

# City of Milford



## CITY COUNCIL AGENDA Monday, February 8, 2021

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

*In accordance with the State of Emergency Declaration issued by Governor John Carney that became effective on March 13, 2020, as extended, and as amended, all public meetings of the City of Milford shall be conducted electronically through Zoom until further notice to prevent unnecessary public gatherings.*

*This meeting is available for viewing by the public by accessing the following link:*

<https://zoom.us/j/94161150176>

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

*US: +1 301 715 8592*

*Webinar ID: 941 6115 0176*

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

**6:30 P.M.**

### **COUNCIL WORKSHOP**

Milford Housing Development Corporation/Wells Fargo Planning Grant/Public Outreach  
Efficiency Smart Presentation

**7:00 P.M.**

### **COUNCIL MEETING**

Call to Order - Mayor Archie Campbell

Invocation

Pledge of Allegiance

Approval of Previous Minutes

Recognition

Introduction/New City Employees

Police!:

Civilian of the Year

Officer of the Quarter/Officer of the Year

Staff Reports

Monthly Police Chief Report

Monthly City Manager Report

Finance Department

Public Works Department

Planning & Economic Development Department

Parks & Recreation Department

Human Resources Office

Monthly City Finance Report

Committee & Ward Reports

Communication & Correspondence

Unfinished Business

Chief Brown/Evaluation/Salary

New Business

Authorization/Agreement/Delaware Mosquito Control Spray

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

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

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

Ordinance Introduction:

ORDINANCE 2020-02

Windward on the River, LP/Residential on 27.058 +/- acres of land located along the west side of Beaver Dam Road, approximately 1,100 feet south of the Cedar Beach Road intersection.

Application Type: Conditional Use – Comprehensive Sign Plan

Comprehensive Plan Designation: Moderate Density Residential & Commercial

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

Present and Proposed Use: Multi-Family

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

Adjournment

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

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

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

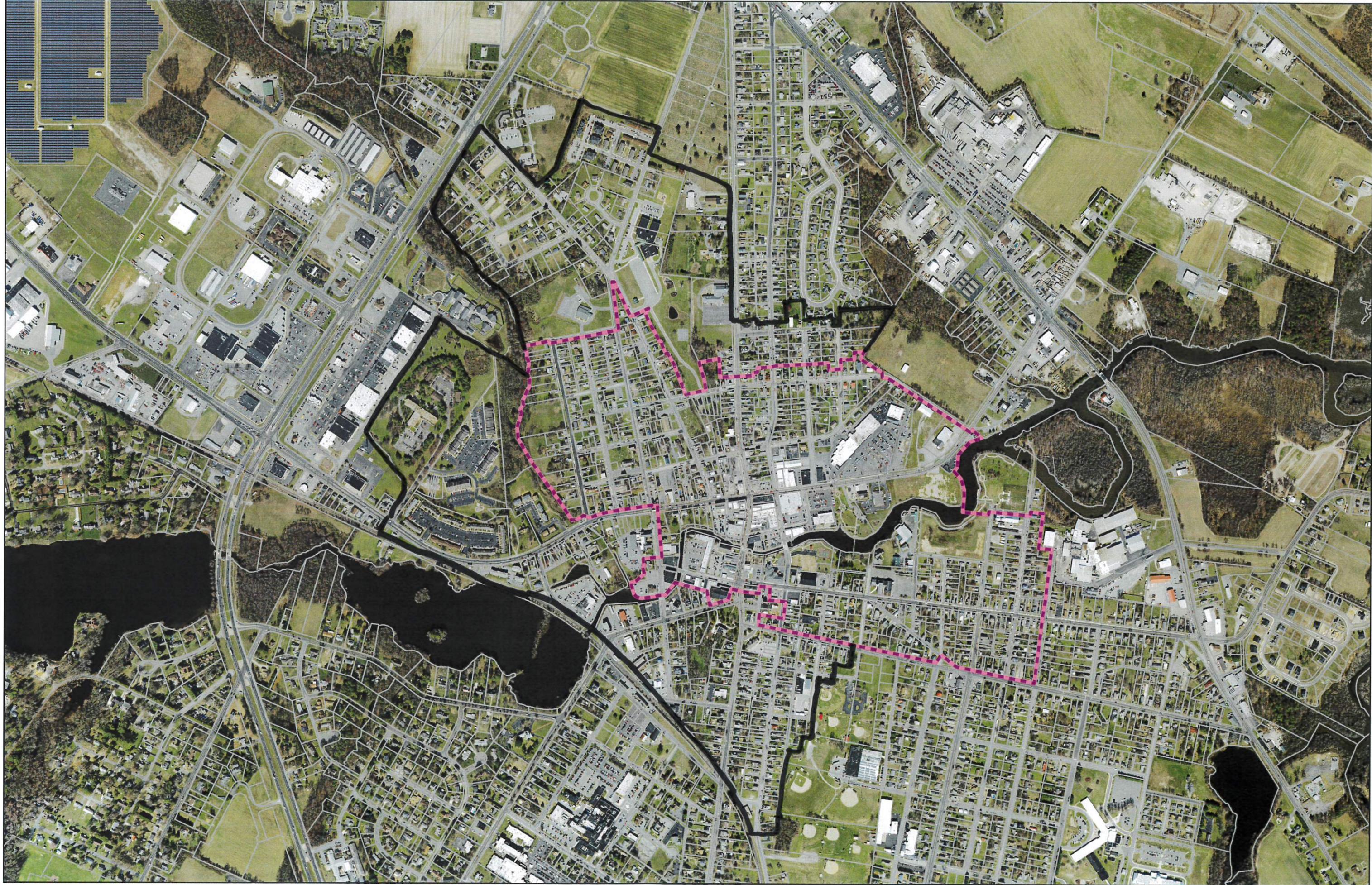
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1020221 Late Addition/Request of Police Chief

022621 Clarificaiton to Agenda Item Request of Finance Director



1. Update on what has been accomplished so far
  - Target area identified and mapped – See the attached map
  - List of approximately 1,700 addresses created
  - Survey crafted – See the attached survey
  - Survey translated into Spanish and Haitian Creole
  - Survey uploaded to the Success Measures data collection site in three languages
  - Survey tracking tool created
  - Publicity flier created in English, Spanish, and Haitian Creole – See the attached fliers
    - We have just begun circulating these in the target area
  - Postcard design is complete – See the attached postcard
  - Mail Movers of Salisbury will add a QR Code option, print and mail the postcard to all residential homes in the target area
  - Link to Success Measures survey is available <https://bit.ly/3aAeYJ1>
  - A text option for the survey is available
    - Residents may text **Survey** to 1-844-619-1553
    - Complete the survey in their choice of languages
  - Steering Committee Members so far:
    - Russ Huxtable, MHDC
    - Susan M. Davis, MHDC
    - Michele Webb, MHDC
    - Lillian Harrison, Elevated CDC
    - Rob Pierce, City of Milford
    - Nancy Green, State Office of Volunteerism
    - Bruce Wright, FSCAA
    - Jaime Saylor, FSCAA
2. Update on what still needs to be accomplished
  - Promotional fliers distributed throughout the target area
  - Once the address list is finalized and the postcard proof is approved, we will set the mailing date. This will allow for the social media dates TBD.
  - Social media and website posts need to be crafted and distributed now for posting prior to the mailing launch and again during the survey
    - Prior message will include target area map and incentive information with a Coming Soon type of message
    - During message to include the link and a Take the Survey Now to collect your incentive type of message
  - Steering Committee members, the City, and Council Members post the Coming Soon message on their social media and websites (Date TBD)
  - Steering Committee members, the City, and Council Members post the link to the survey on their social and websites (Date TBD) and encourage participation
  - We will need a representative sample from the target area so we will ask Steering Committee members, the City, and Council Members to encourage participation in the survey and push the incentives
    - Preferred methods of participation are online, text, QR code, or paper.
    - Last option is to schedule a phone interview.
  - Identify and recruit Spanish and Haitian Creole speakers to help with phone interviews.
  - Identify and recruit additional Steering Committee members for the data analysis and planning phases
3. Questions, comments, suggestions, etc.





# REINVESTMENT FUND

To: Russell Huxtable, Milford Housing Development Corporation  
Cc: Lauren M. Mikus, Wells Fargo Regional Foundation  
From: Mallory Rappaport, Jacob Rosch, and Emily Dowdall, Reinvestment Fund Policy Solutions  
Date: October 28, 2020  
Regarding: Milford Housing Development Corporation Pre-Planning Memo

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The goal of this memo is to highlight issues for the Milford Housing Development Corporation (MHDC) and its partners to consider during their community planning process. The analysis presented here is based on demographic, economic, and real estate market data; the neighborhood's assets and potential barriers to development; as well as Reinvestment Fund's experience providing technical assistance to other groups working in similar communities.

Reinvestment Fund acknowledges that all of the data provided below predates the COVID-19 pandemic, which has exacerbated existing challenges in many communities. With this caveat, we believe MHDC can use this information to provide context for assessing new challenges, understanding residents' input, and ensuring plan recommendations are relevant, at appropriate scales, and in the right locations.

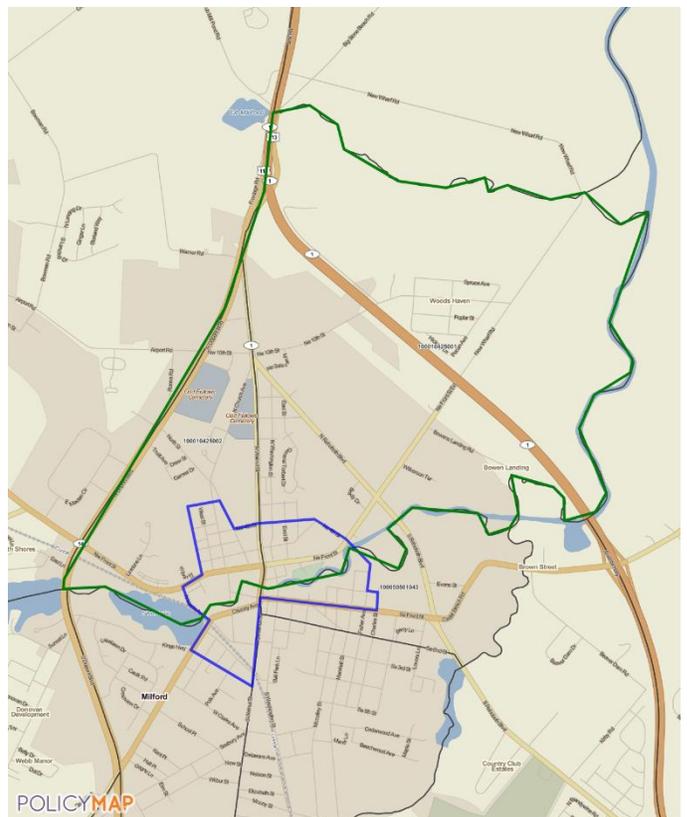
All data presented here, and much more, is available at [PolicyMap.com](https://www.policy-map.com). Reinvestment Fund Policy Solutions and PolicyMap staff will be available throughout the planning process to assist in using data to identify opportunities and challenges, and in developing strategies to address them.

## Focus Area and Area of Analysis

The MHDC focus area (outlined in blue in Map 1) is located in Milford, DE. It contains multiple houses of worship and cultural institutions like the Riverfront Theatre and public library. The focus area also captures the local Riverwalk farmers market and downtown commercial corridors.

Because the focus area does not align well with census geographies, this memo uses the area outlined in green as a proxy for information on the focus area. For more information on how this area was selected, see Appendix I.

*Map 1: Focus Area (Blue Outline) with 2010 Census Block Groups (Black Outlines)*



### Considerations for Planning:

- To what extent do the neighborhood’s parks and waterways act as a bridge or a barrier between different portions of the neighborhood? Do residents perceive the focus area as one neighborhood?
- How connected are the residential and commercial sections of the neighborhood? To what extent do residents see their interests and need reflected in the mix of cultural and commercial assets in the focus area?
- What role can the various institutions located in the neighborhood play in resident outreach? What other institutions and assets are available to support the planning and implementation process?

### Demographic Characteristics

*Population.* Estimates from 2014-2018 American Community Survey (ACS) indicate that the resident population overall has steadily increased from 2,917 to 3,831 (+31.1%) (Table 4). Almost the entirety of the population growth was driven by the growing number of working age Black and Hispanic residents in the area. As Map 2 illustrates, the trend of population growth varies by block group. For instance, the block groups to the east of Walnut Street (block groups 100010425001 and 100050501043) experienced an overall population decline while the block group to the west of Walnut Street (block group 100010425002), experienced an overall population increase. (See Appendix II – Data Source Notes for more information on using ACS estimates).

*Families and children.* In the focus area, the total number of households has increased substantially (+23.3%) between 2000 and 2014-2018 (Table 1). Citywide, the total number of households in Milford has also increased substantially (+44.8%) during this period. The increase of households can largely be attributed to an increase in family households (married couples or single adults living with children). Family households remain the majority (64.3%) of households in the area. Since 2000, an increasing percentage of family households have been single-parent households. In 2014-2018, 33% of all family households in the focus area were single-parent households, which is higher than city and countywide figures of 21.4% and 15.7%, respectively.

Over a third of households (35.7%) are non-family households (e.g. singles and unrelated individuals living together). This percentage is slightly higher than city and countywide levels.

Map 2

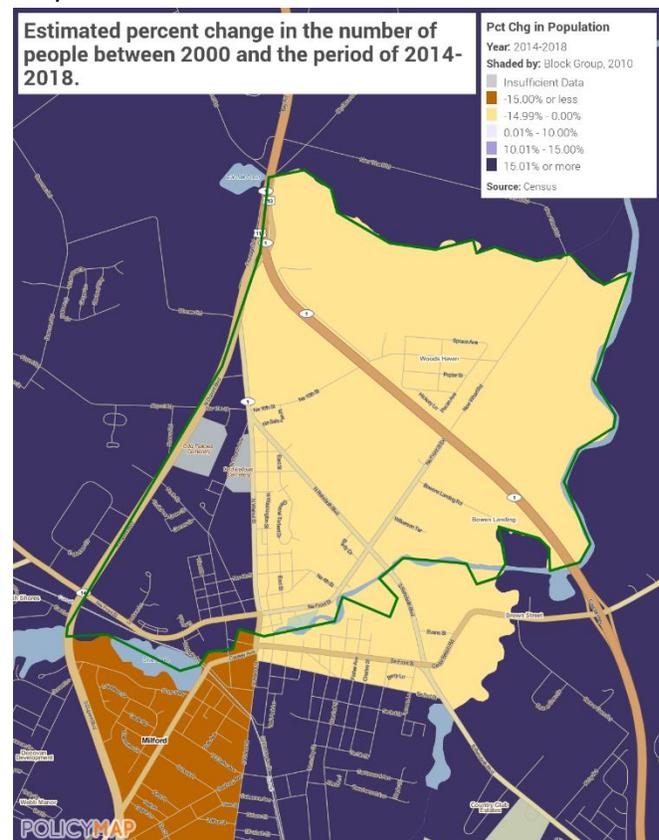


Table 1: Households by Type

	2000	2010	Change 2000 to 2010	2014-18 Estimate	Change 2010 to 2014-18	Change 2000 to 2014-18
<b>Focus Area</b>						
<b>All Households</b>	1,222	1,355	+10.9%	1,506	+11.1%	+23.2%
<b>Family Households</b>	737	830	+12.6%	969	+16.7%	+31.5%
<b>Families as a % of All Households</b>	60.3%	61.3%	+0.9	64.3%	+3.1	+4.0
<b>% Single-Parent Families</b>	25.9%	28.2%	+2.3	33.0%	+4.8	+7.1
<b>Milford</b>						
<b>All Households</b>	2,871	3,743	+30.4%	4,157	+11.1%	+44.8%
<b>Family Households</b>	1,847	2,356	+27.6%	2,753	+16.9%	+49.1%
<b>Families as a % of All Households</b>	64.3%	62.9%	-1.4	66.2%	+3.3	+1.9
<b>% Single-Parent Families</b>	20.7%	21.1%	+0.4	21.4%	+0.3	+0.7
<b>Kent County</b>						
<b>All Households</b>	47,224	60,278	+27.6%	64,545	+7.1%	+36.7%
<b>Family Households</b>	33,615	42,290	+25.8%	44,677	+5.6%	+32.9%
<b>Families as a % of All Households</b>	71.2%	70.2%	-1.0	69.2%	-0.9	-2.0
<b>% Single-Parent Families</b>	16.4%	16.0%	-0.4	15.7%	-0.3	-0.7
<b>Delaware</b>						
<b>All Households</b>	298,736	342,297	+14.6%	357,765	+4.5%	+19.8%
<b>Family Households</b>	204,590	230,731	+12.8%	237,901	+3.1%	+16.3%
<b>Families as a % of All Households</b>	68.5%	67.4%	-1.1	66.5%	-0.9	-2.0
<b>% Single-Parent Families</b>	14.5%	14.8%	+0.4	13.2%	-1.6	-1.3

Sources: U.S. Census Bureau 2000 Decennial Census, 2010 Decennial Census, 2014-2018 American Community Survey 5-Year Estimates

The age of the residents living in the focus area has shifted, with significant population increases in working age and middle-aged adults (25+), rather than young adults (Table 5). The number of working age adults from 25-34 increased by 62.4% and adults 35-64 increased by 45.3%. Most population losses were seen in young adults 18-24. In 2014-2018, 18-24-year-old residents accounted for only 6.5% of the resident population. This decline in young adults mirrors citywide losses. Since 2010, the percentage of residents 18 and under has also decreased, though in 2014-2018, children were still a significant share of the population (24.5%).

*Racial/Ethnic Makeup.* Most of the population growth within the focus area has been driven by growing numbers of Black and Hispanic residents (particularly Hispanic residents), while residents of other races have remained stable or declined in population. In 2014-2018, the focus area was 37.1% White and 31.7% Black, down from 51.8% and 35.5% in 2000, respectively (Table 6). The number of Hispanic residents in the focus area has grown substantially since 2000 from 8.4% to 30.3% in 2014-2018. The focus areas share of Black and Hispanic residents is higher than city and county levels, though both Milford and Kent County have also seen an increase of Hispanic residents.

In 2014-2018, 14.5% of residents were born outside of United States. This share is higher than city and county levels (Table 7).

## Considerations for Planning: Demographic Characteristics

- While overall the neighborhood's population increased, population changes in each block group varied. What factors have contributed to these divergent trends? How do the spatial patterns of population change relate to the recent housing and commercial development patterns across the neighborhood? How might these conditions inform a different set of strategies for different sections of the neighborhood?
- Given the substantial number of family households and children under 18 in the focus area, how are the needs for childcare and education services being affected by the COVID-19 pandemic? What are some of the local organizations that MHDC can work with to understand potential challenges? What has been successful, and how can existing services respond and adapt to changing needs amidst the pandemic?
- In light of recent racial and ethnic demographic changes, what types of outreach would ensure that the planning process and resulting planning document represent the needs and priorities of both new and longtime residents? Could the resident surveys and interviews help MHDC understand any tensions that may exist around these changes? How might the plan address this? Are the language needs of the growing Hispanic population being met?

