5%, while the percentage variance uses >1.0%, ±1.0% and <1.0%, respectively.

Appendix: Planned Use of Funding vs Spending by Category
American Rescue Plan Act of 2021 ("ARPA")

	Actual Spending by Category vs Plan, as Amended					
1	**ARPA Eligibility Categories**	**Plan (1/31/22)**	**Plan (5/31/22)**	**Actual (8/31/22)**	**Remaining**	**Notes**
2	**COVID-19 Health Impact**	**$ 1,033,514**	**$ 1,073,014**	**$ 321,815**	**$ 751,199**	
3	Operational Facilities	491,776	516,776	74,674	442,102	Revised Plan Reflects Take-Home Vehicle Cost @ 50%
4	Administering COVID-19 Response	213,690	228,379	24,000	204,379	Pro Rata portion of DE Treasury ARPA Attorney
5	Behavioral Health Care	180,000	180,000	157,732	22,268	Primarily Personnel Costs
6	Air Quality & Ventilation	147,450	147,262	64,812	82,450	HVAC Replacement Project in Finance Building
7	COVID-19 Mitigation	598	598	598	-	Vaccination Incentive; COVID test kits
8	**COVID-19 Economic Impact**	**$ 861,157**	**$ 861,157**	**$ 831,144**	**$ 30,013**	
9	Assistance to Community (Annual)	324,460	324,460	324,460	-	DMI, Armory, Museum, CFC
10	Assistance to Community & Households	256,929	256,929	256,929	-	MHDC, CFC, Food Bank, Library
11	Critical Ops Staffing / Retention	236,476	236,476	236,476	-	December 2021 Initiative
12	Aid Tourism Recovery	25,483	25,483	7,858	17,625	Signage / Banner Upgrade
13	Operational Facilities	15,184	15,184	2,796	12,388	
14	Parks & Rec Programming	2,625	2,625	2,625	-	Signage cost share with DMI
15	**Infrastructure**	**$ 4,334,460**	**$ 4,329,460**	**$ 2,749,573**	**$ 1,579,887**	
16	Water Quality	2,902,074	2,877,074	2,076,712	800,363	Mispillion St Project; NE Front St Water Line Replacement
17	Flood/Pollution Control	724,600	724,600	197,702	526,898	4th St Drainage & Mispillion St Project
18	Improve Resilience to Disasters	435,000	435,000	242,729	192,271	Pump Station Upgrades, Spare Pumps & IT Initiatives
19	Improve Wastewater Treatment	272,785	292,785	232,430	60,355	Sewer component of Mispillion St Project
20	**Revenue Recovery**	**$ 104,762**	**$ 70,262**	**$ -**	**$ 70,262**	
21	Parks & Rec Programming	97,000	62,500	-	62,500	
22	Economic Development	7,762	7,762	-	7,762	
23	Public Safety Operations	-	-	-	-	
24	**Grand Total**	**$ 6,333,893**	**$ 6,333,893**	**$ 3,902,533**	**$ 2,431,360**	

Appendix: Milford Police Facility Project Spending vs Budget
Project Inception through August 31, 2022

				Actual Spending by Category & Subcategory vs Budget					
1	**Bid Category**	**Awarded Contracts / Budget**	**Project Activity**	**Less: Retainage**	**Total Payments**	**PNC BAN Payments**	**Facility Fund Payments**	**General Fund Payments**	**Notes**
2	**Pre-Construction**	**$ 835,265**	**$ 795,686**	**$ -**	**$ 795,686**	**$ (32,969)**	**$ (733,046)**	**$ (29,671)**	
3	Design / Architecture	805,594	733,046	-	733,046	-	(733,046)	-	FY19-FY22
4	Referendum / Administrative	29,671	29,671	-	29,671	-	-	(29,671)	FY19-FY22
5	**Construction Management**	**$ 649,392**	**$ 32,969**	**$ -**	**$ 975,939**	**$ (975,939)**	**$ -**	**$ -**	
6	Fixed/On-Stie Construction Mgmt: RYJ	266,260	9,024	-	9,024	(9,024)	-	-	FY23
7	Variable Const Mgmt Fees: RYJ	383,132	23,945	-	23,945	(23,945)	-	-	FY23
8	**Construction: 16 Core Bids**	**$ 13,001,562**	**$ 992,600**	**$ 49,630**	**$ 942,970**	**$ (942,970)**	**$ -**	**$ -**	
9	Sitework: Zack Excavating	1,939,124	480,800	24,040	456,760	(456,760)	-	-	FY23 / Current
10	Concrete: Gullwing	293,000	-	-	-	-	-	-	
11	Masonry: L. Wilson	790,000	-	-	-	-	-	-	
12	Steel Work: R.C. Fabricators	868,000	372,000	18,600	353,400	(353,400)	-	-	June (FY22) - Current
13	Carpentry & Gen: Conventional	1,076,360	-	-	-	-	-	-	
14	Roofing: Quality Exteriors	933,252	11,720	586	11,134	(11,134)	-	-	June (FY22) - Current
15	Hardware: Precision	232,231	-	-	-	-	-	-	
16	Glasswork: Walker & LaBarge	183,600	-	-	-	-	-	-	
17	Drywall/Stud: Peninsula	1,317,000	58,740	2,937	55,803	(55,803)	-	-	FY23 / Current
18	Acoustical: Master Interiors	259,080	10,000	500	9,500	(9,500)	-	-	June (FY22) - Current
19	Floor Covering: Tri-State	479,440	4,408	220	4,188	(4,188)	-	-	June (FY22) - Current
20	Caulk & Paint: M&S Painting	66,570	-	-	-	-	-	-	
21	Casework: Modular Concepts	108,125	-	-	-	-	-	-	
22	Mechanical: J.F Sobieski	2,085,000	54,932	2,747	52,185	(52,185)	-	-	June (FY22) - Current
23	Fire Sprinkler: Bear Industries	98,780	-	-	-	-	-	-	
24	Electrical: Filec Services	2,272,000	-	-	-	-	-	-	
25	**Construction: Other Activity**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
26	City Portion - Technology	150,000	-	-	-	-	-	-	
27	City Portion - Furniture, Fixtures & Equip	350,000	-	-	-	-	-	-	
28	**Post-Construction / Contingencies**	**$ 1,185,697**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
29	Builder's Contingency	520,062	-	-	-	-	-	-	
30	Owner's Contingency	665,635	-	-	-	-	-	-	
31	**Grand Total**	**$ 16,171,916**	**$ 1,788,286**	**$ 49,630**	**$ 1,738,656**	**$ (975,939)**	**$ (733,046)**	**$ (29,671)**	

City of Milford, Delaware

Legacy Revenue Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended August 31, 2022

16.7% of Year Elapsed

	Account / Function	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
1	**General Fund:**				
2	Economic Development Fund	$ 105,860	$ -	$ -	0.0%
3	General Fund Reserves	837,986	-	-	0.0%
4	ARPA Funding - Operating Support	270,411	-	-	0.0%
5	Realty Transfer Tax - Police	300,000	25,000	50,000	16.7%
6	Real Estate Tax	4,941,100	4,856,176	4,878,768	98.7%
7	Business License	67,000	1,220	2,480	3.7%
8	Rental License	110,000	3,750	6,950	6.3%
9	Building Permits	215,000	16,463	20,675	9.6%
10	Planning & Zoning	85,100	15,732	23,302	27.4%
11	Leases and Franchise Fees[1]	428,351	12,453	31,626	7.4%
12	Grasscutting Revenue	16,000	1,333	2,667	16.7%
13	Police Revenues	491,250	15,104	25,988	5.3%
14	Misc. Revenues[1]	19,500	0	5,504	28.2%
15	Transfers In	4,046,909	258,333	516,667	12.8%
16	**Total General Fund Revenue**	**$ 11,934,467**	**$ 5,205,565**	**$ 5,564,626**	**46.6%**
17	**Enterprise Funds:**				
18	Water Fund Revenues	$ 3,138,348	$ 311,758	$ 600,768	19.1%
19	Sewer Fund Revenues	3,117,701	278,803	538,982	17.3%
20	Kent County Sewer	2,036,770	198,639	375,264	18.4%
21	Solid Waste Fund Revenues	1,609,208	129,605	257,050	16.0%
22	Electric Fund Revenues	27,538,891	2,602,074	4,818,728	17.5%
23	**Total Enterprise Fund Revenue**	**$ 37,440,918**	**$ 3,520,878**	**$ 6,590,792**	**17.6%**
24	Other Enterprise Revenue	$ -	$ 2,236	$ 8,117	
25	Other Enterprise Expense	-	(15,683)	(25,285)	
26	**Total General & Enterprise Fund Revenue**	**$ 49,375,385**	**$ 8,712,996**	**$ 12,138,250**	**24.6%**

