



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

CITY COUNCIL AGENDA June 12, 2023

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 available for viewing by the public by accessing the following link:
<https://zoom.us/j/99156131279>

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: 991 5613 1279

6:00 PM

15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and the specific agenda item you wish to comment on. Persons in attendance that wish to speak must sign up prior to the start of the Council Meeting.

COUNCIL MEETING

Call to Order – Mayor Arthur J. Campbell

Invocation

Pledge of Allegiance

Roll Call

Approval of Previous Minutes

Public Comments/Public Hearing/Ordinance Determination ®

ORDINANCE 2023-21

An Ordinance of the City of Milford Granting to Petroleum Equipment Incorporated, Its Successors and Assigns, the Nonexclusive Right, Privilege, Authority and Franchise to Distribute Propane Gas to

Construct, Operate and Maintain in, along, and upon Public Places, Associated Mains, Valves, Manholes, Meters, and Connections for the Purpose of Distributing Propane Gas to Cypress Hall Phase I Subdivision

Recognition

Introduction/New City Employees

Proclamation 2023-12/Emergency Medical Services Week/May 21-27, 2023²

Staff Reports

Monthly Police Report

City Clerk

Monthly City Manager Report:

Public Works Department

Electric Department

Planning & Zoning Department

Parks & Recreation Department

Human Resources

Economic Development & Community Engagement

IT Department

Finance Department

Communications & Correspondence

Unfinished Business

Adoption/Resolution 2023-09/FY 2024 Operating & Capital Plan ®

Acceptance/Downtown Streetscape Projects

Authorization/Contract Extension/First State Inspection/PZ Department

New Business

Authorization/Motorola Agreement/Communications System and Services

Bid Award/2nd & Marshall Streets Intersection/Signal Evaluation

Authorization/MOU Amendment/Carlisle Fire Company

Adoption/Resolution 2023-10/Schedules Board of Revision & Appeal Hearing¹ ®

Introduction/Ordinance 2023-22

Application of 1st State Self Storage OZ, LLC

on behalf of Milford Self Storage, LLC for a Revised Preliminary Conditional Use

9.0 +/- acres of land located along the east side of S. Dupont Boulevard

approximately 350 feet south of the Route 14 intersection

Comprehensive Plan Designation: Commercial

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

Present use: Vacant Proposed Use: Self Storage

Tax Parcel: MD-16-183.09-01-58.00

Introduction/Ordinance 2023-23

Application of Napa Valley Investments, LLC

for a Preliminary Conditional Use
 2.0 +/- acres of land located along the south
 side of Mullet Run Street and the north side of Vickers Drive
 Comprehensive Plan Designation: Commercial
 Zoning District: BP (Business Park District)
 Present use: Vacant Proposed Use: Flex Office/Warehouse
 Tax Parcel: MD-16-173.00-01-03.14

Introduction/Ordinance 2023-24
 Application of Milford Ponds – Phase III for a Final Major Subdivision
 178.03 +/- acres located along the east side of Route 113,
 5,500 feet south of the Seabury Avenue intersection known as the Milford Ponds Subdivision
 Comprehensive Plan Designation: Moderate Density Residential
 Zoning District: R-1, R-2 & R-3 with PUD
 Present use: Planned Unit Development Proposed Use: Planned Unit Development
 Tax Parcel: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 thru 691.00

Executive Session

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

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

Return to Open Session

Potential/Personnel Matter
 Potential/Land Item

Adjournment

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

ALL 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, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING SHALL BE FROM THE COUNCIL PACKET AND REFERENCED BY PRESENTER USING AUDIO AND VISUAL MEANS TO ENSURE VIRTUAL PARTICIPATION BY ALL IN ATTENDANCE.

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

* Time limit is two minutes per speaker, not to exceed a total of fifteen minutes for all speakers.

052223 052323 053123
 '060823 Late Addition-Charter Requirement Per Tax Requirements
 ^061223 Proclamation Update



CITY OF MILFORD
COUNCIL WORKSHOP MINUTES
April 19, 2023

The City Council of the City of Milford convened in a Workshop Session on Wednesday, April 19, 2023, beginning at 6:04 p.m.

PRESIDING: Mayor Archie Campbell

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

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and City Clerk Terri Hudson

ABSENT: Councilmembers Nirmala Samaroo and Katrina Wilson

No one was signed up to speak during the public comment session. Mayor Campbell proceeded with the Council Workshop.

Downtown Streetscape Plans

KCI Technologies Incorporated was hired by the City to design the Downtown Streetscapes Project and prepare the concept renderings. Planning and Landscape Architecture Practice Leader Associate Richard Hoehn and Senior Landscape Architect Wisa Kompayak were in attendance to present the plan remotely.

Southwest Front Street, Park Avenue, Denney Row, North Washington Street areas, along with associated parking lots were reviewed.

Mr. Hoehn referenced the exhibits from the Milford Rebirth Plan and talked about the vision for downtown that was included in the plan for accessibility to the waterfront improvements. They were tasked with focusing on the streets previously described. They reviewed accessibility, streetscape improvement possibilities, how to introduce special paving, street furniture, street trees, signage, pole banners and lighting, etc.

They were also tasked with looking at parking situations to determine if they can reorganize and consolidated to allow more room for streetscape possibilities.

The northern portion includes Park Avenue, Washington Street and Denny Row and to consider low to high level improvements. It was their feeling that higher-level improvements were needed. The primary suggestion was to convert some of the streets to one-way streets. Holding the existing street dimensions does not allow much opportunity to improve the overall streetscape atmosphere. Making them one-way, narrowed the street section down a little bit and gain some width to use as a tool to improve the streetscapes.

They suggest making Park Avenue and Denney Row one way to Front Street and holding the north curb line dimension. Narrowing that allows some room on the south side of Park Avenue. That allows the bypass to be clean against the exterior ramp around the northside of the Art League Building, gain parallel parking on one side of the street, create some room for buffering of this municipal parking lot from the street.

At the backside of Park Place Restaurant/waterfront is where they store their existing trash cans and grease trap equipment. They were looking for enough width to allow pedestrians to pass by that area while introducing some potential closure or screening of that equipment.

It is also suggested the parking lots be bordered by low brick walls and more in the historic flavor of the town and align with the proposed brick streetscape of the sidewalks.

He referenced one of the municipal parking lots that one of the existing entrances would be closed off and allow additional on-street parking. That pushed everything a little bit further west and provided a nice, wide pedestrian zone along Washington Street.

That would allow some park-like sitting areas and opportunities for amenities in that area.

They also recommend that Arena's relocate their existing dumpsters that are currently distracting from the beautiful mural on the wall due to the presence of the dumpsters.

It was pointed out that both Park Avenue and Denny Row are already one way, though Mr. Hoehn said they would still be taking away a portion of their width to allow these improvements to be made.

Various elevation views were also shown.

Mr. Hoehn continued by discussing the south part of the study's focus on Front Street from Church to Walnut Streets which also included the narrowing of roadways. When a concern was expressed about emergency vehicles maneuvering on the tighter street widths, he shared that his task was to identify some improvements mostly at a conceptual level, then advance to an engineering level at which time another RFP would be needed. At that point, their high-level recommendations would need to be adjusted and more technical work, such as turning radiuses and templates considered to make sure that all vehicles can get through that streetscape.

He commented on the public open house held on March 8th. At that time, the community liked the brick sidewalk improvements, wider sidewalks, the street tree introductions, and the reconfiguration of the city-owned lots. Negative comments received included the proposal was not plan-specific and speeding traffic in this downtown area. By narrowing these streets, Mr. Hoehn thinks that would improve with fewer cross-sections and slow down traffic. Residents also do not like the overhead wires downtown and want them installed underground.

One business owner did not want to see any reduction in the overall parking in the downtown area, and did not want to see Park Avenue closed, though closing that street was not suggested, it was mentioned it be closed on special event days. Other concerns involved access to other downtown parking lots.

Another comment from a dog owner said the existing brick pavers hide heat index and end up burning their dog's feet.

Overall, they thought Park Avenue should be two-way, on-street parking/traveling should be flipped, though he again explained it helps with accessibility along the northern side of the Art League and provides a better buffer (referred to drawing).

Another suggestion was that a three-way stop sign should be added, concerns about the tightness of the parking lots were expressed even though they were designed to meet minimum standards for general circulation.

Other issues were the width of Park Avenue and Denny Row for food and alcohol delivery trucks, and he would like to include the emergency vehicles as were mentioned earlier in this meeting.

All of those are viable concerns but should be vetted at the next stage of the project.

One idea is if a truck were unloading, signage could be placed when the deliveries were scheduled and remain during a certain time frame. Parking would not be allowed in those areas so that trucks could pull over and allow parking to go past that.

Another comment was that Southwest Front Street should be two-way and not one-way. One person stated that if we introduce the roundabout that may eliminate large semitrucks from cutting through the downtown though Mr. Hoehn

believes it may only defer that practice but not eliminate. He thinks pass-thru traffic would still come through, but making a full turn will be more difficult and could be avoided.

There were also mixed feelings about the roundabout, though a few people liked it.

It was noted that the parking lot on Southwest Front Street has one exit and entrance that are used by delivery trucks. That parking lot is not wide enough now. Mr. Hoehn explained it is presently designed to accommodate vehicles and vans, without the need for accommodation. If bigger trucks were planned for the next phase of designs, templates would be needed for the turning radius, and adjustments would be needed that would result in the loss of some additional parking.

Mr. Hoehn referred to the schematic showing the existing loading zones but suggests the businesses work with their delivery staff and schedule early morning or evening deliveries.

A question was asked about the current stop sign replacement downtown and the light at NW Front and Walnut Street that backs up left-turning traffic up, though that occurred prior to the stop signs being placed there. Mr. Hoehn stressed that the roundabouts would help facilitate movement. Roundabouts help vehicles to keep moving.

Some councilmembers agreed the roundabouts would keep vehicles flowing.

A lengthy conversation followed regarding the pros and cons relating to roundabouts/traffic circles.

Turning eastbound trucks turning from Northwest Front Street onto Walnut Street and the many issues involved were also discussed.

Planner Pierce stated they wanted comments from council and confirmation the turning movements and parking lots were adequate. There are also some loading zones for some downtown businesses, but this study will be used for the next phase before any construction begins.

Councilman James asked if Walnut Street is part of a different presentation from Front to Front Streets. It was agreed that was not included though many of the businesses that attract visitors are up and down Walnut Street.

According to Planner Pierce, the streets that were identified are those Mr. Hoehn talked about. The priority was Northeast Front Street and the TAP project, and these were next in line. The brick sidewalks that already exist would simply be maintained in the other areas of downtown.

The bridge artwork project will be a focal point according to the City Manager.

Councilman James asked not to lose sight of that area because it is a big part of the riverwalk, and beautification should be a priority there.

City Manager Whitfield said these streets being discussed are owned by the city. The other streets are DeIDOT maintained and involve a much longer process before they grant the city permission.

When asked about Southeast Front Street that has recently been made two-way, the plan calls for it to be reverted to one-way to provide enough space for landscaping/streetscaping.

Underground electric service in the downtown area was considered and several Councilmembers recall the possibility years ago but was prohibitive due to the accelerated costs. Mr. Whitfield shared that the electricity could be easily buried by our crews. But the excessive cost is related to the burial of other utilities.

Council had asked that their rules be reconsidered and that residents be permitted to speak on any topic, and not restricted to agenda items. Because only a few people have made comments since this was permitted, and council does not believe this change would have much of an impact.

Councilman Culotta said that if the presiding office is consistent on keeping comments to two or three minutes, he does not believe it will be a problem. He thinks the voting public should have a voice in a public meeting if they are not attacking council or are rude.

Councilman Fulton referenced a few municipalities that allow open comment on any topic. The person speaking was using offensive words and the mayor had the person thrown out or escorted out, and the person sued them for an infringement of rights and won in court. He recommends keeping comments on agenda items.

Councilman Marabello noted that there was never any problem when this was permitted back in 2007-2008-2009 and suggested trying it. It can always be reversed if needed.

It was agreed that Solicitor Rutt provides a long account of rules when speaking publicly and it is repeated at every meeting. In addition, it will require the Mayor to control the situation.

Chief Ashe cautioned Council, that from law enforcement perspective, we would be extremely limited to being able to escorting someone out because their comments were offensive. She agrees that is getting into the first amendment rights, and Council becoming victims of a crime. She stressed it would be highly unlikely that she would get up and escort somebody out of here because they made three minutes of comments. She wants to set that ground rule so Council is aware of how she would or would not proceed.

Council agreed there could be a person that could talk about things they shouldn't, but also feel that should not prevent others from being allowed to speak.

Councilmember Fulton said that council is voted in to represent the desires and wishes of our constituents.

Councilmember Baer suggested restricting comments to city business instead of leaving it open to any topic that council has no authority on. Councilman Marabello said they need to sign up which includes the topic they desire to speak on.

It was agreed to move forward with removing the limitation to agenda items but restricting the discussion to city business.

City Clerk Hudson will prepare a resolution restricting items to city business and restricting each person to two minutes on a per person basis and no borrowing of another speaker's time. She will add it to the April 24th agenda for Council action.

FY 2004-2008 Capital Improvement Plan Review

City Manager Whitfield said he wants Council to confirm that all projects included in the plan are valid, the associated timelines are within Council's expectations, any projects that need to be removed, and are there any projects that need to be added and were missed.

He reminded Council that the allocation of dollars will be added when each operating budget is planned. Some of the funding could end up being funded through grants or other funding as well, including bond bill funding.

Finance Director Lou Vitola stated that Council should recognize most of the CIP though some is different.

He commented that the CIP starts on page fifteen of the packet and then very briefly reviewed each of the pages. He also explained the last eleven pages is the detail that Council is familiar with. The six pages in the middle have the same content and projects as the last eleven pages but some like-projects are summarized in the green rows. They represent the lumping of a handful of similar projects, and the sole purpose of that activity was to give Council the opportunity to only have to go through six pages and not eleven.

He also referenced an updated version that includes links in it, that will allow toggling back and forth between different pages. That will be emailed to Council.

Director Bill Pettigrew provided a review of the IT Department's capital improvement plan.

Director Tony Chipola gave a summary of the Electric Department's capital improvement plan.

A synopsis of the capital projects in the Public Works Departments was presented by Director Svaby. Departments included water, streets, sewer, and solid waste.

Director Rob Pierce reviewed two capital items in the Planning Department.

Chief Cecilia Ashe provided a synopsis of the capital improvement projects for the Police Department.

Parks and Recreation Director Brad Dennehy concluded with a presentation with a rundown of his CIP items.

A debate followed regarding the upgrades that are needed to the Armory building and the fiscal responsibility of the tenant.

When questioned about whether the current tenant can purchase the building, City Manager Whitfield explained that the State requires the City to maintain ownership and maintenance though a long-term lease can be considered for grant purposes.

Mr. Whitfield informed Council the CIP will be on the next agenda for approval and adoption by City Council.

The Workshop Session of City Council concluded at 8:54 p.m.

Respectfully submitted,

Terri K. Hudson, MMC
City Clerk/Recorder

See FY 2024-2028 CIP attached



Annual Capital Improvement Plan (CIP)
FY2024-28 Draft as Presented to City Council April 19, 2023

FY24-28 Capital Improvement Plan (CIP)

Summary by Fund/Dept with Functional Summary and Detail

Fund/Dept Summary	Page 1
Functional Summary	Page 2-7
Project Detail	Page 8-18

City of Milford, Delaware

Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan - Summary by Department and Fund

CAPITAL IMPROVEMENT PLANNING (CIP) SUMMARY: FY2024-28 DRAFT AS PRESENTED TO COUNCIL APRIL 19, 2023								
Fund/ Dept	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
Electric	1,530,428	(487,740)	1,042,688	1,195,000	741,000	1,553,000	915,000	1,140,000
Water	12,860,553	(8,284,285)	4,576,268	4,040,500	6,085,500	3,545,500	1,220,500	460,000
Sewer	2,174,235	(572,709)	1,601,526	2,726,000	3,165,000	4,890,000	5,960,000	250,000
Solid Waste	575,071	(430,571)	144,500	-	-	500,000	650,000	-
TOTAL ENTERPRISE FUNDS	\$ 17,140,287	\$ (9,775,304)	\$ 7,364,983	\$ 7,961,500	\$ 9,991,500	\$ 10,488,500	\$ 8,745,500	\$ 1,850,000
Customer Service	-	-	-	301,900	160,000	-	-	-
Fleet Services (Garage)	-	-	-	624,800	320,000	85,000	-	-
Technical Services	80,000	-	80,000	50,000	-	-	-	-
Public Works	1,697,310	(136,552)	1,560,758	1,500,000	-	-	-	-
TOTAL INTERSERVICE FUNDS	\$ 1,777,310	\$ (136,552)	\$ 1,640,758	\$ 2,476,700	\$ 480,000	\$ 85,000	\$ -	\$ -
Streets	7,770,000	(2,400,938)	5,369,062	6,864,300	11,011,500	7,732,500	4,822,500	1,615,000
Parking	320,000	-	320,000	-	300,000	-	-	-
City Hall	105,000	(75,000)	30,000	254,800	-	-	-	-
Information Technology	1,450,837	(766,410)	684,427	826,252	157,313	150,300	65,000	69,500
Finance	-	-	-	-	-	-	-	-
Planning & Code Enforcement	-	-	-	50,000	-	-	50,000	-
Police	17,201,739	(1,858,168)	15,343,571	2,550,783	466,422	256,763	269,361	282,580
Parks & Recreation	2,885,443	(572,807)	2,312,637	1,962,400	3,493,000	3,330,000	946,000	987,000
TOTAL GENERAL FUND	\$ 29,733,019	\$ (5,673,323)	\$ 24,059,696	\$ 12,508,535	\$ 15,428,235	\$ 11,469,563	\$ 6,152,861	\$ 2,954,080
TOTAL ALL FUNDS	\$ 48,650,616	\$ (15,585,179)	\$ 33,065,437	\$ 22,946,735	\$ 25,899,735	\$ 22,043,063	\$ 14,898,361	\$ 4,804,080



Annual Capital Improvement Plan (CIP)
FY2024-28 Draft as Presented to City Council April 19, 2023

FY24-28 Capital Improvement Plan (CIP)

Functional Summary (Partial)

Enterprise Funds

Page 2-3 Overall

Interservice Funds

Page 4 Overall

General Fund

Page 5-7 Overall

City of Milford, Delaware
Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan Summary

Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
1		ENTERPRISE FUNDS								
2	ELECTRIC	EQUIPMENT								
3		UTILITY & CABLE REEL TRAILERS	-	-	-	27,000	62,000	43,000	-	-
13		WAREHOUSE, YARD & OTHER	23,000	(9,834)	13,166	-	4,000	-	40,000	-
20		Total Equipment	\$ 23,000	\$ (9,834)	\$ 13,166	\$ 27,000	\$ 66,000	\$ 43,000	\$ 40,000	\$ -
21		VEHICLES								
22		Ram QuadCab Pick-up (R: 2017 E-101)	35,000	-	35,000	2,000				
23		Pick up Truck	55,000	-	55,000	10,000				
24		Trex Bucket with chipper body (Arborist) E-116	-	-	-	300,000				
25		Internation Digger Derrick Truck (R: 2015 E-107)	-	-	-			260,000		
26		Total Vehicles	\$ 90,000	\$ -	\$ 90,000	\$ 312,000	\$ -	\$ 260,000	\$ -	\$ -
27		INFRASTRUCTURE								
28		DISTRIBUTION (LOAD SIDE/LOW VOLTAGE)	852,428	(327,906)	524,522	231,000	100,000	-	200,000	-
37		DISTRIBUTION SYSTEM SUPPORT	345,000	(150,000)	195,000	260,000	175,000	100,000	25,000	25,000
45		DISTRIBUTION (DELIVERY/HIGH VOLTAGE)	220,000	-	220,000	365,000	400,000	1,150,000	650,000	1,115,000
55		Total Infrastructure	\$ 1,417,428	\$ (477,906)	\$ 939,522	\$ 856,000	\$ 675,000	\$ 1,250,000	\$ 875,000	\$ 1,140,000
56	TOTAL ELECTRIC	\$ 1,530,428	\$ (487,740)	\$ 1,042,688	\$ 1,195,000	\$ 741,000	\$ 1,553,000	\$ 915,000	\$ 1,140,000	
57	WATER	VEHICLES								
58		Ford F450 (R: W-8)	72,000	-	72,000					
59		Ford F350 (R: W-15)	49,000	(48,966)	34					
60		Dodge Cargo Van (R: 2006 W-29)	-	-	-		60,000			
61		Ford Transit Van (R: W-028)	-	-	-					60,000
62		Total Vehicles	\$ 121,000	\$ (48,966)	\$ 72,034	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
63		EQUIPMENT								
64		NOAA Continuous Operating Reference Station	7,500	(917)	6,583					
65		Total Equipment	\$ 7,500	\$ (917)	\$ 6,583	\$ -				
66		INFRASTRUCTURE								
67	WATER QUALITY	902,250	(36,750)	865,500	615,500	1,665,500	365,500	365,500	250,000	
73	PRODUCTION, TREATMENT & STORAGE	1,420,000	(200,000)	1,220,000	2,650,000	2,800,000	1,150,000	150,000	150,000	
81	WATER DISTRIBUTION	810,000	(102,866)	707,134	475,000	1,230,000	1,530,000	405,000	-	
88	MILFORD CORPORATE CENTER	8,050,000	(6,443,890)	1,606,110	250,000	250,000	250,000	250,000	-	
92	Total Infrastructure	\$ 12,732,053	\$ (8,234,402)	\$ 4,497,651	\$ 4,040,500	\$ 6,025,500	\$ 3,545,500	\$ 1,220,500	\$ 400,000	
93	TOTAL WATER	\$ 12,860,553	\$ (8,284,285)	\$ 4,576,268	\$ 4,040,500	\$ 6,085,500	\$ 3,545,500	\$ 1,220,500	\$ 460,000	

GREEN TITLES REPRESENT PROJECTS SUMMARIZED BY UTILITY / DEPARTMENT-SPECIFIC FUNCTION
(PAGES 2 - 7)

City of Milford, Delaware
Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan Summary

A	B	C	G	H	I	J	K	L	M	N
Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE FUNDS, CONTINUED										
94		EQUIPMENT		-	-					
95		PUMP STATION UPGRADES & REDUNDANCY	340,000	(340,000)	0	225,000	150,000	200,000	150,000	150,000
101		TRANSMISSION & PREVENTATIVE	167,500	(123,917)	43,583	11,000	175,000	50,000	200,000	-
112		<i>Total Equipment</i>	\$ 507,500	\$ (463,916)	\$ 43,584	\$ 236,000	\$ 325,000	\$ 250,000	\$ 350,000	\$ 150,000
113		VEHICLES		-	-					
114		Ford F250 Pickup (R: SE-2)	75,000	74,632	149,632					
115		Ford F350 Super Cab (R: 2016 SE-3)	-	-	-				100,000	
116		<i>Total Vehicles</i>	\$ 75,000	\$ 74,632	\$ 149,632	\$ -	\$ -	\$ -	\$ 100,000	\$ -
117		INFRASTRUCTURE		\$ -	\$ -					
118		SEWER TRANSMISSION & SYSTEM IMPROVEMENT	516,735	(183,424)	333,311	150,000	150,000	150,000	150,000	100,000
126		PUMP STATION & FORCE MAIN IMPROVEMENTS	1,075,000	-	1,075,000	2,340,000	2,690,000	4,490,000	5,360,000	-
138		<i>Total Infrastructure</i>	\$ 1,591,735	\$ (183,424)	\$ 1,408,311	\$ 2,490,000	\$ 2,840,000	\$ 4,640,000	\$ 5,510,000	\$ 100,000
139		TOTAL SEWER	\$ 2,174,235	\$ (572,709)	\$ 1,601,526	\$ 2,726,000	\$ 3,165,000	\$ 4,890,000	\$ 5,960,000	\$ 250,000
140		VEHICLES								
141		Multi Collection Truck (R: Rear Loader SW14)	430,571	(430,571)	-					
142		Grapler Crane & Body for Hook Truck (Bulk trash)	144,500	-	144,500					
143		Automated Side Loader Truck (R: SW11)	-	-	-			500,000		
144		Automated Side Loader Truck (R: SW28)	-	-	-				650,000	
145		<i>Total Vehicles</i>	\$ 575,071	\$ (430,571)	\$ 144,500	\$ -	\$ -	\$ 500,000	\$ 650,000	\$ -
146		TOTAL SOLID WASTE	\$ 575,071	\$ (430,571)	\$ 144,500	\$ -	\$ -	\$ 500,000	\$ 650,000	\$ -

City of Milford, Delaware
Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan Summary

Line	Fund/Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
147		INTERSERVICE FUNDS <i>(Capital approval expires at year-end)</i>								
148	CUSTOMER SERVICE	EQUIPMENT								
149		In House Bill Print Equipment	-	-	-	150,000				
150		Total Equipment	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
151		BUILDING								
152		Fencing	-	-	-	1,900				
153		Noise reduction panels	-	-	-	5,000				
154		Security glass & paneling Phase I: A/E Design Services	-	-	-	20,000				
155		Security glass & paneling Phase II: Construction/Const Mgmt	-	-	-		160,000			
156		Drivethrough Curb	-	-	-	5,000				
157		Kiosk Construction (Electric, Network, Security, Housing)	-	-	-	120,000				
158	Total Building	\$ -	\$ -	\$ -	\$ 151,900	\$ 160,000	\$ -	\$ -	\$ -	
159	TOTAL CUSTOMER SERVICE	\$ -	\$ -	\$ -	\$ 301,900	\$ 160,000	\$ -	\$ -	\$ -	
160	GARAGE	EQUIPMENT								
161		Compressor	-	-	-	7,000				
162		Total Equipment	\$ -	\$ -	\$ -	\$ 308,900	\$ 160,000	\$ -	\$ -	\$ -
163		VEHICLES								
164		Ford F250 Garage Service Truck (G01)	-	-	-		85,000			
165	Total Vehicles	\$ -	\$ -	\$ -	\$ 315,900	\$ 160,000	\$ 85,000	\$ -	\$ -	
166	TOTAL GARAGE	\$ -	\$ -	\$ -	\$ 624,800	\$ 320,000	\$ 85,000	\$ -	\$ -	
167	TECH SVCS	EQUIPMENT								
168		SCADA Replacement System	80,000	-	80,000	20,000	-	-	-	-
169		Sea Watch Upgrade Metering Cluster	-	-	-	30,000				
170		Total Equipment	\$ 80,000	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
171	TOTAL TECH SERVICES	\$ 80,000	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
172	PUBLIC WORKS	EQUIPMENT								
173		Interior Forklift-Warehouse	15,500	(15,500)	-					
174		GPS Survey Field Unit	15,000	-	15,000					
175		Total Equipment	\$ 30,500	\$ (15,500)	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
176		VEHICLES								
177		Chevrolet Colorado 4WD Ext Cab Truck	33,052	(33,052)	-					
178		Total Vehicles	\$ 33,052	\$ (33,052)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
179		BUILDING								
180		Facility Security: Door Access/Gates/IP Camera	88,000	(88,000)	(0)					
181		HVAC Control Automation System- Building 200 & 300	55,758	-	55,758					
182		Air Infiltration Proj & Roof Drain Repl (Bld 100-300)	165,000	-	165,000					
183		Electric Dept. Rack/Reel Pole Building	475,000	-	475,000					
184		Installation of Stormwater Pond	200,000	-	200,000					
185	Public Works Parking Lot Paving	650,000	-	650,000						
186	Public Works Building Expansion Project	-	-	-	1,500,000					
187	Total Building	\$ 1,633,758	\$ (88,000)	\$ 1,545,758	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	
188	TOTAL PUBLIC WORKS	\$ 1,697,310	\$ (136,552)	\$ 1,560,758	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	

City of Milford, Delaware
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A	B	C	G	H	I	J	K	L	M	N
Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
189		GENERAL FUND								
190		EQUIPMENT		-	-					
191		Salt Spreader (R: Highland S-050)	27,000	(27,000)	-					
192		Portable Light Towers (2)	-	-	-	35,000				
193		Backhoe (R: John Deere S-6)	-	-	-		185,000			
194		Total Equipment	\$ 27,000	\$ (27,000)	\$ -	\$ 35,000	\$ 185,000	\$ -	\$ -	\$ -
195		VEHICLES		-	-					
196		Ford F250 w/ plow & salt spreader (R: 2012 S-2)	-	-	-	85,000				
197		Ford F450 Pick Up (S-023)	-	-	-					100,000
198		Total Vehicles	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 100,000
199		INFRASTRUCTURE		-	-					
200	STREETS	ANNUAL STREET REPAIR	2,510,000	(1,605,088)	904,912	840,000	840,000	840,000	840,000	840,000
210		ADA, SIDEWALK & PEDESTRIAN	985,000	(259,501)	725,499	500,000	500,000	600,000	600,000	600,000
216		MILFORD CORPORATE CENTER	1,250,000	-	1,250,000	3,724,300	957,500	957,500	957,500	-
220		STREETSCAPE PROJECTS	1,390,000	(429,932)	960,068	285,000	5,291,000	1,360,000	600,000	-
232		BRIDGE REPAIR & REHAB	320,000	-	320,000	395,000	-	-	-	-
237		TRAFFIC & INTERSECTION IMPROVEMENT	625,000	(43,953)	581,047	550,000	1,550,000	50,000	50,000	50,000
243		BICYCLE & MIXED USE PATHS	663,000	(35,464)	627,536	425,000	1,663,000	3,900,000	1,750,000	-
258			Total Infrastructure	\$ 7,743,000	\$ (2,373,938)	\$ 5,369,062	\$ 6,744,300	\$ 10,826,500	\$ 7,732,500	\$ 4,822,500
259		TOTAL STREETS	\$ 7,770,000	\$ (2,400,938)	\$ 5,369,062	\$ 6,864,300	\$ 11,011,500	\$ 7,732,500	\$ 4,822,500	\$ 1,615,000

City of Milford, Delaware
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Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
260		GENERAL FUND, CONTINUED								
261	PARKING	INFRASTRUCTURE		-	-					
262		N. Walnut St/NE Front St Lot Enhancements	200,000	-	200,000					
263		Park Ave Lot Enhancements	120,000	-	120,000					
264		SW Front St Lot Enhancements	-	-	-	-	300,000			
265		Total Infrastructure	\$ 320,000	\$ -	\$ 320,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -
266		TOTAL PARKING	\$ 320,000	\$ -	\$ 320,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -
267	CITY HALL	BUILDING		-	-					
268		City Hall Parking Lot Enhancements	30,000	-	30,000					
269		Fence installs (2) per PMA	-	-	-	4,800				
270		City Hall Public Plaza	75,000	(75,000)	-	250,000				
271		Total Building	\$ 105,000	\$ (75,000)	\$ 30,000	\$ 254,800	\$ -	\$ -	\$ -	\$ -
272		TOTAL CITY HALL	\$ 105,000	\$ (75,000)	\$ 30,000	\$ 254,800	\$ -	\$ -	\$ -	\$ -
273	INFORMATION TECHNOLOGY	EQUIPMENT								
274		Hardware								
275		Network Infra (Firewall/Access Pts/Switches/Server Virt/Ntwk Redesign)	154,000	(89,987)	64,013	350,000	20,000	20,000	20,000	22,000
276		Cloud								
277		Naviline & IBM iSeries Cloud Migration & Virtual Tape Library	-	-	-	110,000	40,000	42,500	45,000	47,500
278		IT Security (Physical & Cyber)								
279		Badge Access IT area (3 doors)	-	-	-	25,000				
280		Provision for Incident Response	-	-	-	100,000				
281		City Wide / Other Department Budgets (Has IT involvement)								
282		Riverwalk Public Free Wifi	-	-	-	45,000				
283		Integration - Virt. GIS AX640 Server / Failover	50,000	-	50,000	20,000				
284		Long Term Contracts & Capital Projects								
285		Software: Replace Naviline System after ERP	870,000	(299,586)	570,414	176,252	97,313	87,800		
286		Firewall Boxes / Software	21,837	(21,837)	(0)					
287		Citywide Utility & Data Security; Disaster Recovery	255,000	(255,000)	(0)					
288	Citywide Utility & Data Security; OpEx Component	-	-	-						
289	PC & Hardware Refresh	25,000	(25,000)	-						
290	Cabling upgrades	75,000	(75,000)	-						
291		Total Equipment	\$ 1,450,837	\$ (766,410)	\$ 684,427	\$ 826,252	\$ 157,313	\$ 150,300	\$ 65,000	\$ 69,500
292		TOTAL INFORMATION TECHNOLOGY	\$ 1,450,837	\$ (766,410)	\$ 684,427	\$ 826,252	\$ 157,313	\$ 150,300	\$ 65,000	\$ 69,500
293	PLANNING	EQUIPMENT								
294		GIS Server Replacement (2 @ \$25,000)	-	-	-					
295		Continuity of Operation/Disaster Recovery Plan								
296		2028 Comprehensive Plan Update							50,000	
297		Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
298	VEHICLES									
299		Ford F150 (expansion)				50,000				
300		Total Vehicles	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
301		TOTAL PLANNING	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -

City of Milford, Delaware
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Line	Fund/Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
GENERAL FUND, CONTINUED										
302	POLICE DEPT	EQUIPMENT								
303		Axon Cameras - Interview rooms in new police facility		-	-	22,202	23,091	24,014	24,975	25,974
304		Total Equipment	\$ -	\$ -	\$ -	\$ 22,202	\$ 23,091	\$ 24,014	\$ 24,975	\$ 25,974
305		VEHICLES								
306		Police Vehicles (15 added to fleet; 3 repl FY23, 6 repl FY24 & FY25)	1,108,100	(1,108,100)	-	422,220	443,331	232,749	244,386	256,606
307		Total Vehicles	\$ 1,108,100	\$ (1,108,100)	\$ -	\$ 422,220	\$ 443,331	\$ 232,749	\$ 244,386	\$ 256,606
308		BUILDING								
309		Police Facility; FY20-23 acct 140-1110-413.70-80	16,093,639	(8,500,000)	7,593,639	306,361				
310		Maintance Bldg - New Police Facility Location		-	-	1,800,000				
311		Total Building	\$ 16,093,639	\$ (750,068)	\$ 15,343,571	\$ 2,106,361	\$ -	\$ -	\$ -	\$ -
312		TOTAL POLICE	\$ 17,201,739	\$ (1,858,168)	\$ 15,343,571	\$ 2,550,783	\$ 466,422	\$ 256,763	\$ 269,361	\$ 282,580
313		PARKS & RECREATION	EQUIPMENT							
314	Ventrac Tractor with Mulching Mower		30,000	-	30,000					
315	Replacement 4x2 Gator (FY22 PR-010;PR-13 & PR-29)		40,000	-	40,000	20,000				
316	Trailer, Replace Krueger (PR-32)		7,537	(7,537)	-					
317	Kubota Zero Turn Mower (PR-8, 11, 20, 52)		35,463	(15,463)	20,000	21,000	23,000	25,000	26,000	27,000
318	Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)		-	-	-	85,000				
319	Stand-up Mower, John Deere (PR-50 & 51)		-	-	-		40,000			
320	Kubota Tractor w/Snow Blade (2011 PR-035 & 036)								40,000	
321	Brush cutter attachment					15,000				
322	Stump grinder attachment					12,000				
323	Total Equipment		\$ 113,000	\$ (23,000)	\$ 90,000	\$ 153,000	\$ 63,000	\$ 25,000	\$ 66,000	\$ 27,000
324	VEHICLES									
325	Water Truck (R: PR-41)		50,000	-	50,000	15,000				
326	F350 Pickup Truck (R: PR-23)		56,543	(56,543)	-					
327	Econoline Van (R: PR-6)		33,457	-	33,457	16,600				
328	F350 Pickup Truck (Expansion)					85,000				
329	Dodge Ram 1500 Pick up (R: PR-015)									90,000
330	Total Vehicles		\$ 140,000	\$ (56,543)	\$ 83,457	\$ 116,600	\$ -	\$ -	\$ -	\$ 90,000
331	BUILDING									
332	PARKS & REC FACILITY IMPROVEMENTS	349,000	(66,000)	283,001	292,800	-	-	-	-	
346	Total Building	\$ 349,000	\$ (66,000)	\$ 283,001	\$ 292,800	\$ -	\$ -	\$ -	\$ -	
347	PARKS									
348	OPEN SPC ACQ, PRESERVATION, DEVELOPMENT	1,407,000	(113,215)	1,293,785	1,110,000	860,000	1,210,000	860,000	850,000	
359	RECREATION-ACTIVE (COURTS, FIELDS, PLAYGROUNDS)	631,443	(261,547)	369,896	60,000	550,000	2,075,000	-	-	
376	RECREATION - PASSIVE (RIVERWALK, PAVILIONS, PICNIC AREAS)	245,000	(52,503)	192,497	230,000	2,020,000	20,000	20,000	20,000	
385	Total Parks	\$ 2,283,443	\$ (427,264)	\$ 1,856,179	\$ 1,400,000	\$ 3,430,000	\$ 3,305,000	\$ 880,000	\$ 870,000	
386	TOTAL PARKS & RECREATION	\$ 2,885,443	\$ (572,807)	\$ 2,312,637	\$ 1,962,400	\$ 3,493,000	\$ 3,330,000	\$ 946,000	\$ 987,000	
GRAND TOTALS			\$ 48,650,616	\$ (15,585,179)	\$ 33,065,437	\$ 22,946,735	\$ 25,899,735	\$ 22,043,063	\$ 14,898,361	\$ 4,804,080



Annual Capital Improvement Plan (CIP)
FY2024-28 Draft as Presented to City Council April 19, 2023

FY24-28 Capital Improvement Plan (CIP)

Project Detail by Fund, Department & Type

Enterprise Funds

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Interservice Funds

Page 13 Overall

General Fund

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City of Milford, Delaware
Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan

A	B	C	G	H	I	J	K	L	M	N
Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
1		ENTERPRISE FUNDS								
2		EQUIPMENT								
3		UTILITY & CABLE REEL TRAILERS	-	-	-	27,000	62,000	43,000	-	-
4		<i>UTILITY & CABLE REEL TRAILERS - ALLOCATION</i>	-	-	-	(27,000)	(62,000)	(43,000)	-	-
5		Trailer, Cable Reel (R: 2007 Butler E-129)	-	-	-			15,000		
6		Utility Trailer (R: 2005 Towmaster E-131)	-	-	-			18,000		
7		Utility Trailer (R: 2005 Butler E-132)	-	-	-			10,000		
8		Trailer (R: 1994 Saub E-119)	-	-	-	15,000				
9		Trailer (R: 1996 Butler E-123)	-	-	-	12,000				
10		Trailer (R: 1999 Homemade E-127)	-	-	-		12,000			
11		Utility Trailer (R:2002 Towmaster E-126)	-	-	-		25,000			
12		Utility Trailer (R: 1992 Krueger E-121)	-	-	-		25,000			
13		WAREHOUSE, YARD & OTHER	23,000	(9,834)	13,166	-	4,000	-	40,000	-
14		<i>WAREHOUSE, YARD & OTHER - ALLOCATION</i>	(23,000)	9,834	(13,166)	-	(4,000)	-	(40,000)	-
15		Hetra Lifts for Forklifts	8,000	(8,000)	-					
16		NOAA Continuous Operating Reference Station	15,000	(1,834)	13,166					
17		Bobcat (R 2011 E-104)	-	-	-				40,000	
18		Snow Blower (R: 2010 Ariens E-137)	-	-	-		2,000			
19		Snow Blower (R: 2010 Ariens E-138)	-	-	-		2,000			
20		Total Equipment	\$ 23,000	\$ (9,834)	\$ 13,166	\$ 27,000	\$ 66,000	\$ 43,000	\$ 40,000	\$ -
21		VEHICLES								
22		Ram QuadCab Pick-up (R: 2017 E-101)	35,000	-	35,000	2,000				
23		Pick up Truck	55,000	-	55,000	10,000				
24		Trex Bucket with chipper body (Arborist) E-116	-	-	-	300,000				
25		Internation Digger Derrick Truck (R: 2015 E-107)	-	-	-			260,000		
26		Total Vehicles	\$ 90,000	\$ -	\$ 90,000	\$ 312,000	\$ -	\$ 260,000	\$ -	\$ -

ELECTRIC DETAIL

City of Milford, Delaware
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27	ELECTRIC DETAIL, CONT	INFRASTRUCTURE		\$ -	\$ -						
28		DISTRIBUTION (LOAD SIDE/LOW VOLTAGE)	852,428	(327,906)	524,522	231,000	100,000	-	200,000	-	
29		<i>DISTRIBUTION (LOAD SIDE/LOW VOLTAGE) - ALLOCATION</i>	<i>(852,428)</i>	<i>327,906</i>	<i>(524,522)</i>	<i>(231,000)</i>	<i>(100,000)</i>	-	<i>(200,000)</i>	-	
30		Traffic Signal Upgrades; DelDOT Transition	350,000	(83,822)	266,178	151,000					
31		Fiber Optic Backup to PW	20,000	(20,000)	-	40,000	100,000				
32		EV Charging Stations Downtown	182,428	(125,914)	56,514	20,000					
33		LED Streetlight Replacements	150,000	(98,170)	51,830	20,000					
34		Library Square Lighting (Parks & Rec)	75,000	-	75,000						
35			75,000	-	75,000						
36		Backyard Construction Removal - Horsehoe Dr	-	-	-					200,000	
37		DISTRIBUTION SYSTEM SUPPORT	345,000	(150,000)	195,000	260,000	175,000	100,000	25,000	25,000	25,000
38		<i>DISTRIBUTION SYSTEM SUPPORT - ALLOCATION</i>	<i>(345,000)</i>	<i>150,000</i>	<i>(195,000)</i>	<i>(260,000)</i>	<i>(175,000)</i>	<i>(100,000)</i>	<i>(25,000)</i>	<i>(25,000)</i>	<i>(25,000)</i>
39		Build additional interior offices at P&R Building (Arborist)	20,000	-	20,000						
40		GIS/Mapping - Smart Metering	300,000	(150,000)	150,000						
41		Pole Inspection & Replacement Program	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000
42		Fiber Network Mapping	-	-	-		25,000				
43		Power Flow Analysis Software	-	-	-	110,000					
44		Physical Security	-	-	-	125,000	125,000	75,000			
45		DISTRIBUTION (DELIVERY/HIGH VOLTAGE)	220,000	-	220,000	365,000	400,000	1,150,000	650,000	1,115,000	1,115,000
46		<i>DISTRIBUTION (DELIVERY/HIGH VOLTAGE) - ALLOCATION</i>	<i>(220,000)</i>	-	<i>(220,000)</i>	<i>(365,000)</i>	<i>(400,000)</i>	<i>(1,150,000)</i>	<i>(650,000)</i>	<i>(1,115,000)</i>	<i>(1,115,000)</i>
47		Advanced Relocation	100,000	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000
48		Delivery No. 1 Circuit Addition (Circuit 130)	-	-	-				100,000	850,000	
49		Delivery No. 2 Circuit Additional #1	-	-	-			100,000			
50		Delivery No. 2 Circuit Addition #2	-	-	-						100,000
51		Milford Corporate Center (Fry Farm Infrastructure)	120,000	-	120,000	200,000	200,000	200,000	200,000	200,000	
52		Delivery 1 Electrical Testing	-	-	-						65,000
53		Delivery 2 Electrical Testing	-	-	-	65,000					
54		Feeder extention and tie - Hospital Loop (110 & 150)	-	-	-					250,000	
55			Total Infrastructure	\$ 1,417,428	\$ (477,906)	\$ 939,522	\$ 856,000	\$ 675,000	\$ 1,250,000	\$ 875,000	\$ 1,140,000
56			TOTAL ELECTRIC	\$ 1,530,428	\$ (487,740)	\$ 1,042,688	\$ 1,195,000	\$ 741,000	\$ 1,553,000	\$ 915,000	\$ 1,140,000

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		ENTERPRISE FUNDS, CONTINUED								
57		VEHICLES		-	-					
58		Ford F450 (R: W-8)	72,000	-	72,000					
59		Ford F350 (R: W-15)	49,000	(48,966)	34					
60		Dodge Cargo Van (R: 2006 W-29)	-	-	-		60,000			
61		Ford Transit Van (R: W-028)	-	-	-					60,000
62		Total Vehicles	\$ 121,000	\$ (48,966)	\$ 72,034	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
63		EQUIPMENT		\$ -	\$ -					
64		NOAA Continuous Operating Reference Station	7,500	(917)	6,583					
65		Total Equipment	\$ 7,500	\$ (917)	\$ 6,583	\$ -	\$ -	\$ -	\$ -	\$ -
66		INFRASTRUCTURE		-	-					
67		WATER QUALITY	902,250	(36,750)	865,500	615,500	1,665,500	365,500	365,500	250,000
68		<i>WATER QUALITY - ALLOCATION</i>	<i>(902,250)</i>	<i>36,750</i>	<i>(865,500)</i>	<i>(615,500)</i>	<i>(1,665,500)</i>	<i>(365,500)</i>	<i>(365,500)</i>	<i>(250,000)</i>
69		Asbestos Pipe Removal	115,500	-	115,500	115,500	115,500	115,500	115,500	
70		Lead Service Line Removal	250,000	-	250,000	250,000	1,300,000			
71		SE Regional Water Quality Study	36,750	(36,750)	-					
72		City-wide Valve & Hydrant Replacement/Improvements	500,000	-	500,000	250,000	250,000	250,000	250,000	250,000
73		PRODUCTION, TREATMENT & STORAGE	1,420,000	(200,000)	1,220,000	2,650,000	2,800,000	1,150,000	150,000	150,000
74		<i>PRODUCTION, TREATMENT & STORAGE - ALLOCATION</i>	<i>(1,420,000)</i>	<i>200,000</i>	<i>(1,220,000)</i>	<i>(2,650,000)</i>	<i>(2,800,000)</i>	<i>(1,150,000)</i>	<i>(150,000)</i>	<i>(150,000)</i>
75		Treatment Plant Upgrades	200,000	(200,000)	-	150,000	150,000	150,000	150,000	150,000
76		SE Regional Water Infrastructure - East of Route 1	920,000	-	920,000					
77		SE Regional Water Infrastructure - South of Johnson Road	-	-	-		150,000	1,000,000		
78		New NW City Area Tower/Wells/Treatment	300,000	-	300,000	\$ 2,500,000	2,500,000			
79		NE Front Street Waterline Replacement	1,351,175	(1,352,268)	(1,093)					
80		Install Automated Blow-off Valves	198,628	(98,628)	100,000	50,000	50,000	50,000	50,000	
81		WATER DISTRIBUTION	810,000	(102,866)	707,134	475,000	1,230,000	1,530,000	405,000	-
82		<i>WATER DISTRIBUTION - ALLOCATION</i>	<i>(810,000)</i>	<i>102,866</i>	<i>(707,134)</i>	<i>(475,000)</i>	<i>(1,230,000)</i>	<i>(1,530,000)</i>	<i>(405,000)</i>	<i>-</i>
83		Street Rehab	810,000	(102,866)	707,134	405,000	405,000	405,000	405,000	
84		NW Front Street Water Lines	-	-	-		375,000	1,125,000		
85		North Shore Drive Water Extension	-	-	-	25,000	150,000			
86		10" Water Main - Holly Hill Rd to Westwood Subdivision	-	-	-	45,000	300,000			
87		Shawnee Acres Water Extension	-	-	-		30,000	200,000		
88		MILFORD CORPORATE CENTER	8,050,000	(6,443,890)	1,606,110	250,000	250,000	250,000	250,000	-
89		<i>MILFORD CORPORATE CENTER - ALLOCATION</i>	<i>(8,050,000)</i>	<i>6,443,890</i>	<i>(1,606,110)</i>	<i>(250,000)</i>	<i>(250,000)</i>	<i>(250,000)</i>	<i>(250,000)</i>	<i>-</i>
90		Milford Corporate Center (Fry Farm Acquisition)	7,900,000	(6,443,890)	1,456,110					
91		Milford Corporate Center (Fry Farm Infrastructure)	150,000	-	150,000	250,000	250,000	250,000	250,000	
92		Total Infrastructure	\$ 12,732,053	\$ (8,234,402)	\$ 4,497,651	\$ 4,040,500	\$ 6,025,500	\$ 3,545,500	\$ 1,220,500	\$ 400,000
93		TOTAL WATER	\$12,860,553	\$ (8,284,285)	\$ 4,576,268	\$ 4,040,500	\$ 6,085,500	\$ 3,545,500	\$ 1,220,500	\$ 460,000

City of Milford, Delaware
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A	B	C	G	H	I	J	K	L	M	N
Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
		ENTERPRISE FUNDS, CONTINUED								
94		EQUIPMENT		-	-					
95		PUMP STATION UPGRADES & REDUNDANCY	340,000	(340,000)	0	225,000	150,000	200,000	150,000	150,000
96		<i>PUMP STATION UPGRADES & REDUNDANCY - ALLOCATION</i>	<i>(340,000)</i>	<i>340,000</i>	<i>(0)</i>	<i>(225,000)</i>	<i>(150,000)</i>	<i>(200,000)</i>	<i>(150,000)</i>	<i>(150,000)</i>
97		PS Upgrades (grinders, spares, design)	300,000	(300,000)	0	150,000	150,000	150,000	150,000	150,000
98		<i>Pumps(2) & Motor: Washington St Pump Station Spare (R)</i>	<i>40,000</i>	<i>(40,000)</i>	<i>0</i>					
99		<i>Stationary Generator Fork Landing Pump Station</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>75,000</i>				
100		FN150 Pump & MGS GLG Trailer (R: 2013 SE-27)	-	-	-			50,000		
101		TRANSMISSION & PREVENTATIVE	167,500	(123,917)	43,583	11,000	175,000	50,000	200,000	-
102		<i>TRANSMISSION & PREVENTATIVE - ALLOCATION</i>	<i>(167,500)</i>	<i>123,917</i>	<i>(43,583)</i>	<i>(11,000)</i>	<i>(175,000)</i>	<i>(50,000)</i>	<i>(200,000)</i>	-
103		ROVVER Mainline Sewer Inspection System	120,000	(123,000)	(3,000)					
104		NOAA Continuous Operating Reference Station	7,500	(917)	6,583					
105		Compressor, Ingersol Rand (R)	-	-	-		50,000			
106		Kubota F3060 Mower w/ plow & blower (R: 2011 SE-10)	40,000	-	40,000	1,000				
107		Kubota Mower w/ Blower (R: 2015 SE25)	-	-	-		50,000			
108		Kubota Mower w/ Plow (R: 2016 SE24)	-	-	-			50,000		
109		Equipment Trailer (R: Currahee)	-	-	-	10,000				
110		Kubota Excavator (R: SE26)	-	-	-		75,000			
111		John Deere 524K Loader (R: 2018 SE-7)	-	-	-				200,000	
112		Total Equipment	\$ 507,500	\$ (463,916)	\$ 43,584	\$ 236,000	\$ 325,000	\$ 250,000	\$ 350,000	\$ 150,000
113		VEHICLES		-	-					
114		Ford F250 Pickup (R: SE-2)	75,000	74,632	149,632					
115		Ford F350 Super Cab (R: 2016 SE-3)	-	-	-				100,000	
116		Total Vehicles	\$ 75,000	\$ 74,632	\$ 149,632	\$ -	\$ -	\$ -	\$ 100,000	\$ -

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Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
117		INFRASTRUCTURE		\$ -	\$ -					
118		SEWER TRANSMISSION & SYSTEM IMPROVEMENT	516,735	(183,424)	333,311	150,000	150,000	150,000	150,000	100,000
119		<i>SEWER TRANSMISSION & SYSTEM IMPROVEMENT - ALLOCATION</i>	<i>(516,735)</i>	<i>183,424</i>	<i>(333,311)</i>	<i>(150,000)</i>	<i>(150,000)</i>	<i>(150,000)</i>	<i>(150,000)</i>	<i>(100,000)</i>
120		I&I Engineering Study	156,735	(156,735)	-					
121		SE Reg WW Study FY22	10,000	(9,104)	896					
122		4th Street Surface Water Drainage Resolution	50,000	(16,885)	33,115					
123			50,000	-	50,000					
124		Street Rehab	200,000	(700)	199,301	100,000	100,000	100,000	100,000	100,000
125		Asbestos Removal	50,000	-	50,000	50,000	50,000	50,000	50,000	
126		PUMP STATION & FORCE MAIN IMPROVEMENTS	1,075,000	-	1,075,000	2,340,000	2,690,000	4,490,000	5,360,000	-
127		<i>PUMP STATION & FORCE MAIN IMPROVEMENTS - ALLOCATION</i>	<i>(1,075,000)</i>	<i>-</i>	<i>(1,075,000)</i>	<i>(2,340,000)</i>	<i>(2,690,000)</i>	<i>(4,490,000)</i>	<i>(5,360,000)</i>	<i>-</i>
128		Washington St Pump Stn Environ Conditioning & Control System Relocation	-	-	-	200,000				
129		SE 2nd Street Pump Station Replacement	225,000	-	225,000	575,000	1,500,000			
130		SE Regional Pump Station and Force Main - East of Route 1	500,000	-	500,000	-			4,560,000	
131		SE Reg Pump St/Force Mn: S of Johnson Rd/FM-NE Front St	-	-	-		525,000	3,500,000		
132		Abandon BAC PS & install grav ext. frm Hickory Glen	20,000	-	20,000	20,000	-	150,000		
133		Abandon US Cold Stg PS & install grav ext fm Williamsville Rd	-	-	-	-	20,000	250,000		
134		Milford Corporate Center (Fry Farm Sewer Infrastructure)	330,000	-	330,000	1,500,000	300,000	200,000	200,000	
135		North Shore Drive Sewer Extension	-	-	-	45,000	300,000			
136		Shawnee Acres Sewer Extension	-	-	-		45,000	300,000		
137		NE Front St Sewere Extension & Silicato PS Abandonment	-	-	-			90,000	600,000	
138		Total Infrastructure	\$ 1,591,735	\$ (183,424)	\$ 1,408,311	\$ 2,490,000	\$ 2,840,000	\$ 4,640,000	\$ 5,510,000	\$ 100,000
139		TOTAL SEWER	\$ 2,174,235	\$ (572,709)	\$ 1,601,526	\$ 2,726,000	\$ 3,165,000	\$ 4,890,000	\$ 5,960,000	\$ 250,000
140		VEHICLES								
141		Multi Collection Truck (R: Rear Loader SW14)	430,571	(430,571)	-					
142		Grapler Crane & Body for Hook Truck (Bulk trash)	144,500	-	144,500					
143		Automated Side Loader Truck (R: SW11)	-	-	-			500,000		
144		Automated Side Loader Truck (R: SW28)	-	-	-				650,000	
145		Total Vehicles	\$ 575,071	\$ (430,571)	\$ 144,500	\$ -	\$ -	\$ 500,000	\$ 650,000	\$ -
146		TOTAL SOLID WASTE	\$ 575,071	\$ (430,571)	\$ 144,500	\$ -	\$ -	\$ 500,000	\$ 650,000	\$ -

City of Milford, Delaware
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Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
147		INTERSERVICE FUNDS <i>(Capital approval expires at year-end)</i>								
148	CUSTOMER SERVICE	EQUIPMENT								
149		In House Bill Print Equipment	-	-	-	150,000				
150		Total Equipment	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
151		BUILDING								
152		Fencing	-	-	-	1,900				
153		Noise reduction panels	-	-	-	5,000				
154		Security glass & paneling Phase I: A/E Design Services	-	-	-	20,000				
155		Security glass & paneling Phase II: Construction/Const Mgmt	-	-	-		160,000			
156		Drivethrough Curb	-	-	-	5,000				
157		Kiosk Construction (Electric, Network, Security, Housing)	-	-	-	120,000				
158	Total Building	\$ -	\$ -	\$ -	\$ 151,900	\$ 160,000	\$ -	\$ -	\$ -	
159	TOTAL CUSTOMER SERVICE	\$ -	\$ -	\$ -	\$ 301,900	\$ 160,000	\$ -	\$ -	\$ -	
160	GARAGE	EQUIPMENT								
161		Compressor	-	-	-	7,000				
162		Total Equipment	\$ -	\$ -	\$ -	\$ 308,900	\$ 160,000	\$ -	\$ -	\$ -
163		VEHICLES								
164		Ford F250 Garage Service Truck (G01)	-	-	-			85,000		
165	Total Vehicles	\$ -	\$ -	\$ -	\$ 315,900	\$ 160,000	\$ 85,000	\$ -	\$ -	
166	TOTAL GARAGE	\$ -	\$ -	\$ -	\$ 624,800	\$ 320,000	\$ 85,000	\$ -	\$ -	
167	TECH SVCS	EQUIPMENT								
168		SCADA Replacement System	80,000	-	80,000	20,000	-	-	-	-
169		Sea Watch Upgrade Metering Cluster	-	-	-	30,000				
170		Total Equipment	\$ 80,000	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
171	TOTAL TECH SERVICES	\$ 80,000	\$ -	\$ 80,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
172	PUBLIC WORKS	EQUIPMENT								
173		Interior Forklift-Warehouse	15,500	(15,500)	-					
174		GPS Survey Field Unit	15,000	-	15,000					
175		Total Equipment	\$ 30,500	\$ (15,500)	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
176		VEHICLES								
177		Chevrolet Colorado 4WD Ext Cab Truck	33,052	(33,052)	-					
178		Total Vehicles	\$ 33,052	\$ (33,052)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
179		BUILDING								
180		Facility Security: Door Access/Gates/IP Camera	88,000	(88,000)	(0)					
181		HVAC Control Automation System- Building 200 & 300	55,758	-	55,758					
182		Air Infiltration Proj & Roof Drain Repl (Bld 100-300)	165,000	-	165,000					
183		Electric Dept. Rack/Reel Pole Building	475,000	-	475,000					
184		Installation of Stormwater Pond	200,000	-	200,000					
185		Public Works Parking Lot Paving	650,000	-	650,000					
186		Public Works Building Expansion Project	-	-	-	1,500,000				
187	Total Building	\$ 1,633,758	\$ (88,000)	\$ 1,545,758	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	
188	TOTAL PUBLIC WORKS	\$ 1,697,310	\$ (136,552)	\$ 1,560,758	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	

City of Milford, Delaware
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Line	Fund/ Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
189		GENERAL FUND								
190		EQUIPMENT		-	-					
191		Salt Spreader (R: Highland S-050)	27,000	(27,000)	-					
192		Portable Light Towers (2)	-	-	-	35,000				
193		Backhoe (R: John Deere S-6)	-	-	-		185,000			
194		Total Equipment	\$ 27,000	\$ (27,000)	\$ -	\$ 35,000	\$ 185,000	\$ -	\$ -	\$ -
195		VEHICLES		-	-					
196		Ford F250 w/ plow & salt spreader (R: 2012 S-2)	-	-	-	85,000				
197		Ford F450 Pick Up (S-023)	-	-	-					100,000
198		Total Vehicles	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 100,000
199		INFRASTRUCTURE		-	-					
200		ANNUAL STREET REPAIR	2,510,000	(1,605,088)	904,912	840,000	840,000	840,000	840,000	840,000
201		ANNUAL STREET REPAIR - ALLOCATION	(2,510,000)	1,605,088	(904,912)	(840,000)	(840,000)	(840,000)	(840,000)	(840,000)
202		Engineering: Various Streets (2020)	133,000	(133,000)	(0)					
203		Engineering: Various Streets (2019)	72,000	(72,000)	-					
204		Street Rehab (TOTAL ENG & CONST): FY22+	2,305,000	(1,400,087)	904,913	840,000	840,000	840,000	840,000	840,000
205		Street Rehab (ALLOCATED)	(2,305,000)	1,400,087	(904,913)	(840,000)	(840,000)	(840,000)	(840,000)	(840,000)
206		Street Rehab (FY23-24 RESERVES)	65,000	(87)	64,913					
207		Street Rehab (FY22 ARPA)	500,000	(500,000)	-					
208		Street Rehab (FY22-24 MSA)	550,000	(275,000)	275,000	275,000	275,000	275,000	275,000	275,000
209		Street Rehab (FY22-24 RTT)	1,190,000	(625,000)	565,000	565,000	565,000	565,000	565,000	565,000
210		ADA, SIDEWALK & PEDESTRIAN	985,000	(259,501)	725,499	500,000	500,000	600,000	600,000	600,000
211		ADA, SIDEWALK & PEDESTRIAN - ALLOCATION	(985,000)	259,501	(725,499)	(500,000)	(500,000)	(600,000)	(600,000)	(600,000)
212		ADA Transition Plan	300,000	(151,218)	148,782	150,000	150,000	150,000	150,000	150,000
213		Walnut St ADA Sidewalk	10,000	(8,283)	1,717					
214		Walnut Street Pedestrian Crossing	425,000	-	425,000					
215		Sidewalk Connectivity Initiative	250,000	(100,000)	150,000	350,000	350,000	450,000	450,000	450,000
216		MILFORD CORPORATE CENTER	1,250,000	-	1,250,000	3,724,300	957,500	957,500	957,500	-
217		MILFORD CORPORATE CENTER - ALLOCATION	(1,250,000)	-	(1,250,000)	(3,724,300)	(957,500)	(957,500)	(957,500)	-
218		Milford Corp Ctr (Fry Farm Infrastructure)	1,250,000	-	1,250,000	957,500	957,500	957,500	957,500	
219		Milford Corp Ctr (DelDOT ROW Improvements) (TIIF Grant)	-	-	-	2,766,800				
220		STREETSCAPE PROJECTS	1,390,000	(429,932)	960,068	285,000	5,291,000	1,360,000	600,000	-
221		STREETSCAPE PROJECTS - ALLOCATION	(1,390,000)	429,932	(960,068)	(285,000)	(5,291,000)	(1,360,000)	(600,000)	-
222		N. Washington Street Streetscape	200,000	-	200,000	45,000	400,000			
223		NW Front Street Streetscape (TAP Project) Phase I	-	-	-			45,000	300,000	
224		NW Front Street Streetscape (TAP Project) Phase II	-	-	-			45,000	300,000	
225		NE Front Streetscape Phase I	800,000	(429,932)	370,068					
226		NE Front Streetscape Phase II	-	-	-		65,000	1,100,000		
227		Park Avenue/Denny Row Streetscape	345,000	-	345,000	45,000	800,000			
228		SW Front Street Streetscape	45,000	-	45,000	45,000	600,000			
229		Franklin Street Streetscape	-	-	-		15,000	100,000		
230		Columbia Street Streetscape	-	-	-		11,000	70,000		
231		S. Walnut St Street & Sidewalk (McCoy St to Maple Ave)	-	-	-	150,000	3,400,000			

STREETS DETAIL

City of Milford, Delaware
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232		BRIDGE REPAIR & REHAB	320,000	-	320,000	395,000	-	-	-	-
233		<i>BRIDGE REPAIR & REHAB - ALLOCATION</i>	<i>(320,000)</i>	-	<i>(320,000)</i>	<i>(395,000)</i>	-	-	-	-
234		Washington Street Bridge Painting	-	-	-	75,000				
235		SW Front Street Bridge Replacement	-	-	-	320,000				
236		Maple Street Bridge Replacement	320,000	-	320,000					
237		TRAFFIC & INTERSECTION IMPROVEMENT	625,000	(43,953)	581,047	550,000	1,550,000	50,000	50,000	50,000
238		<i>TRAFFIC & INTERSECTION IMPROVEMENT - ALLOCATION</i>	<i>(625,000)</i>	<i>43,953</i>	<i>(581,047)</i>	<i>(550,000)</i>	<i>(1,550,000)</i>	<i>(50,000)</i>	<i>(50,000)</i>	<i>(50,000)</i>
239		Fourth Street Flooding Infrastructure Repairs	500,000	-	500,000					
240		Transportation Studies	125,000	(43,953)	81,047	50,000	50,000	50,000	50,000	50,000
241		10th Street Intersection	-	-	-	500,000	1,500,000			
242		Traffic Calming	-	-	-	25,000	25,000	25,000	25,000	25,000
243		BICYCLE & MIXED USE PATHS	663,000	(35,464)	627,536	425,000	1,663,000	3,900,000	1,750,000	-
244		<i>BICYCLE & MIXED USE PATHS - ALLOCATION</i>	<i>(663,000)</i>	<i>35,464</i>	<i>(627,536)</i>	<i>(425,000)</i>	<i>(1,663,000)</i>	<i>(3,900,000)</i>	<i>(1,750,000)</i>	-
245		Bike Path - Marshall Street Striping (SE Second to Watergate)	86,000	(25,464)	60,536	100,000				
246		Bike Path - Route 113 (Seabury Water Plant)	-	-	-	30,000	200,000			
247		Bike Path - Airport Road (Route 113 to Indepence Commons)	-	-	-		213,000	1,925,000		
248		Bike Path - Milford High School Perimeter	-	-	-			75,000	1,750,000	
249		Bike Path - NE 10th Street (MHS to Silicato Pkwy)	119,000	-	119,000					
250		Bike Path - NE 10th Street (MHS to Silicato Pkwy)	325,000	(10,000)	315,000					
251		Bike Path - Route 113 (Milford Plaza to Mullet Run)	73,000	-	73,000	-	150,000			
252		Bike Path - Route 113 (Community Cemetery)	60,000	-	60,000		300,000			
253		Bike Path - Route 113 (Mullet Run Crossing)	-	-	-	85,000	200,000	-		
254		Bike Path - Wickersham to Cedar Creek Road	-	-	-	50,000	-	450,000		
255		Bike Path - MHS to Banneker Elementary	-	-	-	50,000	-	450,000		
256		Bike Path - Golf Course	-	-	-	70,000		1,000,000		
257		Bike Path - Watergate to Golf Course	-	-	-	40,000	600,000			
258		Total Infrastructure	\$ 7,743,000	\$ (2,373,938)	\$ 5,369,062	\$ 6,744,300	\$ 10,826,500	\$ 7,732,500	\$ 4,822,500	\$ 1,515,000
259		TOTAL STREETS	\$ 7,770,000	\$ (2,400,938)	\$ 5,369,062	\$ 6,864,300	\$ 11,011,500	\$ 7,732,500	\$ 4,822,500	\$ 1,615,000

STREETS DETAIL, CONT

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260		GENERAL FUND, CONTINUED								
261	PARKING	INFRASTRUCTURE		-	-					
262		N. Walnut St/NE Front St Lot Enhancements	200,000	-	200,000					
263		Park Ave Lot Enhancements	120,000	-	120,000					
264		SW Front St Lot Enhancements	-	-	-	-	300,000			
265		Total Infrastructure	\$ 320,000	\$ -	\$ 320,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -
266		TOTAL PARKING	\$ 320,000	\$ -	\$ 320,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -
267	CITY HALL	BUILDING		-	-					
268		City Hall Parking Lot Enhancements	30,000	-	30,000					
269		Fence installs (2) per PMA	-	-	-	4,800				
270		City Hall Public Plaza	75,000	(75,000)	-	250,000				
271		Total Building	\$ 105,000	\$ (75,000)	\$ 30,000	\$ 254,800	\$ -	\$ -	\$ -	\$ -
272		TOTAL CITY HALL	\$ 105,000	\$ (75,000)	\$ 30,000	\$ 254,800	\$ -	\$ -	\$ -	\$ -
273	INFORMATION TECHNOLOGY	EQUIPMENT								
274		Hardware								
275		Network Infra (Firewall/Access Pts/Switches/Server Virt/Ntwk Redesign)	154,000	(89,987)	64,013	350,000	20,000	20,000	20,000	22,000
276		Cloud								
277		Naviline & IBM iSeries Cloud Migration & Virtual Tape Library	-	-	-	110,000	40,000	42,500	45,000	47,500
278		IT Security (Physical & Cyber)								
279		Badge Access IT area (3 doors)	-	-	-	25,000				
280		Provision for Incident Response	-	-	-	100,000				
281		City Wide / Other Department Budgets (Has IT involvement)								
282		Riverwalk Public Free Wifi	-	-	-	45,000				
283		Integration - Virt. GIS AX640 Server / Failover	50,000	-	50,000	20,000				
284		Long Term Contracts & Capital Projects								
285		Software: Replace Naviline System after ERP	870,000	(299,586)	570,414	176,252	97,313	87,800		
286		Firewall Boxes / Software	21,837	(21,837)	(0)					
287		Citywide Utility & Data Security; Disaster Recovery	255,000	(255,000)	(0)					
288	Citywide Utility & Data Security; OpEx Component	-	-	-						
289	PC & Hardware Refresh	25,000	(25,000)	-						
290	Cabling upgrades	75,000	(75,000)	-						
291	Total Equipment	\$ 1,450,837	\$ (766,410)	\$ 684,427	\$ 826,252	\$ 157,313	\$ 150,300	\$ 65,000	\$ 69,500	
292		TOTAL INFORMATION TECHNOLOGY	\$ 1,450,837	\$ (766,410)	\$ 684,427	\$ 826,252	\$ 157,313	\$ 150,300	\$ 65,000	\$ 69,500
293	PLANNING	EQUIPMENT								
294		GIS Server Replacement (2 @ \$25,000)	-	-	-					
295		Continuity of Operation/Disaster Recovery Plan								
296		2028 Comprehensive Plan Update							50,000	
297		Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
298	VEHICLES									
299		Ford F150 (expansion)				50,000				
300		Total Vehicles	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
301		TOTAL PLANNING	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -

City of Milford, Delaware
Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan

A	B	C	G	H	I	J	K	L	M	N
Line	Fund/Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
		GENERAL FUND, CONTINUED								
302	POLICE DEPT	EQUIPMENT								
303		Axon Cameras - Interview rooms in new police facility		-	-	22,202	23,091	24,014	24,975	25,974
304		Total Equipment	\$ -	\$ -	\$ -	\$ 22,202	\$ 23,091	\$ 24,014	\$ 24,975	\$ 25,974
305		VEHICLES								
306		Police Vehicles (15 added to fleet; 3 repl FY23, 6 repl FY24 & FY25)	1,108,100	(1,108,100)	-	422,220	443,331	232,749	244,386	256,606
307		Total Vehicles	\$ 1,108,100	\$ (1,108,100)	\$ -	\$ 422,220	\$ 443,331	\$ 232,749	\$ 244,386	\$ 256,606
308		BUILDING								
309		Police Facility; FY20-23 acct 140-1110-413.70-80	16,093,639	(8,500,000)	7,593,639	306,361				
310		Maintance Bldg - New Police Facility Location		-	-	1,800,000				
311		Total Building	\$ 16,093,639	\$ (750,068)	\$ 15,343,571	\$ 2,106,361	\$ -	\$ -	\$ -	\$ -
312		TOTAL POLICE	\$17,201,739	\$ (1,858,168)	\$ 15,343,571	\$ 2,550,783	\$ 466,422	\$ 256,763	\$ 269,361	\$ 282,580
313	PARKS & REC DETAIL	EQUIPMENT								
314		Ventrac Tractor with Mulching Mower	30,000	-	30,000					
315		Replacement 4x2 Gator (FY22 PR-010;PR-13 & PR-29)	40,000	-	40,000	20,000				
316		Trailer, Replace Krueger (PR-32)	7,537	(7,537)	-					
317		Kubota Zero Turn Mower (PR-8, 11, 20, 52)	35,463	(15,463)	20,000	21,000	23,000	25,000	26,000	27,000
318		Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)	-	-	-	85,000				
319		Stand-up Mower, John Deere (PR-50 & 51)	-	-	-		40,000			
320		Kubota Tractor w/Snow Blade (2011 PR-035 & 036)	-	-	-				40,000	
321		Brush cutter attachment				15,000				
322		Stump grinder attachment				12,000				
323		Total Equipment	\$ 113,000	\$ (23,000)	\$ 90,000	\$ 153,000	\$ 63,000	\$ 25,000	\$ 66,000	\$ 27,000
324		VEHICLES								
325		Water Truck (R: PR-41)	50,000	-	50,000	15,000				
326		F350Pickup Truck (R: PR-23)	56,543	(56,543)	-					
327		Econoline Van (R: PR-6)	33,457	-	33,457	16,600				
328		F350 Pickup Truck (Expansion)				85,000				
329		Dodge Ram 1500 Pick up (R: PR-015)								90,000
330		Total Vehicles	\$ 140,000	\$ (56,543)	\$ 83,457	\$ 116,600	\$ -	\$ -	\$ -	\$ 90,000
331		BUILDING								
332		PARKS & REC FACILITY IMPROVEMENTS	349,000	(66,000)	283,001	292,800	-	-	-	-
333		PARKS & REC FACILITY IMPROVEMENTS - ALLOCATION	(349,000)	66,000	(283,001)	(292,800)	-	-	-	-
334		Fiber Optic switches at P&R	16,000	(16,000)	-					
335		Replacement HVAC unit at P&R	10,000	(10,000)	-					
336	Exterior lighting P&R Building	9,170	(9,170)	-						
337	Replacement doors at P&R Building	30,830	(30,830)	1						
338	Access control at P&R Building	18,000	-	18,000	3,100					
339	Fiber optic installed at the P&R Maint Bldg. to join network	20,000	-	20,000						
340	Demo of existing huts	60,000	-	60,000						
341	Construction of pole barn for storage at P&R Building	175,000	-	175,000						
342	P&R Building - Fencing & Concrete Pad	-	-	-	20,600					
343	Convert Heating System at P&R Building to Natural Gas	-	-	-	50,000					
344	P&R Lot Paving	10,000	-	10,000	60,000					
345	P&R Building - ADA & Restroom Improvements	-	-	-	159,100					
346	Total Building	\$ 349,000	\$ (66,000)	\$ 283,001	\$ 292,800	\$ -	\$ -	\$ -	\$ -	

City of Milford, Delaware
Capital Improvement Plan (CIP): FY20-23 Update with Draft FY 24-28 Plan

A	B	C	G	H	I	J	K	L	M	N
Line	Fund/Dept	Project Types & Descriptions	FY20-FY23 (Approved)	FY20-FY23 Proj Spend/Deob	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
347		PARKS		-	-					
348		OPEN SPC ACQ, PRESERVATION, DEVELOPMENT	1,407,000	(113,215)	1,293,785	1,110,000	860,000	1,210,000	860,000	850,000
349		<i>OPEN SPC ACQ, PRESERVATION, DEVELOPMENT - ALLOCATION</i>	<i>(1,407,000)</i>	<i>113,215</i>	<i>(1,293,785)</i>	<i>(1,110,000)</i>	<i>(860,000)</i>	<i>(1,210,000)</i>	<i>(860,000)</i>	<i>(850,000)</i>
350		Public Restrooms	300,000	(17,500)	282,500			350,000		
351		Working plans for target improvement areas	50,000	-	50,000					
352		Redevelopment of Bicentennial Park	-	-	-	250,000				
353		Goat Island Pedestrian bridge board replacement project	36,000	(36,000)	-					
354		Park & Open Space Acquisition	500,000	-	500,000	500,000	500,000	500,000	500,000	500,000
355			216,000	(19,303)	196,697					
356		Sharp Property - Open Space Development/Greenway	125,000	(9,850)	115,150	250,000	250,000	250,000	250,000	250,000
357		Marshall Pond Riverbank Development	150,000	(24,649)	125,351	100,000	100,000	100,000	100,000	100,000
358		Tree Planting	30,000	(5,913)	24,087	10,000	10,000	10,000	10,000	
359		RECREATION-ACTIVE (COURTS, FIELDS, PLAYGROUNDS)	631,443	(261,547)	369,896	60,000	550,000	2,075,000	-	-
360		<i>RECREATION-ACTIVE (COURTS, FIELDS, PLAYGROUNDS) - ALLOCATION</i>	<i>(631,443)</i>	<i>261,547</i>	<i>(369,896)</i>	<i>(60,000)</i>	<i>(550,000)</i>	<i>(2,075,000)</i>	-	-
361		Pickleball Courts	25,000	-	25,000					
362			125,000	(95,000)	30,000					
363		Pickleball courts surfacing		-	-	60,000				
364			150,000	-	150,000					
365		Downtown Playground	134,000	(50,541)	83,459					
366			50,000	(43,563)	6,437					
367		Splash Pad	-	-	-		100,000			
368		Frisbee golf course	-	-	-		150,000			
369		Bsktball Court Rehab	112,443	(72,443)	40,000					
370		Irrigation wells at TSM	20,000	-	20,000					
371		Construction of beach volleyball court	15,000	-	15,000					
372		Construction of courts @ TSM	-	-	-		200,000			
373		Additional Recreational Court	-	-	-			75,000		
374		Marvel Square Redevelopment/outdoor skating track	-	-	-		100,000			
375		Construct Recreation/Community Ctr@Marvel Sq	-	-	-			2,000,000		
376		RECREATION - PASSIVE (RIVERWALK, PAVILIONS, PICNIC AREAS)	245,000	(52,503)	192,497	230,000	2,020,000	20,000	20,000	20,000
377		<i>RECREATION - PASSIVE (RIVERWALK, PAVILIONS, PICNIC AREAS) - ALLOCATION</i>	<i>(245,000)</i>	<i>52,503</i>	<i>(192,497)</i>	<i>(230,000)</i>	<i>(2,020,000)</i>	<i>(20,000)</i>	<i>(20,000)</i>	<i>(20,000)</i>
378		Construction of picnic pavillion @ Memorial Park	75,000	-	75,000					
379		Sidewalks/benches/shade Memorial Park	-	-	-	30,000				
380		Gateway signage and improvements	20,000	-	20,000	50,000	20,000	20,000	20,000	20,000
381		Riverwalk exposed concrete remove and replace	40,000	(5,390)	34,610					
382		Replace Riverwalk railing system with Lighting project	50,000	(25,288)	24,712					
383		Riverwalk pavers replacement	60,000	(21,825)	38,175					
384		Riverwalk Extension/Bulkhead Construction	-	-	-	150,000	2,000,000			
385		Total Parks	\$ 2,283,443	\$ (427,264)	\$ 1,856,179	\$ 1,400,000	\$ 3,430,000	\$ 3,305,000	\$ 880,000	\$ 870,000
386		TOTAL PARKS & RECREATION	\$ 2,885,443	\$ (572,807)	\$ 2,312,637	\$ 1,962,400	\$ 3,493,000	\$ 3,330,000	\$ 946,000	\$ 987,000
		GRAND TOTALS	\$48,650,616	\$(15,585,179)	\$33,065,437	\$22,946,735	\$25,899,735	\$22,043,063	\$14,898,361	\$4,804,080

CITY OF MILFORD
COUNCIL MEETING MINUTES
April 24, 2023

The City Council of the City of Milford met in Regular Session on Monday, April 24, 2023.