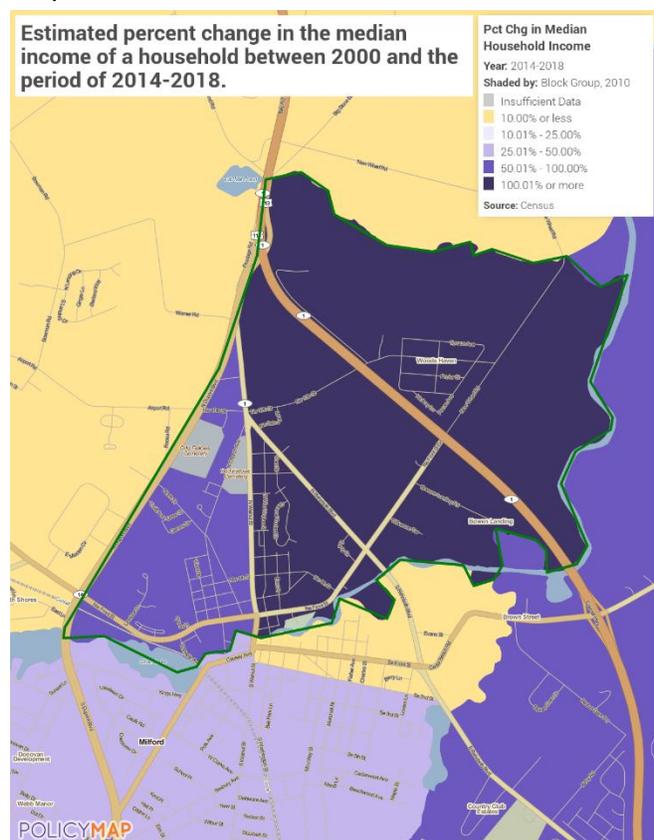
## Economic Characteristics

*Income and poverty.* In 2014-2018, the median household income in block groups varied between \$37,579 and \$87,969 (Map 5). The block group with the highest median household income (block group 100010425001, to the east of Walnut street) has more than doubled its median household income since 2000 (Map 3). All block groups within the focus area have seen overall increases in median household income since 2000.

Despite increases in median household income, over a quarter of households in the focus area earn less than \$25,000 per year and over half earn less than \$50,000 (Table 2). For reference, in 2018, the U.S. median household income was \$60,293, and the Federal Poverty Level for a family of four was \$25,100.

Even though the number of children under 18 has declined, the share of children in poverty has increased. In 2014-2018, 14.9% of all residents and 28% of children in the focus area were living in poverty. Over the same time period, the share of seniors (65+) living in poverty has increased as well (+7.6) and far exceeds city, county, and state levels.

Map 3



Despite increases, the overall rate of poverty and rate of poverty among children is lower than citywide averages (Table 8).

*Table 2: Annual Household Income*

	Focus Area	City	County	State
<b>% Households Making \$9,999 or Less</b>	7.8%	3.9%	5.5%	5.6%
<b>% Households Making \$10,000 to \$24,999</b>	17.3%	15.4%	13.4%	11.4%
<b>% Households Making \$25,000 to \$49,999</b>	29.9%	31.0%	24.0%	21.3%
<b>% Households Making \$50,000 to \$99,999</b>	22.3%	32.0%	34.0%	32.2%
<b>% Households Making \$100,000 or More</b>	22.7%	17.6%	23.1%	29.6%

Source: U.S. Census Bureau 2014-2018 American Community Survey 5-Year Estimates

*Jobs.* Available data sources provide employment data for both focus area *residents*, wherever they work, and focus area *workers*, whether they live in the neighborhood or elsewhere. In 2017 (the most recent data available), over a half of residents (51.3%) worked in one of three industries: Manufacturing; Health Care and Social Assistance; and Retail Trade (Table 3). These industries, along with Accommodation & Food Services and Educational Services are the primary employers in the neighborhoods.

As of 2017, almost half (47.7%) of the jobs available in the focus area were in manufacturing and the most significant job growth in the area was seen in Manufacturing. Additional job growth occurred in the Retail Trade and Accommodation & Food Services industries. The Health Care and Social Assistance sector experienced the most significant job loss within the focus area, though it is still a primary employer in the area.

*Educational Attainment.* In the focus area, the educational attainment of adult residents (ages 25 or older) improved between 2000 and 2014-2018. The share of the adult population who had less than a high school diploma dropped from 28.3% to 15.7%, and those that have obtained a high school diploma but did not have a bachelor’s degree increased from 30.5% to 37.1% (Table 9). The share of bachelor’s degree holders experienced a slight decline from 2000 to 2010 but have since increased above 2000 levels at 19.1%. Despite overall gains, educational attainment in the focus area remains low compared to city and county levels.

Table 3: Employment and Jobs

Industry	% of Jobs Held by Residents (wherever jobs are)	% of Jobs in Focus Area (wherever workers live)	% of Jobs in City (wherever workers live)	Change, # of Jobs Held by Residents 2012-2017	Change, # of Jobs in Focus Area 2012-2017	Change, # of Jobs in City 2012-2017
Manufacturing	19.8%	47.7%	32.5%	+53	+278	+330
Health Care & Social Assistance	18.6%	8.6%	26.5%	+54	-147	-85
Retail Trade	12.9%	9.7%	10.9%	+78	+87	+146
Accommodation & Food Services	8.5%	8.9%	5.8%	+37	+56	-25
Educational Services	6.4%	8.1%	4.1%	-5	-16	-34
Administrative, Support & Waste Management and Remediation Services	6.3%	1.9%	4.2%	+7	+43	-164
Construction	4.0%	1.7%	2.6%	+18	+6	-19
Public Administration	3.8%	0.6%	1.7%	+2	-7	-10
Transportation & Warehousing	3.6%	0.9%	1.3%	+22	-56	-65
Professional, Scientific & Technical Services	3.2%	1.7%	1.1%	+14	+6	-65
Wholesale Trade	2.9%	4.1%	2.9%	+13	+14	+53
Finance & Insurance	2.7%	0.7%	0.9%	+1	-11	-30
Other Services	2.3%	4.2%	2.3%	+2	+47	+50
Arts, Entertainment & Recreation	2.2%	0.3%	0.4%	+15	-3	-11
Information	0.9%	0.2%	0.7%	-1	-4	0
Management of Companies and Enterprises	0.7%	0.0%	1.5%	-3	0	+36
Real Estate & Rental and Leasing	0.7%	0.6%	0.4%	-1	+6	+13
Agriculture, Forestry, Fishing & Hunting	0.5%	0.0%	0.2%	+3	0	+4
Utilities	0.1%	0.0%	0.0%	+1	0	0
Mining, Quarrying & Oil and Gas Extraction	0.0%	0.0%	0.0%	0	0	0
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>+310</b>	<b>+299</b>	<b>+124</b>

Source: U.S. Census Bureau 2017 Longitudinal Employer-Household Dynamics

### Considerations for Planning: Economic Characteristics

- According to Census data, the focus area remained a largely low-income neighborhood despite all block groups experiencing growth in median household income between 2000 and 2014-2018 (before adjusting for inflation). How does this compare to the on-the-ground knowledge MHDC has gained working with the residents and seeing economic challenges?
- To what extent are residents accessing state and federal resources available for low income individuals and families? Are there existing barriers that prevent residents from accessing available benefits? What factors help explain the rise in poverty among children and seniors?

- What factors have driven the growth in Manufacturing, Retail Trade, and Accommodation & Food Services jobs in the area? Are new jobs accessible to residents? What wages and benefits attach to new jobs in the area?
- Even though the number of children (18 and under) in the area has declined, the share of children in poverty has increased. What does this suggest about family households within the focus area? Are families with more income and greater options choosing to leave the neighborhood?
- The focus area saw a decrease in jobs available in Healthcare and Social Assistance. What factors have driven the decline of positions within this industry?
- What have been some of the most difficult job-related challenges for low-income households in the neighborhood? Is it low wages, unemployment, obtaining educational/technical qualifications, or lack of access to high-quality jobs? What has changed since 2017 (until the COVID-19 pandemic) that is not reflected in the most recent available data? Is it possible to use resident survey results to help MHDC gain more specific insight into residents' main employment challenges?
- What have been the experiences and key economic challenges for the growing number of Hispanic residents in the focus area? Have any existing or new programs been designed to provide resources and opportunities that Hispanic residents may need? How about educational attainment and job preparedness for youth?
- Given that resources for remote learning have become critical for students during the pandemic, what are some ways that MHDC can ensure that educational attainment in the neighborhood continues to improve? For example, are access to technology and internet services potential obstacles for the youth in low-income households?
- What programs, initiatives, or other trends can help explain the increase in the share of residents holding high school diplomas since 2000? Are there lessons or practices that can be adopted to help residents further improve their educational attainment? What job training, apprenticeship, or upskilling program could be provided to residents that might serve as an alternative to post-secondary training?

### ***Housing and Real Estate Characteristics***

*Housing stock.* Single-family detached units account for 49.7% of the housing stock in the focus area. Small multi-family apartment buildings make up a third (33%) of units in the focus area (Table 10).

*Renters and Owners.* The share of renters in the focus area has increased steadily since 2000, while the share of homeowners has declined (Table 11). Though the city of Milford also gained renters and lost homeowners, the city was more equally divided between renters and homeowners. In 2014-2018 a majority of residents in the focus area were renting their homes (66.6%) whereas in the city of Milford a majority of residents owned their homes (53.8%). In the focus area, most renter households are located to the west of Walnut Street (block group 100010425002) (Map 9).

In 2014-2018, 34.2% of renters in the focus area were cost-burdened, meaning they pay a third or more of their income for housing (Table 12) and 17.1% of renters were extremely cost-burdened, meaning they paid at least half of their income in rent. The share of cost-burdened renter households in the focus area is significantly lower than the rate citywide (41.3%) and statewide (45.7%) figures.

Among owners, 17.3% were cost-burdened and 7.2% were extremely cost-burdened. The share of cost-burdened owner households in the focus area is also lower than citywide and statewide figures, 22.8% and 23.5% respectively.

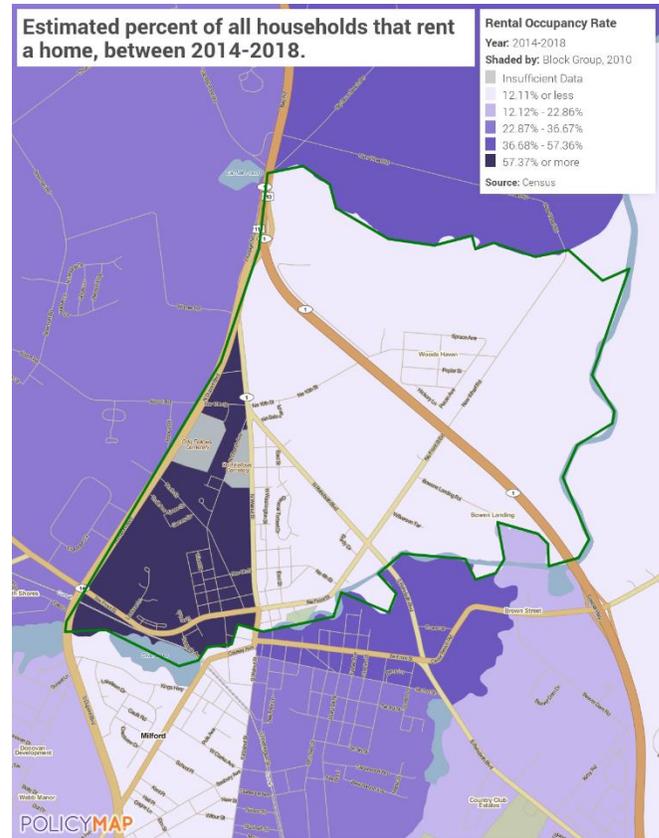
*Vacancy* At 1.8% in 2020, the residential vacancy rate in the neighborhood has remained slightly higher than in Milford, but lower than countywide levels (Table 13). Residential vacancies were highest in the block group to the east of Walnut Street and south of the Mispillion River (block group 100050501043) (Map 13). The percentage of vacant commercial properties in the focus area has decreased significantly since 2018, from 8.9% to 4.5% (Table 13). The rate of commercial vacancy remains above countywide levels.

*Home Sales.* Average home prices in the neighborhood vary, ranging from \$75,000 to \$125,000 (Map 15). The block group to the west of Walnut Street had the lowest median sales price, while other block groups had similar median sales values. Sales volume varied by block group from 15 to 32+ (Map 16).

**Considerations for Planning: Housing and Real Estate Characteristics**

- How does the condition of the housing stock vary across the neighborhood? Who are the landlords in the neighborhood? What supports can be provided to renters and landlords to improve housing quality without increasing rents?
- How does the housing stock vary across the neighborhood? What effect does the relatively high share of detached single-family houses have on the focus area? What are the concerns and challenges facing occupants of this housing stock? What combination of rehabilitation of existing single-family homes vs new construction would be ideal for the community?
- Given the growing share of renter households that are cost-burdened and families in poverty, how have housing assistance programs like Housing Choice Vouchers or subsidized units been helpful? To what extent to the location and types of available housing reflect the needs of families living in the area?
- The Valassis vacancy data cited in this report does not account for vacant lots and may underreport long-term vacant buildings; supplementing with a current assessment of vacancy through the parcel survey is critical to understanding the distress and evaluating potential development opportunities. If concentrated in certain blocks (particularly vacant corner lots), vacant buildings or underutilized land can be consolidated for redevelopment or open space purposes.
- What factors help explain the decline in commercial vacancy? Are there lessons or best practices that can be adapted to further increase commercial utilization? Do declines in vacancy reflect larger economic trends in the area?

Map 4



## Physical Characteristics

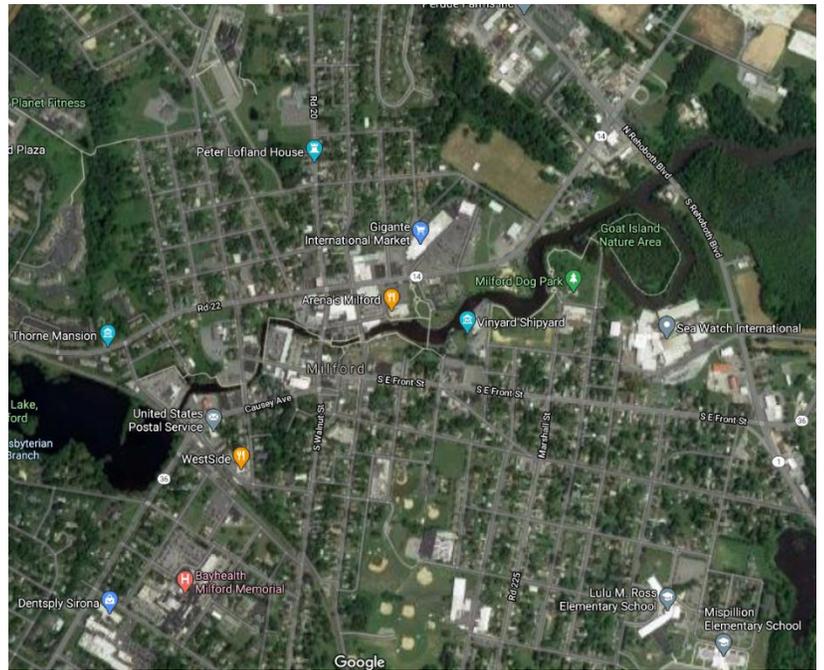
*Physical Barriers.* The neighborhood's main physical barrier is the Mispillion river which runs through the neighborhood and city.

*Recreation and Open Space.* Along the boundaries of the river, the neighborhood has several parks and green spaces including Mispillion Riverwalk and Bicentennial Park.

*Public Transportation.* The area is served by the 210 and 303 regional bus line, which connects to the transportation hub in Dover.

### **Considerations for Planning: Physical Characteristics**

- How connected do residents feel with other parts of Delaware? What are the main modes of transportation residents use to get to work? How walkable is the city's downtown area? What transportation options can residents access to reach work and commercial hubs?
- To what extent do the existing parks in the community meet the needs of residents? Do facilities and programming reflect resident interests? What opportunities exist to further enhance opportunities for residents to access and create new amenities from the physical assets in the communities?



## **Appendix I—Focus Area Notes**

### ***Area of Analysis***

MHDC's focus area aligns with two 2010 Census block groups: 100010425002 and 100010425001.

### ***Changing Boundaries and Numbering***

The boundaries and numbering of the block groups within the focus area changed substantially between the 2000 and the 2010 Census, with several 2000 block groups being combined to form re-numbered 2010 block groups. To report Census 2000 figures using the 2010 boundaries, Reinvestment Fund estimates Census 2000 values at the 2010 boundaries. Please contact Reinvestment Fund for more information on this estimation process.

All figures in this memo use 2010 boundaries and numbering. MHDC and its partners should use caution when assessing additional data.

## **Appendix II—Data Source Notes**

Most data in this memo comes from the 2000 and 2010 Decennial Censuses, as well as the U.S. Census Bureau's American Community Survey.

The Decennial Census provides a count of the nation's population and housing units by their basic characteristics (e.g., sex, age, race, ethnicity, and tenure for people and vacancy status for housing units) once every ten years. This data is considered the very accurate "gold standard" against which other such data is evaluated.

The American Community Survey (ACS) provides *estimates* of more detailed demographic, social, economic, and housing characteristics based on a survey of a sample of American households. As with the results of any survey, these estimates come with some margin for error. This means that the actual values might be somewhat higher or lower than the estimates provided.

Reinvestment Fund uses the ACS's five-year estimates, which are estimates based on survey responses over a five-year period. For example, the estimated number of households in the neighborhood from the 2014-2018 ACS is based on survey responses from 2014, 2015, 2016, 2017, and 2018. Single-year estimates are available from the Census Bureau, but these have much higher margins of error, particularly at the smaller geographies used in neighborhood planning.

As with data from any source, all ACS data should be checked against local knowledge and observations wherever possible.