[1]Recurring, budgeted revenue such as franchise fees, tower leases and pole attachment fees reclassified from miscellaneous revenues (line 14) to leases and franchise fees (line 11)

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended August 31, 2022

16.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**General Fund**					
2	City Administration					
3	Personnel	$ 822,844	$ 57,475	$ 90,056	10.9%	$ 732,788
4	Operation & Maintenance (O&M)	254,591	14,679	34,492	13.5%	220,099
5	Capital	226,250	-	-	0.0%	226,250
6	Subtotal: City Administration	1,303,685	72,155	124,548	9.6%	1,179,137
7	Planning & Zoning					
8	Personnel	592,088	45,561	74,350	12.6%	517,738
9	O&M	136,943	19,215	29,883	21.8%	107,060
10	Capital	50,000	-	-	0.0%	50,000
11	Subtotal: Planning & Zoning	779,031	64,776	104,233	13.4%	674,798
12	Council					
13	Personnel	36,688	1,873	4,231	11.5%	32,457
14	Legal	29,300	-	-	0.0%	29,300
15	City Hall Building Expense	35,810	-	-	0.0%	35,810
16	Insurance	14,200	5,763	6,253	44.0%	7,947
17	Christmas Decorations	5,000	-	-	0.0%	5,000
18	Council Expense	44,000	767	7,519	17.1%	36,481
19	Employee Recognition	28,000	1,461	3,461	12.4%	24,539
20	Codification	10,000	0	3,397	34.0%	6,603
21	Carlisle Fire Company	205,000	-	-	0.0%	205,000
22	Museum	35,500	35,500	35,500	100.0%	-
23	Downtown Milford, Inc.	47,500	-	-	0.0%	47,500
24	Milford Public Library	26,750	-	-	0.0%	26,750
25	Transcription Service	-	-	-		-
26	Armory Expenses	50,000	3,450	4,581	9.2%	45,419
27	Community Festivals	70,000	-	-	0.0%	70,000
28	Election - Wages	5,000	-	-	0.0%	5,000
29	Election - Supplies	2,800	-	-	0.0%	2,800
30	Other O&M	59,516	-	-	0.0%	59,516
31	Capital	75,000	-	-	0.0%	75,000
32	Subtotal: Council	780,064	48,815	64,942	8.3%	715,122

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended August 31, 2022

16.7% of Year Elapsed

	Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
33	Finance					
34	Personnel	508,442	37,783	60,603	11.9%	447,839
35	O&M	54,413	3,334	8,567	15.7%	45,846
36	Capital	-	-	-		-
37	Subtotal: Finance	562,855	41,118	69,170	12.3%	493,685
38	Information Technology					
39	Personnel	447,230	26,877	42,955	9.6%	404,275
40	O&M[1]	254,156	91,014	100,218	39.4%	153,938
41	Capital	65,837	9,534	19,150	29.1%	46,687
42	Subtotal: Information Technology	767,223	127,425	162,323	21.2%	604,900
43	Police Department					
44	Personnel	5,226,663	407,733	643,784	12.3%	4,582,879
45	O&M	958,611	119,702	180,675	18.8%	777,936
46	Capital	-	-	77,926		(77,926)
47	Subtotal: Police Department	6,185,274	527,436	902,385	14.6%	5,282,890
48	Streets & Grounds Division					
49	Personnel	376,673	27,224	44,496	11.8%	332,177
50	O&M	501,469	22,618	55,389	11.0%	446,080
51	Capital	720,000	-	-	0.0%	720,000
52	Subtotal: Streets & Grounds Division	1,598,142	49,842	99,885	6.3%	1,498,257
53	Parks & Recreation					
54	Personnel	688,620	47,087	73,156	10.6%	615,464
55	O&M	563,870	51,338	89,891	15.9%	473,979
56	Capital	1,085,443	-	1,450	0.1%	1,083,993
57	Subtotal: Parks & Recreation	2,337,933	98,425	164,497	7.0%	2,173,437
58	**Total General Fund Expenditures**	**$ 14,314,209**	**$ 1,029,990**	**$ 1,691,982**	**11.8%**	**$ 12,622,227**

City of Milford, Delaware

Legacy Expenditure Report: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended August 31, 2022

	Fund / Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget (*16.7% of Year Elapsed*)	Unexpended Balance
59	**Enterprise Funds:**					
60	Water Division					
61	Personnel	$ 371,466	$ 25,273	$ 41,920	11.3%	$ 329,546
62	O&M	1,710,659	54,981	169,287	9.9%	1,541,372
63	Transfer to General Fund	300,000	25,000	50,000	16.7%	250,000
64	Capital	1,052,900	723	7,987	0.8%	1,044,913
65	Debt Service	365,274	89,637	89,637	24.5%	275,637
66	Subtotal: Water Division	3,800,299	195,614	358,831	9.4%	3,441,468
67	Sewer Division					
68	Personnel	360,693	24,702	40,062	11.1%	320,631
69	O&M[1]	1,858,390	77,281	137,808	7.4%	1,720,582
70	Capital	1,037,400	723	7,987	0.8%	1,029,413
71	Debt Service	412,478	12,735	17,961	4.4%	394,517
72	Subtotal: Sewer Division (excl. Kent County)	3,668,961	115,441	203,818	5.6%	3,465,143
73	Kent County Sewer	2,036,770	198,639	375,087	18.4%	1,661,683
74	Subtotal: Sewer Division (Comprehensive)	5,705,731	314,080	578,905	10.1%	5,126,826
75	Solid Waste Division					
76	Personnel	359,479	17,485	29,700	8.3%	329,779
77	O&M	1,181,700	59,293	162,831	13.8%	1,018,869
78	Capital	655,750	371	4,098	0.6%	651,652
79	Subtotal: Solid Waste Division	2,196,929	77,149	196,629	9.0%	2,000,300
80	Subtotal: Water, Sewer & Solid Waste	11,702,959	586,844	1,134,365	9.7%	10,568,594
81	Electric Division					
82	Personnel	1,598,456	129,573	206,983	12.9%	1,391,473
83	O&M	2,983,845	89,421	290,771	9.7%	2,693,074
84	Transfer to General Fund	2,500,000	208,333	416,667	16.7%	2,083,333
85	Capital	953,300	1,399	15,454	1.6%	937,846
86	Debt Service	324,315	-	-	0.0%	324,315
87	Subtotal: Electric Division (excl. Power)	8,359,916	428,726	929,874	11.1%	7,430,042
88	Power Purchased	19,484,755	1,895,238	3,781,654	19.4%	15,703,101
89	Subtotal: Electric Division (Comprehensive)	27,844,671	2,323,965	4,711,528	16.9%	23,133,143
90	**Total Enterprise Fund Expenditures**	**$ 39,547,629**	**$ 2,910,808**	**$ 5,845,893**	**14.8%**	**$ 33,701,736**
91	**Grand Total Operating Budget**	**$ 53,861,838**	**$ 3,940,798**	**$ 7,537,875**	**14.0%**	**$ 46,323,964**

[1]Actual IT O&M expenditures are nearly 40% of the FY23 O&M budget because Microsoft O365 annual maintenance is due in August; the P&L style budget is seasonalized

Updated September 26, 2022 to adjust FY23 Budget Column, Water Division, Personnel/O&M Split