PRESIDING: Vice Mayor Jason James Sr.

IN ATTENDANCE: Councilmembers Daniel Marabello, Mike Boyle, Andrew Fulton, Todd Culotta, Nirmala Samaroo, Brian Baer, and Councilwoman Wilson

STAFF: City Manager Mark Whitfield, Police Chief Cecilia Ashe, and Meeting Recorder Rose Kibler

COUNSEL: Solicitor David Rutt, Esquire

ABSENT: Mayor Arthur Campbell

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 are being held in the Council Chambers at City Hall, with attendees also participating virtually.

PUBLIC COMMENT PERIOD PRIOR TO MEETING

Vice Mayor Jason James Sr. presided over the meeting due to Mayor Arthur Campbell being away on vacation.

Vice Mayor James confirmed that no one was signed up to comment prior to the start of the meeting.

CALL TO ORDER

Vice Mayor James then called the meeting to order at 6:01 p.m.

INVOCATION AND PLEDGE

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

AGENDA AMENDMENT

Vice Mayor James asked Council to consider moving Ordinance 2023-19 to later in the meeting due to the consultant not being available at this time.

Councilmember Boyle made a motion to authorize the agenda be amended, by moving Ordinance 2023-19, Electric Tariff amendment, seconded by Councilmember Fulton. Motion carried.

RECOGNITION

New City Employee Recognition

Those he was not in attendance, Public Works Director Mike Svaby informed Council that Carlo Reyes has been hired as the second Equipment Mechanic IV. He previously worked at DelDOT where he was an Equipment Operator.

Proclamation 2023-08/Professional Municipal Clerks Week

Vice Mayor James referenced Proclamation 2023-08 that proclaims Professional Municipal Clerks Week beginning April 30 – May 6, 2023.

PUBLIC HEARING/PUBLIC COMMENTS/ORDINANCE ACTION

Solicitor Rutt read the rules of the public hearing into record.

*Adoption/Ordinance 2023-17 - Preliminary Major Subdivision
Application of Milford Corporate Center on behalf of City of Milford
182 +/- acres of land located at the northwest corner of
Milford-Harrington Highway and Canterbury Road
Comprehensive Plan Designation: Industrial Commercial
Zoning District: I-1 (Limited Industrial) BP (Business Park)
Present Use: Vacant Proposed Use: Industrial Park
Tax Parcel: MD-16-173.00-01-01.00*

City Planner Rob Pierce read the specifics of the application into record, which can also be found above.

He stated the city proposes to subdivide the property into a 27-lot industrial and business park, as shown on the preliminary plans. The site will also include the construction of a new water tower that will serve the northwest area of Milford and a sewage pumping station that will serve the property.

The city is also seeking approval of a comprehensive signage plan associated with large-scale development, at the entrances on both State Route 14 and State Route 15, which is larger than what is permitted by the zoning code.

There are also two waivers being sought. Both relate to the block construction of the development because the city's subdivision code is more geared toward residential subdivision design. To create the larger development, waivers were needed from the maximum block length and maximum block width requirements.

Other than the two waivers and the comprehensive sign request, the application is consistent with Chapter 230 zoning and Chapter 200 subdivision of land of the City of Milford Code.

The plans were reviewed by the city engineer for general compliance with the city's construction standards and specifications, which review letter can be found in the packet.

The packet includes the location and zoning map, preliminary plans, copy of the previously approved concept plan, agency comments and PLUS review comments from the State Planning Office.

The public notice was published in the Delaware State News on April 4, 2023 and all property owners of sites within 200 feet were mailed a copy. A public notice was also posted on the property.

The Planning Commission reviewed this at the April 18th meeting, recommending approval of the preliminary major subdivision application, the two waiver requests and the comprehensive signage plan by a vote of four to zero.

Mike Riemann, PE, Principal with Becker Morgan Group, 309 South Governors Avenue, Dover, presented the application for the Milford Corporate Center. The site is 181 acres, split zoned between the I-1 and B-P zone. The plan that was filed to the city for a preliminary site plan review is consistent with the graphic that represented the design that was part of the community outreach and part of some update meetings with Council.

They have been working through design review and addressing comments along the way. The site has three frontages—Route 14, Route 15, and Church Hill Road. There are 27 parcels that range in size from 2.8 acres to 9 acres. The parcels that front Routes 14 and 15 are intended to target business office type uses and are on the smaller side compared to some

of the internal lots. Stormwater management is at the intersection of Routs 14 and 15, and another stormwater management facility, located on the north side.

Primary access points coming in off Route 15 align with Airport Road. A roundabout is proposed in that location which has been consistent from the beginning of the project and is part of a Transportation Infrastructure Investment funding (TIIF) grant that the city received from DelDOT to fund those improvements.

The other access point comes off Route 14 and includes right and left turn lanes. There is no access from Church Hill Road, as has always been discussed, and remains in place today.

The internal street network consists of 32-foot-wide streets with curbing, gutter, and sidewalks. There is a primary boulevard at each of the entrances, with the center boulevard median. An internal roundabout is located (drawing was referenced).

The design has focused on the ability to be versatile, and able to react to the marketplace with the ability of the internal lots starting at 70,000 to 120,000 square foot facility range. However, if larger users, in the 300,000 to 500,000-foot range, the lots could be combined.

There is a sidewalk walking path around the entire perimeter of the facility and front on all three frontages and connects internally. The entire facility could be circumvented with a walking trail with an amenity in the area for getting outdoors and enjoying a walk.

The project went to plus in September 2022 with no major concerns.

A community meeting was held in September 2022. The two primary concerns that were raised during that meeting was access to Church Hill and the reason it is not there. That was a very big request from the community.

The second involved buffering from the adjacent residential properties. The code requires approximately a 50-foot buffer adjacent to residential from the commercial zoning district. A 100-foot buffer will separate the neighboring properties.

There is existing vegetation and a pond in this area that a couple neighbors wanted to remain. The stormwater pond will drain into the drainage way, but the stormwater pond would be designed to meet conservation district requirements and the required rates of discharge for DNREC.

The final traffic study is in review at DelDOT. They have agreed on the 'no access' to Church Hill Road and there have been numerous meetings where that was discussed.

Some improvements are needed as a result. The site access to Route 15 with the roundabout, the access to Route 14 with the auxiliary lanes. At Routes 14, 15 and Holly Hill Road, there will be some signal timing modifications required and lengthening of the westbound right turn lane, and southbound left turn lane and improvements will be required.

At Route 14 and Williamsville road, a traffic signal installation would be required. DelDOT typically does this by executing a traffic signal agreement, and we anticipate there are other developments in the area that would also be responsible to contribute to that.

The biggest improvement is at Route 113 and 14 and will add additional through lanes at that intersection. It is already a DelDOT project, and this project will be required to contribute towards that project, though this is already in DelDOT's plans.

At Route 15 and Churchill Road, he believes there will be a roundabout or signal added. A roundabout was contemplated a number of years ago when this was considered for a residential development. Depending on sufficient right-of-way will determine a roundabout or a signal.

He recalled this property was originally planned as the Homestead Subdivision of about 1,065 residential units. This project today is anticipated to create less traffic than the residential development originally planned.

A comprehensive signage plan is proposed at the intersection of Routes 14 and 15 as the gateway into the facility to create an attractive entryway. A second sign would be added to the Route 14 entrance.

A requested waiver is in the application because of the block length requirement that exists in the code before a street is required. The maximum lengths are over that and that is because is a business campus/industrial park and not a residential community. To target the types of users the city is looking for to target and to meet that requirement would not make the project feasible.

Mr. Riemann then talked about the phasing plan, starting on the Route 15 access point with some water amenities and enough street network in to target the business office market as well as the distribution/logistics/warehousing. Phasing infrastructure and minimizing costs will allow proper growth into the facility.

Councilmember Culotta pointed out the 100 feet buffer versus the minimum 50 feet buffer requirement, and asked if the city is losing market ability of those lots by putting that big of a buffer in. Mr. Riemann said generally no and the one area with the buffer on the north side, there is a stormwater facility. There is a little bit on lot six, but the remaining portion is in open space and adjacent to the stormwater.

On the other side, the buffer is shown on lot, so the building setback is from the property line and not the buffer. The code has a 200-foot setback from a residential property before a structure can be built. Another 100 feet beyond the buffer is required before the structure is built.

When asked what improvements are planned for Church Hill Road from Canterbury to Route 14, Mr. Riemann recommends that road not be widened. Besides the cost implication, they do not want to invite trucks to use that road. One of the residents asked that some signage be used to prohibit truck traffic from using that road and to direct them to State Route 14 and 15.

Councilman Baer asked the approximate size for an Amazon warehouse or something similar. Mr. Riemann said it varies from 1 to 4 million square feet, though he has also seen 300,000 square feet.

They have completed several similar projects that are typically 75,000 to 350,000 square feet. Anything 500,000 square feet and larger are rare. The 1 million square feet facility such as the Walmart Distribution Center in Smyrna is not the norm.

The floor was open for public comment. No one responded and the public hearing was closed.

When asked the timeline for the property to be shovel ready, Mr. Riemann shared the current schedule is October 2023 for all approvals. Then the project must be bid, and a contractor subsequently hired.

Vice Mayor James asked if Mr. Riemann has seen that in these type parks, whether an e-commerce type business ranging from 150,000 square feet to 300,000 to 500,000 square feet, doing light to medium distribution, could do a substantial business out of facility that is less than or up to 500,000 square feet; Mr. Riemann stated for the record, he is not a real estate broker, and the real estate market is not his expertise. However, they are designing and engineering a few facilities, and what he told Council is what he has seen in size and types of facilities that are presently being designed.

He added that what is being done at the Duck Creek Business Campus in Smyrna and the most recent is 118,000 to 120,000 square feet. Another building was 140,000 square feet split into two phases. They built half the building and are now getting ready to build the second half of the building.

Another project in a similar campus has 10,000 to 15,000 square foot buildings on the same lot. He said to imagine an eight to ten-acre lot and that is what they built. It is always about the marketplace and reacting to what the market is bearing.

Mr. Riemann confirmed that other than the DelDOT changes, the layout of the lots has remained the same as was presented to the public. An adjustment was made at the intersection of Routes 14 and 15 because the stormwater facility had to be enlarged. He believes the lot count and the acreage is roughly the same.

Minor changes addressed engineering and technical items.

Councilmember Culotta said the buffer is not a big deal and he understands the waiver in the block lengths makes the project feasible. He added that the city is very tough on people with signs. He personally thinks the city's sign ordinance is too restrictive and yet the city is asking for a waiver for themselves.

This is a project that will benefit Milford. He is fine with the sign waiver, but in general would like to see an outside entity treated the same.

Councilmember Culotta emphasized that if Milford claims to be a business-friendly city, those are the kind of things we do not need to hammer developers on, and then favor ourselves.

Councilmember Fulton disagreed pointing out each situation is reviewed either through a waiver or a variance, and it is thoroughly discussed. Plus, public comment is taken. Each application is considered individually. Milford does not want to be Rehoboth or Lewes with signs everywhere. Most of our residents prefer not to have billboards up and down our roadways blocking businesses and other things.

Councilmember Culotta argued that these broad statements such as we don't want that many signs and we don't want signs is a deterrent to business. He wants businesses to be in Milford which comes with a need to be fair and just, and we should not just favor our own selves as in this scenario.

Councilmember Boyle pointed out this sign is seven feet and the other sign that was debated was ten feet. Any developer that came in and wanted to build a 180-acre business park would be granted the same approval.

Councilmember Fulton moved to adopt Ordinance 2023-17 approving the preliminary major subdivision, including the waiver(s) and signage as requested, seconded by Councilmember Boyle. Motion carried by the following eight to zero vote:

Marabello: Yes, the waivers do not adversely affect the project and the waivers for the length and widths of roads are not adverse. The whole project is what we want to begin with and is consistent with Chapter 230 and Chapter 200, zoning, and subdivision of land, and consistent with the Master Planning effort. It will be a good program overall.

Boyle: Yes, for the motion. The project is a major subdivision consistent with the comprehensive plan and does meet the strategic plan as well.

Fulton: Yes. I do think we need to look at our ordinances to how it does affect business parks and such, so we can put those type of requirements and needs already in the ordinance to prevent such variances. This is needed for the growth of the economy and will help the city's tax base, which will in turn, help the city provide services to everyone.

Culotta: Yes—a resounding yes, because this is business growth in Milford which as I stated in our last special meeting, is the fundamental driver to a better city, better jobs, better income, better need for housing, a variety of things. Money spent in the community, and this is something we started a while ago and I am glad to see it has progressed to where it is and I want us to get hot on getting tenants in there and really driving it forward, but this is a phenomenal step for Milford to move forward and am glad to be part of Council in favor of this.

Samaroo: I vote yes because it is consistent with Chapter 230 Zoning and Chapter 200 Subdivision of Land. I think this will be great for Milford residents, creating more job opportunities and great for businesses to have their main headquarters here.

Baer: I vote yes. I think it is a great benefit to the city and like the fact we are creating jobs and that it fits in perfectly with our comprehensive plan.

Wilson: I vote yes for the industrial park and the variances. I am pleased about the diversity of lot sizes that will meet the future needs of Milford. And we are building it for them to come.

James: I vote yes. The waivers that are requested do not negatively impact the project and I vote strongly for the economic impact that it will have on the City of Milford.

*Adoption/Ordinance 2023-19
City of Milford Code – Appendix B
Electric Rules and Regulations
Electric Rate Increase*

Finance Director Lou Vitola reminded Council that the city engaged utility and financial services to conduct cost of service rate studies and rate projections in 2017 for fiscal years 2018, 2019, and 2020, and again in 2020 for fiscal years 2021, 2022, and 2023.

They most recently engaged the firm and Utility Financial Solutions Vice President Dawn Lund of Leland, Michigan, will provide the rate projection presentation for fiscal years 2024, 2025, and 2026.

The good news is that because a full cost of service study was done, they were able to focus on the rate review only, which relies on the previous studies fundamentals and checks to make sure that the city is on track and that the projections that were produced at the time have come to fruition. If not, what corrective action is needed, and to recommend rates.

Ms. Lund said she will present the results of the electric financial projection. She will also talk about where Milford is today and where it is projected to head into the future, and the rate adjustments recommend, and the impact on the average user.

She will be talking about key targets that need to be reviewed and emphasized that the electric utility is a self-sustaining enterprise fund and should be funding its expenses, debt, and its capital replacement. They make sure it is on track for a long term financially sustainable utility, which helps with reliability and capital replacement.

A highly summarized table of data from approximately 150 spreadsheets was then provided.

The three key areas considered are debt coverage ratio, adjusted operating income, and the projected cash balance. Debt coverage ratio is simply a measurement of debt affordability and whether there was enough cash flow from operations each year to pay the debt service payment.

For a revenue bond, for financial planning purposes, they want to see at least a 1.5. Specific covenants for a revenue bond are typically a 1.25. Due to weather, general economy, a buffer is needed and have that meet at least a 1.5 minimum.

Milford is meeting the debt coverage ratio throughout the protection period without rate adjustments.

The next target is adjusted operating income. It is referred to as adjusted because Milford's audit shows the transfer to the city below the operating income line. The operating income must be adjusted to include that transfer which is funded through rates.

The adjusted operating income is projected to be negative throughout the projection period or a loss. That loss continues to grow without any rate adjustments, and that is one of the targets that needs to be turned around. In general, they are trying to target about \$1 million operating income. That is a function of two things. One is funding interest expenses on debt. Since it is below the operating income line. And the second is an attempt to fund the inflationary increase on the assets that have been invested in the system.

She provided an example using a \$1 million asset that needs to be replaced in ten years that will increase to \$1.3 million or more. That \$300,000 in the example is what needs to be recouped through that rate of return.

Milford has a very low rate of return of 6.5% projected that needs to be met. That is not being met currently and Milford is projected to operate at losses while they try to work Milford toward a positive operating income with the rate track she will present.

When projecting cash balance, risk areas to the utility are examined. Operating expenses, or cash on hand is required to pay the bills.

Purchase power costs are also reviewed. There is a lot of volatility in the market and Milford has a PCA (power cost adjustment) that passes on any changes in power supply costs and helps mitigate the risk to the utility. That is currently adjusted annually, though many municipalities change them monthly. As a result, there is more risk here.

She noted there is also a large percentage of revenues are from a much smaller sector of customers and that is a risk. If one of those customers left the system, the overall sales would drop.

All those factors are taken into consideration, including the capital improvement program. If \$1 million is going to be spent next year, there is a need to have those funds available.

The debt service payment is reviewed, and she wants that payment always in reserves so it can always be paid.

Taking those risks into account, that minimum cash target needs to be about \$10 million. The current balance is above the minimum but dropping over the five-year period due to the losses and funding the capital improvement program.

The goal is to turn those losses around and stabilize that drop in cash.

Councilmember James confirmed that without the \$2.5 million transfer, all the numbers would be positive. He also verified the minimum cash balance is above the target minimum cash. Ms. Lund clarified this is not substantially above, because she wants the number to be above the minimum. The minimum means more cash critical.

She also added the 60% depreciated which means cash will flow with reinvestment in the infrastructure. Right now, it is 60% depreciated. From 2020 to projected 2024, Milford had very light capital improvements. That causes the age of the system to increase because there is no reinvestment at the depreciation rate.

That causes cash to drop once the reinvestment starts again. That is the reason the cash is not substantially above the minimum and because of the 60% depreciation, she hopes the capital improvement plan is larger into the future like it is trending from 2025 forward.

When asked the breakdown for projected expenses or the makeup, Ms. Lund talked about operating revenues projected in the first projection period of \$27 million. She also referenced the purchase power costs of \$21 million, personnel services of \$3 million, repair and maintenance of \$350,000, other supplies and expenses of \$50,000, insurance at \$125,000, and depreciation at about \$1.2 million.

Comparing the 2021 and 2022 expenses, and removing the power supply and depreciation, all other expenses on the system went up about 9%. It moved from \$3.2 million to \$3.5 million.

The PPCA (purchase power cost adjustment) is what captures the changes in power supply. If the projected power supply goes down or up, that will be captured through the PPCA. Other expenses are increasing by inflation and other things and need to be captured through a base rate adjustment.

Power supply is projected to slightly go down. Milford has a mix of power supply and while natural gas is a driver, it is not a one for one ratio of what natural gas is doing. That means the PPCA will be slightly reduced.

Ms. Lund emphasized that when talking about base rate increases to customers, those percentages will most likely not materialize at the percentage she is providing, because the PPCA will go down. There are basically three components a residential customer pays. The customer charge, the kilowatt hour charge, and the PPCA. When that goes down and the base rates increase, the customers will enjoy that combination.

The rate increase she will provide today will not be as high as a result.

Focusing on operating income, cash balance, and the debt coverage ratio, she shared Milford's debt coverage ratio with or without a rate adjustment, is healthy. Milford does not have a lot of debt and has a netbook value of about \$14 million, and an outstanding debt of about \$3.8 million. She expects a healthy debt coverage ratio as a result.

Adding a 1.2% rate adjustment, with the health debt coverage ratio, is an attempt to turn those losses around over the five-year period. She wants to take those operating losses and turn them around overtime.

She can do that because of the cash balance on hand. Though a healthy cash balance, there is a need to be above the minimum, while keeping in mind, the system is 60% depreciated. That, while coming off a period of lower capital improvements since 2020, is naturally going to build cash because there has not been any reinvestment in the infrastructure.

By not meeting the operating income, a larger increase could be needed. Instead, she is trying to balance those losses out over time while smoothing out that cash balance. That results in a lower rate impact to the customer.

When asked if paying off the debt is still being considered, Finance Director Vitola said that change in strategy to keep the debt on the books and not advance refund it is factored into this analysis. The debt service coverage requirements are still there, and still targeted to be covered.

With the ability to either artificially or economically defuse the debt, or use the cash outright to refund it, both have close to the same effect. Regardless of that change in strategy, the impact on rates is nominal, very small.

Had that been executed in January, he feels the same or slightly larger increase, may have been recommended.

Ms. Lund referenced the full cost of service study in 2019-2020, which involved a very detailed look of the revenue requirements. At the time, that study showed the customer charge for the residential class was \$16. The cost-of-service results showed an increase to \$21.

The rate design shows an edge up of the customer charge to at least meet the \$21, which by now is higher. A cost-of-service study is only needed every three to five years and that is why a financial projection was included this time. The old study results were used to guide the rate design.

It showed that the fixed customer charges could go up slightly. They weren't way off base, but a little more improvement is needed. That is important because when in a period of declining sales, and have revenue recovery pushed into the variable component, it should be recouped through the fixed component and the sales will go down.

To stabilize the rates and charge fair and equitable rates, and ensuring every rate payer is paying their fair share, there is a need to work towards cost-of-service rates, referencing the below table, charging a 25-cent increase:

Projected Residential Rates

Rates	Current	Year 1	Year 2	Year 3
Monthly Facilities Charge:				
All Customers	\$ 21.00	\$ 21.25	\$ 21.50	\$ 21.75
Energy Charge:				

Winter Block 1 (0 - 2,500 kWh)	\$ 0.10353	\$ 0.10477	\$ 0.10603	\$ 0.10730
Winter Block 2 (Excess)	\$ 0.11553	\$ 0.11692	\$ 0.11832	\$ 0.11974
Summer Block 1 (0 - 2,500 kWh)	\$ 0.10353	\$ 0.10477	\$ 0.10603	\$ 0.10730
Summer Block 2 (Excess)	\$ 0.11553	\$ 0.11692	\$ 0.11832	\$ 0.11974
Power Cost Adjustment:				
All Energy	\$ 0.01438	\$ 0.01438	\$ 0.01438	\$ 0.01438
Revenue from Rate	\$10,993,338	\$11,111,674	\$11,231,187	\$11,351,891

She is trying to move over that three-year period to more of that cost-of-service rate.

Twinking the kilowatt hour charge gets the revenue increase in the residential class, even though the overall system increases are 1.2%. She is striving for the residential class to see about a 1.1% rate increase.

The average customer uses about 989 kilowatt hours a month in the residential class and rounded that to 1,000. That computes to an average rate increase of \$1.50.

In this rate design, the PPCA has been kept at .01438. If power supply does go down, the overall rate they pay will be reduced because the PPCA will be reduced. Staff will know how to handle by using the normal formula.

Ms. Lund emphasized that this rate change will impact the average residential rate by about \$1.50. A lower use customer will be approximately \$1.

It was confirmed the new rate is based on the most recent billing statistics.

When asked if adding new residential customers, would that increase or decrease the rates; Ms. Lund said she is unable to answer other than explaining the ways it can affect it.

UFS does not know how much capital is being spent. If there was enough capital spent in the short term, draw down on the cash somewhat, Milford would still be on track.

Ms. Lund stressed that the rate increase has not been overshoot. If there was a way to fund the system perfectly, in addition to funding the operating expenses, the depreciation, and the 6.5% rate of return every single year, the operating income would be a \$1 million every single year. This rate increase will not reach that over the five-year period. There is still a healthy cash balance, and rates can be kept lower by leaning on that cash balance a little bit.

If there was a huge amount of growth, and the impact on rates, would most likely not make it go down. All it would do is lessen her losses or make us work quicker to the operating income of a \$1 million.

A utility with a lot of growth, and a lot of capital investment needed, in the short term, it would most likely make rates increase if cash couldn't support it. Or there would be a need to borrow.

She feels that Milford is basically in a perfect situation, because if growth requires cash to be spent, there is cash to do that. But if growth deters spending a lot on capital, and it improves the bottom line, all that was done is not mitigating any rate increases needed in the future. The losses were turned around quicker while working toward the operating income that Ms. Lund wants to improve.

Councilmember Culotta asked why a customer would be penalized for using a higher consumption during the summer, when many companies reduce that higher rate, Ms. Lund explained it is the philosophy behind Council and the community.

She explained that a customer pays a customer charge and a flat rate, regardless of what time of the year it is. The criticism of that is you are not promoting energy conservation. Utilities want to send the conservation pricing signal by using a lifeline rate or base rate of 200 kilowatt hours. A rate will be charged that is more affordable and anyone that uses above that will be using excess usage or luxury usage and charge them more for that.

Some communities want growth and revenue stability and acquire those revenues in those smaller blocks. To stabilize revenues as much as possible, they charge a higher customer charge, a higher first tier, and for those using excess power, and after recovering a healthy portion of our fixed costs, will start giving a lower rate for more usage because the goal is to promote usage.

That is based totally on the philosophy of the community.

Councilman Culotta thinks Council needs to discuss whether to promote energy efficiency and usage and yet, an electric vehicle is charged at night at a higher rate. But the idea of using an electric vehicle is more favorable to the environment.

Ms. Lund also pointed out that electric vehicles also have a draw, which means the load factor for charging an electric vehicle goes down. Rates are typically set on a higher load factor.

The average residential customer may have a 30% load factor and the residential rate is set on 30%, then an EV customer comes in, and typically that load factor drops greatly. Kilowatt hours are still used which is a balance.

If looking at larger EV loads, she recommends getting the study done to determine what that should be.

There being no further questions or comments from Council, Solicitor Rutt opened the floor to public comment. No one responded and the floor was closed.

When asked for a motion, Councilmember Boyle moved to approve Ordinance 2023-19, amending the Electric Tariff, seconded by Councilmember Marabello. Motion carried by a 6-1 vote with Councilmember Baer casting the sole dissenting vote.

It was noted that Councilwoman Wilson, who was participating virtually, was not present for the vote.

Communication & Correspondence

Councilmember Fulton reported he received another complaint regarding Xfinity and their services due to the stand-alone agreement with the City of Milford. Their service quality remains a question, and the negative impact on employees working from home, Milford businesses, and many students from various levels of schools and colleges.

Councilmember Culotta asked for more information to be provided with information from the agreement, as well as technically.

City Manager Whitfield will follow up with Xfinity though they do not have a monopoly other than no other service provider is available. Other internet service providers have expressed interest but have been deterred by the associated infrastructure costs.

Councilmember Culotta expressed concern about the communication relating to an event at the new police facility that included federal, state, and local legislators. He feels slighted that Council was not included by the Mayor, though some Councilmembers took the initiative to show up themselves.

According to the City Manager, Councilmembers were not invited though he included the information in his weekly update. He was only asked that the Mayor attend by the Senator's Representative.

Community Clean-Up Day

SCAT dinner will be held on May 3rd at Bridgeville Fire Hall.

The Community Clean-Up Day is Saturday, May 6th. Councilmember Baer sent out a reminder to Fork Landing residents. He also included information on the neighborhood clog and included the photos he received.

MONTHLY FINANCE REPORT

Finance Director Vitola presented the monthly finances for March.

Cash dipped by little over \$1 million in March and about half of that was project spending between AARP cash out flows and the reserve funds. Another 40% was a solid waste truck replacement.

Net cash outflows are common this time of year.

There was little General Fund Activity during the month though the general fund does continue to exceed expectations in total, and the enterprise funds are tracking similarly.

We continue to lag versus the Fiscal 22 results, but that was a particularly strong year. Currently, there are fewer vacancies and increased project activity that are driving the variance. He expects that to continue for the balance of the year.

Compared to the budget, the general fund does continue to exceed expectations in total. The enterprise funds really are tracking similarly to the general fund.

There is a negative variance in the solid waste fund is skewed by the reporting for the replacement truck. There were funds set aside in the vehicle and equipment account for the truck, but based on accounting principles, it is reported that the purchase of the truck is shown in capital, but also shows a great deal of cash being spent.

Through three-quarters of FY23, we should finish the year somewhat narrowly within the budget. Though the supply surpluses shown in FY21 and FY22 will not exist this year. That will make the ability to fund the new initiatives in the CIP program much harder this year. That same applies to the O&M budget though they continue to work hard to assembly the true operating needs and revenue potential now, to be able to properly provide that information in a couple weeks during the budget hearings

When asked about property tax recoupment, the Finance Director reported that we were in the 97% range at the time of the last staff report.

For the first time in about four months, it had jumped ahead of the progress for the same period in the prior year.

Councilmember Fulton moved to accept the March Finance Report as presented, seconded by Councilmember Culotta. Motion carried.

NEW BUSINESS

Authorization/Accountant Position/Finance Department

According to Finance Director Vitola, it is no surprise the need for this position has been manifested. He referenced the tremendous struggles with the last audit process. That had its reasons and in turn the fiscal year 22 audit is already behind.

That is the most visible example of what the finance team is struggling to keep up with. They have the ERP implementation ongoing, and while the AARP program slowed things down, there are a multitude of grant programs and new projects, all of which require different levels of regulatory compliance.

The city has grown in terms of population, homes, businesses, electric load, water and sewer consumption, projects, and grant activity.

A \$4 million USDA sewer project was recently wrapped up, which required tons of tracking and reporting. The same applies to the ongoing police facility with the \$16.5 million USDA funding and the bond anticipation to fund the construction expenses. There are 16 contracts, the construction work, a construction manager, and an architect, plus another \$1 million in contingencies he must track.

When he looks back into FY21, around 2017 it was judged that four full-time employees in the finance department was about right. But by 2022, that need would increase to five.

He is asking for an accounting position which is an existing position in the city's current structure and is looking for someone who is credentialed as an accountant with an accounting degree though they do not have to be an actual CPA.

There are a lot of things that Director Vitola wants to do but does not have the time to do right now. He thinks this new position will go a long way in helping achieve those things needed.

It was confirmed the job description is already in place and the City already has one accountant, Sandra Peck, who does a lot of the CIP and budget work for him.

Councilmember Fulton move to approve an additional accounting position in the Finance Department to permit recruitment as early as this week, seconded by Councilman Boyle. Motion carried unanimously by an 8-0 vote.

Authorization/DeIDOT/US Route 113/Speed Limit Reduction/Unification

Councilman Fulton brought this concern to the City Manager, who did a survey and found there were varying speed limits. In addition, there are different speeds in the same sections of US Route 113 but different speeds on the north and southbound side.

The City Manager is recommending a speed of 40 miles per hour the entire length of the highway except for where it is posted at 35 miles per hour when entering intersections and ramps.

Councilman Fulton said this was brought to his attention by a constituent who had an accident in this area because of speeding vehicles. He has observed vehicles trying to exit onto Seabury traveling at 55 miles per hour. Reducing the speed limit within the city limits would increase safety. He confirmed the only 35 miles per hour is when entering Route 1 from the north overpass on Route 113. He believes 40 miles per hour throughout the city is ample when entering businesses and passing residential areas. It also allows a vehicle to enter the highway in a much safer manner.

City Manager also referenced the increased number of developments south of Redners Market adding there has been one fatality at the entrance/exit of one development.

It was confirmed that the entire map is within the city limits and extend beyond the southern portion. The city limits extend beyond the Delaware Solid Waste Authority facility.

Councilmember Wilson said whether the lower speed limit becomes effective, she believes that more enforcement is needed in the area. She does not believe the problem is the speed limit, but those vehicles that are traveling over the posted speed limit and agrees there is a problem. But until the speeders are addressed, she does not believe reducing speed limits will help.

Councilmember Fulton agreed, noting the respect that drivers pay in the towns of Harrington and Greenwood, adding that you observe vehicles slowing as they approach these communities.

Council agreed that Milford needs to earn the reputation of enforcing these speed limits. Chief Ashe added that through speed enforcement on Route 1, two vehicles were determined to be traveling at 119 miles per hour. They are looking at

ways to enforce speed throughout the city. Delaware has already had 45 traffic fatalities which is a higher number than 2022.

She also noted that four DUI arrests were made over the weekend and agrees that additional enforcement is needed.

Councilmember Fulton moved to authorize the letter be forwarded to the Delaware Department of Transportation recommending the 40 miles per hour on US Route 113 throughout the city, seconded by Councilmember Baer. Motion carried.

Authorization/Funding/Police Dispatch Radio Console Purchase

Chief Ashe is requesting \$499,387 for an upgrade to the police department's radio communication system. The current system is extremely dated and just under twenty years old. In her evaluation, this is one of the major items needed at the new facility.

While reviewing the various construction sites that have been done with the Delaware State Police, none of those sites have a communications division within the facility. Therefore, it was not a consideration when the building was planned.

The requested system meets state standards, like SusCom, KentCom, and Smyrna, all of whom compare to Milford. The current system is simply a radio talking to another radio. If that system crashed or have a failure, all communication would be lost and unable to dispatch officers to calls for services or vice versa.

This system would allow hardwire. Right now, the system is not a hardwired system and if it failed, there would be no means of communication.

Failures can happen at any time and can be something as common as a lightning strike. This occurred in 2012 and cost the city \$132,000 to replace the equipment that was damaged. If that occurred today, there is no means of replacing the obsolete system.

In the assessment of the new system, there are four console areas. That is designed for two reasons. One, there are two dispatchers working every shift. When the new 12-hour shift arrives, they would take over the other two consoles to allow shift change seamlessly.

The Finance Director recommends reducing it to three consoles.

However, she preferred presenting all the facts to Council on the complete needs of the police department to make an appropriate decision with the contingency fund that is available. That would prevent her from coming back in another year and asking for another terminal.

This would be through the Delaware State Division of Communication, and in speaking with them, one of their directors assessed Milford's radio system and provided an example of the current system being no different from a tin can and a shoestring.

Chief Ashe also noted that on Monday, there was a 30% increase on routers and other items. When reviewing all the items with the console now and compared it to the take-home vehicle program by waiting another year or two.

When asked if training would be included by the contractor, Chief Ashe explained that Motorola Representatives would come in and provide training to all the staff (shifts). The new screen would be Microsoft and more user friendly and easier to understand. Presently, their radio system prohibits them from communicating with other jurisdictions. This would provide the ability to patch both radio systems into one to allow communication on one channel versus back and forth.

The other feature that is important is officer safety. If an officer is hurt or injured and unable to communicate on their radio, the current system allows the officer to push an alert button. However, dispatch does not know which officer that

is. The new system will identify the officer. There are features in the new radios that provide GPS capabilities though that is an additional feature. That is not a priority at this point because the upgrade of the vehicles includes GPS. The body worn camera has that ability as well.

Responding to a question about the fourth console, Chief Ashe stated that if it is decided to defer and only purchase three at this point, she would request at some point in the future the purchase of the fourth, which should be compatible.

Councilmember Samaroo expressed concern about the limitation to the one-year warranty. Chief Ashe believes it is very specific and believes some of the equipment may have a longer warranty, though that may involve some additional funding.

With the service agreement, the department would have support from Delaware Division of Communications when needed. Currently, they cannot aid with the current system.

The Chief confirmed this support will save the department money because the Division of Communications can trouble shoot a lot as everything is fed through them.

Chief Ashe also explained that with the redundancy, the new system simply hardwires the system. The current system is not hardwired. There would be two fiber lines coming in from the roadway. The new building has that built in and they are working with Comcast right now for the fiber connection. If one of those fiber lines went down, two are running into each of the consoles, which would provide a backup system.

She confirmed there are currently no grants, adding that grant applications are typically right now, with the award sometime in September or October.

The Chief emphasized that the importance of presenting this today is the thirty-week delivery date on the equipment and manufacturing.

Councilmember James recalled a previous conversation, not with Chief Ashe, about the radio system. He also is aware, from the city administration there is an opportunity for leasing. In addition, he also asked the Finance Director to speak on the reduction to three consoles.

Finance Director Vitola shared that when he was reviewing the package, he was surprised to find that the lease terms were not bad, noting that most times, vendor package lease programs aren't transparent to the rate. The rate is 6.08 to 6.40 percent, depending on the term length.

The lease payment is end of year, which explains a little higher rate, with nothing down. Therefore, it is budget friendly for town/city that does not have the current funding available.

When talking about the magnitude of something like the police station, every five-basis points matter. But with a lease of \$.5 million, 6 to 6.5% is a five-figure add-on for a year or two for an asset that has a twenty-year life. The leasing isn't category categorically excluded, but in terms of net present value of the system, it ranks second or third behind alternatives.

Director Vitola then presented the alternatives. One is to use the existing contingency budgets available. However, the approval of all four consoles would use almost the entire contingency, with months to go before construction is completed.

The other option would be to use the city lodging tax reserves that has a little over \$500,000 available.

Other than using some other reserve, that includes an opportunity cost, more than 3.5% based on what will occur with the investment program, the use of the contingency is probably the best. Funding it with the police station is more palatable because it is a longer life asset of twenty to twenty-five years.

His understanding of the 2012 investment in the existing consoles was the consoles themselves that came with a ten-year life and was a repair midway through. That supports the Chief's claim that anything can happen and then they must be fixed.

To go from two existing consoles to three new ones, was to try and bucket the needs versus wants. It is convenient to get the four now, though there is speculation about future costs. However, there are hundreds of competing projects in the CIP. Some have been funded, but that are in the FY24-28 budget that will be hard pressed to fund.

In addition, the police department is general fund-funded only. Other departments serve the entire city and can be funded with slices of the utility funds that can be determined by rate studies and funded without impacting the taxpayers.

Anything beyond the three consoles will create some issues for new vehicles and the maintenance building. It cannot be completed without another tax increase, over and above, what is already slated for FY24 to pay for the first half of the police building itself.

Councilman Fulton commented on the four consoles and not just three. He stated command and control are important aspects of every operation, be it for the citizenry, officer safety, etc. He compared it to hiring ten more police officers but only adding three vehicles. Communicating with other communities is extremely important. He noted that crime has risen and keeping the communication lines open with the rest of the state is important.

He also believes this will save money in the long run because the retrofit of adding another console later would be a hinderance to the operation and come with an increased cost.

Councilmember Culotta said there is no debate about the need, and appreciates the Finance Director's explanation, but he does not understand why the lease option and whether it is because of the long-life span and it is not worth it. As a businessperson, he shared that less money up front is always good. He also knows that burning any excess midway through the project is really putting something else at risk, considering the building is not complete yet.

When asked if the cost of the fourth console is \$125,000, Chief Ashe confirmed \$135,000, or a total cost of about \$110,000. At the time of the original conversation, she was still waiting on Motorola with the individual costs of each console.

Finance Director Vitola confirmed the building is still within the budget and the two contingency accounts. He says there is more than the \$503,000 left, but that funding are already earmarked. His projection is about \$503,000 and this would consume the \$499,000.

The Finance Director then reviewed the one-, two-, and three-year lease options. Equipment renewal was not addressed, and these are not a typical operating lease where the equipment is not owned and over a certain term there is an option to renew.

Concern was also expressed about the possibility should the system become obsolete in five years even though a long-life span has been presented.

After a lengthy discussion, Director Vitola explained this is not like a bank loan. It would be a capital lease and not an operating lease where the equipment is still owned by Motorola.

Chief Ashe added that as far as technology, there will software upgrades needed around five years or so. However, those items are included through the Division of Communications and part of the system maintenance.

It was agreed that if only three consoles are approved, that pre-wiring is installed initially.

City Manager Whitfield confirmed there will not be a budget surplus at the end of this fiscal year due to the overall filling of positions within the general fud budget. Previously, many of those positions remained vacant which allowed the excess funds.

Director Vitola explained that this authorization would permit the Chief to place the order so that it would arrive before the opening of the building. Splitting the funding into two fiscal years does not matter, and if that delta between three and four is judged not to be so consequential to Council, then there are reserves that could pay for its counsel, then then yes, there are reserves that would be able to pay for it such as the lodging tax reserves. Also, RTT was stronger in FY23 than expected due to a couple of large property purchases.

He explained that we have \$840,000 in the street package every year, \$150,000 in ADA sidewalks, \$100,000 ordinary sidewalk initiatives, and twelve bike path projects that are becoming harder to fund. If not right now, on the eve of the CIP and O&M budget for FY24, then he asked when.

The Director continued sharing that the assigned police vehicle package went from \$884,000 up to \$1.2 million using ARPA and RTT funds. With those additional vehicles, there is a more aggressive vehicle replacement program. That will also require cash for depreciation costs away each year to meet that replacement schedule twenty-nine to thirty vehicles which are the core operating vehicles of the department, when they come due in FY2027 to FY2029.

He emphasized that these costs are adding up quickly and five figures matters and reducing the order to three consoles would help a great deal.

Councilmember Fulton moved to authorize three consoles with pre-wiring completed for the fourth console based upon the contingency funds available at the end of the facility project, for the purchase of the fourth console as well. Councilmember Samaroo seconded the motion.

When asked the funding limit, it was noted that \$499,000 is for four consoles, though the motion is for three consoles.

Councilmember Fulton added the upper limit was for the contingency fund that exists on the table today for the fourth console at the end of the project.

Councilmember James explained the motion authorizes the purchase of three consoles, and the limit is what is available at the end of the project.

Motion carried by a unanimous vote of 8 to zero.

Authorization/ Westwood Subdivision/ Preliminary Major Subdivision and PUD Extension Request #1

Director Pierce confirmed this is the first request from the Westwood Development applicant located on Williamsville Road. Preliminary approval was received for the subdivision and the planned unit development on April 25, 2022 for a 340-unit project.

The January 2022 zoning and subdivision codes now allows twenty-four-month preliminary approval period between Council approval and the submission of an extension request. They are at the one-year mark under the former code, which is the reason for tonight's request.

The Planning Commission reviewed the extension request at their April meeting and recommended approval by a vote of 4 to zero for the one-year extension.

Alan Decktor, Senior Engineer of Pennoni Associates, of 18072 Davidson Drive, Milton, Delaware clarified it has been a year since they obtained the preliminary plan approval. In his request, he listed the various agencies and explained the process that has occurred since that time.

He noted the project is large for a residential subdivision and has some unique challenges as well. Utilities must be extended roughly 3,500 feet down the road and cross a railroad track. There is an onsite, upgraded wetland crossing and are working with DNREC and the Army Corp of Engineers. The site includes excellent recharge areas on the east and west

portion. DeIDOT is requiring roadway frontage improvements, along with a reduced right of way along this stretch of roadway.

After the April 2022 approval, the engineering and design process began. In May 2022, the soil investigation began for the fifteen proposed stormwater ponds which took several months. In June 2022, a stormwater assessment study application was submitted, and a meeting was held in July. In August, the initial submission was received, after which comments were received and a second submission was completed. Another round of comments were received last month. They hope to finalize that approval over the next couple of months.

Mr. Decktor provided detailed information on the DeIDOT, City, Fire Marshal, wetland permitting, DNREC and Norfolk Southern Railroad processes.

Councilmember Fulton moved to approve the Westwood Subdivision Preliminary Major Subdivision and PUD extension request for one year, seconded by Councilmember Wilson. Motion carried with no one opposed.

Adoption/Resolution 2023-05/Amending City Council Rules, Order of Business and Procedure

City Manager Whitfield presented the resolution based on Council's discussion at the last workshop relating to public comments without any restrictions.

There were no comments from the public.

Councilmember Fulton moved to adopt Resolution 2023-05, seconded by Councilmember Boyle. Motion carried with no one opposed.

EXECUTIVE SESSION

Councilmember Boyle moved to go into Executive Session reference the below statutes, seconded by Councilmember Fulton:

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

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

Motion carried.

Vice Mayor James recessed the Council Meeting at 8:56 p.m. for the purposes as are permitted by the Delaware Freedom of Information Act.

At 9:43 p.m., Councilmember Boyle moved to return to Open Session, seconded by Councilmember Baer. Motion carried.

Potential Vote/Property Matter

Councilmember Fulton moved to authorize the City Manager to continue with the real estate transactions, seconded by Councilmember Boyle. Motion carried.

Potential Vote/Collective Bargaining Item

No other action taken.

Councilwoman Wilson moved to authorize the City Manager negotiate the purchase of property for potential parkland, seconded by Councilmember James. Motion carried.

ADJOURNMENT

Councilmember Fulton moved to adjourn the meeting, seconded by Councilmember Boyle. Motion carried.

The Council Meeting adjourned at 9:44 p.m.

Respectfully submitted,
Terri K. Hudson, MMC
City Clerk/Transcriptionist

City of Milford
Notice of Council Review of Ordinance
ORDINANCE 2023-21

An Ordinance of the City of Milford Granting to Petroleum Equipment Incorporated, Its Successors and Assigns, the Nonexclusive Right, Privilege, Authority and Franchise to Distribute Propane Gas and to Construct, Operate and Maintain in, along, and upon Public Places, Associated Mains, Valves, Manholes, Meters, and Connections for Purposes of Distributing Propane to the Inhabitants of the Cypress Hall Phase I Subdivision, in the City of Milford, Delaware, in Accordance with the Terms and Conditions of the Franchise Agreement, Executed by All Parties and made effective on June 22, 2023.

WHEREAS, the City of Milford, Delaware (hereinafter referred to as “City of Milford”) has granted a Franchise to Petroleum Equipment Incorporated through the adoption of Ordinance 2023-21 approved by the majority vote of the City of Milford City Council on June 12, 2023 and effective June 22, 2023; and

WHEREAS, having afforded the public adequate notice and opportunity for comment, the City of Milford desires to enter into this agreement with Petroleum Equipment Incorporated for the nonexclusive right, privilege, and Franchise for a term of thirty (30) years, from the effective date of this ordinance; and

WHEREAS, this ordinance shall allow Petroleum Equipment Incorporated to carry on in the City of Milford, and specifically within the Cypress Hall Phase I Subdivision, the business of distributing propane gas and to construct, operate and maintain in public places propane gas mains, valves, manholes, meters, and service connections to distribute propane gas to customers, subject to the terms and conditions of its local laws and regulations on the terms set forth herein; and

WHEREAS, in reaching an agreement on the terms and conditions of the new Franchise, the City of Milford and Petroleum Equipment Incorporated have complied with all Federal and State-mandated procedural and substantive requirements pertinent to this franchise award, and explicitly 26 Del. C. Public Utilities, including the provisions of the Underground Utility Damage Prevention and Safety Act; and

WHEREAS, it is hereby found and determined by the City Council of the City of Milford that it is in the best interests of this City that a Franchise to use the public rights-of-way to conduct the delivery of a propane gas business and for such other business purposes as the company may desire from time to time be granted, subject to the terms and conditions described in this ordinance and franchise agreement.

NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE CITY OF MILFORD:

SECTION 1.
AGREEMENT

THIS AGREEMENT (“Agreement”) is entered into as of the 22nd day of June 2023, between the City of Milford (“City of Milford”), an incorporated municipality located in the State of Delaware and Petroleum Equipment, Inc. (“Company”), a corporation organized under the laws of the State of Delaware.

WHEREAS, the Company agrees to provide propane gas supply and distribution services in the City of Milford, specifically the Cypress Hall Phase I Subdivision, as recorded with the Sussex County Recorder of Deeds under PB 385 PG 19, entitled “Phase I Record Plan”, and the City of Milford is desirous to have these services provided within said location.

WHEREAS, the Company agrees to comply with provisions of 26 Del.C., Public Utilities. This includes the Underground Utility Damage Prevention and Safety Act.

NOW THEREFORE, in consideration of these premises and the mutual promises set forth herein, the Company and the City of Milford (“the Parties”, or individually “Party”), each intending to be legally bound, hereby agree to the following:

1. Franchise: The nonexclusive right, privilege and franchise is hereby granted for a term of thirty (30) years, from the effective date hereof to the Company, its successors, and assigns, to carry on in the City of Milford, specifically Cypress Hall Phase I Subdivision, the business of distributing propane gas (“gas”) for heat, power, and other purposes. The nonexclusive right, privilege and franchise hereby granted shall be deemed to include the right to construct, operate and maintain in, along and upon the streets, alleys, bridges, public highways and other public places in Milford, gas mains, valves, manholes, meters, and service connections for the purpose of distributing gas for heat, power, and other purposes to the inhabitants of the Cypress Hall Phase I Subdivision. In addition to the other rights and privileges granted to the Company in this Agreement, the Company shall also have the nonexclusive right to sell gas to customers in the City of Milford, subject to the terms and conditions of its Gas Tariff.
2. Indemnification: The Company, for itself, successors or assigns, covenants and agrees to indemnify and hold harmless the City of Milford, its elective officials, directors, officers, agents, employees or designees, of and from any and all damage, injury, claim, penalty, judgement, costs, charges, expenses (including reasonable attorney’s fees) or other liability of any nature to the extent said claim arises directly or indirectly from the exercise of Company’s right, privileges, and franchise granted herein, including but no limited to, any liability by reason of the distribution of gas set forth herein, and in connection therewith, the operation or use of the public streets, avenues, roads, alleys, lands, parks, and other public places and ways in the City of Milford by Company. Notwithstanding the foregoing, Company shall not be obligated to indemnify the City of Milford, its elected officials, directors, officers, agents, employees, or designees for any claim or liability to the extent said claim arises directly or indirectly out of the negligence of the City of Milford, its elected officials, directors, officers, agents, employees, or designees. It is expressly understood and agreed that Company is and shall be deemed to be an independent contractor for the purposes set forth herein and shall therefore be solely responsible to all parties for its respective acts and/or omissions. This indemnification shall survive the termination of this franchise.
3. Permits: Before any street, alley, bridge, public highway or other public place is opened, obstructed or in any manner interfered with for the purpose of altering, installing or making additions to any of the gas mains, valves, manholes, meters or service connections for any other

purpose, written application shall be made the Manager of the City of Milford or such other person as the City Manager from time-to-time designate, setting forth in general terms the nature, location and extent of openings or obstructions desired and a permit from said City Manager or such other designated person shall be obtained and all specifications set forth in said permit as to the minimum or maximum area or depth or both for opening or other matters, shall be strictly observed by the Company. Emergency construction actions shall be exempt from prior permitting but shall be noticed to the Manager of the City of Milford or such other person as the City Manager shall from time-to-time designate within 24 hours or as reasonably accomplished.

4. Restoration: The repairing and restoring of all openings and obstructions to the condition of the adjacent roadbed shall be completed by the Company or by a firm or person employed by it as soon as practical and shall be completed in accordance with reasonable and customary standards of road construction at the sole expense of the Company. Provided, however, that upon the failure of the Company to make such repairs and restorations within a reasonable time, the City of Milford shall have the right to make such repairs and restoration or to employ a person or firm to make such repairs and restorations and charge the Company for all reasonable costs of such repairs and restorations of all said openings. Any work on State highways shall conform to DelDOT standards.
5. Rates: The determination of the Company's rates shall be subject solely to the rules and regulations of such State or Federal authority which shall have jurisdiction over this type of industry to enterprise.
6. Fees: In consideration of the granting of this franchise and pursuant to 26 Del. C. § 1301, the Company shall pay Milford a volumetric franchise fee in the amount of \$0.010 per 100 cubic feet (CCF) of gas delivered to customers through the Company's distribution system within the limits of the City of Milford. The Company is authorized, subject to any necessary approvals from any State or Federal regulatory body having jurisdiction over the Company, to collect said \$0.0010 per CCF franchise fee from the Company's customers within the City of Milford, by way of a surcharge on the customers' bill. The volumetric franchise fee otherwise payable hereunder shall not apply to any gas delivered to any customer of the Company from whom the Company is prohibited by law from collecting said surcharge. The \$0.010 per CCF franchise fee payable hereunder shall be paid annually to the City of Milford based upon gas delivered to the customers during the period January 1, through December 31. Payment shall be due prior to March 1 of the following year.
7. Financial Information: During the term of this Agreement, the Company shall submit a written annual report to the City of Milford, upon request, within three (3) months of the end of the Company's fiscal year and in a form approved by the City of Milford including the following information:
 - 7.1 Summary of the previous year's activities in the development of the propane gas system and total number of customers.
 - 7.2 Gross and net book values of the facilities used to distribute propane gas in Milford.
 - 7.3 Fiscal and financial data sufficient to accurately document franchise fees payable.
 - 7.4 Details sufficient to allow the City of Milford to ascertain that the standards prescribed by the Agreement are achieved and maintained.

7.5 A list of the Company's local managers.

All such information shall be deemed confidential proprietary information of the Company and shall not be disclosed to any third parties by the City of Milford unless the City of Milford is required to provide this information under the State or Federal laws.

8. Taxes: All property of the Company within the corporate limits of said City of Milford shall at all times be subject to taxation in accordance with any law now or hereafter enacted, provided however, the Company shall have the right to terminate this Agreement if the City of Milford hereafter enacts a tax on the Company's property or profits or otherwise levies a tax on the Company which does not apply on the effective date of the Agreement and does not apply to all businesses selling products or services within the City of Milford, including but not limited to other energy providers such as propane dealers and distributors, oil dealers and distributors, and electric distribution other than Milford's municipal system.

9. Receivership: The City of Milford shall have the right to cancel this Agreement one hundred twenty (120) days after the appointment of a receiver or trustee to take over and conduct the business of the Company, whether in receivership, reorganization, bankruptcy or other action or proceeding unless such receivership or trusteeship shall have been vacated prior to the expiration of said one hundred twenty (120) days or unless:

9.1 Within one hundred twenty (120) days after the election or appointment, such receiver or trustee shall have fully complied with all the provisions of this Agreement and remedied all defaults thereunder, and

9.2 Such receiver or trustee, within said one hundred twenty (120) days, shall have executed an agreement, duly approved by the Court having jurisdiction in the premises, whereby such reliever or trustee assumes and agrees to be bound by each and every provision of this Agreement.

10. Definitions: For the purpose of this Agreement, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, works in the plural number include the singular number and words in the singular number include the plural number. The word "shall" be mandatory and "may" is permissive. Words not defined shall be given their common and ordinary meaning.

11. Financial Risk: During the term of this Agreement, the Company intends to construct certain gas distribution facilities within the City of Milford. For any such investments in gas distribution facilities made by the Company, the City of Milford will not bear the financial risk associated with the Company's investment in such distribution facilities.

12. Default by the Company:

12.1 If the Company fails to pay the fees described in Paragraph 6 of this Agreement by the due date, an interest charge shall be added which will be computed at the prevailing prime interest rate for the period between the due date and the date when the payment is made by the Company.

12.2 In the event the Company does not pay the fees prescribed in Paragraph 6 of this Agreement for a period of twelve (12) months after the due date, the Company shall pay the City a penalty charge equal to ten thousand dollars (\$10,000). In the event the Company fails to pay the franchise fee and the \$10,000 penalty charge within twenty-four (24) months after the original due date of the franchise fee, the City of Milford shall have the right to cancel this Agreement, purchase the gas distribution facilities in Milford, and take over operation of the gas distribution system in Milford, or seek other legal actions. If the City of Milford elects to exercise the right to purchase the gas distribution facilities, such facilities will be purchased from the Company at 300% (three hundred percent) of the net book value of the distribution assets less the unpaid franchise fee and less the \$10,000 penalty charge.

13. Agreement Assignment: Either Party may assign and transfer its rights and obligations hereunder to an affiliate or subsidiary provided that such affiliate or subsidiary has the legal ability to perform its obligations hereunder. Neither Party may assign or transfer its rights hereunder to a non-affiliate or non-subsiary without prior written consent of the other Party. All the terms and conditions of this Agreement shall be binding upon all successors and assignees of this Agreement.
14. Force and Effect: This Agreement shall become effective and shall constitute a binding contract between the City of Milford and the Company on the latter of (a) the date when the same shall have been duly adopted by a majority vote of the Council of the City of Milford in any regular or special meeting wherein action is taken in compliance it the City of Milford Charter; or (b) the date when the provisions hereof shall have been accepted by the Company as signified by the Company's execution. This Agreement is also enacted pursuant to and in the manner provided for in 26 Del. C. § 1301. Performance of the terms of this Agreement shall commence on the effective date of this Agreement.
15. Rules and Regulations: The Company shall have the right to adopt reasonable rules and regulations governing its business relationship with its customers.
16. This Agreement shall constitute the entire agreement and understanding between the Parties, superseding any and all previous contracts, agreements, and understanding, oral or written, pertaining to the subject matter contained herein.
17. No failure or delay by either Party to insist upon the strict performance of any term or condition of this Agreement, or to exercise any right, power or remedy permitted in this Agreement shall constitute a waiver of any such term or condition of this Agreement, or preclude any Party from exercising such right, power or remedy at any later time.
18. This Agreement has been executed and entered in the State of Delaware, and this Agreement and its formation, operation and performance shall be governed, construed, performed, and enforced in accordance with the substantive laws of Delaware without regards to conflicts of law. Any dispute arising out of this Agreement shall be litigated in a court in the State of Delaware.
19. Non-Discrimination Provision: The Company will not discriminate against any employee or customer because of race, creed, color, religion, gender, age, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital status, pregnancy, military veteran

status, political beliefs or affiliation, genetic history, or other characteristics protected by law. These protections apply to all areas of employment, including recruitment, hiring, training and development, transfer, dismissal, layoff, compensation, benefits, social and recreational programs and to all aspects of the provision / extension of services covered by this agreement.

20. Arbitration:

- 20.1 Any dispute between the Parties with respect to this Agreement may be submitted to arbitration upon the request of either Party pursuant to the following procedures: Each Party shall within thirty (30) days choose one arbitrator who shall sit on a three-member arbitration panel. The two arbitrators so chosen shall within twenty (20) days select a third arbitrator to chair the arbitration panel. Arbitrators shall be knowledgeable in propane gas utility matters and shall not have any current or past substantial business or financial relationships with any Party to the arbitration. The arbitrators shall provide each of the Parties an opportunity to be heard and the Parties shall provide the arbitrators any requested information within fifteen (15) days of the request, and except as otherwise provided herein, the arbitrators shall generally conduct the arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Unless otherwise agreed, the arbitrators shall render a decision within ninety (90) days of appointment and shall notify the Parties in writing of such decisions and the reasons, therefore. The direct cost of the arbitration panel shall be divided equally between the parties; all other costs shall be borne by the Party which incurs them.
- 20.2 The decision of the arbitrators shall be final and binding upon the Parties, and judgement may be entered in any court having jurisdiction. The decision of the arbitrators may be appealed solely on the grounds that the conduct of the arbitrators, or the decision itself, violated the standards set forth in the Federal Arbitration Act and/or the Administrative Dispute Resolution Act. The final decision of the arbitrators must also be filed with the Delaware Public Service Commission, or any other regulatory authority having jurisdiction, if it affects jurisdiction rules or facilities.

Section 2. Legislative Action Dates.

Council Introduction: May 22, 2023

Council Adoption: June 12, 2023

Effective Date: June 22, 2023

SIGNATURE PAGE TO FOLLOW

(Remaining page is blank)

Ordinance 2023-21 adopted with the concurrence of a majority of all Members of the Council of the City of Milford, Delaware, during a regular meeting on the 12th day of June 2023.

Signed, sealed, and delivered in the presence of:

PETROLEUM EQUIPMENT, INC.

Attest _____ (SEAL)

By: _____
Printed Name/Title

Sworn to and subscribed before me this ____ day of _____, 2023.

Notary Public

Date Commission Expires

CITY OF MILFORD

Attest/City Clerk

By: Mayor Arthur J. Campbell (SEAL)

Sworn to and subscribed before me this ____ day of _____, 2023.

Notary Public

Date Commission Expires



PROCLAMATION 2023-12

EMERGENCY MEDICAL SERVICES WEEK MAY 21-27, 2023

WHEREAS, each day, paramedics, and emergency medical technicians tirelessly rush to our residents' aid with compassion and lifesaving strength; and

WHEREAS, members of those emergency medical services teams are ready to provide life-saving care to those in need twenty-four hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, working longer hours and taking on new roles and risks, emergency medical services has grown to fill a gap by providing vital, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, **DO HEREBY PROCLAIM** the week of May 21 to May 27, 2023 as "**EMERGENCY MEDICAL SERVICES WEEK**" by ensuring the contributions of our EMS Professionals in safeguarding the health, safety and well-being of our community are fully celebrated and recognized by their employers, the public and policymakers.

AND BE IT FURTHER PROCLAIMED that with the strong theme 'EMS WEEK: Where Emergency Care Begins', I encourage all people in Milford to pay tribute to the health professionals on the frontlines who save lives every day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Milford to be affixed hereto this twenty-first day of May two thousand twenty-three.



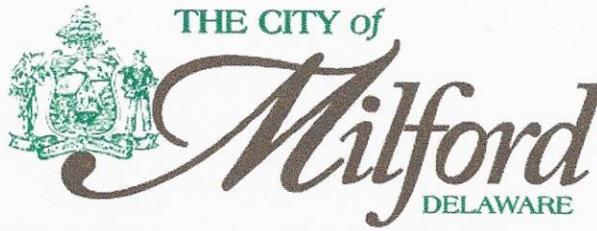

Mayor Arthur J. Campbell

Attest: 
City Clerk Teresa K. Hudson



OFFICE OF THE CHIEF OF POLICE

CECILIA E. ASHE
cecilia.ashe@cj.state.de.us



400 NE Front Street

Milford Delaware 19963
302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council
FROM: Chief Cecilia E. Ashe 
DATE: June 8, 2023
RE: Activity Report/May 2023

Chief and Police Command Staff:

Throughout the month of May, participated in numerous conference calls, virtual meetings and in-person meetings including the monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, bi-weekly City Manager's meeting with Department Heads, and PD Staff meetings. Mayor & Council are provided weekly updates on major incidents and activities within MPD throughout the month to ensure they stay informed of all activities.

MPD Activity for May

- MPD Command Staff attended Delaware Chief's Conference.
- MPD officers participated in Officer Memorial Week events to honor our fallen heroes.
- Chief attended meeting with Secretary McQueen on Statewide Interoperability Committee Meeting- Radio Communication.
- Command Staff and MPD Civilian Staff worked on CIP and Operating Budget presentation.
- Chief attended the TOMP Stakeholders Meeting for Sussex County.
- Chief met with Delaware State Police from the Delaware Information & Analysis Center (DIAC) moving toward Milford Police Comp Stat report.
- Chief attended Peoples Place Annual Breakfast.
- MPD Command Staff attended Accreditation Manager as we move closer to completion of new Police Headquarters.

Community Engagement:

- MPD officer participated in the Special Olympics Event at the Turf.
- Successful Completed OVER THE EDGE for Special Olympics Delaware with Sgt. Maloney and 98 participants where we raised of \$140,000 for the athletes.
- Chief Ashe along with her family, Captain Wells, Sgt. Maloney, S/Cpl. Bloodsworth participated in the City Clean Up Event.
- Chief conducted a presentation at the Milford Rotary Club.
- Chief attended MHDC Affordable Housing Solutions Breakfast.
- Chief conducted a presentation for the 4th Ward and met with residents.
- MPD Command staff and officers participated in Touch a Truck event and Meet the Chief event at City Hall.
- Coffee with a cop at Dolce at their downtown location pictures on our social media accounts.
- Chief and Jenna Haines conducted an interview with 47 ABC highlighting Mental Health Awareness Month and featured the Milford Police Departments Behavioral Health Unit. We posted the interview on our social media accounts.
- The preparations for our annual community outreach event National Night Out scheduled for Tuesday, August 1 from 6pm to 8pm have begun. This free event works to establish communication with the public regarding our services and those of other vested community members.
- PFC. Matthews has been appointed SRO and will be primary placed at the high school. He attended NASRO training this month for his certification. He has shared that he is enjoying his new assignment and looks forward to working with the district staff and students.
- SCpl Bloodsworth, PFC Quiroz and affiliates with the Office of Highway Safety conducted an information dissemination initiative for child passenger safety at all of the elementary schools in the Milford School District during parent drop off. Parents were receptive and grateful.
- SCpl Bloodsworth organized a Safety Day event for Mispillion Elementary inviting local emergency service and city service representatives to showcase their equipment and share safety advice with the students.
- PFC Matthews attended a Special Olympics event at the high school on his first day of his new position and was introduced to many elementary school students.
- SCpl Bloodsworth attended the Lulu Ross Carnival, the choir concert at Lulu Ross, the art & choral show at Mispillion Elementary, the Lulu Ross Band Concert and the Community Clean up downtown.

Community Engagement (cont.):

- Demos for a 5yr old with the same name as K9 Mason, introduced him to K9 Mason and calmed him down after being called to the residence for behavioral issues.
- Two demos for several children at the Can-Do Park who enjoyed watching K9 Mason perform obedience.
- Demo at Hudson Fields for the Rally for First Responders. Several demos performed this day at this event spanning several hours.
- Demo at Hudson Fields for the Henlopen Springfest. Numerous demos performed this day for a large crowd.
- Demo for Morris School for their festival. Numerous children enjoyed the demo showcasing obedience and apprehension work.
- Demo at Milford Wellness Village for the Mental Health Fair.

Emergency Preparedness

- Emergency Preparedness - MPD along with Milford High School did a mock fatal traffic accident along with Carlisle Fire Department.
- Emergency Preparedness – Chief and other members site tour of Milford Wellness Village with Special Operations Commander and Jenna from Behavioral Health Unit met with executive on site staff for emergency response planning.

Training and Professional Development:

There were several trainings to note during the month of May. As indicated earlier Pfc. Matthews attended a training hosted by the National Association of School Resource Officers (05/22/23-05/26/23 in Clayton, DE), in which he earned the distinction of being a nationally certified SRO. Detective DaFonte attended a 40-hour training to become certified in the Computer Voice Stress Analyzer (05/22/23-05/26/23 in Upper Marlboro, MD). This is a valuable investigative tool for MPD that also is used as part of a pre-employment process.

Also, during the month 20 officers took part in an in-service training hosted at the Public Works Building Conference Room. The update training consisted of recertification in CPR, Child Abuse Investigations, Response to Resistance, and a presentation by Deputy Attorney General Steve Welch about recent legislative updates.

Police Headquarters:

- May 2- Captain Wells attended PD Project Update meeting.
- Chief met with Becker Morgan to label and mark offices.

Police Headquarters (cont.):

- May 16- Chief Ashe attended PD Project Update meeting – RYJ requested transformer as they are three weeks out for platform build.
- Chief Ashe contacted Electric Department at Department Heads meeting and requested transformer due to limited number in stock
- May 30 Chief attended update meeting and confirmed Electric Department notified about Transformer
- May 31- MPD Command Staff went through final selection of furniture package and budget review

Police Projects:

Take Home Vehicle Program- First set of six vehicles received and markings for police vehicles completed. All equipment for vehicles order, with delivery date sometime in June.

Radio Upgrade- Contract signed and equipment order. Anticipated delivery date of 30 weeks.

Social Media/Public Information Update:

Public Information / Social Media Stats for May are as follows:

- Our Nextdoor post reached 132 people during the month (down 1733 people).
- Nextdoor reaches 1863 households (Down 2 from April) in 15 neighborhoods according to statistics provided by the website.
- MPD Facebook page has 13,158 followers (up 612 from April). Posts during the month reached 202,627 people.
- Twitter our Tweets made 2586 impressions (Down 6970 from April) and our followers are at 1422 (Up 10 from April).
- Instagram account has 1847 (Up 22 from April) followers and posts during the month reached 2988 users (up 20.6% from April). Below are some items that received attention during the month.

Facebook posts to note:

- Shared photos of two vehicles readings on LIDAR at 100 mph (134,065 impressions) (Summons Issued to Both).
- Shared photo of a vehicle LIDAR reading of 93 (53,496 impressions) (Summons Issued).

- Shared Photo of Sgt. Stanton visiting the final resting place of Milford Native Paris T. Carlisle in France while in the Country with his National Guard Unit (5626 impressions).

[Milford Conversation to feature new police chief | Milford LIVE! – Local Delaware News, Kent and Sussex Counties](#)

[Rehoboth Beach man found dead in Route 113 median in Milford: police \(delawareonline.com\)](#)

[Milford police reduce arrests, connect community to resources with Behavioral Health Unit - 47abc \(wmdt.com\)](#)

Dates	Hours Worked	Meetings Attended/Hosted	Trainings Attended	# of NEW Contacts	New Contact Notes	# of Diversions from Arrest	# of Diversions from ER	# of Follow-Up's
May 1-May 7, 2023	60	1. Rural Subcommittee Meeting	1. Improving Outcomes for People with Depression	11	Referrals to Services: Check the Welfare Public Assistance Victim Services Homeless Resources	0	2	10
May 8-May 14, 2023	55.5	1. Opioid System of Care Meeting 2. Wicklander-Zulawski Meeting 3. Milford Wellness Village Event 4. Fourth Ward Meet the Chief Event	1. Unique Science of Elder Depression and Psychosis	8	Referrals to Services: Homeless Resources Domestic Check the Welfare Public Assistance Disorderly	1	1	9
May 15-May 21, 2023	57.25	1. Delaware Housing Authority Meeting	1. The Effect of Gun Violence on American Mental Wellness 2. The Stress of a Frontline Position and How to Support First Responders	12	Referrals to Services: Domestic Public Assistance Victim Services Check the Welfare 10-81	1	2	9
May 22-May 28, 2023	62	1. Behavioral Health Coordination Meeting	1. Veteran Mental Wellness and the Role of Addiction 2. Behavioral Health & Criminal Justice Integration Summit	11	Referrals to Services: Public Assistance Homeless Resources Panhandling Domestic 10-81	2	1	10
May 29-May 31, 2023 Memorial Day	16	N/A	1. Supporting Our Veterans in the 21st Century	3	Referrals to Services: Public Assistance Overdose Domestic	0	0	4
Totals:	250.75			45		4	6	42
Overall Totals:	4877.1			1003		76	104	935

Milford Police Department - May 2023 BHU Statistics
Jenna Haines, LCSW, MSW, DE-CMHS
Gregory Bisset, LCSW, C-AADC
Danielle Blackwell, LMSW



DATE: July 1, 2023
TO: Mayor and Members of City Council
FROM: City Clerk Terri Hudson
RE: June 2023

A lot of time in June was spent preparing contracts and documents for adoption in Fiscal Year 2024. As expected, that trend continues into July.

With the assistance of Accounts Payable Coordinator Faith Argo, numerous line items that required budget transfers were accomplished to close out the FY23 purchase order system. There was more of a sense of urgency, when compared to the normal fiscal year endings, in anticipation of not only the July 1st deadline, but to properly prepare for the software transition to Tyler Technology. Several hours of on-site training were dedicated to the project. We applaud the efforts of City Accountant Sandra Peck, who not only kept everyone informed, but had the arduous task of preparing each of us for the major overhaul.

I have also been working with Customer Services Coordinator Suzanne Frederick to correct and update a variety of fees that were removed from the code book and placed in resolutions over the past few years. The more function process has caused the number of amendments over the past few years to increase though it has been a task to ensure all employees are using the most up-to-date fees. We appreciate the work done by our Customer Service Staff and Sara Bluhm who is helping with the final product.

The Deputy City Clerk and I attended the quarterly meeting of the Delaware Municipal Clerks Association at Arena's Restaurant at the Delaware Coastal Airport in Georgetown. Clerks from Elsmere and Newark made the trip south where some great information was exchanged among the clerks, as well as state and international updates provided.

Deputy City Clerk White also participated in the meeting of the International Institute of Municipal Clerks (IIMC) Region II Conference Planning Committee that followed. As a reminder, Delaware Clerks are proudly hosting the 2024 Regional Conference at the Hyatt place in Dewey Beach. Municipal Clerks from Maryland, Pennsylvania, New Jersey, Virginia, West Virginia, Washington DC, and of course, Delaware, will be attending to take advantage of the professional development opportunities while learning about the latest innovations in our profession. All sessions will be pre-approved for certification credit by the IIMC Education Department. Exhibitors from across the country will also be on hand to introduce their most up-to-date products and services available to local governments.

My office continues to take advantage of online training opportunities being offered to municipal clerks, many through IIMC approved Institution Programs.

The various steps required by State Law and the City Charter relating to the new fiscal year’s tax process are almost completed. Following the Property Tax Appeal hearing in July, Council will adopt the FY24 Tax Warrant which directs the City Manager to initiate the billing process. I extend a warm thanks, again, to Customer Service Coordinator Frederick for her direction in the matter.

Those interested in viewing the \$1.4 billion State of Delaware bond bill signed by Governor Carney on June 30th, can find the complete document at <https://legis.delaware.gov/BillDetail/140718> and selecting **View PDF**.