## Appendix III—Additional Tables

Table 4: Population Change

	2000	2010	Change 2000 to 2010	2014-18 Estimate	Change 2010 to 2014-18	Change 2000 to 2014-18
<b>Focus Area</b>	2,917	3,455	+18.4%	3,831	+10.9%	+31.3%
<b>Milford</b>	7,248	9,559	+31.9%	10,835	+13.3%	+49.5%
<b>Kent County</b>	126,697	162,310	+28.1%	174,822	+7.7%	+38.0%
<b>Delaware</b>	783,600	897,934	+14.6%	949,495	+5.7%	+21.2%

Sources: U.S. Census Bureau 2000 Decennial Census, 2010 Decennial Census, 2014-2018 American Community Survey 5-Year Estimates

Table 5: Population Change by Age

	2000	2010	Change 2000 to 2010	2014-18 Estimate	Change 2010 to 2014-18	Change 2000 to 2014-18
<b>Focus Area (Number)</b>						
<b>Residents Under 18</b>	842	973	+15.6%	938	-3.6%	+11.4%
<b>Residents 18 to 24</b>	291	370	+27.1%	250	-32.4%	-14.1%
<b>Residents 25 to 34</b>	386	508	+31.6%	627	+23.4%	+62.4%
<b>Residents 35 to 64</b>	960	1,178	+22.7%	1,395	+18.4%	+45.3%
<b>Residents 65 or Older</b>	438	426	-2.7%	621	+45.8%	+41.8%
<b>Focus Area (Percent)</b>						
<b>% Residents Under 18</b>	28.9%	28.2%	-0.7	24.5%	-3.7	-4.4
<b>% Residents 18 to 24</b>	10.0%	10.7%	+0.7	6.5%	-4.2	-3.5
<b>% Residents 25 to 34</b>	13.2%	14.7%	+1.5	16.4%	+1.7	+3.1
<b>% Residents 35 to 64</b>	32.9%	34.1%	+1.2	36.4%	+2.3	+3.5
<b>% Residents 65 or Older</b>	15.0%	12.3%	-2.7	16.2%	+3.9	+1.2
<b>Milford</b>						
<b>% Residents Under 18</b>	27.0%	24.4%	-2.6	25.2%	+0.8	-1.8
<b>% Residents 18 to 24</b>	9.2%	8.5%	-0.7	6.6%	-1.9	-2.6
<b>% Residents 25 to 34</b>	12.8%	13.8%	+1.0	13.6%	-0.2	+0.8
<b>% Residents 35 to 64</b>	33.6%	35.9%	+2.3	34.6%	-1.3	+1.0
<b>% Residents 65 or Older</b>	17.4%	17.4%	0.0	20.0%	+2.6	+2.6
<b>Delaware</b>						
<b>% Residents Under 18</b>	24.8%	22.9%	-1.9	21.4%	-1.5	-3.4
<b>% Residents 18 to 24</b>	9.6%	10.1%	+0.5	9.1%	-1.1	-0.5
<b>% Residents 25 to 34</b>	13.9%	12.4%	-1.5	13.3%	+0.9	-0.6
<b>% Residents 35 to 64</b>	38.7%	40.2%	+1.5	38.6%	-1.6	-0.1
<b>% Residents 65 or Older</b>	13.0%	14.4%	+1.4	17.6%	+3.2	+4.6

Sources: U.S. Census Bureau 2000 Decennial Census, 2010 Decennial Census, 2014-2018 American Community Survey 5-Year Estimates

Table 6: Population Change by Race/Ethnicity

	2000	2010	Change 2000 to 2010	2014-18 Estimate	Change 2010 to 2014-18	Change 2000 to 2014-18
<b>Focus Area (Number)</b>						
White Residents	1,511	1,397	-114	1,422	+25	-89
Black/African-American Residents	1,029	1,287	+258	1,216	-71	+187
Hispanic/Latino Residents	244	613	+369	1,159	+546	+915
Asian Residents	41	37	-4	14	-23	-27
Residents of Other Races	92	121	+29	20	-101	-72
<b>Focus Area (Percent)</b>						
% Residents White	51.8%	40.4%	-11.4	37.1%	-3.3	-14.7
% Residents Black/African-American	35.3%	37.3%	+2.0	31.7%	-5.5	-3.5
% Residents Hispanic/Latino	8.4%	17.7%	+9.4	30.3%	+12.5	+21.9
% Residents Asian	1.4%	1.1%	-0.3	0.4%	-0.7	-1.0
% Residents of Other Races	3.2%	3.5%	+0.4	0.5%	-3.0	-2.6
<b>Milford</b>						
% Residents White	66.4%	59.2%	-7.2	53.9%	-5.2	-12.4
% Residents Black/African-American	21.8%	21.5%	-0.3	20.4%	-1.1	-1.3
% Residents Hispanic/Latino	8.3%	15.8%	+7.5	19.8%	+4.0	+11.5
% Residents Asian	1.0%	1.1%	+0.1	1.9%	+0.8	+0.9
% Residents of Other Races	2.6%	2.5%	-0.1	3.9%	+1.4	+1.3
<b>Kent County</b>						
% Residents White	72.1%	65.2%	-6.8	62.2%	-3.1	-9.9
% Residents Black/African-American	20.3%	23.3%	+3.0	24.5%	+1.2	+4.1
% Residents Hispanic/Latino	3.2%	5.8%	+2.6	7.0%	+1.2	+3.8
% Residents Asian	1.7%	2.0%	+0.4	2.0%	0.0	+0.3
% Residents of Other Races	2.7%	3.7%	+1.0	4.4%	+0.7	+1.7
<b>Delaware</b>						
% Residents White	72.5%	65.3%	-7.1	62.7%	-2.6	-9.8
% Residents Black/African-American	18.9%	20.8%	+1.9	21.6%	+0.8	+2.6
% Residents Hispanic/Latino	4.8%	8.2%	+3.4	9.1%	+0.9	+4.3
% Residents Asian	2.1%	3.2%	+1.1	3.8%	+0.7	+1.8
% Residents of Other Races	1.8%	2.6%	+0.8	2.8%	+0.2	+1.0

Sources: U.S. Census Bureau 2000 Decennial Census, 2010 Decennial Census, 2014-2018 American Community Survey 5-Year Estimates

Table 7: Residents Born Outside the United States

	2000 Estimate	2009-13 Estimate	Change 2000 to 2009-13	2014-18 Estimate	Change 2009-13 to 2014-18	Change 2000 to 2014-18
<b>Greater Focus Area</b>	5.7%	18.9%	+13.2	14.5%	-4.5	+8.7
<b>Milford</b>	6.2%	9.3%	+3.1	10.3%	+1.0	+4.1
<b>Kent County</b>	4.0%	5.3%	+1.3	5.7%	+0.3	+1.7
<b>Delaware</b>	5.7%	8.4%	+2.7	9.2%	+0.8	+3.5

Sources: U.S. Census Bureau 2000 Decennial Census, 2008-2012 American Community Survey 5-Year Estimates, 2014-2018 American Community Survey 5-Year Estimates

Table 8: Poverty

	2000 Estimate	2009-13 Estimate	Change 2000 to 2009-13	2014-18 Estimate	Change 2009-13 to 2014-18	Change 2000 to 2014-18
<b>Greater Focus Area</b>						
<b>% of Residents in Poverty</b>	17.3%	19.0%	+1.7	14.9%	-4.0	-2.4
<b>% of Residents Under 18 in Poverty</b>	24.6%	24.9%	+0.2	28.0%	+3.2	+3.4
<b>% of Residents 65 or Older in Poverty</b>	15.8%	9.0%	-6.7	16.6%	+7.6	+0.8
<b>Milford</b>						
<b>% of Residents in Poverty</b>	14.4%	16.9%	+2.5	15.6%	-1.3	+1.2
<b>% of Residents Under 18 in Poverty</b>	21.1%	28.8%	+7.7	31.4%	+2.7	+10.3
<b>% of Residents 65 or Older in Poverty</b>	12.6%	8.5%	-4.1	8.7%	+0.2	-4.0
<b>Kent County</b>						
<b>% of Residents in Poverty</b>	10.7%	12.9%	+2.3	13.6%	+0.6	+2.9
<b>% of Residents Under 18 in Poverty</b>	15.2%	20.9%	+5.6	20.5%	-0.4	+5.2
<b>% of Residents 65 or Older in Poverty</b>	8.8%	6.8%	-2.0	7.6%	+0.8	-1.2
<b>Delaware</b>						
<b>% of Residents in Poverty</b>	9.2%	11.7%	+2.5	11.9%	+0.2	+2.7
<b>% of Residents Under 18 in Poverty</b>	12.3%	17.3%	+5.1	17.6%	+0.2	+5.3
<b>% of Residents 65 or Older in Poverty</b>	7.9%	7.0%	-0.9	6.6%	-0.4	-1.3

Sources: U.S. Census Bureau 2000 Decennial Census, 2008-2012 American Community Survey 5-Year Estimates, 2014-2018 American Community Survey 5-Year Estimates

Table 9: Educational Attainment

	2000	2009-13 Estimate	Change 2000 to 2010	2014-18 Estimate	Change 2009-13 to 2014-18	Change 2000 to 2014-18
<b>Focus Area (Number)</b>						
Less than a High School Diploma	521	720	+199	415	-305	-106
High School Diploma	561	862	+301	981	+119	+420
Some College or Associates Degree	493	586	+93	742	+156	+249
Bachelor's Degree or higher	265	222	-43	505	+283	+240
<b>Focus Area (Percent)</b>						
% Less than a High School Diploma	28.3%	30.1%	+1.8	15.7%	-14.4	-12.6
% High School Diploma	30.5%	36.1%	+5.6	37.1%	+1.1	+6.6
% Some College or Associates Degree	26.8%	24.5%	-2.3	28.1%	+3.6	+1.3
% Bachelor's Degree or higher	14.4%	9.3%	-5.1	19.1%	+9.8	+4.7
<b>Milford</b>						
% Less than a High School Diploma	23.1%	15.6%	-7.5	14.5%	-1.1	-8.6
% High School Diploma	31.0%	38.3%	+7.3	30.3%	-8.0	-0.7
% Some College or Associates Degree	27.2%	26.0%	-1.2	30.6%	+4.6	+3.5
% Bachelor's Degree or higher	18.7%	20.0%	+1.3	24.6%	+4.6	+5.9
<b>Kent County</b>						
% Less than a High School Diploma	20.6%	14.8%	-5.8	12.9%	-1.9	-7.7
% High School Diploma	32.9%	33.5%	+0.6	33.2%	-0.4	+0.2
% Some College or Associates Degree	27.9%	30.3%	+2.4	30.4%	+0.1	+2.6
% Bachelor's Degree or higher	18.6%	21.4%	+2.8	23.6%	+2.2	+4.9
<b>Delaware</b>						
% Less than a High School Diploma	17.4%	12.3%	-5.2	10.2%	-2.0	-7.2
% High School Diploma	31.4%	31.7%	+0.3	31.6%	-0.1	+0.2
% Some College or Associates Degree	26.1%	27.2%	+1.1	26.8%	-0.4	+0.7
% Bachelor's Degree or higher	25.1%	28.9%	+3.8	31.4%	+2.5	+6.4

Sources: U.S. Census Bureau 2000 Decennial Census, 2009-2013 and 2014-2018 American Community Survey 5-Year Estimates

Table 10: Housing Stock

	Focus Area	City	County	State
<b>Single-Family Detached</b>	49.7%	64.9%	67.0%	58.8%
<b>Single-Family Attached</b>	1.5%	3.3%	8.2%	15.3%
<b>2-Units/Duplexes</b>	2.2%	1.5%	1.4%	1.6%
<b>Small Apartment Buildings (3-19 units)</b>	33.0%	24.1%	8.0%	11.4%
<b>Large Apartment Buildings (20+ units)</b>	13.7%	6.1%	2.9%	4.5%

Source: 2014-2018 American Community Survey 5-Year Estimates

Table 11: Renters and Owners

	2000	2010	Change 2000 to 2010	2014-18 Estimate	Change 2010 to 2014-18	Change 2010 to 2014-18
<b>Focus Area</b>						
<b>Households Who Rent Their Homes</b>	727	848	+16.6%	1,003	+18.3%	+38.0%
<b>% Households Who Rent Their Homes</b>	59.5%	62.6%	+3.1	66.6%	+4.0	+7.1
<b>Households Who Own Their Homes</b>	495	507	+2.4%	503	-0.8%	+1.6%
<b>% Households Who Own Their Homes</b>	40.5%	37.4%	-3.1	33.4%	-4.0	-7.1
<b>Milford</b>						
<b>Households Who Rent Their Homes</b>	1,371	1,694	+23.6%	1,921	+13.4%	+40.1%
<b>% Households Who Rent Their Homes</b>	47.8%	45.3%	-2.5	46.2%	+1.0	-1.5
<b>Households Who Own Their Homes</b>	1,500	2,049	+36.6%	2,236	+9.1%	+49.1%
<b>% Households Who Own Their Homes</b>	52.2%	54.7%	+2.5	53.8%	-1.0	+1.5
<b>Kent County</b>						
<b>Households Who Rent Their Homes</b>	14,184	17,232	+21.5%	19,991	+16.0%	+40.9%
<b>% Households Who Rent Their Homes</b>	30.0%	28.6%	-1.4	31.0%	+2.4	+0.9
<b>Households Who Own Their Homes</b>	33,040	43,046	+30.3%	44,554	+3.5%	+34.8%
<b>% Households Who Own Their Homes</b>	70.0%	71.4%	+1.4	69.0%	-2.4	-0.9
<b>Delaware</b>						
<b>Households Who Rent Their Homes</b>	82,698	95,573	+15.6%	103,457	+8.2%	+25.1%
<b>% Households Who Rent Their Homes</b>	27.7%	27.9%	+0.2	28.9%	+1.0	+1.2
<b>Households Who Own Their Homes</b>	216,038	246,724	+14.2%	254,308	+3.1%	+17.7%
<b>% Households Who Own Their Homes</b>	72.3%	72.1%	-0.2	71.1%	-1.0	-1.2

Sources: U.S. Census Bureau 2000 Decennial Census, 2010 Decennial Census, 2014-2018 American Community Survey 5-Year Estimates

Table 12: Housing Cost Burdens

	2000 Estimate	2010 Estimate	Change 2000 to 2010	2014-18 Estimate	Change 2010 to 2014-18	Change 2000 to 2014-18
<b>Focus Area</b>						
<b>% Renters Cost-Burdened</b>	35.1%	39.0%	+4.0	34.2%	-4.8	-0.9
<b>% Renters Extremely Cost-Burdened</b>	16.9%	24.9%	+8.0	17.1%	-7.7	+0.2
<b>% Owners Cost-Burdened</b>	26.7%	36.7%	+10.0	17.3%	-19.4	-9.4
<b>% Owners Extremely Cost-Burdened</b>	10.5%	16.6%	+6.1	7.2%	-9.4	-3.3
<b>Milford</b>						
<b>% Renters Cost-Burdened</b>	28.4%	37.5%	+9.0	41.3%	+3.8	+12.8
<b>% Renters Extremely Cost-Burdened</b>	15.1%	21.0%	+5.9	20.1%	-0.9	+5.0
<b>% Owners Cost-Burdened</b>	17.0%	42.3%	+25.3	22.8%	-19.5	+5.8
<b>% Owners Extremely Cost-Burdened</b>	6.7%	20.3%	+13.6	12.7%	-7.6	+6.0
<b>Delaware</b>						
<b>% Renters Cost-Burdened</b>	34.0%	47.1%	+13.1	45.7%	-1.4	+11.7
<b>% Renters Extremely Cost-Burdened</b>	15.2%	22.9%	+7.7	22.4%	-0.5	+7.2
<b>% Owners Cost-Burdened</b>	15.8%	27.7%	+11.9	23.5%	-4.2	+7.7
<b>% Owners Extremely Cost-Burdened</b>	5.2%	10.5%	+5.2	9.6%	-0.9	+4.4

Sources: U.S. Census Bureau 2000 Decennial Census, 2000-2010 American Community Survey 5-Year Estimates, 2014-2018 American Community Survey 5-Year Estimates

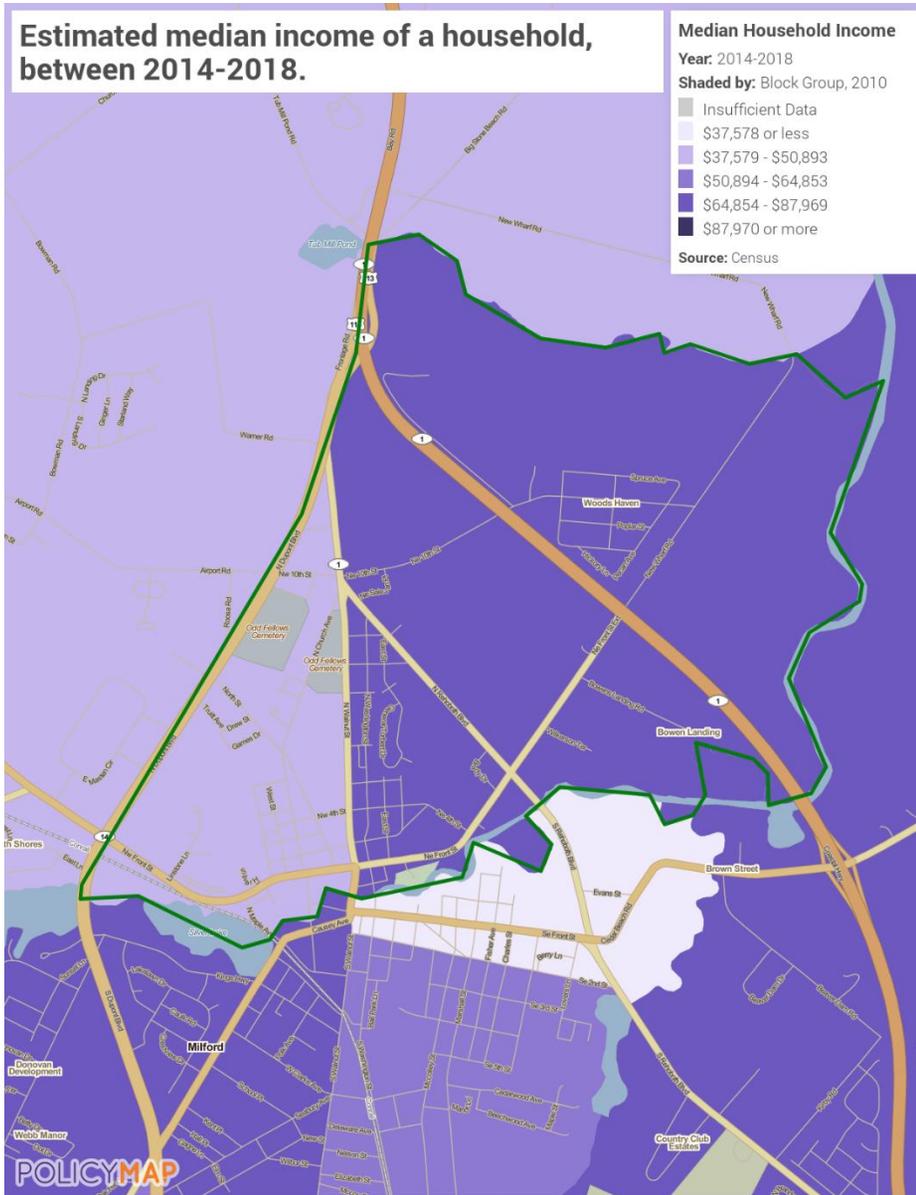
Table 13: Vacancy

	2018	2019	2020
<b>Focus Area</b>			
<b>Residential Vacancy</b>	2.1%	2.0%	1.8%
<b>Business Vacancy</b>	8.9%	4.5%	4.5%
<b>Milford</b>			
<b>Residential Vacancy</b>	1.8%	1.2%	1.6%
<b>Business Vacancy</b>	9.1%	2.9%	4.2%
<b>Kent County</b>			
<b>Residential Vacancy</b>	0.7%	0.6%	0.4%
<b>Business Vacancy</b>	2.9%	2.3%	2.1%
<b>Delaware</b>			
<b>Residential Vacancy</b>	2.3%	1.3%	1.5%
<b>Business Vacancy</b>	6.8%	4.0%	3.2%