City of Milford, Delaware

Legacy Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget

For the YTD Period Ended August 31, 2022

16.7% of Year Elapsed

#	Account / Divisional Groupings	FY23 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
1	**Interservice Departments**					
2	Garage					
3	Personnel	$ 134,110	$ 7,492	$ 12,264	9.1%	$ 121,846
4	Operation & Maintenance (O&M)	128,475	3,662	10,835	8.4%	117,640
5	Capital	-	-	-		-
6	Subtotal: Garage	262,585	11,154	23,099	8.8%	239,486
7	Public Works					
8	Personnel	881,630	64,300	102,800	11.7%	778,830
9	O&M	237,282	19,253	35,987	15.2%	201,295
10	Capital	-	-	-		-
11	Subtotal: Public Works	1,118,912	83,553	138,787	12.4%	980,125
12	Tech Services					
13	Personnel	294,863	22,363	35,494	12.0%	259,369
14	O&M	461,599	26,463	51,665	11.2%	409,934
15	Capital	-	-	-		-
16	Subtotal: Tech Services	756,462	48,826	87,159	11.5%	669,303
17	Billing & Collections					
18	Personnel	760,557	48,532	79,180	10.4%	681,377
19	O&M	360,235	17,244	37,417	10.4%	322,818
20	Capital	-	-	-		-
21	Subtotal: Billing & Collections	1,120,792	65,776	116,597	10.4%	1,004,195
22	City Hall Cost Allocation					
23	O&M	84,875	7,111	12,951	15.3%	71,924
24	Capital	-	-	-		-
25	Subtotal: City Hall Cost Allocation	84,875	7,111	12,951	15.3%	71,924
26	**Interdepartmental Cost Allocation**	**$ (3,343,626)**	**$ (216,420)**	**$ (378,593)**	**11.3%**	**$ (2,965,033)**
27	**Net Interdepartmental Costs[1]**	**$ -**	**$ -**	**$ -**		**$ -**

28 [1]All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

CITY OF MILFORD
INVITATION TO BID
Sealed Bids for Contract No. 14120
Memorial Park Ph. #1 **Rebid**

Recreation Improvements will be received at the City of Milford City Hall, 201 S. Walnut Street, Milford, Delaware19963, until **1:30 p.m.** local time on **Tuesday, September 20, 2022**, at which time they will be publicly opened and read aloud in the Council Chambers. Bidder bears the risk of late delivery. Any bids received after the stated time will not be considered.

This bid includes all labor, materials, equipment, tools and mobilization for site work and construction for an eleven (11) car parking lot expansion, concrete sidewalks, five (5) pickleball courts and accessories, (Primer sports court **surfacing has been eliminated** from the rebid) and multi-task play structure with safety surfaces, plantings, and seeding.

A NON-MANDATORY Pre-Bid Meeting will be held on **Tuesday, September 6, 2022**, at 10:00 a.m. at the Parks & Recreation Office, 207 N. Franklin Street, Milford, DE 19963, for the purpose of establishing the listing of subcontractors and to answer questions. Representatives of each party in a joint venture are encouraged to attend the meeting. **ATTENDANCE AT THE MEETING IS NOT REQUIRED FOR BIDDING ON THIS CONTRACT BUT IS STRONGLY RECOMMENDED.**

Three (3) copies of the sealed bids shall be addressed to City of Milford, Attention: City Clerk's Office, Milford City Hall, 201 S. Walnut Street, Milford, DE 19963. The outer envelope should clearly state: **"Contract 14120 Memorial Park South Recreation Improvements Phase #1- SEALED BID - DO NOT OPEN."**

Contract documents are available at the Office of Duffield Associates, 1060 S. Governors Avenue, Dover, DE 19904, Telephone Number 302-674-9280. Receipt of $60.00 per set of printed copies or $45.00 for an electronic copy is required. Copies can also be purchased at the Pre-Bid meeting if notified in advance. Both fees are non-refundable. Note: Previous plan holders are not required to pay fees for electronic copies of the revised documents

Checks are to be made payable to "Duffield Associates, LLC". To obtain electronic copies or to purchase documents by credit card contact Audrey C. Jones, Sr. Project Administrator at 302-239-6634 ext. 2201 or email ajones@verdantas.com For technical questions, contact Matt Spong, RLA, Senior Consultant, at mspong@duffnet.com.

This project is subject to the State of Delaware's prevailing rate regulations.

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity, or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract.

Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with no less than two calendar days' notice by certified delivery, facsimile machine, or other electronic means to those bidders' receiving plans.

The Contractor shall comply with all requirements set forth in Section 6962, Chapter 69, Title 29 of the Delaware Code.

During the construction work, the Contractor and each Subcontractor shall implement an Employee Drug Testing Program in accordance with OMB Regulation 4104 - "Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on "Large Public Works Projects". "Large Public Works" is based upon the current threshold required for bidding Public Works as set by the Purchasing and Contracting Advisory Council.

Owner: City of Milford
By: Arthur J. Campbell
Title: Mayor
Date: 8/24/2022

556784 DSN 8/28,9/4/2022

Milford PARKS&RECREATION play • connect • grow

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: September 23, 2022
RE: Recommendation to award contract for Memorial Park Improvements Phase #1

Dear Mayor and Council,

Please see the attached letter from Duffield Associates, serving as landscape architects on the project, in support of the recommended award for the improvements to Memorial Park Phase #1 (specifically, the construction of a new playground and pickleball courts).

These recreational improvements are strongly desired by the citizens of Milford as communicated through citizen surveys, which helped shape the City's most recent strategic plan. City Council have demonstrated support for the comprehensive improvements through their adoption of the most recent Capital Improvement Plans, which included components of the project as early as FY19 and more concrete plans with general fund reserve funding committed in FY22 and FY23 operating budgets. Fortunately, leadership at the state level agree with the priority the City has assigned to the projects. We have applied for and have been granted funding from the State of Delaware via the FY22 Outdoor Recreation Parks and Trail (ORPT) program (administered by the Department of Natural Resources) and the FY22 and FY23 Community Reinvestment Funds (CRF) awarded through Bond Bill appropriations. The grant awards have sharply reduced the City funding required for the project.

Funding for Phase I of the Memorial Park Improvements project has largely been determined already. $50,000 in general fund reserves was committed to the development of plans for target improvement areas in the FY22 CIP #211, $6,437 of which remains available. City Council supported the use of general fund reserves to meet the 25% matching requirement ($58,344) to secure the $175,000 FY22 ORPT grant on November 8, 2021. Further, the City was awarded $216,000 in FY22 CRF funding through the state legislation. In addition, $250,000 of the $625,000 awarded in the FY23 CRF grant for related Parks & Rec initiatives approved in the current budget is available for Phase I of this project.

I wholly support this project and I believe it will be a great addition to our Riverwalk for both residents and visitors to Milford.

Recommendation:
I recommend Council award the contract for Memorial Park Recreation Improvements Phase 1 to Gateway Construction, Inc. in the amount of $637,000, plus related design, engineering, project management and miscellaneous costs of $68,781, for a total of $705,781, funded with a combination of existing funding sources totaling $699,344 and the $6,437 in general fund reserves remaining from FY22 CIP 211.

Duffield Associates, LLC
1060 South Governors Ave., Suite 101
Dover, DE 19904
Phone: 302.674.9280
Fax: 302.674.1099
duffnet.com

September 22, 2022

City of Milford
201 S. Walnut Street
Milford, DE 19963
Attn: Arthur Campbell, Mayor

Re: **Milford Memorial Park Recreation Improvements Phase** #1
Duffield Project No. 14120
Rebids received on 9/20/22

Dear Mayor Campbell

On September 20, 2022, two (2) sealed bids were received at the City Hall for the above refenced project. The bid opening was conducted at 1:30 PM at the City Hall with the City of Milford's Parks Director Brad Dennehy; City Clerk, Terry Hudson; and Matt Spong, RLA, ASLA, Senior Consultant attending for Duffield Associates, LLC.