Ongoing and upcoming events received to date:

Permit #	Organization	Event Name	Event Date
2023 19	Milford Community Parade	Milford Community Parade	10/18/2023
2023 16	American Foundation for Suicide Prevention	Out of Darkness Walk	10/14/2023
2023 15	Jesus Love Temple	J.L.T Block Party	10/7/2023
2023 17	Acton Childrens Business Fair	Acton Children's Business Fair	10/7/2023
2032 25	Bibi Rodriguez	Mexican Independence Day	9/16/2023
2023 13	Kevin Andrade - The Voice Radio	Maxima Summer Jam 2023	7/16/2023
2023 24	Races to Run Inc	Outrun Hunger - South 5K	7/6/2023
2023 23	Milford Museum	Hippie Fest	8/19/2023
2023 06	Milford Public Library	Music in the Park	6/30/23, 7/5/23, 7/12/23, 7/19/23, 7/26/23
2023 21	DMI	Third Thursdays	6/15/23, 7/20/23, 8/17/23
2023 11	Downtown Milford Inc	Riverwalk Farmers Market	May-October 2023

Monthly Activities

- Coordinated SCAT Dinner registrations and payments (8)
- Coordinated SCAT Breakfast registrations and payments (3)
- Coordinated DLLG Dinner registrations and payments (6)
- Assisted multiple Delaware Municipalities with policy, procedural and related items
- Record requests/Assistance from City Departments (7)
- Record Requests/Assistance from Elected Officials (2)
- FOIA Requests to Date (59)
- Coordinate FOIA issues with other Departments to ensure compliance
- Created/revised/reloaded 06/05 Council Meeting Agenda (2)

- Created/revise/reloaded 06/05 Council Meeting Packet (3)
- Created/revise/reloaded 06/12 Council Meeting Agenda (6)
- Created/revise/reloaded 06/12 Council Meeting Packet (13)
- Created/revise/reloaded 06/26 Council Workshop Agenda (8)
- Created/revise/reloaded 06/26 Council Workshop Packet (13)
- Executive Sessions Year to Date (14)
- Created/revise/reloaded Planning Commission Notices (3)
- Created/revise/reloaded Planning Commission Agenda (1)
- Created/revise/reloaded Board of Adjustment Notices (0)
- Created/revise/reloaded Board of Adjustment Agenda (0)
- Created/revise/reloaded P & R Advisory Board Agenda (1)
- Created/revise/reloaded P & R Advisory Board Packet (1)
- Created/revise/reloaded Tree Preservation Advisory Council Agenda (0)
- Created/revise/reloaded Tree Preservation Advisory Council Packet (0)
- Provided Notary Public Services (6)
- Transcribed and proofread Minutes from City Council Meetings (3)
- Transcribed and Proofread Minutes from Board of Adjustment (1)
- Transcribed and proofread Minutes from Planning Commission (1)
- Transcribed and proofread Minutes from P & R Advisory Board (0)
- Transcribed and Proofread Minutes from Milford Community Cemetery Board (0)
- Transcribed and Proofread Minutes from Tree Preservation & Advisory Council (1)
- Proclamations Created Year to Date (13)
- Resolutions Created Year to Date (16 + 5 Copies)
- Special Event Permits Requested to Date (26)

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Bill	Sponsor	Summary	Recommended Stance: DLLG's LAC	Status
HOUSE				
<u>HB1 & HB2w/HA1, HA2</u>	Osienski	<p>Legalization of Recreational Marijuana & Marijuana Control Act -</p> <p>Would legalize and tax recreational marijuana in the same manner as alcohol. HB1 removes all penalties for possession of one ounce or less of marijuana. HB2 is the “regulation and tax” piece. Allows for penalties for DUI while impaired by marijuana. § 1351 provides local control - (a) A municipality may prohibit the operation of marijuana cultivation facilities, marijuana product manufacturing facilities, marijuana testing facilities, or retail marijuana stores; (b) A municipality or county may enact ordinances or regulations that are not in conflict with this chapter or in conflict with regulations.</p>	<p>Opposed to HB 1 and In Favor of HB 2 with Proposed Amendment: Requested an equivalent of a 3% sales tax to be set aside for county and municipal revenue, with the remaining 12% going to the State, as follows:</p> <ul style="list-style-type: none"> ● 1.5% to municipalities – formula to mirror the two factors for the distribution of Municipal Street Aid (MSA): <ul style="list-style-type: none"> ○ Population (certified by the U.S. Bureau of Census or Delaware Population Consortium) ○ Mileage as verified by the Data Collection Unit ● 1.5% to counties – formula to mirror the distribution of funding for the statewide paramedic program <p>Testified at several meetings and submitted letters of opposition w/ proposed amendment. Drafted message to Governor on 4/19/23.</p>	Enacted without Governor’s signature.
<u>HB 3</u>	Brown	<p>Absentee Voting - This Act is the first leg of a constitutional amendment to eliminate the limitations on when an individual may vote absentee and authorizes the General Assembly to enact general laws providing the circumstances, rules, and procedures for absentee voting in this State. This Act is in response to the Supreme Court’s decision in <i>Albence v. Higgins</i>, 2022 Del. LEXIS 377 (Del. 2022).</p>	Under review	5/4 -Passed by Senate. 5/17. Out of House Administration Committee

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HB 8 w/HA1	Osienki	<p>Clean Construction Preferences for Public Works - Directs state agencies to collaborate on the development and implementation of “clean construction preferences” that will allow for the incorporation and consideration of sustainability and carbon impact data in the award of public works contracts.</p> <p>HA 1 - amendment clarifies that the “Director of the Office” is Director of OMB. Also requires the committee to consult with representatives/experts from the contracting and material industry in the development of the preferences & in any annual reevaluation and updates to the clean construction preference</p>	<p>Monitor/Watch List - It’s likely that this bill would apply to local governments that are doing work under state contract or using state funding for a construction project.</p>	<p>6/1 - Reported out of House Committee; Amendment Introduced and Placed With Bill</p>
HB 9 w/ HA 1		<p>Statewide Fleet EV Requirements - Requires that all passenger vehicles and light duty vehicles owned and operated by the State be zero emission vehicles by 2040.</p> <p>HA 1 - requires OMB to submit an implementation report relating to the procurement of zero-emission vehicles every 3 years. It also requires a report detailing recommendations to further lower carbon emissions in the statewide fleet by January 31, 2035. Exempts emergency vehicles from the zero-emission vehicle requirements of HB 9. Fiscal Note attached</p>	<p>No position. If DLLG decides to support, it would ultimately send a signal to DNREC that legislature should have control over Statewide fleet transition to EVs, not DNREC.</p>	<p>6/1 - Amendment placed with bill</p>
HB 36	Bush	<p>Realty Transfer Tax - Decreases by 1% the rate of the realty transfer tax to be received by the State, thereby returning it to the rate that was applicable prior to August 1,2017. The Act also makes technical corrections to conform existing law to the standards of the Delaware Legislative Drafting Manual. This Act will apply to documents recorded and permits applied for after the effective date of the Act.</p>	<p>Neutral: Does not impact revenue received by local governments</p>	<p>1/26 - Assigned to House Appropriations Committee</p>
HB 39	Smith	<p>EPOCH Bill - Provides a one-time appropriation for grants to law enforcement agencies. EPOCH grants could be used by the recipient agencies to recruit new officers; promote or</p>	<p>Support: See DLLG's letter of support (Jan. 17, 2023)</p>	<p>3/2/23 Amendment HA 1 to HB 39 -</p>

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		<p>encourage careers in law enforcement; initially pay the salaries of newly hired officers; pay for overtime to facilitate additional work to address issues of local concern (including traffic enforcement); and implement programs designed to improve public safety in the area of the agency’s jurisdiction.</p> <p>HB 39 -HA 1 -Adds a 3/4 vote requirement to the bill and adds 3 agencies to the list of those receiving EPOCH Grants.</p>		Introduced and Placed With Bill
HS 1 for HB 55	Lynn	<p>Homeless Bill of Rights - Sets forth the rights of individuals experiencing homelessness and creates a process by which the State Human and Civil Rights Commission and the Division of Human Relations may accept and investigate complaints of discriminatory treatment, attempt conciliation, and refer enforcement actions to the DOJ where necessary. HS 1 -This Substitute differs from the original House Bill No. 55 in that it expands the definition of “individuals experiencing homelessness” to include those who may be staying with different friends or family without a permanent home and it eliminates a reference to voting rights.</p>	<p>Oppose: An “unfunded mandate.” Allows persons to occupy a vehicle parked on public property (parks, beaches, parking lots). Jurisdictions that lack homeless shelters and/or temporary housing face additional burdens. Instead, a comprehensive solution to address homelessness is needed including 1) affordable housing strategies, and 2) tools and resources that are based on promising, emerging, and practices.</p> <p>Need to send out “Action Alert” when in committee</p>	Substitute bill introduced 3/14; Adopted in lieu of the original bill HB 55, and Assigned to Judiciary Committee in House
HB 62	Anton-Wilson	<p>Assessment of Real Property - Requires each county reassess the value of real property in the county at least once every 5 years. The first 5-year period starts when the reassessment currently being conducted by each county is completed. This Act also makes revisions to conform existing law to the standards of the Delaware Legislative Drafting Manual and for consistency with current law and terminology.</p>	<p>Impacts counties.</p>	6/7/23- Passed Housing & Land Use Committee in Senate

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HB 67	Shupe	Realty Transfer Tax Exemption - creates an exemption from the realty transfer tax if 1 or more of the individuals otherwise subject to this tax paid the realty transfer tax for a different transaction within the previous 12 months and files personal income taxes using the addresses of both properties subject to the realty transfer tax to meet the requirements to be that individual's place of abode under § 1103 of Title 30.		3/28 - Tabled by House Revenue & Finance Committee
HB 68 w/ HA 1	Baumbach	Clarification on Delaware Police Training Program - Clarifies former HB 148 from the 151st General Assembly by defining the start and end date of the 4 year lookback period that determines if a municipality, governmental unit, the University of Delaware, or Delaware State University is subject to reimbursement for an employee's training expenses when the employee is hired by another agency.	Support: Clarification on previous bill to provide compensation when a police officer is hired by another agency.	Passed by House on 3/14; 5/3 - Released from Senate Corrections & Public Safety Committee
HB 84	Morrison	2nd Barking Dogs Bill - Unclear as to how it differs from HB 124.		4/25/23 - Stricken in House
HA 1 to HB 124	Morrison	Barking Dogs Bill - Clarifies that police officers shall assist the Office of Animal Welfare and Department of Agriculture, as occasion requires, in enforcement of all laws for protection and control of animals. Prohibits the owner or person in possession or control of a dog from allowing the dog to bark for an extended period, defined as continuously for 15 minutes or more, or intermittently for 30 minutes or more. Exempts barking dogs if someone is trespassing on private property where the dog is located. Also exempts animal shelters, pet stores grooming facilities, veterinary offices and animal clinics. The Act also transfers the authority to impose and collect fines and penalties, for violations of laws relating to protection and control of animals, under this title to the enforcing agency. This Act takes effect on January 1, 2024. Amendment excludes service dogs.	Support - if there is an amendment to enable local jurisdictions with Animal Control Officers/units to retain local control & allow jurisdictions to opt out Oppose - if no amendment	5/4 -Reported Out of Committee (Health & Human Development) in House. 5/9 -Assigned to House Appropriations Committee

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HB 93	Shupe	Municipal Elections - Would require all municipalities to use State’s Voter Registration System and end municipal voter registration requirements except for nonresident voters.	<p>Opposed by 11 Sussex County municipalities. See updated Table with Input from Municipalities</p> <ul style="list-style-type: none"> - Little support for inclusion in the state system. Since the original enactment of the included option to adopt the state registration system, only a handful (12 of 57) have done so. - Sponsor never clearly identified what problem this bill solved. - Different eligibility voter requirements [of municipalities, which are often stipulated in City Charters] are not resolved by a uniform system. Resolving these issues falls on clerks. - No opt out provision for municipalities that would choose to do their own registrations. 	4/26 - Failed in House Administration Committee
HB 94	Osienski	Speed Cameras - Enables the State, as well as counties and municipalities to more effectively enforce speed limits on roads in a residential district in which a Department of Transportation study, no more than 1 year old, documents that the 85th percentile speed on the road is 5 miles per hour or more than the posted speed limit or the road is in a designated work zone. For a violation to occur a motor vehicle must exceed the posted speed limit by 11 miles per hour or more.	<p>Support - If revenue is treated the same way as red-light cameras. Obtained clarification that local govts ARE entitled to a share of the revenue collected for transportation safety purposes. “Any excess revenue not used for administration of the system, will be managed by the Office of Highway Safety and used only for purposes of education, enforcement, engineering and administration.”</p>	4/26 - Released from House Public Safety & Homeland Security Committee; 4/28 - Assigned to House Appropriations Committee
HB 99 w/ HA 1	Heffernan, Phillips, Hanson	Delaware Climate Change Bill -This is the new draft version of Senate Bill 305 (as amended) . This places the Governor's Climate Action plan into law and regulation. It would require Delaware to reduce its statewide greenhouse gas emissions by at least 50% by 2030 (compared to 2005) and by no less than 90% by 2050.	<p>Initially Opposed – See DLLG’s Letter to Secretary Garvin (12/16/22); DLLG & other stakeholder organizations submitted proposed changes, which were reviewed by DNREC.</p> <p>No position - Attorneys determined that will not impact Zoning regs. Will be an</p>	Passed by the House on 6/6/2023

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			amendment introduced, which may further clarify.	
HB 101	Bush	Expedited Review of Development - Related Permit Applications - Directs DeIDOT and DNREC to develop a program to allow for the expedited review of entrance plans and stormwater and sediment plans associated with new development. Under this process a consultant pre-approved by DeIDOT and/or DNREC would conduct the review and the costs would be paid directly by the developer. The state agencies are charged with developing policies and procedures to protect against potential conflicts of interest in the use of private consultants.	Support - Part of a larger package of five bills, aimed at improving and quickening the permitting process for economic development projects in Delaware.	Introduced 3/30.; Awaiting House Economic Development/ Banking/Insurance & Commerce Committee hearing
HB 102	Bush	Expedites the issuance of temporary entrance permits for commercial and economic development projects.	Support - Part of a larger package of five bills, aimed at improving and quickening the permitting process for economic development projects in Delaware.	5/9/23 - Passed By Senate
HB 103	Bush	Transportation impact fees - creates fees for areas within state strategies and spending levels 1 and 2 that are not currently within an approved Transportation Improvement District. Ensures that development contributes a reasonable, responsible share of the transportation impact to fund off-site improvements including but not limited to bringing substandard roads to current standards, improving pedestrian facilities, and upgrading deficient intersections while allowing the Department of Transportation to implement the improvements in a more cohesive way. The fees are to be utilized within the counties where they are collected.	Support -Part of a larger package of five bills, aimed at improving and quickening the permitting process for economic development projects in Delaware.	Introduced 3/30.; Awaiting House Economic Development/ Banking/Insurance & Commerce Committee hearing

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HB 104 & HA 1	Bush	Provides exemptions from land-use planning (PLUS) process - Accelerates the process for economic development projects in the State of Delaware with some exemptions from the PLUS process. A project located in Investment Level 1 or 2 under the Strategies for State Policies and Spending that is consistent with local zoning and any local comprehensive plan that will create full-time jobs is exempt from the pre-application process unless required by the local government or requested by the applicant.	Support - Part of a larger package of five bills, aimed at improving and quickening the permitting process for economic development projects in Delaware.	Passed by the Senate on 6/6/2023
HB 114 w/ HA 1	Harris	Recovery Housing - Institutes a voluntary certification process for recovery residences under standards and procedures that uphold evidence-based best practices and support a safe, healthy, and effective recovery environment. This Act establishes residents' rights of a recovery residence and protects residents against unreasonable and unfair practices in setting and collecting fees and other residence payments...Also excludes a certified recovery house rental agreement from the provisions of the Landlord-Tenant Code.	Support – ensures that recovery housing operates with oversight and regulation and address challenges associated with problematic Level 1 (peer-operated, self-governed) residences.	6/1/23 - Adopted in lieu of the original bill HB 114, and Assigned to Appropriations Committee in House
HB 115	K. Williams	Civil Forfeiture - Requires a conviction before forfeiture (plea of guilty or no contest, conviction, or dismissal because of completion of a diversion program all count). Puts the burden on the state to prove all facts by clear and convincing evidence. Requires the state to prove by clear and convincing evidence that a non-defendant owner knew about or consented to the unlawful activity before the property may be forfeited.	Under review	4/6/23 - Introduced and Assigned to Public Safety & House Homeland Security Committee
HS 1 for HB 121	Short	Seaford Municipal Charter Change - This bill would allow the City of Seaford to authorize artificial entities, limited liability corporations' partnerships, and trusts to vote in Municipal elections held in Seaford following the principle of "one person/entity/one vote".	No position. Traditionally, DLLG does not get involved in municipal charter changes. Reflect the will of a jurisdiction's electorate.	6/1/23 - Introduced and adopted in lieu of HB 121

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<u>HB 123</u>	Ramone	Anti-ZEV Regulation - This act would require the DNREC to obtain the consent of the General Assembly before promulgating any regulations restricting the sale of fuel-powered cars, trucks, and SUVs in Delaware. This Act does not change the emission standards fuel-powered vehicles must currently meet. The provisions of this bill would be retroactive to March 1, 2023.	No position. This is political push-back to State's proposed Advanced Clean Car II (ZEV) standards.	4/20/23 Introduced & assigned to House Natural Resources & Energy Committee
<u>HB 127</u>	Baumbach	County Fire Protection Fees - Provides each county with the ability to impose a fire protection fee by ordinance. A county that enacts this fee must do all of the following: 1. Deposit all money collected from this fee in an account that is segregated from the county's general funds. 2. Establish criteria under which this money is distributed to fire companies providing fire protection in the county. 3. After using no more than 5% of the money annually deposited from this fee for administration of this fee, distribute all of the money collected, including accrued interest, within 18 months of receipt.	No position - No action will be taken as it's been kicked to a study group.	4/26/23 - Out of House Housing Committee. Not going to be worked - kicked to study group.
<u>HB 130</u>	Sturgeon	Clotheslines - Environmental bill that prohibits restrictive covenants that prohibit or unreasonably restricts the owner of real property from installing or using a clothesline.	No position - determined that this legislation is likely directed at HOAs.	5/16 - Introduced and Assigned to Senate Elections & Government Affairs Committee
<u>HB 135</u>	Lynn	Supreme Court Composition - This legislation is supported by virtually all legislators in Kent and Sussex County. Requires that of the 5 seats on the Delaware Supreme Court, at least one be a resident of Kent County and one be a resident of Sussex County, which has been the practice for quite a long time. Governor Carney recently nominated 2 individuals to fill vacancies of the Supreme Court, both of which were New Castle County residents and which, if confirmed, would mean the 4 of the Justices of the Supreme Court were from New Castle County and 1 from Sussex County.	Neutral - Primarily an issue for Kent and Sussex Counties.	4/27/23 - Passed by House; Assigned to Executive Committee in Senate

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HB 167	Shupe	School Resource Officers - Establishes school resource officer units to fund school resource officers in all Delaware public schools. Specifically, this Act funds at least 1 school resource officer in each school in a school district and each charter school, regardless of enrollment, and provides for additional school resource officers for schools with over 1,000 students.	Support - (likely will not move forward due to costs). Will allow SROs to be employees of a school district/charter school or enable district/chart to contract with municipal or county police	6/7/23 - Reported Out of House Education Committee
HB 168	K. Williams	Short-Term Rental Tax - Requires every short-term listing service to obtain an occupational license & pay an annual licensing fee. Section 2 defines short-term rental. This bill also makes the lodging tax that applies to all hotels, motels, and tourist homes apply to short-term rentals.	Support - Bill makes the lodging tax that applies to all hotels, motels, and tourist homes also apply to short-term rentals.	6/6 - Reported Out of House Committee (Revenue & Finance)
HB 175	Neil	Accessible Parking - Adds provisions to Title 21 defining accessible parking spaces, incorporating federal standards for accessible parking spaces found in ADA and applicable regulations. Provides additional requirements that enhance these standards and better reflect the needs of persons with disabilities in Delaware. Increases the penalty for violations. Adds provisions in Titles 9 and 22 to require county and municipal governments to adopt regulations and ordinances incorporating these requirements for accessible parking spaces, including the requirement that property owners have a permit and process to ensure compliance for new or modified accessible parking spaces, in order to increase compliance and uniformity statewide.	Initially Opposed – Preempts local control. However, there has been a good faith effort to clean-up bill. Issues of concerns: Increased workload for both Planning and Code Enforcement. Also increases the cost to the development community who would need to file a plan for departmental review when restriping or resurfacing their lot. Could open local govts up to potential law suits. LAC recommends support - if bill includes NCC's proposed amendments and provides for a 90-day "cure period." upon receiving written notice of noncompliance - the entity would have a 90-day period to correct the violation before a penalty is assessed.	6/7/23 - Reported Out of Committee

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HB 176	Osienski	Unemployment Code Deadline Extensions - Provide claimants and employers additional time to receive and prepare a response or appeal of benefit determinations and other important documents that require a response, in an effort to reduce the incidents of late filed appeals and missed deadlines. This would benefit claimants and employers by providing more time, while also reducing the administrative burden to the Division of Unemployment Insurance of responding to late appeals and late filed documents.	No position - Gives employers the same flexibility as claimants in preparing response or appeal.	6/6/23 - Reported Out of Committee (Labor) in House
HB 179	Bush	Entrance Permits - This Act requires the Department of Transportation to issue an entrance permit to a private or public utility upon presentation of a satisfactory entrance permit application where the private or public utility owns or has an easement for the entrance location.	No position - Similar to, but not part of “Ready in 6” bills. Targets DelDOT, not local governments.	6/1/23 Introduced and Assigned to House Economic Development/Banking/Insurance & Commerce Committee
HB 189	Dorsey Walker	Municipal Elections - This Act makes clear that corporations and other artificial entities may not be given a vote in municipal elections. (Removes the ability for corporations or artificial entities to vote in municipal elections).	Oppose - Several DE coastal communities either have, or are considering authority (within charters) that allow Non-Resident Properties held in an Artificial Entity (e.g., trusts, LLCs), to be entitled to ONE VOTE, authorized by a Power of Attorney. Current municipalities that allow corporations to vote, or municipalities proposing non-resident voting by an LLC, likely don’t want this legislation.	6/2/23 Introduced and Assigned to House Administration Committee
HB 205	Minor -Brown	Law Enforcement Officers Bill of Rights (LEOBOR) - This bill is sanctioned by the Delaware Association of Chiefs of Police. Makes a number of revisions: It adds part-time officers to the coverage of the chapter. It distinguishes between formal investigations and informal inquiries. It requires that a detailed narrative of an internal investigation must be prepared by an investigating agency and publicly posted in specific cases. It	Support - align with DE Assn of Chiefs of Police See DE Assn of Chiefs of Police “ Talking Points ” - 6/6/23	Testified at & Cleared 6/7 - House Public Safety & Homeland Committee

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		requires that an investigation into officer misconduct must be completed, regardless of the employment status of the officer. Also allows a department to provide information to a complainant or victim of officer misconduct sufficient to reasonably address concerns regarding the investigation and its outcome. Finally, it requires... upon request of a defense attorney in a criminal or delinquency case, and through the Department of Justice, all records relating to sustained findings of misconduct relating to perjury, intentional false statements or false reports, or destruction, falsification, or concealment of evidence by an officer who participated in the investigation or prosecution.		
HB 206		Police Officers Standards and Training Commission - Revamps the Council on Police Training (COPT), by changing the name to the Police Officer Standards and Training Commission (or POST) and amending its powers and duties.	Support - align with DE Assn of Chiefs of Police	Testified at and Cleared 6/7 - House Public Safety & Homeland Committee
HB 220	Wilson-Anton	Constitutional amendment on protecting DE's natural resources (1st leg) ... The Amendment would declare the State, including all of its branches, agencies, and political subdivisions, as trustee of the State's natural resources. By enacting this amendment Delaware would join other States which have or are seeking similar provisions, in their respective Constitutions, creating the same inherent and inalienable rights for their citizens.	Oppose - Same as last year's bill—puts municipalities and counties at unnecessary risk of lawsuits. Gives citizens a constitutional right to file suit. In New Mexico, similar legislation has made it easier for citizen groups to file suit.	6/1/23 - Introduced and Assigned to House Administration Committee

SENATE

SS1 for SB 2	Lockman	Gun Control - Creates an application process to obtain a handgun qualified purchaser permit (no fee) to authorize the purchase of a handgun. Also prohibits a licensed importer, manufacturer, or dealer, as well as unlicensed persons, from selling or transferring a		5/18/23 Assigned to House
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		handgun to an individual unless the individual has a handgun qualified purchaser permit. Individuals must complete a firearms training course within 5 years before the date of application, similar to Delaware's concealed carry permit law.		Appropriations Committee
<u>SB 9 w/ SA 1</u>	McBride	Lead-Based Paint - (1) Creates a system by which all properties where a child who is found to have high blood lead levels live are promptly screened for lead-based paint and, where that paint is found, treated to abate or remediate the lead-based paint. (2) Prohibits landlords of properties where the State has paid for lead-based paint abatement from raising rents on those properties for a period of 3 years. (3) Taking steps to ensure that neither landlords nor local governments present unreasonable delays to the abatement of lead-based paint. (4) Creates a dedicated fund for abatement and remediation of lead-based paint hazards so that all levels of state government can be held accountable for funding lead-based paint abatement efforts. (5) Expands the duties of the Childhood Lead Poisoning Prevention Advisory Committee	No position	6/7/23 - Reported Out of House Health & Human Development Committee; Assigned to House Appropriations Committee
<u>SB 35 w/SA 2</u>		Bond and Capital Improvements (Mini-Bond) - The epilogue language, which calls for the creation of a pilot program under the Office of Management and Budget (OMB) and DeIDOT, is controversial. It mandates project labor agreements (PLAs) on state funded construction projects. This was a topic of discussion with legislators at SCAT's February 1, 2023 Dinner Meeting. Mini-bond does NOT include MSA	No position	Signed by Governor on 1/26
<u>SB 65</u>	Buckson	Realty Transfer Tax Amendment - adds workforce and affordable housing programs to the current list of realty transfer tax eligible expenditures for New Castle, Kent, and Sussex Counties.		3/30:Re-Assigned to Senate Elections & Government Affairs Committee

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SB 76	Hansen	Vacating Public Right-of-Way - Allows for DelDOT to vacate an old right of way of a newly realigned section of road by resolution.	Support - Part of a larger package of five bills, aimed at improving and quickening the permitting process for economic development projects in Delaware.	6/6/23 - Reported Out of Committee (Transportation)
SS 1 for SB 87	Huxtable	Realty Transfer Tax Amendment - Clarifies the exemption from realty transfer tax for conveyances to or from a nonprofit organization, applicable when the purpose of the transfer is to provide owner-occupied housing to low and moderate income households, applies to rehabilitating residential properties and reselling the properties without profit and to constructing residences on properties and reselling the properties without profit. The Act also exempts any portion of a conveyance when the grantee's intent is to construct affordable housing units and the conveyances are financed using funding provided by the federal government, State, or a county or municipality; and also exempts any portion of a conveyance financed through the federal Low Income Housing Tax Credit program		6/6/23 - Reported Out of Committee (Revenue & Finance) in House
SB 88	Huxtable	Realty Transfer Tax Amendment - changes the State realty transfer tax credit offered to first-time home buyers.		4/19 - Introduced & Assigned to Senate Executive Committee
SB 92	Walsh	Delaware Public Employment Relations Act (PERA) - amends PERA to make it apply to municipalities with 25 or more employees, instead of the 100 employee threshold in current law. The Public Employment Relations Act , Chapter 13 of Title 19, gives employees of public employers the right to unionize and collectively bargain.	Opposed - Issue of concern for ~ 13 small DE municipalities. See responses to DLLG's Poll - SB 92, PERA See DLLG's 5/9/23 letter of opposition to DE GA regarding SB 92	6/6/23 - Reported Out of Committee (Labor) in House
SB 96	Pettyjohn	Anti-ZEV Regulations - This Act prohibits DNREC from promulgating rules and regulations restricting the sale of fuel-powered cars, trucks, and SUVs in Delaware. This Act does not change the emission standards fuel-powered vehicles must	No position - Political push back to State regulations to implement California's Advanced Clean Car II standards.	4/19 - Introduced & Assigned to Senate Environment, Energy &

DLLG 2023 TRACKING OF DELAWARE LEGISLATION

		currently meet. The provisions of this bill would be retroactive to March 1, 2023.		Transportation Committee
SB 99	Pinkney	Crime-Free Lease Ordinance Bill - prohibits municipal ordinances that require the eviction of tenants for criminal activity by a tenant, member of the tenant's household, or a guest.	Oppose - Preempts local control Directly impacts at least 6 municipalities with these ordinances: Blades, Dover Greenwood, Harrington, Smyrna, & Townsend	Testified at 5/10 - Senate Housing & Land Use Committee . Passed Senate. 5/18/23 - Assigned to House Housing Committee
SS 1 for SB 103	S. McBride	EV Residential Charging Infrastructure - Seeks to support EV ownership by mandating electrical charging infrastructure in new residential communities by: (1) Requiring that newly constructed single-family and multi-family residential dwellings include certain EV charging infrastructure. (2) Providing county and municipal government enforcement of the EV charging infrastructure requirements of this Act.	Concerns - puts the cart before the horse for jurisdictions that have not adopted EV-Ready land use regulations. NCC & Sussex Counties have recommended technical changes to address alignment between State and local permitting responsibilities.	Passed Senate: 6/1/23 - Assigned to House Natural Resources & Energy Committee

DRAFT Bills

DRAFT HOUSE BILL	Hansen	Energy Conservation Code Bill - While there is some language ambiguity, appears that bill would provide flexibility for a DE local government to exceed the minimum	DLLG Input: NCC - "...previously received an email from the State enabling us to go beyond the energy conservation code. This bill would further solidify the option to go above the state standard." Newark, Rehoboth, & Bethany - OK with proposed draft. Dover - submitted comments on current & proposed language	6/1 - Senator Hansen withdrew legislation. May be reintroduced next year unless State moves forward with regulatory updates.
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DLLG 2023 TRACKING OF DELAWARE LEGISLATION

Draft State Reg		<p>Zero Emissions Vehicles - In March 2022, the Governor directed DNREC to promulgate regulations to implement California’s Advanced Clean Car II standards – joining 13 other states surrendering their transportation policy autonomy to CA. Although Delaware meets EPA standards in all three counties, it does not meet CA standards in New Castle County. Given this, DNREC plans to adopt regulations that by 2035, all new passenger cars, trucks, and SUVs sold in Delaware will be required to be zero-emission vehicles (ZEVs). It appears that beginning in Model Year 2026 (Fall 2025), 35% of all new cars sold in Delaware will need to be zero-emissions. By Fall 2031, over three-quarters of all cars sold will be required to be ZEVs, with the sale of new gasoline and diesel-powered vehicles banned by late 2034.</p>	<p>Supports, but with proposed concessions for DE Local Govt Fleets - The proposed regulatory changes ignore existing market realities, + time to develop and ramp up infrastructure for local government fleets. DLLG is concerned that proposed regulations will overburden and add to the mounting regulatory costs of achieving DEs rigorous goals and aggressive timeframe. Upfront costs, limited EV options for heavy-duty and police vehicles, issues with in-house maintenance/servicing are among the obstacles for Delaware local governments to fully transition to EV vehicles. See DLLG’s Letter to DNREC (12/2/22); Forwarded letter to Secretaries Majeski & Garvin on 3/30/23. Submitted 2nd Public Comment Letter on 5/25/23, seeking concessions for local government fleets.</p>	<p>Two bills proposed - one in the House, one in the Senate? April 26 public hearing: de.gov/dnrehearings. Comments due 5/26 via: de.gov/dnrecomments</p> <p>Met with Governor’s Team on 5/30 - Assured DLLG that proposed regs do NOT apply to local govt fleet purchases/lease.</p>
Draft	Hansen	<p>Voluntary School Assessments - Addresses the relation between land development and school capacity and facilitates greater coordination between the counties and local school districts with regard to planning.</p>	<p>Neutral - impacts only Kent and Sussex Counties</p>	

Municipal Street Aid (MSA) – Submitted a written request, DLLG “[Legislative Brief](#)”, and testified before Bond Bill Committee on 3/22/23 to request that the General Assembly increase the Municipal Street Aid (MSA) allocation in the Bond Bill from \$6 million to \$10 million in FY 2024.

DE Association of Chiefs of Police is working proactively on a Police Bill of Rights.



City of Milford Deputy City Clerk Pay Grade

Employment Status: Full-time
FLSA Status: Non-Exempt

Experience Required: The essential function of the position within the organization is to provide administrative, organizational, and clerical support. The position is responsible for tasks of responsibility for the City Clerk's office, performs a variety of office management and administrative tasks in support of the Department. Assists the City Clerk and Senior Deputy City Clerk by successfully completing routine and complex clerical and administrative functions. State of Delaware Notary Public license required within (6) months of employment. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with city policy.

Minimum Education Requirements: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for successful job performance is qualifying. An example would be three (3) years of increasingly responsible legal administrative assistant, administrative or executive assistant, or related experience. Associate degree preferred, from an accredited college or university in Business or Public Administration, or a directly related field is highly desirable, or specialized training equivalent to satisfactory completion of two years of college education. Interpersonal and communication skills necessary to communicate effectively and professionally, both orally and in writing, with city officials and staff and members of the public. must be willing to achieve certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) within five (5) years of appointment.

Direct Supervisor: City Clerk
Supervisory Responsibility: N/A
Primary Work Location: Office setting

Job Summary: This is a professional support position relevant to the overall management and coordination of the day-to-day activities in the City Clerk's Office while assisting in the organization and facilitation of board, commission, and committee meetings, agenda preparation, document processing, and performance of historical records archival; aids in developing, implementing, and coordinating projects, programs and procedures, particularly related to records management; requires an understanding of the principles and practices related to records management and recordkeeping, legislative processes, and effective public relations. This position utilizes various computer applications and software packages; operates a variety of automated recordkeeping systems; compiles and develops information necessary to generate routine and special reports, memoranda, and related materials; calls for accuracy, meticulous attention to detail, effective communication and writing skills, and the ability to organize and prioritize tasks. Typical duties will include initial response to requests and inquiries from the public, organizing, scheduling, and transcribing, as assigned, board, commission, and committee meetings, maintaining committee board, commission and committee rosters and historical files; and performing a wide variety of tasks relative to the assigned area of responsibility.

Supervision Received: Work is performed under the general supervision of the City Clerk.

Essential Job Functions:

Deputy City Clerk may be called upon to do any or all of the following essential (not inclusive) duties:

- A. Assist in all aspects of the City Clerk Office's operations while implementing goals, objectives, policies, and procedures.
- B. Assume the duties of the Senior Deputy City Clerk in their absence.
- C. Assists in the management and coordination of all Council affairs and events, including scheduling, monitoring and tracking all proceedings before Council and actions taken by Council.



City of Milford Deputy City Clerk Pay Grade

- D. Use of Microsoft Office Suite and other current and future software programs used by the City Clerk's Office and in conjunction with other city departments.
- E. Manages documents on website, Laserfiche and other applicable software.
- F. Effectively composes correspondence and routine administrative reports.
- G. Interacts effectively with all levels of officials, employees, and the public.
- H. Maintains good working relationships with other departments and employees.
- I. Directs public to the appropriate City of Milford staff or department.
- J. Assists members of the public effectively in person, over telephone and via email by providing information in accordance with established procedures.
- K. Aids in the preparation and publication of ordinances, resolutions, proclamations, certificates, meeting agendas and minutes, memoranda, documents, reports, or other materials observing strict confidentiality.
- L. Attends Council, Boards, Commissions, and Committee meetings as assigned.
- M. Responsible for related records, recordings, videos, transcription of minutes and distribution to appropriate personnel.
- N. Assists with preparation and conduct of city elections including the registration of qualified property owners, maintenance and preparation of voter registration records, and continual auditing of election records.
- O. Performs research for City Clerk, Mayor/Council, staff, and citizens as directed by City Clerk.
- P. Attends staff and other professional meetings as directed by City Clerk.
- Q. Prepares purchase orders and other daily assignments.
- R. Completes time driven projects by deadline.
- S. Other duties as assigned.

Knowledge

Detailed knowledge regarding the city's municipal code, parliamentary procedures, election procedures, records retention, database management, technology related to recording software and variety of computer programs, implementation of the Freedom of Information Act, and a number of municipal procedures for actions such as rezonings, annexations, referendums, and the adoption of ordinances.

Skills

The Clerk's Office is responsible for maintaining the city's history and making it available to Mayor, Council and committee members, which is vital to members as they address longstanding issues that come before them for consideration.

The Deputy Clerk researches current issues and provides historical context to members as they address concerns related to policy and procedure.

The Deputy Clerk aids the Senior Deputy City Clerk to implement and monitor procedures for managing all city records. Provides guidance to other city departments on information storage, disposition, and retention to ensure that the city's constituency has access to public records.

The Deputy Clerk ensures that data is safely stored in Laserfiche and indexed in such a way to provide staff and the public with timely access to reliable information.

The Deputy City Clerk assists the City Clerk and the Senior Deputy City Clerk when interfacing with State of Delaware legislators to assist Council in the endorsement of legislation related to city policy, such as amendments to the City Charter.

The Deputy City Clerk assists the City Clerk and Senior Deputy City Clerk in overseeing a large number of special circumstances and the complexity of the issues, including, but not limited to creation of local laws and local and special elections. Each of these matters involves a lengthy, detailed, step-by-step process. Failure to develop, implement, and abide by these procedures can leave the city vulnerable to lawsuits and significant monetary losses.

Abilities

Responsible for receiving a voluminous amount of information which is directed to Mayor and Council through the Clerk's Office.

Ability to provide prompt and accurate information to prevent public relation problems and legal implications.



City of Milford Deputy City Clerk Pay Grade

Possesses tact and discretion when responding to the needs of those who solicit their advice.

Acts as the “face” of City Hall by serving as the City Clerk, Senior Deputy City Clerk and Mayor/Council’s point of contact between fellow Council members, committee members, city staff, and the public.

Requires high level reading, writing, and verbal skills.

Communicates on a regular basis with City Clerk staff, city staff, and the public using a high degree of diplomacy and tact.

Ability to read, interpret, and explain complex information related to State and Municipal Code, contracts, and policy.

Prepares a variety of documents including minutes, reports, correspondence, and policy statements.

Requires strong writing skills and a thorough command of the English language, including grammar, spelling, and punctuation.

-
- I have read the job description for my position. I understand and accept the requirements as stated.
 - I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Deputy City Clerk:

Employee: _____

Human Resources Director: _____

Date: _____



City of Milford Senior Deputy City Clerk

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Requires a vast amount of specialized and detailed knowledge regarding the City's Municipal Code, parliamentary procedures, election procedures, records retention, database management, technology related to recording software and variety of computer programs, implementation of the Freedom of Information Act, and multiple municipal procedures for actions related to rezonings, annexations, referendums, and the adoption of ordinances. Because the Senior Deputy City Clerk assists the City Clerk in their pivotal role between Council and the staff/public, the implications of failure to understand this information are serious. It would be impossible to assimilate the depth of knowledge required in a period of less than four (4) years. State of Delaware Notary Public license required within (6) months of employment. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: Requires associate degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education. Five years of increasingly responsible clerical or administrative experience, including one year of experience in a lead or supervisory capacity. Additional qualifying experience may be substituted for the education on a year-for-year basis up to a maximum of two years. Must achieve certification by the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) within three (3) years of appointment, followed by advanced continuing education and development to obtain the Master Municipal Clerk certification by the International Institute of Municipal Clerks.

Direct Supervisor: City Clerk

Supervisory Responsibility: N/A

Primary Work Location: Office setting

Job Summary: This is a specialized professional position with a high degree of responsibility in support of a wide range of services, including constituent services and council affairs, policy research and implementation, coordination of Council, Council Committees, Planning Commission, Board of Adjustment, Council assigned subcommittees and ad hoc group meetings, and serves as the point of contact for constituents and interest groups on municipal matters. Position requires impartiality while balancing and protecting the interests of the city, the citizenry, Mayor, and members of Council. While attending to the ever-shifting priorities faced by a municipality, responsibilities involve a multitude of recurring duties, including Council, Board, Commission and Committee meeting preparations, municipal and special elections, and records management. Decision making and working independently are fundamental to this position.

The Senior Deputy City Clerk shall be committed to the mission, vision and values of the city and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service. Must demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of city resources, progressive decision-making, personal accountability, and responsibility.

This requires a highly motivated, detail-oriented employee who coordinates and manages the day-to-day activities of the City Clerk's Office; assists City Clerk with election services, legislative services, public information, and related functional responsibilities; oversees the office's purchasing system and



City of Milford Senior Deputy City Clerk

monitors budget needs.

As the special events coordinator for the City of Milford, the Senior Deputy City Clerk accepts, evaluates, coordinates with city staff and outside agencies, and issues event permits.

This first-line manager ensures the daily activities are completed in a timely and efficient manner. Performs complex administrative work requiring initiative and good judgment, and the ability to work well with city staff and the public. The City Clerk's Office is responsible for the publication, filing, indexing, and safekeeping of all proceedings of City Council and other public bodies as mandated by law.

Supervision Received: Work is performed under the general supervision of the City Clerk.

Essential Job Functions:

The Senior Deputy City Clerk may be called upon to do any or all of the following essential duties:

- A. Serves as City Clerk in the absence of the City Clerk.
- B. Assists in the management and coordination of all City affairs and events, including scheduling, monitoring, and tracking all proceedings before Council and actions taken by Council.
- C. Manages and coordinates all Planning Commission, Board of Adjustment, and Community Cemetery Board affairs and events, including scheduling, monitoring, and tracking all proceedings before each and subsequent actions.
- D. Supports City Clerk, Mayor/Council, and staff, by assisting all groups in accomplishing city business.
- E. Serves as point of contact for constituents, assisting them in presenting their concerns to City Clerk and Mayor/Council, by providing advice on municipal matters.
- F. Aids in the preparation and publication of ordinances, resolutions, proclamations, certificates, meeting agendas and minutes, memoranda, documents, reports, or other materials observing strict confidentiality.
- G. Attends Boards, Commissions, Committee meetings and is responsible for all related records, recordings, videos, transcription of minutes and distribution to appropriate personnel; attends staff and other professional meetings as directed by City Clerk.
- H. Assists with preparation and conducting of city elections including the registration of residents and property owners, maintenance of voter registration records, and continual auditing of election records.
- I. Performs research for City Clerk, Mayor/Council, staff, and citizens as directed by City Clerk.
- J. Performs administrative tasks such as tracking budget for the City Clerk and Mayor/Council, and is responsible for maintaining files and records, and coordinating records retention and destruction.
- K. Oversees Boards, Commissions and Committee application process, including distribution of applications to individuals as requested by Mayor/Council, updating Mayor/Council members information, appointment expirations and maintenance of all Boards, Commissions and Committee membership lists.
- L. Assists with and monitors the city website by creating and amending pages, staff directory, meeting news updates, and responds to citizen concerns.
- M. Serves as the Assistant FOIA Coordinator for the City of Milford in the research, analysis and process of public records requests and coordinates the collection, review and production of records to requestors.



City of Milford Senior Deputy City Clerk

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

The Senior Deputy City Clerk must have the following knowledge, skills, and abilities upon application:

Knowledge

Operational characteristics, services, and activities of assigned functions, programs, and operations of a City Clerk's Office

Detailed knowledge regarding the City's Municipal Code

Laws, rules, regulations, and procedures related to City Clerk functions, including municipal elections, open government, and public records management and requests

Parliamentary procedures, records management/retention, database management, technology related to recording software and variety of computer programs

Regulations related to actions such as rezonings, annexations, referendums, and adoption of ordinances and resolutions

Ability to interpret special event requests while ensuring events are conducted in a manner that protects public health and safety

Skills

The Clerk's Office is responsible for maintaining the city's history and making it available to Mayor, Council and committee members, which is vital to members as they address longstanding issues that come before them for consideration. The Senior Deputy Clerk researches current issues and provides historical context to members as they address concerns related to policy and procedure.

The Senior Deputy Clerk serves as the Assistant City Record Manager to implement and monitor procedures for managing all city records.

Ensures that all data is handled in conformance with State procedures that dictate records retention.

Serves as consultants to all departments and provides guidance on information storage

Strong communication skills, both verbal and written

Understanding of various laws, whether on a local, state, or federal level.

Abilities

The Senior Deputy City Clerk is an advanced-level position that requires more complex thinking and whose decisions are made in accordance with various laws, rules and regulations.

Responsible for receiving a voluminous amount of information which is directed to Mayor and Council through the Clerk's Office.

The Senior Deputy City Clerk assists the City Clerk by ensuring Mayor/Council receive prompt and accurate information, as lapses in this area can have serious public relations and legal implications.

Ability to use the utmost tact and discretion when responding to the needs of those who solicit their advice.

When directed, provides advice to public/staff/city officials on how best to accomplish their goals, within the framework of the requirements set forth in the city's municipal code.

Requires high level reading, writing, and verbal skills.

Communicates on a regular basis with City Clerk, Mayor/City Council, city staff, and constituents using a high degree of diplomacy and tact.

Ability to read, interpret, and explain complex information related to State and Municipal Code, contracts, and policy.

Requires strong writing skills and a thorough command of the English language, including grammar, spelling, and punctuation.



City of Milford
Senior Deputy City Clerk

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and humanresources.

Senior Deputy City Clerk

Employee _____

Human Resources Director _____

Date _____

**CITY OF MILFORD
JOB DESCRIPTION**

CITY CLERK/DIRECTOR OF ELECTION SERVICES

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required:

At least five years of progressive and increasingly responsible experience in municipal government or business. Any combination of experience and training that provides an equivalent level of qualification.

State of Delaware Notary Public license mandatory.

NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training.

Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements

Bachelor's degree in business, public administration, or related field or within one year of receiving Master Municipal Clerk designation by the International Institute of Municipal Clerks (IIMC), supplemented by college level courses, including ongoing supplemental courses in law related skills, records management, computer, intergovernmental relations, and human relations. IIMC Certified Municipal Clerk (CMC) designation mandatory.

Direct Supervisor:

Mayor and City Council

Supervisory Responsibility: Assigning and evaluating work, approving timesheets, counseling and disciplining of Deputy City Clerk/Executive Assistant and other staff in the City Clerk's Office.

Job Summary:

This is a management position that reports directly to the Mayor and City Council for the effective operation of the City Clerk's Office. The key functions of the position are defined by the City Charter, and in addition, oversees legislative matters, maintains custody of the Seal of the City, attests to all laws enacted by the City Council, and is responsible for the appropriate notice, conduct and recordation of all meetings of the Council and other public bodies of the City in compliance with both the City Municipal Code and the State of Delaware Freedom of Information Act. The City Clerk/Director of Election Services has frequent contact with the Mayor, City Council, the City Manager, the City Solicitor, other department directors, city staff, and the public.

The City Clerk/Director of Election Services mentors others by advising and guiding them regarding problems that may be resolved by legal, clinical, or professional principles.

The City Clerk/Director of Election Services works with a wide-ranging assortment of individuals on a daily basis. They are called upon to use the utmost intact and discretion as they respond to the needs of those who solicit their advice.

Supervision Received:

Work is performed under the limited supervision of the Mayor and City Council.

Essential Job Functions:

Serves as Clerk to City to Council, ensuring that notice of Council meetings is given to its members and the public; that minutes are kept and promulgated; and that all its proceedings are appropriately published, indexed, filed, and stored.

Performs high level administrative tasks such as conducting research, referrals, tracking of records, provides Mayor and Council with firsthand knowledge of Charter/Code and maintains schedules for Mayor and Council.

Serves as custodian of the Seal of the City, maintaining it securely and attesting the same as required by law.

Serves as staff liaison for Council with City staff, other governmental agencies, or third-party organizations.

Serves as point of contact for constituents and other agencies, assisting them in presenting their concerns to staff and Council and providing advice on municipal matters.

Serves as Public Information Officer on Council-related matters for staff, media, citizens, and other agencies; serves as liaison between Mayor/Council and citizens during Delaware emergency operations.

Oversees the daily operations of the Office of the City Clerk, including implementing policies and procedures, managing projects, and supervising office staff.

Recommends goals and objectives for the department to the City Manager and manages the annual budget for the department.

Attends all City Council meetings and provides Council knowledge regarding parliamentary procedures, follows through on all Council actions, follows up with staff on direction of Council.

Research and reports on legislative policy and legal matters for the Mayor, Council, and the City. Further, acts as historian of City information for the City Manager, department directors, and other City staff.

Drafts ordinances, resolutions, proclamations, agreements, and other legal documents in consultation with the City Solicitor.

Designated by Mayor and City Council to manage confidential personnel matters that fall under their powers as described in the City Charter including the recruitment and appointment of a City Manager and Police Chief.

Attests to leases and deeds of the City property, grants, agreements, bonds, tax notes, and other forms of obligations of the City and laws enacted by the City Council.

Assigns staff support for City Boards, Committees and Commissions. The position assures notice is given for meetings and minutes are kept.

Manages and oversees all City elections, including all aspects of City voter registration, publication requirements, polling place assignments, communication with candidates, and coordination with the Sussex County Department of Elections, State Election Commissioner, and the City of Milford Election Board. Position also facilitates training and payment of poll workers, publicizing voter information, and absentee balloting. Coordinates candidate filings and certification of matters related to both general and special municipal elections.

Serves as the Freedom of Information Act Coordinator for the City of Milford, working with departments and the public to facilitate access to the records of the City in compliance with FOIA.

Performs other duties as prescribed by the City Charter, City Ordinance or as legally directed by City Council.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment

Knowledge:

Detailed knowledge regarding the City's Municipal Code, parliamentary procedures, election procedures, records retention, database management, technology related to recording software and variety of computer programs, implementation of the Freedom of Information Act, and a number of municipal procedures for actions such as rezonings, annexations, referendums, and adoption of code amendments and city ordinances.

Knowledge of modern office technology and practices, parliamentary procedure, public records management, and disclosure standards.

Skills:

The Clerk's Office is responsible for maintaining the City's history and making it available to Mayor, Council, and committee members, which is vital to members as they address longstanding issues that come before them for consideration. The City Clerk/Director of Election Services researches current issues and provides historical context to members as they address concerns related to policy and procedure. In addition to conducting research and accumulating information, the City Clerk/Director of Election Services must synthesize this data to develop solutions for problems presented by the public, staff, Mayor, and Council. This often requires a high degree of innovation to find creative strategies for achieving goals.

The City Clerk/Director of Election Services serves as the City's archivist, with responsibility for implementing and monitoring procedures for managing all City records. The City Clerk/Director of Election Services must ensure that all data is handled in conformance with State procedures that dictate records retention. They serve as consultants to all departments and provide guidance on information storage, disposition, and retention to ensure that the City's constituency has access to public records.

The City Clerk/Director of Election Services ensures that data stored in Laserfiche is indexed in such a way to provide Mayor, Council, staff members, and the public with timely access to reliable information.

In addition, the City Clerk/Director of Election Services plays a key role in protecting the City's financial assets from legal liability. They provide guidance to staff, Mayor and Council on interpretation and conformity with the City's Municipal Code. They advise Council on how to accomplish their goals within the framework of the provisions of the Code. The City Clerk/Director of Election Services ensures that matters considered by Council are addressed in the proper sequence and according to correct parliamentary procedure, so that the actions taken by Council are legally binding.

The Clerk's Office serves as a liaison between the City and candidates for election. The City Clerk/Director of Election Services provides education and advice to candidates regarding election procedures and ensure that candidates are kept informed on City matters.

The City Clerk/Director of Election Services interfaces with State legislators as they assist Council to seek endorsement of legislation related to City policy, such as amendments to the City's Charter.

The Clerk's Office oversees various "routine" matters (which are rarely routine due to the large number of special circumstances and the complexity of the issues considered), such as rezonings, alley abandonments, annexations, adoption of ordinances, recording of legal documents such as easements, deeds, agreements, etc. Each of these matters involves a lengthy, detailed, step-by-step process. Failure to develop, implement, and abide by these procedures can leave the City vulnerable to lawsuits and significant monetary losses.

Abilities:

Demonstrated ability to communicate effectively, both verbally and in writing.

Responsible for information, knowledge and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Information to include numbers, words, symbols, ideas, concepts, and oral verbalizations.

The ability to plan, assign, coordinate, monitor, and evaluate the workload of an office with multiple subordinate staff.

The ability to establish and maintain effective working relationships with employees, elected officials, appointed volunteers, and the general public.

Sound judgment, integrity, discretion, tact, and dependability.

Responsible for receiving a voluminous amount of information which is directed to Mayor and Council through the Clerk's Office. They sift through data, analyze the implications of the material, and make sure that Mayor and Council is kept informed of all significant issues. The City Clerk/ Director of Election Services must ensure that Mayor and Council receives prompt and accurate information, as lapses in this area can have serious public relations and legal implications.

The City Clerk/Director of Election Services works with an assortment of individuals regularly. They are called upon to use the utmost tact and discretion as they respond to the needs of those who solicit their advice.

The City Clerk/ Director of Election Services reports directly to the Mayor and eight (8) members of City Council who are elected for staggered terms of office, but the Clerk's Office remains constant in its support role. The City Clerk/Director of Election Services establishes and maintain procedures that provide continuity for Mayor/Council members and city staff. Because newly elected members are often unfamiliar with city policy and parliamentary procedure, the Clerk's Office provides orientation, education, and guidance to new members as they become familiar with city procedures.

Council members do not maintain offices at City Hall, therefore the City Clerk/Director of Election Services acts as the "face" of Council by serving as Council's point of contact between fellow Council members, committee members, City staff, and the public. They provide advice to all parties on how best to accomplish their goals, within the framework of the requirements set forth in the City's Municipal Code.

The Clerk's Office serves as one of the City's primary points of contact with the public. The City Clerk/Director of Election Services is called upon to respond to constituents and interest groups from a variety of backgrounds (who may often be passionate about their concerns), by providing information, solutions to problems, education on City policy, or direction to the appropriate City department. In addition, they have frequent contact with the press and must respond with a high degree of accuracy and diplomacy.

The Clerk's Office is an extremely fast paced environment and networks with several State jurisdictions and agencies on a regular basis (e.g., various municipalities throughout the State, State and Federal Offices, Delaware Public Archives, the Department of Elections) and must maintain good rapport with these organizations.

Requires high level reading, writing, and verbal skills. Communicates on a regular basis with Mayor, City Council, staff members, and constituents using a high degree of diplomacy and tact.

Must be able to read, interpret, and explain complex information related to State and Municipal Code, contracts, and policy. Prepares a variety of documents including minutes, reports, correspondence, and policy statements. Requires strong writing skills and a thorough command of the English language, including grammar, spelling, and punctuation. Public speaking may be required.

Decision making is a significant part of job, affecting a large segment of the organization and the public; works in a dynamic environment, responsible to assist in developing policy and practices.

Because Mayor and Council is not present at City Hall daily, the City Clerk/Director of Election Services must take responsibility for making good decisions independently and must remain cognizant of the legal implications of all decisions made and protect the interests of the City and its constituents.

Must often exercise sound judgment in educating staff and Council members on proper procedure or the most favorable approach to accomplishing goals. They must be willing to accept controversy, determine the proper course of action, and advocate strongly for the approach that is the most advantageous for all involved. This requires the utmost in good judgment and diplomacy.



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: City Council and Mayor
From: Mark A. Whitfield, City Manager
Subject: May 2023 Monthly Report
Date: June 7, 2023

- I did a presentation on the Strategic Plan Update to the Community Conversations group at the Presbyterian Church. There were about 12 people in attendance. The dialogue and questions were very good.
- Lou, Sandra and I spent much of the month working on the 2024-2028 CIP and the 2024 Operating Budget.
- Mayor Campbell (Ronnie), Councilman James (Pam), Councilman Culotta and I attended the monthly SCAT dinner.
- Staff met regarding Bond Bill submissions that are due by May 15.
- I conducted several performance reviews this past month.
- Rob, Mike, Lou, James and I met regarding the 4th Street Flood mitigation project.
- Vice Mayor James and I attended the monthly SCAT Steering Committee breakfast.
- Mike, Rob, James and I met with KCI Technologies to finalize the downtown streetscape plans to be in line with Council's comments.
- I introduced Chief Ashe to the Milford Rotary Club where she did an excellent job describing her policing philosophy.
- I attended the Milford Housing Annual Breakfast meeting.
- I attended the monthly DEMEC Board of Directors meeting.
- I met with Senator Wilson and Councilman Culotta regarding funding for a past capital project.
- I attended the monthly Delaware Chapter of APWA meeting.
- Chief Ashe, Jamesha and I met with our labor attorney regarding the Dispatcher contract. We also held a negotiations session with the teamsters on the contract.
- I attended the monthly Chamber of Commerce Board meeting.
- Brad and I attended the quarterly meeting of the Tree Preservation & Advisory committee.
- Sara, Councilman James (Pam), Mayor (Ronnie) and I attended the DLLG dinner.
- I mediated an issue between a home builder and public works regarding a utility connection.
- The Touch a Truck event on Walnut Street was a great success, thanks to the numerous City staff that participated. The inclement weather held off long enough for the event to be "dry". The Mayor, Chief Ashe and I also greeted folks and had coffee at City Hall between 10 and noon.
- I met with the Carlisle Fire Chief and President to discuss an amendment to our MOU regarding the additional \$65,000 funding for the company. The amendment clarifies what the intended use of the money was for (additional paid EMT/Firefighters to reduce

response times) and the reporting of such. The amendment also includes the reimbursement to active firefighters of up to \$1000 in City property taxes, provided they owned and occupied the residence, and were “active” as specified by the company. We also agreed to modify the present MOU (dated 26 May 2020) during the upcoming year, as part of the amendment. We also discussed the relocation of the siren from the downtown area.

- I appreciate the time spent by Council on the budget, as well as the feedback. I also appreciate the time and effort Katrina and Terri gave in supplying dinner and drinks for the Tuesday and Wednesday budget session. While the time spent by Council was significant, I am hopeful you found it valuable.
- Terri, Mike Svaby, Brad Dennehy, Captain Wells, Katrina and I met with Kevin Andrade regarding Maxima Summer Jam to be held in Bicentennial Park on June 25.
- Rob, Sara and I met with Becker Morgan and Emory Hill as part of our monthly meeting on the Milford Corporate Center.
- I did an several interviews with the media regarding the budget.
- I had a lengthy discussion with Levy Court Administrator Ken Decker regarding the Library Tax Districts. Some of the information being disseminated via the Milford Library is not accurate in terms of cuts in funding. The commissioners are very sensitive on making sure that Milford maintains the same amount of funding as in previous years.

TO: Mayor and City Council
THRU: Mark Whitfield, City Manager
FROM: Michael Svaby, Director, Public Works
DATE: June 6th, 2023
RE: May 2023 - Public Works Department Staff Report

The following input represents a high-level list of activities and accomplishments for the month of May 2023.

Director's Office

- Meeting Attendance/Whereabouts:
 - Attended training:
 - Key Accounts Training/DEMA
 - Fats, Oils and Grease (FOG) Training Program at Kent County Public Works
 - Lead and Copper Rules Revision Training
 - Attended Meetings:
 - Seawatch on water quality
 - Sewer Advisory Board Meeting
 - GPI for Walnut Street Bridge Bid prep and billing
 - APWA Board Meeting
 - Utility Coordination Council Meeting
 - Kleinfelder on 2nd and Marshal Intersection
 - Demos of software/applications to support SW Route Management
- Census Construction Report - Completed Construction Census Report for May
- Touch-a-Truck – assisted with planning and oversight of this downtown weekend event
- Operating and Capital Budget preparation for FY 24.
- Police Dept Project - Attended job meetings, filed monthly Department of Labor report for US Census, and reviewed transmittals and progress payments for the PD Building project. Project still on schedule for October 2022 completion.

Public Services Division

Streets/ Utilities

- Inaugurated use of new CCTV Camera Equipment by jetting all sewers and taking camera footage of them.
- Brought all trucks into inspection condition for Touch-a-Truck.
- Hosted Chesapeake Utilities at public Works building for a safety meeting on locating gas lines

Facilities/Refuse Management Section

Facilities - By Others

- Had leak fixed at City Hall/ Leak in HVAC system

Facilities - By Self/Internally

- Fixed door at Finance, wasn't locking properly
- Put 6 chairs together for Mark and Valerie's office
- Had board replaced on Ice Machine in the warehouse
- Fixed conference room door

Refuse Management

- Attended Waste Management Conference
- Connected with several vendors and scheduled and heard presentations on route management software.

Water/Wastewater

- At Fork Landing Pump Station – Fully restored mechanical operation to two working pumps.
- At Knotts Landing Pump Station, pulled and sent one pump out for repair
- Ordered one spare pump for use at these pump stations

Engineering

- Conducted a test isolation of the SE Tower to coordinate a shutoff for Wickersham sewer installation.
- Oversaw the inspection and acceptance of phase 3 Walnut Village
- Oversaw the inspection and acceptance of phase 1 Brookstone Trace
- Oversaw the construction and conditional acceptance of phase 1A Cypress Hall
- Oversaw the construction and conditional acceptance of phase 1B Simpsons Crossing

New Employees/Recognition

- Kudos to all of Public Works – My personal thanks to the City’s Employee Recognition Committee, who led and oversaw planning of the Touch-A-Truck event held on Saturday, May 20th, 2023. Also, kudos to the Public Works Department, in its entirety, since *all employees* contributed either to the planning, preparation, and/or operation of what turned out to be a *great event*.
- New Employees - None to report in the Month of May

Public Works Department - May 2023	<i>May 2022</i>	<i>May 2023</i>	<i>FY22 YTD (07/01/21-06/30/22)</i>	<i>FY23 YTD (07/01/22-06/30/23)</i>
Streets/Utility Division				
Signs Installed/Replaced	30	4signs 1 pole	216	312
Curb Miles Swept	400	1,400	5,590	12,150
Sewer Lines Flushed (in feet)	2,400	14,000	27,785	65,198
Sewer Back-up Response	2	0	32	21
Sewer Line Repaired	0	0	4	3
Water Hydrants Flushed	8	14	373	176
Fire Hydrants Replaced/Installed	0	0	10	2
Water Line Repair	0	0	14	11
Water Valves Exercised	8	14	221	138
De-icing Salt Used (tons)	0	0	104	1
Potholes Filled - Cold Patch	42	21	521	465
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	100	7	100
Leaves Collected (Tons)	0	0	102	113
After Hours Calls	2	Data Unavailable	71	52
Crack Sealing (pounds of sealant used)	200	300	600	1,440
Work Orders Completed	17	Data Unavailable	206	159
Storm Sewer Inlets Cleaned	62	80	708	842
Street Closures/Festivals	1	3	31	26
Engineering Division				
Utility Locates Completed	222	306	1,790	1832
Infrastructure Work Orders Completed	4	Data Unavailable	94	143
Backfill Inspection Work Orders Completed	9	Data Unavailable	127	116
Operations Division				
Fleet Work Orders Completed	42	24	236	300
Fuel Use-Diesel (Gallons)	2,710	2,824	4,959	26,416
Fuel Use-Gas (Gallons)	4,133	4,112	39,853	31,249
Blue Def (Gallons)	16.37	90	16	831
Solid Waste & Facilities Division				
Refuse Collected (Tons)	289.60	319.35	2,722	3,689
Recycle Collected (Tons)	79.65	53.14	716	856.9

Yard Waste Collected (Tons)	68.00	46.15	538.77	542.9
Missed Collections	<i>Data Unavailable</i>	55	<i>Data Unavailable</i>	481
Bulk/Brush Collection Requests Completed	8	67	600	642
Containers Delivered	50.00	16	451	395
Containers Serviced (Swap, Replacement, Removed)	17.00	24	557	270
Facilities After Hours Calls	<i>Data Unavailable</i>	Data Unavailable	<i>Data Unavailable</i>	84
Facilities Work Orders Completed	<i>Data Unavailable</i>	Data Unavailable	<i>Data Unavailable</i>	164
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons) 5 Month 2023	86,535,400	Not Complete	306,614,200	238,002,900
Waste Water Transferred(Millions of Gallons)	85,206,000	72,975,000	224,840,000	314,605,000
Work Orders Completed	53	88	445	529
Pump Stations Cleaned	<i>Data Unavailable</i>	3	2	21
After Hours Calls	0	7	25	62

Public Works Projects - May 2023	Planning Stage	Bid/PO Award	In Progress	Complete
Water				
Install Automated Blow-off Valves 2 in stock	Charlie / James	charlie	X	simpson/mil. Pon
Protection Upgrades Caulk & 10th Street Towers	Steve			
Water Tower Altitude Valve at Caulk Tower	Charlie / James	Schrock	X	DONE
Water Trtmnt Monitoring & Process Control Upgrades (4&5)	Steve / Steve Z.		X	
City-wide Valve & Hydrant Replacement/Improvements	Charlie / James	Charlie		
Standardized Water Treatment Facility Controls	Steve / Steve Z.		X	
DNREC Water Allocation Permit	Steve	State	Complete	DONE
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair	KCI	KCI	X	
SCADA Instrumentation Upgrades & Integration	Steve / Steve Z.		X	
Targeted Inflow and Infiltration Investigation & Repair	KCI	KCI	X	
North Shore Pump Station Hatch Replacement	DBF	?		
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving				
Fisher Ave				
Financing for Private Sidewalk Improvements				
Street Resurfacing and Rehabilitation, ADA Ramps				
Installation of ADA Compliant Ramps				
Walnut Street Pedestrian Crossing (Landscaping)				
Truck Turning Study				

PARKING				
BUILDINGS				
PW-Complex Security				X
Shutter Painting and Molding Repair- City Hall	X			
Siding Replacement- Parks & Rec		X		
HVAC Replacement- Parks & Rec				X
Exterior Lighting- Parks & Rec				X
Basement Waterproofing- Customer Service				X
Concrete Repair Drive-Thru- Customer Service	X			
Door Replacement- Armory		X		
HVAC- Armory		X		
Facilities Management Binder				
Public Works Equipment & Vehicles - May 2023	Planning Stage	Bid/PO Award	In Progress	Complete
ELECTRIC				
Replacing Vermer Trencher (E128)				
Replacing 3 Phase Wire Trailer (E114)				
Replacing Dump Truck				
TECHNICAL SERVICES				
WATER				
Replace W-16 IR Compressor				
Replace W-8 F250 2022	Ordered	Hertrich	Ordered	Still on Hold
Replace W-15 Pick up 2022	Ordered	Hertich	Ordered	Still on Hold
SEWER				
Replace SE-2 Ford F250 Pickup 2022	Ordered	Hertrich	Ordered	Still on Hold



PUBLIC WORKS FACILITY

180 Vickers Drive
Milford, DE 19963
www.cityofmilford.com

Anthony J. Chipola III, Electric Director

PHONE 302.422.1110, Ext 1137

achipola@milford-de.gov

To: Mayor and City Council
From: Anthony Chipola, Electric Director
Subject: May 2023 Electric Dept Staff Report
Date: June 7, 2023

Director's Office

- Attended DELDOT South Monthly Utility Mtg
- Held Kick-off mtg w/ Davey Resource Group for Asset Inventory
- Attended DEMEC Quarterly Board Mtg
- Met w/ IT to discuss PD Fiber requirements and interconnection to Carlisle FD tower
- Attended QEI training RE: SCADA PLC programming
- Participated in monthly AMI support call with AMP
- Interviewed and hired for open Associate Engineer position in the Electric Department
- Coordinated and attended Pole Top Rescue
- Participated in capital project update meeting
- Attended webinar reviewing changes to NFPA 70B 2023
- Participated in Public WIFI Walkthrough with IT
- Worked with Customer Service and Finance to discontinue Load Management Credits
- Reviewed public restroom electric service requirements
- Reviewed plan changes for various developments and updated Electric Design

Electric Lines

- Participated in Pole Top Rescue Training
- Represented Dept during City of Milford Touch-a-Truck event
- Participated in Mispillion Elementary Safety Day
- Field Audits and supervision of Asplundh crews performing tree trimming
- Developed various estimates for new developments
- Responded to various outages

Technical Services

- Participated in AMI monthly support call
- Participated in Interview for Associate Engineer
- Met with small business to discuss electric usage / consumption concerns
- Met with various contractors to specify metering equipment and advise on installation.
- Developing Displays for SCADA
- Processed multiple applications for solar panel interconnections
- Met with planning and engineering to refine permit process

Electric Department -May 2023	May 2022	May 2023	FY22 YTD (07/01/21- 05/31/22)	FY23 YTD (07/01/22- 05/31/23)
Electric Division				
Trouble Service Call	14	14	248	208
Work Orders Completed	23	26	440	368
Outages	12	8	107	67
LED Street Lights Replaced	5	4	160	137
New Service Install	9	9	78	46
Poles Replaced	3	0	18	34
After Hours Calls	16	14	126	148
Trees Cut (Days)	P & R	2	10	22
Technical Services Division				
New Electric Service Installed/Meter Set	11	14	229	115
New Water Service Installed/Meter Set	2	19	85	50
Electric Meter Replacement	5	4	43	74
Water Meter Replacement	42	51	427	589
Work Orders Completed	660	577	5,254	7,321
After Hours Calls	7	8	53	65

8 Outages = 1 squirrel, 1 auto accident, 1 fire, 4 equipment failures, 1 foreign contact

TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning Director

DATE: June 2, 2023

RE: May 2023 – Planning Department Staff Report

- During the first five months of the 2023 calendar year, the City issued 31 new residential construction permits. The total construction investment in Milford through the end of May based on issued building permits was \$19,199,019.
- The City of Milford has seen 168 projects with a committed investment of over \$33.7 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$3.6 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$949,00 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines (click the below link to see project locations).
<https://milfordde.maps.arcgis.com/apps/MapSeries/index.html?appid=ab3ecb0d8cbc44d884b7c3063f75125c>
- The Planning Commission will review a revised preliminary conditional use site plan for 1st State Self Storage on Route 113, a preliminary conditional use site plan for Napa Valley Investments, LLC in the Greater Milford Business Park, a final major subdivision application for Milford Ponds – Phase III and a final site plan extension request for Mispillion Landing at the June Planning Commission meeting.
- The Board of Adjustment will not meet during the month of June.
- The City received a resubmission of the Napa Valley Investment, LLC preliminary conditional use site plan application and placed the item on the June Planning Commission and City Council agendas for review.
- The City received a preliminary conditional use site plan application for KD Properties, LLC for the redevelopment of the former Kent-Sussex Auto property and provided plan review comments to the applicant.
- The City received a preliminary site plan application for an expansion at the existing 84 Lumber property on McCoy Street. The plans are currently under review.
- The City received a preliminary major subdivision application from Milford Housing Development Corporation for Riverwalk Villas for the construction of a 27-lot townhouse development. The plans are currently under review.
- The City received a resubmission for the Cascades – Phase II preliminary site plan application and is currently reviewing the application.

- The City received a revised preliminary conditional use site plan application for the 1st State Self Storage project and provided plan review comments to the applicant. The application has been placed on the June Planning Commission and City Council agendas for review.
- The City received a final major subdivision resubmission for the Westwood development on Williamsville Road and is currently reviewing the plans.
- The City received a final site plan resubmission for Masten Circle, LLC and provided the final plan review approval letter. The City is awaiting submission of final plan sets for administrative approval.
- The City reviewed and approved construction plans for a minor subdivision at the east end of Pennsylvania Avenue.
- The City reviewed the Caliber Collision preliminary conditional use site plan and provided plan review comments to the applicant.
- The City reviewed a resubmission of the Knight Crossing – Phase 2B final major subdivision plan and are awaiting copies of the signed development agreement and pump station cost share agreement.
- Staff attended the weekly ERP Project update meetings.
- Attended a DelDOT Transportation Operations Management Plan (TOMP) stakeholders meeting for Sussex County.
- Attended meeting with the Dover/Kent MPO, Kent County and municipalities to discuss the possibility of a joint Safe Streets for All (SS4A) grant application.
- Attended the monthly Builders and Remodelers Association of Delaware (BRAD) & City of Milford Nuts & Bolts meeting.
- Attended the Greater Milford Chamber of Commerce Affordable Housing bi-monthly meeting.
- Assisted a property owner on West Street with a property boundary concern.
- Lisa Levis, Fred Coppock and myself attended the Touch-a-Truck event and handed out hard hats and coloring/activity sheets to children.
- Met with KCI Technologies regarding the downtown streetscape projects to discuss next steps related to formal engineering design and permitting for the SW Front Street and Park Avenue/Denney Row/N. Washington Street projects.
- Attended monthly Milford Corporate Center project update meeting.
- Attended a development coordination meeting hosted by the City Engineer to review the status of various projects with the Public Works Department and Electric Department.
- The Code Enforcement Officials completed over 940 rental inspections so far this year.
- Staff is working on Downtown Development District expansion options which will be presented to City Council on June 5, 2023 for feedback.
- Staff is in the beginning stages of preparing for a Downtown Development District renewal application submission. Our current designation expires in 2026 and the State has provided an application for current districts to renew their designations for another 5 years. The renewal would extend our designation until 2031. We can submit a renewal request towards the end of August 2023.
- Staff continue to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (see below links).
 - [2018 Comprehensive Plan & SE Master Plan \(Click Here to View\)](#)
 - [Downtown Development District Plan \(Click Here to View\)](#)
 - [Rivertown Rebirth Master Plan \(Click Here to View\)](#)
 - [Strategic Plan – Press Play: Vision 2023 \(Click Here to View\)](#)

Case Activity:

	Total
New Cases	214
Closed Cases	11
Open Cases at Start of Period	286
Open Cases at End of Period	489

*170 open cases are for tall grass, which stay open the entire growing season.

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	0
Dangerous Tree	2
Furniture Violation	0
Generic Violation	156
Property Maintenance Violation	2
Rubbish & Garbage	1
Weeds & Grass	53
Zoning Use Violation	0
Total	214

Rental Licenses Issued: 14

Vendor Licenses Issued: 0

Contractors Licenses Issued: 26

Business Licenses Issued: 8

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	1
Commercial Building Permit	10
Construction Trailer	2
Residential Demolition	1
Residential Building New Construction	5
Residential Renovation/Accessory	14
Roof/Siding Permit	6
Sign Permit	7
Solar Panel Permit	0
Utility Permit	5
Total	51

Inspections Performed:

Inspections Performed by Type	Count
Footer	16
Foundation	14
Framing	23
Insulation	13
Final	87
Residential Rental	98
Total	251

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: 06/06/2023

RE: May 2023 – Parks and Recreation Staff Report

Parks

- Park staff continued to do weekly trash runs in the downtown of municipal trash and recycling cans.
- Staff continued to cut grass at all City owned facilities.
- Irrigation reels were prepared for the season and taken out to the soccer fields at Tony Silicato Memorial Park in preparation for watering for the summer season.
- Staff assisted with logistics and organization day of, for the third annual “Community Clean up” event. This was well attended by over 100 volunteers and resulted in over 1,540 pounds of refuse being removed in over ten different locations throughout the city.
- All the hanging baskets on light poles in the downtown were prepared with new coconut liners and potting soil in preparation for spring planting.
- The water truck used for watering had a new water pump installed.
- Arborist helper responded to several tree concerns which came in via seeclickfix. Arborist helper also attended bucket truck safety training with electric department.
- Park technicians line trimmed the sidewalks in the downtown area.
- Park staff represented the department at the “Touch-a-Truck” event held on May 20th with several pieces of equipment.
- On Sunday May 21st staff assisted DMI with the planting of spring flowers in the hanging baskets, barrels, and hayracks throughout the downtown area.
- Watering of flowers in the downtown area also began Sunday May 21st.
- Staff assisted the Milford Rotary with preparation of Bicentennial Park for their “Flags for Heroes”, and assisted day of with helping with flag installation.
- The Park Superintendent attended the monthly safety meeting for DFIT with other municipalities. He also attended the awards and recognition committee meeting and a recap meeting for the Community clean up event.

- Park Superintendent also took part in a WRDE interview about “Scooby” the trash sniffing dog. https://www.wrde.com/news/milford-rescue-dog-lends-a-paw-to-create-a-cleaner-milford/video_a6067b89-4e20-568c-a930-7cfb962db7bc.html

Recreation

Spring Soccer

- Our Spring Soccer Program ended on May 27 with an average sign-up rate of 93%. The exception is the 5–6-year-old group because we had to offer an additional day because sign-ups exceeded 100%. A survey was conducted at the end of the season and the responses were overwhelmingly positive. A few of those comments are listed below:

“Very well organized, patient and involved coaches who go above and behind to not only teach the fundamentals of the sport but also do it in an engaging and age-appropriate way. Love watching the coaches have fun with the kids.”

“The coaches truly took the time to actually teach my kids. Coached them with respect, kindness and really gave them the tools to be better players.”

“Great coaches, quality instruction, consistency”

Spring Youth Basketball

- Our Spring Basketball ended on May 25 with an average sign-up rate of 85%. A survey was conducted at the end of the season and the responses were overwhelmingly positive. A few of those comments are listed below:

“The team of coaches were AMAZING with the kids! They took so much time and attention with them to teach and learn and make it fun! My son said he never learned so much and was sad when it ended.”

“That children learned and improved.”

“Great guys teaching the kids skills to improve within the sport.”

Flag Football

- Our Flag Football program ended on May 25 with an average sign-up rate of 85%. A survey was given at the end of the season and the responses had nothing but good things to say.

“My son learned new skills.”

“The coaches did a great job engaging with the kids.”

“Timing, lots of skills building, and small groups.”

Tennis

- Our Spring Tennis Program ended on May 31 with an average sign-up rate of 89%. A survey was given at the end of the season and the responses were complimentary to our instruction. Listed below are the comments:

“Instructors are very friendly and patient”.

“Great for beginners and was engaging.”

“Enough time was given for the instructor to work with each child.”