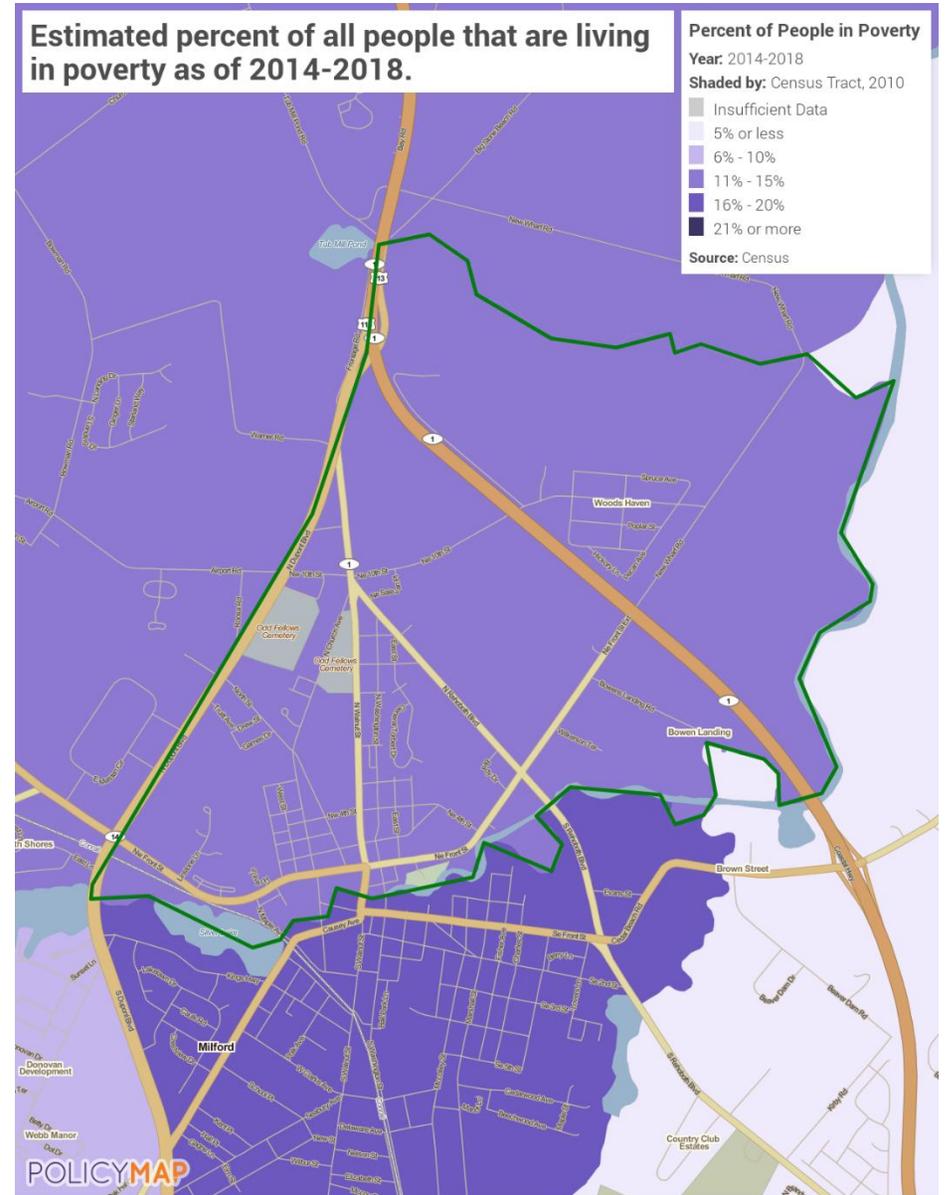
Source: Valassis Lists from PolicyMap

Appendix IV—Additional Maps

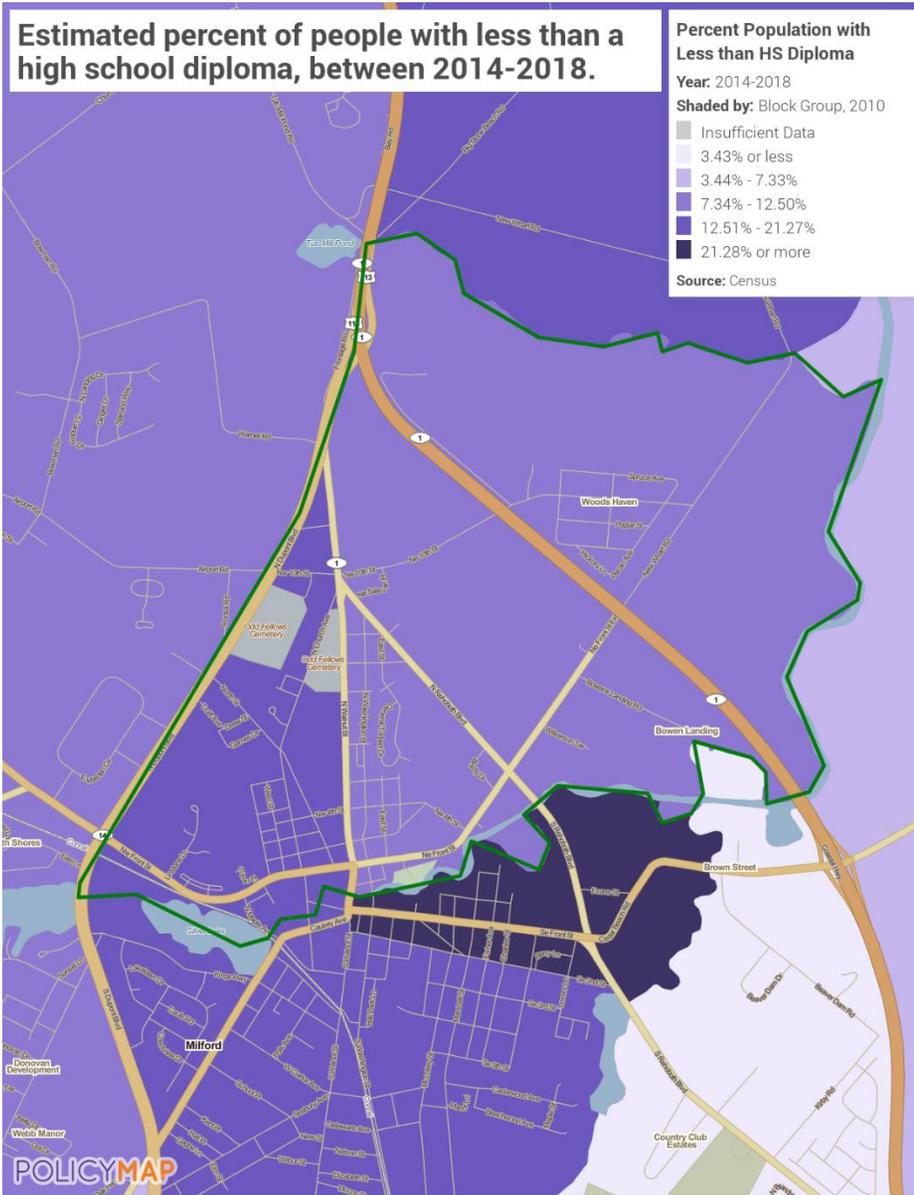
Map 5



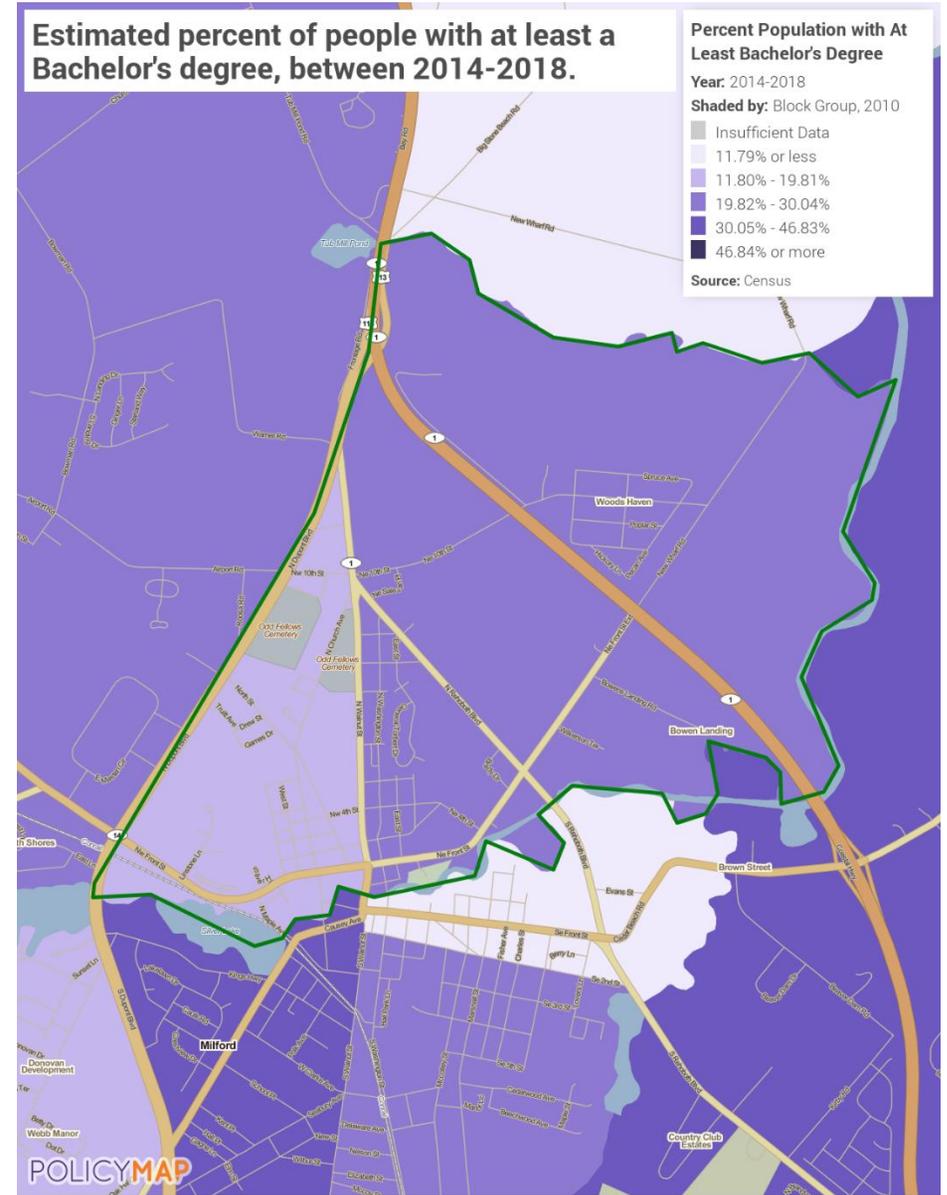
Map 6



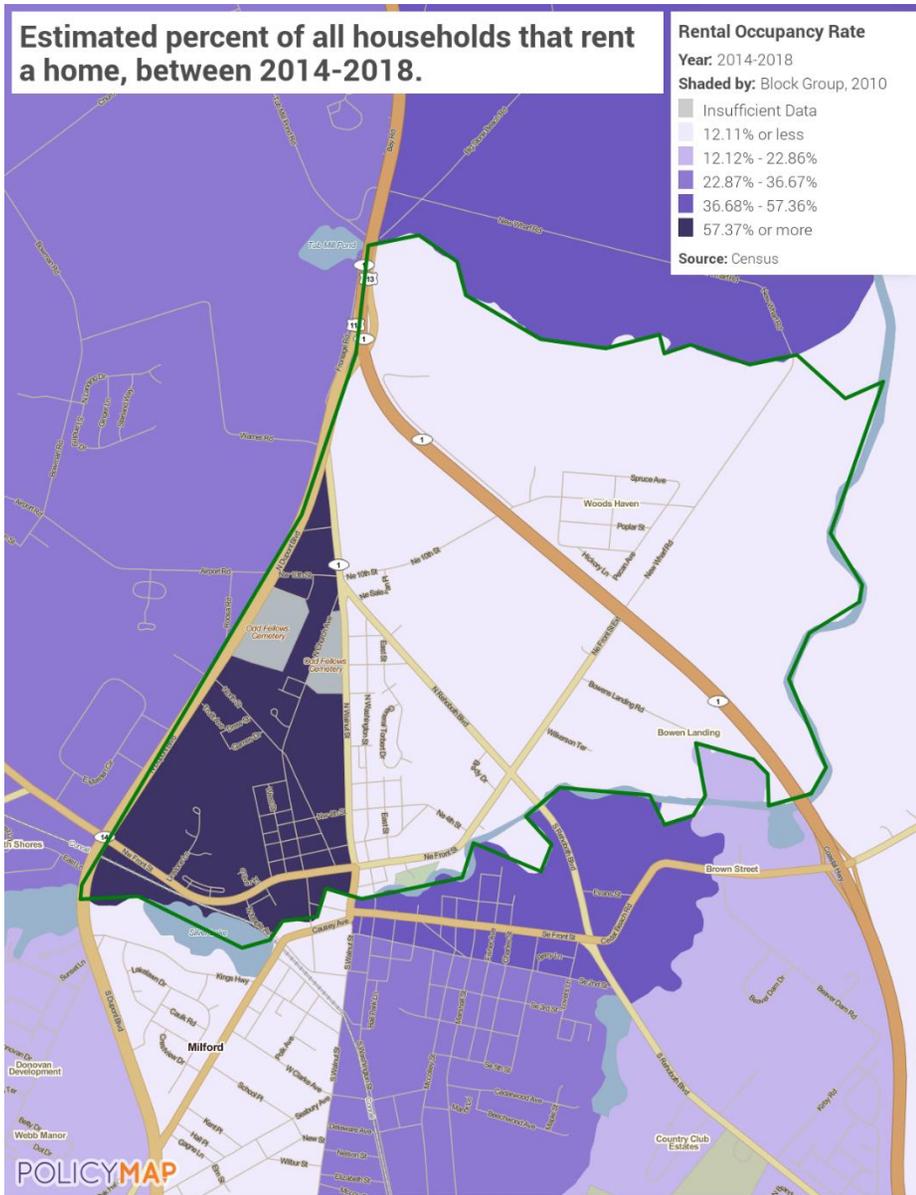
Map 7



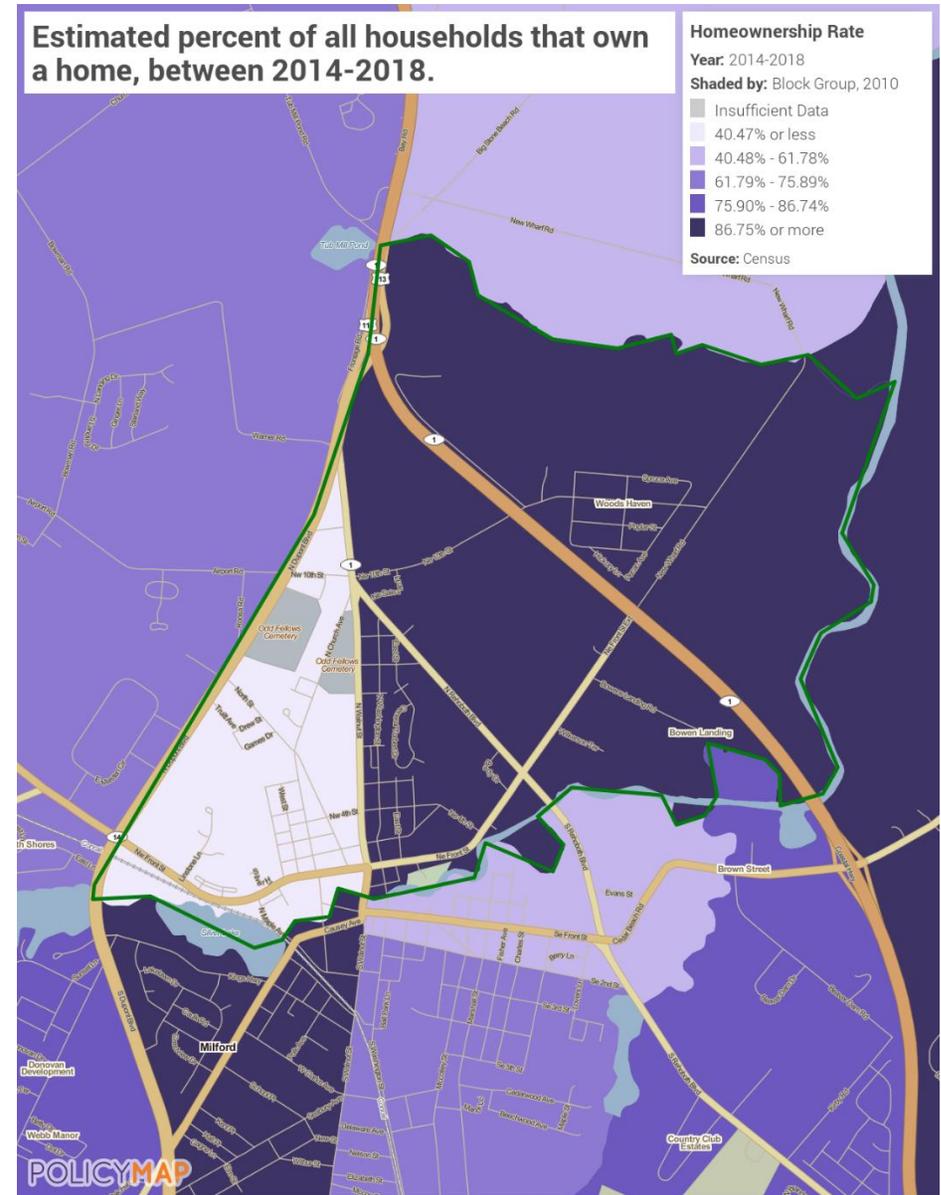
Map 8



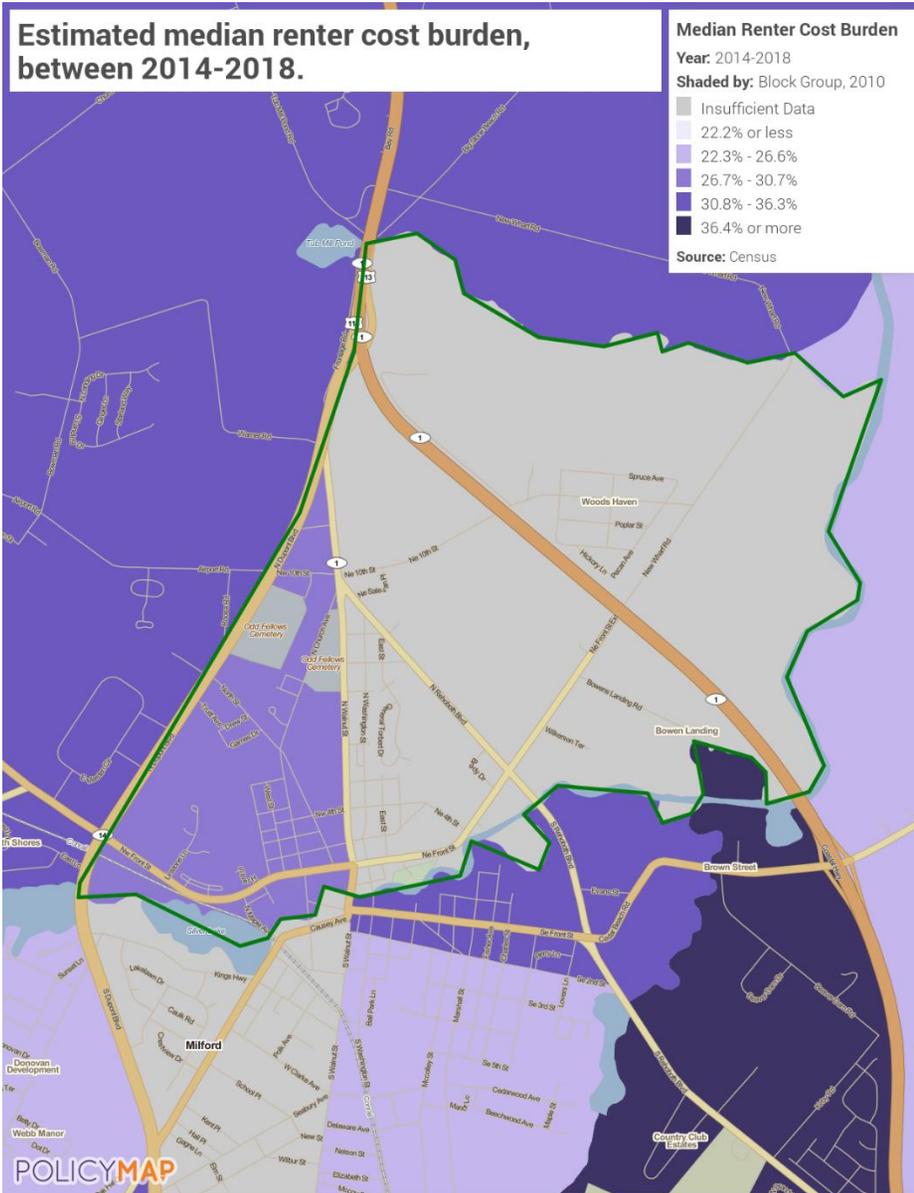
Map 9



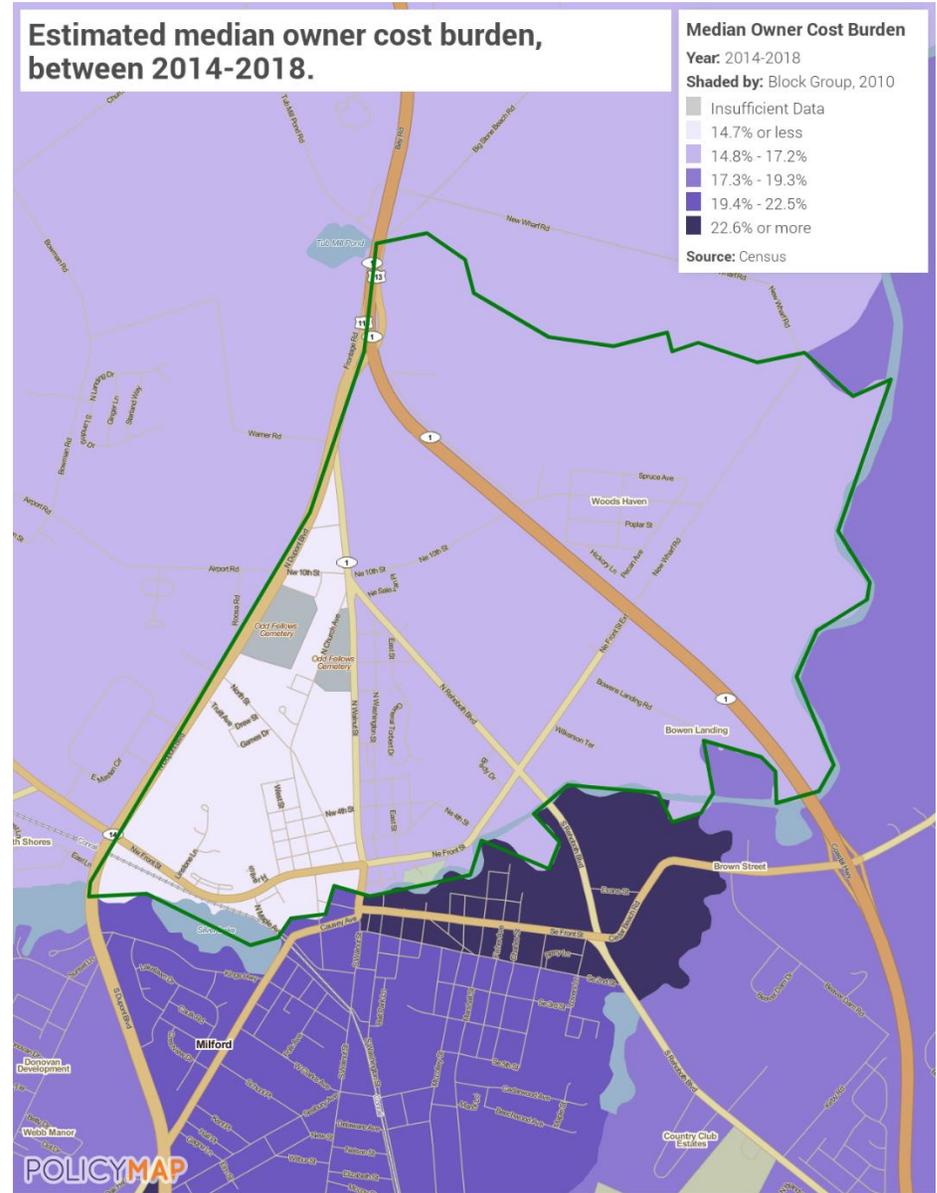
Map 10



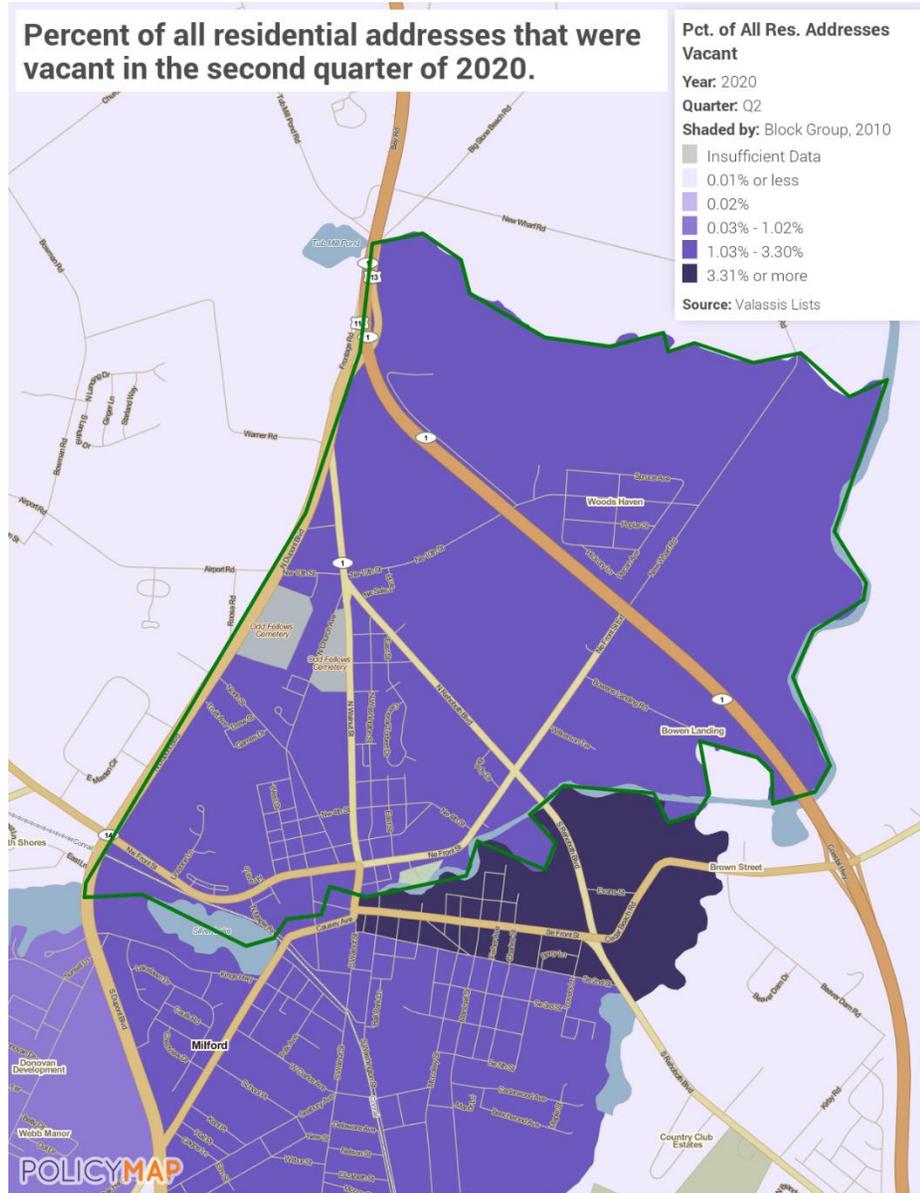
Map 11



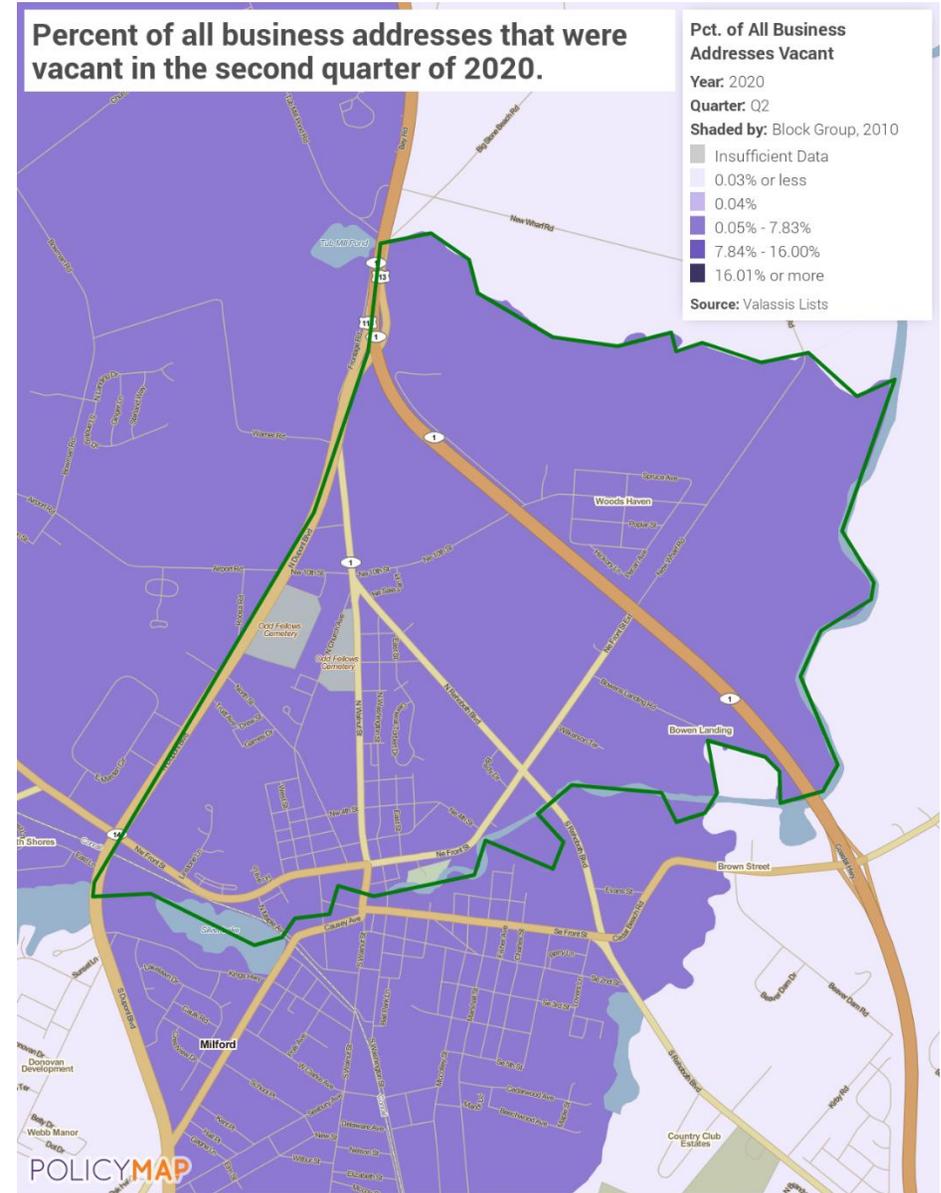
Map 12



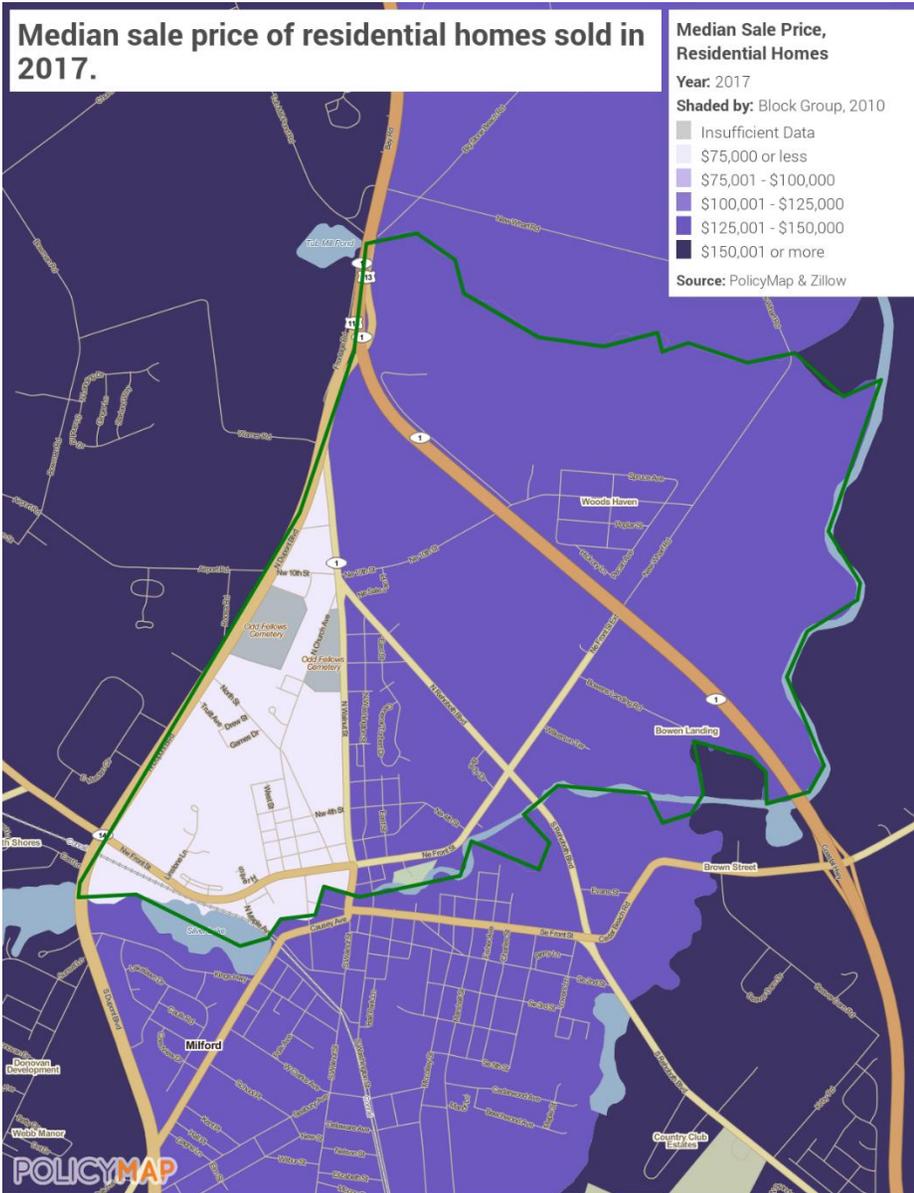
Map 13



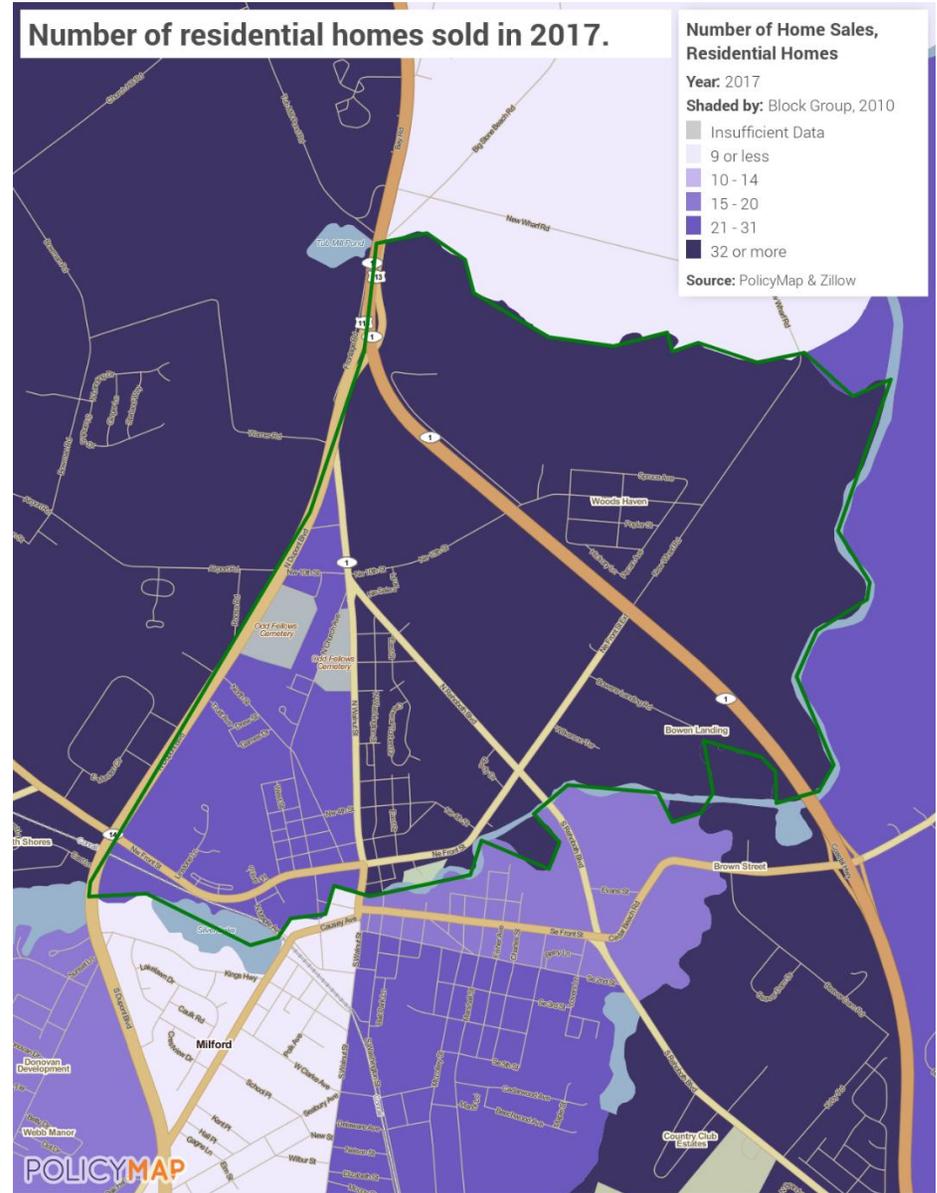
Map 14



Map 15



Map 16



**YOUR  
VOICE**

**Our  
Milford**



**The first 200 households to complete the survey will receive a \$5 gift card as a special thank you!**

- ✓ *Must be 18 years or older.*
- ✓ *One survey per household or address please.*
- ✓ *All other participants will be entered into a Grand Prize drawing as a special thank you!*

Milford Housing Development Corporation (MHDC) is a value-driven, nonprofit, affordable housing developer, providing services throughout Delaware. Our mission is to provide decent, safe, affordable housing solutions to people of modest means.