The results of the bid opening are summarized in the table below:

Name of Bidder	**Addenda**		**Subs List**	**Non-Collusion**	**Delaware Business License**	**Drug Testing Affidavit**	**Base Bid**
	#1	#2					
Gateway Construction, Inc.	**X**	**X**	**X**	**X**	**X**	**X**	**$637,000.00**
Thompson & Sons Construction, Inc.	**X**	**X**	**X**	**X**	**X**	**X**	**$750,189.00**

The apparent low bidder is Gateway Construction, Inc. I have reviewed the bids, the bid forms, the bid bonds, and the other required forms submitted with the two bids and there appear to be no discrepancies. Additionally, there is only a 15 % spread between the two bids submitted which is a minimal spread especially in today's bidding climate. Accordingly, I recommend awarding the base bid contract to Gateway Construction, Inc. for **Six hundred thirty-seven thousand dollars and zero cents ($637,000.00).**

Once the City Council reviews the bids and makes an official recommendation in writing to award the base bid to Gateway Construction, Inc. and we receive the required payment and materials bonds and certificates of insurance from the contractor, we will prepare the Owner Contactors Agreement (AIA form A 101.) then the city and the Contractor can negotiate a schedule for construction and the implementation phase can be begin. Please contact us if you have any questions.

Sincerely,
DUFFIELD ASSOCIATES, LLC

Matthew T. Spong

Matthew T. Spong, RLA, ASLA
Senior Consultant

cc: Mark Whitfield, City Manager
Brad Dennehy, Director of Parks & Recreation

MTS:acj
N:\Projects\14000\14120\Bid Documents_Rebid\Correspondence\14120- Memorial Park Bid Award 9.22.22.docx

NOTICE OF ORDINANCE REVIEW
PUBLIC HEARING OCTOBER 24, 2022
City of Milford Redistricting of Wards

NOTICE IS HEREBY GIVEN that on October 24, 2022, Milford City Council, in regular session, will accept public comments, in the Joseph Ronnie Rogers Council Chambers in Milford City Hall, 201 South Walnut Street, Milford, DE beginning at approximately 6:00 pm.

ORDINANCE 2022-35

PROVIDES FOR THE READJUSTMENT OF WARD BOUNDARIES IN THE CITY OF MILFORD PURSUANT TO ARTICLE II, SECTION 2.07 OF THE CITY OF MILFORD CHARTER

WHEREAS, the City of Milford, Delaware desires to ensure that its voting districts, to be known as Wards, are apportioned in compliance with the United States Constitution, Voting Rights Act and other applicable laws;
WHEREAS, the adoption of this Ordinance will ensure such conformance;
WHEREAS, the City Clerk, City Manager, and Davis, Bowen & Friedel, Inc. Professional Engineer Ring Lardner comprised the Districting Commission;
WHEREAS, Section 2.07(c) requires the Districting Commission to file a report, containing a recommended plan for adjustment of the district boundaries, with the City Clerk no later than the first day of January of the second year following the decennial Census;
WHEREAS, said report must comply with specifications outlined in Subsections 2.07(c)(1) and 2.07(c)(2);
WHEREAS, Section 2.07(c)(1) requires the Census data be used to ensure that council districts are formed of compact, contiguous territory and the population does not differentiate by more than ten percent in the smallest district created;
WHEREAS, the district boundaries have been revised on several occasions, most recently on August 22, 2011, and in accordance with applicable laws;
WHEREAS, it was anticipated that the 2020 Decennial Census of Population would show a need to rebalance district populations;
WHEREAS, the 2020 Federal Decennial Census has been officially published and the data for the State of Delaware, including the City of Milford, released in 2021;
WHEREAS, based on the 2020 Census data, the population data was considered and the council districts reviewed and altered;
WHEREAS, City Staff, City Consultants and the Districting Commission have worked diligently to study legal guidelines to ensure that all required steps will be completed before the next City election scheduled for April 23, 2023; and
WHEREAS, the health, safety, and welfare of the citizens of Milford, Delaware will be positively impacted by the adoption of this Ordinance.

NOW, THEREFORE, the City of Milford hereby ordains:

Section 1.

The boundaries of the City Council Districts, designated as Wards 1, 2, 3 and 4, shall be described as follows:

The First Ward shall consist of all the territory within the City limits as follows: Beginning at a point in the center of the intersection of McColley Street and Southeast Fourth Street; thence along the centerline of Southeast Fourth Street in an easterly direction to the point of intersection with Bridgeham Avenue; then by the centerline of Bridgeham Avenue in a northerly direction to the point of intersection with Southeast Third Street; thence by the centerline of Southeast Third Street in an easterly direction to the point of intersection with Lovers Lane; thence by the centerline of Lovers Lane in a southerly direction to the point of intersection with Lemuel Street; thence by a straight line coincident with the centerline of Lemuel Street in an easterly direction to the point of intersection with Marshall Pond and the corporate limits of the City; thence along the corporate limits, Marshall Pond, and Deep branch in a southerly direction to a point of the lands now or formerly known as Rookery North Course; thence along the corporate limits of the City in a northeasterly direction to the point of intersection of the corporate limits of the City and U.S. Business Route 1 (Rehoboth BLVD); thence continuing with the corporate limits in a southeasterly direction to the intersection of the corporate limits and Kirby Road; thence with the corporate limits and along the Western Right-of-Way of Kirby Road in a northeasterly direction approximately 1,100 feet; thence leaving Kirby Road and continuing with the corporate limits to the intersection of Beaver Dam

Road and State Route 1 (Bay Road); then crossing State Route 1 with the corporate limits to the intersection of the corporate limits and Sharps Road; thence along the corporate limits in various directions to a point on the centerline of U.S. Route 1 being approximately 600 feet west of Johnson Road; thence along the corporate limits in a southwesterly direction to a point at the intersection of Johnson Road and Elks Lodge Road; thence along the corporate limits in various directions to a point on the southwestern most point of the lands now or formerly Rookery North Course; thence along the corporate limits in a westerly direction to the intersection of McCoy Avenue and McColley Street; thence by the centerline of McColley Street in a northerly direction to the point and place of beginning.

The Second Ward shall consist of all territory within the City limits as follows: Beginning at a point in the intersection of Causey Avenue and South Walnut Street; thence along the centerline of South Walnut Street in a southerly direction to the point of intersection with Southeast Second Street; thence along the centerline of Southeast Second Street in an easterly direction to the point of intersection with Columbia Street; thence along the centerline of Columbia Street in a southerly direction to the point of intersection with Southeast Fourth Street; thence along the centerline of Southeast Fourth Street in a easterly direction to the point of intersection with McColley Street; thence along the centerline of McColley Street in a southerly direction to the point of intersection with McCoy Avenue; thence along the centerline of McCoy Avenue in a easterly direction to the point of intersection of the corporate limits; thence along the corporate limits in a southwesterly direction to the point of intersection with Route 113; thence along the corporate limits in a generally northerly direction to the point of intersection with East Lane; thence along the centerline of East Lane in an easterly direction to the point of intersection with the western Right-of-Way of Route 113; thence along the western Right-of-Way of Route 113 in a northerly direction to the point of intersection with the centerline of the railroad tracks; thence along the centerline of the railroad tracks in an easterly direction to its intersection with Causey Avenue; thence with Causey Avenue in a easterly direction to the point and place of beginning.

The Third Ward shall consist of all territory within the City limits as follows: Beginning at a point in the center of the intersection of South Walnut Street and Southeast Second Street; thence along the centerline of South Walnut Street continuing onto North Walnut Street in a northerly direction to the point of intersection with Rehoboth Boulevard; thence along the centerline of Rehoboth Boulevard in a northerly direction to the point of intersection with Route 113; thence along the centerline of Route 113 and U.S. Route 1 in a northerly direction to the point of intersection with Millwood Drive and the corporate limits of the City; thence along the corporate limits in a northerly direction to the northern most point of the City; thence along the corporate limits in a generally southeasterly direction to a point on the corporate limits being 350' south of the intersection of State Route 36; thence along the corporate limits in a generally westerly direction to a point formed by the extension of the centerline of Lemuel Street to the corporate limits; thence leaving the corporate limits and following the centerline of Lemuel Street in a westerly direction to the point of intersection with Lovers Lane; thence along the centerline of Lovers Lane in a northerly direction to the point of intersection with Southeast Third Street; thence along the centerline of Southeast Third Street in a westerly direction to the point of intersection with Bridgeham Avenue; thence along the centerline of Bridgeham Avenue in a southerly direction to the point of intersection with Southeast Fourth Street; thence along the centerline of Southeast Fourth Street in a westerly direction to the point of intersection with Columbia Street; thence along the centerline of Columbia Street in a northerly direction to the point of intersection with Southeast Second Street; thence along the centerline of Southeast Second Street in a westerly direction to the point and place of beginning.