Spring Pickleball

- Spring Pickleball, our fastest growing program to date, was a resounding success with 112 drop-in players. This program ended May 24 and a survey was given at the end of the season and the comments listed below were nothing short of amazing.

“Thanks for bringing pickleball to Milford”.

“Staff willingness to engage with participants. Much prefer pickleball inside as opposed to outside.”

“The opportunity to play in the evenings. Great staff and a fabulous community environment conducive to meeting other great people and get exercise.”

“Josh and Derek are awesome, and the times were convenient.”

Adult Basketball

- Drop-in basketball has maintained a lull of 25 drop-in players along with 9 players who paid for the season. This program ended May 25 and a survey was given at the end of the season and the comments listed below were well received.

“Convenient for local people and love playing basketball inside.”

“Love playing basketball, thank you for keeping this program going and keeping me in decent shape!”

“Shared time with all players”

Summer Fun Club

- Summer Fun Club field trips have now been set up and fully staffed. With almost a month to go before our program starts, sign-ups are sitting at 55% full and is growing daily.

Summer Camps

- Coordinators have secured instructors for a minimum of four summer sports camps. Sports include Soccer, Flag Football, Pickleball, Basketball, Tennis. These sports camp programs are the most Milford Recreation Department has ever offered to the community.

New Program

- Summer Kickball League. Milford Parks & Recreation is introducing an alternative sport program of Kickball to the community. It is segmented into two different ages groups. The announcement of this league was made on May 16, and we currently have 17% of people signed up.





Other

- Director worked with other department heads on Bond bill submission and updates of CIP projects.
- Director continued to advance ongoing capital projects with council approval of change order for rubber surfacing at new playground and walk through inspection of new lighted handrail. The lighted handrail project is now 99% complete.
- Director put together Tree Advisory commission packet and attended meeting. Continues to work on creating an approved tree list for the City of Milford.
- Director submitted ORPT grant with DNREC for future recreational opportunities.
- Director attended the statewide cemetery association meeting.
- Director met with the Public Works Director, designer of the new public restroom and potential site contractor to discuss necessary site work needed for the new public restroom.
- Director attended the Community clean-up event, Touch-a-truck event, and the downtown spring planting event.
- Director met with the event coordinator and other city personnel regarding organization of the Maxima Latin festival.

TO: Mayor and City Council

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

DATE: June 7, 2023

RE: May 2023 –Human Resources Department Staff Report

- Onboarded New Hire:
Cornelio Ramirez-Contreras-Associate Engineer
- **Current Job Openings as of June 7, 2023:**
- Accountant-1 opening
- Arborist/Urban Forestry Coordinator-1 opening
- Electric Line Technician-3 openings
- Police Dispatcher-1 opening
- Police Officer-3 openings
- Public Works Equipment Operator II-Solid Waste-1 opening
- Attended a construction tour of the new food bank with Sara Bluhm, Rob Pierce, and Brian Jester.
- Excellence Award Winners: Both employees were instrumental in the set up of the warming center at the Public Works Facility in December 2022 due to extremely cold weather conditions.

Brian Jester, Building Operations & Refuse Supervisor
Charlie Nordberg, Streets & Utilities Supervisor



- Thank you to ALL City staff for ensuring the 2023 Touch-A-Truck event was a success.





To: City Council and Mayor
From: Sara Bluhm, Economic Development & Community Engagement Administrator
Subject: May Monthly Report
Date: June 7, 2023

Economic Development

- Attended Milford Wellness Village Town Hall to meet other Village tenants
- Attended SUNMED Your CBD Store ribbon cutting; intern produced “Why Invest in Milford” video
- Met with Mark Dissinger, new Dolce owner, to discuss business resources, i.e. Efficiency Smart
- Participated as a panelist at Legislative Hall with DE Arts Alliance in front of the Arts & Culture Caucus. Attendees heard what it’s like working in the Delaware creative economy from those with firsthand experience. I gave an economic development perspective.
- Attended PT Works ribbon cutting; intern produced “Why Invest in Milford” video
- Toured under construction Milford Food Bank of Delaware facility with HR Manager, Planning Director, and Facilities Supervisor.
- Discussed possible Milford locations with cycle fitness company
- Reviewed Bayhealth Sussex Campus commercial development plans with Sr. VP, Planning
- Met with John Graham from PLACERS to discuss key Milford employers

Community Engagement

- Attended Music School Recognition Luncheon at Baywood
- Completed sidewalk letter updates and updated website
- Reached out to Salvation Army multiple times to inquire about painting a mural on the back of their Downtown Milford building to enhance the new Pickleball Courts. Still working on a successful connection.

Meetings/Trainings

- Attended May Leadership Delaware sessions in Sussex County
- Kicked off EV feasibility study process with VEIC; funded by Energize DE grant
- Attended monthly DMI Economic Vitality meeting
- Attended quarterly BRAD meeting
- Attended ACP Community Partners meeting
- Attended monthly Kent County Tourism board meeting
- Participated in Kent County Tourism rebranding stakeholder interview
- Completed Key Account Module 1 virtually (in-person training was while I was out on maternity leave) in preparation for in-person Module 2 training at DEMEC on May 23. Successfully completed Module 2 training.
- Met with BMG regarding Milford Corporate Center planning (monthly meeting)
- Attended Community Clean Up debrief meeting; set date for 2024 event
- Met with UD Chief of Police, Patrick Ogden, in preparation for June LDI session intro
- Met with Sophia Smecker from Dogfish Head to discuss LDI experience
- Attended Committee on Employment and Social Services information meeting

Social Media/Website

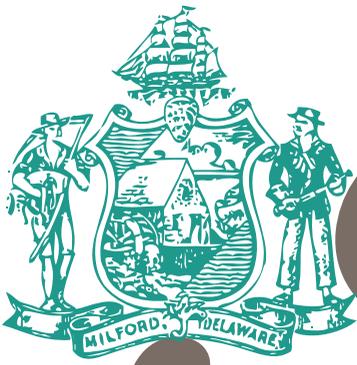
- May 2023 Insights:
 - City of Milford Facebook: 118 new likes (total: 3,377); 57,388 reached (18,283 last month); 1,402 page visits (1,465 last month)
 - Parks & Rec Facebook: 60 new likes (total: 3,353); 5,967 reached (4,478 last month); 2,173 page visits (1,949 last month)
 - Instagram: 20 new likes (total: 1,207); 1,112 accounts reached (974 last month); 92 profile visits (102 last month)
 - Twitter: 243 impressions, 75 profile visits, 3 mentions, 1,363 followers
 - COM Website: 10,150 users (12,019 last month); 14,594 sessions (17,027 last month); 29,545 pageviews (31,044 last month)
 - ED Website: 164 users (315 last month); 199 sessions (372 last month); 381 pageviews (616 last month)
 - ChatBot: 55 self-service resolutions; 49.1% self-service resolution rate; \$275 cost savings
 - MyMilford: 74 issues created; 42 issues closed; Average Days to Close: 2.6

Email Campaigns

- May utility newsletter to full database (customers and business license holders) (4,854): 53% open
- May business newsletter to business license holders (863): 35% open

Press Releases & Coverage

- City of Milford Recognized As A Reliable Public Power Provider (5/1/2023)
 - MilfordLIVE, Delaware State News
- City of Milford to Host Touch-A-Truck Community Event (5/12/2023)
 - MilfordLIVE, Cape Gazette,
- City of Milford Selected for the US DOT Thriving Communities Program (5/18/2023)



Milford

River Town • Art Town • Home Town

DELAWARE

Council Reviews FY2024 Budget

Milford City Council reviewed the initial draft of the FY2024 budget totaling \$59,505,286 during Council Workshops May 22-24 and June 5. The budget will be recommended for adoption at the City Council Meeting on Monday, June 12.

The budget package builds on the City's investments in downtown beautification, traffic improvements, expanded recreation and commercial development while bolstering critical infrastructure and public safety. Staff additions are required to keep pace with Milford's health, safety and design standards as growth demands compound challenges in today's evolving labor market. An additional code enforcement officer, for example, will promote safety for residents while ensuring homes and businesses meet city code. The addition of a horticulturist will aid in gateway beautification through landscape design and native planting initiatives. The Capital budget also includes the new police facility, Walnut St. pedestrian crossing, streetscapes projects, Maple St. bridge replacement, bike paths, payment kiosks, rehabilitation of downtown parking lots, public plaza at City Hall, public Wi-Fi, EV charging stations, LED street light replacements, and public restrooms downtown.

All public meetings can be viewed live or recorded online at the City of Milford website at www.cityofmilford.com/553/Watch-Public-Meetings.

Electric Department Recognized

The City of Milford Electric Department has earned a Reliable Public Power Provider (RP3)[®] designation from the American Public Power Association for providing reliable and safe electric service.



The RP3 designation, which lasts for three years, recognizes public power utilities that demonstrate proficiency in four key disciplines: reliability, safety, workforce development, and system improvement.

Electric Transformer Clearance

As the weather warms, residents are tending to their yards by planting gardens, flowers, or installing fences and sprinkler systems. As you go about your landscaping projects, be mindful of the large green boxes that may be present in your yard.



Many newer neighborhoods and developments are being constructed with underground utilities. Not all equipment is installed below ground level; however, and you may even see large green boxes on your property. These boxes are padmounted transformers and are a vital part of your electric service.

Fencing, plantings, and other lawn décor located too close to padmounted equipment can slow power restoration, impede maintenance activities, and create safety hazards. When City electrical workers need to access a blocked piece of equipment, they may need to remove such items to gain access.

In order to safely work on padmounted equipment, City crews need at least 10 feet of clearance of the transformer (the side with the lock). The space is necessary to use hot stick tools, which may be 8-10 feet in length, to safely disconnect energized components. A minimum of four feet of clearance is also needed on the back and sides to perform repairs and inspections, or to accommodate replacement should the equipment fail.

Be mindful of the other equipment underground like wires, cables, and pipes and remember to call 811 before digging!

One last note to remember, transformers contain high voltage equipment. Please help keep our kids safe by informing them of the potential dangers contained within.

Public Comments Welcome

The public is welcome to provide comments prior to any public meeting. Comments are limited to two minutes and pre-sign up prior to the start of the meeting is required.

Public Utility Education

By Mike Svaby, Public Works Director
Where are the Utilities Located?

Delaware, Maryland, and Washington, D.C. laws require excavators and homeowners (undertaking their own projects involving digging) to contact Miss Utility and have their underground utilities marked.



This request for utility markings can be made either by phone (dial 8-1-1 or 800-282-8555 in Delaware) or by visiting www.missutility.net.

The name Miss Utility evolved from the mission of the service – to have excavators – miss buried utilities when they dig.

The laws in these states require prior notice be given to all registered utility operators of any proposed excavation or demolition so they can mark the locations of any underground infrastructure they have that may be affected by your project. The Miss Utility Call Center does not perform locating or marking services; however, they do serve as the clearinghouse for notification of all registered utilities that excavation is soon occurring. The Call Center centralizes this notification process so that owners of the proposed excavation don't have to call the service providers, individually. Once affected utilities receive this request, they, in turn, will locate all buried, registered utility infrastructure (mark your dig site with color-coded paint markings of at least 24") or verify the site is clear.

It is vitally important that all required information be given either verbally – if you call – or through the web if you use the link above. Proper use of this service is required by law and saves lives. Don't forget to call before you dig!

Employee Spotlight

Derek Mola
Recreation Coordinator



1. How long have you worked for the City of Milford? **9 months**
2. Have you always worked in this role? **Not quite, but I started out as part-time martial arts instructor as well as an assistant soccer coach for the city before taking on a more expansive role.**
3. What is your favorite thing about working for the City? **Connecting with the families of our community and showing them all the programs and activities Milford Parks & Recreation has to offer.**
4. What do you enjoy doing in your free time? **Playing guitar and hanging out with my friends and family.**

“Derek is not only a Taekwondo instructor, soccer coach, camp counselor but is a much-liked staff member by his fellow colleagues. He is a great asset to the Parks and Rec. Department and to the participants in our programs.”

- Brad Dennehy, Director of Parks and Recreation

City Office Closures

City offices will be closed the following dates due to upcoming holidays: Monday, June 19 Tuesday, July 4

Trash, Recycling and yard waste may differ on these dates. Check the schedule online at www.cityofmilford.com/87/Solid-Waste

Community Happenings

Scan this QR code to view the always up-to-date Milford Community Calendar for local events and public meetings.



Report Concerns on MyMilford

The City of Milford launched the MyMilford app in mid-February 2022. The MyMilford app is the fastest, easiest way to submit non-emergency requests. Please download the app to your smartphone or submit a request at www.cityofmilford.com/535/MyMilford



Do you have what it takes to be a public servant?

Join the City of Milford for a career that matters!

Now hiring the following positions:

Accountant

\$80,166.88

Electric Line Technician, First Class

\$91,769.60

Electric Line Technician, Second Class

\$83,428.80

Electric Line Technician, Third Class

\$75,836.80

Public Works Equipment Operator II-Solid Waste

\$45,252.11

Apply Online @ www.cityofmilford.com

Date: June 12th 2023
To: Mayor and City Council
From: Bill Pettigrew
Re: June 2023 Information Technology Department Staff Report

Cybersecurity

The IT team consulted with a Sr. systems engineer and last week was able to decommission multiple end of life firewalls eliminating vulnerabilities, and possible network intrusion. With virtualization completed and ERP on track the IT team will be dedicating a majority of it's time enhancing the City's security posture over the next few months. We have been attending multiple roundtables and webinars to learn the latest solutions.

Virtualization

Because of the great success and completion of our virtualization project I will be removing this from the IT report as all servers that can be virtualized at this time have been. If the IT CIP budget is passed, we will be enhancing our cluster with additional nodes for greater failover and performance. By virtualizing we have less server issues than with the antiquated end of life servers that we virtualized, while eliminating single points of failure.

The Affordable Connectivity Program (ACP)

The ACP statewide committee has convened for the summer, after IT promoted ACP during the Touch a Truck event we moved all posters and flyers to the Milford library to give maximum exposure to Milford citizens that may need the information most.

IT's Role in the ERP Project

End user training for financials was all last week and well received. We have a commitment from Central Square to do the final data extract the last week of June and all appears on track for the July 3rd implementation.

Riverwalk Public Wifi

We are back on track moving forward with a plan, we are currently working with a vendor who has implemented public wifi in other Delaware towns and we are also working with Comcast directly for options.

Document Management

IT is in the preliminary stage of exploring solutions for a city-wide document management system to help eliminate paper, find documents easier and provide inexpensive retention.



FINANCE DEPARTMENT
10 SE Second Street
Milford, DE 19963

PHONE 302.424.5140
FAX 302.424.5932
www.cityofmilford.com

To: Mayor and City Council
From: Louis C. Vitola, Finance Director *LV*
Date: June 6, 2023
Re: May 2023 Finance Department Staff Report

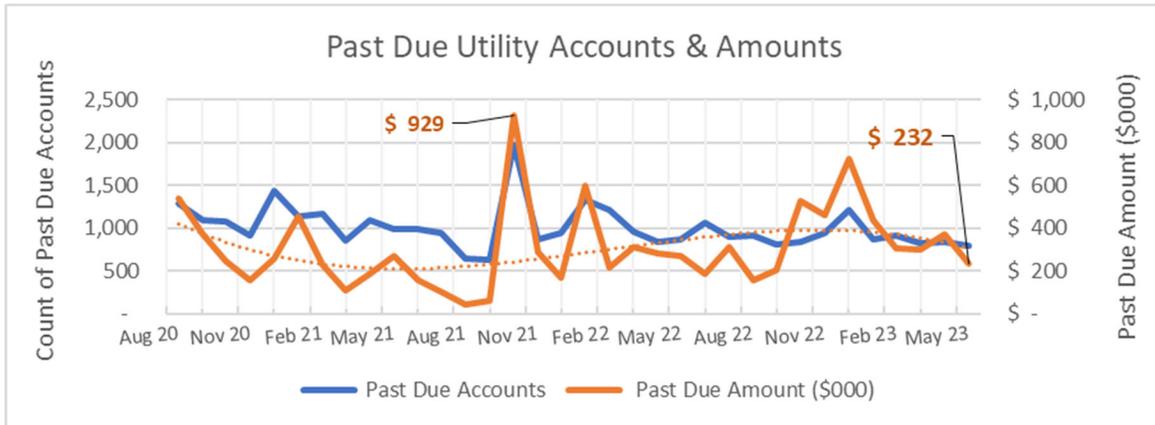
- Monthly Financial Reporting
 - The Report for the YTD period ending April 2023 was presented to City Council
- Staffing
 - The recruitment for the new Accountant position yielded several strong candidates; interviews are being scheduled in June and possibly July due to ERP conflicts
- Training and Improvement Efforts
 - The Finance team participated in extensive training and implementation sessions as the Tyler ERP core financial module nears the July 3, 2023 go-live date
 - The Customer Service team was closed on May 17, 2023 to permit the entire team to engage in part two of the three-part APPA¹ Customer Service Certificate Program
- Police Facility Project Financing
 - USDA Officials continue to participate in weekly project update meetings when available
 - Construction activity – financial summary:

Police Facility Project: Budget & Payment Activity	Approved Budget	Incurred thru 5/31/23	Less: Retainage & Unpaid	Paid as of 5/31/23
Construction & CM: Total Bid Awards	\$ 13,650,954	\$ 8,492,700	\$ (1,031,440)	\$ 7,461,260
Plus (Less) Proposed Change Orders	300,310	-	-	-
Subtotal: Construction & CM Contracts	\$ 13,951,264	\$ 8,492,700	\$ (1,031,440)	\$ 7,461,260
Other Project Expenses & Contingencies				
Design / Architect (BMG)	\$ 823,088	\$ 797,640	\$ (7,853)	\$ 789,786
Builder's Contingency	226,667	-	-	-
Owner's Contingency	670,897	144,092	(21,198)	122,893
Owner's FFE (\$350k) / Tech (\$150k)	500,000	-	-	-
Subtotal: Pre/Post-Construction & Contingencies	\$ 2,220,653	\$ 941,731	\$ (29,052)	\$ 912,680
Grand Total Project Budget	\$ 16,171,916	\$ 9,434,431	\$ (1,060,492)	\$ 8,373,939

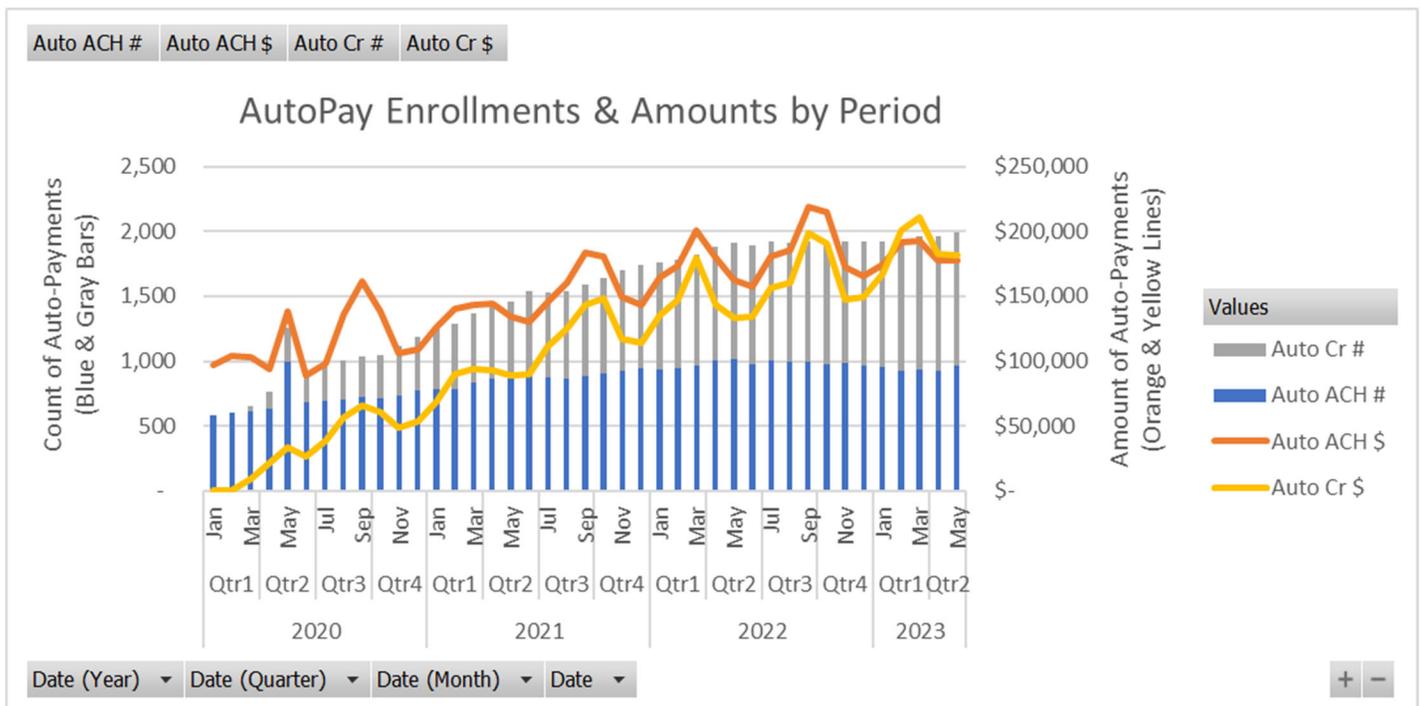
- FY24 CIP and Budget Process
 - 5/17/23: The CIP and initial draft “v1” of the FY24 Budget were finalized and shared with Council
 - 5/22/23: Budget workshops held May 22, 23 & 24
 - 6/2/23: Responses to questions and information requests emerging from workshops were prepared and shared with Council along with Budget Draft v2
 - 6/12/23: Staff is preparing the Final Budget Draft v3 with supporting materials
- FY22 Audit
 - The FY22 audit process has been delayed from the outset as a result of the extended FY21 process
- Billing & Customer Service Department
 - Staff are planning for the FY24 property tax billing; September 30 falls on a Saturday this year, so property tax bills will be due (not postmarked, but received) by close of business on September 29
 - Past Due Property Tax Statistics for **Current** and Prior Years are reported in the following tables:

Property Tax Levy	Past Due (\$000) as of:								As % of Levy 6/1/23	Property Tax Levy	As of: 6/1/22	As % of Levy 6/1/22
	11/1/22	12/1/22	1/3/23	2/2/23	3/1/23	4/1/23	5/1/23	6/1/23				
2022 (FY23)	\$237	\$208	\$197	\$169	\$132	\$113	\$98	\$94	1.9%	2021 (FY22)	\$73	1.6%
2021 & Prior	\$202	\$196	\$196	\$186	\$176	\$125	\$121	\$115	2.4%	2020 & Prior	\$162	3.5%
Total	\$439	\$404	\$392	\$355	\$308	\$239	\$219	\$209	4.3%	Total	\$235	5.1%

- Billing & Customer Service Department, Continued
 - Past due utility balances improved since last month across all categories



- May results are favorable compared to both the average and last May in terms of the dollar amount and number of customers with past due balances outstanding
 - The accounts with any amount past due (blue line) are 22% below the long-term average and 8% below last May
 - The dollar amount past due (orange line) is about 14% and 25% lower than last May and the long-term average, respectively
- The graph below exhibits the number and dollar amount of automatic payments by type and period from 2020 through May 31, 2023
 - The auto-payment count is up this month versus April, while dollar volume is slightly lower (-0.4%) than last month
 - The auto-payment count is 4.1% higher this May than last, and dollar volume is over \$63,000 higher (21%) than last May



DLLG June 15, 2023 Dinner Meeting

The last Delaware League of Local Governments' monthly dinner meeting before summer break will be held from 5:30 - 8:00 p.m. on Thursday, June 15, 2023 at the Maple Dale Country Club in Dover.

Legislative Update



Lincoln Willis
DLLG Legislative Relations



Delaware League of Local Governments
Monthly Dinner Meeting
Thursday, June 15, 2023
Maple Dale Country Club
180 Maple Dale Drive, Dover, DE
5:30 - 8:00 p.m.

**"Ready in 6" Legislation
+ OSPC Updates**



David L. Edgell, AICP
Director, Office of State
Planning Coordination

DEADLINE TO REGISTER IS 4:00 PM on MONDAY, JUNE 12th!

Please email or text me over the weekend if you wish to attend.



OFFICE OF THE CITY MANAGER
201 South Walnut Street
Milford, DE 19963

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

To: Mayor and Council
From: Mark Whitfield, City Manager
Subject: 2023-2024 City of Milford Operating Budget
Date: June 7, 2023

We are pleased to present you with the recommended 2024 Operating Budget for the City of Milford that covers the general fund and the various enterprise funds for July 1, 2023 through June 30, 2024 totaling \$59,554,040. The Fiscal Year 2024 budget was prepared in conjunction with department and division heads from all departments. A special thanks to Accountant Sandra Peck for compiling all the information and Finance Director Lou Vitola for finalizing the budget.

The budget provides the citizens of Milford with information regarding the operations of the City government and details on how public funds will be utilized throughout the community. The budget also serves as a roadmap for the City Council and City Manager to achieve the City's priorities for both now and in the future. As staff prepared this year's budget, priorities and requests were aligned with the 2018-2023 Strategic Plan.

The annual budget is used as a managerial tool by the City Manager, Police Chief, City Clerk and the City's department heads/division supervisors. The annual spending plan serves as a monitoring tool of revenues and expenses for the various departments and divisions and is also a means of evaluation to ensure public resources are used in the most effective and efficient manner.

Background and Summary

As we prepare to start the new fiscal year, changes are in large part driven by requirements of the organization related to growth, associated demands on staff and operations, inflation, and recruiting challenges experienced over the past three years. As agreed upon by Council with the adoption of the FY2022 budget, a \$0.01 real estate assessment tax increase is included in this year's budget. In conjunction with the increase, use of Real Estate Transfer Tax for operating expenses will be reduced to \$200,000 for 2024, which is down \$100,000 each year for the last three years from \$500,000 in FY2021. This will help achieve the goal of using Real Estate Transfer Taxes (RTT) exclusively for Capital Improvement Project funding only by FY2026 and thereafter. Additionally, as per the voter referendum, the first \$8.5 million in USDA funded bonds will close this year, requiring the City to phase in the first half of the property tax increase required to support the debt service associated with the new police facility. The debt service equates to approximately \$0.04325, bringing the FY2024 property tax rate to \$0.546 per \$100 of assessed value. The overall tax increase of \$0.05325 results in a 10.8% real estate tax increase for 2024.

Based on staff's projection, the City will underspend the FY2023 general fund budget by about \$200,000, which staff recommends rolling forward in support of Capital Projects. The \$200,000 along with \$1.0 million in surplus funding from FY2021 and FY2022 will combine to balance the FY2024 budget. Staff also recommends using the residual amount of \$21,245 of ARPA funds to offset operating costs as originally intended in all drafts of the ARPA spending plan.

Staff and Council made significant changes in FY2022 to help strengthen the City's financial position. An Equipment Replacement Reserve (ERR) was established with ongoing funding through an annual depreciation schedule. Capital expenditures were consolidated into a single budget with identified funding sources. A Reserve Fund policy was established to ensure adequate operating cash and reserves were maintained in each utility and the general fund. Council's approval of the annual \$0.01 real estate tax increase with offsetting realty transfer tax reduction represented a meaningful step toward structural balance in the City's operating budget, which is a specific goal in the strategic plan. An annual contribution of \$300,000 from the Water Fund was established to help fund General Fund expenses in FY2022, which further supports structural balance. In 2024, staff recommends the same \$300,000 transfer be contributed to the general fund from the sewer fund. Staff also recommends changing the transfer from the electric fund from a flat \$2.5 million per year to a maximum transfer amount of 12.5% of gross electric revenue. For FY2024, a transfer of 11.3% of gross electric revenue is recommended for the general fund. The increase would leave the City's relative position among peers unchanged with respect to general fund transfers as a percentage of revenue and average residential rates.

The American Rescue Plan Act (ARPA) was used primarily to defray existing capital project commitments, thereby preserving millions in utility reserves. At the same time, ARPA funds indirectly made new projects possible, such as the Milford Corporate Center, or directly assisted in funding specialized programs and projects, such as the assigned police vehicle program. The ARPA funding represented the City's largest known single grant award to date, but staff did not remain satisfied, as additional millions in supplementary grant solicitations were written in support of dozens of projects in various stages of approval throughout the City's Capital Improvement Plan. A \$0.5 million grant from Sussex County was secured to augment the cost of assigned police vehicles. Delaware Bond Bill funding in excess of \$1.7 million was leveraged for parks & recreation, streets, sidewalks and open space development, while \$1.1 million in infrastructure funding and \$2.7 million in traffic infrastructure funding were secured for the benefit of Milford Corporate Center. Grants through DNREC's ORPT Program provided \$0.2 million in recreational funding, while DeIDOT committed nearly \$2.8 million for two bridge projects in the City and assumed responsibility for about \$0.7 million in projects listed in the CIP. Along with the \$1.0 million USDA sewer grants received in FY2022 and FY2023, the City's combined grant revenue and grant awards exceed \$17 million over the last three years.

Revenue Overview

The FY2024 revenue budget totals \$59.5 million, representing an increase of \$5.6 million, or 10.5% over the FY2023 budget. Operating budgets (excluding debt service and capital) constitute an increase of \$4.65 million or 9.9% over the prior fiscal year. The proposed budget represents the third consecutive year with ambitious capital investments, particularly in parks, streets, water and sewer. Current revenue in FY2024 exceeds that of FY2023 by \$4.8 million, representing a healthy proportion – 85% – of the total revenue increase. In other words, nonrecurring funding constitutes only 15% of this year's increased revenue requirements. From FY2022 to FY2023, about half of the increase in total revenue was met through one-time funding sources.

No portion of the property tax increase is unscheduled or emerging suddenly from the inflationary operating cost environment. Rather, the proposed movement in the property tax rate from \$0.49275 to \$0.546 per \$100 of assessed value is rooted in City Council's push for a structurally balanced budget as outlined in the strategic plan along with the voter-approved referendum to construct the new police facility. In FY2024, the first half of the debt service will phase in, with the second half anticipated in FY2025. For the average Milford home with an assessed value of \$147,600, the increase is \$6.55 more per month, or just under \$80 annually.

Staff recommends introducing an annual contribution from the sewer fund to the general fund akin to the existing transfers from the water and electric funds. Often referred to as franchise fees or PILOTs (payment in lieu of taxes), the water and sewer transfers are recommended at \$300,000 each, the same as the existing water transfer, while electric is recommended to increase from 10% to 11.3%, with a cap not to exceed 12.5% going forward. For 2024, the transfers total \$3.85 million, with \$0.6 million split between water and sewer and \$3.25 million from electric funds.

Electric, water and sewer enterprise revenues continue to post strong, stable results driven by a healthy combination of small, programmed rate adjustments and growth in the City's customer base. After completing an in-depth Cost of Services Study for electric, water, sewer, and solid waste in 2020, rate increases for water, sewer and solid waste were recommended and approved through FY2026, while electric rates were approved through FY2023.

For FY 2024, water rates will increase 4.0% in accordance with the studies, while the City component of the sewer rates will increase 4.9%. Kent County plans to increase sewer treatment rates by \$0.258 per 1,000 gallons, or 10%, for FY2024. The average household using 3,800 gallons of water a month will see a monthly increase of \$0.53 for water and \$2.00 for sewer (about \$1.18 of which is attributable to Kent County Sewer Treatment).

Early in 2023, an update to our electric rate study was completed, and in April, Council adopted updated electric rates for the next three years (FY2024, FY2025, & FY2026). Based on the adopted rates, the customer charge for electric service will increase \$0.25 in July 2023, and the kilowatt hour charge will increase by \$0.00124 per kwh. The average home using 975 kwh per month will see a monthly increase of \$1.21, or about 1%, in their electric bill.

After a year of uncertainty following energy market spikes and unexpected regulatory costs, the energy markets have stabilized over the past six months, primarily due to declining natural gas prices. Staff expects a stable Power Cost Adjustment (PCA) until the end of the calendar year, possibly followed by a decrease early in 2024, depending upon whether the decreases in natural gas translate into a meaningful decrease in wholesale energy costs. Despite the currently hopeful outlook, the non-energy components of power supply to the Delmarva peninsula continue to add upward price pressure and are likely to lead to higher energy costs in the future.

As part of the utility rate study done in 2020, solid waste rates were also established for five years based on historical data. The recent inflation environment was not predicted as part of the rate study and combined with a near \$0 fund balance in 2020, solid waste fees set in 2020 are not providing enough revenue to maintain the fund. The rate study recommended a \$1.20 monthly increase for July 1, 2023, however the projected revenue falls well short of the projected expenses in 2023. For this reason, staff is recommending a \$2.20/month increase in solid waste fees, which will raise the monthly fee from \$29.30 to \$31.50. A quick survey of private haulers within our area revealed rates between \$30.50 to \$34.00 per month, so while the rate increase exceeds the cost of service study due to higher than expected costs, it appears to be in line with other providers.

The City is making strides to achieve utility rates that provide full cost recovery in total, by cost classification (i.e. fixed vs variable costs), and by user classification (to avoid cross-subsidization of ratepayers). At the same time, staff recognize the challenge in meeting all full cost recovery and rate restructuring all at once. For that reason, we embraced a multiyear phase-in of utility rate adjustments to gradually arrive at responsible rates while reducing the impact to all Milford residents and business operators.

Budget Overview / Highlights

The individual changes by fund, excluding capital and debt service, are as follows:

	FY2023-24 Budget	Change from FY2022-23	Percent Change
General Fund	\$13,595,463	\$ 1,503,785	12.4%
Water Fund	2,500,416	118,291	5.0%
Sewer Fund	5,165,381	909,528	21.4%
Solid Waste Fund	1,713,541	172,362	11.2%
Electric Fund	<u>28,563,960</u>	<u>1,996,904</u>	<u>7.5%</u>
	\$51,538,760	\$ 4,700,868	10.0%

For the third year in a row, the general fund will benefit from accumulated prior-year surplus funding generated as a result of staffing challenges and strong internal spending control. However, despite over \$1 million being reserved and carried into FY2024, the general fund required the scheduled property tax rate increase, more than \$1 million in new utility fund transfers, and heavy grant funding in support of general governmental capital needs. Further, this year's general fund budget continues to utilize a transfer from the RTT Fund to support public safety (\$200,000), while Economic Development funding budgeted in FY2023 (\$105,860) will carry into FY2024 to help defray contributions to Downtown Milford, Inc (DMI) and community festivals. Milford Museum, DMI, Milford Public Library and Community Festivals are budgeted with slight increases based on the groups' presentations to City Council in April.

Personnel

The recommended FY2024 budget includes: An overall 2.5% increase in base pay for non-union employees and additional funds for merit pay increases based on performance evaluations. Employees may earn a one-step increase in pay based on performance. There is a 3% pay increase between each step. We will also continue to expand employee recognition initiatives, including the Safety Incentive program, wellness program and recognition of Special Performance of individuals or teams. In accordance with the Police Teamsters Agreement, police officers will receive a 4% increase on July 1, 2023 and a 1.5% increase on their anniversary date. Electric employees covered under the IBEW Agreement will receive a 6% increase on the first of July. The Dispatcher Teamsters contract expires on July 1, 2023 and contract negotiations remain ongoing.

Healthcare premiums will increase 9.4% on July 1, 2023, which is the second annual increase following six years of stability.

In 2023, the City budget planned for 131.3 full-time equivalent (FTE) employees. Recruitment timing and turnover have driven the projected FTE count for FY2023 to 128.7. In 2024, with staff proposed personnel changes, the budget totals 138.2 FTEs. Additional positions having prior approval from Council include: 1 FTE in Finance (Accountant) and 1 FTE in Electric (Engineering Tech). Recommended new positions include 1 FTE in Planning (Code Enforcement Officer) and 1 FTE in Parks and Recreation (Horticulturist). The City Clerk is requesting 1 additional FTE be added (Deputy Clerk). The remaining FTEs consist of positions added in 2023 for a partial year that will now be full-year positions in 2024.

Capital Expenditures

The following is a partial list of capital equipment and projects. Please review the CIP sections of the budget document for line-item detail of the capital purchases and projects recommended for funding in this year's capital program as part of the broader FY2024 operating budget. The CIP document also features various summary-level presentations of the initiatives on the horizon aimed at improving the City of Milford now and for generations to come.

General Fund: Police – new police facility; 6 car replacements; new cameras in interview rooms, and design of new maintenance facility. Streets – replace pick up with plow and salt spreader, Washington Street bridge painting, various street rehab, walnut street bridge pedestrian crossing, sidewalk connectivity, traffic calming, North Washington Street and NE Front Street streetscape project, Park Ave/Denny Row Streetscape project, SW Front Street Streetscape, Franklin and Columbia Street Streetscape, replace Maple Street bridge, various bike path construction, street construction in industrial park, various transportation studies. Customer Service – Installation of security glass and noise reduction panels, in-house bill printing, exterior curb repair, payment kiosk, and fencing, Public Works – new GPS survey unit, HVAC automation, repair roof drain and air infiltration, electric pole building, design of building expansion; Planning: new pickup truck; Parking – Rehab N Walnut/NE Front Lot; Rehab Park Ave Lot; City Hall – create public plaza in front of building, fence installation Parks and Recreation – replace 2 gators, , replace van, replace 2 standup mowers, new brush cutter attachment, new water truck, new pickup truck (Arborist), various improvements to parks maintenance facility, various new trees,, rehab Marshall pond bank,, master plan for greenway pathway, gateway signage/improvements, open space land acquisition, Sharp parcel development, installation of downtown public restrooms.

Capital Expenses for Enterprise and Interdepartmental Service Funds: Electric –replace 2 pick-up trucks, bucket truck for Arborist, replace 2 trailers; Sewer – pump station upgrades, replace Kubota tractor with plow, ROVVER Inspection equipment; Solid Waste – Replace rear load truck; new crane grappler truck for bulk collection; Public Works – expanded parking lot & storm water pond. IT – various network replacements, replace ERP, PC & Hardware refresh, dedicated internet fiber, ceiling cable upgrades, new firewall boxes, Riverwalk Wi-Fi, cloud migration, various security projects.

Capital Improvements Projects/Repairs: Electric – DELDOT traffic signals, fiber optic cable loop, EV charging station, LED street light replacements; physical security, power flow software, office space for Arborist, GIS Mapping, pole inspection, service to corporate center. Water – additional blow-off valves, various street rehab projects, lead service line replacements, asbestos pipe removal, valve and hydrant replacement, water service to industrial park, North Shore water extension, Westwood main extension; NW Front Street waterline replacement; Sewer – various street rehab projects, asbestos pipe remove/replacement, replace SE 2nd Street pump station, SE regional pump station, abandon BAC PS with gravity line, service to corporate center, 4th Street flood mitigation.

Budget Considerations

In moving forward in the next fiscal year, Council needs to be aware of the following on-going budget issues that need to be addressed:

1. The budget is balanced using additional transfers from utility accounts. While the transfers are defensible, continuing to rely on utility accounts may result in increases in utility rates, making it financially less attractive to reside or maintain a business in the

- City. Council should consider setting limits on the transfer amounts.
2. No General Fund money is used to fund the Customer Service Department. Approximately 13% of Customer Service expenses are attributed to tax collection services. Allocating these costs to the General Fund has been delayed due to inadequate General Fund monies.
 3. Utilizing Real Estate Transfer Tax to fund the general police expenses is not sustainable. Staff recommends Council continue the course of increasing the real estate tax assessment by \$0.01 per year, while reducing the use of RTT by \$100,000 each year over five years.
 4. Interdepartmental transfers from water, sewer, electric and solid waste are rational and standardized to the best ability of City staff. However, the allocation process has not been reviewed or established by an independent professional consultant. An Allocation Study is being completed this year in order to justify the transfers. This most likely will put additional pressure on the General Fund.
 5. The budget uses Real Estate Transfer Tax revenue and Municipal Street Aid for funding street improvements. The present level of income from those sources is not sufficient to fund the needed improvements in the future, given the other funding pressures being relieved by Real Estate Transfer Taxes.
 6. The full payment on the bonds for the Police Facility will be realized in FY2025, which will equate to an additional \$0.0325 tax increase next year.
 7. Inflation is presently running at about 5.5% annually, which will have an impact on personnel costs as well as the cost of goods and services during the upcoming year.

Conclusion

The real estate tax increase, and increases in water, sewer, electric and trash rates will result in a monthly increase for the average resident of \$12.49/month or \$150/year. More than half of the total increase is attributed to payments on the bond for the police building. Without the \$3.85 million transfer of utility funds to the general fund, real estate taxes would need to increase by more than two-thirds – by about \$0.37 per \$100 of AV – just to operate through June 30, 2024. The City is fortunate for its diversity of operations and multiple income streams in order to keep real estate taxes at an attractive rate for businesses and residents, while providing competitive rates for utilities and services.

The current fiscal condition of the City is stable, and the proposed budget is balanced. The water and electric reserve funds are healthy and building permit revenues are growing. The proposed tax increase will enable the City to make bond payments on the police station and reduce reliance on RTT to fund operating costs of the Police Department, preserving RTT income for capital projects now and in the future.

In the past two years, the Council adopted policies for fund balances, which has put the City in a better financial position for the future. Staying the course on the proposed tax increase, as well as the codified utility increases will go a long way in maintaining the City's financial stability.

Milford is a great place to live, work and play. Keeping Milford a great place means adequately funding public safety, infrastructure, parks, recreation opportunities, and reliable public services. Just as our forefathers and foremothers left us this great City, today, it is our opportunity to impact the future of the City for the better.



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Budget Summary

General Fund

Enterprise Funds

Interservice Funds

Capital Budget and Capital Improvement Plan (CIP)

Supplementary Materials

CITY OF MILFORD
 FISCAL YEAR 2023-24
 CONSOLIDATED BUDGET RECOMMENDATION

**FY24 BUDGET SUMMARY
 FINAL DRAFT v3 (6/7/2023)**

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	11,426,148	1,475,185	12,901,333	759,081	-	254,800	1,013,881
PLANNING	522,000	50,000	572,000	831,012	-	50,000	881,012
FINANCE	-	-	-	710,850	-	-	710,850
INFORMATION TECHNOLOGY	-	494,429	494,429	1,006,990	-	494,429	1,501,419
POLICE	523,680	644,422	1,168,102	6,622,422	296,750	444,422	7,363,594
STREETS	-	835,750	835,750	991,369	-	835,750	1,827,119
PARKS & RECREATION	-	538,200	538,200	1,492,880	-	538,200	2,031,080
CITY CLERKS	-	-	-	419,720	-	-	419,720
COUNCIL	-	-	-	761,141	-	-	761,141
TOTAL GENERAL FUND	\$ 12,471,828	\$ 4,037,986	\$ 16,509,814	\$ 13,595,463	\$ 296,750	\$ 2,617,601	\$ 16,509,814
WATER	3,601,227	418,388	4,019,615	2,500,416	365,275	1,153,924	4,019,615
SEWER	5,805,785	1,057,497	6,863,282	5,165,381	408,478	1,289,424	6,863,282
SOLID WASTE	1,710,494	35,096	1,745,590	1,713,541	-	32,049	1,745,590
ELECTRIC	28,893,293	1,522,445	30,415,739	28,563,960	322,215	1,529,564	30,415,739
TOTAL BUDGET	\$ 52,482,627	\$ 7,071,413	\$ 59,554,040	\$ 51,538,760	\$ 1,392,718	\$ 6,622,562	\$ 59,554,040

CITY OF MILFORD
 FISCAL YEAR 2023-24
 CONSOLIDATED BUDGET RECOMMENDATION

**CHANGE: FY24 v3 6/7/2023 vs
 FY24 INITIAL v1 5/17/2023**

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	\$ -	\$ 46,489	\$ 46,489	\$ 300	\$ -	\$ -	\$ 300
PLANNING	-	-	-	608	-	-	608
FINANCE	-	-	-	564	-	-	564
INFORMATION TECHNOLOGY	-	-	-	(11,456)	-	-	(11,456)
POLICE	-	-	-	38,699	-	-	38,699
STREETS	-	-	-	1,594	-	-	1,594
PARKS & RECREATION	-	-	-	1,493	-	-	1,493
CITY CLERKS	-	-	-	14,248	-	-	14,248
COUNCIL	-	-	-	440	-	-	440
TOTAL GENERAL FUND	\$ -	\$ 46,489	\$ 46,489	\$ 46,489	\$ -	\$ -	\$ 46,489
WATER	-	3,500	3,500	3,500	-	-	3,500
SEWER	-	3,500	3,500	3,500	-	-	3,500
SOLID WASTE	-	3,048	3,048	3,047	-	-	3,047
ELECTRIC	-	(7,118)	(7,118)	(7,118)	-	-	(7,118)
TOTAL BUDGET	\$ -	\$ 49,418	\$ 49,418	\$ 49,418	\$ -	\$ -	\$ 49,418

FY24 Budget Draft Change Detail
Initial Draft v1 (5/17/2023 to Final Draft v3 (6/7/2023))

Updates for final draft to Council	Fund	Dept	\$ Impact
Health Insurance Update	Electric	Electric	\$ (14,450)
Health Insurance Enrollment Change	General	PD	5,400
DEUC/Training Fund Updated its Wage & Rate Formula	General	City Admin	80
DEUC/Training Fund Updated its Wage & Rate Formula	General	Clerks	92
DEUC/Training Fund Updated its Wage & Rate Formula	General	Planning	150
DEUC/Training Fund Updated its Wage & Rate Formula	General	Finance	112
DEUC/Training Fund Updated its Wage & Rate Formula	General	IT	80
DEUC/Training Fund Updated its Wage & Rate Formula	General	PD	1,460
DEUC/Training Fund Updated its Wage & Rate Formula	General	Streets	90
DEUC/Training Fund Updated its Wage & Rate Formula	General	P&R	161
DEUC/Training Fund Updated its Wage & Rate Formula	Water	Water	90
DEUC/Training Fund Updated its Wage & Rate Formula	Sewer	Sewer	90
DEUC/Training Fund Updated its Wage & Rate Formula	Solid Waste	Solid Waste	50
DEUC/Training Fund Updated its Wage & Rate Formula	Electric	Electric	190
DEUC/Training Fund Updated its Wage & Rate Formula	ISF	Gar	30
DEUC/Training Fund Updated its Wage & Rate Formula	ISF	PW	150
DEUC/Training Fund Updated its Wage & Rate Formula	ISF	Tech Ser	70
DEUC/Training Fund Updated its Wage & Rate Formula	ISF	Cust Ser	207
Position Grade/Step Feedback	General	Clerks	587
Subtotal - FY24 Budget v1 to FY24 Budget v2			\$ (5,361)
Position Grade/Step Feedback	General	Clerks	\$ 13,337
\$40k for Staffing Analysis, as Allocated	General	City Admin	222
\$40k for Staffing Analysis, as Allocated	General	Planning	444
\$40k for Staffing Analysis, as Allocated	General	Council	444
\$40k for Staffing Analysis, as Allocated	General	Finance	444
\$40k for Staffing Analysis, as Allocated	General	IT	444
\$40k for Staffing Analysis, as Allocated	General	PD	20,000
\$40k for Staffing Analysis, as Allocated	General	Streets	1,333
\$40k for Staffing Analysis, as Allocated	General	P&R	1,333
\$40k for Staffing Analysis, as Allocated	General	Clerks	222
\$40k for Staffing Analysis, as Allocated	Water	Water	2,667
\$40k for Staffing Analysis, as Allocated	Sewer	Sewer	2,667
\$40k for Staffing Analysis, as Allocated	Solid Waste	Solid Waste	2,667
\$40k for Staffing Analysis, as Allocated	Electric	Electric	2,667
\$40k for Staffing Analysis, as Allocated	ISF	Tech Ser	444
\$40k for Staffing Analysis, as Allocated	ISF	PW	1,778
\$40k for Staffing Analysis, as Allocated	ISF	Garage	889
\$40k for Staffing Analysis, as Allocated	ISF	Cust Ser	1,333
Adj - To(From) Reserves driven by sum of other changes	Water	Water	743
Adj - To(From) Reserves driven by sum of other changes	Sewer	Sewer	743
Impacts due to rounding and minor adjustments			(44)
Subtotal - FY24 Budget v2 to FY24 Budget v3			\$ 54,779
Grand Total - Initial to Final Draft			\$ 49,418

CITY OF MILFORD
 FISCAL YEAR 2022-23
 BUDGET SUMMARY ANALYSIS

FY23 BUDGET SUMMARY - FINAL AS APPROVED

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	\$ 9,706,271	\$ 1,452,308	\$ 11,158,579	\$ 738,689	\$ -	\$ 226,250	\$ 964,939
PLANNING	493,100	-	493,100	729,031	-	50,000	779,031
FINANCE	-	-	-	562,855	-	-	562,855
INFORMATION TECHNOLOGY	-	65,837	65,837	701,386	-	65,837	767,223
POLICE	491,250	300,000	791,250	6,185,274	-	-	6,185,274
STREETS	-	720,000	720,000	878,142	-	720,000	1,598,142
PARKS & RECREATION	-	1,085,443	1,085,443	1,252,490	-	1,085,443	2,337,933
CITY CLERKS	-	-	-	338,746	-	-	338,746
COUNCIL	-	-	-	705,064	-	75,000	780,064
TOTAL GENERAL FUND	\$ 10,690,621	\$ 3,623,588	\$ 14,314,209	\$ 12,091,679	\$ -	\$ 2,222,530	\$ 14,314,209
WATER	3,406,664	393,635	3,800,299	2,382,125	365,274	1,052,900	3,800,299
SEWER	4,998,431	707,301	5,705,732	4,255,853	412,478	1,037,400	5,705,732
SOLID WASTE	1,556,467	640,462	2,196,929	1,541,179	-	655,750	2,196,929
ELECTRIC	27,012,887	831,784	27,844,671	26,567,056	324,315	953,300	27,844,671
TOTAL BUDGET	\$ 47,665,070	\$ 6,196,769	\$ 53,861,840	\$ 46,837,892	\$ 1,102,067	\$ 5,921,880	\$ 53,861,840

CITY OF MILFORD
 FISCAL YEAR 2023 vs 2024
 BUDGET SUMMARY ANALYSIS

CHANGE: FY24 v3 6/7/2023 vs
 FY23 APPROVED BUDGET

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	\$ 1,719,877	\$ 22,877	\$ 1,742,754	\$ 20,391	\$ -	\$ 28,550	\$ 48,941
PLANNING	28,900	50,000	78,900	101,982	-	-	101,982
FINANCE	-	-	-	147,995	-	-	147,995
INFORMATION TECHNOLOGY	-	428,592	428,592	305,604	-	428,592	734,196
POLICE	32,430	344,422	376,852	437,148	296,750	444,422	1,178,320
STREETS	-	115,750	115,750	113,226	-	115,750	228,976
PARKS & RECREATION	-	(547,243)	(547,243)	240,389	-	(547,243)	(306,854)
CITY CLERKS	-	-	-	80,974	-	-	80,974
COUNCIL	-	-	-	56,077	-	(75,000)	(18,923)
TOTAL GENERAL FUND	\$ 1,781,207	\$ 414,398	\$ 2,195,605	\$ 1,503,785	\$ 296,750	\$ 395,071	\$ 2,195,605
WATER	194,563	24,752	219,316	118,291	1	101,024	219,316
SEWER	807,354	350,196	1,157,551	909,528	(4,001)	252,024	1,157,550
SOLID WASTE	154,026	(605,366)	(451,339)	172,362	-	(623,702)	(451,339)
ELECTRIC	1,880,406	690,662	2,571,068	1,996,904	(2,100)	576,264	2,571,068
TOTAL BUDGET	\$ 4,817,556	\$ 874,643	\$ 5,692,200	\$ 4,700,868	\$ 290,650	\$ 700,681	\$ 5,692,200

CITY OF MILFORD
FISCAL YEAR 2022-23
BUDGET SUMMARY ANALYSIS

**% CHANGE: FY24 DRAFT v3 6/7/2023 vs
FY23 APPROVED BUDGET**

FUND / DEPARTMENT	CURRENT REVENUE	APPLICATION OF RESERVES	TOTAL FUNDING	OPERATIONS & MAINTENANCE	DEBT SERVICE	CAPITAL	TOTAL EXPENDITURES
GENERAL FUND							
ADMINISTRATION	18%	2%	16%	3%	0%	13%	5%
PLANNING	6%	0%	16%	14%	0%	0%	13%
FINANCE	0%	0%	0%	26%	0%	0%	26%
INFORMATION TECHNOLOGY	0%	651%	651%	44%	0%	651%	96%
POLICE	7%	115%	48%	7%	0%	0%	19%
STREETS	0%	16%	16%	13%	0%	16%	14%
PARKS & RECREATION	0%	-50%	-50%	19%	0%	-50%	-13%
CITY CLERKS	0%	0%	0%	24%	0%	0%	24%
COUNCIL	0%	0%	0%	8%	0%	-100%	-2%
TOTAL GENERAL FUND	16.7%	11.4%	15.3%	12.4%	0%	17.8%	15.3%
WATER	6%	6%	6%	5%	0%	10%	6%
SEWER	16%	50%	20%	21%	-1%	24%	20%
SOLID WASTE	10%	-95%	-21%	11%	0%	-95%	-21%
ELECTRIC	7%	83%	9%	8%	-1%	60%	9%
TOTAL BUDGET	10.1%	14.1%	10.6%	10.0%	26.4%	11.8%	10.6%
TOTAL UTILITIES	8.2%	17.9%	8.8%	9.2%	-0.6%	8.3%	8.8%

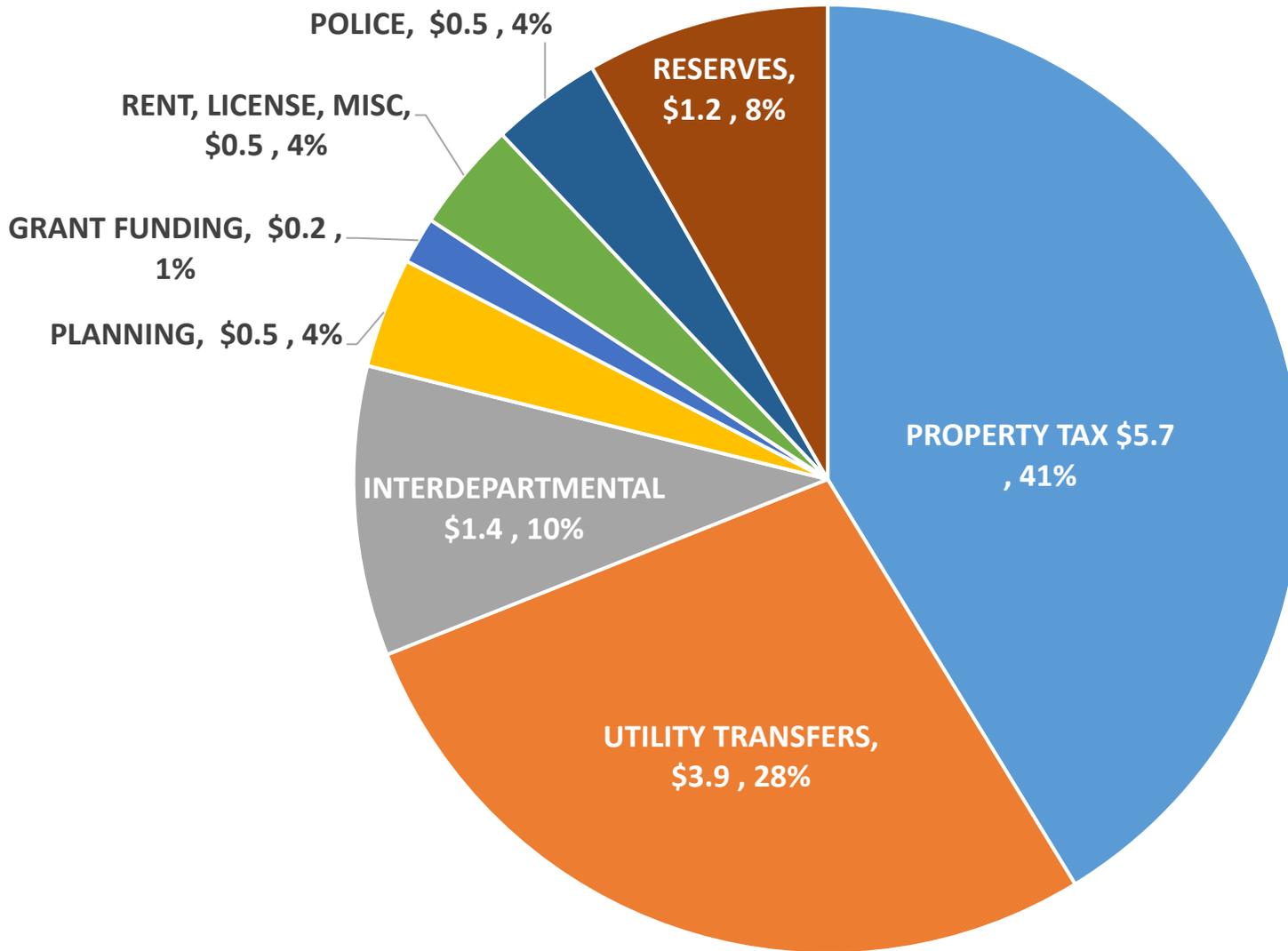


Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

General Fund Revenue & Operating Expenses by Department

Administration	City Clerks	Planning	Finance	IT
Police	Parks & Recreation	Streets & Grounds	City Council	

FY24 PROPOSED BUDGET: GENERAL FUND REVENUE by SOURCE



**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUE & APPLICATION OF RESERVES**

GENERAL FUND

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-0000	GENERAL FUND REVENUE							
390-10-10	GENERAL FUND CAPITAL RESERVES	330,605	260,095	-	837,986	-	1,044,525	
390-10-17	GENERAL FUND RESERVES: 5 OFFICERS	415,117		-	-	-	-	
390-10-20	ECONOMIC DEVELOPMENT FUNDS	132,703	70,860	-	105,860	-	105,860	
390-10-XX	STORMWATER MAINTENANCE (new FY24)	-	-	-	-	-	70,000	
	REAL ESTATE TAX							
311-10-10	PROPERTY TAXES: CURRENT LEVY	4,171,242	4,301,784	4,719,085	4,912,100	5,032,692	5,707,358	13.4%
311-10-30	PROPERTY TAXES: PENALTIES	24,742	38,454	29,897	29,000	22,925	25,000	9.1%
319-20-15	REAL ESTATE TRANSFER FEE-POLICE	723,000	500,000	400,000	300,000	300,000	200,000	-33.3%
	TOTAL REAL ESTATE TAXES	4,918,984	4,840,238	5,148,982	5,241,100	5,355,617	5,932,358	10.8%
	LICENSES & PERMITS							
321-10-10	CONTRACTOR/BUSINESS LICENSE	58,645	74,605	67,490	67,000	71,735	67,000	-6.6%
321-10-20	RENTAL LICENSE	92,350	-	122,150	110,000	128,750	120,000	-6.8%
322-10-00	BUILDING PERMIT FEES	301,637	387,487	130,993	215,000	255,893	250,000	-2.3%
322-15-00	PLANNING & ZONING FEES	64,866	63,988	119,517	85,100	120,568	65,000	-46.1%
328-10-30	GRASSCUTTING REVENUE	16,000	-	-	16,000	16,000	20,000	25.0%
321-20-21	ARPA - OPERATING SUPPORT	16,000	113,600	271	-	-	-	
	TOTAL LICENSES & PERMITS	549,498	639,680	440,421	493,100	592,945	522,000	-12.0%
	POLICE DEPARTMENT							
342-10-10	FINES	88,416	53,247	72,349	80,000	69,473	70,000	0.8%
342-10-60	MISCELLANEOUS REVENUE	4,569	400	4,050	2,250	6,750	3,000	-55.6%
342-10-70	STATE POLICE PENSION	179,111	201,618	232,531	214,000	251,789	270,180	7.3%
342-10-90	ACCIDENT COPIES	14,745	14,095	22,182	15,000	17,105	15,000	-12.3%
342-10-92	SALE OF VEHICLES & EQUIPMENT	7,280	4,069	750	2,000	413	3,000	626%
342-10-98	SPECIAL DUTY OVERHEAD	9,810	4,574	8,330	5,000	10,902	5,000	-54.1%
342-10-99	SCHOOL RESOURCE OFFICERS FUNDING	200,000	214,367	125,000	173,000	150,000	157,500	5.0%
342-21-21	ARPA - OPERATING SUPPORT	-	9,288	89,746	-	-	-	
	TOTAL POLICE DEPARTMENT	503,931	501,658	554,938	491,250	506,432	523,680	3.4%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUE & APPLICATION OF RESERVES**

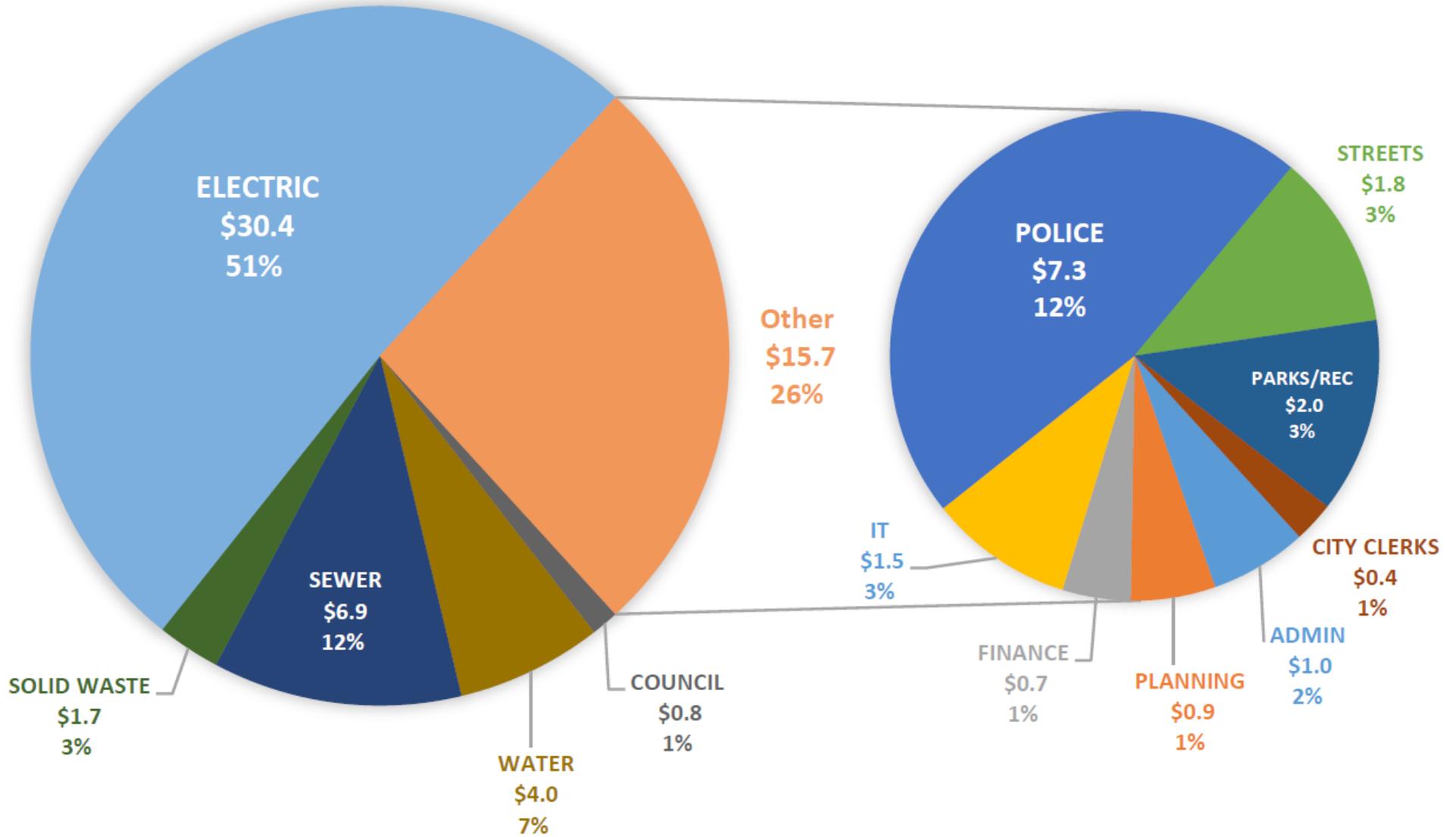
GENERAL FUND

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-0000	GENERAL FUND REVENUE							
	LEASE, RENTAL & OTHER REVENUE							
359-10-20	SPRINT TOWER RENTAL	17,307	17,667	18,172	18,715	18,171	18,170	0.0%
359-10-25	VERIZON TOWER RENTAL	25,590	25,589	27,381	28,660	28,660	28,660	0.0%
359-10-30	AT&T TOWER RENTAL	16,800	16,800	16,800	16,800	16,800	16,800	0.0%
359-10-35	VERIZON SE TOWER RENTAL	25,400	26,161	26,947	27,755	27,755	28,590	3.0%
359-10-38	VERIZON 10th ST TOWER RENTAL	26,400	29,328	29,915	30,510	30,513	31,130	2.0%
359-10-39	AT&T S. WASHINGTON TOWER RENTAL	19,377	26,417	27,210	28,025	28,026	28,870	3.0%
359-10-40	CHESAPEAKE GAS	44,282	42,292	46,620	46,650	46,750	46,750	0.0%
359-10-50	CATV FRANCHISE FEES	162,635	170,093	185,785	185,800	186,043	185,000	-0.6%
359-10-55	CABLE POLE AGREEMENTS	6,839	6,838	6,839	6,839	7,539	7,500	-0.5%
359-10-60	FIBER OPTIC RENTAL	38,599	38,599	38,599	38,599	38,599	38,599	0.0%
359-10-99	MISCELLANEOUS REVENUE	12,309	37,987	21,085	10,000	10,640	10,000	-6.0%
359-21-21	ARPA - OPERATING SUPPORT	-	500	15,070	272,886	272,886	21,245	-92%
359-21-22	ARPA - COMMUNITY SUPPORT	-	-	648,479	-	-	-	
361-10-00	EARNINGS ON INVESTMENTS	41,866	16,431	7,923	9,500	101,254	10,500	-89.6%
	TOTAL LEASE, RENTAL & OTHER REVENUE	437,404	454,702	1,116,825	720,739	813,637	471,814	-42.0%
391-10-10	OTHER - INTERDEPARTMENTAL	896,843	986,525	1,164,127	1,193,696	1,193,696	1,313,066	10.0%
391-10-50	ELECTRIC DIVISION	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	3,250,000	30.0%
391-10-51	WATER DIVISION	-	-	300,000	300,000	300,000	300,000	0.0%
391-10-5X	SEWER DIVISION						300,000	
391-10-52	INTERSERVICE BILLING-ELEC MRG ELIM	-	-		42,320	42,320	47,360	11.9%
391-10-53	INTERSERVICE BILLING-W/S MRG ELIM	-	-		10,890	10,890	11,550	6.1%
	TOTAL TRANSFERS- GENERAL FUND	3,396,843	3,486,525	3,964,127	4,046,906	4,046,906	5,221,976	29.0%
	TOTAL GENERAL FUND REVENUES	10,685,085	10,253,758	11,225,293	11,936,941	11,315,537	13,892,213	22.8%

CITY OF MILFORD

FY24 PROPOSED BUDGET

Expenditures by Fund & Department (\$ million)



**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY ADMINISTRATION*

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1010	CITY ADMINISTRATION							
413-10-10	SALARIES & WAGES	311,262	253,574	360,763	411,530	438,635	454,620	3.6%
413-10-40	SALARIES & WAGES-SICK/VACATION	25,537	7,152	-	-	-	-	
413-30-10	CONTRACT SERVICES	17,371	15,448	35,686	30,690	30,690	13,500	-56.0%
413-30-12/4	STAFF & COMP STUDIES	17,309	11,250	5,625	-	-	-	
413-30-16	TUITION REIMBURSEMENT (<i>new FY21</i>)	-	-	5,421	10,329	10,329	5,250	-49.2%
413-30-20	LEGAL SERVICE	10,799	14,340	23,832	17,771	12,214	13,480	10.4%
413-30-30	AUDITING SERVICE	645	645	610	1,371	1,371	1,910	39%
413-50-20	INSURANCE & BONDING	4,600	4,916	7,558	8,718	8,718	5,800	-33.5%
413-50-30	TELEPHONE	1,167	1,311	1,123	1,250	1,763	2,900	64.5%
413-50-41	MARKETING	-	349	17,525	17,760	17,760	22,000	23.9%
413-50-60	SOFTWARE MAINTENANCE	-	-	635	8,721	8,721	7,000	-20%
413-50-61	WEBSITE MAINTENANCE	3,829	4,020	4,496	-	-	-	
413-50-90	TRAINING	6,128	7,774	9,574	12,000	13,451	16,000	18.9%
413-60-10	MATERIALS & SUPPLIES	1,097	1,265	1,716	2,675	2,675	2,000	-25.2%
413-60-11	GENERAL EXPENSE	2,560	4,721	2,997	5,133	5,544	5,750	3.7%
413-60-12	COMPUTER	1,968	4,168	1,493	2,050	2,050	4,090	99.5%
413-60-15	POSTAGE	136	133	(48)	100	98	100	1.9%
413-67-11	DISCRETIONARY FUNDS	8,499	187	5,700	8,740	6,702	7,500	11.9%
411-68-14	EMPLOYEE RECOGNITION	20,167	15,607	26,225	28,600	28,600	28,000	-2.1%
413-69-20	OFFICE FURNITURE	-	-	-	5,660	8,928	1,500	-83.2%
413-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	-	-100.0%
413-90-80	COST ALLOCATION: CITY HALL BLD	17,520	29,274	21,756	35,810	17,969	19,481	8.4%
	TOTAL GENERAL EXPENSE	450,593	376,132	534,185	610,408	617,717	610,881	-1.1%

*FY24 Budget presented exclusively of new City Clerks department / budget center. FY23 Budget, Projection & all prior years reasonably adjusted to promote comparability.

CITY ADMINISTRATION*

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1010	CITY ADMINISTRATION							
	EMPLOYEE BENEFITS							
413-20-10	MEDICAL	40,362	29,059	36,905	53,691	50,545	47,490	-6.0%
413-20-20	SOCIAL SECURITY	24,166	21,006	28,096	33,159	33,556	36,150	7.7%
413-20-30	RETIREMENT	32,333	30,813	39,503	43,311	40,731	49,050	20.4%
413-20-50	UNEMPLOYMENT COMPENSATION	851	1,262	1,623	2,462	1,008	620	-38.5%
413-20-60	WORKERS' COMPENSATION	1,344	886	1,245	1,452	1,399	1,450	3.7%
413-20-70	GROUP LIFE INSURANCE	2,754	2,381	3,096	2,751	1,931	3,050	57.9%
413-20-75	VISION	144	123	185	237	211	250	18.5%
413-20-80	RETIREE MEDICAL BENEFITS	8,574	8,176	7,423	9,267	8,799	10,140	15.2%
	TOTAL EMPLOYEE BENEFITS	110,528	93,706	118,076	146,329	138,179	148,200	7.3%
	TOTAL ADMINISTRATION - O & M	561,121	469,838	652,261	756,738	755,896	759,081	0.4%
	TOTAL ADMINISTRATION GENERAL GOV'T	561,121	469,838	652,261	756,738	755,896	759,081	0.4%

*FY24 Budget presented exclusively of new City Clerks department / budget center. FY23 Budget, Projection & all prior years adjusted to promote comparability.