[www.milfordhousing.com](http://www.milfordhousing.com)



And YOU!

**SUCCESS MEASURES**® Partners for a better Milford.



Milford Housing Development Corporation (MHDC) is working with the City of Milford and other community partners to improve our community.

Early in 2021, we will be conducting surveys to help our team better understand specific strengths and needs in your neighborhood.

Your participation in this 10-minute survey will help guide future efforts to improve your neighborhood and our Milford community.

Check your mail in January for a postcard with instructions to complete the survey and claim your thank-you gift!

This survey has been made possible in part by a planning grant from the Wells Fargo Regional Foundation.

For more information, contact MHDC at 302-491-4015 or e-mail [sdavis@milfordhousing.com](mailto:sdavis@milfordhousing.com)



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# Community Survey

(Updated 2020)

1. Respondent address (*include apartment number if there is one*)

**Please answer the following questions about the neighborhood or community in which you live.**

2. How long have you lived in this community?

- Less than 1 year
- 1-5 years
- 6-10 years
- 11-20 years
- 21-30 years
- More than 30 years

3. Which of these was the primary reason you decided to live in this community?

- To live near family or friends
- To be close to work
- Accessibility of amenities, such as community centers and stores
- Proximity to public transportation
- Schools for my children
- Access to job opportunities
- Safety in the community
- Affordability of housing
- Born here
- No choice/nowhere else to go
- Something else : \_\_\_\_\_

4. Overall, considering everything, how satisfied would you say you are living in this community?

- Very satisfied
- Satisfied
- Dissatisfied
- Very dissatisfied

5. Right now, how likely are you to recommend this community to someone else as a good place to live?

- Definitely would recommend
- Probably would recommend
- Probably would not recommend
- Definitely would not recommend

6. If you had the choice, would you continue to live in this community?

- Yes
- No

7. In your opinion, what is the best thing about living in this community?

8. In your opinion, what is the worst thing about living in this community?

9. Are you employed someplace in this community?

- Yes
- No

- If Q9 is answered with **Option 1 "Yes"** , then Skip to **Q10**
- If Q9 is answered with **Option 2 "No"** , then Skip to **Q12**

10. *If yes:* In your opinion, what is the best thing about working in this community?

11. *If yes:* In your opinion, what is the worst thing about working in this community?

**Next, we'd like to know in what ways, if any, you are involved in the community.**

12. During the past year, **pre-pandemic**, did you participate in the following community activities?

Activities	Yes	No	Not applicable
Participated in a community, resident, or tenant association	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Volunteered to help others in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participated in a community improvement project, such as a clean-up, community gardening, or other beautification effort	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported local business events, such as a sidewalk sale or "shop local" day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participated in an organized community social event, such as a festival, block party, or other celebration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supported a local political organization, candidate, or ballot initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Participated in an advocacy group, such as a school parent-teacher association, environmental organization, or labor union	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personally took action to improve the community, such as reporting a hazard or contacting authorities about an incident	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**We are also interested in the ways in which other residents are involved in the community.**

13. How likely do you think it is that people in this community would help out in the following situations? **Again, please answer from a pre-pandemic perspective.**

	Very likely	Likely	Somewhat likely	Not very	Not at all likely
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				likely	
You needed a ride somewhere	<input type="radio"/>				
You needed a favor, such as picking up mail or borrowing a tool	<input type="radio"/>				
An elderly neighbor needed someone to periodically check on him or her	<input type="radio"/>				
A neighbor needed someone to take care of a child in an emergency	<input type="radio"/>				

14. If something is wrong in my neighborhood, I know that the people who live here will try to fix it.

- Strongly agree
- Agree
- Neither agree/disagree
- Disagree
- Strongly disagree

15. How much of a positive difference do you feel that you, yourself, can make in your community?

- A great deal
- A fair amount
- Some
- A little or none

16. Please tell us why you feel this way.

**Now, please tell us a little about different aspects that impact quality of life in the community.**

17. How would you rate each of the following aspects of this community?

	Very good	Good	Fair	Poor	Very poor
Cleanliness of the community	<input type="radio"/>				
Physical condition of homes in the community	<input type="radio"/>				
Physical condition of streets, sidewalks, and public spaces in the community	<input type="radio"/>				
Safety in the community	<input type="radio"/>				
Friendliness of neighbors in the community	<input type="radio"/>				
Quality of public services in the community	<input type="radio"/>				
Variety of goods and services available for purchase in the community	<input type="radio"/>				

Access to transportation	<input type="radio"/>				
Access to employment centers	<input type="radio"/>				
Affordability of homes or apartments in the community	<input type="radio"/>				

**Next, we have a few questions about safety in the community.**

18. How safe would you say you feel walking in the community during the day time?

- Very safe
- Somewhat safe
- Somewhat unsafe
- Very unsafe

19. How safe would you say you feel walking in the community at night?

- Very safe
- Somewhat safe
- Somewhat unsafe
- Very unsafe

**Now, we'd like to know about how you think the community has changed in the past three years.**

20. Compared to three years ago, how has this community changed overall?

- Improved a lot
- Improved some
- Stayed about the same
- Declined some
- Declined a lot

21. Please describe why you feel this way.

**Next, please share your thoughts about how you see the future of the community.**

22. Thinking about *the next three years*, how would you say your community is likely to change?

- This community will improve a lot
- This community will improve some
- This community will stay about the same
- This community will decline some
- This community will decline a lot

23. Please tell us why you feel this way.

24. What, if anything, do you think the people in this neighborhood can do to make it a better place to live?

**We also have a few questions about the City of Milford in general.**

25. What one thing not currently in the City of Milford would you most like to see added?

26. What is the one most important think you want the leadership in the City of Milford to know?
27. If you had the opportunity to speak with City of Milford leadership, what one question would you most want to ask them?

**Finally, we'd like to finish up with a few quick questions.**

28. Do you currently rent your home, own your home, or something else?

- Rent
- Own
- I live with family or friends.
- Other : \_\_\_\_\_

- If Q28 is answered with **Option 2 "Own"** , then Skip to **Q32**

29. Would you consider buying a home in this community?

- Yes
- No

- If Q29 is answered with **Option 2 "No"** , then Skip to **Q31**
- If Q29 is answered with **Option 1 "Yes"** , then Skip to **Q30**

30. Which of these factors is the primary reason you have not yet bought a home in this community?

- Houses that are available in this community
- Physical conditions in this community
- Crime or other safety issues
- Quality of public services and/or schools
- Convenience to work, school, and/or shopping
- My personal financial situation
- State of the economy
- Something else : \_\_\_\_\_

- If Q30 is answered with **Option 5 "Convenience to work, school, and/or shopping"** , then Skip to **Q32**
- If Q30 is answered with **Option 1 "Houses that are available in this community"** , then Skip to **Q32**
- If Q30 is answered with **Option 3 "Crime or other safety issues"** , then Skip to **Q32**
- If Q30 is answered with **Option 8 "Something else"** , then Skip to **Q32**
- If Q30 is answered with **Option 4 "Quality of public services and/or schools"** , then Skip to **Q32**
- If Q30 is answered with **Option 2 "Physical conditions in this community"** , then Skip to **Q32**
- If Q30 is answered with **Option 7 "State of the economy"** , then Skip to **Q32**
- If Q30 is answered with **Option 6 "My personal financial situation"** , then Skip to **Q32**

31. Which of these factors is the primary reason you would not consider buying a home in this community?

- Houses that are available in this community
- Physical conditions in the community

- Crime or other safety issues
- Quality of public services and/or schools
- Convenience to work, school, and/or shopping
- My personal financial situation
- State of the economy
- Something else : \_\_\_\_\_

32. What is your age?

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 or older

33. What is your gender?

- Male
- Female
- Gender non-conforming
- Prefer not to say

34. Including you, how many people 18 years of age or older live in your household?

35. How many children under 18 years of age live in your household?

36. What is your race?

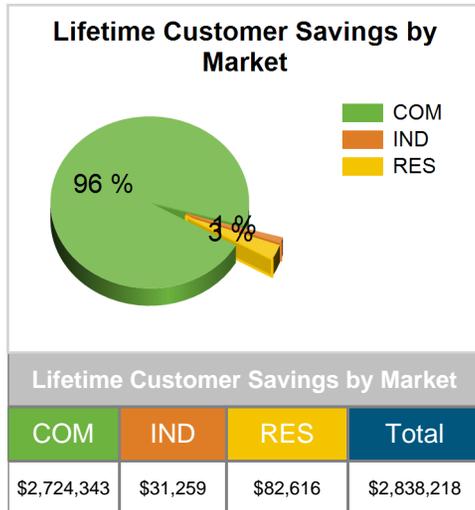
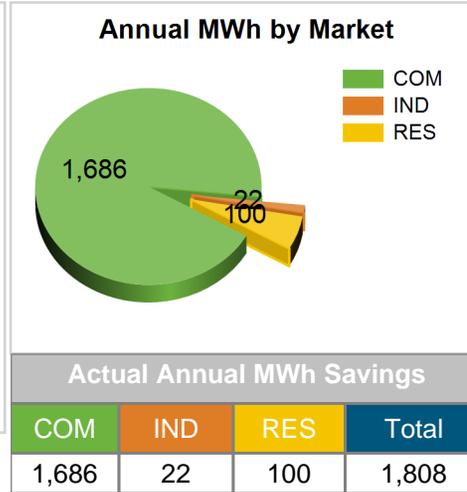
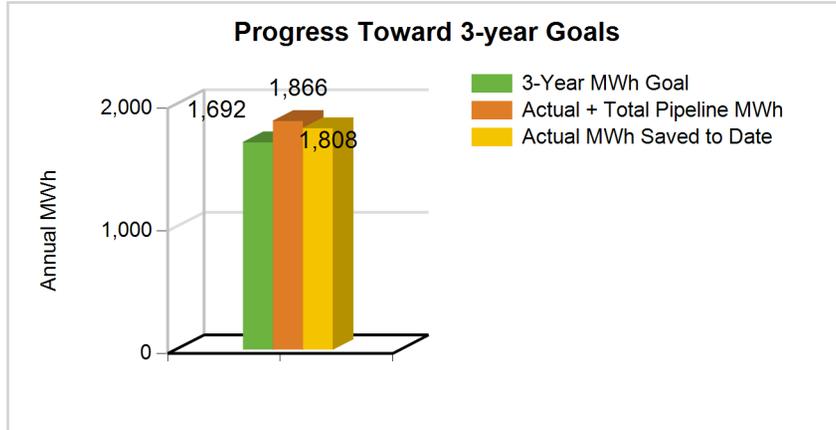
- Black/African American
- Caucasian/White
- American Indian/Aleut/Eskimo/Alaska Native
- Asian
- Native Hawaiian/Pacific Islander
- Mixed race

37. Do you consider yourself to be Hispanic, Latino, or Latina?

- Yes, Hispanic/Latino/Latina
- No, not Hispanic/Latino/Latina

***Thank you for completing this survey.***

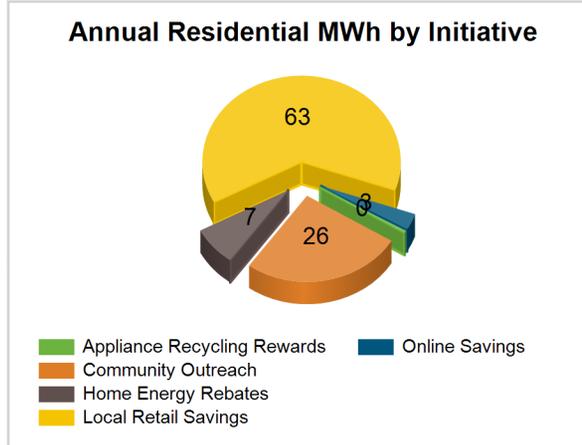
## Actuals



### Achieved

**107%**  
Percent of  
3-Year  
MWh Goal

**1,808**  
MWh Saved



## Total Pipeline

Planned Residential Initiatives	
1 Projects	10 MWh
Active C&I Projects	
Agreement Signed	
1 Projects	47 MWh
Agreement Sent	
1 Projects	1 MWh
Analysis Underway	
0 Projects	0 Estimated MWh
Project Leads	
0 Projects	0 MWh
Total in Pipeline	
3 Projects	58 MWh

**\$2,838,218**  
Lifetime Customer Savings for  
City of Milford

850 Completed Residential Transactions  
19 Completed C & I Projects



## Efficiency Smart 2018 Contract Cumulative to Date Summary Report for City of Milford

Reporting Period: 3/1/2018 through 1/31/2021

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

Sector	Quantity of Measures	MWh Savings	Lifetime MWh Savings	Annual Customer Savings	Lifetime Customer Savings
Large Business Solutions	4,037	1,642	23,835	\$184,403	\$2,688,914
Residential	3,439	100	798	\$9,597	\$82,616
Small Business Solutions	861	66	773	\$5,747	\$66,688
<b>Total</b>	<b>8,337</b>	<b>1,808</b>	<b>25,406</b>	<b>\$199,747</b>	<b>\$2,838,218</b>

### Summary of Residential Installed Efficiency Measures

Measure Desc	Qty of Measure	MWh Savings	Annual Customer Savings
Advanced Power Strip	5	1	\$64
Advanced Thermostat	5	1	\$292
CEE Tier 2 refrigerator, incremental cost	2	0	\$20
Cold climate variable speed heat pump, heat pump baseline	1	1	\$129
Dehumidifier	2	0	\$44
Energy Star Clothes Dryer	12	2	\$250
Energy Star clothes washer CEE Tier 2	7	1	\$175
Energy star refrigerator	6	0	\$42
Energy Star washer	8	1	\$111
Furnace fan motor	1	1	\$105
LED Screw Base Lamp	3,306	78	\$6,662
Room Air Conditioner Recycling	1	0	\$50
<b>Total</b>	<b>3,356</b>	<b>87</b>	<b>\$7,943</b>

\*The information provided in this report is confidential and should not be communicated with end users or other outside parties.

Report Produced: 2/4/2021

# Efficiency Smart

## More than just energy efficiency

*Prepared for Milford, Delaware*

Tom Coyle | Director of Account Management | Efficiency Smart | [www.energysmart.org](http://www.energysmart.org)

February 8, 2021



# Agenda

- Efficiency Smart background
- Why Efficiency Smart?
- Program enhancements
- Examples of success
- Our results
- Community prospectus
- Questions?



# Who is Efficiency Smart?

- American Municipal Power's (AMP) member service for energy efficiency
  - Delaware Municipal Electric Corporation (DEMEC) an AMP member
- More than 60 AMP member utilities participants from four states since 2011
- Available to the City of Milford through its membership in DEMEC
- Eight DEMEC member utilities currently participate in Efficiency Smart



# What is Efficiency Smart?

Efficiency Smart is a hands-on service that interacts directly with electricity end users to reduce their usage.

- 1 Provide information and incentives to drive behavioral and technology changes
- 2 Quantify the change
- 3 Independent, third-party verifies change



# Why Efficiency Smart?

## Customer engagement and satisfaction

- Customer support, website resources, account managers, engineers
- Critical at a time when customers want information and control
- Another way for you to gain insights into your customers

## Goodwill and positive PR

- Utility seen as providing tangible benefits and investments
- Program targeting specific customers and sectors in need
- Recognize local ambassadors of energy efficiency
- We connect with customers on behalf of the utility

# Why Efficiency Smart?

## Smart financial decisions

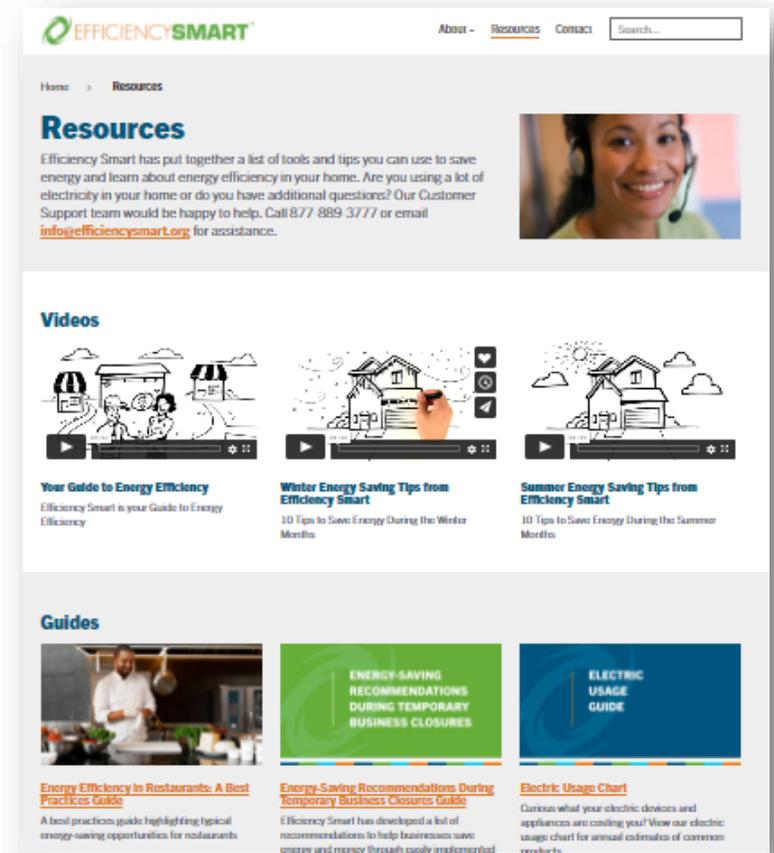
- Cheapest form of energy (\$15/MWh in 2019)
- Reduce capacity and transmission costs through peak reduction
- Savings from eligible projects can be bid into the PJM forward capacity market
- Lower bills for your customers

## Economic development

- Retention – by lowering operating costs, we make your businesses more competitive
- Growth – lower costs enable reinvestment: expand facilities, add production lines
- Attraction – Part of a package to attract new businesses to town

# Program Enhancements During Milford's Contract

- Online chat
- Resources webpage
- Heat pump rebates
- Electric Bill Advice for high bill customers
- Online Home Energy Assessment
- Appliance Recycling Rewards, including two new product options
- Small Business Advice
- Small Business Buy Local (temporary offering)



# Nationwide Healthcare Services, Inc.

Efficiency Smart helped Nationwide develop an electric usage management plan that cut their electric bill in half without any financial investment from Nationwide.