The Fourth Ward shall consist of all territory within the City limits as follows: Beginning at a point in the center of the intersection of South Walnut Street and Southeast Second Street; thence along the centerline of South Walnut Street continuing on to North Walnut Street in a northerly direction to the point of intersection with Rehoboth Boulevard; thence along the centerline of Rehoboth Boulevard in a northerly direction to the point of intersection with Route 113; thence along the centerline of Route 113 and U.S. Route 1 in a northerly direction to the point of intersection with Millwood Drive and the corporate limits of the City; thence along the corporate limit of the city in a generally westerly direction to the point of intersection with Church Hill Road; thence continuing along the corporate limits in a generally southerly direction to the point of intersection with Williamsville Road; thence continuing along the corporate limits in a generally easterly direction to the point of intersection with East Lane; thence along the centerline of East Lane in an easterly direction to the point of intersection with the western Right-of-Way of Route 113; thence along the western Right-of-Way of Route 113 in a northerly direction to the point of intersection with the centerline of the railroad tracks; thence along the centerline of the railroad tracks in an easterly direction to its intersection with Causey Avenue; thence with Causey Avenue in a easterly direction to the point of intersection with South Walnut Street; thence along the centerline of South Walnut Street in a southernly direction to the point and place of beginning.

Section 2.
The boundaries of all four (4) wards shall at all times be shown on a map to be retained in the Office of the City Clerk and designated as the "Official Ward Map, Milford, Delaware" and signed by the Mayor, attested by the City Clerk and bearing the seal of the City.

Section 3.
Territory annexed into the City shall become a part of the ward it abuts as assigned in the resolution finalizing the annexation of said territory.

Section 4.
This Ordinance has been properly advertised and copies of the Ordinance and related materials will be made available to the public beginning Monday, September 26, 2022.

Section 5.
All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 6.
The new Council districts and boundaries, as of the date of enactment, shall supersede previous Council districts and boundaries for the purposes of the next regular City election, including nominations. The new districts and boundaries shall supersede previous districts and boundaries for all other purposes as of the date on which all Councilpersons elected at the regular City election take office. Legal descriptions, contained herein, and official map shall be filed in the Office of the City Clerk.

Section 7.
Official Ward Maps (attached)
#1 Previous Wards
#2 Adopted Wards

Section 8.
Ordinance & Map Publication Dates:
Delaware State News 09/23/2022, 09/25/2022, 10/16/2022
Wilmington News Journal 09/23/2022, 09/25/2022, 09/26/2022

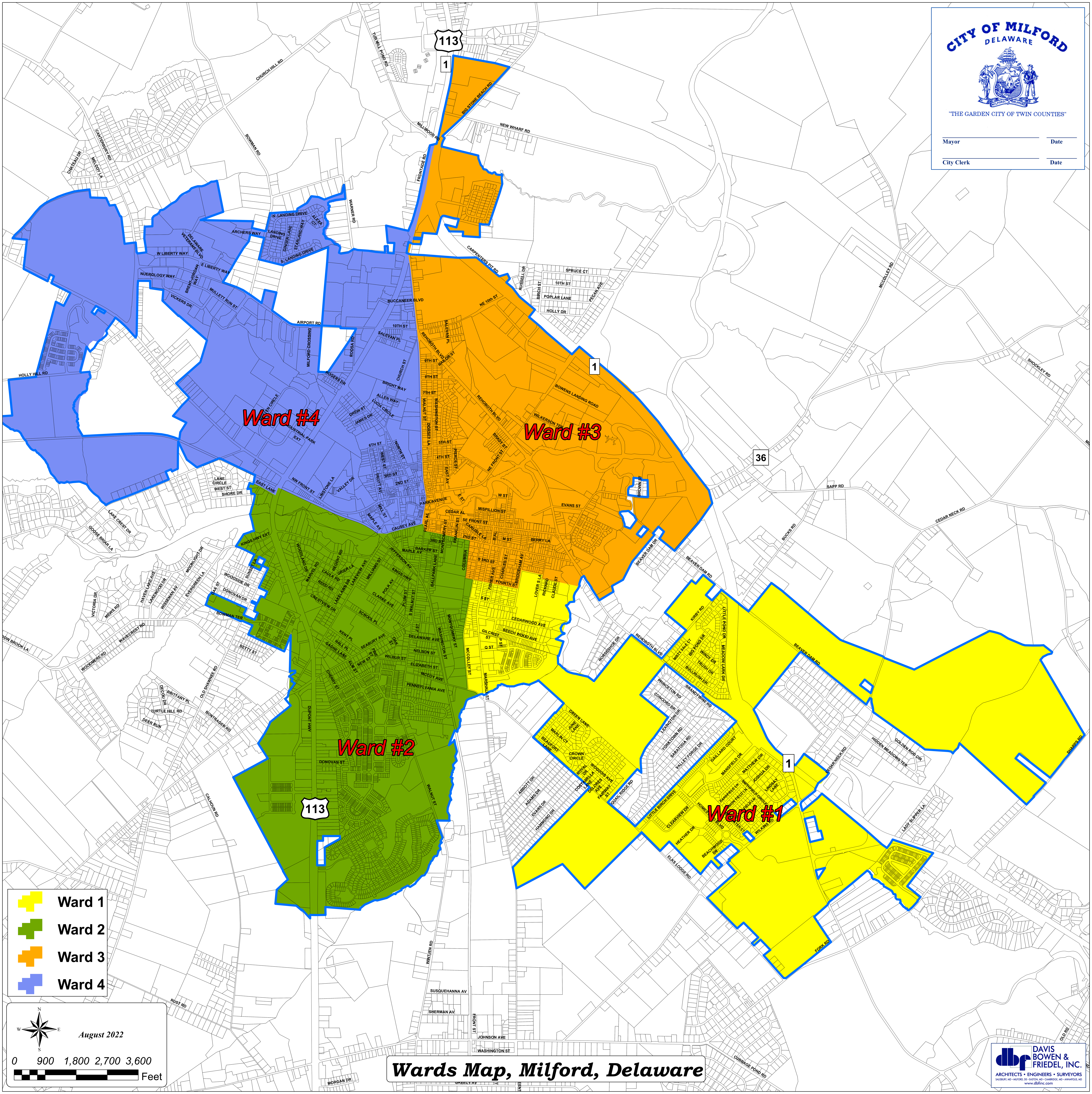
Section 9.
Dates:
Introduction 09/26/2022
Adoption 10/24/2022

A complete copy of the City of Milford Charter is available for review at the City Clerk's Office at Milford City Hall, 201 South Walnut Street, Milford, Delaware or on the website cityofmilford.com.

By: Terri K. Hudson, MMC
City Clerk

Attachment: Map Delineating the Boundaries of Four Ward

092022
092222



CITY OF MILFORD
DELAWARE
"THE GARDEN CITY OF TWIN COUNTIES"
Mayor
Date
City Clerk
Date
Ward #1
Ward #2
Ward #3
Ward #4
Ward 1
Ward 2
Ward 3
Ward 4
August 2022
0 900 1,800 2,700 3,600
Feet
DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS
113
1
36
Wards Map, Milford, Delaware

Outdoor Recreation, Parks, and Trails (ORPT) 2022 Grant Application

Applicants must complete responses to all components of this form and attach the following:

- ◻ Status Report and Timeline of previous approved ORPT projects (if applicable)
- ◻ Resolution signed by town/city/county council acknowledging this request, assigning a project manager, identifying financial investments, and committing to maintain the property
- ◻ Project map, site plans, or other graphic information
- ◻ Support Letters from co-funders & key partners (optional)

Visit: https://de.gov/ORPT for grant guidance.