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

PLANNING DEPARTMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1045	PLANNING DEPARTMENT							
429-10-10	SALARIES & WAGES	298,401	288,408	348,652	408,203	388,335	471,930	21.5%
429-10-20	SALARIES & WAGES-TEMPORARY	-	7,398	1,430	-	-	-	
429-10-30	SALARIES & WAGES-OVERTIME	1,840	3,074	4,590	2,500	1,763	2,500	41.8%
429-10-40	SALARIES & WAGES-SICK/VACATION	-	819	-	-	-	-	
426-30-10	CONTRACT SERVICES	14,215	69,098	26,517	15,000	12,000	15,000	25.0%
429-30-20	LEGAL SERVICE	31,820	28,523	24,783	31,200	27,760	30,600	10.2%
429-30-30	AUDITING SERVICE	2,000	2,000	945	2,075	2,075	2,290	10%
429-30-50	ENGINEERING	-	-	-	750	-	1,000	
429-40-29	MAINT. & REPAIR - VEHICLE LABOR	2,790	2,565	938	1,500	1,360	1,800	32%
429-40-30	MAINT. & REPAIR - VEHICLES	1,086	709	3,968	1,000	202	1,200	494%
429-50-20	INSURANCE & BONDING	2,994	4,175	3,785	4,300	3,987	4,420	10.9%
429-50-30	TELEPHONE	714	715	682	948	1,384	3,000	116.8%
429-50-31	CELLPHONE	1,500	1,462	1,455	2,650	1,453	4,500	209.8%
429-50-60	SOFTWARE MAINTENANCE	3,334	3,305	3,149	8,284	7,009	12,370	76%
429-50-90	TRAINING	2,275	3,645	4,858	7,500	5,730	7,500	30.9%
429-60-10	MATERIALS & SUPPLIES	2,649	1,927	3,025	4,000	3,049	4,000	31.2%
429-60-11	GENERAL EXPENSE	4,513	3,704	2,626	2,240	1,533	5,000	226%
429-60-12	COMPUTER	1,996	2,854	2,666	4,802	4,802	3,070	-36.1%
429-60-13	COPIER	2,339	2,405	2,506	2,750	2,750	2,730	-0.7%
429-60-15	POSTAGE	3,132	5,911	7,603	7,500	7,565	7,500	-0.9%
429-60-17	GASOLINE & OIL	2,059	1,850	1,964	2,200	2,133	2,500	17.2%
429-60-18	UNIFORMS	1,591	628	986	1,000	987	1,000	1%
429-68-10	DEMOLITIONS	-	-	19,500	-	-	-	
429-68-20	PROPERTY MAINTENANCE	11,046	7,060	15,343	31,500	31,500	20,000	-36.5%
429-69-30	CREDIT CARD FEES	-	-	31	1,260	1,260	2,100	66.7%
429-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	11,200	646.7%
429-90-81	COST ALLOCATION: PUBLIC WORKS	8,224	9,251	10,644	10,984	9,851	11,652	18.3%
	TOTAL GENERAL EXPENSE	400,518	451,486	494,146	555,646	519,987	628,862	20.9%

PLANNING DEPARTMENT

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1045	PLANNING DEPARTMENT							
	EMPLOYEE BENEFITS							
429-20-10	MEDICAL	68,435	60,452	80,883	104,926	105,804	116,120	9.8%
429-20-20	SOCIAL SECURITY	22,548	22,108	27,361	30,838	29,843	35,760	19.8%
429-20-30	RETIREMENT	30,670	31,974	38,471	38,752	36,400	43,110	18.4%
429-20-50	UNEMPLOYMENT COMPENSATION	1,345	1,461	2,127	1,650	1,338	1,160	-13.3%
429-20-60	WORKMAN'S COMPENSATION	1,322	1,208	1,395	1,580	1,612	1,780	10.4%
429-20-70	GROUP LIFE INSURANCE	1,904	2,427	2,784	3,268	3,206	3,790	18.2%
429-20-75	VISION	309	298	330	371	371	430	15.9%
	TOTAL EMPLOYEE BENEFITS	126,533	119,928	153,351	181,385	178,573	202,150	13.2%
	TOTAL PLANNING - O & M	527,051	571,414	647,497	737,031	698,560	831,012	19.0%
429-70-42	CAPITAL-VEHICLE	30,320	28,542		-	-	-	
	TOTAL PLANNING - CAPITAL	30,320	28,542	-	-	-	-	
	TOTAL PLANNING GENERAL GOV'T	557,371	599,956	647,497	737,031	698,560	831,012	19.0%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

FINANCE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1310	FINANCE							
415-10-10	SALARIES & WAGES	310,371	381,570	316,014	372,979	353,853	474,620	34.1%
415-10-11	SALARIES & WAGES-VACATIO	1,083	1,115	1,195	1,306	1,286	1,380	7.3%
415-10-30	SALARIES & WAGES-OVERTIME		-	1,291	1,500	643	3,500	
415-10-40	SALARIES & WAGES-SICK/VAC	-	39,725	-	-	-	-	
415-30-10	CONTRACT SERVICES	8,703	6,918	8,929	13,466	12,640	14,410	14.0%
415-30-11	CONTRACT SERVICES - TAX A	17,500	-	-	-	-	-	
415-30-15	CLEANING SERVICES	8,117	4,344	4,659	5,465	4,651	6,500	39.8%
415-30-30	AUDITING SERVICE	1,000	1,000	945	2,075	2,075	2,290	10%
415-50-20	INSURANCE & BONDING	1,129	702	1,079	1,245	1,246	1,400	12.4%
415-50-30	TELEPHONE	1,147	1,163	1,110	1,150	1,638	2,970	81.3%
415-50-31	CELLPHONE	999	967	89	500	480	900	87%
415-50-60	SOFTWARE MAINTENANCE	7,605	-		3,672	3,672	3,820	4.0%
415-50-90	TRAINING	4,959	2,363	3,758	2,200	1,407	4,500	219.9%
415-60-10	MATERIALS & SUPPLIES	6,092	5,911	5,256	5,800	5,800	5,200	-10.3%
415-60-11	GENERAL EXPENSE	583	777	414	585	585	1,200	105.1%
415-60-12	COMPUTER	5,409	4,631	2,469	750	-	2,560	
415-60-13	COPIER	1,300	1,439	1,554	4,200	1,970	3,380	72%
415-60-15	POSTAGE	2,694	2,717	2,989	2,700	2,861	2,700	-5.6%
415-60-17	GAS & OIL	664	-	-	-	-	-	
415-69-20	OFFICE FURNITURE	-	-	2,269	3,500	3,500	3,900	11.4%
415-69-80	VEHICLE & EQUIP REPLACEM	-	-	1,500	1,500	1,500	-	-100.0%
	TOTAL GENERAL EXPENSE	379,355	455,342	355,520	424,593	399,807	535,230	33.9%

FINANCE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1310	FINANCE							
	EMPLOYEE BENEFITS							
415-20-10	MEDICAL	44,336	44,744	41,237	50,304	53,240	74,210	39.4%
415-20-20	SOCIAL SECURITY	24,664	33,125	25,405	30,033	27,168	37,330	37.4%
415-20-30	RETIREMENT	38,489	41,653	38,424	45,565	40,520	47,350	16.9%
415-20-50	UNEMPLOYMENT COMPENSA	1,412	1,843	1,249	1,122	1,060	880	-17.0%
415-20-60	WORKMAN'S COMPENSATION	490	548	405	559	602	660	9.6%
415-20-70	GROUP LIFE INSURANCE	1,399	2,869	2,439	2,779	2,755	3,530	28.1%
415-20-75	VISION	214	267	216	250	249	310	24.5%
	TOTAL EMPLOYEE BENEFITS	111,004	125,049	109,375	130,612	125,594	164,270	30.8%
	FINANCE BUILDING							
415-40-31	MAINTENANCE & REPAIRS	5,772	7,728	2,479	4,275	4,275	5,500	28.7%
415-60-22	ELECTRIC	4,988	4,083	3,004	4,750	3,010	4,750	57.8%
415-60-23	WATER/SEWER	219	587	943	1,100	633	1,100	73.7%
	TOTAL MUNICIPAL BUILDING EXPENSE	10,979	12,398	6,426	10,125	7,918	11,350	43.3%
	TOTAL FINANCE - O & M	501,338	592,789	471,321	565,330	533,320	710,850	33.3%
	TOTAL FINANCE GENERAL GOV'T	501,338	592,789	471,321	565,330	533,320	710,850	33.3%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

INFORMATION TECHNOLOGY

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1510	INFORMATION TECHNOLOGY							
418-10-10	SALARIES & WAGES	122,249	133,220	247,800	255,309	231,567	357,645	54%
418-10-11	SALARIES & WAGES-VAC/A	1,716	-	-	-	-	-	
418-10-30	SALARIES & WAGES-OVERTIME		-	127	5,698	6,569	7,500	
418-10-40	SALARIES & WAGES-SICK	-	21,535	2,259	-	8,925	-	-100%
418-30-09	CONTRACT SERVICE - ER	-	70,249	-	-	-	-	
418-30-10	CONTRACT SERVICES	1,291	984	3,852	65,498	65,498	47,170	-28%
418-30-30	AUDITING	1,000	1,000	945	1,375	1,375	2,290	67%
418-40-29	MAINT. & REPAIR-VEHICLE	2,430	1,425	375	1,000	-	1,000	
418-40-30	MAINT. & REPAIR-VEHICLE	600	455	200	855	-	900	
418-50-20	INSURANCE & BONDING	716	1,395	1,189	1,300	616	1,240	101%
418-50-30	TELEPHONE	520	1,231	508	800	737	1,600	117%
418-50-31	CELLPHONE	1,000	886	-	1,000	858	2,360	175%
418-50-60	SOFTWARE MAINTENANCE	130,928	144,084	149,789	189,433	189,433	235,600	24%
418-50-61	WEBSITE MAINTENANCE	-	-	5,772	11,550	11,048	15,300	
418-50-65	SECURITY/DISASTER REC	-	-	2,376	18,088	18,088	94,100	420%
418-50-66	HARDWARE MAINTENANCE	-	-	-	7,295	-	22,500	
418-50-90	TRAINING	-	5,769	3,014	6,695	6,695	39,600	491%
418-60-10	MATERIALS & SUPPLIES	5,755	9,105	4,737	3,340	3,032	3,900	29%
418-60-11	GENERAL EXPENSE	205	199	185	100	100	10,000	9900%
418-60-12	COMPUTER	28,818	23,425	36,108	15,500	15,500	30,284	95%
418-60-17	GASOLINE & OIL	291	133	92	200	48	150	211%
418-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	5,000	5,000	5,000	2,700	-46%
418-90-80	COST ALLOCATION: CITY	6,535	10,332	7,679	12,639	12,684	13,751	8.4%
	TOTAL GENERAL EXPENSE	304,054	425,427	472,007	602,675	577,774	889,590	54%

INFORMATION TECHNOLOGY

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1510	INFORMATION TECHNOLOGY							
	EMPLOYEE BENEFITS							
418-20-10	MEDICAL	18,715	10,805	26,216	41,128	37,280	50,160	35%
418-20-20	SOCIAL SECURITY	9,728	11,912	19,027	25,941	18,398	28,530	55%
418-20-30	RETIREMENT	11,893	8,345	19,719	27,449	17,881	34,530	93%
418-20-50	UNEMPLOYMENT COMPEI	566	1,154	1,700	906	906	720	-21%
418-20-60	WORKMAN'S COMPENSA1	196	201	318	427	420	480	14%
418-20-70	GROUP LIFE INSURANCE	730	640	1,937	2,613	1,928	2,730	42%
418-20-75	VISION	62	51	185	247	230	250	8.9%
	TOTAL EMPLOYEE BENEFITS	41,890	33,108	69,102	98,711	77,042	117,400	52.4%
	TOTAL IT O&M	345,944	458,535	541,109	701,386	654,815	1,006,990	54%
418-70-40	CAPITAL-EQUIPMENT	45,796	28,999		-	-	-	
418-70-42	CAPITAL-VEHICLE	-	27,396		-	-	-	
	TOTAL IT CAPITAL	45,796	56,395	-	-	-	-	
	TOTAL INFORMATION TECHNOLOGY	391,740	514,930	541,109	701,386	654,815	1,006,990	54%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

POLICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1610								
421-10-10	SALARIES & WAGES-SWORN OFFICERS	2,406,619	2,401,120	2,559,718	2,582,894	2,373,293	2,724,160	14.8%
421-10-11	SALARIES & WAGES-VACATION SELLBACK	16,189	13,904	14,595	14,369	14,369	10,900	-24.1%
421-10-12	SALARIES & WAGES - HOLIDAY SELLBACK	3,605	1,892	1,996	-	-	-	
421-10-13	SALARIES & WAGES - HOLIDAY (2) PAYOFF	8,643	22,769	27,090	47,871	47,870	34,500	-27.9%
421-10-30	SALARIES & WAGES-OFFICERS OVERTIME	122,171	113,678	138,625	153,713	171,437	148,000	-13.7%
421-10-35	SALARIES & WAGES-OFFICERS COURT STANDBY	16,043	2,194	7,155	20,261	16,135	32,000	98%
421-10-40	SALARIES & WAGES - SICK & VACATION PAYOUT	46,409	31,172	129,334	39,300	-	-	
421-10-50	SALARIES & WAGES-OFFICERS ON CALL	63,048	37,489	35,453	38,000	34,856	37,800	8.4%
421-10-55	SALARIES & WAGES-SHIFT DIFFERENTIAL.	20,428	19,623	17,844	20,300	17,197	19,200	11.6%
421-11-10	SALARIES & WAGES-CIVILIAN	492,208	526,737	602,213	666,711	671,783	732,620	9.1%
421-11-11	SALARIES & WAGES-VACATION SELLBACK	2,925	3,076	3,249	3,475	3,435	2,520	-26.6%
421-11-13	SALARIES & WAGES - HOLIDAY (2) PAYOFF	1,533	4,356	4,206	7,135	7,135	5,800	-18.7%
421-11-30	SALARIES & WAGES-CIVILIAN OVERTIME	43,767	54,678	54,903	56,674	64,989	64,000	-1.5%
421-11-40	SALARIES & WAGES - SICK & VACATION PAYOUT	3,256	-	6,247	-	29,156	-	-100%
421-11-55	SALARIES & WAGES-SHIFT DIFFERENTIAL	7,048	6,452	6,461	6,900	5,872	6,900	17.5%
421-12-10	SALARIES & WAGES-CROSS. GUARDS	3,831	2,350	8,573	9,510	10,224	11,066	8.2%
421-30-10	CONTRACT SERVICES	57,180	59,380	113,062	274,100	247,960	127,000	-48.8%
421-30-12	BEHAVIORAL HEALTH UNIT	-	11,959	47,771	50,000	50,000	50,000	0.0%
413-30-16	TUITION REIMBURSEMENT (<i>new FY24</i>)	-	-	-	-	-	10,500	
421-30-20	LEGAL EXPENSE	43,791	74,658	93,296	37,500	24,693	67,200	172.1%
421-30-30	AUDITING	5,000	5,000	4,725	11,125	11,125	29,970	169%
421-50-20	INSURANCE	41,240	45,341	46,632	51,289	51,289	56,040	9.3%
421-50-30	TELEPHONE	8,302	8,109	10,232	13,400	9,192	15,000	63.2%
421-50-31	CELLPHONE	11,159	10,844	11,754	20,200	13,003	20,200	55.4%
421-50-40	ADVERTISING & PRINTING	2,117	1,765	4,541	6,700	6,003	8,000	33.3%
421-50-60	SOFTWARE MAINTENANCE	-	-	-	-	-	20,480	
421-50-90	TRAINING	35,452	24,572	52,658	51,000	51,000	40,000	-21.6%
421-xx-xx	AMMUNITION & Related Supplies (<i>new FY24; previously in t</i>)	-	-	-	-	-	41,600	
421-60-10	MATERIALS & SUPPLIES	14,330	14,061	16,550	19,000	17,670	19,000	7.5%
421-60-11	GENERAL EXPENSE	4,788	5,270	7,725	14,829	15,652	7,500	-52.1%
421-60-18	UNIFORMS & EQUIPMENT	36,068	42,155	45,660	42,300	38,483	46,800	21.6%
421-65-11	SENIOR PATROL	292	60	706	-	-	-	
421-65-13	CRIMINAL INVESTIGATION FUND	395	470	355	2,500	2,500	2,000	-20%
421-65-14	COMMUNITY POLICING	4,144	1,421	4,752	5,000	915	7,000	664.6%

POLICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
GENERAL SERVICE EXPENSES, CONTINUED								
421-65-16	K-9 UNIT EXPENSE	5,088	4,623	20,567	8,214	8,536	5,600	-34.4%
421-65-17	SPECIAL OPS GROUP EXPENSE	709	3,000	3,000	3,000	2,524	8,000	217.0%
	TOTAL GENERAL SERVICE EXPENSE	3,527,778	3,554,178	4,101,648	4,277,270	4,018,296	4,411,356	9.8%
POLICE DEPARTMENT EMPLOYEE BENEFITS								
101-1610	POLICE DEPARTMENT EMPLOYEE BENEFITS							
421-20-10	MEDICAL	566,901	537,400	546,098	620,127	626,948	723,370	15.4%
421-20-20	SOCIAL SECURITY	264,072	258,214	296,835	281,197	265,283	292,330	10.2%
421-20-30	RETIREMENT	560,333	559,709	576,620	468,159	454,803	515,660	13.4%
421-20-50	UNEMPLOYMENT COMPENSATION	14,668	14,939	16,607	15,752	11,528	8,550	-25.8%
421-20-60	WORKMAN'S COMPENSATION	125,001	106,813	113,875	109,484	100,665	110,030	9.3%
421-20-70	GROUP LIFE INSURANCE	18,882	23,657	24,091	26,952	24,767	27,610	11.5%
421-20-75	VISION	2,870	2,873	2,714	3,028	2,808	3,060	9.0%
421-20-80	RETIREE MEDICAL BENEFITS	-	-	-	7,333	8,503	10,140	19.3%
	TOTAL EMPLOYEE BENEFITS	1,552,727	1,503,605	1,576,840	1,532,032	1,495,305	1,690,750	13.1%
VEHICLE EXPENSE								
421-40-29	MAINTENANCE-GARAGE LABOR	64,441	63,487	56,173	60,000	73,327	74,000	0.9%
421-40-30	MAINTENANCE-PARTS & REPAIRS	23,148	42,682	43,066	65,000	53,511	65,000	21.5%
421-50-21	INSURANCE	27,679	47,557	32,584	36,300	32,793	43,390	32.3%
421-60-17	GASOLINE & OIL	56,495	56,118	80,301	80,000	80,324	85,000	5.8%
421-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	54,050	54,050	54,050	146,600	171.2%
	TOTAL VEHICLE EXPENSE	171,763	209,844	266,174	295,350	294,005	413,990	40.8%
HEADQUARTERS EXPENSE								
421-40-31	MAINTENANCE & REPAIR BUILDING	5,204	15,498	8,319	13,500	4,890	15,000	206.7%
421-40-32	MAINTENANCE & REPAIR OF EQUIPMENT	5,969	15,910	4,615	12,486	9,319	20,900	124%
421-60-12	COMPUTERS	7,583	9,022	8,164	11,836	10,732	12,356	15.1%
421-60-13	COPIERS	4,037	4,131	5,075	3,506	6,385	7,000	9.6%
421-60-15	POSTAGE	928	1,957	1,668	2,550	1,577	2,900	83.9%
421-60-21	NATURAL GAS					-	2,020	
421-60-22	ELECTRIC	19,758	18,127	18,553	20,000	19,067	35,750	87.5%
421-60-23	WATER/SEWER	2,538	2,663	3,225	3,400	2,907	4,600	58.2%
421-60-24	FUEL OIL	2,582	2,769			7,726	5,800	
	TOTAL HEADQUARTERS EXPENSE	48,599	70,077	49,619	67,278	62,603	106,326	69.8%
	TOTAL POLICE DEPARTMENT- O & M	5,300,867	5,337,704	5,994,281	6,171,930	5,870,210	6,622,422	12.8%

POLICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
DEBT SERVICE								
421-60-6X	USDA - PD Facility Principal (Phase I)						74,271	
421-60-6X	USDA - PD Facility Interest (Phase I)						222,479	
TOTAL POLICE DEPARTMENT DEBT SERVICE							296,750	
CAPITAL OUTLAY								
421-70-40/42	CAPITAL-EQUIPMENT & VEHICLES	103,026	93,987		-	-	-	
TOTAL POLICE DEPARTMENT CAPITAL		103,026	93,987	-	-	-	-	
TOTAL POLICE GENERAL GOV'T		5,403,893	5,431,691	5,994,281	6,171,930	5,870,210	6,919,171	17.9%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

STREETS & GROUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1810	STREETS & GROUNDS DIVISION							
431-10-10	SALARIES & WAGES	203,100	207,720	188,967	237,431	227,753	269,650	18.4%
431-10-11	SALARIES & WAGES-VACATIO	871	2,968	6,772	1,071	1,070	-	-100%
431-10-30	SALARIES & WAGES-OVERTIM	4,760	5,679	17,560	6,500	4,020	5,500	36.8%
431-10-50	SALARIES & WAGES-ON CALL	12,519	12,611	10,890	12,960	7,086	10,800	52.4%
431-30-10	CONTRACT SERVICES	2,712	5,548	3,617	2,500	2,173	10,000	360%
431-30-20	LEGAL	-	750	1,538	1,000	880	990	12.5%
431-30-30	AUDITING	3,000	3,000	2,835	6,225	6,225	6,860	10%
431-30-50	ENGINEERING SERVICES	820	1,064	-	1,500	-	-	
431-40-29	MAINT. & REPAIR-VEHICLE LA	13,854	17,406	16,942	16,500	20,400	20,000	-2.0%
431-40-30	MAINT. & REPAIR-VEHICLES	11,000	16,587	22,585	33,000	31,410	35,000	11.4%
431-50-13	ENVIRONMENTAL COMPLIANC	3,060	-	1,800	5,500	5,500	14,000	155%
431-50-20	INSURANCE	13,687	14,766	18,507	20,400	20,099	22,160	10.3%
431-50-30	TELEPHONE	373	376	350	450	372	550	47.8%
431-50-31	CELLPHONE	1,285	1,826	2,386	2,850	2,728	2,850	4.5%
431-50-40	ADVERTISING & PRINTING	619	1,013	505	1,200	1,200	1,200	0.0%
431-50-60	SOFTWARE MAINTENANCE	-	189	135	3,818	3,755	3,180	-15%
431-50-90	TRAINING	1,059	582	5,206	7,200	733	6,000	718%
431-60-10	MATERIALS & SUPPLIES	946	1,366	1,419	2,000	1,974	2,000	1.3%
431-60-11	GENERAL EXPENSE	230	764	171	2,650	2,650	750	-72%
431-60-12	COMPUTER	2,864	-	-	1,100	-	2,560	
431-60-17	GASOLINE & OIL	11,518	12,030	16,748	17,500	17,568	18,000	2.5%
431-60-18	UNIFORMS & EQUIPMENT	3,148	2,190	2,038	4,000	1,854	4,000	116%
431-60-19	RADIO	-	3,304	-	500	-	1,500	
432-60-21	NATURAL GAS	-	-	904	1,200	624	1,200	92%
431-60-70	STREET SIGNS & MARKERS	25,746	20,524	17,261	23,000	20,183	23,000	14.0%
431-60-71	STREET & ROAD MATERIALS	24,181	8,621	3,086	15,000	5,804	15,000	158%
431-60-72	SNOW & ICE REMOVAL	2,037	7,172	19,838	10,000	780	10,000	1183%
431-60-73	STORM SEWERS & DRAINS	7,261	8,151	48	10,000	29	80,000	NM
431-60-75	SIDEWALKS & CURBS	46,129	12,262	456	25,000	7,320	20,000	173%
431-60-76	STREET LIGHTS	91,827	92,486	92,118	95,000	93,486	95,000	1.6%
431-69-80	VEHICLE & EQUIP REPLACEM	-	-	93,518	93,518	93,518	65,300	-30.2%
431-90-80	COST ALLOCATION: PUBLIC V	68,639	76,947	95,794	98,858	88,659	104,868	18.3%
	TOTAL GENERAL EXPENSE	557,245	537,902	643,994	759,431	669,855	851,919	27.2%

STREETS & GROUNDS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1810	STREETS & GROUNDS DIVISION							
	EMPLOYEE BENEFITS							
431-20-10	MEDICAL	59,384	54,662	48,313	66,969	70,252	84,910	20.9%
431-20-20	SOCIAL SECURITY	17,147	17,306	17,734	19,349	18,355	20,750	13.1%
431-20-30	RETIREMENT	23,072	22,952	23,188	19,971	21,382	22,120	3.5%
431-20-50	UNEMPLOYMENT COMPENSA	1,336	1,362	1,186	1,511	1,686	700	-58.5%
431-20-60	WORKERS' COMPENSATION	8,764	8,040	7,488	8,707	7,817	8,900	13.9%
431-20-70	GROUP LIFE INSURANCE	1,128	1,665	1,590	1,935	2,033	1,890	-7.0%
431-20-75	VISION	272	261	214	269	284	180	-36.6%
	TOTAL EMPLOYEE BENEFITS	111,103	106,248	99,713	118,711	121,809	139,450	14.5%
	BUILDING EXPENSES							
431-60-23	WATER	66			-	-	-	
	TOTAL BUILDING EXPENSE	66	-	-	-	-	-	
	TOTAL STREETS & GROUNDS - O & M	668,414	644,150	743,707	878,142	791,664	991,369	25.2%
	CAPITAL OUTLAY							
431-70-40	CAPITAL-EQUIPMENT	32,223			-	-	-	
	TOTAL STREETS & GROUNDS CAPITAL & DEBT	32,223	-	-	-	-	-	
	TOTAL STREETS & GROUNDS GENERAL GOV'T	700,637	644,150	743,707	878,142	791,664	991,369	25.2%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

PARKS & RECREATION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1910	PARKS & RECREATION							
451-10-10	SALARIES & WAGES	327,141	308,595	393,667	470,021	423,831	543,460	28.2%
451-10-11	SALARIES & WAGES-VACATIOI	1,042	1,073	3,263	1,240	1,232	3,630	194.5%
451-10-15	SALARIES-SUMMER PLAYGRO	11,562	-	-	14,000	5,000	24,575	392%
451-10-20/30	SALARIES-TEMPORARY WAGE	1,324	2,700	6,499	7,641	5,584	7,660	37.2%
451-10-40	SALARIES-SICK & VACATION P	-	12,734	-	-	5,001	-	-100.0%
451-30-10	CONTRACT SERVICES	146,740	152,902	175,345	238,150	238,150	373,000	56.6%
451-30-11	BOYS AND GIRLS CLUB RENT#	18,750	18,750	18,750	18,750	18,750	18,750	0.0%
451-30-15	CLEANING	-	-	6,841	9,000	7,059	15,500	119.6%
451-30-20	LEGAL	493	1,132	105	200	70	200	185.7%
451-30-30	AUDITING	3,000	3,000	2,835	6,225	6,225	6,860	10%
451-30-50	ENGINEERING	1,490	79	-	2,000	-	2,000	
451-40-29	MAINT & REPAIR-VEHICLES LA	14,610	18,613	21,154	23,350	23,120	18,000	-22.1%
451-40-30	MAINT & REPAIR-VEHICLES	8,815	10,775	5,144	10,500	8,948	10,000	12%
451-40-31	MAINT & REPAIR-BUILDING	11,837	6,738	49,817	2,000	2,626	18,000	585.5%
451-40-34	MAINT & REPAIR-PARKLAND	75,518	75,276	64,539	85,000	61,976	85,000	37.1%
451-50-20	INSURANCE	13,890	15,926	19,127	20,600	18,825	22,550	19.8%
451-50-30	TELEPHONE	1,508	1,533	1,451	1,700	1,815	3,000	65.3%
451-50-31	CELLPHONE	960	960	960	2,000	962	1,400	46%
451-50-40	ADVERTISING & PRINTING	1,776	548	1,041	2,000	2,000	2,000	0.0%
451-50-60	SOFTWARE MAINTENANCE	3,260	3,457	4,058	10,808	10,311	12,540	22%
451-50-90	TRAINING	1,265	1,284	1,391	5,600	4,420	5,000	13%
451-60-10	MATERIALS & SUPPLIES	2,952	3,690	2,819	4,000	3,449	4,000	16.0%
451-60-11	GENERAL EXPENSES	262	589	755	1,000	736	1,000	36%
451-60-12	COMPUTER	2,789	1,866	2,747	15,000	-	3,580	
451-60-13	COPIER	3,626	3,776	3,907	4,100	3,220	2,730	-15.2%
451-60-15	POSTAGE	25	-	16	100	3	100	2807%
451-60-18	UNIFORMS	2,243	1,534	2,495	5,000	4,080	5,000	22.5%
451-69-20	OFFICE FURNITURE	-	-	529	1,000	1,322	2,000	51.3%
451-69-80	VEHICLE & EQUIP REPLACEME	-	-	46,287	46,287	46,287	34,500	-25.5%
	TOTAL GENERAL EXPENSE	656,878	647,530	835,542	1,007,272	905,002	1,226,035	35.5%

PARKS & RECREATION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1910	PARKS & RECREATION							
	FUEL & UTILITIES							
451-60-17	GASOLINE & OIL	9,685	10,931	17,412	17,000	15,451	17,500	13.3%
451-60-22	ELECTRIC	12,659	9,641	10,417	12,500	11,796	12,500	6.0%
451-60-23	WATER/SEWER	12,792	14,500	12,154	15,300	11,913	15,300	28.4%
451-60-24	FUEL OIL	1,913	3,289	8,251	9,900	3,890	9,900	154.5%
	TOTAL FUEL & UTILITIES	37,049	38,361	48,234	54,700	43,050	55,200	28.2%
	EMPLOYEE - BENEFITS							
451-20-10	MEDICAL	57,800	46,049	57,794	82,252	74,031	95,110	28.5%
451-20-20	SOCIAL SECURITY	26,552	24,760	31,652	38,341	33,282	44,510	33.7%
451-20-30	RETIREMENT	38,205	33,495	42,224	48,549	41,906	49,830	18.9%
451-20-50	UNEMPLOYMENT COMPENSA	1,924	1,578	2,627	2,705	2,001	1,695	-15.3%
451-20-60	WORKMAN'S COMPENSATION	11,138	9,347	11,480	14,404	11,643	15,650	34.4%
451-20-70	GROUP LIFE INSURANCE	2,930	2,386	3,172	3,808	3,132	4,340	38.6%
451-20-75	VISION	340	314	402	459	382	510	33.5%
	TOTAL EMPLOYEE BENEFITS	138,889	117,929	149,351	190,518	166,377	211,645	27.2%
	TOTAL PARKS & RECREATION - O & M	832,816	765,459	984,893	1,252,490	1,114,429	1,492,880	34.0%
	CAPITAL OUTLAY							
451-70-40	CAPITAL-EQUIPMENT	7,800	20,954		-	-	-	
451-70-42	CAPITAL-VEHICLES	-	28,542		-	-	-	
451-70-50	CAPITAL-PARKS	-	137,581		-	-	-	
	TOTAL PARKS & RECREATION - CAPITAL	7,800	187,077	-	-	-	-	

201-7010 **PARKS & RECREATION ENTERPRISE FUND**

PARKS & RECREATION

451-10-10	SALARIES & WAGES	10,257	11,853	28,623	27,932	26,670	30,000	12.5%
451-various	SOCIAL SECURITY/UNEMPLOY	1,355	1,856	3,698	3,868	3,412	3,620	6.1%
451-69-10	EXPENDITURES	33,274	12,587	31,917	51,200	24,865	36,380	46.3%
347-10-10	ENTERPRISE PROGRAM REVE	(40,885)	(33,680)	(66,240)	(83,000)	(67,975)	(70,000)	3.0%
	ARPA - OPERATING SUPPORT	-	-	-	-	-	-	
TOTAL P&R ENTERPRISE EXPENSE		4,001	(7,384)	(2,002)	-	(13,029)	-	-100%
TOTAL PARKS & RECREATION BUDGET		844,617	945,152	982,891	1,252,490	1,101,400	1,492,880	35.5%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY CLERKS*

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1010A	CITY CLERKS							
413-10-10	SALARIES & WAGES	158,119	156,594	161,689	178,356	178,356	238,720	33.8%
413-10-11	SALARIES & WAGES-VACATIO	2,048	2,151	2,261	2,398	2,362	2,458	4.0%
413-10-20	SALARIES & WAGES - TEMPOI	-	3,047	5,187	5,100	6,515	-	-100.0%
413-10-30	SALARIES & WAGES-OVERTIM	13,354	4,609	4,535	5,264	5,261	-	-100.0%
413-30-20	LEGAL SERVICE						8,480	
413-30-30	AUDITING SERVICE	355	355	335	754	754	1,150	52%
413-30-60	RECORDS RETENTION				1,500		1,500	
413-50-20	INSURANCE & BONDING						2,900	
413-50-30	TELEPHONE	1,167	1,311	1,123	1,250	1,763	1,260	-28.5%
413-50-40	ADVERTISING & PRINTING	16,301	9,094	19,272	26,167	26,167	25,600	-2.2%
413-50-60	SOFTWARE MAINTENANCE						2,550	
413-50-90	TRAINING	2,043	2,591	3,191	5,100	4,484	12,500	178.8%
413-60-10	MATERIALS & SUPPLIES	1,097	1,265	1,716	2,675	2,675	2,500	-6.5%
413-60-11	GENERAL EXPENSE	2,560	4,721	2,997	2,567	2,772	2,500	-9.8%
413-60-12	COMPUTER	1,968	4,168	1,493	2,050	2,050	1,030	-49.8%
413-60-15	POSTAGE	546	531	-	400	392	400	1.9%
413-90-80	COST ALLOCATION: CITY HAL	17,520	29,274	21,756	35,810	17,969	19,481	8.4%
	TOTAL GENERAL EXPENSE	217,077	219,710	225,554	269,391	251,522	323,028	28.4%
	EMPLOYEE BENEFITS							
413-20-10	MEDICAL	32,614	31,495	31,495	33,467	33,467	48,820	45.9%
413-20-20	SOCIAL SECURITY	13,274	12,730	13,286	14,621	14,726	19,160	30.1%
413-20-30	RETIREMENT	21,634	20,830	21,495	18,990	21,294	25,621	20.3%
413-20-50	UNEMPLOYMENT COMPENSA	560	560	560	550	468	730	56.1%
413-20-60	WORKERS' COMPENSATION	288	249	249	227	259	320	23.4%
413-20-70	GROUP LIFE INSURANCE	406	498	498	1,376	1,933	1,860	-3.8%
413-20-75	VISION	124	124	124	124	124	180	45.2%
	TOTAL EMPLOYEE BENEFITS	68,900	66,486	67,707	69,355	72,270	96,691	33.8%
	TOTAL CITY CLERKS GENERAL GOV'T	285,977	286,196	293,261	338,746	323,792	419,720	29.6%

*FY24 Budget carves out new City Clerks department / budget center. FY23 Budget, Projection & all prior years reasonably adjusted to promote comparability.

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY COUNCIL

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
GENERAL GOVERNMENT								
101-1110	CITY COUNCIL							
411-10-10	SALARIES & WAGES	24,050	31,260	29,180	34,080	23,280	51,080	119.4%
411-20-20	SOCIAL SECURITY	1,840	2,391	2,233	2,608	1,781	3,910	119.5%
411-30-11	ADA TRANSITION PLAN	200	49,700	-	-	-	-	
411-30-20	LEGAL	39,119	19,665	27,679	29,300	25,303	30,150	19.2%
481-30-30	AUDITING SERVICES	1,000	1,000	945	2,075	2,075	2,290	10%
481-50-30	TELEPHONE	-	-	-	-	-	1,030	
411-50-60	SOFTWARE MAINTENANCE	-	-	-	5,508	5,508	5,730	4%
411-60-12	COMPUTER EXPENSE	8,245	-	2,248	-	-	4,600	
411-68-11	PUBLIC OFFICIAL & LIAB INS	18,235	21,858	12,681	14,897	14,897	17,650	18.5%
411-68-12	CHRISTMAS DECORATIONS	-	-	4,236	3,703	2,728	3,500	28.3%
411-68-13	COUNCIL EXPENSE	18,335	14,712	23,759	44,000	26,370	40,000	51.7%
411-68-15	CODIFICATION	15,070	7,003	5,123	10,000	10,000	18,000	80.0%
411-68-16	CARLISLE FIRE COMPANY	140,000	140,000	140,000	205,000	205,000	205,000	0.0%
411-68-17	MUSEUM	30,000	30,000	30,000	35,500	35,500	40,000	12.7%
411-68-18	CFC INCENTIVE	-	-	-	12,508	12,508	12,500	-0.1%
411-68-19	DOWNTOWN MILFORD INC.	45,860	45,860	45,860	47,500	47,500	50,000	5.3%
411-68-20	MILFORD PUBLIC LIBRARY	25,000	25,000	25,000	26,750	26,750	28,000	4.7%
411-68-34	ECONOMIC DEV & KEP	31,843	206	-	-	-	-	
411-68-37	ARMORY EXPENSE	6,659	5,501	22,065	50,000	9,755	25,000	156%
411-68-39/40	RES SURVEY & STRAT PLAN	-	-	17,300	24,208	16,100	-	-100%
411-68-44	POLICE FACILITY PROMOTIONS	7,000	-	-	-	-	-	
411-68-45	COMMUNITY FESTIVALS	-	30,000	60,000	70,000	70,000	70,000	0.0%
411-68-48	EMERG OPS & BUS CONTINUITY	-	56,630	-	-	-	50,000	
411-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	-	-100.0%
411-90-80	COST ALLOCATION: CITY HALL BLD	17,520	29,274	21,756	35,810	35,939	38,961	8.4%
413-90-81	XFER TO CUSTOMER SVC (TAX)	-	-	10,136	43,800	-	50,240	

CITY COUNCIL

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
101-1210	ELECTIONS							
414-10-10	SALARIES-ELECTIONS	1,467	337	2,727	5,000	-	5,500	
414-50-40	ADVERTISING & PRINTING	-	-	-	5,000	2,411	5,000	
414-60-12	SUPPLIES-ELECTIONS	2,022	810	2,901	2,800	-	3,000	
	TOTAL COUNCIL & ELECTIONS BUDGET	433,465	-	517,919	711,547	574,905	761,141	32.4%
411-70-40	CAPITAL - EQUIPMENT	13,010	-	-	-	-	-	
	TOTAL COUNCIL & ELECTIONS BUDGET	446,475	-	517,919	711,547	574,905	761,141	32.4%
	TOTAL GENERAL FUND BUDGET	9,689,168	9,731,538	10,001,888	12,113,340	11,304,563	13,892,213	22.9%



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Interservice Funds

City Hall
Tech Services

Tax & Utility Billing
Public Works & Garage

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

TAX & UTILITY BILLING / CUSTOMER SERVICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
224-1410	GENERAL EXPENSE							
416-10-10	SALARIES & WAGES	435,071	383,164	387,075	516,705	436,615	534,710	22.5%
416-10-11	SALARIES & WAGES-VAC SELLE	832	868	-	2,779	996	1,050	5.5%
416-10-20	SALARIES & WAGES-TEMP WAG	262	8,225	6,326	-	-	-	
416-10-30	SALARIES & WAGES-OT	9,398	4,154	5,706	5,000	4,385	5,000	14.0%
416-10-40	SALARIES & WAGES-SICK & VAC	11,546	5,531	55	-	-	-	
416-30-10	CONTRACT SERVICES	20,464	15,483	7,913	5,300	7,324	5,000	-31.7%
416-30-11	TAX ASSESSOR SERVICES	-	28,000	7,000	32,000	32,000	32,000	0.0%
416-30-12	CONTRACT SVCS-BILL PRINT	59,955	52,433	55,278	72,880	58,154	66,000	13.5%
416-30-15	CLEANING	-	-	5,856	6,750	6,021	7,000	16.3%
416-30-16	TUITION REIMBURSEMENT	-	-	-	-	-	5,250	
416-30-20	LEGAL-COLLECTION LAWYER	6,263	4,601	24,006	5,000	5,000	5,000	0.0%
416-30-30	AUDITING SERVICE	3,000	3,000	2,835	6,225	6,225	6,860	10%
416-30-60	COLLECTION EXPENSE	2,648	2,536	1,371	4,000	1,088	2,000	84%
416-40-29	MAINT & REPAIR-VEH LABOR	450	380	-	1,000	-	1,000	
416-40-30	MAINT & REPAIR-VEHICLES	39	29	-	900	-	900	
416-40-31	BUILDING MAINTENANCE	2,510	370	3,644	1,960	1,133	3,000	164.8%
416-50-20	INSURANCE	3,856	4,368	5,708	6,300	6,460	7,160	10.8%
416-50-30	TELEPHONE	2,753	2,255	2,205	2,350	4,838	9,250	91.2%
416-50-31	CELLPHONE (New FY24)	-	-	-	-	-	400	
416-50-40/41	PRINTING, ADVERT/MKT	-	-	-	18,000	15,084	20,600	36.6%
416-50-60	SOFTWARE MAINTENANCE	-	-	-	25,205	25,205	31,490	24.9%
416-50-61	PITNEY BOWES EQUIPMENT	3,404	2,940	2,622	4,000	3,324	3,200	-3.7%
416-50-62	CAMA TAX SOFTWARE (CLT)	-	7,980	8,380	8,800	8,800	9,240	5.0%
416-50-90	TRAINING	704	400	412	1,700	648	1,600	147%
416-60-10	MATERIALS & SUPPLIES	9,400	5,671	5,978	10,000	4,889	7,500	53.4%
416-60-11	GENERAL EXPENSE	948	791	643	1,350	1,464	1,500	2.4%
416-60-12	COMPUTER	5,454	2,316	15,593	15,000	-	5,110	
416-60-13	COPIER	4,439	3,395	3,873	8,860	5,501	5,920	8%
416-60-15	POSTAGE	10,496	9,090	11,949	15,000	8,955	15,000	67.5%
416-60-17	GAS & OIL	153	269	63	200	80	200	150%
416-60-19	TAX EXPENSE	-	2,662	1,966	6,400	7,711	9,000	16.7%

TAX & UTILITY BILLING / CUSTOMER SERVICE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
224-1410	GENERAL EXPENSE, CONTINUED							
416-60-22	ELECTRIC	9,717	9,089	9,539	10,200	11,513	11,990	4.1%
416-60-23	WATER/SEWER	271	301	542	600	660	600	-9.1%
416-69-20	OFFICE EQUIPMENT	-	-	2,327	2,500	1,808	-	-100.0%
416-69-30	BANK CHARGES-CREDIT CARD	74,237	87,984	95,143	100,000	134,491	150,000	11.5%
416-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	900	-40.0%
	TOTAL BILLING & C/S GEN. EXPENSE	678,270	648,285	675,508	898,464	801,872	965,430	20.4%
	EMPLOYEE BENEFITS							
416-20-10	MEDICAL	134,255	107,148	102,084	133,098	129,900	154,980	19.3%
416-20-20	SOCIAL SECURITY	33,263	29,259	29,913	39,139	33,813	40,910	21.0%
416-20-30	RETIREMENT	49,717	42,073	43,569	50,757	44,075	56,530	28.3%
416-20-50	UNEMPLOYMENT COMPENSATION	2,831	2,612	2,893	3,872	2,150	1,600	-25.6%
416-20-60	WORKMAN'S COMPENSATION	714	522	500	752	759	740	-2.5%
416-20-70	GROUP LIFE INSURANCE	3,403	3,087	3,176	4,100	3,735	4,340	16.2%
416-20-75	VISION	567	473	489	610	553	620	12.1%
	TOTAL EMPLOYEE BENEFITS	224,750	185,174	182,624	232,328	214,984	259,720	20.8%
	TOTAL BILLING & C/S - O & M	903,020	833,459	858,132	1,130,792	1,016,857	1,225,150	20.5%
416-70-20	CAPITAL-BUILDING	-	26,450	-	-	-	-	
416-70-40	CAPITAL-EQUIPMENT	14,205	-	-	-	-	-	
	TOTAL BILLING & C/S EXP	917,225	859,909	858,132	1,130,792	1,016,857	1,225,150	20.5%
224-0000	LESS INTERSERVICE BILLING							
331-10-11	INTERSERVICE-GENERAL	-	-	(10,136)	(43,800)	(43,800)	(50,240)	14.7%
331-10-20	INTERSERVICE-WATER	(137,584)	(128,124)	(122,945)	(162,675)	(145,958)	(175,776)	20.4%
331-10-30	INTERSERVICE-SEWER	(137,584)	(128,124)	(122,945)	(162,675)	(145,958)	(175,776)	20.4%
331-10-40	INTERSERVICE-SOLID WASTE	(137,584)	(128,124)	(122,874)	(162,510)	(145,958)	(175,611)	20.3%
331-10-50	INTERSERVICE-ELECTRIC	(504,474)	(469,789)	(453,011)	(599,133)	(535,181)	(647,746)	21.0%
	TOTAL INTERSERVICE BILLING	(917,225)	(854,161)	(831,911)	(1,130,792)	(1,016,857)	(1,225,150)	20.5%
	NET INTERSERVICE ACTIVITY	-	5,748	26,221	-	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
CONSOLIDATED BUDGET RECOMMENDATION**

TECH SERVICES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
223-6220	TECH SERVICES - INTERSERVICE FUND							
436-10-10	SALARIES & WAGES-VAC SELI	156,459	172,603	200,304	198,928	198,743	226,770	14.1%
436-10-11	SALARIES & WAGES-TEMP WA	986	-	1,196	1,269	1,268	1,380	8.8%
436-10-30	SALARIES & WAGES-OT	3,119	3,390	4,252	3,700	3,112	3,700	18.9%
436-10-50	SALARIES & WAGES-SICK & V	7,116	9,059	9,402	10,100	8,656	9,600	10.9%
436-30-10	CONTRACT SERVICES	2,185	2,482	2,013	4,051	1,533	3,000	96%
436-30-30	AUDITING SERVICE	-	1,000	945	2,075	2,075	2,290	10%
436-40-10	CONTRACT SVCS-BILL PRINT	91,098	148,546	84,268	105,000	71,548	154,000	115.2%
436-40-29	MAINT.&REPAIR-VEHICLES LA	2,520	2,375	3,375	3,900	2,607	3,900	49.6%
436-40-30	MAINT.&REPAIR-VEHICLES	1,526	290	5,893	1,500	1,477	1,800	22%
436-50-17	FIBER MAINTENANCE	11,414	854	10,734	24,767	-	10,000	
436-50-19	SCADA MAINTENANCE	5,369	8,489	17,579	26,094	26,094	25,000	-4.2%
436-50-20	INSURANCE	1,686	3,228	2,868	3,200	2,930	3,150	7.5%
436-50-30	TELEPHONE	-	-	-	200	190	550	
436-50-31	MAINT & REPAIR-VEH LABOR	-	1,511	1,976	2,100	1,991	2,050	2.9%
436-50-60	MAINT & REPAIR-VEHICLES	129,514	170,580	163,719	182,233	175,342	184,320	5.1%
436-50-90	TRAINING	150	616	2,600	4,000	3,799	4,000	5.3%
436-60-10	MATERIALS & SUPPLIES	482	156	267	875	875	1,000	14.3%
436-60-17	GAS & OIL	2,322	2,637	3,532	4,200	3,477	4,200	20.8%
436-60-18	UNIFORMS & SAFETY GEAR	1,441	3,126	-	2,480	330	6,000	1718%
436-60-19	RADIO	200	-	-	1,000	-		
436-60-25	SMALL TOOLS	24	93	144	1,000	85	1,000	1070%
436-60-90	COMPUTERS	-	3,381	29	-	-	1,540	
436-69-80	VEHICLE & EQUIP REPLACEMI	-	-	5,250	5,250	5,250	8,800	68%
436-90-81	COST ALLOCATION: PUBLIC V	65,836	68,398	85,150	87,874	78,808	93,216	18.3%
TOTAL TECH SVCS GEN. EXPENSE		483,447	602,814	605,496	675,796	590,192	751,266	27.3%

TECH SERVICES

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
223-6220	TECH SERVICES - INTERSERVICE FUND							
	EMPLOYEE BENEFITS							
436-20-10	MEDICAL	31,125	29,396	29,608	31,938	32,204	34,940	8.5%
436-20-20	SOCIAL SECURITY	13,300	14,587	16,880	16,982	16,201	19,110	18.0%
436-30-30	RETIREMENT	20,351	22,088	23,955	22,213	21,980	23,500	6.9%
436-20-50	UNEMPLOYMENT COMPENSA	828	938	938	825	808	550	-32%
436-20-60	WORKMAN'S COMPENSATION	6,533	6,499	6,606	7,011	6,289	7,090	12.7%
436-20-70	GROUP LIFE INSURANCE	1,186	1,314	1,488	1,512	1,569	1,600	2.0%
436-20-75	VISION	185	185	185	185	185	190	2.5%
	TOTAL EMPLOYEE BENEFIT	73,508	75,007	79,660	80,666	79,236	86,980	9.8%
	TOTAL TECH SERVICES - O	556,955	677,821	685,156	756,462	669,428	838,246	25.2%
416-70-42	CAPITAL-VEHICLES	63,088	-	-	-	-	-	
	TOTAL TECH SERVICES	620,043	677,821	685,156	756,462	669,428	838,246	25.2%
223-0000	LESS INTERSERVICE BILLING							
331-10-20	INTERSERVICE-WATER	(155,011)	(165,384)	(177,254)	(189,116)	(167,357)	(209,562)	25.2%
331-10-30	INTERSERVICE-SEWER	(155,011)	(165,384)	(177,254)	(189,116)	(167,357)	(209,562)	25.2%
331-10-50	INTERSERVICE-ELECTRIC	(310,022)	(330,768)	(354,507)	(378,230)	(334,714)	(419,123)	25.2%
	TOTAL INTERSERVICE BILLING	(620,043)	(661,536)	(709,015)	(756,462)	(669,428)	(838,246)	25.2%
	NET INTERSERVICE ACTIVITY	-	16,285	(23,859)	(0)	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

GARAGE

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
221-6010	GARAGE - INTERSERVICE FUND							
434-10-10	SALARIES & WAGES	55,698	57,354	61,638	93,229	63,510	127,220	100.3%
434-10-30	SALARIES & WAGES-TEMP WAGE	140	492	91	500	501	500	0%
434-30-10	SALARIES & WAGES-SICK & VAC F	260	413	293	600	461	600	30.1%
434-30-30	AUDITING	2,000	2,000	1,890	4,150	4,150	4,580	10%
434-40-29	MAINT & REPAIR-GAR LABOR	900	-	-	-	-	-	
434-40-30	MAINT & REPAIR-VEHICLES	1,771	997	24	2,000	329	1,500	356%
434-40-31	CONTRACT SVCS-BILL PRINT	9,207	2,888	2,979	7,000	4,351	20,300	366.6%
434-40-34	MAINT & REPAIR-FUEL TANKS	5,698	6,234	365	3,200	3,200	3,000	-6%
434-50-20	INSURANCE	1,268	3,102	3,249	3,600	3,516	3,850	9.5%
434-50-30	TELEPHONE	187	188	175	200	91	550	504.4%
434-50-31	CELLPHONE	591	487	485	1,100	604	1,030	71%
434-50-60	SOFTWARE MAINT	12,954	14,323	13,885	15,512	15,054	16,810	11.7%
443-50-90	TRAINING	198	-	1,181	3,500	155	3,700	2288%
434-60-10	MAINT & REPAIR-VEH LABOR	2,152	3,005	2,955	4,000	1,716	4,000	133.1%
434-60-12	MAINT & REPAIR-VEHICLES	-	-	-	1,500	347	1,030	196.8%
434-60-17	GASOLINE & OIL	865	739	1,247	1,500	1,184	1,500	26.7%
434-60-18	UNIFORMS & EQUIPMENT	1,280	1,118	1,567	4,500	1,485	4,500	203%
434-60-60	GARAGE EXPENSE	6,126	6,008	6,746	6,000	5,552	6,000	8.1%
434-60-70	LOAN PAYBACK ELECTRIC RESE	10,000	10,000	-	11,859	11,859	-	-100.0%
434-69-80	VEHICLE & EQUIP REPLACEMEN	-	-	3,333	3,333	3,333	3,200	-4.0%
434-90-80	COST ALLOCATION: PUBLIC WO	41,142	42,748	53,219	54,921	49,255	58,260	18.3%
	TOTAL GARAGE GENERAL EXPENSE	152,437	152,096	155,322	222,204	170,653	262,130	53.6%
	EMPLOYEE BENEFITS							
434-20-10	MEDICAL	23,388	14,628	13,230	20,964	16,780	25,750	53.5%
434-20-20	SOCIAL SECURITY	4,645	4,877	5,743	7,005	4,897	9,600	96.0%
434-20-30	RETIREMENT	6,732	6,850	7,568	7,881	7,710	9,980	29.4%
434-20-50	UNEMPLOYMENT COMP	284	312	313	550	424	290	-31.6%
434-20-60	WORKERS' COMPENSATION	2,407	2,265	2,448	3,124	2,815	3,920	39.3%
434-20-70	GROUP LIFE INSURANCE	183	469	503	764	596	1,040	74.5%
434-20-75	VISION	62	61	62	93	73	130	78.1%
	TOTAL EMPLOYEE BENEFITS	37,701	29,462	29,867	40,381	33,295	50,710	52.3%
	TOTAL GARAGE	190,138	181,558	185,189	262,585	203,948	312,840	53.4%
331-10-10	LESS INTERSERVICE BILLING	(190,138)	(182,902)	(180,406)	(262,585)	(203,948)	(312,840)	53.4%
	NET INTERSERVICE ACTIVITY	-	(1,344)	4,783	-	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

PUBLIC WORKS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
222-6120	PW COST ALLOCATION							
435-10-10	SAL & WAGE	440,391	495,369	548,007	657,525	546,623	686,770	25.6%
435-10-20	SALARIES & WAGES-TEMP W/	-	162	-	-	-	-	
435-10-30	SALARIES & WAGES-OT	405	12,429	2,504	3,300	2,926	2,000	-31.7%
435-10-40	SALARIES & WAGES-SICK & V.	934	-	1,077	-	1,922	-	-100%
435-30-10	CONTRACT SERVICES	9,061	7,033	6,163	13,050	13,050	7,500	-43%
435-30-15	CLEANING	30,319	32,622	36,606	38,026	38,114	38,000	-0.3%
435-30-20	LEGAL	743	-	760	200	200	-	-100.0%
435-30-30	CONTRACT SVCS-BILL PRINT	4,000	4,000	3,780	8,300	8,300	9,150	10%
435-30-50	ENGINEERING	39	-	-	74	-	-	
435-40-29	MAINT&REPAIR-GAR LABOR	-	285	2,125	1,780	1,587	3,000	89.1%
435-40-30	MAINT&REPAIR-VEHICLES	-	351	750	1,570	1,698	3,000	76.6%
435-40-31	MAINT&REPAIR-BUILDING	13,736	20,563	26,984	22,550	17,518	35,000	99.8%
435-40-34	FACILITY MAINTENANCE	4,607	11,000	36,522	-	-	-	
435-50-20	INSURANCE	774	2,097	3,077	3,500	3,295	3,640	10.5%
435-50-30	MAINT & REPAIR-VEH LABOR	1,189	1,209	1,167	1,350	1,771	2,970	67.7%
435-50-31	MAINT & REPAIR-VEHICLES	1,610	1,860	1,930	2,050	1,929	2,400	24.4%
435-50-40	ADVERTISING	949	332	721	800	800	500	-38%
435-50-60	SOFTWARE MAINT	60	1,306	1,665	8,282	8,282	11,510	39%
435-50-90	TRAINING	4,508	2,309	10,321	18,000	18,000	23,400	30%
435-60-10	MATERIALS & SUPPLIES	7,561	6,044	5,950	10,325	10,138	10,550	4.1%
435-60-11	GENERAL EXPENSE	1,633	913	1,462	2,500	2,530	3,000	18.6%
435-60-13	COPIER	3,577	3,577	3,577	3,600	3,490	3,380	-3.1%
435-60-15	POSTAGE	2,598	2,599	2,477	2,000	2,526	2,000	-20.8%
435-60-17	GASOLINE & OIL	-	1,051	3,440	3,400	2,653	3,400	28.1%
435-60-18	UNIFORMS	722	1,048	912	1,225	1,225	1,200	-2.0%
435-60-19	RADIO	279	-	-	1,200	-	500	
435-60-21	NATURAL GAS	17,015	20,396	20,923	25,700	22,315	25,700	15.2%
435-60-22	ELECTRIC	51,355	47,811	52,334	55,600	57,152	59,920	4.8%
435-60-23	WATER/SEWER	4,627	4,694	4,588	4,900	4,762	4,900	2.9%
435-60-90	COMPUTERS	3,006	2,374	-	4,000	-	5,620	
435-69-20	OFFICE EQUIPMENT	-	147	-	500	3,853	500	-87.0%
435-69-80	VEH & EQUIP REPLACEMENT	-	-	1,500	1,500	1,500	4,800	220.0%
TOTAL PUBLIC WORKS COST ALLOCATION		605,698	683,581	781,322	896,807	778,161	954,310	22.6%

PUBLIC WORKS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
222-6120	PW COST ALLOCATION EMPLOYEE BENEFITS							
435-20-10	MEDICAL	78,196	78,599	79,311	104,336	103,899	112,490	8.3%
435-20-20	SOCIAL SECURITY	33,848	37,208	42,826	49,562	42,188	52,350	24.1%
435-20-30	RETIREMENT	42,016	40,129	48,974	49,914	49,313	52,150	5.8%
435-20-50	UNEMPLOYMENT COMP	3,090	3,309	2,574	3,083	3,083	1,520	-50.7%
435-20-60	WORKERS' COMPENSATION	4,094	5,320	5,190	9,730	3,951	8,660	119.2%
435-20-70	GROUP LIFE INSURANCE	3,955	3,850	4,256	4,927	4,093	5,060	23.6%
435-20-75	VISION	375	427	438	553	407	530	30.2%
	TOTAL EMPLOYEE BENEFITS	165,574	168,842	183,569	222,105	206,934	232,760	12.5%
222-0000	TOTAL PUBLIC WORKS COS	771,272	852,423	964,891	1,118,912	985,095	1,187,070	20.5%
331-10-10	ISF-GARAGE	(41,142)	(42,748)	(53,219)	(54,921)	(49,255)	(58,260)	18.3%
331-10-20	ISF-WATER	(129,652)	(145,346)	(181,584)	(188,080)	(167,466)	(199,432)	19.1%
331-10-30	ISF-SEWER	(129,652)	(145,346)	(181,584)	(188,080)	(167,466)	(199,432)	19.1%
331-10-40	ISF-SOLID WASTE	(76,269)	(85,498)	(106,438)	(109,842)	(98,509)	(116,520)	18.3%
331-10-50	ISF-ELECTRIC	(251,858)	(283,134)	(367,009)	(380,272)	(325,081)	(403,691)	24.2%
331-10-60	ISF-STREETS	(68,639)	(76,947)	(95,794)	(98,858)	(88,659)	(104,868)	18.3%
331-10-92	ISF-PLANNING	(8,224)	(8,269)	(10,644)	(10,984)	(9,851)	(11,652)	18.3%
331-10-95	ISF-TECH SERVICES	(65,836)	(68,398)	(85,150)	(87,874)	(78,808)	(93,216)	18.3%
	TOTAL INTERSERVICE BILLING	(771,272)	(855,686)	(1,081,422)	(1,118,912)	(985,095)	(1,187,070)	20.5%
	NET INTERSERVICE ACTIVITY	-	(3,263)	(116,531)	-	-	-	

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

CITY HALL

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
225-6320	CITY HALL COST ALLOCATION							
481-10-10	SALARIES & WAGES	-	-	-	2,412	2,092	1,246	-40.4%
481-20-10	SALARIES & WAGES-VAC SELLBACK	-	-	-	536	88	230	161.1%
481-20-20	SALARIES & WAGES-TEMP WAGES	-	-	-	172	133	100	-24.6%
481-20-30	SALARIES & WAGES-OT	-	-	-	206	103	110	6.9%
481-20-50	SALARIES & WAGES-SICK & VAC PAYOI	-	-	-	22	2	10	566.7%
481-20-60	WORKERS' COMPENSATION	-	-	-	80	59	40	-32.6%
481-20-70	GROUP LIFE INSURANCE	-	-	-	20	19	20	5.2%
481-20-75	VISION	-	-	-	2	3	-	-100.0%
481-30-10	CONTRACT SVCS-BILL PRINT	13,514	13,422	15,942	11,800	9,714	4,000	-58.8%
481-30-15	CLEANING SERVICE	5,942	6,180	10,955	14,500	12,360	16,000	29.4%
481-40-31	BUILDING MAINT. & REPAIRS	10,445	3,344	7,483	36,775	33,005	41,500	26%
481-50-31	CELLPHONE (New FY24)	-	-	-	-	-	400	
481-50-60	SOFTWARE MAINTENANCE	-	-	-	-	-	6,603	
481-60-10	MATERIALS & SUPPLIES	-	1,457	318	1,200	1,435	1,300	-9%
413-60-13	MAINT & REPAIR-VEH LABOR	3,704	3,908	4,127	5,000	3,751	3,380	-100%
481-60-14	MAINT & REPAIR-VEHICLES	968	968	-	-	-	-	
481-60-22	ELECTRIC	10,256	8,962	9,770	10,300	11,057	10,300	-6.8%
481-60-23	WATER/SEWER	1,190	1,199	1,252	1,400	1,277	1,400	9.6%
481-60-24	FUEL OIL	5,827	5,528	7,866	9,600	9,464	9,100	-3.8%
481-95-75/77	LOWER LVL/STAIR REPAIR	125,811	114,731	174,324	-	-	-	
225-0000	TOTAL CITY HALL BUILDING EXPENSES	177,657	159,699	232,037	94,025	84,562	95,739	13.2%
331-10-01	LESS ISF BILLING-CITY ADMIN.	(8,760)	(14,637)	(10,878)	(17,905)	(17,969)	(19,481)	8.4%
331-10-xx	LESS ISF BILLING-CLERKS	(8,760)	(14,637)	(10,878)	(17,905)	(17,969)	(19,481)	8.4%
331-10-02	LESS ISF BILLING-CITY COUNCIL	(17,520)	(29,274)	(21,756)	(35,810)	(35,939)	(38,961)	8.4%
331-10-04	LESS ISF BILLING-IT	(6,535)	(10,332)	(7,679)	(12,639)	(12,684)	(13,751)	8.4%
331-10-52	LESS ISF BILLING-ELEC MRG ELIM	-	-	-	(3,296)	-	(3,296)	
331-10-53	LESS ISF BILLING-W/S MRG ELIM	-	-	-	(770)	-	(770)	
359-21-21	ARPA - OPERATING SUPPORT	-	-	-	(2,775)	-	-	
370-70-70	ARPA - PUBLIC HEALTH	-	-	(2,796)	-	-	-	
390-10-10	TRANSFER FROM CAPITAL RESERVES	(209,177)	-	-	-	-	-	
	NET CITY HALL COST	(73,095)	90,819	178,050	2,925	-	-	



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Enterprise Funds

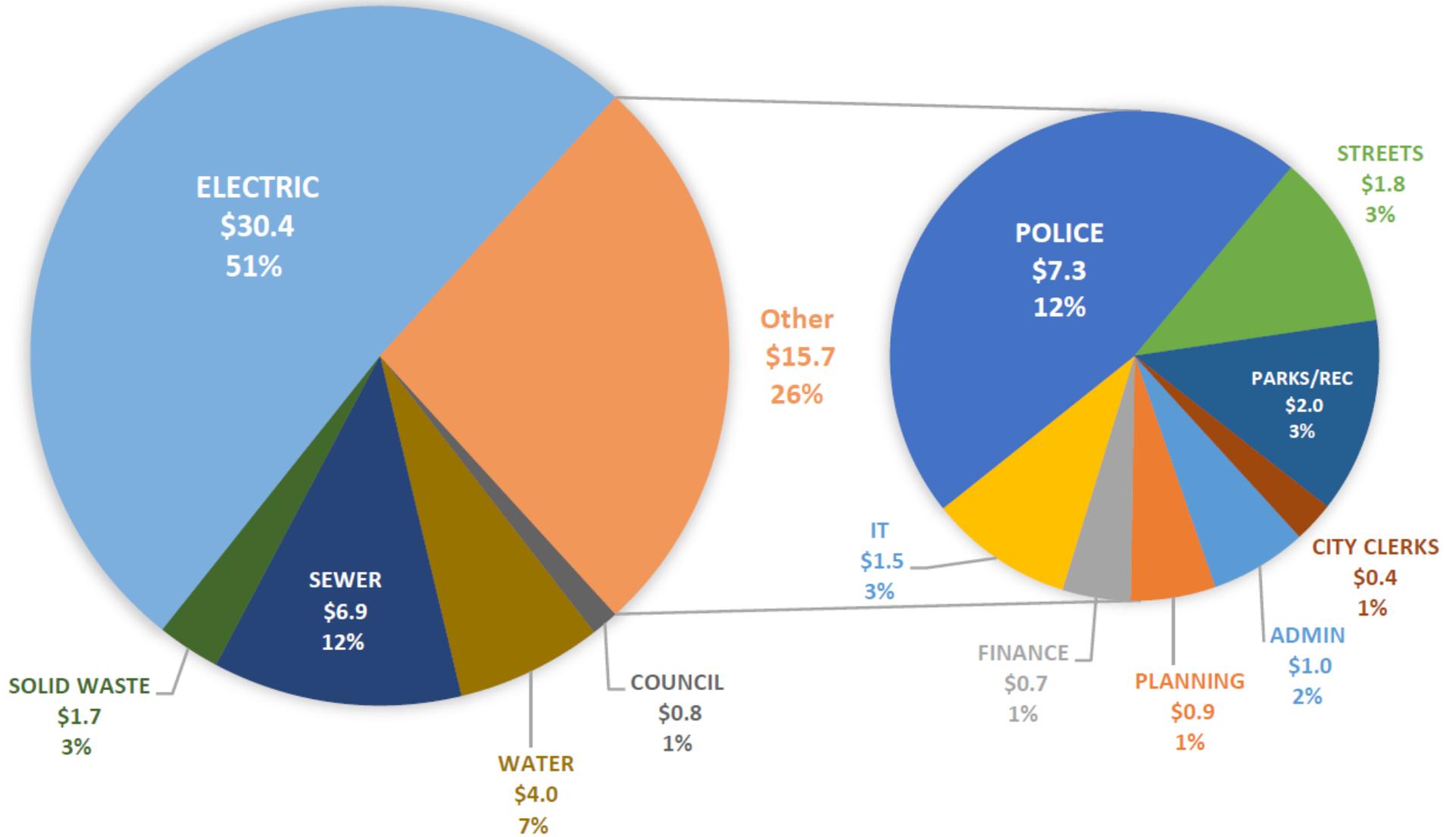
Water Fund
Electric Fund

Sewer Fund
Solid Waste Fund

CITY OF MILFORD

FY24 PROPOSED BUDGET

Expenditures by Fund & Department (\$ million)



**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUES**

WATER & WASTEWATER DIVISIONS

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
202-0000	WATER DIVISION							
344-10-10	SERVICE BILLINGS	2,843,818	2,972,221	3,106,330	3,365,029	3,418,956	3,484,073	1.9%
344-10-20	LATE PENALTIES	2,375	1,023	2,870	2,300	8,710	4,900	-44%
344-10-40	CONNECT & RECONNECT FEES	20,300	35,685	5,070	10,800	26,088	25,000	-4.2%
344-10-45	NEW METER FEE	32,000	38,150	11,800	21,200	9,067	12,300	36%
359-10-99	MISCELLANEOUS	18,268	463	7,575	2,000	-	1,750	
361-10-00	EARNINGS ON INVESTMENTS	6,725	12,050	14,206	5,335	137,258	73,204	-47%
390-20-10	XFER FROM RESERVES	-	10,920			-	-	
	TOTAL WATER REVENUES	2,923,486	3,070,512	3,147,851	3,406,664	3,600,079	3,601,227	0.0%
203-0000	WASTEWATER DIVISION							
344-10-09	KENT CO TREATMENT	1,859,037	2,032,659	2,043,311	2,036,770	2,153,159	2,533,811	17.7%
344-10-10	SERVICE BILLINGS	2,429,587	2,632,358	2,768,309	2,950,034	3,061,227	3,142,269	2.6%
344-10-20	LATE PENALTIES	4,143	1,672	4,738	3,800	14,155	10,100	-28.6%
359-10-99	MISCELLANEOUS	13,897	450	1,140	500	8,209	5,400	-34.2%
361-10-00	EARNINGS ON INVESTMENTS	6,372	5,651	5,961	7,327	91,364	114,205	25.0%
390-20-10	XFER FROM RESERVES	(15,000)	27,600			-	-	
	TOTAL WASTEWATER REVENUES	4,298,036	4,700,390	4,823,459	4,998,431	5,328,114	5,805,785	9.0%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

WATER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
202-2020	WATER DIVISION							
432-10-10	SALARIES WAGES	176,668	199,606	215,034	241,690	215,397	268,280	24.6%
432-10-30	SALARIES WAGES-OVERTIME	13,981	14,715	14,810	15,200	14,363	15,500	7.9%
432-10-40	SALARIES WAGES - VACATION/SIC	936	1,406	2,198	-	-	-	
432-10-50	SALARIES WAGES-ON CALL	10,684	10,615	12,343	13,499	15,570	13,600	-12.7%
432-30-10	CONTRACT SERVICES	50,450	31,730	49,431	57,000	31,216	59,000	89.0%
432-30-15	SURFACE RESTORATION	22,457	20,309	-	60,000	-	60,000	
432-30-20	LEGAL EXPENSES	2,483	2,489	543	3,000	2,970	2,970	0.0%
432-30-30	AUDITING	6,000	6,000	5,670	15,150	15,150	16,470	8.7%
432-30-50	ENGINEERING	9,252	1,513	-	4,000	514	4,000	678.6%
432-40-10	WATER METERS	14,992	962	7,156	10,000	-	10,000	
432-40-11	WELLS	93,105	31,949	5,622	85,000	10,736	85,000	691.7%
432-40-12	MAINS	9,538	15,925	13,883	25,000	21,371	25,000	17.0%
432-40-13	CHEMICALS	112,801	106,415	106,532	120,000	120,000	132,000	10.0%
432-40-14	SERVICE CONNECTIONS	2,208	1,159	5,803	10,000	13,797	15,000	8.7%
432-40-15	PUMPING - POWER PURCHASED	227,803	220,900	211,739	222,500	234,524	222,500	-5.1%
432-40-29	MAINT & REPAIR-VEHICLE LABOR	9,090	8,889	9,830	12,000	10,838	12,000	10.7%
432-40-30	MAINT & REPAIR-VEHICLES	6,679	5,032	2,388	14,000	15,237	18,000	18.1%
432-40-31	MAINT & REPAIR-BUILDING	7,763	6,846	2,125	10,000	3,987	10,000	150.8%
432-40-34	MAINT & REPAIR-WATER TOWERS	65,070	68,004	72,023	79,000	79,000	86,900	10.0%
432-50-20	INSURANCE	14,373	20,663	27,380	30,800	29,408	33,910	15.3%
432-50-30	TELEPHONE	333	339	330	400	434	700	61.3%
432-50-31	CELLPHONE	1,918	1,909	2,063	2,025	2,117	2,500	18.1%
432-50-40	ADVERTISING & PRINTING	361	861	1,000	1,000	391	1,000	155.5%
432-50-60	SOFTWARE MAINTENANCE	-	1,198	1,060	2,648	2,636	8,840	235.3%
432-50-90	TRAINING	563	1,310	1,923	2,800	2,320	2,800	20.7%
432-60-10	MATERIALS & SUPPLIES	3,352	3,200	1,440	4,000	3,291	4,000	21.6%
432-60-11	GENERAL EXPENSE	1,059	739	629	2,000	898	2,000	122.7%
432-60-12	COMPUTERS	802	-	1,942	-	-	1,790	
432-60-15	POSTAGE	982	750	31	100	11	100	817.0%
432-60-17	GASOLINE & OIL	6,821	8,100	11,689	13,000	13,556	13,500	-0.4%
432-60-18	UNIFORMS	2,265	2,716	1,718	3,500	750	3,500	366.6%
432-60-19	RADIO	-	1,680	-	500	-	500	
432-60-21	NATURAL GAS	-	-	904	1,400	624	1,400	124.5%
432-60-23	WATER	1,298	1,400	740	1,425	923	1,430	54.9%
432-60-75	SIDEWALKS	26,975	-	-	40,000	-	40,000	
432-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	74,938	74,938	74,938	33,600	-55.2%
	TOTAL WATER GENERAL EXPENSE	903,062	799,329	864,917	1,177,575	936,968	1,207,790	28.9%

WATER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
202-2020	WATER DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	38,353	37,168	42,151	47,231	46,018	57,430	24.8%
432-20-20	SOCIAL SECURITY	14,755	16,488	19,009	20,420	18,768	22,370	19.2%
432-20-30	RETIREMENT	20,090	21,814	22,925	22,898	22,017	23,020	4.6%
432-20-50	UNEMPLOYMENT COMPENSATION	1,015	1,175	1,374	1,233	979	730	-25.4%
432-20-60	WORKERS' COMPENSATION	7,486	8,547	8,020	7,087	7,038	9,350	32.9%
432-20-70	GROUP LIFE INSURANCE	1,524	1,629	1,801	1,960	1,881	2,180	15.9%
432-20-71	VISION	199	222	252	246	245	280	14.1%
	TOTAL EMPLOYEE BENEFITS	83,422	87,043	95,532	101,075	96,946	115,360	19.0%
432-90-20	TRANSFER TO GENERAL FUND	-	-	300,000	300,000	300,000	300,000	0.0%
432-90-30	ALLOC: GEN INTERDEPARTMENT	190,916	212,103	238,364	262,090	262,090	290,984	11.0%
432-90-70	ALLOC: TECH SERVICES	163,915	165,384	177,254	189,116	167,357	209,562	25.2%
432-90-80	ALLOC: PUBLIC WORKS	129,652	145,346	181,583	189,427	167,466	200,779	19.9%
432-90-82	ALLOC: CUSTOMER SERVICE	138,357	128,124	122,945	162,840	145,958	175,941	20.5%
	TOTAL WATER O&M EXPENSES	1,609,324	1,537,329	1,980,595	2,382,123	2,076,785	2,500,416	20.4%
	DEBT SERVICE							
432-80-02	2012 WASHINGTON LOAN - PRIN	155,520	157,079	158,653	159,845	159,845	161,124	0.8%
432-80-03	2012 WASHINGTON LOAN - INT	23,754	22,195	20,620	19,430	19,430	18,151	-6.6%
432-80-23	2012 USDA LOAN - PRINCIPAL	95,549	97,596	99,686	101,823	101,823	103,961	2.1%
432-80-24	2012 USDA LOAN - INTEREST	90,451	88,404	86,314	84,177	84,177	82,039	-2.5%
	TOTAL WATER DIVISION DEBT	1,666,695	365,274	365,273	365,275	365,275	365,275	0.0%
	CAPITAL OUTLAY							
432-70-42	CAPITAL-VEHICLE	177,652	-	-	-	-	-	-
432-70-44	CAPITAL-INFRASTRUCTURE	50,000	-	-	-	-	-	-
	TO(FRM) RESERVES / FUND BAL	721,236	1,020,883		659,266	772,174	735,536	-4.7%
	TOTAL WATER DIVISION	2,923,486	2,923,486	2,345,868	3,406,664	3,214,234	3,601,227	12.0%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

SEWER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
203-3030	SEWER DIVISION							
432-10-10	SALARIES & WAGES	176,391	199,549	215,026	237,690	214,471	268,280	25.1%
432-10-30	SALARIES & WAGES-OVERTIME	4,225	8,442	4,507	9,000	6,388	6,800	6.5%
432-10-40	SALARIES & WAGES-SICK & VAC PAY / SELI	936	1,406	2,198	-	-	-	
432-10-50	SALARIES & WAGES-ON CALL	10,744	10,584	12,341	16,500	15,229	13,500	-11.4%
432-30-10	CONTRACT SERVICES	31,579	36,059	39,380	38,000	19,839	40,000	102%
432-30-15	SURFACE RESTORATION	-	-	-	15,000	-	15,000	
432-30-20	LEGAL EXPENSE	749	6,841	3,310	2,700	2,400	2,700	12.5%
432-30-30	AUDITING	6,000	12,500	5,670	14,250	14,250	15,570	9.3%
432-30-50	ENGINEERING EXPENSE	40,562	6,000	12,619	4,000	2,500	4,000	60.0%
432-30-51	I&I STUDY & REPAIR	-	-	150,370	200,000	93,834	200,000	113%
432-40-12	MAINS	9,862	9,657	95	10,000	6,105	10,000	64%
432-40-13	CHEMICALS	7,485	5,346	2,958	17,500	17,500	17,500	0.0%
432-40-14	SERVICE CONNECTIONS	1,988	972	2,520	3,000	432	3,000	594%
432-40-15	PUMPING - POWER PURCHASED	31,021	35,178	35,247	36,300	43,064	36,300	-15.7%
432-40-17	LIFT STATIONS	108,139	79,914	75,192	70,000	50,681	70,000	38.1%
432-40-18	FACILITIES	3,428	4,824	530	5,000	753	5,000	564%
432-40-19	WASTEWATER TREATMENT	1,859,037	2,032,266	2,043,094	2,036,770	2,102,944	2,533,811	20.5%
432-40-20	WASTEWATER TREATMENT-I&I	675,333	940,987	416,459	559,994	369,208	478,219	29.5%
432-40-29	MAINT. & REPAIRS-VEHICLES LABOR	9,090	8,959	9,859	12,000	9,633	12,000	24.6%
432-40-30	MAINT. & REPAIRS-VEHICLES	4,101	3,493	3,774	7,500	4,952	6,500	31.3%
432-40-32	MAINT. & REPAIRS-EQUIPMENT	3,066	3,488	2,954	5,000	5,198	5,000	-3.8%
432-50-20	INSURANCE	7,817	12,181	13,253	14,600	13,865	15,440	11.4%
432-50-30	TELEPHONE	279	281	262	350	326	550	69%
432-50-40	ADVERTISING & PRINTING	-	569	946	1,000	1,000	1,000	0.0%
432-50-60	SOFTWARE MAINT	802	750	-	2,448	2,448	2,230	-8.9%
432-50-90	TRAINING	358	270	583	1,500	1,128	1,500	33%
432-60-10	MATERIALS & SUPPLIES	3,269	1,403	821	4,000	580	4,000	590%
432-60-11	GENERAL EXPENSES	105	2,713	130	1,500	324	1,500	363%
432-60-12	COMPUTERS	-	-	1,942	-	-	1,790	
432-60-17	GASOLINE & OIL	6,821	8,100	11,689	13,000	12,050	13,500	12.0%
432-60-18	UNIFORMS	1,730	1,725	1,320	3,500	668	3,500	424%
432-60-21	NATURAL GAS	-	-	904	1,400	623	1,400	125%
432-60-75	SIDEWALKS	650	-	-	1,000	-	1,000	
432-69-30	BOND DEBT SERVICE EXPENSE	375	7,797	375	375	375	375	0.0%
432-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	10,000	10,000	10,000	83,300	733%
	TOTAL SEWER GENERAL EXPENSE	3,005,942	3,442,254	3,080,328	3,354,877	3,022,769	3,874,265	28.2%