“ This has been a great team effort on all parts, working with the City of Milford, DEMEC, and Efficiency Smart, to bring real energy and monetary savings for us now and ongoing. ”

~ **Darren Cornish, Corporate Director of Facilities Management, Nationwide**

# Avenue United Methodist Church and Resource Computer Group

Following a positive experience working with Efficiency Smart to upgrade lighting on behalf of the Avenue United Methodist Church, Randy Ennis chose to work with Efficiency Smart again to make improvements to his own business, Resource Computer Group.

“ Working with Efficiency Smart was a great experience and very straightforward. Minimal paperwork was required, they responded quickly to my questions, and processed payment very quickly. I would highly recommend this program to others! ”

~ Randy Ennis, President, Resource Computer Group

# Kent-Sussex Industries, Inc.

Efficiency Smart offered KSI an enhanced incentive and assisted the non-profit in upgrading its lighting in its Skills Development Center.

“ Efficiency Smart provided the expertise and funding to help KSI replace more than 80 light fixtures to complete our transition to LED lighting. We appreciate the knowledge, professionalism, and guidance Efficiency Smart provided and look forward to working with them in the future. ”

~ Shawn Bowman, Director of Facilities Management, KSI

# Contract Options for Milford, Delaware

	Three-Year Cost*	MWh Goal*	Summer kW Goal**
High Performance > Demand Focus	\$957,140	2,735	860
Basic Performance	\$615,304	1,709	-
Incremental Cost	\$341,836	1,026	860

\*Based on 2020 sales data reported by DEMEC

\*\*Based on 2020 coincident peak

# Contract Options Benefits

	Avoided Cost	Benefit-to-Cost Ratio	Average Cost per MWh	Average Cost per kW
High Performance > Demand Focus	\$2,379,479	2.5	\$17.95	\$28.52
Basic Performance	\$992,852	1.6	\$18.46	\$65.93
Incremental Cost	\$1,386,627	4.1	\$17.09	\$14.11

# For more information about Efficiency Smart:

## Tom Coyle

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## Emily Greene

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## Randy Corbin

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rcorbin@amppartners.org | 614-540-1111

[www.efficiencysmart.org](http://www.efficiencysmart.org)



**From:** Gallagher, William A. <[wgallagher@milford-de.gov](mailto:wgallagher@milford-de.gov)>

**To:** Svaby, Michael J. <[msvaby@milford-de.gov](mailto:msvaby@milford-de.gov)>

**Subject:** RE: New Employee

Matt Patterson has started with the Electric Division as an Electric Ground Technician. Matt comes to us from Utility Lines Construction Services and his eager to begin his apprenticeship with the City. Matt lives in Milford, DE. In his free time, Matt enjoys playing and listening to music.



Michael J. Svaby  
Public Works Director  
City of Milford  
180 Vickers Drive  
Milford DE  
302-387-9389  
[msvaby@milford-de.gov](mailto:msvaby@milford-de.gov)  
<http://cityofmilford.com>

CITY OF MILFORD  
City Council  
*Minutes of Meeting*  
December 16, 2020

The City Council of the City of Milford held a meeting by the way of video conferencing (Zoom) which was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

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

Mayor Campbell convened the Council Workshop/Retreat at 6:38 p.m.

1. *Review Existing Plans*

*Strategic Plan - <http://www.cityofmilford.com/431/Strategic-Plan>*

*2018 Comprehensive Plan - <http://www.cityofmilford.com/81/Comprehensive-Plan>*

*Residential Developments*

*Commercial Developments*

*Industrial/Business Parks (Masten Circle, GMBP, Independence Commons, Future?)*

*Employment Centers (Milford Wellness Village, Sussex Health Campus, Innovation Park)*

*SE Neighborhood Master Plan (including TID, TDR program, Utility Planning) -*

*<http://www.cityofmilford.com/81/Comprehensive-Plan>*

*Downtown Master Plan (Rivertown Rebirth 2025) & Downtown Development District Program -*

*<http://www.cityofmilford.com/DocumentCenter/View/2175/DDD-Plan?bidId=>*

*Bicycle and Pedestrian Master Plan - [www.cityofmilford.com/461/Bicycle-Master-Plan](http://www.cityofmilford.com/461/Bicycle-Master-Plan)*

City Manager Whitfield explained that tonight's focus would be economic development and open space.

He then reviewed the strategic plan adopted by City Council in 2018 that was used as a guiding document for staff. City Manager Whitfield provided updates on the objectives of the plan, along with how City staff is working to achieve them.

Councilman James shared that he felt the addition of a Behavioral Health Staff Member in the Police Department will enhance the safety of the community. Mayor Campbell agreed but reminded everyone that there needs to be money added to the budget for the clinicians in the Police Department.

Director Pierce then shared information on the Planning Department. The 2018 Comprehensive Plan was discussed and the process that establishes goals for the future of the City. This is accomplished by analyzing current and projected conditions and laying out steps to help Milford reach its land use and development goals. The authority to plan lies with the Planning Commission, City Planner, and the City Manager through the City Charter.

Director Pierce also discussed the Land Use section of the Comprehensive Plan. At the time of the development of the 2018 Comprehensive Plan, approximately 46% of the land within the City was either vacant or agricultural use.

Director Pierce shared graphs of the housing pipeline for the City that include active projects, project approvals not yet started, projects under review, total planned units and land within City limits where there is no development plan submitted to date. Director Pierce shared the total planned units for the City include 1,340 single-family detached, 48 single-family semi-detached, 898 townhouses, 1,447 garden apartment and 1,527 condominium units. There are a total of 5,260 housing units in the process of being approved by the City.

It is estimated there could be 10,780 possible units within the existing City limits without annexing any additional properties. At the time of the 2018 Comprehensive Plan, Milford had approximately 4,300 dwelling units. Staff projected 200 new housing units permits during the 2020 calendar year though that number was 203 as of the end of November 2020.

Director Pierce discussed the Land Use relating to the Comprehensive Plan. He also shared maps showing the land uses and zonings in the various areas of the City.

Director Pierce noted that in regard to C-3 Highway Commercial land, there are currently 304 +/- acres developed, 386 +/- acres vacant/underutilized and 56% vacant. He added that Route 1 contains 256 +/- acres of vacant C-3 land.

Councilman Culotta asked if Director Pierce could explain the process that occurs when property is being developed and the zoning needs to be changed. Director Pierce replied that if the area is not zoned for what they desire to use it for, he prefers to steer them to other areas in the City that are zoned for that particular need. Councilman Culotta asked what the process would be if the developer wanted their location to be in the area that is zoned improperly for their needs. Director Pierce replied that it would require a zoning change. It is recommended that the change come from an elected official rather than a staff member. Once an elected official gets the request for a zoning change, they would pass that along to the City Manager to contact his staff.

Councilman James clarified that when it is stated that something is not allowed per code, does that mean it would not be allowed under a conditional use. Director Pierce replied the code lists the permitted uses under each classification and then the uses that require a conditional use. Anything not part of the list is not permitted.

Director Pierce then discussed Industrial Future Land Use showing maps of the areas in the City. There some areas that with similar industrial neighbors that have rail access which would be appropriate for Industrial businesses.

Director Pierce moved on to discuss Employment Future Land Use that is laid out as Institutional Medical, Institutional Service and Institutional Development. Currently, there are only three areas of the City with this zoning—they include the Sussex Health Campus, Milford Wellness Village and Lands of Innovation Park, LLC. Director Pierce shared maps of these areas with Council.

Director Pierce reviewed the maps showing the Annexation Plan and Urban Growth Boundary as well.

He then discussed the components of the Comprehensive Plan that include Southeast (SE) Neighborhood Master Plan, Rivertown Rebirth Master Plan, Downtown Development District Plan and the Bicycle & Pedestrian Master Plan. This was adopted as part of the 2008 Comprehensive Plan in 2011. Those plans focus on building out in phases with the completion of a detailed utility plan, transportation plan and a more predictable development pattern. The point of master planning is to make things more shovel-ready and reduce the amount of time it would take to develop these areas.

In these master plans there were three goals--to preserve open space east of Route One and funnel development into certain areas of the master plan, establish a transportation improvement district and a master plan for water and other utilities.

The TDR program is a partnership with the Delaware Department of Agriculture. This aims at reducing urban sprawl by promoting the preservation of lands east of the City in the SE Neighborhood. City Council adopted an ordinance back in 2019 and that information is available on the website.

The second component is the TID that was presented to City Council in March 2019. The City Council authorized the execution of the SE Neighborhood Transportation Improvement District Agreement in April 2019. Staff finalized future build-out scenarios and with the assistance from DelDOT created a traffic model. In October 2020, staff met with DelDOT to review the findings of the model and traffic improvements. Some adjustments were needed after the DelDOT review. Findings will be presented to City Council prior to moving forward with the final project list, along with cost estimates anticipated in early 2021.

In terms of the water utility plan for the SE Master Plan, the City is responsible for designing and installing regional water infrastructure. A Water Tower was constructed by the City and several water mains installed west of Route 1 and north of Cedar Creek Road. Future expansions include water main installations east of Route 1 and south of Johnson Road. These projects will appear in the five-year Capital Improvement Plan.

In relation to the sewer utility plan, the City is responsible for designing and private development is responsible for installing regional sanitary sewer infrastructure as is required in the SE Master Plan. The SE Regional/Route 30 Pump Station was installed to serve properties north of Johnson Road. There are proposed plans for future design of a sewage pumping station and conveyance south of Johnson Road, and a sewer pumping station east of Route 1. These projects will also appear in the five-year Capital Improvement Plan. Director Pierce added that the City should consider being a participant in construction

regional infrastructure with repayment provisions (Aid-In-Construction Fee), similar to what was done for the SE Regional/Route 30 Pump Station that serves Bayhealth.

Director Pierce stated that the City is required to submit an annual report on the implementation of the Comprehensive Plan to the Office of State Planning Coordination.

City Manager Whitfield commented about the creation of another industrial park. He would like to get Council's input on that idea to see if there is a desire to move that forward. Inquiries are coming in, typically for large warehouse-type structures that the City currently cannot accommodate at this time.

Councilman Culotta directed Council to read the Comprehensive Plan in detail so it is well known by everyone. He added that the City needs to be competitive to create business and industrial opportunities within the City.

Councilman James pointed out that having big industrial sites is a need if the City is looking to create a large number of jobs. He believes that it is a worthy initiative to explore the option if we wish to be competitive in those areas.

Councilman Boyle asked how the City is geographically competitive with other cities; Councilman James replied that the logistics business is changing daily because of increasing e-commerce. Therefore, a business no longer needs as much space but prefers being close to major roadways such as Route 113, Route 14, and Route 1.

Councilwoman Wilson feels that large industrial facilities make sense. She added that the City should be prepared in case someone is ready to purchase. She likes the information to be available so the developer is well versed and does not have to take steps backward.

Councilman Fulton agreed that looking into another industrial park with warehouse abilities is a great idea. He suggested looking at the many vacant spaces available throughout the City as well. He added that the City of Milford is in a prime location as a hub for e-commerce.

Councilman Culotta asked how the Council could be better prepared for potential opportunities that come before the City and what the Mayor and Council can do to help these developers; Director Pierce explained there is not always contact information available. He added that there are times developers do not want their plans or names revealed. If there are serious projects that come up, the City Manager, Mayor, and other qualified people become involved.

City Manager Whitfield shared there is roughly \$47 million in the reserve account that could be leveraged in an industrial park which would provide a return on that investment. There is currently a large demand for industrial land and large parcels that can be used by the entity. Director Pierce added that there could be some conceptual planning funds that might be set aside.

Councilman Boyle suggested looking at what is available and develop a land-use plan designed to increase the industrial capabilities within the city.

Councilman Baer asked about the vacancies are in the warehouses on Marshall and McColley Streets; Director Pierce replied that there was one that was recently renovated by taking multiple buildings and combining them into one. He added that he would consider some of the properties are underutilized and has been in contact with the property owner to provide as much help as possible.

Mayor Campbell shared that in the summer months, there is a lot of traffic in and around the city. So, unless the trucks are going west, they will likely experience problems with traffic. Councilman Culotta added that is a great point because traffic is an issue in the summertime. However, there are many metropolitan areas nearby and the cost to work or store in this area would be cheaper and more appropriate for those industries.

Director Pierce then reviewed the Downtown Master Plan and Rivertown Rebirth that was completed in September of 2015 and incorporated into the City's 2018 Comprehensive Plan.

The main recommendations of this plan to better engage the river and to consider ways to make stronger connections to the river. Director Pierce shared overall exhibits that were included in the packet. There were large and small-scale projects discussed and included in the packet.

He said the Master Plan includes a strategy board to designate responsibility and provide a guide for implementation.

The Rivertown Rebirth was formed in 2017 to assist with the identification and prioritization of publicly funded projects from the Rivertown Rebirth master plan. The committee was composed of representatives from DMI, the Chamber of Commerce, the Entrepreneurs Network, two private property owners and two business owners. The group identified 32 projects, developed descriptions and rough cost estimates and prioritized those items. Director Pierce then shared a table of the projects by ranks of the projects. The majority of the 32 ranked projects are included in the City's five-year Capital Improvement Plan.

Director Pierce then discussed Milford's Downtown Development District (DDD) projects. Since September 2016, there have been 71 total projects of which 7 are large and 64 small projects. There has been \$22.1 million in total private investment and \$2.68 million reserved or awarded in state grant funds. To date, the City has waived \$346,000 in fees for completed projects. Director Pierce then shared pictures of some of the DDD projects.

Mayor Campbell asked when the DDD program expires; Director Pierce replied that it is good for ten years and would expire in 2026. However, the Governor and the state can re-up the City for additional periods of funding.

Mayor Campbell asked when the Opportunity Zone expires though Director Pierce is unsure and falls under the federal tax relief program.

Director Pierce then discussed the Bicycle and Pedestrian Master Plan that was updated in 2020. City Council will need to review and adopt the master plan upon completion of the final draft, which he anticipates in the next few months. It is intended to create a sidewalk master plan exhibit showing where sidewalks are most desired after the adoption of the Bicycle Master Plan.

Councilman Marabello if there was any resistance from homeowners regarding the bicycle plan as to which streets will be involved. Director Pierce replied not yet though the comments received to date are they want to see more of such a plan.

2. *Specific Economic Development Incentive Programs (SEDIP)*

[https://library.municode.com/de/milford/codes/code\\_of\\_ordinances?nodeId=PTIADLE\\_CH19ECDERE](https://library.municode.com/de/milford/codes/code_of_ordinances?nodeId=PTIADLE_CH19ECDERE)  
*Greater Milford Business Park*  
*Downtown Development District Program*  
*City-wide Job Creation & Capital Investment Program*

Director Pierce also reviewed Specific Economic Development Incentive Programs that have been established. He then reviewed the incentives provided for the Greater Milford Business Complex. The Downtown Development District incentives were also reviewed.

Director Pierce then discussed the City-Wide Job Creation and Capital Investment program. Councilman Culotta asked the threshold for the number of jobs that need to be created. Director Pierce replied that it is 25 or more full-time jobs, defined as a minimum of 30 hours per week.

3. *Parks and Open Space*

*State Comprehensive Outdoor Recreation Plan -*  
[www.destateparks.com/wwwroot/downloads/SCORP/SCORP%202018.pdf](http://www.destateparks.com/wwwroot/downloads/SCORP/SCORP%202018.pdf)  
*Parks by Wards/Neighborhoods/Developments*  
*Delaware Nature Society Partnership*  
*WIIN grant (Mispillion and Cedar Creek Watershed Study)*  
*Riverwalk Expansion*  
*Washington Street Recreational Development*  
*Lear Hall & Marshall Pond Property*

Parks and Recreation Director Dennehy then discussed the four key plans his department abides by--the Comprehensive Plan, the Strategic Plan, the State Outdoor Plan and the Rivertown Plan. The important key is funding which comes from the capital improvement plan.

Director Dennehy reviewed the State Comprehensive Recreation Plan that is needed to receive federal funding. This document helps guide investment at a state-level specifically in the distribution of the Federal Land and Water Conservation Trust Fund and the Delaware Outdoor Recreation, Parks and Trails Program monies.

Director Dennehy pointed out that there is a real sense of ownership for what is being offered in Milford for outdoor recreation. For instance, he receives numerous calls about the dog park which he said is good. It is important to figure out what people want in our community.

If a vibrant community is desired, then more parks and recreation facilities are needed in Milford.

Milford has been awarded over \$2 million for 22 different park projects from the ORPT state program.

Director Dennehy then reviewed the parks by wards, neighborhoods and developments. He referenced the importance of where the parks are located and where development is occurring.

Director Dennehy shared information about the Play Outside app available on iphones that show all amenities throughout the State. If you plug in a specific address, it will give you the public parks within a three-mile radius.

Director Dennehy asked the Council to think about what is currently in their wards and what they feel that their constituents would like to see.

Director Dennehy then talked about the issues and challenges for his department. They include a growing population, figuring out what different demographics people would like to see, accessibility of parks for all residents, a trail system that promotes connectivity and relationships between existing amenities, and the need for on-going maintenance.

Director Dennehy spoke about the partnership the City has with the Delaware Nature Society. He reviewed the many reasons why it is important to partner with them and included them in the packet.

The Parks and Recreation Department is proposing several activities for Spring 2021. They include a monthly family canoe series for the Mispillion River Watershed Mispillion River and the surrounding ponds, a bird banding session on Goat Island in May, a monthly adult nature lecture series accompanied by field trips, and the Annual Delaware Bay Horseshoe Crab Spawning Survey in May and June. He added that moving forward there is a huge growth potential for all ages in Milford to discover nature in hands-on nature educational programs, summer camp, school/group programs, and more.

A discussion was held about the pandemic and how that is affecting the current programs and what the plan would be once the pandemic is over.

Director Dennehy then talked about the WIIN (Waterways Infrastructure and Investment Network) Grant (Mispillions and Cedar Creek Watershed Study) which is a partnership between the City of Milford, Slaughter Beach, Sussex and Kent Counties, the Resilient and Sustainable Communities League (RASCL) and the Pew Charitable Trusts. The program will explore ecotourism and nature-based investments that produce "win-win" benefits of economic opportunity and community resilience to climate and land-use changes.

