

## **City of Milford and City of Lewes Draft List of LGMF Projects / Assignments**

### **Budget and Finance**

- City budget document preparation – including working to update the annual process, improving presentation materials for monthly status reports and for use during budget hearings (Milford and Lewes).
  - Milford FY: July 1 – June 30
  - Lewes FY: April 1 – March 31
- Develop or update financial policies and fiscal plans – including a 5-Year CIP (Milford and Lewes) and vehicle replacement plan
- Preparing Requests for Proposals for professional services (Milford and Lewes)

### **Strategic Plan Implementation and Work Plan Development**

- Work plan reporting and project management (Milford)
- Assist Departments in updating management dashboards aligned with Strategic Plan (Milford and Lewes)
- Assist with Strategic Planning in each Department and City-wide (Lewes; See Milford example)
- Assist City Manager and Police Chief with strengthening community-oriented outreach, including establishing measures (Lewes and Milford)

### **Planning and Economic Development**

- Assist Planning Director with Sign Code Update (Milford)
- Enhance economic development marketing materials and website (Milford and Lewes)
- Assist Planning Department with new projects (Milford and Lewes)

### **HR, Policy, and General CM Projects**

- Assist CM and HR w/ update of Personnel Ordinance as needed (Milford and Lewes)
- Assist with due diligence and planning for new Police Station (Milford)
- Assist with creating and updating human resource policies as needed (Milford and Lewes)
- Assist with classification and compensation research for City employees (Lewes)
- Assist with creating/updating performance evaluation process and forms (Lewes)

### **Communication**

- Assist PR Firm with community engagement plan for new Police Station (Milford)
- Grant Research and Writing (Milford and Lewes)
- Award/Recognition Research and Submittals (Milford and Lewes)
- Assist with updating website as needed (Milford and Lewes)

### **Code / Legal**

- Identifying discrepancies and inconsistencies within City Code (Milford and Lewes)
- Assist department heads with Code updates (Milford and Lewes as needed)
- Assist with iCompass transition (Lewes)

### **Participation**

- Attend and participate in meets of:
  - City Council and Committee Meetings
  - City Managers Association of Delaware (CMAD)
  - Delaware League of Local Governments (DLLG)
  - Sussex County Association of Towns (SCAT)
  - Delaware Municipal Electric Corporation (DEMEC) – Milford only