SEWER DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
203-3030	SEWER DIVISION EMPLOYEE BENEFITS							
432-20-10	MEDICAL	38,348	37,168	42,146	47,231	46,017	57,430	24.8%
432-20-20	SOCIAL SECURITY	14,754	16,486	19,007	19,716	18,061	21,690	20.1%
432-20-30	RETIREMENT	20,089	21,813	22,924	19,388	22,030	22,530	2.3%
432-20-50	UNEMPLOYMENT COMPENSATION	1,014	1,174	1,373	1,233	979	730	-25.4%
432-20-60	WORKERS' COMPENSATION	7,485	8,546	8,020	7,729	7,134	9,010	26.3%
432-20-70	GROUP LIFE INSURANCE	1,523	1,628	1,800	1,960	1,880	2,180	16.0%
432-20-75	VISION	198	221	251	246	244	280	14.6%
	TOTAL EMPLOYEE BENEFITS	83,411	87,036	95,521	97,503	96,345	113,850	18.2%
432.XX.XX	TRANSFER TO GENERAL FUND						300,000	
432-90-40	COST ALLOCATION: GENERAL INTERDEPA	190,916	212,103	238,364	262,090	262,090	290,984	11.0%
432-90-70	COST ALLOCATION: TECH SERVICES	163,915	165,384	177,254	189,116	189,116	209,562	10.8%
432-90-80	COST ALLOCATION: PUBLIC WORKS	129,652	145,346	181,583	189,427	189,427	200,779	6.0%
432-90-82	COST ALLOCATION: CUSTOMER SERVICE	138,357	128,124	122,945	162,840	162,840	175,941	8.0%
	TOTAL SEWER O&M EXPENSES:	3,712,193	3,968,144	3,657,631	4,255,853	3,922,586	5,165,381	31.7%
	DEBT SERVICE							
432-80-04	2016 BOND ISSUE-PRINCIPAL	185,000	190,000	195,000	200,000	200,000	200,000	0.0%
432-80-05	2016 BOND ISSUE-INTEREST	54,638	50,054	47,037	43,088	43,088	39,088	-9.3%
432-80-06	2012 STATE REV. FUND LOAN-PRINCIPAL	53,049	26,923	82,395	55,755	55,755	56,876	2.0%
432-80-07	2012 STATE REV. FUND LOAN-INTEREST	12,653	11,587	10,499	9,948	9,948	8,827	-11.3%
432-80-08	2012 KENT COUNTY BYPASS-PRINCIPAL	25,339	25,914	26,502	27,103	27,103	27,719	2.3%
432-80-09	2012 KENT COUNTY BYPASS-INTEREST	25,602	25,027	24,439	23,838	23,838	23,223	-2.6%
432-80-25	2015 (19/20) USDA LOAN-PRINCIPAL	5,228	20,267	30,303	30,739	30,739	31,119	1.2%
432-80-26	2015 (19/20) USDA LOAN-INTEREST	5,224	16,557	22,441	22,007	22,007	21,626	-1.7%
	TOTAL SEWER DEBT	366,733	366,329	438,616	412,478	412,478	408,478	-1.0%
	CAPITAL OUTLAY							
432-70-40	CAPITAL OUTLAY-EQUIPMENT	15,000	-	-	-	-	-	
432-70-42	CAPITAL OUTLAY-VEHICLE	68,260	-	-	-	-	-	
	TO(FROM) RESERVES or FUND BALANCE	135,850	-	-	330,100	496,525	231,927	
	TOTAL SEWER DIVISION	4,298,036	4,334,473	4,096,247	4,998,431	4,831,589	5,805,785	20.2%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUE**

SOLID WASTE DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
204-0000	SOLID WASTE DIVISION							
344-10-70	SERVICE BILLINGS-COMMERCIAL	53,064	62,277	69,537	71,910	71,266	77,876	9.3%
344-10-71	SERVICE BILLINGS-RESIDENTIAL	1,179,864	1,282,830	1,395,166	1,479,185	1,475,805	1,620,068	9.8%
344-10-72	SERVICE BILLINGS-BULK TRASH	500	650	650	600	900	900	0.0%
344-10-73	CONTAINER REPLACEMENT FEE	350	485	350	350	350	400	14.3%
344-10-20	LATE PENALTIES	3,035	1,262	2,808	2,400	4,332	4,000	-7.7%
344-10-96	SALE OF EQUIPMENT/SCRAP	-	25,340		-	-	1,000	
390-20-10	TRANSFER FROM CAPITAL RESERVES			71,430	-	-	-	
359-10-99	MISCELLANEOUS		800	731	-	-	-	
361-10-00	EARNINGS ON INVESTMENTS	3,660	928	873	2,022	11,704	6,250	-47%
	LOAN FROM WATER RESERVES	500,000	-			-		
	TOTAL SOLID WASTE REVENUE:	1,740,473	1,374,572	1,541,545	1,556,466	1,564,357	1,710,494	9.3%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

SOLID WASTE DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
204-4040	SOLID WASTE DIVISION							
432-10-10	SALARIES & WAGES	197,081	168,517	152,091	212,036	190,075	263,060	38.4%
432-10-13	SALARIES & WAGES - HOLIDAY BAN	84	-	-	-	-	-	
432-10-20	SALARIES & WAGES-TEMPORARY	12,156	-	-	-	-	-	
432-10-30	SALARIES & WAGES-OVERTIME	11,284	11,171	16,630	21,915	22,172	17,600	-20.6%
432-10-31	SALARIES & WAGES-SICK/VAC PAY	18,208	2,450	8,969	-	2,053	-	-100.0%
432-30-10	CONTRACT SERVICE	25,361	35,955	77,448	76,970	76,970	7,138	-90.7%
432-30-20	LEGAL SERVICE	-	-	-	105	105	-	
432-30-30	AUDITING	6,000	6,000	5,670	12,450	12,450	13,720	10.2%
432-40-29	MAINT. & REPAIR-VEHICLE LABOR	37,600	38,132	33,242	36,810	49,073	45,000	-8.3%
432-40-30	MAINT. & REPAIR-VEHICLE	53,764	65,613	114,580	129,995	163,907	160,000	-2.4%
432-42-10	LANDFILL FEES	273,900	303,780	297,206	300,000	302,828	319,884	5.6%
432-42-xx	YARD WASTE FEES <i>(Previously in Contract Services)</i>			-	-	-	22,000	
432-50-20	INSURANCE	6,882	10,322	11,574	13,552	13,552	14,000	3.3%
432-50-31	CELL PHONE	1,786	1,949	1,268	500	485	500	3.1%
432-50-40	ADVERTISING AND PRINTING	685	3,344	1,634	5,000	5,000	5,000	0.0%
432-50-60	SOFTWARE MAINTENANCE	9,200	6,032	5,639	6,748	3,832	7,320	91.0%
432-50-90	TRAINING	367	1,007	3,895	5,010	3,682	3,900	5.9%
432-60-10	MATERIALS & SUPPLIES	2,102	1,522	758	2,200	1,619	2,200	35.9%
432-60-11	GENERAL EXPENSES	545	699	778	1,000	198	1,000	405.4%
432-60-12	COMPUTERS	-	-	-	-	-	2,560	
432-60-15	POSTAGE	24	552	14	150	11	500	4255.4%
432-60-17	GASOLINE & OIL	31,015	31,649	56,736	57,825	68,330	73,000	6.8%
432-60-18	UNIFORMS	4,018	2,435	1,116	2,140	984	1,150	16.8%
432-60-21	NATURAL GAS	1,420	3,911	-	-	-	-	
432-60-71	VEHICLE LOAN PAYBACK	-	-	142,860	71,430	71,430	71,430	0.0%
432-61-10	TRASH & RECYCLING CONTAINERS	34,887	43,057	24,013	32,440	32,438	45,000	38.7%
432-61-11	YARD WASTE CONTAINERS	-	-	10,568	13,600	13,597	18,500	36.1%
432-61-12	PW YARD CONTAINERS	-	-	-	-	-	4,000	
432-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	30,000	30,000	30,000	54,070	80.2%
	TOTAL SOLID WASTE GENERAL EXP	728,369	738,097	996,689	1,031,876	1,064,793	1,152,532	8.2%

SOLID WASTE DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
204-4040	SOLID WASTE DIVISION							
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	58,175	40,526	33,136	56,575	51,113	68,760	34.5%
432-20-20	SOCIAL SECURITY	17,358	13,527	11,835	18,558	16,394	20,960	27.9%
432-20-30	RETIREMENT	22,678	18,692	14,138	17,838	12,715	21,010	65.2%
432-20-50	UNEMPLOYMENT COMPENSATION	1,803	1,373	934	1,540	1,365	980	-28.2%
432-20-60	WORKERS' COMPENSATION	8,807	6,306	5,085	8,268	6,318	8,750	38.5%
432-20-70	GROUP LIFE INSURANCE	1,656	1,367	1,104	1,908	1,575	2,150	36.5%
432-20-75	VISION	257	200	164	284	188	300	59.6%
	TOTAL EMPLOYEE BENEFITS	110,734	81,991	66,396	104,971	89,668	122,910	37.1%
432-90-50	COST ALLOCATION: GENERAL INTE	109,273	189,813	130,221	143,244	143,244	145,968	1.9%
432-90-80	COST ALLOCATION: PUBLIC WORKS	76,269	85,498	106,438	109,842	109,842	116,520	6.1%
432-90-82	COST ALLOCATION: CUSTOMER SE	138,357	128,124	122,874	162,510	162,510	175,611	8.1%
	TOTAL SOLID WASTE O&M EXPENSES:	1,163,002	1,223,523	1,422,618	1,552,443	1,570,057	1,713,541	9.1%
	CAPITAL OUTLAY							
432-70-42	CAPITAL-VEHICLE	355,763	-	-	-	-	-	
432-90-10	TRANSFER TO(FROM) RESERVES		-	-	15,289	-	(3,048)	
	TOTAL SOLID WASTE CAPITAL	355,763	-	-	15,289	-	(3,048)	
	TO(FROM) RESERVES or FUND BALA	221,708						
	TOTAL SOLID WASTE EXPENSES	1,740,473	1,223,523	1,422,618	1,567,732	1,570,057	1,710,494	8.9%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
REVENUE**

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-0000	ELECTRIC DIVISION REVENUE							
344-10-10	SERVICE BILLING	24,418,095	22,489,503	22,933,710	23,327,085	24,861,877	25,423,965	2.3%
344-10-16	FACILITY CHARGE	177,504	2,162,567	2,359,004	3,462,727	2,615,244	2,727,595	4.3%
344-10-20	LATE PENALTIES	37,180	15,323	33,961	25,000	66,135	51,500	-22.1%
344-10-30	RETURNED CHECKS FEES	5,350	5,050	8,450	5,113	8,050	7,900	-1.9%
344-10-40	CONNECTION FEES	114,629	131,505	97,295	100,464	238,192	192,200	-19.3%
344-10-41	UNDERGROUND FEES	57,000	69,500	34,600	46,060	17,000	35,500	109%
344-10-96	SALE OF EQUIPMENT/SCRAP	37,397	40,049	28,734	15,000	-	12,700	
359-10-99	MISCELLANEOUS	796	9,055	5,771	-	2,130	4,000	88%
361-10-00	EARNINGS ON INVESTMENTS	61,387	25,012	25,226	31,439	313,616	437,933	39.6%
390-10-10	TRANSFER FROM RESERVES	-	-	-	-	-	-	
	TOTAL ELECTRIC DIVISION REVENUE	24,909,338	24,947,564	25,526,751	27,012,887	28,122,245	28,893,293	2.7%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-5050	ELECTRIC DIVISION							
	POWER PURCHASED							
432-50-16	DEMEC	16,194,126	16,789,672	17,773,466	19,484,755	20,279,074	20,492,823	1.1%
	TOTAL ELECTRIC O&M EXPENSES	22,161,439	22,506,371	23,906,967	26,626,425	25,995,773	28,563,960	9.9%
	DEBT SERVICE							
432-80-21	2011 BOND DEBT-PRINCIPAL	220,000	225,000	230,000	235,000	235,000	240,000	2.1%
432-80-22	2011 BOND DEBT-INTEREST	100,615	95,141	91,615	89,315	86,965	82,215	-5.5%
	TOTAL BOND DEBT	320,615	320,141	321,615	324,315	321,965	322,215	0.1%
	CAPITAL OUTLAY							
432-70-40	EQUIPMENT	133,827			-	-	-	
432-70-42	VEHICLES	452,845			-	-	-	
432-70-44	PROJECTS/INRASTRUCTURE	75,000			-	-	-	
432-90-10	TRANSFER TO RESERVES		3,000,000		121,518	-	7,119	
	TOTAL ELECTRIC FUND CAPITAL	661,672	3,000,000	-	121,518	-	7,119	
	TO(FROM) RESERVES or FUND BALANCE	1,765,612	(917,174)	(917,174)	-	-	-	
	TOTAL ELECTRIC FUND EXPENDITURES	24,909,338	24,909,338	23,311,408	27,072,258	26,317,738	28,893,293	9.8%

**CITY OF MILFORD
FISCAL YEAR 2023-24 BUDGET RECOMMENDATION (DRAFT)
EXPENDITURES**

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 22-23	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-5050	ELECTRIC DIVISION							
432-10-10	SALARIES & WAGES	724,770	676,454	790,901	1,078,974	1,016,093	1,220,550	20.1%
432-10-11	SALARIES & WAGES-VACATION SELLBACK	1,920	3,246	2,246	4,616	4,616	4,780	4%
432-10-30	SALARIES & WAGES-OVERTIME	32,009	30,735	49,154	53,500	51,363	46,400	-9.7%
432-10-40	SALARIES & WAGES-SICK/VACATION PAY	11,177	11,359	37,926	-	23,294	-	-100%
432-10-50	SALARIES & WAGES-ON CALL	37,079	40,802	45,244	47,500	54,448	49,600	-8.9%
432-30-10	CONTRACT SERVICES	48,703	33,916	36,387	39,508	20,571	25,008	21.6%
432-30-12	SMARTMETERING	108,982	-	-	-	-	-	
432-30-20	LEGAL SERVICE	3,793	1,526	1,795	1,300	1,643	21,440	1205%
432-30-30	AUDITING	6,454	6,000	5,670	12,450	12,450	13,720	10.2%
432-30-50	ENGINEERING SERVICE	6,321	4,941	137	15,000	2,770	5,000	81%
432-40-10	METERS	140	-	-	-	-	-	
432-40-29	MAINT. & REPAIRS-VEHICLE LABOR	22,680	20,384	26,392	30,000	21,080	31,500	49.4%
432-40-30	MAINT. & REPAIRS-VEHICLES	24,124	18,169	19,530	48,500	44,053	38,850	-12%
432-44-20	RENTAL OF EQUIPMENT	-	-	-	2,500	-	-	
432-50-09	TREE PLANTING	-	-	-	20,000	-	-	
432-50-10	TRAFFIC SIGNALS	-	1,573	-	33,500	-	10,000	
432-50-11	SUB-STATIONS	3,421	3,942	5,883	119,000	101,810	25,000	-75%
432-50-12	DISTRIBUTION LINES	303,075	256,988	232,864	276,085	154,202	200,000	29.7%
432-50-13	ENVIRONMENTAL COMPLIANCE	40,892	29,860	34,585	40,000	25,110	40,000	59.3%
432-50-14	VEGETATION CONTROL	95,102	92,239	1,987	15,000	15,000	40,000	167%
432-50-15	WAREHOUSE EXPENSE	2,694	5,177	264	2,000	214	3,500	1538%
432-50-20	INSURANCE	73,803	81,218	119,628	135,420	135,420	150,380	11.0%
432-50-30	TELEPHONE	2,879	2,801	2,705	4,000	2,385	2,000	-16.1%
432-50-31	CELLPHONE	4,279	3,006	2,514	3,000	2,523	2,650	5.0%
432-50-40	ADVERTISING & PRINTING	2,407	1,698	2,153	2,500	2,500	2,500	0.0%
432-50-60	SOFTWARE MAINTENANCE	-	3,769	4,088	6,300	6,215	7,640	22.9%
432-50-90	TRAINING	20,830	8,940	21,174	20,000	14,730	20,000	35.8%
432-58-40	INVENTORY EXPENSE	-	-	2,918	-	-	-	
432-60-10	MATERIALS & SUPPLIES	274	2,450	1,414	3,500	1,619	2,500	54%
432-60-11	GENERAL EXPENSE	780	5,303	129	2,000	31	-	-100%
	ELECTRIC GENERAL CONTINUED	1,578,588	1,346,496	1,447,688	2,016,153	1,714,142	1,963,018	14.5%

ELECTRIC DIVISION

ACCOUNT CODE	DESCRIPTION	ACTUAL FY 19-20	ACTUAL FY 20-21	ACTUAL FY 21-22	BUDGET FY 23-24	PROJECTED FY 22-23	BUDGET FY 23-24	% CHANGE vs 23 PROJ
205-5050	ELECTRIC GENERAL CONTINUED							
432-60-15	POSTAGE	-	3,000	-	-	-	-	
432-60-17	GASOLINE & OIL	17,033	14,343	24,193	25,000	29,168	30,500	4.6%
432-60-18	UNIFORMS & SAFETY GEAR	23,762	19,836	9,063	36,000	22,850	30,000	31%
432-60-19	RADIO	3,003	1,624	-	2,000	-	1,500	
432-60-23	WATER	2,217	2,111	2,168	2,300	2,269	2,300	1.4%
432-60-25	SMALL TOOLS	6,265	5,089	10,661	16,500	16,500	8,000	-52%
432-60-75	SIDEWALKS	11,700	-	-	10,000	-	-	
432-60-90	COMPUTER	-	1,442	-	2,000	-	6,130	
432-69-20	OFFICE EQUIPMENT	1,096	174	-	-	-	-	
432-69-30	BANK CHARGES-BOND ISSUE	375	375	375	375	375	375	0.0%
432-69-80	VEHICLE & EQUIP REPLACEMENT	-	-	150,000	150,000	150,000	163,100	8.7%
432-80-30	METER DEPOSIT INTEREST EXPENSE	749	743	695	700	682	700	2.7%
	TOTAL ELECTRIC GENERAL EXPENSE	1,644,788	1,395,233	1,644,843	2,261,028	1,935,985	2,205,623	13.9%
	EMPLOYEE BENEFITS							
432-20-10	MEDICAL	135,611	111,506	93,079	169,222	173,289	211,310	21.9%
432-20-20	SOCIAL SECURITY	62,580	60,498	71,173	91,476	87,961	101,530	15.4%
432-20-30	RETIREMENT	88,758	83,156	80,397	114,181	87,413	114,430	30.9%
432-20-50	UNEMPLOYMENT COMPENSATION	3,883	3,335	5,470	4,010	3,082	2,690	-12.7%
432-20-60	WORKERS' COMPENSATION	34,534	29,351	28,519	37,496	35,872	41,300	15.1%
432-20-70	GROUP LIFE INSURANCE	3,844	5,490	5,799	8,568	8,074	9,640	19.4%
432-20-75	VISION	525	503	484	777	743	840	13.1%
	TOTAL EMPLOYEE BENEFITS	329,735	293,839	284,921	425,730	396,434	481,740	21.5%
	TRANSFERS TO OTHER FUNDS							
432-90-20	TRANSFER TO GENERAL FUND	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	3,250,000	30.0%
432-90-60	COST ALLOCATION: GENERAL INTERDEP	405,738	443,936	529,210	579,483	579,483	644,040	11.1%
432-90-70	COST ALLOCATION: TECH SERVICES	327,819	330,768	354,507	378,231	378,231	419,123	10.8%
432-90-80	COST ALLOCATION: PUBLIC WORKS	251,858	283,134	367,009	398,064	398,064	422,865	6.2%
432-90-82	COST ALLOCATION: CUSTOMER SERVICE	507,375	469,789	453,011	599,133	599,133	647,746	8.1%
	TOTAL TRANSFERS	3,992,790	4,027,627	4,203,737	4,454,912	4,454,911	5,383,773	20.9%
	TOTAL ELECTRIC O&M EXPENSE:	5,967,313	5,716,699	6,133,501	7,141,670	6,787,330	8,071,136	18.9%



Capital Improvement Plan (CIP)
For the Five Fiscal Years Ending June 30, 2024 through 2028

Final Draft
Presented to City Council May 18, 2023



Capital Improvement Plan (CIP)
For the Five Years Ending June 30, 2024 through 2028

Presented to City Council May 18, 2023

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FY24 CAPITAL BUDGET PROPOSAL with FUNDING RECOMMENDATION

FUND TYPE & FUNDING DIV	Reserves	Grant Hopeful (Reserves)	ERR	Impact Fees	Grant Hopeful (Impact Fees)	Grant Confirmed	Grant Hopeful (or Delay)	Debt Confirmed	Debt Recommended	Grand Total (FY24 Plan)
ENTERPRISE										
ELECTRIC	1,517,564		12,000			40,000				1,569,564
WATER	903,924	250,000		100,000					2,500,000	3,753,924
SEWER	1,289,424		-		1,170,000					2,459,424
SOLID WASTE	32,049									32,049
GENERAL										
STREETS	530,000	195,000	85,000	587,432		3,756,800				5,154,232
GARAGE	7,000									7,000
PUBLIC WORKS	18,750									18,750
CITY HALL	4,800	250,000								254,800
IT	494,429									494,429
PLANNING	50,000									50,000
POLICE	444,422							406,361		850,783
PARKS & REC	506,600		31,600				1,300,000			1,838,200
Grand Total (FY24 Plan)	\$5,798,962	\$695,000	\$128,600	\$687,432	\$1,170,000	\$3,796,800	\$1,300,000	\$406,361	\$2,500,000	\$16,483,155

CAPITAL IMPROVEMENT PLANNING (CIP) EXECUTIVE SUMMARY: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE & OPS DEPT	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE								
ELECTRIC	1,522,428	(681,569)	840,859	1,130,000	741,000	1,553,000	915,000	1,140,000
WATER	13,548,143	(8,775,488)	4,772,655	3,690,500	6,085,500	3,545,500	1,220,500	460,000
SEWER	2,174,235	(594,823)	1,579,412	2,396,000	3,165,000	4,890,000	5,960,000	250,000
SOLID WASTE	575,071	(575,071)	-	-	-	500,000	650,000	-
INTERSERVICE								
PUBLIC WORKS	1,697,310	(986,552)	710,758	150,000	2,200,000	-	-	-
GARAGE	-	-	-	7,000	-	85,000	-	-
CUSTOMER SERVICE	-	-	-	301,900	160,000	-	-	-
TECH SERVICES	80,000	-	80,000	50,000	-	-	-	-
GENERAL								
STREETS	7,450,000	(2,566,586)	4,883,414	5,654,232	10,611,500	7,813,500	5,722,500	1,615,000
PARKING	320,000	-	320,000	-	300,000	-	-	-
CITY HALL	105,000	(75,000)	30,000	254,800	-	-	-	-
IT	1,450,837	(796,410)	654,427	609,740	182,313	205,300	65,000	69,500
PLANNING	-	-	-	50,000	-	-	50,000	-
POLICE	17,201,739	(9,608,100)	7,593,639	850,783	2,018,645	334,346	350,823	282,579
PARKS & REC	3,254,787	(1,266,648)	1,988,139	1,838,200	1,693,000	3,680,000	946,000	987,000
Grand Total	\$ 49,379,550	\$ (25,926,248)	\$ 23,453,302	\$ 16,983,155	\$ 27,156,958	\$ 22,606,646	\$ 15,879,823	\$ 4,804,079



EXCERPT FROM CIP SUMMARY: FY2024-28 AS PRESENTED TO COUNCIL APRIL 19, 2023

Grand Total (4/19/23)	\$48,650,616	\$(15,585,179)	\$33,065,437	\$22,946,735	\$25,899,735	\$22,043,063	\$14,898,361	\$4,804,080
Sum of Updates ^{1,2}	\$728,934	\$(10,341,069)	\$(9,612,135)	\$(5,963,580)	\$1,257,223	\$563,583	\$981,462	\$(0)

CIP BREAKDOWN OF FY24 PLAN YEAR ADJUSTMENTS

Description of Adjustment / Project Information	FY24 (Plan) Subtotal	FY24 (Plan) Line Total
Impact of Project Deferrals / Timing Reassessment:	\$ (4,021,110)	67.4%
PD Maint Building		\$ (1,700,000)
PW Building Expansion		(1,350,000)
SW Front Street Bridge Replacement (City 20% share of DelDOT Construction Est)		(320,000)
Milford Corp Center (Water Component - Reallocation)		(100,000)
Bike Path - Route 113 (Mullet Run Crossing)		(50,000)
Bike Path - Wickersham to Cedar Creek Road		(50,000)
ERP Reallocation		(150,000)
PD Replacement Vehicles (Driven by Veh Repl Res Balance)		(211,110)
Streetscape Projects		(90,000)
Impact of Rollover Availability:	(1,351,513)	22.7%
Milford Corp Center (Sewer Component - Rollover Availability)		(330,000)
Advanced Electric Relocation		(100,000)
Marshall Pond Riverbank Development		(100,000)
City-wide Valve & Hydrant Replacement/Improvements		(150,000)
Install Automated Blow-off Valves		(50,000)
Street Rehab - Sewer Component		(305,000)
Open Space Development		(250,000)
Network Infrastructure Rollover / Scope		(66,513)
Impact of Grant or Alternative Funding:	(789,868)	13.2%
Milford Corp Center (Street Component - TAP Project Surplus)		(370,068)
Bike Paths (DelDOT Ownership of NE 10th St)		(315,000)
LED Streetlight Replacement		(51,830)
Walnut St Pedestrian Crossing		(25,000)
Consolidated Riverwalk Improvements		(27,970)
Corrections:	(12,200)	0.2%
Components of P&R Building Maint Captured in O&M Budget		(12,200)
Adjustments to FY24 Plan from April 19, 2023 Workshop to May 8, 2023 Council Meeting	\$(6,174,691)	103.5%
Impact of Project Deferrals / Timing Reassessment:	\$ 211,110	-3.5%
PD Replacement Vehicles		211,110
Cumulative Adjustments to FY24 Plan through May 18, 2023	\$(5,963,581)	100%

CIP ALIGNMENT WITH STRATEGIC PLAN: FY2024-28 FINAL DRAFT - MAY 18, 2023

Strategic Plan Priority Areas and Goals	FY20-FY23 (Approved)	FY20-23 Project Count	FY24 (Plan)	FY24 Project Count	FY20-23 (as %) ¹	FY24 (as %)
Economic Health & Development						
Foster the Establishment of New Businesses	\$ 10,437,590	5	\$ 4,824,232	5	31.3%	28.4%
Enable Growth of Existing Businesses	20,000	1	50,000	2	0.1%	0.3%
Meet Commercial Needs of All	182,428	1	20,000	1	0.5%	0.1%
Fiscal Responsibility & Community Engagement						
Operate Efficiently & Responsibly	4,306,794	45	1,225,842	27	12.9%	7.2%
Mobility & Infrastructure						
Enable Growth w/Proactive Infrastructure Improvements	2,176,750	8	2,865,000	5	6.5%	16.9%
Proactively Maintain Utility Infrastructure	4,027,962	24	1,932,000	22	12.1%	11.4%
Proactively Maintain Streets	4,163,000	14	1,631,000	10	12.5%	9.6%
Develop Citywide, Multi-Modal, Pedestrian-Friendly Framework	3,163,000	15	850,000	9	9.5%	5.0%
Improve Citywide Traffic Mgmt	350,000	1	676,000	3	1.0%	4.0%
Promote Mobile, Pedestrian Friendly City	-		120,000	1	0.0%	0.7%
Proactively Invest in Infrastructurestructure to Support Growth			100,000	1	0.0%	0.6%
Neighborhoods & Community Service						
Promote Healthy Community with Recreational Activities	2,308,287	13	1,450,500	9	6.9%	8.5%
Preserve and Enhance the Property Values and Quality of Neighborhoods	452,000	5	300,000	2	1.4%	1.8%
Bring More Tourism to Milford	590,000	4	210,000	4	1.8%	1.2%
Public Safety & Preparedness						
Utilize PD Resources Efficiently	17,201,739	2	728,581	2	3.5%	4.3%
Grand Total	\$ 49,379,550	138	\$ 16,983,155	103	100%	100%

¹Excludes \$17 million PD Facility to retain comparability across time periods

CIP CATEGORY SUMMARY: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE & OPS DEPT	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE								
ELECTRIC								
EQUIPMENT	\$ 15,000	\$ (1,834)	\$ 13,166	\$ 62,000	\$ 66,000	\$ 43,000	\$ 40,000	\$ -
INFRASTRUCTURE	1,417,428	(679,736)	737,692	756,000	675,000	1,250,000	875,000	1,140,000
VEHICLES	90,000	-	90,000	312,000	-	260,000	-	-
WATER								
EQUIPMENT	7,500	(917)	6,583	-	-	-	-	-
INFRASTRUCTURE	13,419,643	(8,725,605)	4,694,038	3,690,500	6,025,500	3,545,500	1,220,500	400,000
VEHICLES	121,000	(48,966)	72,034	-	60,000	-	-	60,000
SEWER								
EQUIPMENT	507,500	(463,917)	43,583	236,000	325,000	250,000	350,000	150,000
INFRASTRUCTURE	1,591,735	(205,538)	1,386,197	2,160,000	2,840,000	4,640,000	5,510,000	100,000
VEHICLES	75,000	74,632	149,632	-	-	-	100,000	-
SOLID WASTE								
VEHICLES	575,071	(575,071)	-	-	-	500,000	650,000	-
INTERSERVICE								
CUSTOMER SERVICE								
BUILDING	-	-	-	151,900	160,000	-	-	-
EQUIPMENT	-	-	-	150,000	-	-	-	-
GARAGE								
EQUIPMENT	-	-	-	7,000	-	-	-	-
VEHICLES	-	-	-	-	-	85,000	-	-
TECH SERVICES								
EQUIPMENT	80,000	-	80,000	50,000	-	-	-	-
PUBLIC WORKS								
BUILDING	1,633,758	(938,000)	695,758	150,000	2,200,000	-	-	-
EQUIPMENT	30,500	(15,500)	15,000	-	-	-	-	-
VEHICLES	33,052	(33,052)	-	-	-	-	-	-
GENERAL								
STREETS								
EQUIPMENT	27,000	(27,000)	-	-	185,000	-	-	-
INFRASTRUCTURE	7,423,000	(2,539,586)	4,883,414	5,569,232	10,426,500	7,813,500	5,722,500	1,515,000
VEHICLES	-	-	-	85,000	-	-	-	100,000
PARKING								
INFRASTRUCTURE	320,000	-	320,000	-	300,000	-	-	-
CITY HALL								
BUILDING	105,000	(75,000)	30,000	254,800	-	-	-	-
IT								
BUILDING	-	-	-	25,000	-	-	-	-
HARDWARE	580,837	(496,824)	84,013	303,487	20,000	20,000	20,000	22,000
PARKS	-	-	-	45,000	-	-	-	-
SOFTWARE	870,000	(299,586)	570,414	236,253	162,313	185,300	45,000	47,500
PLANNING								
EQUIPMENT	-	-	-	-	-	-	50,000	-
VEHICLES	-	-	-	50,000	-	-	-	-
POLICE								
BUILDING	16,093,639	(8,500,000)	7,593,639	406,361	1,700,000	-	-	-
EQUIPMENT	-	-	-	22,202	23,091	24,014	24,975	25,974
VEHICLES	1,108,100	(1,108,100)	-	422,220	295,554	310,332	325,848	256,606
PARKS & REC								
BUILDING	349,000	(66,000)	283,000	280,600	-	-	-	-
EQUIPMENT	113,000	(23,000)	90,000	141,000	63,000	25,000	66,000	27,000
PARKS	2,652,787	(1,121,105)	1,531,682	1,300,000	1,630,000	3,655,000	880,000	870,000
VEHICLES	140,000	(56,543)	83,457	116,600	-	-	-	90,000
Grand Total	\$49,379,550	\$(25,926,248)	\$23,453,302	\$16,983,155	\$27,156,958	\$22,606,646	\$15,879,823	\$4,804,079

CAPITAL IMPROVEMENT PLANNING (CIP) EXECUTIVE SUMMARY: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE & OPS DEPT	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE								
ELECTRIC	1,522,428	(681,569)	840,859	1,130,000	741,000	1,553,000	915,000	1,140,000
WATER	13,548,143	(8,775,488)	4,772,655	3,690,500	6,085,500	3,545,500	1,220,500	460,000
SEWER	2,174,235	(594,823)	1,579,412	2,396,000	3,165,000	4,890,000	5,960,000	250,000
SOLID WASTE	575,071	(575,071)	-	-	-	500,000	650,000	-
INTERSERVICE								
PUBLIC WORKS	1,697,310	(986,552)	710,758	150,000	2,200,000	-	-	-
GARAGE	-	-	-	7,000	-	85,000	-	-
CUSTOMER SERVICE	-	-	-	301,900	160,000	-	-	-
TECH SERVICES	80,000	-	80,000	50,000	-	-	-	-
GENERAL								
STREETS	7,450,000	(2,566,586)	4,883,414	5,654,232	10,611,500	7,813,500	5,722,500	1,615,000
PARKING	320,000	-	320,000	-	300,000	-	-	-
CITY HALL	105,000	(75,000)	30,000	254,800	-	-	-	-
IT	1,450,837	(796,410)	654,427	609,740	182,313	205,300	65,000	69,500
PLANNING	-	-	-	50,000	-	-	50,000	-
POLICE	17,201,739	(9,608,100)	7,593,639	850,783	2,018,645	334,346	350,823	282,579
PARKS & REC	3,254,787	(1,266,648)	1,988,139	1,838,200	1,693,000	3,680,000	946,000	987,000
Grand Total	\$ 49,379,550	\$ (25,926,248)	\$ 23,453,302	\$ 16,983,155	\$ 27,156,958	\$ 22,606,646	\$ 15,879,823	\$ 4,804,079

APRIL 19

EXCERPT FROM CIP SUMMARY: FY2024-28 AS PRESENTED TO COUNCIL APRIL 19, 2023

Grand Total (4/19/23)	\$48,650,616	\$(15,585,179)	\$33,065,437	\$22,946,735	\$25,899,735	\$22,043,063	\$14,898,361	\$4,804,079
Sum of Updates ^{1,2,3}	\$728,934	\$(10,341,069)	\$(9,612,135)	\$(5,963,580)	\$1,257,223	\$563,583	\$981,462	\$(0)

¹ \$729k difference in FY20-23 Approvals (Column B) reflects post-budget grant awards

² Differences in FY20-23 Spending/Deobligation & FY23 Remaining Balance (Columns C & D) primarily reflects the PD Facility loan funding and includes the application of grant funding

³ Reductions in FY24 Plan (Column E) totaling \$6 million achieved through deferral to out-year (\$4.1 million), reallocation of grant / alt funding (\$1.1 million), and scope reduction to match FY23 rollover funding (\$0.8 million).

Impact of Project Deferrals / Timing Reassessment:

PD Maint Building	-	-	-	(1,700,000)	1,700,000	-	-	-
PW Building Expansion	-	-	-	(1,350,000)	1,350,000	-	-	-
SW Front Street Bridge Replacement	-	-	-	(320,000)	-	480,000	-	-
Maple Street Bridge Replacement	(320,000)	-	(320,000)	-	(320,000)	501,000	-	-
Milford Corp Center (Water Component)	687,590	(241,204)	446,386	(150,000)	-	-	-	-
Bike Path - MHS to Bannicker	-	-	-	(50,000)	50,000	(450,000)	450,000	-
Bike Path - Wickersham to Cedar Creek Rd	-	-	-	(50,000)	50,000	(450,000)	450,000	-
ERP Reallocation	-	-	-	(50,000)	25,000	55,000	-	-
PD Replacement Vehicles (Driven by Veh Repl Res Balance)	-	-	-	-	(147,777)	77,583	81,462	-
Streetscape Projects	-	(370,068)	(370,068)	(90,000)	(500,000)	-	-	-
Installation of Stormwater Ponds at Public Works Facility	-	-	(200,000)	(200,000)	200,000	-	-	-
Public Works Parking Lot Paving	-	(650,000)	(650,000)	-	650,000	-	-	-
Elimination of IT Incident Response	-	-	-	(100,000)	-	-	-	-
Elimination of Stump Grinder	-	-	-	(12,000)	-	-	-	-

Impact of Updates to Original Project Spending, Cost or Timing Estimates

Walnut Street Pedestrian Crossing	-	(46,648)	(46,648)	-	-	-	-	-
Riverwalk Extension / Bulkhead Const	-	-	-	-	(1,800,000)	-	-	-
Hetra Lifts for Forklifts Complete	(8,000)	8,000	-	-	-	-	-	-

Impact of Rollover Availability:

Milford Corp Center (Sewer Component)	-	-	-	(330,000)	-	-	-	-
Advanced Electric Relocation	-	-	-	(100,000)	-	-	-	-
Marshall Pond Riverbank Development	-	-	-	(100,000)	-	-	-	-
City-wide Valve & Hydrant Replacement/Improvements	-	(250,000)	(250,000)	(150,000)	-	-	-	-
Install Automated Blow-off Valves	-	-	-	(50,000)	-	-	-	-
Network Infrastructure Rollover / Scope	-	(30,000)	(30,000)	(66,513)	-	-	-	-

Impact of Grant or Alternative Funding:

Milford Corp Center (Street Component)	-	370,068	370,068	(370,068)	-	-	-	-
Bike Paths (DelDOT Ownership NE 10th)	-	(119,000)	749,000	(315,000)	-	-	-	-
LED Streetlight Repl (Green Energy)	-	(51,830)	(51,830)	-	-	-	-	-
Consolidated Riverwalk Improvements - Displace Gen Fund with Grant Awards	(50,000)	25,288	(24,712)	-	-	-	-	-
Consolidated Memorial Park Ph I Projects - Displace Gen Fund with Grant Awards	419,344	(485,675)	(734,331)	(397,800)	-	-	-	-

Adjustments & Additions:

PD Facility Bond Proceeds	-	(8,500,000)	(8,500,000)	-	-	-	-	-
Riverwalk Upgrades Phase II Added	-	-	-	-	-	350,000	-	-
P&R Build Maint Captured in O&M Budget	-	-	-	(12,200)	-	-	-	-
Summary Reconciliation of Changes:	\$728,934	\$(10,341,069)	\$(9,612,135)	\$(5,963,581)	\$1,257,223	\$563,583	\$981,462	\$ -



Capital Improvement Plan (CIP)
For the Five Years Ending June 30, 2024 through 2028

CIP FY2024-28 Line Item Detail

Enterprise Funds - Electric	Page 1
Enterprise Funds - Water	Page 2
Enterprise Funds - Sewer & Solid Waste	Page 3
General Fund	Page 4-7
Interservice Funds	Page 8

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
ENTERPRISE								
ELECTRIC								
EQUIPMENT								
Bobcat	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -
Equipment - Hetra Lifts	-	-	-	-	-	-	-	-
NOAA Reference Station	15,000	(1,834)	13,166	-	-	-	-	-
Portable Light Towers (2)	-	-	-	35,000	-	-	-	-
Snow Blowers	-	-	-	-	4,000	-	-	-
Trailer (R: 1994 Saub E-119)	-	-	-	15,000	-	-	-	-
Trailer (R: 1996 Butler E-123)	-	-	-	12,000	-	-	-	-
Trailer (R: 1999 Homemade E-127)	-	-	-	-	12,000	-	-	-
Trailer, Cable Reel (R: 2007 Butler E-129)	-	-	-	-	-	15,000	-	-
Utility Trailer (R: 1992 Krueger E-121)	-	-	-	-	25,000	-	-	-
Utility Trailer (R: 2005 Butler E-132)	-	-	-	-	-	10,000	-	-
Utility Trailer (R: 2005 Towmaster E-131)	-	-	-	-	-	18,000	-	-
Uiltiy Trailer (R:2002 Towmaster E-126)	-	-	-	-	25,000	-	-	-
VEHICLES								
Internation Digger Derrick Truck (R: 2015 E-107)	-	-	-	-	-	260,000	-	-
Pick up Truck	55,000	-	55,000	10,000	-	-	-	-
Ram QuadCab Pick-up (R: 2017 E-101)	35,000	-	35,000	2,000	-	-	-	-
Trex Bucket with chipper body (Arborist) E-116	-	-	-	300,000	-	-	-	-
INFRASTRUCTURE								
Advanced Relocation	100,000	-	100,000	-	100,000	100,000	100,000	100,000
Arborist Office - P&R Facility	20,000	-	20,000	-	-	-	-	-
DelDOT Traffic Signals	350,000	(83,822)	266,178	151,000	-	-	-	-
Delivery #1 Circuit Addition	-	-	-	-	-	-	100,000	850,000
Delivery #2 Circuit Additions	-	-	-	-	100,000	850,000	-	100,000
Delivery 1 Electrical Testing	-	-	-	-	-	-	-	65,000
Delivery 2 Electrical Testing	-	-	-	65,000	-	-	-	-
EV Charging Stations Downtown	182,428	(125,914)	56,514	20,000	-	-	-	-
Feeder extention and tie - Hospital Loop (110 & 150)	-	-	-	-	-	-	250,000	-
Fiber Network Mapping	-	-	-	-	25,000	-	-	-
Fiber Optic Backup to PW	20,000	(20,000)	-	40,000	100,000	-	-	-
GIS/Mapping - Smart Metering	300,000	(150,000)	150,000	-	-	-	-	-
Horseshoe Dr Distribution	-	-	-	-	-	-	200,000	-
LED Streetlight Replacements	150,000	(150,000)	-	20,000	-	-	-	-
Milford Corporate Center	120,000	-	120,000	200,000	200,000	200,000	200,000	-
Physical Security	-	-	-	125,000	125,000	75,000	-	-
Pole Inspection	25,000	-	25,000	25,000	25,000	25,000	25,000	25,000
Power Flow Analysis Software	-	-	-	110,000	-	-	-	-
Parks & Rec Consolidation	150,000	(150,000)	-	-	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY	FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
42 WATER								
43 EQUIPMENT								
44 NOAA Continuous Operating Reference Station	7,500	(917)	6,583	-	-	-	-	-
45 VEHICLES								
46 Dodge Cargo Van (R: 2006 W-29)	-	-	-	-	60,000	-	-	-
47 Ford F350 (R: W-15)	49,000	(48,966)	34	-	-	-	-	-
48 Ford F450 (R: W-8)	72,000	-	72,000	-	-	-	-	-
49 Ford Transit Van (R: W-028)	-	-	-	-	-	-	-	60,000
50 INFRASTRUCTURE								
51 Milford Corporate Center	8,737,590	(6,685,094)	2,052,496	100,000	250,000	250,000	250,000	-
52 Street Rehab	810,000	(102,866)	707,134	405,000	405,000	405,000	405,000	-
53 10" Water Main - Holly Hill Rd to Westwood Subdivision	-	-	-	45,000	300,000	-	-	-
54 Asbestos Pipe Removal	115,500	-	115,500	115,500	115,500	115,500	115,500	-
55 City-wide Valve & Hydrant Replacement/Improvements	500,000	(250,000)	250,000	100,000	250,000	250,000	250,000	250,000
56 Install Automated Blow-off Valves	198,628	(98,628)	100,000	-	50,000	50,000	50,000	-
57 Lead Service Line Removal	250,000	-	250,000	250,000	1,300,000	-	-	-
58 NE Front Street Waterline Replacement	1,351,175	(1,352,268)	(1,093)	-	-	-	-	-
59 New NW City Area Tower/Wells/Treatment	300,000	-	300,000	2,500,000	2,500,000	-	-	-
60 North Shore Drive Water Extension	-	-	-	25,000	150,000	-	-	-
61 NW Front Street Water Lines	-	-	-	-	375,000	1,125,000	-	-
62 SE Regional Water Infrastructure - East of Route 1	920,000	-	920,000	-	-	-	-	-
63 SE Regional Water Infrastructure - South of Johnson Road	-	-	-	-	150,000	1,000,000	-	-
64 SE Regional Water Quality Study	36,750	(36,750)	-	-	-	-	-	-
65 Shawnee Acres Water Extension	-	-	-	-	30,000	200,000	-	-
66 Treatment Plant Upgrades	200,000	(200,000)	-	150,000	150,000	150,000	150,000	150,000

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
67	SEWER								
68	EQUIPMENT								
69	Compressor, Ingersol Rand (R)	-	-	-	-	50,000	-	-	-
70	Equipment Trailer (R: Currahee)	-	-	-	10,000	-	-	-	-
71	FN150 Pump & MGS GLG Trailer (R: 2013 SE-27)	-	-	-	-	-	50,000	-	-
72	John Deere 524K Loader (R: 2018 SE-7)	-	-	-	-	-	-	200,000	-
73	Kubota Excavator (R: SE26)	-	-	-	-	75,000	-	-	-
74	Kubota F3060 Mower w/ plow & blower (R: 2011 SE-10)	40,000	-	40,000	1,000	-	-	-	-
75	Kubota Mower w/ Blower (R: 2015 SE25)	-	-	-	-	50,000	-	-	-
76	Kubota Mower w/ Plow (R: 2016 SE24)	-	-	-	-	-	50,000	-	-
77	NOAA Continuous Operating Reference Station	7,500	(917)	6,583	-	-	-	-	-
78	PS Upgrades (grinders, spares, design)	300,000	(300,000)	(0)	150,000	150,000	150,000	150,000	150,000
79	Pump Stations	40,000	(40,000)	-	-	-	-	-	-
80	ROVVER Mainline Sewer Inspection System	120,000	(123,000)	(3,000)	-	-	-	-	-
81	Stationary Generator Fork Landing Pump Station	-	-	-	75,000	-	-	-	-
82	VEHICLES								
83	Ford F250 Pickup (R: SE-2)	75,000	74,632	149,632	-	-	-	-	-
84	Ford F350 Super Cab (R: 2016 SE-3)	-	-	-	-	-	-	100,000	-
85	INFRASTRUCTURE								
86	Milford Corporate Center	330,000	-	330,000	1,170,000	300,000	200,000	200,000	-
87	Abandon BAC PS & install grav ext. frm Hickory Glen	20,000	-	20,000	20,000	-	150,000	-	-
88	Abandon USCS PS & install grav ext fm Williamsville Rd	-	-	-	-	20,000	250,000	-	-
89	Asbestos Removal	50,000	-	50,000	50,000	50,000	50,000	50,000	-
90	DDD (4th St) Flood Mitigation	100,000	(39,000)	61,000	-	-	-	-	-
91	I&I Engineering Study	156,735	(156,735)	-	-	-	-	-	-
92	NE Front St Sewer Ext & Silicato PS Abandmt	-	-	-	-	-	90,000	600,000	-
93	North Shore Dr Sewer Ext	-	-	-	45,000	300,000	-	-	-
94	SE 2nd Street Pump Station Replacement	225,000	-	225,000	575,000	1,500,000	-	-	-
95	SE Reg Pump St/Force Mn: S of Jonsn/FM-NE Front St	-	-	-	-	525,000	3,500,000	-	-
96	SE Reg Pump Stn & Force Main - East of SR1	500,000	-	500,000	-	-	-	4,560,000	-
97	SE Reg WW Study FY22	10,000	(9,104)	896	-	-	-	-	-
98	Shawnee Acres Sewer Extension	-	-	-	-	45,000	300,000	-	-
99	Street Rehab	200,000	(700)	199,301	100,000	100,000	100,000	100,000	100,000
100	Washington St Pump Stn Environ Cond & Control Relo	-	-	-	200,000	-	-	-	-
101	SOLID WASTE								
102	VEHICLES								
103	Automated Side Loader Truck (R: SW11)	-	-	-	-	-	500,000	-	-
104	Automated Side Loader Truck (R: SW28)	-	-	-	-	-	-	650,000	-
105	Vehicle - Solid Waste	430,571	(430,571)	-	-	-	-	-	-
106	Vehicle - Solid Waste Crane/Body	144,500	(144,500)	-	-	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
107	GENERAL								
108	STREETS								
109	EQUIPMENT								
110	Backhoe (R: John Deere S-6)	-	-	-	-	185,000	-	-	-
111	Salt Spreader	27,000	(27,000)	-	-	-	-	-	-
112	VEHICLES								
113	Ford F250 w/Plow & Salt Spr (R: 2012 S-2)	-	-	-	85,000	-	-	-	-
114	Ford F450 Pick Up (S-023)	-	-	-	-	-	-	-	100,000
115	INFRASTRUCTURE								
116	Milford Corporate Center	1,250,000	370,068	1,620,068	3,354,232	957,500	957,500	957,500	-
117	DDD (4th St) Flood Mitigation	500,000	-	500,000	-	-	-	-	-
118	10th Street Intersection	-	-	-	500,000	1,500,000	-	-	-
119	2020 Streets / Utilities	705,000	(705,000)	-	-	-	-	-	-
120	ADA Plan & Improvements	310,000	(159,501)	150,499	150,000	150,000	150,000	150,000	150,000
121	Annual Street Rehab	1,805,000	(900,087)	904,913	840,000	840,000	840,000	840,000	840,000
122	Bike Path - 113 (Community Cemetery)	60,000	20,000	80,000	-	300,000	-	-	-
123	Bike Path - 113 (Milford Plaza to Mullet Run)	73,000	-	73,000	-	150,000	-	-	-
124	Bike Path - 113 (Mullet Run Crossing)	-	85,000	85,000	-	200,000	-	-	-
125	Bike Path - 113 (Seabury Water Plant)	-	-	-	30,000	200,000	-	-	-
126	Bike Path - Airport Rd (113 to Indep Comm)	-	-	-	-	213,000	1,925,000	-	-
127	Bike Path - Golf Course	-	70,000	70,000	-	-	1,000,000	-	-
128	Bike Path - MHS to Banneker Elementary	-	-	-	-	50,000	-	450,000	-
129	Bike Path - Milford High School Perimeter	-	-	-	-	-	75,000	1,750,000	-
130	Bike Path - NE 10th St (MHS to Silicato)	444,000	(444,000)	-	-	-	-	-	-
131	Bike Path - Watergate to Golf Course	-	40,000	40,000	-	600,000	-	-	-
132	Bike Path - Wickersham to Cedar Creek Road	-	-	-	-	50,000	-	450,000	-
133	Columbia Street Streetscape	-	-	-	-	11,000	70,000	-	-
134	Franklin Street Streetscape	-	-	-	-	15,000	100,000	-	-
135	Maple Street Bridge Replacement	-	-	-	-	-	501,000	-	-
136	N. Washington Street Streetscape	200,000	-	200,000	45,000	200,000	-	-	-
137	Park Avenue/Denny Row Streetscape	345,000	-	345,000	-	500,000	-	-	-
138	S Walnut St & Sidewalk (McCoy to Maple)	-	-	-	150,000	3,400,000	-	-	-
139	Sidewalk Connectivity Initiative	250,000	(100,000)	150,000	350,000	350,000	450,000	450,000	450,000
140	SW Front Street Bridge Replacement	-	-	-	-	-	480,000	-	-
141	SW Front Street Streetscape	45,000	-	45,000	-	600,000	-	-	-
142	Traffic Calming	-	-	-	25,000	25,000	25,000	25,000	25,000
143	Transportation Studies	125,000	(43,953)	81,047	50,000	50,000	50,000	50,000	50,000
144	Walnut St Pedestrian Crossing	425,000	(46,648)	378,352	-	-	-	-	-
145	Washington Street Bridge Painting	-	-	-	75,000	-	-	-	-
146	NW Front St Streetscape (TAP Proj) Ph I & II	-	-	-	-	-	90,000	600,000	-
147	Bike Path - Marshall St Striping (SE 2nd - Watergate)	86,000	74,536	160,536	-	-	-	-	-
148	NE Front St Streetscape Ph I & II	800,000	(800,000)	-	-	65,000	1,100,000	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
149	CITY HALL								
150	BUILDING								
151	City Hall Parking Lot Enhancements	30,000	-	30,000	-	-	-	-	-
152	City Hall Public Plaza	75,000	(75,000)	-	250,000	-	-	-	-
153	Fence installs (2) per PMA	-	-	-	4,800	-	-	-	-
154	IT								
155	HARDWARE								
156	Cabling Upgrades	75,000	(75,000)	-	-	-	-	-	-
157	Integration - Virt. GIS AX640 Server / Failover	50,000	-	50,000	20,000	-	-	-	-
158	IT Security	301,837	(301,837)	-	-	-	-	-	-
159	Network Infrastructure Upgrades	154,000	(119,987)	34,013	283,487	20,000	20,000	20,000	22,000
160	PARKS								
161	Riverwalk Public Free Wifi	-	-	-	45,000	-	-	-	-
162	SOFTWARE								
163	Naviline & IBM iSeries Cloud Migration	-	-	-	110,000	40,000	42,500	45,000	47,500
164	Tyler ERP System Implementation	870,000	(299,586)	570,414	126,253	122,313	142,800	-	-
165	BUILDING								
166	Badge Access IT area (3 doors)	-	-	-	25,000	-	-	-	-
167	PARKING								
168	INFRASTRUCTURE								
169	N Walnut St/NE Front St Lot Enhancements	200,000	-	200,000	-	-	-	-	-
170	Park Ave Lot Enhancements	120,000	-	120,000	-	-	-	-	-
171	SW Front St Lot Enhancements	-	-	-	-	300,000	-	-	-
172	PLANNING								
173	EQUIPMENT								
174	2028 Comprehensive Plan Update	-	-	-	-	-	-	50,000	-
175	VEHICLES								
176	Ford F150 (expansion)	-	-	-	50,000	-	-	-	-
177	POLICE								
178	EQUIPMENT								
179	Axon Cameras - Interview Rooms in New PD Bld	-	-	-	22,202	23,091	24,014	24,975	25,974
180	VEHICLES								
181	Police Vehicles	1,108,100	(1,108,100)	-	422,220	295,554	310,332	325,848	256,606
182	BUILDING								
183	Maintance Bldg - New Police Facility Location	-	-	-	100,000	1,700,000	-	-	-
184	Police Facility; FY20-23 acct 140-1110-413.70-80	16,093,639	(8,500,000)	7,593,639	306,361	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
185	PARKS & REC								
186	EQUIPMENT								
187	Brush cutter attachment		-	-	15,000	-	-	-	-
188	Kubota Tractor w/Snow Blade (2011 PR-035 & 036)		-	-	-	-	-	40,000	-
189	Kubota Zero Turn Mower (PR-8, 11, 20, 52)	35,463	(15,463)	20,000	21,000	23,000	25,000	26,000	27,000
190	Replacement 4x2 Gator (FY22 PR-010;PR-13 & PR-29)	40,000	-	40,000	20,000	-	-	-	-
191	Stand-up Mower, John Deere (PR-50 & 51)	-	-	-	-	40,000	-	-	-
192	Tractor, New Holland w/ Cab (PR-30) w/ mower deck (PR-33)	-	-	-	85,000	-	-	-	-
193	Trailer	7,537	(7,537)	-	-	-	-	-	-
194	Ventrac Tractor with Mulching Mower	30,000	-	30,000	-	-	-	-	-
195	VEHICLES								
196	Dodge Ram 1500 Pick up (R: PR-015)		-	-	-	-	-	-	90,000
197	Econoline Van (R: PR-6)	33,457	-	33,457	16,600	-	-	-	-
198	F350 Pickup Truck (Expansion)		-	-	85,000	-	-	-	-
199	Vehicle - Parks & Rec	56,543	(56,543)	-	-	-	-	-	-
200	Water Truck (R: PR-41)	50,000	-	50,000	15,000	-	-	-	-
201	PARKS								
202	Memorial Park I - Playground & Pickleball Ct	755,781	(316,978)	438,803	60,000	-	-	-	-
203	Riverwalk Upgrades	525,000	(280,315)	244,685	-	-	-	-	-
204	Sharp Property - Open Space Development/Greenway	250,000	(9,850)	240,150	250,000	250,000	250,000	250,000	250,000
205	Public Restrooms	300,000	(17,500)	282,500	-	-	350,000	-	-
206	Gateway signage and improvements	20,000	-	20,000	50,000	20,000	20,000	20,000	20,000
207	Open Space Acquisition	320,000	(313,895)	6,105	500,000	500,000	500,000	500,000	500,000
208	Additional Recreational Court	-	-	-	-	-	75,000	-	-
209	Bsktball Court Rehab	112,443	(72,443)	40,000	-	-	-	-	-
210	Construct Rec/Community Ctr@Marvel Sq	-	-	-	-	-	2,000,000	-	-
211	Construction of beach volleyball court	15,000	-	15,000	-	-	-	-	-
212	Construction of courts @ TSM	-	-	-	-	200,000	-	-	-
213	Frisbee golf course	-	-	-	-	150,000	-	-	-
214	Goat Island Bridge	36,000	(36,000)	-	-	-	-	-	-
215	Irrigation wells at TSM	20,000	-	20,000	-	-	-	-	-
216	Marshall Pond Riverbank Development	150,000	(24,649)	125,351	-	100,000	100,000	100,000	100,000
217	Marvel Sq Redevel/outdoor skating track	-	-	-	-	100,000	-	-	-
218	Memorial Park II - Pavilion	75,000	-	75,000	-	-	-	-	-
219	Memorial Park II - Shade/Walks/Bench	-	-	-	30,000	-	-	-	-
220	Redevelopment of Bicentennial Park	-	-	-	250,000	-	-	-	-
221	Riverwalk Ext/Bulkhead Const	-	-	-	150,000	200,000	-	-	-
222	Splash Pad	-	-	-	-	100,000	-	-	-
223	Tree Planting	30,000	(5,913)	24,087	10,000	10,000	10,000	10,000	-
224	Parks & Rec Consolidation	43,563	(43,563)	-	-	-	-	-	-
225	Riverwalk Upgrades Phase II						350,000		

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
226	BUILDING								
227	Access control at P&R Building	18,000	-	18,000	-	-	-	-	-
228	Armory Improvements	-	-	-	150,000	-	-	-	-
229	Building - Parks & Rec	66,000	(66,000)	-	-	-	-	-	-
230	Convert Heating Sys at P&R Bld to NG	-	-	-	50,000	-	-	-	-
231	Demo of existing huts	60,000	-	60,000	-	-	-	-	-
232	Fiber Optic at P&R Bld	20,000	-	20,000	-	-	-	-	-
233	P&R Building Improvements	-	-	-	20,600	-	-	-	-
234	P&R Lot Paving	10,000	-	10,000	60,000	-	-	-	-
235	Pole Bld Storage at P&R Bld	175,000	-	175,000	-	-	-	-	-

CIP LINE DETAIL: FY2024-28 FINAL DRAFT - MAY 18, 2023

FUND TYPE, OPS DEPT & PROJ CATEGORY		FY20-FY23 (Approved)	FY20-FY23 (Spent/DeOb)	FY23 Balance Remaining	FY24 (Plan)	FY25 (Plan)	FY26 (Plan)	FY27 (Plan)	FY28 (Plan)
236	INTERSERVICE								
237	CUSTOMER SERVICE								
238	EQUIPMENT								
239	In House Bill Print Equipment	-	-	-	150,000	-	-	-	-
240	BUILDING								
241	Kiosk Const & Install	-	-	-	120,000	-	-	-	-
242	Security Glass & Panel Ph I: A/E Design	-	-	-	20,000	-	-	-	-
243	Security Glass & Panel Ph II: Const/CM	-	-	-	-	160,000	-	-	-
244	Drivethrough Curb	-	-	-	5,000	-	-	-	-
245	Noise reduction panels	-	-	-	5,000	-	-	-	-
246	Fencing	-	-	-	1,900	-	-	-	-
247	GARAGE								
248	EQUIPMENT								
249	Compressor	-	-	-	7,000	-	-	-	-
250	VEHICLES								
251	Ford F250 Garage Service Truck (G01)	-	-	-	-	-	85,000	-	-
252	PUBLIC WORKS								
253	EQUIPMENT								
254	GPS Survey Field Unit	15,000	-	15,000	-	-	-	-	-
255	Interior Forklift-Warehouse	15,500	(15,500)	-	-	-	-	-	-
256	VEHICLES								
257	Vehicle - Public Works	33,052	(33,052)	-	-	-	-	-	-
258	BUILDING								
259	Air Infiltration Proj & Roof Drain Repl	165,000	-	165,000	-	-	-	-	-
260	Building - Public Works	88,000	(88,000)	-	-	-	-	-	-
261	Electric Dept. Rack/Reel Pole Building	475,000	-	475,000	-	-	-	-	-
262	HVAC Automation Sys - Bld 200 & 300	55,758	-	55,758	-	-	-	-	-
263	Installation of Stormwater Pond	200,000	(200,000)	-	-	200,000	-	-	-
264	Public Works Building Expansion Project	-	-	-	150,000	1,350,000	-	-	-
265	Public Works Parking Lot Paving	650,000	(650,000)	-	-	650,000	-	-	-
266	TECH SERVICES								
267	EQUIPMENT								
268	SCADA Replacement System	80,000	-	80,000	20,000	-	-	-	-
269	Sea Watch Upgrade Metering Cluster	-	-	-	30,000	-	-	-	-
Grand Total		\$ 49,379,550	\$ (25,926,248)	\$ 23,453,302	\$16,983,155	\$27,156,958	\$22,606,646	\$15,879,823	\$4,804,079



Annual Operating and Capital Budget Proposal
For the Fiscal Year Ending June 30, 2024 (FY2024)

Supplementary Materials

Personnel Breakouts
Tax and Utility Rate Overview



Annual Operating and Capital Budget Proposal (Final Draft)
For the Fiscal Year Ending June 30, 2022 (FY22)

Personnel Variance Breakout

FY24 Budgeted Personnel Costs vs FY23 Projection

By Fund Type, Segment, & Cost Type with FTE Comparison Page 1

By Fund Type, Segment, & Cost Type with FTE Comparison, on per-FTE Basis Page 2

Personnel Cost Breakdown with FTE Comparison

FY24 Budget vs FY23 Projection (\$000)

Reporting Segment	FY23 FTE	FY24 FTE	% Chg	FY23 Proj Wages	FY24 Budget Wages	\$ Change	% Chg	FY23 Proj Taxes & Benefits	FY24 Budget Taxes & Benefits	\$ Change	% Chg	FY23 Proj Personnel	FY24 Budget Personnel	\$ Change	% Chg
City Admin	4.1	4.2	4%	\$ 469	\$ 455	\$ (15)	-3%	\$ 149	\$ 152	\$ 4	3%	\$ 618	\$ 607	\$ (11)	-2%
City Clerks	2.0	2.8	40%	192	241	49	25%	72	95	22	31%	265	336	71	27%
City Council	-	-	0%	23	57	33	143%	2	4	3	143%	25	61	36	143%
Finance	4.0	5.0	24%	356	480	124	35%	126	164	39	31%	481	644	162	34%
IT	3.4	4.3	28%	247	365	118	48%	77	117	40	52%	324	483	158	49%
Parks & Rec	8.0	8.1	2%	441	609	169	38%	166	215	49	29%	607	824	217	36%
Planning	6.0	6.8	13%	390	474	84	22%	179	202	24	13%	569	677	108	19%
Police	48.9	50.8	4%	3,468	3,841	373	11%	1,495	1,696	200	13%	4,963	5,536	573	12%
Streets	5.4	4.8	-11%	240	286	46	19%	122	139	18	14%	362	425	64	18%
City Hall	0.04	0.02	-63%	2	1	(1)	-40%	0	1	0	26%	2	2	(1)	-30%
Customer Svc	9.0	10.0	11%	442	541	99	22%	215	265	50	23%	657	806	149	23%
Garage	1.2	2.0	61%	64	128	64	100%	33	51	17	52%	97	178	81	83%
Public Works	10.0	9.2	-8%	551	689	137	25%	207	233	26	12%	758	922	163	22%
Tech Services	3.0	3.5	17%	212	241	30	14%	79	87	8	10%	291	328	37	13%
Electric	11.7	13.5	15%	1,150	1,322	172	15%	396	487	90	23%	1,546	1,808	262	17%
Sewer	4.0	4.3	7%	236	289	52	22%	96	114	18	18%	332	402	70	21%
Solid Waste	4.0	4.6	14%	214	281	66	31%	90	123	33	37%	304	404	100	33%
Water	4.0	4.3	7%	245	297	52	21%	97	115	18	19%	342	413	70	21%
Grand Total	128.7	138.2	7.4%	\$ 8,943	\$ 10,595	\$ 1,652	18.473%	\$ 3,602	\$ 4,260	\$ 658	18.281%	\$ 12,545	\$ 14,855	\$ 2,310	18.418%
SUBTOTALS:															
General Fund	81.7	86.8	6%	5,826	6,807	981	16.8%	2,387	2,785	398	16.7%	8,214	9,593	1,379	16.8%
Utility Funds	23.7	26.6	12%	1,846	2,188	343	18.6%	679	839	159	23.4%	2,525	3,027	502	19.9%
Int Svc Funds	23.3	24.7	6%	1,271	1,600	329	25.8%	535	636	101	18.9%	1,806	2,235,866	429,660	23.8%

Personnel Cost Breakdown on per-FTE basis

FY24 Budget vs FY23 Projection (\$000)

Reporting Segment	FY23 Comp/FTE	FY24 Comp/FTE	Change, \$/FTE	% Chg, %/FTE	FY23 OH/FTE	FY24 OH/FTE	Change, \$/FTE	% Chg, %/FTE	FY23 TOT/FTE	FY24 TOT/FTE	Change, \$/FTE	% Chg, %/FTE
City Admin	\$ 116	\$ 108	\$ (8)	-6%	\$ 37	\$ 36	\$ (0)	-1%	\$ 152	\$ 145	\$ (8)	-5%
City Clerks	96	86	(10)	-11%	36	34	(2)	-6%	132	120	(12)	-9%
City Council	-	-	-		-	-	-					
Finance	88	96	8	9%	31	33	2	5%	119	128	9	8%
IT	74	85	11	15%	23	27	4	19%	96	112	16	16%
Parks & Rec	55	75	20	36%	21	27	6	27%	76	102	26	34%
Planning	65	70	5	7%	30	30	(0)	0%	95	99	5	5%
Police	71	76	5	7%	31	33	3	9%	101	109	7	7%
Streets	45	60	15	34%	23	29	6	29%	67	89	21	32%
City Hall	52	83	31	59%	10	34	24	235%	62	117	55	87%
Customer Svc	49	54	5	10%	24	26	3	11%	73	80	7	10%
Garage	52	64	12	24%	27	25	(1)	-5%	78	89	11	14%
Public Works	55	75	20	36%	21	25	5	22%	76	100	24	32%
Tech Services	71	69	(2)	-2%	26	25	(2)	-6%	97	94	(3)	-3%
Electric	98	98	(0)	0%	34	36	2	6%	132	134	2	1%
Sewer	59	67	8	14%	24	27	2	10%	83	94	11	13%
Solid Waste	54	62	8	15%	22	27	5	21%	76	89	13	17%
Water	61	69	8	13%	24	27	3	11%	86	96	11	12%
Grand Total	\$ 69	\$ 77	\$ 7	10%	\$ 28	\$ 31	\$ 3	10%	\$ 97	\$ 107	\$ 10	10%

SUBTOTALS:

General Fund	71	78	7	9.9%	29	32	3	9.8%	101	110	10	9.9%
Utility Funds	78	82	4	5.5%	29	31	3	9.9%	107	114	7	6.7%
Int Svc Funds	55	65	10	18.4%	23	26	3	11.9%	78	90	13	16.5%

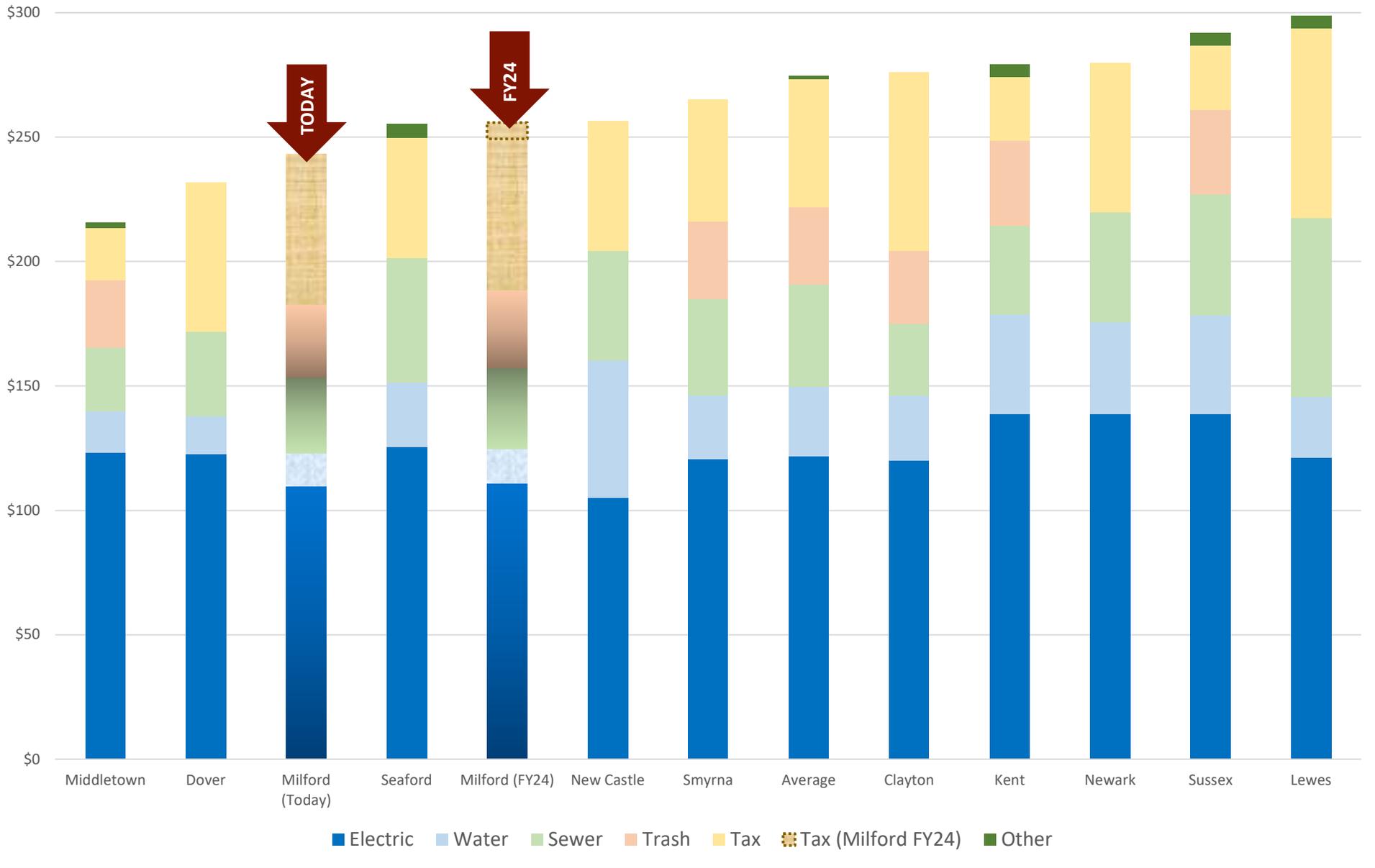


Annual Operating and Capital Budget Proposal (Final Draft)
For the Fiscal Year Ending June 30, 2022 (FY22)

Tax and Utility Rate Overview

Estimated Average Monthly Comprehensive Cost Comparison

Tax & Utility Analysis: Estimated Avg Monthly Residential Utilities





RESOLUTION 2023-09

ADOPTING THE CITY OF MILFORD FISCAL YEAR 2023-2024 BUDGET & CAPITAL PROGRAM AND AUTHORIZING AN INCREASE IN REAL PROPERTY TAXES

WHEREAS, the operating and capital budgets of the City of Milford for the Fiscal Year 2023-2024 were prepared and submitted to the City Council by the City Manager in accordance with Article VI 'Financial Procedures' of the City Charter; and

WHEREAS, the City Council was presented with the proposed budget following a comprehensive study and review while meeting in public sessions on May 22, 2023, May 23, 2023, May 24, 2023, and June 5, 2023; and

WHEREAS, this budget includes a property tax increase to pay for the overage of general fund operating expenses above what is presently received in real property tax revenues; and

WHEREAS, it is the responsibility and duty of the City Administrative and Finance Staff and Mayor and City Council to ensure the budget is balanced with future revenues equal to or greater than current expenditures/expenses; and

WHEREAS, a proposed increase in the property tax rate of \$0.01 per \$100 of assessed property is required in the FY24 budget to offset an equivalent amount of realty transfer tax receipts; and

WHEREAS, a proposed increase in the property tax rate of \$0.04325 per \$100 of assessed property is required in the FY24 budget to support costs associated with the referendum to construct the police headquarters facility; and

WHEREAS, in the opinion of the City Council, the budget accurately, as possible, reflects the city's anticipated revenues and expenditures for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILFORD, that the City of Milford's Operating Budget for Departments shown under General Fund as Administration, Planning, Finance, Information Technology, Police, Streets Division, Parks and Recreation, City Clerks and Council; and the Water, Sewer, Solid Waste and Electric Divisions was adopted and approved as the budget of the City of Milford for Fiscal Year 2023-2024 in the following amounts:

Operations and Maintenance - \$51,538,760
Debt Service - \$1,392,718
Capital Program - \$6,622,562
Total Expenditures - \$59,554,040
Real Estate Tax Assessment - \$0.546 per \$100 of assessed value

A copy of said budget, on file in the Office of the City Clerk, as was adopted by majority vote of Milford City Council on the 12th day of June 2023.

Approved: _____
Mayor Arthur J. Campbell

Attest: _____
City Clerk Teresa K. Hudson



TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: June 12, 2023

RE: Downtown Streetscapes Concept Plan

In October 2022, the City hired KCI Technologies, Inc. to prepare a concept plan for streetscape improvements of various sections of downtown Milford. The areas included SW Front Street from S. Walnut Street to N. Church Street, Park Avenue from N. Walnut Street to Denney Row, Denney Row from Park Avenue to NE Front Street, and N. Washington Street from the Mispillion River to NE Front Street. The planning scope also included City-owned parking lots on SW Front Street and Park Avenue. The proposed streetscapes and parking lot improvements are listed projects in Milford's Rivertown Rebirth Master Plan (Downtown Master Plan) and the City's 5-year Capital Improvement Plan.

Towards the end of the 2022 calendar year, KCI reviewed previous City planning documents, performed a field visit to downtown Milford and met with various City staff. Based on these activities, KCI prepared a set of preliminary design ideas which were reviewed internally with City staff before preparing preliminary concept plans. The preliminary concept plans included a range of improvements (low impact to high impact).

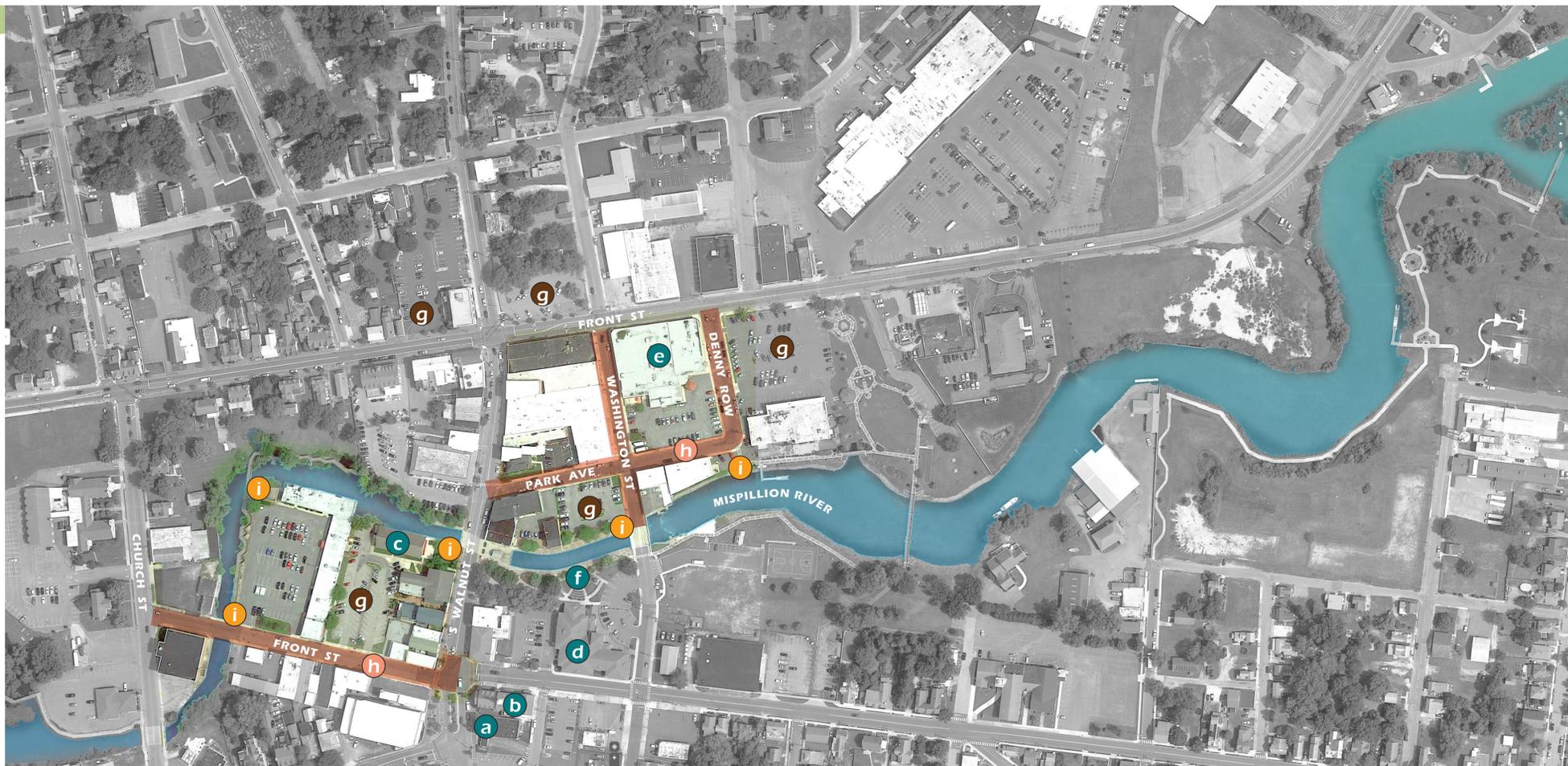
The preliminary concept plans were shared with residents and business owners during a public input meeting held on March 8, 2023. Stakeholders had an opportunity to review the different levels of improvements and provide feedback on the proposed changes. A presentation of the preliminary concept plans and feedback obtained from the public was made to City Council on April 19, 2023.