Applications are due on Sunday, October 2, 2022.

Sponsor: CITY OF MILFORD **Project Name:** DEEP BRANCH & HERRING BRANCH GREENWAY

Project Coordinator's Name: BRAD DENNEHY

Title: PARKS & RECREATION DIRECTOR

Address: 207 FRANKLIN ST, MILFORD, DE 19963

E-mail & Phone: bdennehy@milford-de.gov / 302-422-1104

Category: ■ Park ■ Trail

Project Type: ■ Land Acquisition ☐ Design and Engineering ☐ Master Planning ☐ Facility Construction

Total Project Cost $550,000.00

ORPT Request $150,000.00 = 27% of Total Project Cost

Local Match Amount $400,000.00 = 73% of Total Project Cost

Local Match Sources:

Local Funding Source	Funding Amount	Type: Cash/Donation/In-Kind	Date Match is available	Comments
City Reserve Funds	$400,000	Cash	Immediate	

Project Coordinator Signature

Date

Brad Dennehy

Project Coordinator Printed Name

Projects eligible for ORPT grant assistance fall into the following categories: master planning, outdoor recreation facility construction, trail construction, purchase of park or conservation lands, and park/trail design and engineering. Maintenance and operational costs are not eligible for ORPT assistance.

Briefly and accurately respond to the following components of this Application in a manner that will inform the reviewers of project objectives, coordination, timelines, and match availability.

Section 1 Project Setting

A) **In one concise paragraph, describe the project location and current site conditions.** List all existing outdoor recreation facilities and their conditions for safety and usefulness. List any potential concerns such as drainage, utilities, slopes, erosion etc. Include pictures of the project location with the Grant Application.

The project is located on Sussex County Tax Parcel Number 3-30-11.00-039.00 and contains 19.43 +/- acres of land. The property is located along the west side of S. Rehoboth Boulevard approximately 1,900 feet south of the SE Second Street intersection. The property is currently vacant and is being cultivated for agricultural purposes. The property is bound on the south by existing single-family detached dwellings, to the west by a vacant golf course and to the north by a vacant parcel containing wetlands. The site is relatively flat and there are no concerns regarding drainage, utilities, slopes and erosion.

B) **Attach a map and a site plan or diagram of the existing facilities and proposed investments**. The map or plan should identify property ownership, boundaries, relationship of project to existing or proposed facilities, and any other information that will help reviewers better understand the specifics of the project.

See attached map.

Section 2 Project Description

A) **Describe, in detail, what the Sponsor intends to accomplish.** Note if the scope of this request is part of a larger project. If existing outdoor recreation facilities are being eliminated or rehabilitated in this project, explain the reasons for these decisions.

The City intends to create an area of open space along the south side of Marshals Pond and the existing stream that heads west towards Elks Lodge Road. The open space will contain bicycle and pedestrian paths and could contain additional outdoor recreational uses available for public use (like a playground or other athletic courts). The City is seeking assistance with the initial land acquisition phase.

B) Complete this Scope of Work Form (below it is an example):

	Project Tasks	**Primary Responsibility**	**Completion Date**
	This column should specify all significant project tasks from start to finish, including review steps, evaluation, etc.	List the individual(s) with primary responsibility for the task. Note any contract responsibilities.	List projected completion date for each task.
1	Purchase Land	City of Milford	11/30/2021

(Add additional rows if needed or attach your own table with similar format)

- This is an ***Example Scope of Work Form*** for a playground installation project.

	Project Tasks	**Primary Responsibility**	**Completion Date**
	This column should specify all significant project tasks from start to finish, including review steps, evaluation, etc.	List the individual(s) responsible for completing the task.	List projected completion date for each task.
1	Purchase Land	City Manager	11/30/2021

Section 3 Project Details

1. **Does the project meet local or regional needs?** If a park project, does it support priorities, strategies, or recommendations of the 2018-2023 Statewide Comprehensive Outdoor Recreation Plan (SCORP) www.destateparks.com/Know/SCORP? If a trail project, does it support a local or regional transportation, trail, or comprehensive plan? Explain.

   The City intends to purchase the subject parcel and is interested in additional adjacent lands to create a regional greenway and park area along the south side of Deep Branch, Herring Branch and Marshals Pond. The area would be used for several uses identified in the 2018 SCORP Chart 2.19 Household Outdoor Recreation Participation Milford, including but not limited to, walking or jogging, fishing, dog walking, picnicking, bicycling, bird watching, using playgrounds, and participating in nature programs.

2. **Describe the level of public participation that was involved, or will be involved, in the planning process for this project.** Describe the partnerships that were involved with planning including elected officials, community leaders, interest groups, steering committee, businesses, recreation organizations, foundations, non-profit organizations, or public feedback. Identify any methods such as public meetings, personal contacts or surveys used to develop the proposed project. Provide letters of support from co-funding agencies and key partners to demonstrate collaboration and commitment for your project.

   The City will utilize the Parks and Recreation Advisory Board and City Council to determine the future uses of the property, along with other properties acquired in the immediate vicinity.

3. **Does the project improve recreation access to existing or proposed outdoor recreation facilities?** Does it provide facilities such as playgrounds, ballfields, basketball/tennis courts, pavilions, etc.? Does it connect any of these types of facilities? Explain.

   The purchase of the land would lead to the ability to add playgrounds, pavilions, walking paths, bicycling paths in the developing portion of the City of Milford. The purchase would also eliminate the possibility of the land being developed for residential purposes and will provide much needed open space and outdoor recreation areas in the Southeast portion of Milford.

4. **Does the project enhance or improve park/trail user experiences with support facilities such as benches, information boards, direction signage, parking, restrooms, interpretation, etc.?** Explain.

   No, the project would not enhance or improve park/trail user experiences. The project is intended to provide new outdoor recreation opportunities in the developing portion of the City of Milford.

5. **To what extent will the proposed project be accessible for persons with disabilities?** Describe the existing ADA conditions including parking, pathways, and facilities. Does the project plan include designated parking, routes from parking to facilities, ramps to facilities like pavilions, trail surfaces, slopes, etc.? Note: The sponsor must submit the project plans for approval by the Architectural Accessibility Board. Indicate when the project will be reviewed by the Accessibility Review Board.

   Any trails, walking paths or facilities on the site would be accessible to persons with disabilities. Accessibility will be addressed under future project considerations for the open space and greenway network.

6. **Does the project improve access to natural amenities (landscapes, ponds, streams, overlooks, scenic views, etc.) or known historic/cultural amenities (landmarks, buildings, structures, Native American sites, etc.)?** What considerations are given for providing interpretation, controlling access, and minimizing negative impacts on those specific amenities where access is improved?

   The project would be part of a greater vision of creating a greenway along the south side of Deep Branch and Herring Branch from Marshals Pond to Elks Lodge Road and would improve access to Marshals Pond and Deep Branch and other natural amenities. Any future trails will be designed to minimize negative impacts to fish and wildlife habitat.

7. **What are the impacts to the environment and cultural resources? What protections or mitigations will be involved with the project to protect natural and cultural resources?** Does the project impact soil, water, wetlands, floodplain, plant and animal habitats, historic features, or similar? Explain any measures to be taken which would protect these resources or resolve any adverse effects from the project. Are any permits, approvals, or environmental or cultural analysis actions required for the project? If so, have they been received?

   The purchase of the land would not negatively impact environmental or cultural resources. In fact, the purchase of the land would provide more local control with regards to the future use of the land. Environmental and cultural resources would be protected during implementation of any future use of the site. The City may seek permission from DNREC to build trails within the wetland areas and would seek permission to connect the north and south side of Deep Branch with a bridge for better access to the park area for neighborhoods to the north.

8. Describe how the sponsor will provide for continued operation and maintenance of the project after completion. Who will perform the upkeep? Describe any partnerships that are in place or planned to assist with maintenance. Is there a maintenance plan/schedule or an annual budget in place? Give the dollar amount established for maintenance and operation and the source of funds.