KCI prepared a final draft based on feedback provided by City Council at the April workshop. Enclosed in the packet is a final concept plan for consideration. If accepted, professional engineering contracts would need to be entered into with an engineering firm for the formal design and bid document preparation.

Staff recommends City Council accept the final concept plans as presented.

LEGEND

- a** CITY OF MILFORD CUSTOMER SERVICE CENTER
- b** FIRST PRESBYTERIAN CHURCH
- c** RIVERFRONT THEATER
- d** MILFORD PUBLIC LIBRARY
- e** MILFORD SENIOR CENTER
- f** MISPELLION RIVERWALK AMPHITHEATER
- g** CITY PARKING LOTS WITHIN/NEARBY STUDY AREA
- h** PROPOSED STREETScape ENHANCEMENT
- i** KEY RIVERFRONT ACCESS POINT WITHIN STUDY AREA



VICINITY MAP AND STUDY AREA

PREVIOUS STUDY

1.3 Rivertown Rebirth Plan

Moving Forward

Following is a series of recommendations for Milford to build upon the momentum that already exists, further enhance the downtown and address some of the opportunities and concerns identified by stakeholders. Several recommendations are tied to physical locations. These are described below and identified in the illustrative Master Plan. Essentially, the recommendations outlined below are all about the river. Whether it is leveraging the development potential for sites along the river, providing better use and more activity of park spaces or creating stronger connections to the river, the success of downtown Milford is tied to the Mispillion River.



- LEGEND
- A River Bend Mixed-Use
 - B Sign's Corner
 - C Milford Skating Center
 - D String Lights
 - E Bicentennial Park Mixed-Use
 - F Riverwalk Plaza Enhancements
 - G Potential Riverfront Restaurant
 - H Potential Amphitheater/Festival Space
 - I Alternative Location for Splash Pad
 - J Living Shoreline
 - K Stage
 - L Potential Bridge
 - M Riverwalk Village
 - N Historic Milford Shipyards
 - O Riverwalk Plaza Enhancements
 - P Vineyard Village Pop-Up Retail
 - Q CREATE
 - R Downtown Bike Police Substation & Visitors Center
 - S Splash Pad
 - T Gateway Arch
 - U Warren's Furniture Property
 - V Fire House Reuse
 - W God's Way Property

4.3 Downtown West

Small Moves

1. Southwest Front Street

SW Front Street has a great scale and has the potential to be a great pedestrian-friendly connection linking the Downtown Core with Downtown West. In conjunction with, or independent from, the redevelopment of the Warren Furniture Property, enhance the streetscape to strengthen these connections. Should the public parking resource be expanded in the future to include a parking deck, as described previously with the River Bend Mixed-Use, streetscape enhancements will help connect this resource and the associated development to the businesses along South Walnut Street, in addition to the Old Firehouse. Enhancements to consider should include:



- Facade improvements to buildings that face onto SW Front Street.
- Enhanced lighting for pedestrian safety. This could include wall mounted ornamental lighting, up-lighting or down-lighting of facades, or ornamental pedestrian street lights.
- Introduce street trees where possible. Utilize columnar forms so that they can be placed behind and not interfere with the overhead utility lines.
- Consider other elements to activate the street environment such as overhead string lights, planter pots and/or public art.
- Create a gateway element at each end of SW Front Street to distinguish this street as a unique district within the downtown and to further activate it as a pedestrian connection between the Downtown Core and Downtown West.

3.5 Vineyard Village

Micro-retail clusters help to build retail density while taking advantage of under-utilized space in downtown. 300-400 sq. ft. retail are affordable and profitable.

2. Vineyard Village Pop-Up Retail

Pop up retail opportunities are important ways to incubate additional downtown businesses and create more diversity in product available to customers. Just as the name describes, these are small retail venues that are extremely flexible in where they are located and how long they stay in operation. Ideally, pop-up businesses would eventually grow into permanent businesses and populate storefronts in the downtown.

As describe earlier, the proposed amphitheater area is not a viable location for incubator or pop-up retail uses which need to be located closer in to the downtown core. The surface parking lot at the southwest corner of Park Avenue and North Walnut Street is well-suited for this use, however. The location is near the center of downtown, it is along the riverfront and is highly visible. Additionally, the site is the appropriate scale in that just one or two active pop up retailers would feel successful. The existing shade trees also provide a positive setting for the retailers.



2.3 Park Avenue

Districts begin to emerge as small pockets of unique character, playing off their strengths, and creating a dynamic environment motivating people to explore.

Small Moves

1. Park Avenue District

Park Avenue is an important link between North Walnut Street and existing and proposed restaurants to the east, along the river. Currently the street is utilitarian in nature and is defined by a multitude of overhead utility lines. Since the lines can't be hidden, consider embracing their character and enhancing the street with overhead string lights, other lighting and potentially public art. This could help define a "Park Avenue District" that is distinct from other parts of downtown.



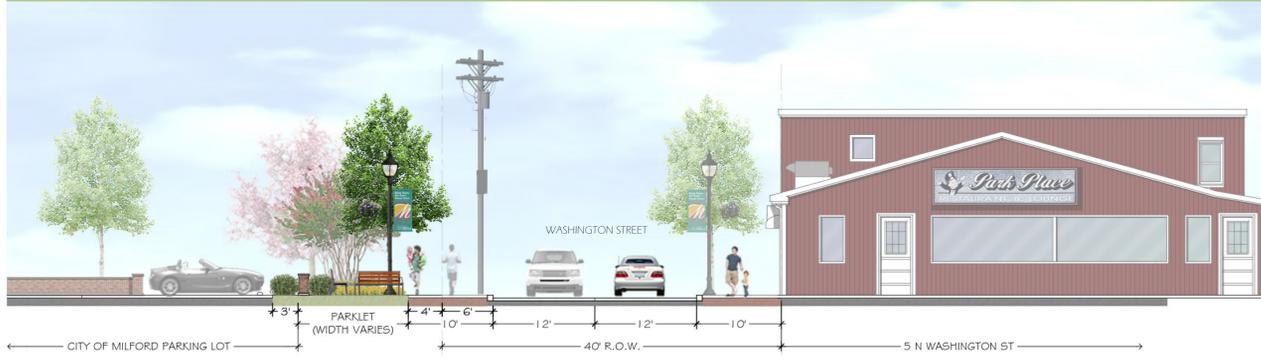
PROJECT ORIENTATION / PREVIOUS STUDY 1

CONCEPT PLAN LEGEND

- a PARKING LOT RECONFIGURATION
- b SPECIAL PAVING SIDEWALK IMPROVEMENT
- c BRICK WALLS AND PIERS (TYP.)
- d STREET CORNER LANDSCAPE TREATMENT
- e PLAZA/POCKET PARK
- f SPECIAL PAVING CROSSWALK
- g LANDSCAPE SCREENING
- h TREE GRATE / TREE PIT
- i STREET TREE (TYP.)
- j PRIVATE PARKING/BOAT RAMP ACCESS
- k EXISTING MISPELLION RIVERWALK ACCESS
- m GARBAGE SCREEN FENCING
- n RELOCATED TRASH AND RECYCLING CONTAINERS W/ SCREEN FENCING
- o LOADING ZONE
- p PROPOSED RETRACTABLE BOLLARD (TYP.)



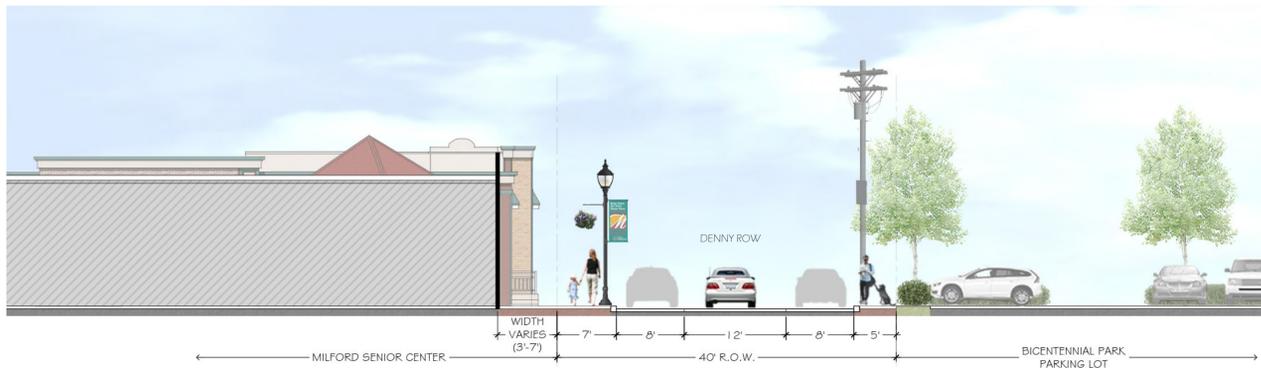
1 WASHINGTON STREET (UPPER)



2 WASHINGTON STREET (LOWER)



PROPOSED STREETScape IMPROVEMENTS - HIGH LEVEL 2



3 DENNY ROW (UPPER)



4 DENNY ROW (LOWER)



5 PARK AVENUE (WEST)



6 PARK AVENUE (EAST)



CONCEPT PLAN SCALE 1" = 30'-0"

PROPOSED STREETScape IMPROVEMENTS - HIGH LEVEL 3

CONCEPT PLAN LEGEND

- a SPECIAL PAVING SIDEWALK IMPROVEMENT
- b TREE GRATE / TREE PIT
- c STREET TREE (TYP.)
- d SPECIAL PAVING PLAZA
- e POCKET GREEN
- f PEDESTRIAN CONNECTION PLAZA
- g SPECIAL PAVING CROSSWALK
- h ENHANCE BOARDWALK LANDSCAPE AREA / NATURE GARDEN
- i CITY PARKING LOT IMPROVEMENT
- j DUMPSTER/TRASH ENCLOSURE AREA
- k LANDSCAPE SCREENING
- m PROPOSED RETRACTABLE BOLLARD (TYP.)
- n REVISED CURB CUT
- o POTENTIAL INFILL DEVELOPMENT AREA PER 'MILFORD RIVERTOWN REBIRTH PLAN 2025'



PROPOSED STREETScape IMPROVEMENTS - HIGH LEVEL 4



TO: Mayor and City Council

FROM: Rob Pierce, Planning Director

DATE: June 12, 2023

RE: Plan Review and Building Inspections Services Agreement

The Planning Department has utilized First State Inspection Agency, Inc. (FSIA) for residential and commercial building plan review and inspection services since 2017. The City has renewed contracts annually with FSIA for on-call services to assist our Building Code Official during vacation days, leaves of absence and/or increases in building permit activity. A copy of the current contract and fee schedule for the FY23 period is included in the packet for review.

Staff recommends continuing the contract with FSIA for on-call services. Enclosed is the proposed FY24 contract and fee schedule for review. There is no proposed increase in the fee schedule from the approved contract from FY23.

Staff recommends authorizing the Mayor to execute the FY24 contract with First State Inspection Agency, Inc. for on-call residential and commercial building plan review and inspection services.

Plan Review/Inspection Agreement

THIS AGREEMENT, made this _____ day of _____, 2023, by and between the **CITY OF MILFORD**, a political subdivision of the State of Delaware, (Hereinafter referred to as “City”) and **FIRST STATE INSPECTION AGENCY, INC.** (Hereinafter referred to as “FSIA”).

WHEREAS, the parties desire to establish a relationship with respect to plan reviews and inspections of permitted construction in the City of Milford and establish certain aspects of their relationship.

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. FSIA shall conduct plan reviews, prior to the issuance of a permit. Alterations or modifications to approved plans will constitute additional review fees.
2. FSIA shall conduct building inspections to meet the requirements of the IRC and IBC Building codes as adopted by the City, including any amendments thereto.
3. FSIA shall conduct on-site inspections, consisting of footing, foundation, framing, energy, and final inspections.
4. FSIA shall maintain written records of on-site inspections until final inspections have been completed, at which time the City will be notified of the Final inspection and a copy of all inspection records will be forward to the City.
5. All inspection requests shall be to the FSIA office.
6. FSIA shall provide technical advice and information, as requested by the City.
7. The City agrees to pay FSIA pursuant to the fee schedule attached hereto. FSIA shall bill the City: upon approval of construction drawings for the cost of plan review; upon the first inspection for half of the cost of inspection; and upon final inspection for the remaining cost of inspection. Payment is due 30 days after receipt of invoice.
9. FSIA shall, during the entire term hereof, and any extension thereof, keep in full force and effect, a policy of general liability insurance with respect to its obligations under this agreement, which is approved by the City and in which the limits of liability shall not be less than one million (\$1,000,000.00) for each accident or occurrence. FSIA also agrees to maintain an Errors and Omissions Policy approved by the City, and in which the limits of liability shall be not less than one million (\$1,000,000.00). FSIA shall furnish the City with the certificate or certificates of insurance or other acceptable evidence that such insurance is in full force at all times during the term hereof.
10. This agreement shall remain in effect for a period of One (1) Year at the same fee schedule, with the option of an additional One (1) Year with a review of the services provided and the fee schedule at that time, to determine the necessity of a possible increase of fees. This agreement will commence July 1, 2023, and end June 30, 2024, provided,

however, that the City shall have the sole option to terminate this contract after One (1) Year, by providing FSIA written notice at least 30 days prior to termination.

IN WITNESS THEREOF:

Signed, sealed and delivered in the presence of:

FIRST STATE INSPECTION AGENCY, INC.

Attest

Printed Name: _____ (SEAL)
Title: _____

Sworn to and subscribed before me this ____ day of _____, 2023.

Notary Public

Date Commission Expires

CITY OF MILFORD

Attest/City Clerk

By: Mayor Arthur J. Campbell (SEAL)

Sworn to and subscribed before me this ____ day of _____, 2023.

Notary Public

Date Commission Expires



First State Inspection Agency, Inc. Building Inspections Fee Schedule

All Use Groups other than R3 and R4

- New Construction and Additions \$75.00 *plus* \$0.25 per sq. ft of
Gross Floor Area (defined as the total square footage of all floors, within the perimeter of the outside walls; including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor-to-ceiling height of 6'6" or more)
- Alterations and Tenant Fit-Out 2.5% of construction cost
- Demolition \$50.00
- Signs \$50.00

Minimum Fee - \$50.00

One- and Two-Family Dwellings (use groups R3 and R4)

- Dwellings Unit \$245.00 (includes 5 inspections)
\$50.00 each additional trip
- Garages, porches, sheds, pole buildings, pool houses \$125.00
- Swimming pools, decks, minor fit-outs (basement) \$100.00
- Solar, fences, roof replacements \$50.00

Minimum Fee - \$50.00

- Emergency After Hours Inspections \$100.00/hour (1-hour minimum)



First State Inspection Agency, Inc. Building Plan Review Fee Schedule

All use groups other than R3 and R4

- New Construction (Fee based on *Gross Floor Area** of construction)

Up to and including 10,000 sq. ft.	\$.045 per sq. ft.
Greater than 10,000 sq. ft.	\$.03 per sq. ft.

**Gross Floor Area* is defined as the total square footage of all floors, within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

- Alterations

- 1.5% of the estimated cost of construction up to \$20,000
- 0.5% of cost over \$20,000

Minimum Fee - \$40.00

One- and Two-Family Dwellings (use groups R3 and R4)

- New Construction

\$145.00 per dwelling unit includes building, plumbing, and mechanical as needed

- Alterations and Additions

1.00% of the estimated cost of constructions

- Garages, porches, sheds, pole buildings, pool houses \$50.00
- Swimming pools, decks, minor fit-outs (basement) \$30.00
- Solar, fences, roof replacements, other minor projects \$20.00

Minimum Fee - \$20.00

Plan Review/Inspection Agreement

THIS AGREEMENT, made this 14 day of June, 2022, by and between the **CITY OF MILFORD**, a political subdivision of the State of Delaware, (Hereinafter referred to as "City") and **FIRST STATE INSPECTION AGENCY, INC.** (Hereinafter referred to as "FSIA").

WHEREAS, the parties desire to establish a relationship with respect to plan reviews and inspections of permitted construction in the City of Milford and establish certain aspects of their relationship.

NOW THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the parties agree as follows:

1. FSIA shall conduct plan reviews, prior to the issuance of a permit. Alterations or modifications to approved plans will constitute additional review fees.
2. FSIA shall conduct building inspections to meet the requirements of the IRC and IBC Building codes as adopted by the City, including any amendments thereto.
3. FSIA shall conduct on-site inspections, consisting of footing, foundation, framing, energy, and final inspections.
4. FSIA shall maintain written records of on-site inspections until final inspections have been completed, at which time the City will be notified of the Final inspection and a copy of all inspection records will be forward to the City.
5. All inspection requests shall be to the FSIA office.
6. FSIA shall provide technical advice and information, as requested by the City.
7. The City agrees to pay FSIA pursuant to the fee schedule attached hereto. FSIA shall bill the City: upon approval of construction drawings for the cost of plan review; upon the first inspection for half of the cost of inspection; and upon final inspection for the remaining cost of inspection. Payment is due 30 days after receipt of invoice.
9. FSIA shall, during the entire term hereof, and any extension thereof, keep in full force and effect, a policy of general liability insurance with respect to its obligations under this agreement, which is approved by the City and in which the limits of liability shall not be less than one million (\$1,000,000.00) for each accident or occurrence. FSIA also agrees to maintain an Errors and Omissions Policy approved by the City, and in which the limits of liability shall be not less than one million (\$1,000,000.00). FSIA shall furnish the City with the certificate or certificates of insurance or other acceptable evidence that such insurance is in full force at all times during the term hereof.
10. This agreement shall remain in effect for a period of One (1) Year at the same fee schedule, with the option of an additional One (1) Year with a review of the services provided and the fee schedule at that time, to determine the necessity of a possible increase of fees. This agreement will commence July 1, 2022, and end June 30, 2023, provided,

however, that the City shall have the sole option to terminate this contract after One (1) Year, by providing FSIA written notice at least 30 days prior to termination.

IN WITNESS THEREOF:

Signed, sealed and delivered in the presence of:

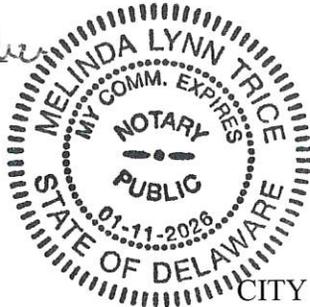
FIRST STATE INSPECTION AGENCY, INC.

Alism Landroffer (SEAL)
Attest
Printed Name: Earle Dempsey
Title: President

Sworn to and subscribed before me this 15 day of June, 2022.

Melinda Lynn Trice
Notary Public

1/11/26
Date Commission Expires



CITY OF MILFORD

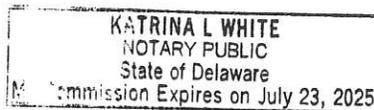
Jessal Hesse
Attest/City Clerk

Arthur J. Campbell (SEAL)
By: Mayor Arthur J. Campbell

Sworn to and subscribed before me this 16 day of June, 2022.

Katrina L. White
Notary Public

July 23, 2025
Date Commission Expires





First State Inspection Agency, Inc. Building Inspections Fee Schedule

All Use Groups other than R3 and R4

- New Construction and Additions \$75.00 *plus* \$0.25 per sq. ft of
Gross Floor Area (defined as the total square footage of all floors, within the perimeter of the outside walls; including basements, cellars, garages, roofed patios, breezeways, covered walkways, and attics with floor-to-ceiling height of 6'6" or more)
- Alterations and Tenant Fit-Out 2.5% of construction cost
- Demolition \$50.00
- Signs \$50.00

Minimum Fee - \$50.00

One- and Two-Family Dwellings (use groups R3 and R4)

- Dwellings Unit \$245.00 (includes 5 inspections)
\$50.00 each additional trip
- Garages, porches, sheds, pole buildings, pool houses \$125.00
- Swimming pools, decks, minor fit-outs (basement) \$100.00
- Solar, fences, roof replacements \$50.00

Minimum Fee - \$50.00

- Emergency After Hours Inspections \$100.00/hour (1-hour minimum)



First State Inspection Agency, Inc. Building Plan Review Fee Schedule

All use groups other than R3 and R4

- New Construction (Fee based on *Gross Floor Area** of construction)

Up to and including 10,000 sq. ft.	\$.045 per sq. ft.
Greater than 10,000 sq. ft.	\$.03 per sq. ft.

**Gross Floor Area* is defined as the total square footage of all floors, within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor to ceiling height of 6'6" or more.

- Alterations

1.5% of the estimated cost of construction up to \$20,000
0.5% of cost over \$20,000

Minimum Fee - \$40.00

One- and Two-Family Dwellings (use groups R3 and R4)

- New Construction

\$145.00 per dwelling unit includes building, plumbing, and mechanical as needed

- Alterations and Additions

1.00% of the estimated cost of constructions

• Garages, porches, sheds, pole buildings, pool houses	\$50.00
• Swimming pools, decks, minor fit-outs (basement)	\$30.00
• Solar, fences, roof replacements, other minor projects	\$20.00

Minimum Fee - \$20.00



CITY OF MILFORD POLICE DEPARTMENT

RADIO CONSOLE UPGRADE

APRIL 2023

The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary and/or trade secret information of Motorola Solutions, Inc. ("Motorola Solutions") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola Solutions.

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April 2, 2023

Chief Cecilia Ashe
Milford Police Department
400 NE Front Street
Milford, DE 19963

Subject: Radio Console Upgrade Project

Dear Chief Ashe,

Motorola Solutions, Inc. (“Motorola”) is pleased to have the opportunity to provide the Milford Police Department with quality communications equipment and services. The Motorola project team has taken great care to propose a solution that will meet your needs and provide unsurpassed value.

To best meet the functional and operational specifications of this solicitation, our solution includes a combination of hardware, software, and services. Specifically, this solution is for the Wireline Radio Consoles Upgrade and includes:

- Three (3) Motorola Solutions MCC 7500E Dispatch Console Positions
- Three (3) APX Consolette 800/700MHz control station radios
- Antenna systems to support the three (3) control station consolettes
- One (1) MOTOTURBO XPR 5550e VHF control station radio (Public Works)
- Antenna systems to support one (1) VHF control station.
- Redundant Conventional site controllers and one Conventional Gateway (CCGW)
- One MC EDGE AUX_IO unit
- One Nokia SAR-8 MPLS router and spare MPLS router
- Redundant dispatch site switches and routers
- Systems Integration including Engineering, Project Management, Optimization and Installation.
- (1) Year Warranty is included

This proposal consists of this cover letter and the Communications System, and Services Agreement (“CSSA”), together with its Exhibits, or a negotiated version thereof. This proposal shall remain valid for a period of 90 days from the date of this cover letter. The Milford Police Department may accept the proposal by delivering to Motorola the signed CSSA by an authorized signatory, or may issue a purchase order referencing the CSSA, and the proposal dated March 31, 2023. Alternatively, Motorola would be pleased to address any concerns Customer may have regarding the proposal. Any questions can be directed to your Motorola Account Executive, Richard Morris, your Senior Account Manager, at 442-285-9965.

We thank you for the opportunity to furnish the Milford Police Department with “best in class” solutions and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,
MOTOROLA SOLUTIONS, INC.



Michael Leonard
Mid-Atlantic Territory Vice President – T3
North America Government Markets



National Fallen Firefighters Foundation
Board of Directors

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SYSTEM DESCRIPTION

1.1 OVERVIEW

Motorola Solutions is pleased to provide a proposal which includes four new wireline dispatch consoles located in the new Milford Police Department dispatch building with:

- Three (3) Motorola Solutions MCC 7500E Dispatch Console Positions
- Three (3) APX Consolette 800/700MHz control station radios
- Antenna systems to support the three (3) 800/700MHz control stations. Consisting of one (1), six (6)-port control station combiner, one (1) Rx antenna and 200 feet of ½ transmission line and , one (1) Tx antenna and 200 feet of ½ transmission line, associated cables, connectors, ground kits, jumpers. To be installed on the dispatch building.
- One (1) MOTOTURBO XPR 5550e VHF control station radio
- One (1) Antenna systems to support one (1) VHF control station. Consisting of; one (1), antenna and 200 feet of ½” transmission line, associated cables, connectors, ground kits, and jumpers. All to be installed on the dispatch building.
- Redundant Conventional site controllers and one (1) Conventional Gateway (CCGW)
- One (1) MC EDGE AUX_IO unit
- One (1) Nokia SAR-8 MPLS router and one (1) spare MPLS router
- Redundant dispatch site switches and routers
- See equipment list for details.

The Milford Police Department is responsible to relocate their existing Verint radio voice logger to the new dispatch building location and connect to analog voice audio provided at each MCC7500E dispatch position jack box. The MCC7500E audio junction box located at each dispatch position is the demarcation point for the analog radio audio for Verint recorder. The conventional site controllers and network equipment will require one rack of space. The four (4) 800/700MHz APX console control station radios and control station combiner and one (1) MOTOTURBO XPR 5500e VHF control station radio will require one rack of space.

1.2 NETWORK BACKHAUL REQUIREMENTS

Milford Police Department is responsible for providing State of Delaware network backhaul to the MPLS router in the Milford Police Department Dispatch Building. The proposed Motorola equipment will need the following network bandwidth specifications.

1.2.1 End-to-End Service Requirements and Testing for 6.1 Service Performance

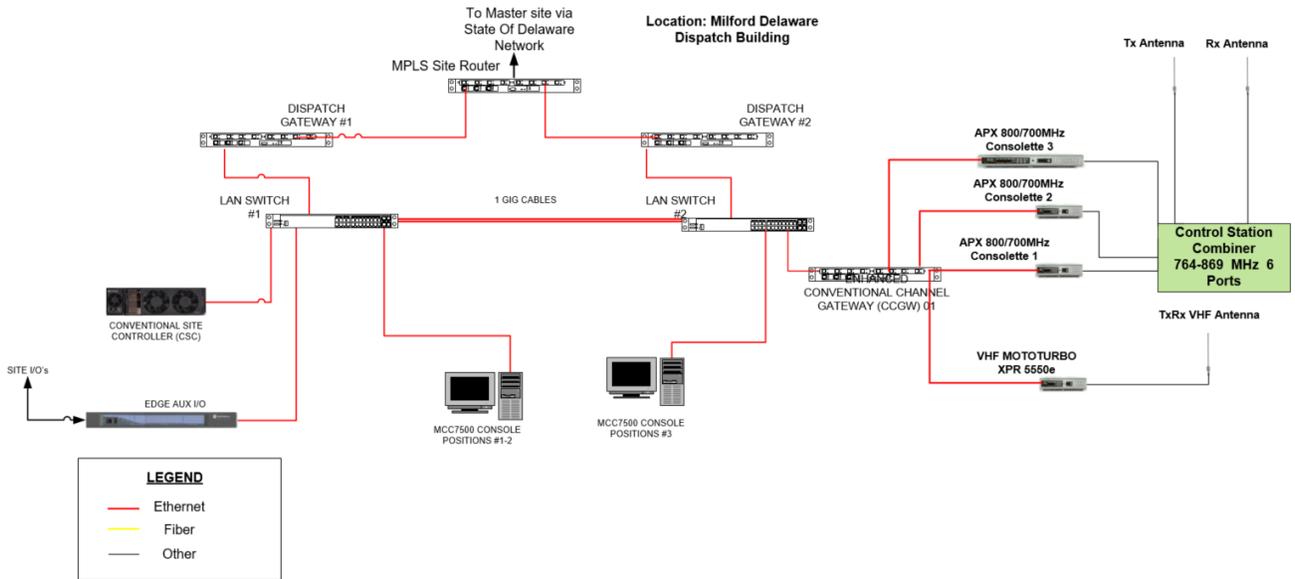
All ASTRO services MUST pass a time appropriate y.1564 test configured with the link metrics for the link being tested. The metrics to be tested MUST include at a minimum; IPTD, IPDV, IPLR, Bandwidth and QoS. These tests MUST be completed before system acceptance.

The following table outlines the Service Level Agreement (SLA) requirements for each of the link types in the system (Note that all values are one-way values).

Minimum Bandwidth (CIR) of 10Mbps

Link Type	Latency	Jitter	Packet Loss	Availability
Site Link	< 10ms	< 10ms	< 0.01%	99.999%

1.3 SYSTEM BLOCK DIAGRAM



1.4 DISPATCH CONSOLE

1.4.1 MCC 7500E Dispatch Console Overview

The Motorola Solutions MCC 7500E Dispatch Console is a mission critical IP high-tier wireline console for use on Motorola Solutions' ASTRO 25 systems. It offers scalable capacity and flexible deployment options and is a software-based dispatch console that requires no external hardware connections (no hardware voice processing module - VPM) to perform dispatch operations. Audio Vocoding is performed within the Windows® operating system.

It features an intuitive, easy-to-use Graphical User Interface (GUI) that runs under a Microsoft Windows® operating system, utilizing the industry standard PC platform. MCC 7500E's highly recognizable icons are designed to reduce user training time, and allow dispatchers to manage information more productively.

With scalable resource capacity choices and a variety of options including End-to-End Encryption, External Phone Interface, and an Enhanced IRR, customers are able to set features and capacity at the optimal price point to meet their needs.

The MCC 7500E Dispatch Console offers the flexibility to be deployed at a console site within the ASTRO 25 radio network or outside of the ASTRO 25 radio network. The MCC 7500E Dispatch Console includes the features expected in a high tier Console including Emergency and Console Priority and offers a choice of Motorola Solutions or COTS accessories.

The proposed configuration includes the following:

1.4.2 MCC 7500E Console Site Architecture

The MCC 7500E Dispatch Console system consists of a family of products that work together through the ASTRO 25 system IP network to enable dispatchers to communicate to users in the field as well as manage dispatching resources and channels.

- The MCC 7500E Dispatch Console is an IP-based radio dispatch console. It can manage trunked audio (in appropriately configured and connected systems), conventional audio and paging tones.



1.4.3 MCC 7500E Dispatch Console Hardware

The MCC 7500E Dispatch Console does not use a Voice Processing Module (VPM) for vocoding, or encryption. Vocoding and encryption for the MCC 7500E Dispatch Console are done in the Windows® based Operating System.

Motorola Solutions standard accessories, with the exception of speakers, may be connected via the Command Central Hub (CC Hub) to the MCC 7500E Dispatch Console

The proposed Motorola Solutions hardware includes the following equipment at each of the Four (4) MCC 7500E dispatch position:

- One (1) Command Central Hub (CC Hub)
- One (1) CERTIFIED KEYBOARD FOR RSD SERVERS AND WORKSTATIONS
- One (1) CERTIFIED OPTICAL WHEEL MOUSE FOR RSD SERVERS AND WORKSTATIONS
- One (1) McAfee Software
- One (1) Windows Supplemental Full Configuration
- MCC7500E licenses
 - Basic Console Operations
 - ASTRO 25 Trunking Operation
 - Secure Operation
 - ADP/AES/DES-OFB Encryption
 - 160 Radio Resources Licenses
 - Enhanced Instant Recall Recorder (IRR)
- Two (2) SPEAKER, DESKTOP, USB
- One (1) OVER-THE-HEAD, MONAURAL, NOISE-CANCELING HEADSET
- Two (2) MCC SERIES HEADSET JACK
- One (1) MICROPHONE, DESKTOP, USB
- One (1) PROVIDES ONE DUAL PEDAL FOOTSWITCH
- One (1) Tech Global Evolution Series 22 Inch Computer Display

1.4.4 MCC 7500E Console Operator Position

The dispatch position supports commercially available accessories, including a USB microphone, USB headset, and USB footswitch, as shown in the figure titled “MCC 7500E Dispatch Position.”

The following list describes the components included in the proposed configuration.

THE MCC 7500E DISPATCH CONSOLE

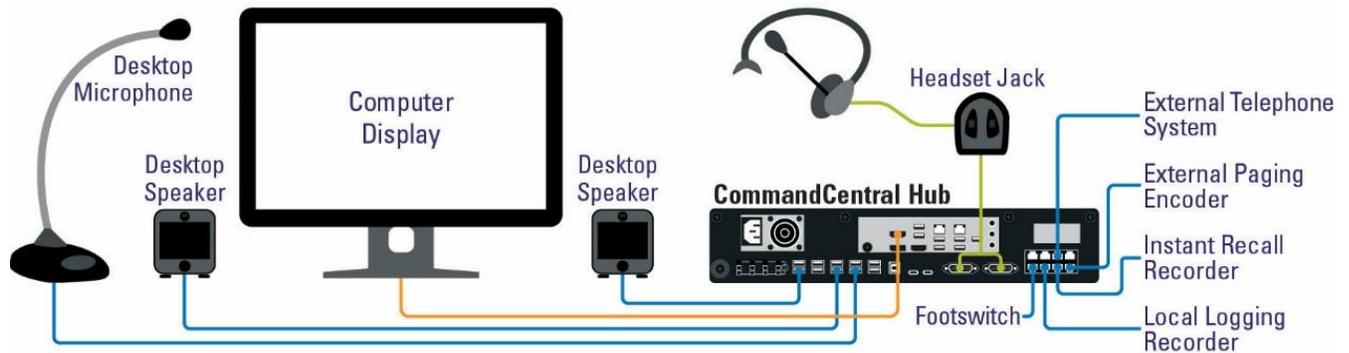


Figure 1-1: MCC 7500E Dispatch Position supports multiple accessories.

Command Central Hub (CC HUB)

The hub contains a workstation class computer motherboard, a 13-port USB hub and a number of analog inputs and outputs for connecting various devices. A dispatch client is capable of supporting a single hub. The hub provides the computing platform for the MCC 7500E dispatch client along with USB and analog interfaces for the various peripheral devices that can be connected to a dispatch client. The hub contains an internal power supply which must be connected to an AC power source.

Computer Display

The dispatch position will use one 22" Computer Display per dispatch position.

Enhanced Integrated Instant Recall Recorder (IRR)

The Enhanced IRR is seamlessly integrated with the dispatch position's software, allowing audio and call data from any radio or telephony resource to be recorded and easily played back. Call data includes PTT IDs, name of resource, start time and date, and stop time and date. Two analog inputs are available for use with recording audio from external devices.

Desktop Speakers

Two (2) audio speakers have been included with each dispatch position and can be configured to transmit audio from a specific talkgroup or set of talkgroups. Each speaker is a self-contained unit, with individual volume controls, and can be placed on a desktop or mounted on a rack or computer display.

Headset Jack

The dispatch position supports up to two headset jacks, both push-to-talk (PTT) and non-PTT-enabled, for simultaneous use by the dispatcher and a supervisor. The headset jack contains two volume controls for the separate adjustment of received radio and telephone audio.

Headset

The proposed headset consists of two elements. The headset base includes an audio amplifier, a Push-to-Talk switch, and a long cord that connects to the dispatch position. The headset top consists of the earpiece and microphone as well as a short cable that connects to the headset base.

USB Microphone

The microphone controls the dispatch position's general transmit and monitor features through two buttons on its base. The microphone can be fastened down or left loose. It can be used alone or in conjunction with a headset.

1.5 POWER CALCULATIONS

Milford Police Department will be responsible for all electrical work at the new dispatch location. Motorola has not included an Uninterrupted Power Supply (UPS) as part of this proposal. Below are the electrical/power requirements for the proposed equipment.

Power Calculations for Dispatch Floor Equipment (Per Console Position)

Operator Positions (Desktop-Dispatch Room)	QTY	Power Factor (Pf)	AC Volts	Unit Amps	Unit VA	Unit Watts	Total Amps	Total Watts	Total VA	Unit BTU	Total BTU
Command Central Hub (CC Hub)	1	0.95	120	3	204	260	3	260	204	661	661
Speaker (add .05 amps per additional speaker above standard 2)	2	0.95	120	0.05	6	6	0.1	12	12	19	38
22" Tech Global,	1	0.95	120	1.3	156	148	1.3	148	156	506	506
[OP #] MCC 7500E TOTAL							4.4	420	372		1205

UPS size (adds 20% for Utility Fluctuations)							5.3	504	446.4		1446
25% Percentage for Future Expansion							7	630	558		1808

1.6 ASSUMPTIONS

- Milford Police Department is responsible for relocating, installation, and configuration of the Verint Radio Logger in the new dispatch location and wire the logger to each proposed MCC7500E console.
- Milford Police Department to provide power and ample space for proposed equipment.
- The control station antennas will be mounted on the new Milford Police Department dispatch building.

1.7 EQUIPMENT LIST

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
OP_POS	1	B1948	MCC 7500E DISPATCH POSITION LICENSES
OP_POS_LIC	3	UA00653AA	ADD: BASIC CONSOLE OPERATION
OP_POSIT	3	UA00654AA	ADD: ASTRO 25 TRUNKING OPERATION
OP_POSIT	3	UA00659AA	ADD: ADP/AES/DES-OFB ENCRYPTION
OP_POSIT	3	UA00658AA	ADD: SECURE OPERATION
OP_POSIT	3	UA00652AA	ADD: 160 RADIO RESOURCES LICENSE
OP_POSIT	3	UA00661AA	ADD: ENHANCED IRR
OP_POSIT	1	B1949	MCC 7500E SOFTWARE DVD
OP_POSIT	3	DSTS221A	TECH GLOBAL 22IN COMMERCIAL MONITOR
OP_POSIT	3	B1956	COMMANDCENTRAL HUB, W/CLIENT PC
OP_POSIT	3	CA03850AA	ADD: WINDOWS OS FOR MCC7500E CONSOLE
OP_POSIT	3	CA03553AA	ADD: AC LINE CORD, NORTH AMERICA
OP_POSIT	3	CA03572AA	ADD: CABLE RETENTION BRACKET
OP_POSIT	3	L3225A	CERTIFIED KEYBOARD FOR RSD SERVERS AND WORKSTATIONS
OP_POSIT	3	L3226A	CERTIFIED OPTICAL WHEEL MOUSE FOR RSD SERVERS AND WORKSTATIONS
OP_POSIT	3	DSCDN6171B	TRACKBALL (ONLY PS/2 & USB COMPATIBLE)
OP_POSIT	6	B1952	SPEAKER, DESKTOP, USB
OP_POSIT	6	CA03405AA	ADD: POWER SUPPLY WITH DC CORD
OP_POSIT	6	CA03406AA	ADD: AC LINE CORD, NORTH AMERICA
OP_POSIT	6	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M
OP_POSIT	3	B1951	MICROPHONE, DESKTOP, USB
OP_POSIT	3	CA03413AA	ADD: USB CABLE, TYPE A TO TYPE C, 4.5M

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
OP_POSIT	6	B1913	MCC SERIES HEADSET JACK
OP_POSIT	3	RLN6098	HDST MODULE BASE W/PTT, 15 FT CBL
OP_POSIT	3	RMN5151A	OVER-THE-HEAD, BINAURAL, NOISE-CANCELING HEADSET
OP_POSIT	3	DSTWIN6328A	PROVIDES ONE DUAL PEDAL FOOTSWITCH
OP_POSIT	3	T8742	MCAFFEE FOR WINDOWS CLIENT, A2019.2
OP_POSIT	3	DSUSB31000S	STARTECH USB 3.0 TO GIGABIT ETHERNET ADAPTER
OP_POSIT	3	T8807A	WINDOWS SUPP FULL CONFIG, A2020.1/A2021.1
OP_POSIT	1	T8639	JUNIPER FIREWALL APPLIANCE
SWITCH	1	CLN1868	2930F 24-PORT SWITCH
SWITCH	1	CLN1866	FRU: 1M DAC CABLE
ROUTER	1	T8492	SITE ROUTER & FIREWALL- AC
ROUTER	1	CA03445AA	ADD: MISSION CRITICAL HARDENING
ROUTER	1	CA03448AA	ADD: STATEFUL FIREWALL
ROUTER	1	T8492	SITE ROUTER & FIREWALL- AC
ROUTER	1	CA03445AA	ADD: MISSION CRITICAL HARDENING
ROUTER	1	CA03448AA	ADD: STATEFUL FIREWALL
GCP8000	2	T7038	GCP 8000 / GPB 8000 / XHUB / DSC HUB
GCP8000	2	CA03863AA	ADD: ASTRO SYSTEM RELEASE 2022.1
GCP8000	2	CA00303AA	ADD: QTY (1) SITE CONTROLLER
GCP8000	2	CA01136AA	MCC 7500 CONVEN SITE OPER
GCP8000	2	X153AW	ADD: RACK MOUNT HARDWARE
GCP8000	1	T8343	GSERIES SOFTWARE LICENSING
GCP8000	2	UA00415AA	ADD: GSERIES SC-CONV
CCGW	1	SQM01SUM0333	MCG 8000 CONVENTIONAL GATEWAY
CCGW	1	CA03715AA	ADD: DC POWER
CCGW	1	CA03718AA	ADD: ANALOG 4WIRE INTERFACE
CCGW	4	CA03717AA	ADD: ACIM INTERFACE
RACK	1	DS11011188	PDU, 120/240 SPLIT PH OR N+1 REDUNDANT, 60A MAX PER PHASE, SIX DEDICAT
RACK	2	DS1101990	SPD, SHIELDED RJ-45 JACK, SINGLE LINE GBE (1000MBPS) R56 COMPLIANT
RACK	2	DSTSJADP	RACK MOUNT GROUND BAR, 19 IN FOR TSJ AND WPH SERIES DATA SPDS
RACK	1	TRN7343	SEVEN AND A HALF FOOT RACK
AUX_IO	1	F0016A	MC IOT MAIN MODEL
AUX_IO	1	VA01370AA	ADD: MC-EDGE
AUX_IO	1	VA00973AA	ADD: IOT MC-EDGE ENHANCED COMM PLUG-IN BOARD
AUX_IO	1	VA00985AA	ADD: NO PIGGY_ MC-EDGE
AUX_IO	1	VA00148	ADD: WALL MOUNT INSTALLATION KIT
AUX_IO	5	VA00599	ADD:MIXED IO 7DI/6DO/1AO/3AI HW ONLY NO LIC
AUX_IO	1	VA00009	ADD: AC POWER SUPPLY UNIT 12V / 5A DC OUTPUT
AUX_IO	1	VA00155	ADD:DC POWER CABLE

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
AUX_IO	1	DSIABDIN4	PANDUIT IABDIN4 4 RACK UNIT DIN RAIL FOR EIA 19" MOUNT
AUX_IO	1	FHN1668	TERM BLOCK & CONN WIRED M25T68
AUX_IO	1	FKN0044A	MC_EDGE AUX IO MIGRATION CABLE
AUX_IO	1	FHN0057	DIN RAIL STOPPER
SPARES	1	CA03405AA	ADD: POWER SUPPLY WITH DC CORD
SPARES	1	CA03406AA	ADD: AC LINE CORD, NORTH AMERICA
SPARES	1	SQM01SUM0333	MCG 8000 CONVENTIONAL GATEWAY
SPARES	1	CA03715AA	ADD: DC POWER
SPARES	3	CA03718AA	ADD: ANALOG 4WIRE INTERFACE
SPARES	4	CA03717AA	ADD: ACIM INTERFACE
SPARES	2	CA03719AA	ADD: DIGITAL IP INTERFACE
SPARES	1	DLN8038	FRU: MCG 8000 DC POWER MODULE
SPARES	1	DLN8039	FRU: MCG 8000 HD ENH CONV GATEWAY MODULE
SPARES	1	T8492	SITE ROUTER & FIREWALL- AC
SPARES	1	CA03445AA	ADD: MISSION CRITICAL HARDENING
SPARES	1	CA03448AA	ADD: STATEFUL FIREWALL
UPPERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
UPPERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
UPPERJUMPR	2	DSWKU	WK-U, UNIVERSAL WEATHERPROOFING KIT
MAINLINE	200	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
MAINLINE	2	DS4310F50V12N1	CONNECTOR, 4.3-10 FEMALE INTERFACE FOR EC4-50
MAINLINE	5	DSGKS12	STANDARD GROUND KIT FOR 1/2" CABLES, 5' LEAD W/ UNATTACHED 3/8" TWO HO
ANTACC	7	DSBH12	BH-12 BUTTERFLY HANGER FOR 1/2 AIRCELL COAX,PKG OF 10
SURGE	1	DSTSX4310FMP	4.3-10 M/F BULKHEAD COAX RF SURGE PROTECTOR, 698MHZ - 2.7GHZ PIM
LOWERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
LOWERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
ANTENNA	1	DSCC80703P	OMNI, CORPORATE COLLINEAR, 3DBD, 746-870MHZ, PIM & 25KW PIP RATED
UPPERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
UPPERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
UPPERJUMPR	2	DSWKU	WK-U, UNIVERSAL WEATHERPROOFING KIT
MAINLINE	200	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
MAINLINE	2	DS4310F50V12N1	CONNECTOR, 4.3-10 FEMALE INTERFACE FOR EC4-50
MAINLINE	5	DSGKS12	STANDARD GROUND KIT FOR 1/2" CABLES, 5' LEAD W/ UNATTACHED 3/8" TWO HO
ANTACC	7	DSBH12	BH-12 BUTTERFLY HANGER FOR 1/2 AIRCELL COAX,PKG OF 10
SURGE	1	DSTSX4310FMP	4.3-10 M/F BULKHEAD COAX RF SURGE PROTECTOR, 698MHZ - 2.7GHZ PIM
LOWERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
LOWERJUMPR	2	DS4310M50V12N	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
		1	
ANTENNA	1	DSCC80703P	OMNI, CORPORATE COLLINEAR, 3DBD, 746-870MHZ, PIM & 25KW PIP RATED
	1	DSBCH11006	ANTENNA SYSTEM,6 CHANNEL CONTROL STATION COMBINER (PASSIVE), CSC02,764
APX	3	L37TSS9PW1 N	ALL BAND CONSOLETTTE
APX	3	CA01598	ADD: AC LINE CORD US
APX	3	G361	ENH: P25 TRUNKING SOFTWARE APX
APX	3	G51	ENH: SMARTZONE OPERATION APX
APX	3	G806	ENH: ASTRO DIGITAL CAI OP APX
APX	3	G851	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP
APX	3	G90	ADD: NO MICROPHONE NEEDED
APX	3	G996	ENH: OVER THE AIR PROVISIONING
APX	3	GA00580	ADD: TDMA OPERATION APX
APX	3	GA05100	ADD: STD WARRANTY - NO ESSENTIAL
APX	3	GA05509	DEL: DELETE UHF BAND
APX	3	L999AE	ADD: FULL FP W/05/KEYPAD/CLOCK/VU
APX	3	W969	ADD: MULTIPLE KEY ENCRYPTION OPERATION
APX	3	GA05508	DEL: DELETE VHF BAND
APX	3	HKN6233C	APX CONSOLETTTE RACK MOUNT KIT
RACK_EQUIP	2	TRN7343	SEVEN AND A HALF FOOT RACK
UPPERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
UPPERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
UPPERJUMPR	2	DSWKU	WK-U, UNIVERSAL WEATHERPROOFING KIT
MAINLINE	200	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
MAINLINE	2	DS4310F50V12N1	CONNECTOR, 4.3-10 FEMALE INTERFACE FOR EC4-50
MAINLINE	5	DSGKS12	STANDARD GROUND KIT FOR 1/2" CABLES, 5' LEAD W/ UNATTACHED 3/8" TWO HO
ANTACC	7	DSBH12	BH-12 BUTTERFLY HANGER FOR 1/2 AIRCELL COAX,PKG OF 10
SURGE	1	DSTSX4310FMP	4.3-10 M/F BULKHEAD COAX RF SURGE PROTECTOR, 698MHZ - 2.7GHZ PIM
LOWERJUMPR	15	DSEC450	COAXIAL CABLE, 1/2" 50 OHM CORRUGATED COPPER WITH BLACK PE JACKET
LOWERJUMPR	2	DS4310M50V12N 1	CONNECTOR, 4.3-10 MALE INTERFACE FOR EC4-50
ANTENNA	1	DSDS1X03CS36U N	148-174MHZ 3DB GAIN OMNI CONTROL STATION ANTENNA WITH N-TYPE CONNECTOR
MOTOTRBO DMR	1	AAM28JQN9RA1 N	XPR 5550E 136-174M 45W GOB BT/GNSS/WIFI CD
MOTOTRBO DMR	1	HA00663AA	ENH: 5YR ESSENTIAL W ACCIDENT DAMAGE
MOTOTRBO DMR	1	HKN4191C	CABLE, ASSEMBLY, MM,MOBILE PWR CABLE 10 FT, 12 AWG, 20A
MOTOTRBO DMR	1	RMN5052	CORE COMPACT MIC

BLOCK	QTY	NOMENCLATURE	DESCRIPTION
Router	1	DSMW3HE06791 AA	SAR-8 SHELF V2
Router	2	DSMW3HE02774 AB	CONTROL SWITCH MODULE V2 (CSMV2) 48V
Router	1	DSMW3HE02784 MA	SAR RELEASE 9.0 BASIC OS LICENSE
Router	1	DSMW3HE06792 EA	FAN MODULE (SAR-8 SHELF V2) EXT TEMP -48VDC
Router	2	DSMW3HE11473 BK	PMC CARD W/ 4 GIG-E SFP BUNDLE (1) 3HE02782AA PMC, (4) 3HE00062CB SFP
SFP	2	DSMW3HE00028 CA	SFP - GIGE LX - LC ROHS 6/6 DDM -40/85C
SPARE	1	DSMW3HE06791 AA	SAR-8 SHELF V2
SPARE	1	DSMW3HE02774 AB	CONTROL SWITCH MODULE V2 (CSMV2) 48V
SPARE	1	DSMW3HE02784 MA	SAR RELEASE 9.0 BASIC OS LICENSE
SPARE	1	DSMW3HE06792 EA	FAN MODULE (SAR-8 SHELF V2) EXT TEMP -48VDC
SPARE	1	DSMW3HE11473 BK	PMC CARD W/ 4 GIG-E SFP BUNDLE (1) 3HE02782AA PMC, (4) 3HE00062CB SFP
SPARE	1	DSMW3HE00028 CA	SFP - GIGE LX - LC ROHS 6/6 DDM -40/85C
LICENSE	1	SQM01SUM0273	MASTER SITE CONFIGURATION
LICENSE	1	CA02629AD	ADD: EXPAND 7.18 M CORE
LICENSE	1	UA00156AA	ADD: MCC7500 CONSOLE LICENSES (QTY 5)



STATEMENT OF WORK

Motorola Solutions will provide and configure the proposed equipment. Milford County will assume responsibility for the installation and performance of all other equipment and work necessary for completion of this project not provided by Motorola Solutions. The following section describes the general responsibilities involved with installation and configuration.

Tasks	Motorola Solutions	Customer
PROJECT INITIATION		
Contract Finalization and Team Creation		
Execute contract and distribute contract documents.	X	X
Assign a Project Manager as a single point of contact.	X	X
Assign resources.	X	X
Schedule project kickoff meeting.	X	X
Deliverable: Signed contract, defined project team, and scheduled project kickoff meeting.		
Project Administration		
Ensure that project team members attend all meetings relevant to their role on the project.	X	X
Set up the project in the Motorola Solutions information system.	X	
Record and distribute project status meeting minutes.	X	
Maintain responsibility for third-party services contracted by Motorola Solutions.	X	
Complete assigned project tasks according to the project schedule.	X	X
Submit project milestone completion documents.	X	
Upon completion of tasks, approve project milestone completion documents.		X
Conduct all project work Monday thru Friday, 7:30 a.m. to 5:00 p.m.).	X	
Deliverable: Completed and approved project milestones throughout the project.		



Tasks	Motorola Solutions	Customer
Project Kickoff		
Introduce team, review roles, and decision authority.	X	X
Present project scope and objectives.	X	
Review SOW responsibilities and project schedule.	X	X
Schedule Design Review.	X	X
Deliverable: Completed project kickoff and scheduled Design Review.		
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present installation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Review safety, security, and site access procedures.	X	
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site.		X
Assume liability and responsibility for providing all information necessary for complete installation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Complete the required forms for frequency coordination and licensing.		X
Ensure that frequency availability and licensing meet project requirements, and pay licensing and frequency coordination fees.		X



Tasks	Motorola Solutions	Customer
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	
Provide minimum acceptable performance specifications for customer provided hardware, software, LAN, WAN and internet connectivity.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon “frozen” design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X
Maintain access roads in order to provide clear and stable entry to sites for heavy-duty construction vehicles, cement trucks and cranes. Ensure that sufficient space is available at the site for these vehicles to maneuver under their own power, without assistance from other equipment.		X
Obtain site licensing and permitting, including site lease/ownership, zoning, permits, regulatory approvals, easements, power, and telco connections.		X
Deliverable: Access, permitting, and licensing necessary to install system equipment at each site.		
Site Planning		
Provide necessary buildings, equipment shelters, and towers for installation of system equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Conduct site walks to collect pertinent information (e.g. location of telco, power, structures, etc.)	X	
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Prepare and submit Electromagnetic Energy (EME) plans for the site (as licensee) to demonstrate compliance with FCC RF Exposure Guidelines.		X
Obtain the permits needed to complete site development, including electrical, building, and construction permits.	X	

Tasks	Motorola Solutions	Customer
Pay for application fees, taxes, and recurring payments for lease/ownership of property.		X
Ensure that required rack space is available for installation of the new equipment.	X	X
Deliverable: Information and permitting requirements completed at each site.		
General Facility Improvements		
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate installation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and installation effort, and on an ongoing basis.		X
Deliverable: Sites meet physical requirements for equipment installation.		
SYSTEM INSTALLATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide secure location for solution equipment.		X
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.		X



Tasks	Motorola Solutions	Customer
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for installation		
General Installation		
Deliver solution equipment to installation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Install all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Installation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Install and terminate all network cables between site routers and network demarcation points, including microwave, leased lines, and Ethernet.	X	
Ensure that Type 1 and Type 2 AC suppression is installed to protect installed equipment.		X
Connect installed equipment to the provided ground system.	X	
Label equipment, racks, and cables.	X	
Perform preliminary audit of installed equipment to ensure compliance with requirements and R56 standards.	X	
Note any required changes to the installation for inclusion in the "as-built" system documentation.	X	
Deliverable: Equipment installed.		
Console Installation and Configuration		
Identify circuits for connection to console and a demarcation point located within 25 feet of the console interface.		X
Connect console to circuit demarcation points.	X	
Install PC workstation w/ keyboard and mouse, and monitor.	X	
Install purchased peripheral console equipment in accordance with R56 standards and state/local codes.	X	
Develop templates for console programming.	X	
Perform console programming and configuration.	X	

Tasks	Motorola Solutions	Customer
Deliverable: Console equipment installation completed.		
Control Station Installation and Configuration		
Provide the locations of control stations and desk sets at each site.		X
Survey mounting locations and develop control station installation plan.	X	
Provide adequate space, grounding, and power for the control station installation.		X
Properly connectorize and ground the cabling, which will be run to the outdoor antenna location using the least obtrusive method.	X	
Provide an elevated antenna mounting location, and adequate feed-line routing and support.		X
Install line (not greater than 100 feet in length) and antenna system (connectors, coax grounding kit, antenna, and surge protection).	X	
Install RF local control stations identified in the equipment list.	X	
Perform control station programming.	X	
Deliverable: Control station equipment installation completed.		
SYSTEM OPTIMIZATION AND TESTING		
R56 Site Audit		
Perform R56 site-installation quality-audits, verifying proper physical installation and operational configurations.	X	
Create site evaluation report to verify site meets or exceeds requirements, as defined in Motorola Solutions' R56 Standards and Guidelines for Communication Sites.	X	
Deliverable: R56 Standards and Guidelines for Communication Sites audits completed successfully.		
Functional Acceptance Testing		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	



Tasks	Motorola Solutions	Customer
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
Deliverable: Completion of functional testing and approval by Customer.		
Training		
Finalize schedule for training coursework.	X	
Provide training facility.		X
Ensure that the training participants fulfill course prerequisites.		X
Conduct the training classes outlined in the Training Plan.	X	
Attend proposed training classes.		X
Deliverable: Training coursework completed.		
Cutover		
Finalize Cutover Plan.	X	X
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Resolve punchlist items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punchlist items by providing support, such as access to the sites, equipment and system, and approval of the resolved punchlist items.		X
Deliverable: Migration to new system completed, and punchlist items resolved.		
Transition to Warranty		
Review the items necessary for transitioning the project to warranty support and service.	X	
Motorola Solutions to provide services during year 1 warranty which align with the proposed services.	X	

Tasks	Motorola Solutions	Customer
Provide a Customer Support Plan detailing the warranty support associated with the contract equipment.	X	
Participate in the Transition Service/Project Transition Certificate (PTC) process.		X
Deliverable: Service information delivered and approved by Customer		
Finalize Documentation and System Acceptance		
Provide manufacturer's installation material, part list and other related material to Customer upon project completion.	X	
Provide an electronic as-built system manual on CD or other Customer preferred electronic media. The documentation will include the following: <ul style="list-style-type: none"> - Site Block Diagrams. - Site Floor Plans. - Site Equipment Rack Configurations. - Antenna Network Drawings for RF Sites (where applicable). - ATP Test Checklists. - Functional Acceptance Test Plan Test Sheets and Results. - Equipment Inventory List. - Console Programming Template (where applicable). - Maintenance Manuals (where applicable). - Technical Service Manuals (where applicable). Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		



TRAINING PLAN

3.1 TRAINING OVERVIEW

Partnering with Motorola Solutions will enable the City of Milford Police Department to build personnel competency and maximize return on investment.

Effective training ensures successful implementation and use of your communications system by all personnel for the life of the system. The training plan furnished to the City of Milford Police Department is comprised of targeted coursework developed and delivered by our expert instructors. This plan, included below, will effectively provide the City’s personnel with a comprehensive understanding of the proposed system and user equipment.

We will collaborate with the City to tailor a final training plan to enable the City’s organization to operate, configure, and manage the proposed solution effectively and efficiently.



3.2 MOTOROLA SOLUTIONS TRAINING

Motorola Solutions provides an expanding portfolio of training delivery methods, tools, and courses to support the training needs of our customers. The figure below shows the elements of our training methodology that qualify us as the leader in the communications training industry.

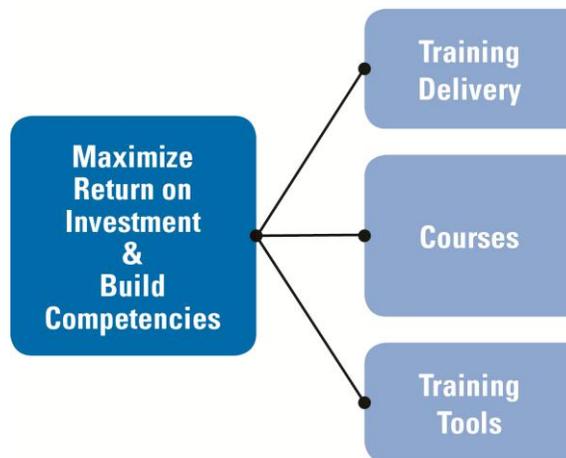


Figure 3-1: Build the competencies of City of Milford Police Department personnel and maximize your return on investment with Motorola Solutions’ expanding portfolio of training delivery methods, tools, and courses.

3.2.1 Training Delivery

Training Methods

Motorola Solutions' training experience and expertise enables our customers to gain the training they need to use during critical times in a variety of methods. As shown in the figure below, we offer three interactive methods of training: Online Self-Paced, Virtual Instructor-Led, and Instructor-Led.



Figure 3-2: Motorola Solutions offers a variety of interactive training methods that cater to different learning techniques, allowing more effective ways to give personnel the skills they need.

These training approaches ensure our customers receive the understanding they need for the practical aspects of their jobs.

Delivery Options

Field

Field class delivery is “tailored” to the customer’s specific system. We are providing classes which are not offered as standard “Open Resident” classes at our training facilities. The students benefit from working on their own systems, at their home location and within their schedules.

Motorola Facility

Resident classes are open to all Motorola customers, seating is based on availability, and participant guides and required pre-work when applicable are included in the tuition. These courses are comprehensive and are not tailored to any one customer’s system. Students benefit from other students’ experiences and are allowed to take systems out of service. These courses provide optimal “hands-on” training.

Motorola Facility Closed Sessions-Customer Specific

Special Resident classes are closed sessions for a particular Motorola Solutions customer. The customer is essentially renting the classroom. These courses are tailored to the customer's system as much as possible. The instructor will require the customer's system diagrams prior to the class taking place. The students will receive their ASTRO 25 IV&D manuals on CD-ROM and hard copy participant guides. Class manuals, participant guides, and required pre-work are included in the pricing of the class per student. The students are allowed to take systems out of service, which provides optimal "hands-on" training.

Motorola Solutions Instructors

We have approximately 40 instructor resources distributed across North America. These instructors are available to train customers in our Technical Training Center located in Schaumburg, Illinois, while specific training courses are available at our facility in Plantation, Florida. Training can also be delivered directly on-site at customer locations. All instructors undergo an Instructional Skills and Technical Knowledge Program, which is a globally-recognized training and instructor assessment program.

Consultative Services

Motorola Solutions provides consultative services for our customers, which includes personalized training plans and other training-related services. Our dedicated training consultant team works with our customers and Motorola Solutions account teams to identify and meet the training needs of technical, administrative end users, and other audiences.

3.2.2 Training Courses

Motorola Solutions offers a wide range of training courses to help our customers improve their proficiency with our expanding portfolio and get the most from their training system.

Our specialized courses/curriculums are designed for our customers' role. Whether they are an administrator, technician or user, Motorola Solutions makes sure our customers are equipped with foundational and advanced skills.

General overviews of product and/or solution training offered are listed below:

Foundational Radio and Networking Training

Foundational Radio and Networking training provides new hires or staff from different skilled backgrounds fundamental knowledge. Some of these courses are online/self-paced while others are instructor led. Some topics include: Radio System Basics, Basic Networking, Communication System Concepts, Networking Essentials and Applied Networking. This allows Motorola Solutions to offer training before installation, during installation and after your solution is operational.

ASTRO 25 Infrastructure Training Courses

ASTRO 25 Infrastructure Training provides participants with a full curriculum that will enable them to maintain/service the new solution, and will give them the skills required to manage and operate the solution to obtain its fullest potential and capabilities.

ASTRO 25 Patch Management Training Course

ASTRO 25 Patch Management Training provides ASTRO 25 Land Mobile Radio (LMR) system administrators the information needed to access and patch their radio network infrastructure, update antivirus definitions, and review log files.

Console Training Courses

Console Training provides participants with a curriculum that will enable them to obtain a high-level understanding of the system configuration, general console operation, how to perform basic tasks, operating procedures for specific features, and the knowledge and skills necessary to manage and maintain the system.

Mobile and Portable Radio Training Courses

Mobile and Portable Radio Training provides participants with an introduction to the radio, the knowledge and skills necessary to perform basic radio operation, common operational tasks, operating procedures for specific features of the radio, and technical programming and maintenance of radios.

For a more detailed view of the training Motorola Solutions provides, please see our Product and System Technical Training Course Catalog:
<https://learning.motorolasolutions.com/catalog/56280enus>

3.3 PROPOSED TRAINING OVERVIEW FOR CITY OF MILFORD POLICE DEPARTMENT

In order to achieve the training goals identified by the City of Milford Police Department, we propose the following courses.

It is necessary that participants bring their laptop computers for all system administrator and technician classes. Materials will be delivered electronically via USB drives.

3.3.1 Console Operator and Supervisor Training Plan

Course Title	Target Audience	Sessions	Duration	Location	Date	Participants
MCC7500e Console Operator Training Utilizing the End User Training Kit 2 training consoles Ratio: 2 per console (Instructor-led)	Dispatch Operators	3 (4-hour Sessions)	1.5 days	Milford, DE	Prior to cutover	12 (4 per Session)



3.3.2 Course Descriptions for City of Milford Police Department

Course descriptions for the City of Milford Police Department are included below.

3.3.2.1 MCC7500 Console Operator

Course Synopsis and Objectives:	<p>This course provides participants with an introduction to the dispatch console, its basic operation and tailored job aids which will be available for assistance in operation. Through facilitation and hands-on activities, the user learns how to perform common tasks associated with the console operation.</p> <p>After completing this training course, you will be able to:</p> <ul style="list-style-type: none"> ▪ Perform basic operational tasks of the dispatch console. ▪ Utilize the provided job aids to perform specific tasks associated with the console. ▪ Understand a high level view of the system configuration. ▪ Understand a high-level overview of the customer system configuration. ▪ Understand general console operation. ▪ Understand proper operating procedures for specific customer features.
Delivery Method:	ILT - Instructor-led training
Duration:	4 hours
Participants:	Dispatch Console Operators, Supervisors, System Administrators, and Support Personnel
Class Size:	Based on number of Training Consoles available (2 students per Console)
Prerequisite:	None
Curriculum:	<ul style="list-style-type: none"> ▪ Overview ▪ Communicating with Radios ▪ Advanced Signaling Features ▪ Resource Groups ▪ Working with Configurations ▪ Working with Aux IOs ▪ Troubleshooting

SECTION 4

PRICING SUMMARY

Motorola Solutions is pleased to provide the following equipment and services to Milford Police Department

Equipment and Installation

Description	Price (\$)
Equipment	\$296,065.00
Integration Services	\$143,915.00
Total System Cost	\$439,980.00

Quotation is valid for 90 days from the date of the cover letter.

Pricing Based on Delaware Contract Number: GSS21676-COMMEQUIP

Public Safety Communications Products, Services and Solutions



SECTION 5

CONTRACTUAL DOCUMENTATION

Motorola Solutions, Inc. has included a Communication System Agreement as a separate attachment for this proposal.



Communications System and Services Agreement

Motorola Solutions, Inc. ("Motorola") and City of Milford, Delaware ("Customer") enter into this "Agreement," pursuant to which Customer will purchase and Motorola will sell the System and Services, as described below. Motorola and Customer may be referred to individually as a "Party" and collectively as the "Parties." For good and valuable consideration, the Parties agree as follows:

Section 1 ATTACHMENTS

1.1. EXHIBITS. The Exhibits listed below are exhibits related to the System sale and implementation. These Exhibits are incorporated into and made a part of this Agreement.

Exhibit A "Motorola Software License Agreement"

Exhibit B "Payment"

Exhibit C Technical and Implementation Documents

C-1 "System Description" dated April 2, 2023

C-2 "Pricing Summary & Equipment List" dated April 2, 2023

C-3 "Implementation Statement of Work" dated April 2, 2023

Exhibit D "System Acceptance Certificate"

1.2. ADDENDUM (ADDENDA). Customer may elect to purchase professional or subscription services in addition to the System and related services. Any such services will be governed by the terms in the main body of the Agreement and an applicable Addendum containing terms specific to such service. Such Addenda will be labeled with the name of the service being purchased.

1.3 ORDER OF PRECEDENCE. In interpreting this Agreement and resolving any ambiguities: 1) the main body of this Agreement takes precedence over the exhibits (unless otherwise specified in an exhibit), and any inconsistency between Exhibits A through D will be resolved in their listed order, and 2) The applicable service Addendum will take precedence over the main body of the Agreement and the Exhibits.

Section 2 DEFINITIONS

Capitalized terms used in this Agreement have the following meanings:

"Acceptance Tests" means those tests described in the Acceptance Test Plan.

"Addendum (Addenda)" is the title of the document(s) containing a specific set of terms and conditions applicable to a particular service or other offering beyond the Communication System and System implementation services. The terms in the Addendum are applicable only to the specific service or offering described therein.

"Administrative User Credentials" means an account that has total access over the operating system, files, end user accounts and passwords at either the System level or box level. Customer's personnel with access to the Administrative User Credentials may be referred to as the Administrative User.

"Beneficial Use" means when Customer first uses the System or a Subsystem for operational purposes (excluding training or testing).

"Confidential Information" means all information consistent with the fulfillment of this Agreement that is (i) disclosed under this Agreement in oral, written, graphic, machine recognizable, and/or sample form, being clearly designated, labeled or marked as confidential or its equivalent or (ii) obtained by examination, testing or analysis of any hardware, software or any component part thereof provided by

discloser to recipient. The nature and existence of this Agreement are considered Confidential Information. Confidential Information that is disclosed orally must be identified as confidential at the time of disclosure and confirmed by the discloser by submitting a written document to the recipient within thirty (30) days after such disclosure. The written document must contain a summary of the Confidential Information disclosed with enough specificity for identification purpose and must be labeled or marked as confidential or its equivalent.

“Contract Price” means the price for the System and implementation Services, excluding applicable sales or similar taxes and freight charges. Further, unless otherwise stated in Exhibit B, “Payment” or the pricing pages of the proposal, recurring fees for maintenance, SUA, or subscription services are not included in the Contract Price.

“Customer Data” means System Data created solely by the Customer or its agents.

“Deliverables” means all written information (such as reports, specifications, designs, plans, drawings, analytics, Solution Data, or other technical or business information) that Motorola prepares for Customer in the performance of the Services and is obligated to provide to Customer under this Agreement. The Deliverables, if any, are more fully described in the Statement of Work.

“Derivative Proprietary Materials” means derivatives of the Proprietary Materials that Motorola may from time to time, including during the course of providing the Services, develop and/or use and/or to which Motorola provides Customer access.

“Effective Date” means that date upon which the last Party executes this Agreement.

“Equipment” means the hardware components of the Solution that Customer purchases from Motorola under this Agreement. Equipment that is part of the System is described in the Equipment List.

“Feedback” means comments or information, in oral or written form, given to Motorola by Customer in connection with or relating to Equipment or Services, during the term of this Agreement.

“Force Majeure” means an event, circumstance, or act that is beyond a Party’s reasonable control, such as an act of God, an act of the public enemy, an act of a government entity, strikes, other labor disturbances, supplier performance, hurricanes, earthquakes, fires, floods, epidemics, embargoes, war, riots, or any other similar cause.

“Motorola Software” means software that Motorola or its affiliated companies owns.

“Non-Motorola Software” means software that a party other than Motorola or its affiliated companies owns.

“Open Source Software” (also called “freeware” or “shareware”) means software with either freely obtainable source code, license for modification, or permission for free distribution.

“Proprietary Materials” means certain software tools and/or other technical materials, including, but not limited to, data, modules, components, designs, utilities, subsets, objects, program listings, models, methodologies, programs, systems, analysis frameworks, leading practices and specifications which Motorola has developed prior to, or independently from, the provision of the Services and/or which Motorola licenses from third parties.

“Proprietary Rights” means the patents, patent applications, inventions, copyrights, trade secrets, trademarks, trade names, mask works, know-how, and other intellectual property rights in and to the Equipment and Software, including those created or produced by Motorola under this Agreement and any corrections, bug fixes, enhancements, updates or modifications to or derivative works from the Software whether made by Motorola or another party.

“Services” means system implementation, maintenance, support, subscription, or other professional services provided under this Agreement, which may be further described in the applicable Addendum and/or SOW.

“Software” (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by Motorola; and (iii) may contain one or more items of software owned by a third party supplier. The term "Software" does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

“Software License Agreement” means the Motorola Software License Agreement (Exhibit A).

“Software Support Policy” (“SwSP”) means the policy set forth at https://www.motorolasolutions.com/content/dam/msi/secure/services/software_policy.pdf describing the specific technical support that will be provided to Customers under the Warranty Period and during any paid maintenance support period for Motorola Software. This policy may be modified from time to time at Motorola’s discretion.

“Solution” means the combination of the System(s) and Services provided by Motorola under this Agreement.

“Solution Data” means Customer data that is transformed, altered, processed, aggregated, correlated or operated on by Motorola, its vendors or other data sources and data that has been manipulated or retrieved using Motorola know-how. Such solution data is intended for product improvement purposes only.

“Specifications” means the functionality and performance requirements that are described in the Technical and Implementation Documents.

“SUA” or “SUA II” means Motorola’s Software Upgrade Agreement program.

“Subsystem” means a major part of the System that performs specific functions or operations. Subsystems are described in the Technical and Implementation Documents.

“System” means the Equipment, including incidental hardware and materials, Software, and design, installation and implementation services that are combined together into an integrated system; the System(s) is (are) described in the Technical and Implementation Documents.

“System Acceptance” means the Acceptance Tests have been successfully completed.

“System Data” means data created by, in connection with or in relation to Equipment or the performance of Services under this Agreement.

“Warranty Period” for System Hardware, Software, or services related to system implementation means one (1) year from the date of System Acceptance or Beneficial Use, whichever occurs first. Unless otherwise stated in the applicable Addendum, Warranty Period for other Services means ninety (90) days from performance of the Service.

Section 3 SCOPE OF AGREEMENT AND TERM

3.1. SCOPE OF WORK. Motorola will provide, install and test the System(s), and perform its other contractual responsibilities to provide the Solution, all in accordance with this Agreement. Customer will perform its contractual responsibilities in accordance with this Agreement.

3.2. **CHANGE ORDERS.** Either Party may request in writing changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost or time required to perform this Agreement, the Parties will agree to an equitable adjustment of the Contract Price or applicable subscription fees, Performance Schedule, or both, and will reflect the adjustment in a change order or Addendum. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

3.3. **TERM.** Unless terminated in accordance with other provisions of this Agreement or extended by mutual agreement of the Parties, the term of this Agreement begins on the Effective Date and continues until the date of Final Project Acceptance or expiration of the Warranty Period, or completion of the Services, whichever occurs last. The term and the effective date of recurring Services will be set forth in the applicable Addendum.

3.4. **ADDITIONAL EQUIPMENT OR SOFTWARE.** For three (3) years after the expiration date of the Agreement, Customer may order additional Equipment or Software, if it is then available. Each purchase order must refer to this Agreement, the expiration date of the Agreement, and must specify the pricing and delivery terms. The Parties agree that, notwithstanding expiration of the Agreement, the applicable provisions of this Agreement (except for pricing, delivery, passage of title and risk of loss to Equipment, warranty commencement, and payment terms) will govern the purchase and sale of the additional Equipment or Software. Additional or contrary terms in the purchase order will be inapplicable, unless signed by both parties. Title and risk of loss to additional Equipment will pass at delivery and acceptance, warranty will commence upon Beneficial Use of Equipment delivered or Software, and payment is due within thirty (30) days after the invoice date. Motorola will send Customer an invoice as the additional Equipment is shipped or Software is licensed. Alternatively, Customer may register with and place orders through Motorola Online ("MOL"), and this Agreement will be the "Underlying Agreement" for those MOL transactions rather than the MOL On-Line Terms and Conditions of Sale. MOL registration and other information may be found at <https://businessonline.motorolasolutions.com> and the MOL telephone number is (800) 814-0601.