The purchase of the property is only the beginning of a larger scale effort to preserve areas adjacent to Marshals Pond, Deep Branch and Herring Branch. The City's Parks and Recreation Department would maintain the park area similar to how it has maintained the City's Mispillion Riverwalk in the downtown area. Operation and maintenance of these areas would be budgeted for annually once the properties are developed for any intended future uses.

9. Provide the funding amounts and sources for all elements of the project and the date when each source will be secured. This is especially relevant for matching funds. List any commitment of labor, funding, materials, or in-kind services provided to the project by the sponsor or partners.

The City will fund the purchase of the land from the City reserve accounts with the intent of seeking grant funds for reimbursement for the preservation of the land as open space and recreational area.

10. Complete the Budget and Timeline table below and provide an itemized budget outlining the project components and the sources to be used for each element. Provide the estimated completion dates for each component. Consider the project's benchmarks, timeframes for design, engineering, award of contract, construction start and end dates, and date open for public use. Be as specific as possible.

Budget and Timeline

		Local Match Source					
	ORPT Grant Request	Sponsor Budget	Donations	Other Grants	In-Kind Services	Total Cost	Estimated Completion Date
Acquisition	$150,000	$400,000				$550,000	11/30/21

(Modify, add rows or columns, or attach your own similarly formatted table if needed)

11. Only answer for Trail projects: Does the project extend, improve, or fill gaps of an existing trail system? Does the project provide links to area destinations or have utility for alternative methods of transportation?

The project is consistent with the City's recently adopted Bicycle Master Plan and would secure land for the future site of bicycle and trail facilities that would connect S. Rehoboth Boulevard and Elks Lodge Road.

Section 4 Property Description (Only to be completed for Acquisition Projects)

Describe in detail, the property that the Sponsor intends to acquire with the requested grant funds. Include additional information that will help better understand the specifics of the project. At a minimum, address the following:

- Give the property location and provide a detailed map outlining the property proposed for acquisition and existing protected land adjoining or nearby the proposed project site
- Give a description of the natural and/or cultural resources the acquisition will protect; property acres; land use composition (forested, open areas, wetlands, etc.); and the proposed use of the property once it is acquired

- Describe how acquiring the land for park, trail, or open space is integral to your community
- Describe the involvement that the public had in the decision to acquire the property. If your community has a park and recreation board, committee, or commission, how was the board involved in the decision?
- Provide a timeline including negotiations, appraisal, contract for purchase, settlement date and when the property will be available for public use

The project is located on Sussex County Tax Parcel Number 3-30-11.00-039.00 and contains 19.43 +/- acres of land. The property is located along the west side of S. Rehoboth Boulevard approximately 1,900 feet south of the SE Second Street intersection. The property is currently vacant and is being cultivated for agricultural purposes. A very small portion of the property may be wooded or wetlands, primarily along then northern boundary line and western boundary line shared with Deep Branch. The property is bound on the south by existing single-family detached dwellings, to the west by a vacant golf course and to the north by a vacant parcel containing wetlands. The site is relatively flat and there are no concerns regarding drainage, utilities, slopes and erosion.

There are no known cultural resources on the subject parcel. The property is adjacent to Marshals Pond, Deep Branch and Herring Branch which are fresh water streams and ponds. The areas immediately adjacent to the two branches are comprised of wetland areas, which may be present on the site along the northern boundary line and western boundary line. The property appears to be impacted by the 100-year floodplain with a base flood elevation of 13 feet above sea level along Deep Branch on the north and western edges of the parcel.

The project would be part of a greater vision of creating a greenway along the south side of Deep Branch and Herring Branch from Marshals Pond to Elks Lodge Road and possibly to S. Walnut Street. Preservation of this parcel along with others in the immediate vicinity would improve access to Marshals Pond and Deep Branch and other natural features. Any future trails will be designed to minimize negative impacts to fish and wildlife habitat.

The property is under contract to be purchased by the City of Milford by the end of the 2021 calendar year. The property was listed for sale and the City wanted to pursue the purchase of the property before the property was sold for residential development. A real estate appraisal was prepared on behalf of the City and was provided to the seller, who accepted the City's offer for purchase. The City anticipates the property being available for public use in early 2023.

Grant Application Deadline

Return the completed ORPT Grant Application by **Sunday, October 2, 2022** to:

Mike Tholstrup, Planner IV
DNREC - Division of Parks & Recreation
89 Kings Highway
Dover, DE 19901

or

Michael.Tholstrup@delaware.gov

If you have any questions, contact Mike at 302-739-9215 or by email.

Remember to attach:

- ☐ The Resolution signed by town/city/county council (first item on the first page of this form)
- ☐ The project map, site plans, picture(s) of existing conditions, or other graphic information
- ☐ Other relevant supporting documentation

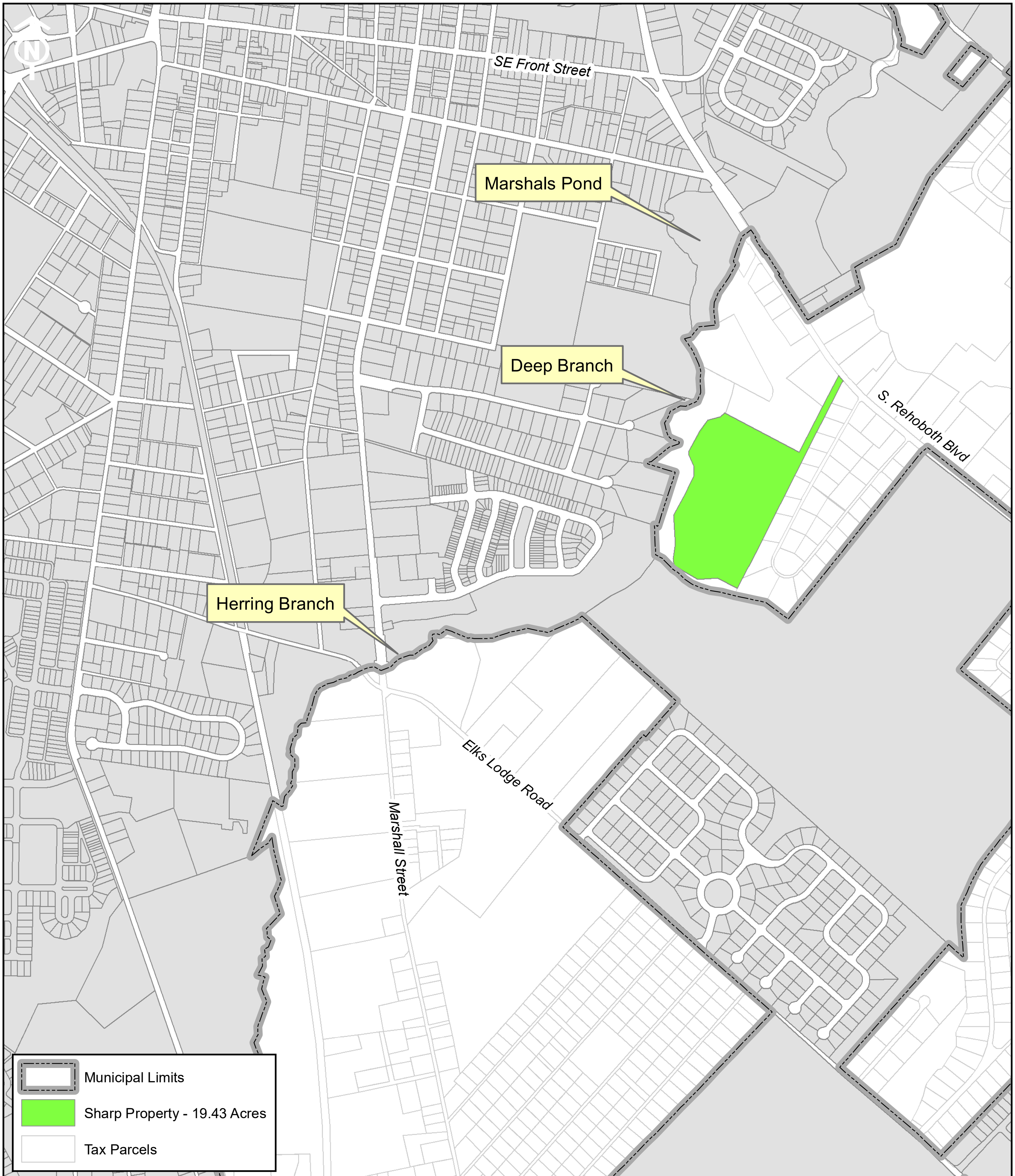


EXHIBIT 1 - EXISTING PARCELS

Deep Branch & Herring Branch Greenway - Lands of Herman Sharp

Feet
0 1,000 2,000

City of Milford
Planning Department

201 S. Walnut Street
Milford, DE 19963
(302) 424-8396

THE CITY of Milford DELAWARE

EXHIBIT 2 - AERIAL MAP

Deep Branch & Herring Branch Greenway - Lands of Herman Sharp

0 400 800 Feet	City of Milford Planning Department	201 S. Walnut Street Milford, DE 19963 (302) 424-8396

City of Milford

RESOLUTION 2022-13

Approving City of Milford Outdoor Recreation, Parks, and Trails (ORPT) Grant Application – Deep Branch & Herring Branch Greenway – Sharp Property Acquisition

WHEREAS, since its establishment in 1974, Milford Parks and Recreation has set out to establish municipal park systems and open space networks; and

WHEREAS, upon adoption of Ordinance 2022-21 on May 23, 2022, City Council amended the City's Comprehensive Plan Future Land Use Maps establishing a proposed open space area along the south side of Herring Branch and Deep Branch from S. Rehoboth Boulevard to S. Walnut Street; and

WHEREAS, the City purchased Sussex County Tax Parcel 3-30-11.00-039.00 on November 16, 2021 which would be part of this open space network and the City seeking partial reimbursement from the ORPT program; and

WHEREAS, the City of Milford will apply to the Delaware Department of Natural Resources and Environmental Control for funding related to the acquisition of Sussex County Tax Parcel 3-30-11.00-039.00 in the amount of $150,000 from the Delaware Land & Water Conservation Trust Fund; and

WHEREAS, the City Council designates the City Manager, or his/her designee, to manage the project and coordinate ORPT requirements for reporting and reimbursement purposes; and

WHEREAS, the City understands such improvements funded through the ORPT Grant program will remain in outdoor recreation uses in perpetuity.

NOW, THEREFORE, BE IT RESOLVED, that on the 26th of September 2022, Milford City Council, by majority vote, authorize the ORPT Grant Funding request for the Deep Branch & Herring Branch Greenway - Sharp Property Acquisition in the amount of $150,000 with matching funds for the remainder of the acquisition in the amount of $400,000 previously coming from General Fund Reserves; and

BE IT FURTHER RESOLVED, it is agreed that the City of Milford shall abide by all requirements of the ORPT Grant Program for reimbursements and stewardship responsibilities.

____
Arthur J Campbell, Mayor of Milford

Attest:

____
Teresa K. Hudson, City Clerk

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302.422.1110
FAX 302.422.1117
www.cityofmilford.com

To: Mark Whitfield, City Manager
From: Tony Chipola, Electric Director
Subject: SCADA System Upgrade
Date: September 16, 2022

Staff requests City Council consider a recommendation to upgrade the existing SCADA system currently used for data acquisition, control, alarming and reporting of the critical utility facilities throughout the City, which includes electric substations, water pumping stations / wells, and sewer pumping stations. The existing system has reached end of useful life as spare parts are no longer being manufactured and the software platform itself is over fifteen (15) years old.

The system is significantly outdated, requiring the use of magnetic tapes for back-up / recovery purposes which itself is an obsolete technology. Similarly, the current system is non-Windows based, making it difficult to integrate with the constantly changing IT landscape especially in terms of interoperability and access control. The current system also has heavy deployment of proprietary hardware and software resulting in “Vendor Lock-in” and challenges with integrating new technology.

Modernizing the system would allow for increased scalability with access to wider ranges of supporting software and hardware.

Upgrading to the QSCADA-Plus Platform would include upgrading our master station hardware / software and client-side software. This would allow for the benefits of a modernized system while leveraging hardware currently deployed in the field. The QEI solution natively interfaces with proprietary hardware and communication protocols currently in use, with the added benefit of increased interoperability, scalability, and system support. This will allow us to migrate away from proprietary infrastructure at a more natural pace. Additional benefits include the ability to convert our existing database as opposed to performing a complete rebuild, reuse of scripts and programs already developed, and leveraging existing familiarity with the QEI architecture from an engineering and operations perspective.

STAFF RECOMMENDATION: Staff recommend Council authorize a purchase order to QEI, a sole source vendor, in the amount of $79,519 to upgrade the City’s SCADA system and $481 for project related parts and accessories as budgeted in the 2022 Approved CIP: $40,000 from Electric Reserves, $20,000 from Water Reserves and $20,000 from Sewer Reserves.

PUBLIC WORKS DEPARTMENT
180 Vickers Drive
Milford, DE 19963

THE CITY of Milford DELAWARE

PHONE 302 422 1110
FAX 302 422 1117
www.cityofmilford.com

To: Michael Svaby, Public Works Director
From: Rhiannon Slater, Operations Supervisor
Subject: Streets Division Purchase of Grapple Crane Hook Body
Date: September 14, 2022

Staff requests City Council consider a recommendation to purchase a grapple crane body for the hook trucks currently utilized by the Public Works Department. This body will be utilized for several applications including the removal of large brush and bulk items, improving safety and efficiency. The equipment purchase was identified in the 2023 Capital Improvement Plan.

The purchase of this equipment will be made through the GSA Contract. Specifications for the F165AZ Grapple Hook are attached. The Solid Waste Division budgeted $144,000 for the purchase of this unit; the GSA final cost is $117,940.

RECOMMENDATION: Staff recommends City Council authorize a purchase order in the amount of $117,940 to Maryland Industrial Trucks, in accordance with the GSA contract, with funding from Solid Waste, specifically Capitol/Machinery & Equipment, GL 214-4040-432.70-22.

MARYLAND INDUSTRIAL TRUCKS, INC.
1330 West Nursery Road • Linthicum, Maryland 21090
Baltimore 410.636.1255 • Fax 410. 636 5734 • Toll Free 800 481.6439
www.mdindustrialtrucks.com

City of Milford
180 Vickers Ln.
Milford, DE 19963

2/14/2022
Attn: Charlie Nordberg

Maryland Industrial Trucks is pleased to offer you the following quote for your consideration.

Basic F165AZ grapple crane.
Z-Fold operation to store crane behind cab.
Maximum reach of 26'9".
Maximum lifting capacity at maximum reach of 4233 Lbs.
Maximum lifting moment of 113,456 ft. lbs.
Extra wide hydraulic out and down outriggers.
Extra-long outrigger rods for mounting on hook loader.
LED marker lights on outrigger legs.
Manual control station at driver's side.
Top seat controls with access ladder.
Full proportional wireless remote control with full feathering operation.
Spare battery and charger in cab.
8-Ton swivel hook for using grapple as a medium lift crane.
Quick disconnect couplers for grapple model change out.
Grapple and swivel of your choice (see catalog).
23-Yard demolition box with tapered front.
Overall length of 18' including crane and container.
Single swing out rear door and lock system.
6" x 2" x 3/8" Reinforced A-Frame assembly with rear rollers and 54" hook height.
Painted one standard color.
Delivery to MD/DE.
Onsite training as required.
One year warranty on all equipment.

TOTAL PRICE $117,940.00

We appreciate the opportunity to quote you on your equipment requirements.

Sincerely,

Matt Burns
Waste Solutions Sales Representative
Maryland Industrial Trucks, Inc
E: mburns@mdindustrialtrucks.com
C: 410-490-3255

Price Quote is Valid for a Maximum of 30 Days. Please Review and Notify us of any changes that need to be made.
To accept this quotation, sign, date here and return: ______________________

WE LOOK FORWARD TO EARNING YOUR VALUED BUSINESS