3.5. **MOTOROLA SOFTWARE.** Any Motorola Software, including subsequent releases, is licensed to Customer solely in accordance with the Software License Agreement. Customer hereby accepts and agrees to abide by all of the terms and restrictions of the Software License Agreement.

3.6. **NON-MOTOROLA SOFTWARE.** Any Non-Motorola Software is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner on the Effective Date unless the copyright owner has granted to Motorola the right to sublicense the Non-Motorola Software pursuant to the Software License Agreement, in which case it applies and the copyright owner will have all of Licensor's rights and protections under the Software License Agreement. Motorola makes no representations or warranties of any kind regarding Non-Motorola Software. Non-Motorola Software may include Open Source Software.

3.7. **SUBSTITUTIONS.** At no additional cost to Customer, Motorola may substitute any Equipment, Software, or services to be provided by Motorola, if the substitute meets or exceeds the Specifications and is of equivalent or better quality to the Customer. Any substitution will be reflected in a change order.

3.8. **OPTIONAL EQUIPMENT OR SOFTWARE.** This paragraph applies only if a "Priced Options" exhibit is shown in Section 1, or if the parties amend this Agreement to add a Priced Options exhibit. During the term of the option as stated in the Priced Options exhibit (or if no term is stated, then for one (1) year after the Effective Date), Customer has the right and option to purchase the equipment, software, and related services that are described in the Priced Options exhibit. Customer may exercise this option by giving written notice to Seller which must designate what equipment, software, and related services Customer is selecting (including quantities, if applicable). To the extent they apply, the terms and conditions of this Agreement will govern the transaction; however, the parties acknowledge that certain provisions must be agreed upon, and they agree to negotiate those in good faith promptly after Customer

delivers the option exercise notice. Examples of provisions that may need to be negotiated are: specific lists of deliverables, statements of work, acceptance test plans, delivery and implementation schedules, payment terms, maintenance and support provisions, additions to or modifications of the Software License Agreement, hosting terms, and modifications to the acceptance and warranty provisions.

Section 4 SERVICES

4.1. If Customer desires and Motorola agrees to continue Services beyond the Term, Customer's issuance and Motorola's acceptance of a purchase order for Services will serve as an automatic extension of the Agreement for purposes of the continuing Services. Only the terms and conditions applicable to the performance of Services will apply to the extended Agreement.

4.2. During the Warranty Period, in addition to warranty services, Motorola will provide maintenance Services for the Equipment and support for the Motorola Software pursuant to the applicable maintenance and support Statements of Work. Support for the Motorola Software will be in accordance with Motorola's established Software Support Policy. Copies of the SwSP can be found at https://www.motorolasolutions.com/content/dam/msi/secure/services/software_policy.pdf and will be sent by mail, email or fax to Customer upon written request. Maintenance Services and support during the Warranty Period are included in the Contract Price. Unless already included in the Contract Price, if Customer wishes to purchase 1) additional maintenance or software support services during the Warranty Period; or 2) continue or expand maintenance, software support, installation, and/or SUA services after the Warranty Period, Motorola will provide the description of and pricing for such services in a separate proposal document. Unless otherwise agreed by the parties in writing, the terms and conditions in this Agreement applicable to maintenance, support, installation, and/or SUA Services, will be included in the Maintenance and Support Addendum, SUA Addendum, the applicable Statements of Work, and the proposal, (if applicable). These collective terms will govern the provision of such Services.

To obtain any such additional Services, Customer will issue a purchase order referring to this Agreement and the separate proposal document. Omission of reference to this Agreement in Customer's purchase order will not affect the applicability of this Agreement. Motorola's proposal may include a cover page entitled "Service Agreement" or "Installation Agreement", as applicable, and other attachments. These cover pages and other attachments are incorporated into this Agreement by this reference

4.3. **PROFESSIONAL AND SUBSCRIPTION SERVICES.** If Customer purchases professional or subscription Services as part of the Solution, additional or different terms specific to such Service will be included in the applicable Addendum and will apply to those Services. Customer may purchase additional professional or subscription services by issuing a purchase order referencing this Agreement and Motorola's proposal for such additional services.

4.4. Any information in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer in providing Services under this Agreement or Motorola data viewed, accessed, will remain Motorola's property, will be deemed proprietary, Confidential Information. This Confidential Information will be promptly returned at Motorola's request.

4.5. **TOOLS.** All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of providing Services under this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction. Upon termination of the contract for any reason, Customer shall return to Motorola all equipment delivered to Customer.

4.6. **COVENANT NOT TO EMPLOY.** During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the

prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering Services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

4.7. **CUSTOMER OBLIGATIONS.** If the applicable Statement of Work or Addendum contains assumptions that affect the Services or Deliverables, Customer will verify that they are accurate and complete. Any information that Customer provides to Motorola concerning the Services or Deliverables will be accurate and complete in all material respects. Customer will make timely decisions and obtain any required management approvals that are reasonably necessary for Motorola to perform the Services and its other duties under this Agreement. Unless the Statement of Work states the contrary, Motorola may rely upon and is not required to evaluate, confirm, reject, modify, or provide advice concerning any assumptions and Customer-provided information, decisions and approvals described in this paragraph.

4.8. **ASSUMPTIONS.** If any assumptions or conditions contained in this Agreement, applicable Addenda or Statements of Work prove to be incorrect or if Customer's obligations are not performed, Motorola's ability to perform under this Agreement may be impacted and changes to the Contract Price, subscription fees, project schedule, Deliverables, or other changes may be necessary.

4.9. **NON-PRECLUSION.** If, as a result of the Services performed under this Agreement, Motorola recommends that Customer purchase products or other services, nothing in this Agreement precludes Motorola from participating in a future competitive bidding process or otherwise offering or selling the recommended products or other services to Customer. Customer represents that this paragraph does not violate its procurement or other laws, regulations, or policies.

4.10. **PROPRIETARY MATERIALS.** Customer acknowledges that Motorola may use and/or provide Customer with access to Proprietary Materials and Derivative Proprietary Materials. The Proprietary Materials and the Derivative Proprietary Materials are the sole and exclusive property of Motorola and Motorola retains all right, title and interest in and to the Proprietary Materials and Derivative Proprietary Materials.

4.11. **ADDITIONAL SERVICES.** Any services performed by Motorola outside the scope of this Agreement at the direction of Customer will be considered to be additional Services which are subject to additional charges. Any agreement to perform additional Services will be reflected in a written and executed change order, Addendum or amendment to this Agreement.

Section 5 PERFORMANCE SCHEDULE

The Parties will perform their respective responsibilities in accordance with the Performance Schedule. By executing this Agreement, Customer authorizes Motorola to proceed with contract performance.

Section 6 CONTRACT PRICE, PAYMENT AND INVOICING

6.1. Customer affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, if any, and that sufficient funds have been appropriated in accordance with applicable law. The Customer will pay all invoices as received from Motorola and any changes in scope will be subject to the change order process as described in this Agreement. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

6.2. **CONTRACT PRICE.** The Contract Price in U.S. dollars is \$439,980.00. If applicable, a pricing summary is included with the Payment schedule in Exhibit B. Motorola has priced the Services, Software, and Equipment as an integrated System. A change in Software or Equipment quantities, or Services, may affect the overall Contract Price, including discounts if applicable. Fees for professional, SUA, and/or

subscription services which are not included in the Contract Price may be listed in Exhibit B, the pricing pages of the proposal, or the applicable Addendum.

6.3. **INVOICING AND PAYMENT.** Motorola will submit invoices to Customer according to the Payment schedule in Exhibit B. Invoices will be mailed or emailed to Customer pursuant to Section 6.5, Invoicing and Shipping Addresses. Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a wire transfer, check, or cashier's check from a U.S. financial institution. Overdue invoices will bear simple interest at the maximum allowable rate. For reference, the Federal Tax Identification Number for Motorola is 36-1115800.

6.4. **FREIGHT, TITLE, AND RISK OF LOSS.** Motorola will pre-pay and add all freight charges to the invoices. Title and risk of loss to the Equipment will pass to Customer upon delivery and acceptance as defined in Section 3.4. Title to Software will not pass to Customer at any time. Motorola will pack and ship all Equipment in accordance with good commercial practices.

6.5. **INVOICING AND SHIPPING ADDRESSES.** Invoices will be sent to the Customer at the following address:

Name: City of Milford
Address: 119 South Walnut Street, Milford, Delaware
Phone: 302-422-6616

E-INVOICE. To receive invoices via email:
Customer Account Number: 1011311941
Customer Accounts Payable Email: Cecilia.Ashe@cj.state.de.us
Customer CC(optional) Email:

The address which is the ultimate destination where the Equipment will be delivered to Customer is:
Name: Milford Police Department
Address: 400 NE Front Street, Milford, Delaware 19963

The Equipment will be shipped to the Customer at the following address (insert if this information is known):
Name: Milford Police Department
Address: 400 NE Front Street, Milford, Delaware 19963
Phone: 302-422-8081

Customer may change this information by giving written notice to Motorola.

Section 7 SITES AND SITE CONDITIONS

7.1. **ACCESS TO SITES.** In addition to its responsibilities described elsewhere in this Agreement, Customer will provide a designated project manager; all necessary construction and building permits, zoning variances, licenses, and any other approvals that are necessary to develop or use the sites and mounting locations; and access to the worksites or vehicles identified in the Technical and Implementation Documents as reasonably requested by Motorola so that it may perform its duties in accordance with the Performance Schedule and Statement of Work. If the Statement of Work so indicates, Motorola may assist Customer in the local building permit process.

7.2. **SITE CONDITIONS.** Customer will ensure that all work sites it provides will be safe, secure, and in compliance with all applicable industry and OSHA standards. To the extent applicable and unless the Statement of Work states to the contrary, Customer will ensure that these work sites have adequate: physical space; air conditioning and other environmental conditions; adequate and appropriate electrical power outlets, distribution, equipment and connections; and adequate telephone or other communication lines (including modem access and adequate interfacing networking capabilities), all for the installation,

use and maintenance of the System. Before installing the Equipment or Software at a work site, Motorola may inspect the work site and advise Customer of any apparent deficiencies or non-conformities with the requirements of this Section. This Agreement is predicated upon normal soil conditions as defined by the version of E.I.A. standard RS-222 in effect on the Effective Date.

7.3. **SITE ISSUES.** If a Party determines that the sites identified in the Technical and Implementation Documents are no longer available or desired, or if subsurface, structural, adverse environmental or latent conditions at any site differ from those indicated in the Technical and Implementation Documents, the Parties will promptly investigate the conditions and will select replacement sites or adjust the installation plans and specifications as necessary. If change in sites or adjustment to the installation plans and specifications causes a change in the cost or time to perform, the Parties will equitably amend the Contract Price, Performance Schedule, or both, by a change order.

Section 8 TRAINING

Any training to be provided by Motorola to Customer will be described in the applicable Statement of Work. Customer will notify Motorola immediately if a date change for a scheduled training program is required. If Motorola incurs additional costs because Customer reschedules a training program less than thirty (30) days before its scheduled start date, Motorola may recover these additional costs.

Section 9 SYSTEM ACCEPTANCE

9.1. **COMMENCEMENT OF ACCEPTANCE TESTING.** Motorola will provide to Customer at least ten (10) days notice before the Acceptance Tests commence. System testing will occur only in accordance with the Acceptance Test Plan.

9.2. **SYSTEM ACCEPTANCE.** System Acceptance will occur upon successful completion of the Acceptance Tests. Upon System Acceptance, the Parties will memorialize this event by promptly executing a System Acceptance Certificate. If the Acceptance Test Plan includes separate tests for individual Subsystems or phases of the System, acceptance of the individual Subsystem or phase will occur upon the successful completion of the Acceptance Tests for the Subsystem or phase, and the Parties will promptly execute an acceptance certificate for the Subsystem or phase. If Customer believes the System has failed the completed Acceptance Tests, Customer will provide to Motorola a written notice that includes the specific details of the failure. If Customer does not provide to Motorola a failure notice within thirty (30) days after completion of the Acceptance Tests, System Acceptance will be deemed to have occurred as of the completion of the Acceptance Tests. Minor omissions or variances in the System that do not materially impair the operation of the System as a whole will not postpone System Acceptance or Subsystem acceptance, but will be corrected according to a mutually agreed schedule.

9.3. **BENEFICIAL USE.** Customer acknowledges that Motorola's ability to perform its implementation and testing responsibilities may be impeded if Customer begins using the System before System Acceptance. Therefore, Customer will not commence Beneficial Use before System Acceptance without Motorola's prior written authorization, which will not be unreasonably withheld. Motorola is not responsible for System performance deficiencies that occur during unauthorized Beneficial Use. Upon commencement of Beneficial Use, Customer assumes responsibility for the use and operation of the System.

9.4. **FINAL PROJECT ACCEPTANCE.** Final Project Acceptance will occur after System Acceptance when all deliverables and other work have been completed. When Final Project Acceptance occurs, the parties will promptly memorialize this final event by so indicating on the System Acceptance Certificate.

Section 10 REPRESENTATIONS AND WARRANTIES

10.1. **SYSTEM FUNCTIONALITY.** Motorola represents that the System will perform in accordance with the Specifications in all material respects. Upon System Acceptance or Beneficial Use, whichever

occurs first, this System functionality representation is fulfilled. Motorola is not responsible for System performance deficiencies that are caused by ancillary equipment not furnished by Motorola which is attached to or used in connection with the System or for reasons or parties beyond Motorola's control, such as natural causes; the construction of a building that adversely affects the microwave path reliability or radio frequency (RF) coverage; the addition of frequencies at System sites that cause RF interference or intermodulation; or Customer changes to load usage or configuration outside the Specifications.

10.2. EQUIPMENT WARRANTY. During the Warranty Period, Motorola warrants that the Equipment under normal use and service will be free from material defects in materials and workmanship. This warranty expires six (6) months after System Acceptance as defined in Section 9 of this Agreement.

10.3. SOFTWARE WARRANTY. Except as described in the SwSP and unless otherwise stated in the Software License Agreement, during the Warranty Period, Motorola warrants the Software in accordance with the warranty terms set forth in the Software License Agreement and the provisions of this Section that are applicable to the Software. This warranty expires six (6) months after System Acceptance as defined in Section 9 of this Agreement. **Nothing in this Warranty provision is intended to conflict or modify the Software Support Policy. In the event of an ambiguity or conflict between the Software Warranty and Software Support Policy, the Software Support Policy governs.**

10.4. EXCLUSIONS TO EQUIPMENT AND SOFTWARE WARRANTIES. These warranties do not apply to: (i) defects or damage resulting from: use of the Equipment or Software in other than its normal, customary, and authorized manner; accident, liquids, neglect, or acts of God; testing, maintenance, disassembly, repair, installation, alteration, modification, or adjustment not provided or authorized in writing by Motorola; Customer's failure to comply with all applicable industry and OSHA standards; (ii) breakage of or damage to antennas unless caused directly by defects in material or workmanship; (iii) Equipment that has had the serial number removed or made illegible; (iv) batteries (because they carry their own separate limited warranty) or consumables; (v) freight costs to ship Equipment to the repair depot; (vi) scratches or other cosmetic damage to Equipment surfaces that does not affect the operation of the Equipment; and (vii) normal or customary wear and tear.

10.5. SERVICE WARRANTY. During the Warranty Period, Motorola warrants that the Services will be provided in a good and workmanlike manner and will conform in all material respects to the applicable Statement of Work. Services will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. Customer acknowledges that the Deliverables may contain recommendations, suggestions or advice from Motorola to Customer (collectively, "recommendations"). Motorola makes no warranties concerning those recommendations, and Customer alone accepts responsibility for choosing whether and how to implement the recommendations and the results to be realized from implementing them.

10.6. WARRANTY CLAIMS. To assert a warranty claim, Customer must notify Motorola in writing of the claim before the expiration of the Warranty Period. Upon receipt of this notice, Motorola will investigate the warranty claim. If this investigation confirms a valid Equipment or Software warranty claim, Motorola will (at its option and at no additional charge to Customer) repair the defective Equipment or Motorola Software, replace it with the same or equivalent product, or refund the price of the defective Equipment or Motorola Software. These actions will be the full extent of Motorola's liability for the warranty claim. In the event of a valid Services warranty claim, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. If this investigation indicates the warranty claim is not valid, then Motorola may invoice Customer for responding to the claim on a time and materials basis using Motorola's then current labor rates. Repaired or replaced product is warranted for the balance of the original applicable warranty period. All replaced products or parts will become the property of Motorola.

10.7. ORIGINAL END USER IS COVERED. These express limited warranties are extended by Motorola to the original user purchasing the System or Services for commercial, industrial, or governmental use only, and are not assignable or transferable.

10.8. **DISCLAIMER OF OTHER WARRANTIES.** THESE WARRANTIES ARE THE COMPLETE WARRANTIES FOR THE EQUIPMENT AND MOTOROLA SOFTWARE PROVIDED UNDER THIS AGREEMENT AND ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE.

Section 11 DELAYS

11.1. **FORCE MAJEURE.** Neither Party will be liable for its non-performance or delayed performance if caused by a Force Majeure. A Party that becomes aware of a Force Majeure that will significantly delay performance will notify in writing the other Party promptly (but in no event later than fifteen days) after it discovers the Force Majeure. If a Force Majeure occurs, the Parties will execute a change order to extend the Performance Schedule or applicable Addenda for a time period that is reasonable under the circumstances.

11.2. **PERFORMANCE SCHEDULE DELAYS CAUSED BY CUSTOMER.** If Customer (including its other contractors) delays the Performance Schedule, it will make the promised payments according to the Payment schedule as if no delay occurred; and the Parties will execute a change order to extend the Performance Schedule and, if requested, compensate Motorola for all reasonable charges incurred because of the delay. Delay charges may include costs incurred by Motorola or its subcontractors for additional freight, warehousing and handling of Equipment; extension of the warranties; travel; suspending and re-mobilizing the work; additional engineering, project management, and standby time calculated at then current rates; and preparing and implementing an alternative implementation plan.

Section 12 DISPUTES

The Parties will use the following procedure to address any dispute arising under this Agreement (a "Dispute").

12.1. **GOVERNING LAW.** This Agreement will be governed by and construed in accordance with the laws of the State of Delaware.

12.2. **NEGOTIATION.** Either Party may initiate the Dispute resolution procedures by sending a notice of Dispute ("Notice of Dispute"). The Parties will attempt to resolve the Dispute promptly through good faith negotiations including 1) timely escalation of the Dispute to executives who have authority to settle the Dispute and who are at a higher level of management than the persons with direct responsibility for the matter and 2) direct communication between the executives. If the Dispute has not been resolved within ten (10) days from the Notice of Dispute, the Parties will proceed to mediation.

12.3. **MEDIATION.** The Parties will choose an independent mediator within thirty (30) days of a notice to mediate from either Party ("Notice of Mediation"). Neither Party may unreasonably withhold consent to the selection of a mediator. If the Parties are unable to agree upon a mediator, either Party may request that American Arbitration Association nominate a mediator. Each Party will bear its own costs of mediation, but the Parties will share the cost of the mediator equally. Each Party will participate in the mediation in good faith and will be represented at the mediation by a business executive with authority to settle the Dispute.

12.4. **LITIGATION, VENUE and JURISDICTION.** If a Dispute remains unresolved for sixty (60) days after receipt of the Notice of Mediation, either Party may then submit the Dispute to a court of competent jurisdiction in the State of Delaware. Each Party irrevocably agrees to submit to the exclusive jurisdiction of the courts in such state over any claim or matter arising under or in connection with this Agreement.

12.5. **CONFIDENTIALITY.** All communications pursuant to subsections 12.2 and 12.3 will be treated

as compromise and settlement negotiations for purposes of applicable rules of evidence and any additional confidentiality protections provided by applicable law. The use of these Dispute resolution procedures will not be construed under the doctrines of laches, waiver or estoppel to affect adversely the rights of either Party.

Section 13 DEFAULT AND TERMINATION

13.1. **DEFAULT BY A PARTY.** If either Party fails to perform a material obligation under this Agreement, the other Party may consider the non-performing Party to be in default (unless a Force Majeure causes the failure) and may assert a default claim by giving the non-performing Party a written and detailed notice of default. Except for a default by Customer for failing to pay any amount when due under this Agreement which must be cured immediately, the defaulting Party will have thirty (30) days after receipt of the notice of default to either cure the default or, if the default is not curable within thirty (30) days, provide a written cure plan. The defaulting Party will begin implementing the cure plan immediately after receipt of notice by the other Party that it approves the plan. If Customer is the defaulting Party, Motorola may stop work on the project until it approves the Customer's cure plan. If Customer is the non-defaulting Party, all equipment and Software warranties shall still apply.

13.2. **FAILURE TO CURE.** If a defaulting Party fails to cure the default as provided above in Section 13.1, unless otherwise agreed in writing, the non-defaulting Party may terminate any unfulfilled portion of this Agreement. In the event of termination for default, the defaulting Party will promptly return to the non-defaulting Party any of its Confidential Information. If Customer is the non-defaulting Party, terminates this Agreement as permitted by this Section, and completes the System through a third Party, Customer may as its exclusive remedy recover from Motorola reasonable costs incurred to complete the System to a capability not exceeding that specified in this Agreement less the unpaid portion of the Contract Price. Customer will mitigate damages and provide Motorola with detailed invoices substantiating the charges. In the event Customer elects to terminate this Agreement for any reason other than default, Customer shall pay Motorola for the conforming Equipment and/or Software delivered and all services performed.

Section 14 INDEMNIFICATION

14.1. **GENERAL INDEMNITY BY Motorola.** Motorola will indemnify and hold Customer harmless from any and all liability, expense, judgment, suit, cause of action, or demand for personal injury, death, or direct damage to tangible property which may accrue against Customer to the extent it is caused by the negligence of Motorola, its subcontractors, or their employees or agents, while performing their duties under this Agreement, if Customer gives Motorola prompt, written notice of any claim or suit. Customer will cooperate with Motorola in its defense or settlement of the claim or suit. This Section sets forth the full extent of Motorola's general indemnification of Customer from liabilities that are in any way related to Motorola's performance under this Agreement.

14.2. **RESERVED.**

14.3. **PATENT AND COPYRIGHT INFRINGEMENT.**

14.3.1. Motorola will defend at its expense any suit brought against Customer to the extent it is based on a third-party claim alleging that the Equipment manufactured by Motorola or the Motorola Software ("Motorola Product") directly infringes a United States patent or copyright ("Infringement Claim"). Motorola's duties to defend and indemnify are conditioned upon: Customer promptly notifying Motorola in writing of the Infringement Claim; Motorola having sole control of the defense of the suit and all negotiations for its settlement or compromise; and Customer providing to Motorola cooperation and, if requested by Motorola, reasonable assistance in the defense of the Infringement Claim. In addition to Motorola's obligation to defend, and subject to the same conditions, Motorola will pay all damages finally awarded against Customer by a court of competent jurisdiction for an Infringement Claim or agreed to, in writing, by Motorola in settlement of an Infringement Claim.

14.3.2 If an Infringement Claim occurs, or in Motorola's opinion is likely to occur, Motorola may at its option and expense: (a) procure for Customer the right to continue using the Motorola Product; (b) replace or modify the Motorola Product so that it becomes non-infringing while providing functionally equivalent performance; or (c) accept the return of the Motorola Product and grant Customer a credit for the Motorola Product, less a reasonable charge for depreciation. The depreciation amount will be calculated based upon generally accepted accounting standards.

14.3.3 Motorola will have no duty to defend or indemnify for any Infringement Claim that is based upon: (a) the combination of the Motorola Product with any software, apparatus or device not furnished by Motorola; (b) the use of ancillary equipment or software not furnished by Motorola and that is attached to or used in connection with the Motorola Product; (c) Motorola Product designed or manufactured in accordance with Customer's designs, specifications, guidelines or instructions, if the alleged infringement would not have occurred without such designs, specifications, guidelines or instructions; (d) a modification of the Motorola Product by a party other than Motorola; (e) use of the Motorola Product in a manner for which the Motorola Product was not designed or that is inconsistent with the terms of this Agreement; or (f) the failure by Customer to install an enhancement release to the Motorola Software that is intended to correct the claimed infringement. In no event will Motorola's liability resulting from its indemnity obligation to Customer extend in any way to royalties payable on a per use basis or the Customer's revenues, or any royalty basis other than a reasonable royalty based upon revenue derived by Motorola from Customer from sales or license of the infringing Motorola Product.

14.3.4. This Section 14 provides Customer's sole and exclusive remedies and Motorola's entire liability in the event of an Infringement Claim. Customer has no right to recover and Motorola has no obligation to provide any other or further remedies, whether under another provision of this Agreement or any other legal theory or principle, in connection with an Infringement Claim. In addition, the rights and remedies provided in this Section 14 are subject to and limited by the restrictions set forth in Section 15.

Section 15 LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, indemnification, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the price of the Equipment, Software, or implementation and other one-time Services with respect to which losses or damages are claimed. With respect to all subscription or other ongoing Services and unless as otherwise provided under the applicable Addenda, Motorola's total liability will be limited to the direct damages recoverable under law, but not to exceed the price of twelve (12) months of Services preceding the incident giving rise to the claim. ALTHOUGH THE PARTIES ACKNOWLEDGE THE POSSIBILITY OF SUCH LOSSES OR DAMAGES, THEY AGREE THAT MOTOROLA WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS, INCONVENIENCE, LOSS OF USE, LOSS TIME, DATA, GOODWILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT, THE SALE OR USE OF THE EQUIPMENT OR SOFTWARE, OR THE PERFORMANCE OF SERVICES BY MOTOROLA PURSUANT TO THIS AGREEMENT. This limitation of liability provision survives the expiration or termination of the Agreement and applies notwithstanding any contrary provision. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account.

Section 16 CONFIDENTIALITY AND PROPRIETARY RIGHTS

16.1. CONFIDENTIAL INFORMATION.

16.1.1. Each party is a disclosing party ("Discloser") and a receiving party ("Recipient") under this Agreement. All Deliverables will be deemed to be Motorola's Confidential Information. During the term of this Agreement and for a period of three (3) years from the expiration or termination of this Agreement,

Recipient will (i) not disclose Confidential Information to any third party; (ii) restrict disclosure of Confidential Information to only those employees (including, but not limited to, employees of any wholly owned subsidiary, a parent company, any other wholly owned subsidiaries of the same parent company), agents or consultants who must be directly involved with the Confidential Information for the purpose and who are bound by confidentiality terms substantially similar to those in this Agreement; (iii) not copy, reproduce, reverse engineer, decompile, or disassemble any Confidential Information; (iv) use the same degree of care as for its own information of like importance, but at least use reasonable care, in safeguarding against disclosure of Confidential Information; (v) promptly notify Discloser upon discovery of any unauthorized use or disclosure of the Confidential Information and take reasonable steps to regain possession of the Confidential Information and prevent further unauthorized actions or other breach of this Agreement; and (vi) only use the Confidential Information as needed to fulfill this Agreement.

16.1.2. Recipient is not obligated to maintain as confidential, Confidential Information that Recipient can demonstrate by documentation (i) is now available or becomes available to the public without breach of this agreement; (ii) is explicitly approved for release by written authorization of Discloser; (iii) is lawfully obtained from a third party or parties without a duty of confidentiality; (iv) is known to the Recipient prior to such disclosure; or (v) is independently developed by Recipient without the use of any of Discloser's Confidential Information or any breach of this Agreement.

16.1.3. All Confidential Information remains the property of the Discloser and will not be copied or reproduced without the express written permission of the Discloser, except for copies that are absolutely necessary in order to fulfill this Agreement. Within ten (10) days of receipt of Discloser's written request, Recipient will return all Confidential Information to Discloser along with all copies and portions thereof, or certify in writing that all such Confidential Information has been destroyed. However, Recipient may retain one (1) archival copy of the Confidential Information that it may use only in case of a dispute concerning this Agreement. No license, express or implied, in the Confidential Information is granted other than to use the Confidential Information in the manner and to the extent authorized by this Agreement. The Discloser warrants that it is authorized to disclose any Confidential Information it discloses pursuant to this Agreement.

16.2. PRESERVATION OF MOTOROLA'S PROPRIETARY RIGHTS. Motorola, the third party manufacturer of any Equipment, and the copyright owner of any Non-Motorola Software own and retain all of their respective Proprietary Rights in the Equipment and Software, and nothing in this Agreement is intended to restrict their Proprietary Rights. All intellectual property developed, originated, or prepared by Motorola in connection with providing to Customer the Equipment, Software, or related services remain vested exclusively in Motorola, and this Agreement does not grant to Customer any shared development rights of intellectual property. Except as explicitly provided in the Software License Agreement, Motorola does not grant to Customer, either directly or by implication, estoppel, or otherwise, any right, title or interest in Motorola's Proprietary Rights. Customer will not modify, disassemble, peel components, decompile, otherwise reverse engineer or attempt to reverse engineer, derive source code or create derivative works from, adapt, translate, merge with other software, reproduce, distribute, sublicense, sell or export the Software, or permit or encourage any third party to do so. The preceding sentence does not apply to Open Source Software which is governed by the standard license of the copyright owner.

16.3 VOLUNTARY DISCLOSURE. Except as required to fulfill its obligations under this Agreement, Motorola will have no obligation to provide Customer with access to its Confidential Information and/or proprietary information. Under no circumstances will Motorola be required to provide any data related to cost and pricing.

16.4 DATA.

16.4.1 Customer owns all right, title and interest in its Customer Data as defined in Section 2. Motorola acquires no rights to Customer Data except those rights granted in this Agreement including the right to process and use the Customer Data as follows: (a) processing Customer Data: to the extent permitted by law, Customer grants Motorola and its subcontractors a right to use Customer Data (including to process,

host, cache, store, reproduce, copy, modify, combine, analyze, create derivative works from such Customer Data and to communicate, transmit and distribute such Customer Data to third parties engaged by Motorola) to (1) perform Services and provide products under this Agreement, (2) analyze the Customer Data to operate, maintain, manage, and improve Motorola products and Services, and (3) create new products and services. Motorola may not assign, convey, distribute, communicate, transmit, sell or offer for sale any Customer Data to third parties other than those previously defined. Motorola shall require that any third parties to whom data may be distributed shall be bound by this paragraph.

16.4.2 Motorola owns all right, title and interest in data resulting from System Data that is or has been transformed, altered, processed, aggregated, correlated or operated on (hereafter, "Derivative Data"). Examples of Derivative Data include system health check reports, timing logs, usage logs, error reports and server logs. Motorola uses Derivative Data to support, maintain, and understand the function, operation and performance of the product.

16.4.3 RESERVED.

Section 17 GENERAL

17.1. TAXES. The Contract Price does not include any excise, sales, lease, use, property, or other taxes, assessments or duties, all of which will be paid by Customer except as exempt by law. If Motorola is required to pay any of these taxes, Motorola will send an invoice to Customer and Customer will pay to Motorola the amount of the taxes (including any interest and penalties) within thirty (30) days after the date of the invoice. Customer will be solely responsible for reporting the Equipment for personal property tax purposes, and Motorola will be solely responsible for reporting taxes on its income or net worth.

17.2. ASSIGNABILITY AND SUBCONTRACTING. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.3. WAIVER. Failure or delay by either Party to exercise a right or power under this Agreement will not be a waiver of the right or power. For a waiver of a right or power to be effective, it must be in a writing signed by the waiving Party. An effective waiver of a right or power will not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power.

17.4. SEVERABILITY. If a court of competent jurisdiction renders any part of this Agreement invalid or unenforceable, that part will be severed and the remainder of this Agreement will continue in full force and effect.

17.5. INDEPENDENT CONTRACTORS. Each Party will perform its duties under this Agreement as an independent contractor. The Parties and their personnel will not be considered to be employees or

agents of the other Party. Nothing in this Agreement will be interpreted as granting either Party the right or authority to make commitments of any kind for the other. This Agreement will not constitute, create, or be interpreted as a joint venture, partnership or formal business organization of any kind.

17.6. HEADINGS AND SECTION REFERENCES. The section headings in this Agreement are inserted only for convenience and are not to be construed as part of this Agreement or as a limitation of the scope of the particular section to which the heading refers. This Agreement will be fairly interpreted in accordance with its terms and conditions and not for or against either Party.

17.7. NOTICES. Notices required under this Agreement to be given by one Party to the other must be in writing and either personally delivered or sent to the address provided by the other Party by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt.

17.8. COMPLIANCE WITH APPLICABLE LAWS. Each Party will comply with all applicable federal, state, and local laws, regulations and rules concerning the performance of this Agreement or use of the System. Customer will obtain and comply with all Federal Communications Commission ("FCC") licenses and authorizations required for the installation, operation and use of the System before the scheduled installation of the Equipment. Although Motorola might assist Customer in the preparation of its FCC license applications, neither Motorola nor any of its employees is an agent or representative of Customer in FCC or other matters.

17.9 FUTURE REGULATORY REQUIREMENTS. The Parties acknowledge and agree that this is an evolving technological area and therefore, laws and regulations regarding Services and use of Solution may change. Changes to existing Services or the Solution required to achieve regulatory compliance may be available for an additional fee. Any required changes may also impact the price for Services.

17.10. AUTHORITY TO EXECUTE AGREEMENT. Each Party represents that it has obtained all necessary approvals, consents and authorizations to enter into this Agreement and to perform its duties under this Agreement; the person executing this Agreement on its behalf has the authority to do so; upon execution and delivery of this Agreement by the Parties, it is a valid and binding contract, enforceable in accordance with its terms; and the execution, delivery, and performance of this Agreement does not violate any bylaw, charter, regulation, law or any other governing authority of the Party.

17.11. ADMINISTRATOR LEVEL ACCOUNT ACCESS. If applicable to the type of System purchased by Customer, Motorola will provide Customer with Administrative User Credentials. Customer agrees to only grant access to the Administrative User Credentials to those personnel with the training and experience to correctly use them. Customer is responsible for protecting Administrative User Credentials from disclosure and maintaining Credential validity by, among other things, updating passwords when required. Customer may be asked to provide valid Administrative User Credentials when in contact with Motorola System support personnel. Customer understands that changes made as the Administrative User can significantly impact the performance of the System. Customer agrees that it will be solely responsible for any negative impact on the System or its users by any such changes. System issues occurring as a result of changes made using the Administrative User Credentials may impact Motorola's ability to perform Services or other obligations under the Agreement. In such cases, a revision to the appropriate provisions of the Agreement, including the Statement of Work, may be necessary. To the extent Motorola provides assistance to correct any issues caused by or arising out of the use of or failure

to maintain Administrative User Credentials, Motorola will be entitled to bill Customer and Customer will pay Motorola on a time and materials basis for resolving the issue.

17.12. SURVIVAL OF TERMS. The following provisions will survive the expiration or termination of this Agreement for any reason: Section 3.5 (Motorola Software); Section 3.6 (Non-Motorola Software); if any payment obligations exist, Sections 6.2 and 6.3 (Contract Price and Invoicing and Payment); Subsection 10.8 (Disclaimer of Implied Warranties); Section 12 (Disputes); Section 15 (Limitation of Liability); and Section 16 (Confidentiality and Proprietary Rights); and all of the General provisions in Section 17.

17.13. ENTIRE AGREEMENT. This Agreement, including all Exhibits, constitutes the entire agreement of the Parties regarding the subject matter of the Agreement and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter. This Agreement may be executed in multiple counterparts, and shall have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing, or by electronic signature, including by email. An electronic signature, or a facsimile copy or computer image, such as a PDF or tiff image, of a signature, shall be treated as and shall have the same effect as an original signature. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document. This Agreement may be amended or modified only by a written instrument signed by authorized representatives of both Parties. The preprinted terms and conditions found on any Customer purchase or purchase order, acknowledgment or other form will not be considered an amendment or modification of this Agreement, even if a representative of each Party signs that document.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.

Customer

By:  _____

By: _____

Name: Mitch Nowak _____

Name: _____

Title: Area Sales Manager _____

Title: _____

Date: May 18, 2023 _____

Date: _____

Exhibit A

MOTOROLA SOFTWARE LICENSE AGREEMENT

This Exhibit A Motorola Software License Agreement ("Agreement") is between Motorola Solutions, Inc., ("Motorola"), and City of Milford, Delaware ("Licensee").

For good and valuable consideration, the parties agree as follows:

Section 1 DEFINITIONS

1.1 "Designated Products" means products provided by Motorola to Licensee with which or for which the Software and Documentation is licensed for use.

1.2 "Documentation" means product and software documentation that specifies technical and performance features and capabilities, and the user, operation and training manuals for the Software (including all physical or electronic media upon which such information is provided).

1.3 "Open Source Software" means software with either freely obtainable source code, license for modification, or permission for free distribution.

1.4 "Open Source Software License" means the terms or conditions under which the Open Source Software is licensed.

1.5 "Primary Agreement" means the agreement to which this exhibit is attached.

1.6 "Security Vulnerability" means a flaw or weakness in system security procedures, design, implementation, or internal controls that could be exercised (accidentally triggered or intentionally exploited) and result in a security breach such that data is compromised, manipulated or stolen or the system damaged.

1.7 "Software" (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by Motorola; and (iii) may contain one or more items of software owned by a third party supplier. The term "Software" does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

Section 2 SCOPE

Motorola and Licensee enter into this Agreement in connection with Motorola's delivery of certain proprietary software or products containing embedded or pre-loaded proprietary software, or both. This Agreement contains the terms and conditions of the license Motorola is providing to Licensee, and Licensee's use of the proprietary software and affiliated documentation.

Section 3 GRANT OF LICENSE

3.1. Subject to the provisions of this Agreement and the payment of applicable license fees, Motorola grants to Licensee a personal, limited, non-transferable (except as permitted in Section 7) and non-exclusive license under Motorola's copyrights and Confidential Information (as defined in the Primary Agreement) embodied in the Software to use the Software, in object code form, and the Documentation solely in connection with Licensee's use of the Designated Products. This Agreement does not grant any

rights to source code.

3.2. If the Software licensed under this Agreement contains or is derived from Open Source Software, the terms and conditions governing the use of such Open Source Software are in the Open Source Software Licenses of the copyright owner and not this Agreement. If there is a conflict between the terms and conditions of this Agreement and the terms and conditions of the Open Source Software Licenses governing Licensee's use of the Open Source Software, the terms and conditions of the license grant of the applicable Open Source Software Licenses will take precedence over the license grants in this Agreement. If requested by Licensee, Motorola will use commercially reasonable efforts to: (i) determine whether any Open Source Software is provided under this Agreement; and (ii) identify the Open Source Software (or specify where that license may be found).

3.3 TO THE EXTENT, IF ANY, THAT THERE IS A SEPARATE LICENSE AGREEMENT PACKAGED WITH, OR PROVIDED ELECTRONICALLY WITH, A PARTICULAR PRODUCT THAT BECOMES EFFECTIVE ON AN ACT OF ACCEPTANCE BY THE END USER, THEN THAT AGREEMENT SUPERSEDES THE SOFTWARE LICENSE AGREEMENT AS TO THE END USER OF EACH SUCH PRODUCT.

Section 4 LIMITATIONS ON USE

4.1. Licensee may use the Software only for Licensee's internal business purposes and only in accordance with the Documentation. Any other use of the Software is strictly prohibited. Without limiting the general nature of these restrictions, Licensee will not make the Software available for use by third parties on a "time sharing," "application service provider," or "service bureau" basis or for any other similar commercial rental or sharing arrangement.

4.2. Licensee will not, and will not allow or enable any third party to: (i) reverse engineer, disassemble, peel components, decompile, reprogram or otherwise reduce the Software or any portion to a human perceptible form or otherwise attempt to recreate the source code; (ii) modify, adapt, create derivative works of, or merge the Software; (iii) copy, reproduce, distribute, lend, or lease the Software or Documentation to any third party, grant any sublicense or other rights in the Software or Documentation to any third party, or take any action that would cause the Software or Documentation to be placed in the public domain; (iv) remove, or in any way alter or obscure, any copyright notice or other notice of Motorola's proprietary rights; (v) provide, copy, transmit, disclose, divulge or make the Software or Documentation available to, or permit the use of the Software by any third party or on any machine except as expressly authorized by this Agreement; or (vi) use, or permit the use of, the Software in a manner that would result in the production of a copy of the Software solely by activating a machine containing the Software. Licensee may make one copy of Software to be used solely for archival, back-up, or disaster recovery purposes; *provided* that Licensee may not operate that copy of the Software at the same time as the original Software is being operated. Licensee may make as many copies of the Documentation as it may reasonably require for the internal use of the Software.

4.3. Unless otherwise authorized by Motorola in writing, Licensee will not, and will not enable or allow any third party to: (i) install a licensed copy of the Software on more than one unit of a Designated Product; or (ii) copy onto or transfer Software installed in one unit of a Designated Product onto one other device. Licensee may temporarily transfer Software installed on a Designated Product to another device if the Designated Product is inoperable or malfunctioning, if Licensee provides written notice to Motorola of the temporary transfer and identifies the device on which the Software is transferred. Temporary transfer of the Software to another device must be discontinued when the original Designated Product is returned to operation and the Software must be removed from the other device. Licensee must provide prompt written notice to Motorola at the time temporary transfer is discontinued.

4.4 Licensee will maintain, during the term of this Agreement and for a period of two years thereafter, accurate records relating to this license grant to verify compliance with this Agreement. Motorola or an independent third party ("Auditor") may inspect Licensee's premises, books and records, upon reasonable

prior notice to Licensee, during Licensee's normal business hours and subject to Licensee's facility and security regulations. Motorola is responsible for the payment of all expenses and costs of the Auditor. Any information obtained by Motorola and the Auditor will be kept in strict confidence by Motorola and the Auditor and used solely for the purpose of verifying Licensee's compliance with the terms of this Agreement.

Section 5 OWNERSHIP AND TITLE

Motorola, its licensors, and its suppliers retain all of their proprietary rights in any form in and to the Software and Documentation, including, but not limited to, all rights in patents, patent applications, inventions, copyrights, trademarks, trade secrets, trade names, and other proprietary rights in or relating to the Software and Documentation (including any corrections, bug fixes, enhancements, updates, modifications, adaptations, translations, de-compilations, disassemblies, emulations to or derivative works from the Software or Documentation, whether made by Motorola or another party, or any improvements that result from Motorola's processes or, provision of information services). No rights are granted to Licensee under this Agreement by implication, estoppel or otherwise, except for those rights which are expressly granted to Licensee in this Agreement. All intellectual property developed, originated, or prepared by Motorola in connection with providing the Software, Designated Products, Documentation or related services, remains vested exclusively in Motorola, and Licensee will not have any shared development or other intellectual property rights.

Section 6 LIMITED WARRANTY; DISCLAIMER OF WARRANTY

6.1. Unless otherwise stated in the Primary Agreement, the commencement date and the term of the Software warranty will be a period of ninety (90) days from installation and operation of the Software (the "Warranty Period"). If Licensee is not in breach of any of its obligations under this Agreement, Motorola warrants that the unmodified Software, when used properly and in accordance with the Documentation and this Agreement, will be free from a reproducible defect that eliminates the functionality or successful operation of a feature critical to the primary functionality or successful operation of the Software. Whether a defect occurs will be determined by Motorola solely with reference to the Documentation. Motorola does not warrant that Licensee's use of the Software or the Designated Products will be uninterrupted, error-free, completely free of Security Vulnerabilities, or that the Software or the Designated Products will meet Licensee's particular requirements. Motorola makes no representations or warranties with respect to any third party software included in the Software. Notwithstanding, any warranty provided by a copyright owner in its standard license terms will flow through to Licensee for third party software provided by Motorola.

6.2 Motorola's sole obligation to Licensee and Licensee's exclusive remedy under this warranty is to use reasonable efforts to remedy any material Software defect covered by this warranty. These efforts will involve either replacing the media or attempting to correct significant, demonstrable program or documentation errors or Security Vulnerabilities. If Motorola cannot correct the defect within a reasonable time, then at Motorola's option, Motorola will replace the defective Software with functionally-equivalent Software, license to Licensee substitute Software which will accomplish the same objective, or terminate the license and refund the Licensee's paid license fee.

6.3. Warranty claims are described in the Primary Agreement.

6.4. The express warranties set forth in this Section 6 are in lieu of, and Motorola disclaims, any and all other warranties (express or implied, oral or written) with respect to the Software or Documentation, including, without limitation, any and all implied warranties of condition, title, non-infringement, merchantability, or fitness for a particular purpose or use by Licensee (whether or not Motorola knows, has reason to know, has been advised, or is otherwise aware of any such purpose or use), whether arising by law, by reason of custom or usage of trade, or by course of dealing. In addition, Motorola disclaims any warranty to any person other than Licensee with respect to the Software or Documentation.

Section 7 TRANSFERS

Licensee will not transfer the Software or Documentation to any third party without Motorola's prior written consent. Motorola's consent may be withheld at its discretion and may be conditioned upon transferee paying all applicable license fees and agreeing to be bound by this Agreement. If the Designated Products are Motorola's radio products and Licensee transfers ownership of the Motorola radio products to a third party, Licensee may assign its right to use the Software (other than CPS and Motorola's FLASHport® software) which is embedded in or furnished for use with the radio products and the related Documentation; *provided* that Licensee transfers all copies of the Software and Documentation to the transferee, and Licensee and the transferee sign a transfer form to be provided by Motorola upon request, obligating the transferee to be bound by this Agreement.

Section 8 TERM AND TERMINATION

8.1 Licensee's right to use the Software and Documentation will begin when the Primary Agreement is signed by both parties and will continue for the life of the Designated Products with which or for which the Software and Documentation have been provided by Motorola, unless Licensee breaches this Agreement, in which case this Agreement and Licensee's right to use the Software and Documentation may be terminated immediately upon notice by Motorola.

8.2 Within thirty (30) days after termination of this Agreement, Licensee must certify in writing to Motorola that all copies of the Software have been removed or deleted from the Designated Products and that all copies of the Software and Documentation have been returned to Motorola or destroyed by Licensee and are no longer in use by Licensee.

8.3 Licensee acknowledges that Motorola made a considerable investment of resources in the development, marketing, and distribution of the Software and Documentation and that Licensee's breach of this Agreement will result in irreparable harm to Motorola for which monetary damages would be inadequate. If Licensee breaches this Agreement, Motorola may terminate this Agreement and be entitled to all available remedies at law or in equity (including immediate injunctive relief and repossession of all non-embedded Software and associated Documentation unless Licensee is a Federal agency of the United States Government).

Section 9 Commercial Computer Software

9.1 *This Section 9 only applies to U.S. Government end users.* The Software, Documentation and updates are commercial items as that term is defined at 48 C.F.R. Part 2.101, consisting of "commercial computer software" and "computer software documentation" as such terms are defined in 48 C.F.R. Part 252.227-7014(a)(1) and 48 C.F.R. Part 252.227-7014(a)(5), and used in 48 C.F.R. Part 12.212 and 48 C.F.R. Part 227.7202, as applicable. Consistent with 48 C.F.R. Part 12.212, 48 C.F.R. Part 252.227-7015, 48 C.F.R. Part 227.7202-1 through 227.7202-4, 48 C.F.R. Part 52.227-19, and other relevant sections of the Code of Federal Regulations, as applicable, the Software, Documentation and Updates are distributed and licensed to U.S. Government end users: (i) only as commercial items, and (ii) with only those rights as are granted to all other end users pursuant to the terms and conditions contained herein.

9.2 If Licensee is licensing Software for end use by the United States Government or a United States Government agency, Licensee may transfer such Software license, but only if: (i) Licensee transfers all copies of such Software and Documentation to such United States Government entity or interim transferee, and (ii) Licensee has first obtained from the transferee (if applicable) and ultimate end user an enforceable end user license agreement containing restrictions substantially identical to the ones contained in this Agreement. Except as stated in the foregoing, Licensee and any transferee(s) authorized by this subsection 9.2 may not otherwise use or transfer or make available any Motorola software to any third party nor permit any party to do so.

Section 10 CONFIDENTIALITY

Licensee acknowledges that the Software and Documentation contain Motorola's valuable proprietary and Confidential Information and are Motorola's trade secrets, and that the provisions in the Primary Agreement concerning Confidential Information apply.

Section 11 LIMITATION OF LIABILITY

The Limitation of Liability provision is described in the Primary Agreement.

Section 12 NOTICES

Notices are described in the Primary Agreement.

Section 13 GENERAL

13.1. **COPYRIGHT NOTICES.** The existence of a copyright notice on the Software will not be construed as an admission or presumption of publication of the Software or public disclosure of any trade secrets associated with the Software.

13.2. **COMPLIANCE WITH LAWS.** Licensee acknowledges that the Software is subject to the laws and regulations of the United States and Licensee will comply with all applicable laws and regulations, including export laws and regulations of the United States. Licensee will not, without the prior authorization of Motorola and the appropriate governmental authority of the United States, in any form export or re-export, sell or resell, ship or reship, or divert, through direct or indirect means, any item or technical data or direct or indirect products sold or otherwise furnished to any person within any territory for which the United States Government or any of its agencies at the time of the action, requires an export license or other governmental approval. Violation of this provision is a material breach of this Agreement.

13.3 **FUTURE REGULATORY REQUIREMENTS.** The Parties acknowledge and agree that this is an evolving technological area and therefore, laws and regulations regarding Services and use of Solution may change. Changes to existing Services or the Solution required to achieve regulatory compliance may be available for an additional fee. Any required changes may also impact the price for Services.

13.4. **ASSIGNMENTS AND SUBCONTRACTING.** Motorola may assign its rights or subcontract its obligations under this Agreement, or encumber or sell its rights in any Software, without prior notice to or consent of Licensee.

13.5. **GOVERNING LAW.** This Agreement is governed by the laws of the United States to the extent that they apply and otherwise by the internal substantive laws of the State of Delaware. The terms of the U.N. Convention on Contracts for the International Sale of Goods do not apply. In the event that the Uniform Computer Information Transaction Act, any version of this Act, or a substantially similar law (collectively "UCITA") becomes applicable to a party's performance under this Agreement, UCITA does not govern any aspect of this Agreement or any license granted under this Agreement, or any of the parties' rights or obligations under this Agreement. The governing law will be that in effect prior to the applicability of UCITA.

13.6. **THIRD PARTY BENEFICIARIES.** This Agreement is entered into solely for the benefit of Motorola and Licensee. No third party has the right to make any claim or assert any right under this Agreement, and no third party is deemed a beneficiary of this Agreement. Notwithstanding the foregoing,

any licensor or supplier of third party software included in the Software will be a direct and intended third party beneficiary of this Agreement.

13.7. SURVIVAL. Sections 4, 5, 6.4, 7, 8, 9, 10, 11 and 13 survive the termination of this Agreement.

13.8. ORDER OF PRECEDENCE. In the event of inconsistencies between this Exhibit and the Primary Agreement, the parties agree that this Exhibit prevails, only with respect to the specific subject matter of this Exhibit, and not the Primary Agreement or any other exhibit as it applies to any other subject matter.

13.9. SECURITY. Motorola uses reasonable means in the design and writing of its own Software and the acquisition of third party Software to limit Security Vulnerabilities. While no software can be guaranteed to be free from Security Vulnerabilities, if a Security Vulnerability is discovered, Motorola will take the steps set forth in Section 6 of this Agreement.

**Exhibit B
PAYMENT**

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

System Purchase (excluding Subscribers, if applicable)

1. **25% of the Contract Price due upon contract execution (due upon effective date);**
2. **60% of the Contract Price due upon shipment of equipment from Staging;**
3. **10% of the Contract Price due upon installation of equipment; and**
4. **5% of the Contract Price due upon Final Acceptance.**

If Subscribers are purchased, 100% of the Subscriber Contract Price will be invoiced upon shipment (as shipped).

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. For invoicing purposes only, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

**For Lifecycle Support Plan and Subscription Based Services:
Motorola will invoice Customer annually in advance of each year of the plan.**

The chart below outlines the hourly labor rates for Motorola System Integration resources to be used. The staffing requirements shall be multiplied by the appropriate rate per resource in the table below. The hourly labor rates are fully burdened. The hourly rates per resource type and level are listed in Table 1.

	Resource Types			
Levels	Project Management	System Engineering	System Technologist	Project Administration
4	\$ 290.00	\$ 300.00	\$ 280.00	\$ 200.00
3	\$ 240.00	\$ 250.00	\$ 240.00	\$ 180.00
2	\$ 220.00	\$ 220.00	\$ 220.00	\$ 170.00
1	\$ 190.00	\$ 210.00	\$ 210.00	\$ 160.00

Table 1 - Hourly Rates

These rates apply to ordinary days and times (Monday to Friday during the hours 8am to 5pm). Additional surcharges may apply to work done outside these timeframes. The minimum charge for any resource will be 4 hours. Travel expenses are not included in these rates and may be charged separately. The qualifications of each type and level of resource are defined in the tables found at

<https://www.motorolasolutions.com/content/dam/msi/secure/services/labor-rates-exhibit-160408.pdf>. All Motorola System Integration personnel assigned to this project will be classified according these levels. Project Administrative roles are varied and their specific duties and qualifications will be determined by the complexity and requirements of each project.

EXHIBIT D

System Acceptance Certificate

Customer Name: _____

Project Name: _____

This System Acceptance Certificate memorializes the occurrence of System Acceptance. Motorola and Customer acknowledge that:

1. The Acceptance Tests set forth in the Acceptance Test Plan have been successfully completed.
2. The System is accepted.

Customer Representative:

Motorola Representative:

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____
Title: _____
Date: _____

FINAL PROJECT ACCEPTANCE:

Motorola has provided and Customer has received all deliverables, and Motorola has performed all other work required for Final Project Acceptance.

Customer Representative:

Motorola Representative:

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____
Title: _____
Date: _____

May 12, 2023

Mr. James Puddicombe, P.E.
City Engineer
City of Milford
180 Vickers Drive
Milford, DE 19963

RE: 2nd Street -TEP
Intersection Control
Scope of Services and Cost Proposal

Dear Mr. Puddicombe:

Century Engineering, LLC, A Kleinfelder Company (Century) is pleased to submit this proposal to provide professional engineering services to Design the **Intersection Controls** for 2nd Street and Marshall Street in Milford, Delaware.

The following is a detailed explanation of scope and services:

I. SCOPE OF SERVICES:

Based on our study and discussions with you, Century proposes to provide professional engineering services to:

Phase I – (22 hours)

- Century shall coordinate kickoff meetings with City of Milford and DelDOT. In addition to this, Century shall create timeline of milestones in coordination with the City’s needs.

Phase II – (164 hours)

- **Design Intersection Control** for the intersection of 2nd Street and Marshall Street. Convert the Traffic Signal to all-way stop control. (All DelDOT checklist items will be adhered to)

Phase III – (210 hours)

- The following DelDOT scheduled review and signal removal analysis as detailed in the attached “Signal Deactivation Check List” will occur:
 - Field review and preparation to Install Signing for Study
 - Agencies Informed
 - City and DelDOT Coordination
 - Sight Distance Restrictions

- Day of Conversion to Flash Mode
- One Week after Conversion Coordination
- Two Week After Coordination
- Six Months after Converting to Flash Coordination
- One Year After Conversion Final Report

Deliverable:

Century will provide the proposed Signing and Striping Plan and estimate for 2nd Street and Marshall Street as well as the Intersection Control Plans to the City of Milford.

Century will coordinate all pertinent steps with the City and DelDOT.

Century will conduct all field studies, as listed within DelDOT's Signal Removal Checklist.

II. EXCLUSIONS AND ASSUMPTIONS:

The Scope is based on the following:

1. The plans will be developed in Microstation format for DelDOT Submittals and will be converted to AutoCAD and/or GIS format for the coordination with the City (if required).
2. It is assumed that the existing Right of Way and property lines are based on desktop analysis. No deed research or property corner investigation is part of this scope of work.
3. Per discussion with the City and past experience, there are no historic districts within the corridor.
4. All concept plan submissions are conceptual only and should not be presumed to be detailed engineering design.

III. FEES AND PAYMENTS:

Century shall provide services on a "Fixed Rate plus Expenses" basis. The total cost includes the cost for Century's time expended on this project, which includes direct salary costs; overhead; and, profit. Reimbursable expenses will be billed at cost. Reimbursable expenses are the actual out-of-pocket direct expenses incurred by Century in connection with the project, such as mileage, printing, and reproduction, and will be based on Century's company policy in effect at the time the reimbursable costs are incurred. Any fees associated with agency reviews or applications are not included and will be billed directly for reimbursement.

The proposed "Fee and Payment" conditions are listed below:

1. Century will perform the work on a “Fixed Rate plus Expenses” basis for an estimated Not to Exceed Fee of **Fifty-three Thousand Nine Hundred Dollars (\$53,900.00)**.
2. The performance of any work or the rendering of any services not included within the Scope of Services of this proposal is extra work, which will not be initiated without written authorization from a representative of the **City of Milford** referred to hereafter as “Client”. Fees for extra work will be negotiated and agreed upon by the Client prior to initiation.
3. Efforts identified as extra work shall be negotiated with the Client. Century’s Fees for the efforts (as negotiated) shall be based upon the following Rate Schedule (Rates include Overhead and Profit):

Principal	= \$262.50/hour
Project Manager	= \$217.50/hour
Senior Project Engineer	= \$190.00/hour
Project Engineer	= \$168.20/hour
Engineer	= \$121.25/hour
Sr. Designer/Planner	= \$148.50/hour
Designer	= \$ 99.80/hour
CADD/Technician	= \$ 80.15/hour
Construction Inspector	= \$ 120.00/hour

The above fees are based on current salaries and operational costs and shall be subject to escalation if work is negotiated on or after twelve (12) months from the date of this proposal.

4. Century will render invoices monthly or as phases of the work progress. Said invoices will be due in full within 30 days from the date of billing. If fees are not paid within 30 days, we reserve the right to pursue all appropriate remedies, including stopping work and retaining drawings without recourse.

IV. GENERAL PROVISIONS:

The following is a list of General Provisions that will be in effect if this proposal is accepted:

1. All submittals will be provided to the Client or their authorized representative. Should the Client and/or their authorized representative request additional information after the Client has approved the above-mentioned submissions, Century shall be compensated for the amount of time necessary to provide such information as an extra work item.
2. It is understood and agreed that once work is started on this project by Century, only the undersigned Client or their duly authorized agent, has the authority to order

- the work stopped on its behalf and only upon giving Century 10 days notice, in writing, as to when the work shall stop. The Client further agrees to be liable and to pay Century for all labor done, work performed, material furnished, and expenses incurred up to and including the day work stopped in accordance with the notice.
3. It is further understood and agreed that, after a work stoppage has been instituted by the Client or its duly authorized agent, within a reasonable time, they may order work to resume on this project, provided that Century is given 10 days notice in writing as to when work shall resume, and further provided that all money due and owed by the Client to Century shall have been paid in full.
 4. Century agrees that this proposal shall remain open for 20 calendar days, the first day of that 20-day period to be the date of this proposal. Acceptance of the proposal after the end of the 20-day period is valid if Century elects, in writing, to reaffirm the proposal and waive its right to re-evaluate and resubmit the proposal.
 5. Century reserves the right to renegotiate the contract which this proposal, if accepted, will comprise, on or after twelve (12) months from the date of this proposal, provided the Client is given 30 days notice in writing, if salaries or operational costs increase in a significant amount. This proposal is based on current salaries and operational costs.
 6. All documents prepared or furnished by Century, and Century's independent professional associates and consultants, pursuant to this Agreement are the property of the Client. Any reuse without written verification or adaptation by Century for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Century, or Century's independent professional associates and consultants, and the Client shall indemnify and hold harmless Century and Century's independent professional associates and consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Century to further compensation at rates to be agreed upon by the Client and Century.
 7. Neither the Client nor Century shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Century from employing such independent professional associates and consultants, as Century may deem appropriate to assist in the performance of services hereunder.
 8. Client hereby agrees, to the fullest extent permitted by law, the total liability, in the aggregate, of Century and Century's officers, directors, employees, agents, and

independent professional associates and consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Century's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of Century or Century's officers, directors, employees, agents, or independent professional associates or consultants, or any of them, shall not exceed the total compensation received by Century under this agreement.

If this proposal is satisfactory and acceptable, and fully sets forth all terms of our understanding, please signify your acceptance by signing in the space provided below. This document will then constitute our complete contract.

We look forward to working with you on this project. The Point of Contact for this Proposal or for information on this Project shall be Bret Martine. Please feel free to call with your questions or comments.

**Very truly yours,
CENTURY ENGINEERING, LLC, A KLEINFELDER COMPANY**



**Bret A. Martine, P.E., PTOE
Vice President**

ACCEPTANCE

WE, City of Milford, in consideration of the terms, and conditions of the proposal, which are fully set forth herein, do hereby accept this proposal as our complete agreement, and further agree to comply with all covenants herein.

Witness: _____ **Signed:** _____

Date: _____ **Title:** _____

Date: _____

cc: Scott L. Rathfon, P.E., Century Engineering
File

May 12, 2023

Mr. James Puddicombe, P.E.
City Engineer
City of Milford
180 Vickers Drive
Milford, DE 19963

RE: 2nd Street -TEP
Intersection Control
Scope of Services and Cost Proposal

Dear Mr. Puddicombe:

Century Engineering, LLC, A Kleinfelder Company (Century) is pleased to submit this proposal to provide professional engineering services to Design the **Intersection Controls** for 2nd Street and Marshall Street in Milford, Delaware.

The following is a detailed explanation of scope and services:

I. SCOPE OF SERVICES:

Based on our study and discussions with you, Century proposes to provide professional engineering services to:

Phase I – (22 hours)

- Century shall coordinate kickoff meetings with City of Milford and DeIDOT. In addition to this, Century shall create timeline of milestones in coordination with the City's needs.

Phase II – (164 hours)

- **Design Intersection Control** for the intersection of 2nd Street and Marshall Street. Convert the Traffic Signal to all-way stop control. (All DeIDOT checklist items will be adhered to)

Phase III – (210 hours)

- The following DeIDOT scheduled review and signal removal analysis as detailed in the attached "Signal Deactivation Check List" will occur:
 - Field review and preparation to Install Signing for Study
 - Agencies Informed
 - City and DeIDOT Coordination
 - Sight Distance Restrictions

- Day of Conversion to Flash Mode
- One Week after Conversion Coordination
- Two Week After Coordination
- Six Months after Converting to Flash Coordination
- One Year After Conversion Final Report

Deliverable:

Century will provide the proposed Signing and Striping Plan and estimate for 2nd Street and Marshall Street as well as the Intersection Control Plans to the City of Milford.

Century will coordinate all pertinent steps with the City and DelDOT.

Century will conduct all field studies, as listed within DelDOT's Signal Removal Checklist.

II. EXCLUSIONS AND ASSUMPTIONS:

The Scope is based on the following:

1. The plans will be developed in Microstation format for DelDOT Submittals and will be converted to AutoCAD and/or GIS format for the coordination with the City (if required).
2. It is assumed that the existing Right of Way and property lines are based on desktop analysis. No deed research or property corner investigation is part of this scope of work.
3. Per discussion with the City and past experience, there are no historic districts within the corridor.
4. All concept plan submissions are conceptual only and should not be presumed to be detailed engineering design.

III. FEES AND PAYMENTS:

Century shall provide services on a "Fixed Rate plus Expenses" basis. The total cost includes the cost for Century's time expended on this project, which includes direct salary costs; overhead; and, profit. Reimbursable expenses will be billed at cost. Reimbursable expenses are the actual out-of-pocket direct expenses incurred by Century in connection with the project, such as mileage, printing, and reproduction, and will be based on Century's company policy in effect at the time the reimbursable costs are incurred. Any fees associated with agency reviews or applications are not included and will be billed directly for reimbursement.

The proposed "Fee and Payment" conditions are listed below:

1. Century will perform the work on a “Fixed Rate plus Expenses” basis for an estimated Not to Exceed Fee of **Fifty-three Thousand Nine Hundred Dollars (\$53,900.00)**.
2. The performance of any work or the rendering of any services not included within the Scope of Services of this proposal is extra work, which will not be initiated without written authorization from a representative of the **City of Milford** referred to hereafter as “Client”. Fees for extra work will be negotiated and agreed upon by the Client prior to initiation.
3. Efforts identified as extra work shall be negotiated with the Client. Century’s Fees for the efforts (as negotiated) shall be based upon the following Rate Schedule (Rates include Overhead and Profit):

Principal	= \$262.50/hour
Project Manager	= \$217.50/hour
Senior Project Engineer	= \$190.00/hour
Project Engineer	= \$168.20/hour
Engineer	= \$121.25/hour
Sr. Designer/Planner	= \$148.50/hour
Designer	= \$ 99.80/hour
CADD/Technician	= \$ 80.15/hour
Construction Inspector	= \$ 120.00/hour

The above fees are based on current salaries and operational costs and shall be subject to escalation if work is negotiated on or after twelve (12) months from the date of this proposal.

4. Century will render invoices monthly or as phases of the work progress. Said invoices will be due in full within 30 days from the date of billing. If fees are not paid within 30 days, we reserve the right to pursue all appropriate remedies, including stopping work and retaining drawings without recourse.

IV. GENERAL PROVISIONS:

The following is a list of General Provisions that will be in effect if this proposal is accepted:

1. All submittals will be provided to the Client or their authorized representative. Should the Client and/or their authorized representative request additional information after the Client has approved the above-mentioned submissions, Century shall be compensated for the amount of time necessary to provide such information as an extra work item.
2. It is understood and agreed that once work is started on this project by Century, only the undersigned Client or their duly authorized agent, has the authority to order

- the work stopped on its behalf and only upon giving Century 10 days notice, in writing, as to when the work shall stop. The Client further agrees to be liable and to pay Century for all labor done, work performed, material furnished, and expenses incurred up to and including the day work stopped in accordance with the notice.
3. It is further understood and agreed that, after a work stoppage has been instituted by the Client or its duly authorized agent, within a reasonable time, they may order work to resume on this project, provided that Century is given 10 days notice in writing as to when work shall resume, and further provided that all money due and owed by the Client to Century shall have been paid in full.
 4. Century agrees that this proposal shall remain open for 20 calendar days, the first day of that 20-day period to be the date of this proposal. Acceptance of the proposal after the end of the 20-day period is valid if Century elects, in writing, to reaffirm the proposal and waive its right to re-evaluate and resubmit the proposal.
 5. Century reserves the right to renegotiate the contract which this proposal, if accepted, will comprise, on or after twelve (12) months from the date of this proposal, provided the Client is given 30 days notice in writing, if salaries or operational costs increase in a significant amount. This proposal is based on current salaries and operational costs.
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 7. Neither the Client nor Century shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Century from employing such independent professional associates and consultants, as Century may deem appropriate to assist in the performance of services hereunder.
 8. Client hereby agrees, to the fullest extent permitted by law, the total liability, in the aggregate, of Century and Century's officers, directors, employees, agents, and

independent professional associates and consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Century's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of Century or Century's officers, directors, employees, agents, or independent professional associates or consultants, or any of them, shall not exceed the total compensation received by Century under this agreement.

If this proposal is satisfactory and acceptable, and fully sets forth all terms of our understanding, please signify your acceptance by signing in the space provided below. This document will then constitute our complete contract.

We look forward to working with you on this project. The Point of Contact for this Proposal or for information on this Project shall be Bret Martine. Please feel free to call with your questions or comments.

**Very truly yours,
CENTURY ENGINEERING, LLC, A KLEINFELDER COMPANY**



**Bret A. Martine, P.E., PTOE
Vice President**

ACCEPTANCE

WE, City of Milford, in consideration of the terms, and conditions of the proposal, which are fully set forth herein, do hereby accept this proposal as our complete agreement, and further agree to comply with all covenants herein.

Witness: _____ **Signed:** _____

Date: _____ **Title:** _____

Date: _____

cc: Scott L. Rathfon, P.E., Century Engineering
File



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

PHONE 302.422.1111
FAX 302.424.3553
www.cityofmilford.com

**AMENDMENT TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF MILFORD
AND
CARLISLE FIRE COMPANY, INC**

ADDITIONAL FUNDING TO IMPROVE RESPONSE TIME

For the City's fiscal year ended June 30, 2023 ("FY2023"), the City will provide an additional \$65,000 to be used to offset the cost of additionally paid EMT/Firefighters that will be located at the station and will facilitate improved response times. Carlisle shall provide a report to the City every six months showing the response, including the monthly average response time.

RESIDENCY INCENTIVE

For FY2023, the City will provide active volunteer firefighters who own and occupy a legal residence within the City, a City property tax refund of up to \$1,000 of City property taxes paid. To receive the refund, the volunteer firefighter must.

- 1) Provide certification from the Fire Company Chief the firefighter responded to 30% of all fire calls for a 12-month consecutive period.
- 2) Provide proof of residence (Delaware-issued Driver's License or ID, Passport).
- 3) Must have owned and occupied the home for 12 full months - June 1, 2022 to May 31, 2023.
- 4) Provide a receipt of paid City of Milford Property Tax bill prior to June 30, 2023.
- 5) The City retains the right to determine final eligibility for residency incentive and may refuse the incentive to applicants unable to demonstrate ownership and/or occupancy.

REVISE MOU

During fiscal year 2024 beginning July 1, 2023, the City and Carlisle shall revise the current MOU dated May 26, 2020 to reflect the Residency Incentive and Additional Funding to Improve Response Time, as well as other modifications to the MOU

Agreed upon this date of _____ June, 2023.

Arthur J. Campbell, Mayor

Tor Hazzard, President, Carlisle Fire



PUBLIC NOTICE

City of Milford Property Tax Appeals

Please be advised that on Monday, July 24, 2023 at 6:00 p.m., the City Council of the City of Milford will sit in the Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, Delaware, as a Board of Revision and Appeal, with regard to the 2023-2024 City of Milford General Property Assessment.

Property owners wishing to appeal the value of their property under the 2023-2024 General Assessment must submit a completed and signed appeal application to the Customer Service Department at 119 S Walnut St, Milford, DE by 4:30 p.m. on Friday, July 14, 2023. Questions can be directed to 302-422-6616.

Copies of the 2023-2024 General Assessment are posted for public information at Milford City Hall, 201 South Walnut Street, Milford, Delaware and the City of Milford Customer Service Center, 119 South Walnut Street, Milford, Delaware.

Issued this 12th day of June 2023 pursuant to Article 7 of the Charter of the City of Milford, Delaware.

s/Mark Whitfield
City Manager

Posted 06 12 2023



RESOLUTION 2023-10

Schedules Board of Revision & Appeal Hearing

WHEREAS, the provisions of Article VII, Section 7.05 of the Charter of the City of Milford state that Council shall cause a copy of the General Assessment, as adjusted, to be posted in two public places in the City of Milford and there to remain for the space of ten days for public information; and

WHEREAS, attached to said copies shall be notice of the day, hour, and place that Council will sit as a Board of Revision and Appeal for said General Assessment.

NOW, THEREFORE, BE IT RESOLVED, that on Monday, July 24, 2023 at 6:00 p.m., the City Council of the City of Milford will sit as a Board of Revision and Appeal for the 2023-2024 General Assessment.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Milford to be affixed this 12th day of June 2023.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, June 20, 2023 @ 6:00 p.m.
City Council Hearing: Monday, June 26, 2023 @ 6:00 p.m.

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

ORDINANCE 2023-22

Application of 1st State Self Storage OZ, LLC
on behalf of Milford Self Storage, LLC
for a Revised Preliminary Conditional Use
9.0 +/- acres of land located along the east side of S. Dupont Boulevard
approximately 350 feet south of the Route 14 intersection
Comprehensive Plan Designation: Commercial
Zoning District: C-3 (Highway/Commercial District)
Present use: Vacant Proposed Use: Self Storage
Tax Parcel: MD-16-183.09-01-58.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Revised Preliminary Conditional Use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on June 20, 2023; and

WHEREAS, Milford City Council will hold a Public Hearing on June 26, 2023 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Revised Preliminary Conditional Use, as herein described.

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

Section 1. Following adoption of Ordinance 2022-29, and upon the effective date, 1st State Self Storage OZ, LLC on behalf of Milford Self Storage, LLC is hereby granted a Revised Preliminary Conditional Use to a 90,000 square foot two story self-storage building, four (4) 2,400 square foot self-storage buildings, two (2) 2,100 square foot self-storage buildings, two (2) 1,800 square foot self-storage buildings, a 900 square foot self-storage building and a 600 square foot self-storage building, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: on June 20, 2023

City Council Introduction: June 12, 2023

City Council Public Hearing: June 26, 2023

Effective: Ten Days following Adoption

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

Advertised: Delaware State News 05-26-23

**CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS**

Planning Commission Hearing: Tuesday, June 20, 2023 @ 6:00 p.m.

City Council Hearing: Monday, June 26, 2023 @ 6:00 p.m.

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

ORDINANCE 2023-23

Application of Napa Valley Investments, LLC
for a Preliminary Conditional Use

2.0 +/- acres of land located along the south
side of Mullet Run Street and the north side of Vickers Drive

Comprehensive Plan Designation: Commercial

Zoning District: BP (Business Park District)

Present use: Vacant Proposed Use: Flex Office/Warehouse

Tax Parcel: MD-16-173.00-01-03.14

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for a Preliminary Conditional Use; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on June 20, 2023; and

WHEREAS, Milford City Council will hold a Public Hearing on June 26, 2023 to allow for public comment and further review of the ordinance; and

WHEREAS, it is deemed in the best interest of the City of Milford to approve the Preliminary Conditional Use, as herein described.

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

Section 1. Following adoption of Ordinance 2022-29, and upon the effective date, Napa Valley Investments, LLC is hereby granted a Preliminary Conditional Use to construct two (2) 9,968 square foot and one (1) 3,248 square foot flex warehouse buildings that would provide sixteen (16) 25.4' x 56' dimensioned tenant spaces, each with an overhead door and man door, in accordance with the application, approved plans, and any conditions set forth at the Public Hearings.

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

Section 3. Dates.

Planning Commission Review & Public Hearing: June 20, 2023

City Council Introduction: June 12, 2023

City Council Public Hearing: June 26, 2023

Effective: Ten Days following Adoption

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

Advertised: Delaware State News 05-26-23

CITY OF MILFORD
NOTICE OF PUBLIC HEARINGS

Planning Commission Hearing: Tuesday, June 20, 2023 @ 6:00 p.m.
City Council Hearing: Monday, June 26, 2023 @ 6:00 p.m.

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

ORDINANCE 2023-24

Application of Milford Ponds – Phase III for a Final Major Subdivision
178.03 +/- acres located along the east side of Route 113,
5,500 feet south of the Seabury Avenue intersection known as the Milford Ponds Subdivision
Comprehensive Plan Designation: Moderate Density Residential
Zoning District: R-1, R-2 & R-3 with PUD
Present use: Planned Unit Development Proposed Use: Planned Unit Development
Tax Parcel: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 thru 691.00

WHEREAS, the owners of the property as above described herein have petitioned the City of Milford for the Final Major Subdivision of Phase III; and

WHEREAS, the City of Milford Planning Commission will consider the application at a Public Hearing on June 20, 2023, whereby public comment will be taken and a recommendation will be made; and

WHEREAS, Milford City Council will hold a Public Hearing on June 26, 2023 to make a final determination following further review and additional public comment of the ordinance.

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

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

- Section 1. The Final Major Subdivision Plan of Phase III is consistent with the objectives, policies, general land uses and programs in the City of Milford Comprehensive Plan, Subdivision and Zoning Codes, in that it establishes obligations and conditions for the implementation of the Milford Ponds Project.
- Section 2. The Final Major Subdivision Plan is in conformity with public convenience, general welfare and good land use practice.
- Section 3. The Final Major Subdivision Plan will not be detrimental to the public health, safety and general welfare of this community.
- Section 4. The Final Major Subdivision Plan will not adversely affect the orderly development of adjacent properties and will maintain the preservation of property values.
- Section 5. Dates.
City Council Introduction: June 12, 2023
Planning Commission Review & Public Hearing: June 20, 2023
City Council Public Hearing: June 26, 2023
Effective: Ten Days following Adoption

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

Published: *Delaware State News 05-26-23*



The governing body has recessed to Executive Session. The regular meeting will resume shortly.

CITY COUNCIL MEETING



**Executive Session
has concluded.
Council has returned to
*Open Session***