There was \$110,042 awarded by the National Fish and Wildlife Foundation with matching funds or in-kind support from the Pew Charitable trusts, Sussex County and the Delaware Sea Grant for a total of \$220,090 committed to the project.

Director Dennehy discussed plans for an expansion at the Riverwalk. Mispillion River Greenway (Riverwalk) with the inclusion of the nature trail on Goat Island, is the largest municipal park in the state. The entire gateway stretches from Silver Lake in the west to Goat Island in the east and includes close to three miles of walking trails and multiple bridges. Goat Island was the last section to be developed but the first purchased in 1976. The idea was the greenway should help protect and prepare the city's natural resources, help develop the inner community by establishing a corridor, provide water-based

recreation, and help preserve and protect existing fish and wildlife habitat. Last year, the city completed an almost two-year project of removal and replacement of an elevated wooden section of the Riverwalk at a cost of almost \$375,000.

Director Dennehy emphasized that maintenance is a key component and needs to be budgeted, which should include any expansion plans.

Director Dennehy reviewed the Living Shoreline section of the Rivertown Rebirth Steering Committee plan. A discussion about the causeway of Goat Island followed.

Director Dennehy shared pictures of the riverwalks' maintenance issues that have occurred over the years.

Director Dennehy asked for input from Council regarding the rebirth plan. He discussed potential items to be included in the plan and items that had been identified. Many ideas have been thought about but it all depends on funding.

He also talked about the potential in the Lear Hall and Marshall Pond Property. There are about eight acres of which about six acres have open space. There are some issues with the property that include overgrowth around the shoreline, no access to the water, unknown water quality, and the lack of a picnic pavilion, seating nor bathrooms. There has been some interest shown by the Milford Rotary Club about taking it on as a project and trying to restore it to some of its former glory.

Councilman Fulton asked if the pond is still contaminated or if that was being taken care of. Director Dennehy replied that the first step needed is a water quality assessment.

City Manager Whitfield commented that he has had discussions with Director Dennehy about access to various parks. In addition, the need for each ward to have a park available to citizens that live within that ward. He believes it is also important to create connectivity with the walking paths and bicycle paths that would connect to downtown.

4. *City Properties*

*Repurposing City property*

*Former M&T Site*

*Walnut/Front Parking Lot*

*Armory*

*City facilities*

*Customer Service*

*Police*

*City Hall*

*Public Works*

*Parks & Recreation*

City Manager Whitfield shared some ideas about repurposing city properties including the Walnut/Front Street parking lot and the Armory, as well as the M&T Bank area.

City Manager Whitfield then discussed the best use of several facilities through these long-term items that need to be considered for the future.

There being no further business, the Workshop/Retreat concluded at 9:05 p.m.

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Tracy N. Torbert  
Transcriptionist

CITY OF MILFORD  
Public Works & Finance Committee Meeting  
*Minutes of Meeting*  
January 11, 2021

The Public Works and Finance Committee of the City of Milford convened by the way of video conferencing which was also available for public view and participation as permitted.

PRESIDING: Chairman Jason James, Sr.

IN ATTENDANCE: Mayor Archie Campbell

Committee/Councilmembers Daniel Marabello, Brian Baer and Douglas Morrow

STAFF: City Manager Mark Whitfield and City Clerk Terri Hudson

In an effort to adhere to social distancing protocols and best practices imposed by Governor John Carney's State of Emergency Declaration effective March 13, 2020, the City of Milford has canceled all public gatherings until further notice. See January 11, 2021 Committee Meeting agenda for additional information.

#### CALL TO ORDER

Chairman James called the Committee Meeting to order at 6:05 p.m.

#### *Capital Project Update*

Director Svaby spoke on behalf of City Engineer James Puddicombe, who was out on family leave. As far as capital projects are concerned, seven water/sewer projects and three street projects have been addressed. The street projects include the altitude valve at the Caulk tower and others are centered around water lines involving lead concrete.

Research continues on the I&I in terms of what our fees will be to Kent County on the sewer projects.

Though Public Works Director Svaby has combed all related records, he cannot provide some more specific details at this time. However, Finance Director Lou Vitola will follow and report on those financial balances.

In terms of capital projects, the department has a suitable identification of the three disciplines--water, sewer, and street projects.

The Director noted that the City Engineer can report in further detail upon his return.

#### *CIP Financial Update*

Finance Director Lou Vitola reviewed the CIP financials provided in the packet with information complete through December 31st. At that time, only \$1.3 million, or about 28% of the \$4.7 million authorized had been spent. This budget year, because of the very uncertain economic environment, the City Manager directed staff to delay non-essential purchases and projects until the second half of the year or as long as possible. Currently, there are no less than fourteen concurrent projects ongoing.

There is currently \$34,989 that will come out of the MSA fund for engineering services. That work was authorized by City Council in July for KCI to perform engineering work. The work was done between July 24 and October 1<sup>st</sup>, and KCI billed for the work on October 28<sup>th</sup>.

Councilman Marabello asked if all numbers shown were included in the budget; Director Vitola replied that the information is not part of the budget. They are a part of CIP discussions as developed. Unfortunately, there are many unknown costs and the reasons they not normally part of the budget.

Councilman Marabello asked why everything, including the 21 capital items, is not reflected on the cash investment balances' restricted funds. Director Vitola replied that many are and then referenced a few examples.

When asked what the \$899,000 total approved under Electric Department vehicles was for, Director Vitola explained the line truck that was budgeted a few years ago and some other equipment that needed replacing.

When asked if all of this equipment was going to be purchased in FY21, Director Vitola said his understanding is a significant amount will need to be authorized. City Manager Whitfield added that roughly \$610,000 of that amount was equipment that was purchased or encumbered in FY20. Therefore, most of those pieces have been ordered, but typically take almost a year to come in. For FY21, there was roughly \$289,000 worth of equipment and again, most has been ordered but is remains in a holding pattern until receipt.

Director Svaby confirmed that 80-90% is done with a longer-term replacement schedule. That schedule will then overlay any updates.

Chairman James pointed out that the replacement schedule is an extremely important document and the best guiding document to provide disclosure and a valuable forecast.

Director Svaby agreed noting the depreciation schedule is incorporated into CIP timeline.

A discussion was held about the number of projects being assigned a standardized name and number which makes them easier to track. It was also suggested to separate the fiscal years going forward to avoid confusion by Council.

#### *Audit Update*

Director Vitola shared that there are still some issues being worked through at this time. He was hoping to have it completed by the end of February. However, he has made contact with the auditors who advised that they are able to do their part as long as the financial statements are published by January 31st.

Chairman James stressed that he values accuracy when it comes to the audit report and thanked Director Vitola for taking the time to fix errors that need to be corrected.

Director Vitola also announced that his intent is to issue the RFP for future audit services as soon as possible.

#### *Fund Policy/Utility & General Fund*

Director Vitola shared that most of the work and recommendations came from either the GFO or our independent third-party professional rate consultants. The rate consultants have provided the cost-of-service studies along with water, sewer,

electric and solid waste in recent years. Many of this work was already completed by heavily accredited professionals. He emphasized that the information was specific to the needs of Milford and based on City Staff and the City Manager's input.

Director Vitola discussed the draft report included in the packet. Director Vitola talked about the goals and benefits of putting this policy in place. A discussion was then held about the benefits to the Finance Department and the elected officials and the importance of having a replacement schedule and policy such as the one proposed.

Director Vitola explained he does not believe there is a real rush to get this policy put into place. He would suggest having the members of this Finance Committee, in addition to the Department Directors, continue to review the policy. Then have it come back in later March or April when the CIP plans are being reviewed during the early phases of the FY22 budget.

City Manager Whitfield agreed that this will continue to be worked on for at least the next two to three months. He would like to have something adopted by the start of the new fiscal year end though he and the Finance Director want to make sure the policy is complete and precise.

Mayor Campbell expressed that he felt that Council should focus on the balance in the reserve accounts more and any restricted funds along with long-term large projects. City Manager Whitfield agreed that is what the City is gearing towards noting that the City has a healthy reserve balance at this time.

Mayor Campbell added that he believes it needs to be transparent and the funds treated in an extremely cautious manner.

Chairman James pointed out that transparency is important to show all of the account balances, along with the expenditures. He wants all financial information available for anyone that desires to view it, though the bottom-line numbers are often misleading.

Councilman Marabello agreed noting how important it is that all elected officials understand this so that they can respond to any questions when asked.

Councilman Morrow believes that would be a great structure to have especially for newly elected officials.

Director Vitola stated that he is going to add the purpose of the policy and circulate it to Department Directors for more review and comments.

Chairman James asked for any additional comments or questions and there were none.

#### Adjournment

Due to the time and the scheduled Council Meeting, the sidewalk project update was postponed until the next committee meeting.

As a result, the Finance and PW Committee meeting concluded at 6:58 p.m.

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Tracy N. Torbert  
Transcriptionist

CITY OF MILFORD  
Milford City Council  
*Minutes of Meeting*  
January 11, 2021

The City Council of the City of Milford convened their regular meeting by the way of video conferencing which was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

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

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

COUNSEL: Solicitor David Rutt, Esquire

CALL TO ORDER

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

INVOCATION AND PLEDGE

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

APPROVAL OF PREVIOUS MINUTES

Included in the packet were minutes from the November 17, 2020 Workshop/Retreat and December 14 Council and December 16, 2020 Special Council Meetings. Motion made to approve by Councilmember Boyle, seconded by Councilmember Fulton seconded. Motion carried.

RECOGNITION

*Proclamation 2021-01/Honoring Martin Luther King, Jr. was provided.*

*PROCLAMATION 2021-02/HONORING DR. MARTIN LUTHER KING JR.*

Whereas, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

Whereas, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

Whereas, the King Holiday and Service Act, enacted in 1994, designated the King Holiday as a national day of volunteer service, and charged the Corporation for National and Community Service with leading this effort; and

Whereas, since 1994 millions of Americans have been inspired by the life and work of Dr. Martin Luther King Jr. to serve their neighbors and communities on the King Holiday; and

Whereas, serving on the King Holiday is an appropriate way to honor Dr. King, meet local and national needs, bring our citizens together, and strengthen our communities and nation; and

Whereas, the King Day of Service is the only federal holiday commemorated as a national day of service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year; and

Whereas, King Day of Service projects are being organized by a wide range of nonprofit and community organizations, educational institutions, public agencies, private businesses, and other organizations across the nation; and

Whereas, each of us can and must contribute to making our communities better with increased opportunity for all our citizens, and

Whereas, the residents of the City of Milford have the opportunity to participate in events throughout our city on the King Day of Service, January 18, 2021, as well as create and implement community service projects where they identify the need.

NOW, THEREFORE, I, Arthur J. Campbell, Mayor of the City of Milford, Delaware, proclaim the Martin Luther King Jr. Holiday as a Day of Service in our City and call upon the people of Milford, Delaware to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

*Public Hearings & Final Determination*

*ORDINANCE 2020-18*

*Mispillion Gateway LLC on behalf of Grant Shane, t/a Clear Definition Detailing, for a Conditional Use Permit to allow a Car Detailing Operation in a portion of an existing commercial building located at 301 Northeast Front Street. The property is currently zoned C-3 and consists of 1.494 +/- acres on the north side of Northeast Front Street between East Street and Northeast Fourth Street in Kent County. Present Use: Vacant Building Proposed Use: Car Detailing Operation Tax Map & Parcel MD-16-183.10-04-23.01*

Director Pierce reviewed the staff report and application that was included in the packet. The applicant is seeking permission within a C3 Highway Zoning Commercial district to place a car detailing operation located at 301 NE Front Street.

Mr. Grant Shane was present to represent the application.

The Planning Commission reviewed the conditional use application at the December 15, 2020 meeting and recommended upon unanimous vote of five to zero to approve the conditional use with it being limited to the 3,000 square feet on the west end of the building as shown on the drawing.

When asked about the impact of water on the City's water system, Mr. Grant stated that the products he uses are environmentally friendly and do not contain hazard materials, which is standard in the industry today. He had a body shop at 110 North DuPont Boulevard where he has to have containers that contain chemicals that must be removed by a hazardous waste company.

Mr. Pierce noted that there is nothing in the conditional use or ordinance that would relieve Mr. Shane of any water or other ordinance requirements for illegal discharges. Those types of things will be reviewed during the building process though he does not anticipate any problems.

Councilman Marabello asked if there was specific drainage so that there will not be anything flowing out onto the street; Mr. Shane replied that the water will be mostly be contained within the building though he would be washing the vehicles inside the building through most of the car washing would occur at his other building.

Mayor Campbell asked if there was appropriate drainage in the building; Mr. Shane replied that there are functioning drains in the building that are already installed.

Councilman Culotta pointed out that in the application, it states that “the applicant may not store excessive amounts of vehicles on the property” and believes that statement is vague. He asked for a clearer amount so that it can be better understood by Council and the applicant.

Director Pierce replied that there are two overhead doors on the end of the building. All of the work will need to be done within the building. As discussed during the Planning and Zoning meeting, the cars are to be cleaned and moved off-site pretty quickly. The intent would not be to have vehicles stored outside for a long period of time.

Mr. Shane added that only one person can work on a vehicle at a time and there will be four employees at this location. As a result, there should not be more than ten cars in the shop at any time. Councilman Culotta asked if that was enough capacity to keep a steady flow of customers and Mr. Shane replied yes, he does not have a need for storage.

Councilman James asked if the ceramic seal or coating applied to the car is a hazardous material and Mr. Shane explained it is not and reiterated there will not be bottles of chemicals that will be sitting around.

It was confirmed the hours of operation would be 7:00 a.m. until 9:00 p.m. Solicitor Rutt then confirmed that Mr. Shane heard the presentation by the Planning and Zoning commission who recommended the conditional use to be limited to the 3,000 square feet on the west end of the building. He asked Mr. Shane if he agreed to that condition. Mr. Shane confirmed he agreed to that condition.

Mayor Campbell opened the floor to public comment; no one responded and the public hearing was closed at 7:23 p.m.

Councilman Fulton made a motion to adopt Ordinance 2020-18 for a conditional with a limit of 14 vehicles on site which coincides with the number of parking spaces available. Councilwoman Wilson seconded the motion.

Motion carried with the following 8-0 roll call vote:

Councilman Marabello voted yes due to it being approved by the Planning Board and it has no adverse effect on the surrounding area;

Councilman Boyle voted yes in agreement with the recommendation put forth by the Planning Commission and the terms stipulated in the motion;

Councilman Fulton voted yes as it is an acceptable use for the C-3 area and the Planning Commission voted unanimously for the conditions and limits for the stipulations that were set;

Councilman Culotta voted yes based on the Planning Commission's recommendation and the fact that Mr. Shane is a great businessman that already has a great business located around the corner from this proposed location;

Councilman Baer voted yes in support of the Planning Commission and agrees with the limitation of 14 parking spaces;

Councilman Marrow voted yes based on the recommendation of the Planning Commission;

Councilman James voted yes based on the conditions stipulated by the Planning Commission and agreed to by Council;

Councilwoman Wilson voted yes based on the recommendation of the Planning Commission.

*ORDINANCE 2020-26*

*Davis, Bowen & Friedel on behalf of Milford Ponds LLC for a Final Major Subdivision (Phase II Only) of 28.06 +/- acres into 89 single-family units in R1, R2, and R3 Zoning Districts. Property is located along Patchwork Drive and Round Robin Drive in the Milford Ponds Subdivision, Milford, Delaware. Present Use: Subdivision known as Milford Ponds; Proposed Use: Same. Tax Map: 1-30-3.00-264.01, 1-30-3.00-558.00, 1-30-6.00-600.00 through -691.00*

Director Pierce reviewed the staff report and application that was provided in the packet. The Planning Commission recommended approval of the final major subdivision upon a unanimous vote at their November 17, 2020 meeting. Director Pierce stated that the applicant has met all requirements that were requested of them by the Planning Department and the City Engineer.

Director Pierce asked for any questions from Council.

Councilman Fulton asked if they took care of the waterway problems that they were having; Director Pierce answered that they addressed all of the plan review comments. His recommendation was to separate any construction issues from the administrative process while reviewing the subdivision. He is unsure if they have reconciled their construction side though he sees that as a separate issue. He added that they will not be able to get any building permits issued until they get the utility and street issues addressed. Director Pierce feels that this application should be reviewed separately from any concerns.

Solicitor Rutt added that he agrees with Mr. Pierce; there is case law to the effect that if a site plan meets all of the technical requirements of an ordinance or code, then there is no basis to deny it. He added that the site plan itself meets those requirements and the approvals have been provided. The issue of the construction site can be dealt with through the issuance of the building permits or occupancy permits.

Councilman Boyle asked if a condition be added that no permits would be issued until those matters have been resolved and Director Pierce said the building permits are withheld until the streets and utilities are addressed in any subdivision in the City of Milford. These things are laid out in ordinances and construction standards and qualifications. Solicitor Rutt added there are separate sections of the code that address those issues.

Mr. Tim Metzner from Davis, Bown and Friedel was present to represent the application. He pointed out the owner and contractor have worked with the city and are working on fixing those concerns. They have begun to move forward with construction. He wants to stress there everyone is working together to resolve those earlier problems. As far as this application, they have received all the necessary approvals to proceed with the final.

Councilman Fulton asked if this was being connected with bike paths with the other areas and Mr. Metzner replied that a portion of the entrance plan approval for the overall development is to include a shared-use path connecting to the Simpsons Crossing Subdivision.

Mayor Campbell then opened the floor to public comment; hearing none, the public hearing was closed at 7:37 p.m.

Councilman Fulton made a motion to approve the final major subdivision through the adoption of Ordinance 2020-26, seconded by Councilman Marabello. The motion carried by the following unanimous roll call vote of Council:

Councilman Marabello voted yes because it conforms to the plan and is an enhancement of what they formerly had;

Councilman Boyle voted yes based on the recommendation put forth by the Planning Commission;

Councilman Fulton voted yes based on it meeting the requirements of the final major subdivision and because they are working on their construction issues;

Councilman Culotta voted yes based on the Planning Commission recommendation;

Councilman Baer voted yes based on the Planning Commission recommendation;

Councilman Morrow voted yes based on the Planning Commission recommendation;

Councilman James voted yes based on all conditions having been met;

Councilwoman Wilson voted yes based on the Planning Commission recommendation.

#### *Staff Reports*

##### *Monthly Police Chief Report*

Councilman Boyle provided the police department monthly activity report that was included in the packet.

##### *City Manager's Report*

City Manager Whitfield provided his report that was included in the packet.

##### *Finance Report*

Director of Finance Vitola provided the finance report that was included in the packet.

##### *Public Works Report*

Director Svaby provided the report that was included in the packet.

Councilman Boyle asked about the agreement made with DeDOT for the overpass lights on Front Street that light up the Milford logo. At this time, there are some red lights there though it is not a good reflection of the City's image in his belief. He asked if there is anything that can be done to change them to white lights to light up the logo; Director Svaby replied

that he can look into that to change to something more presentable. City Manager Whitfield added that the City does have the capability of changing the color of those lights.

Councilman Culotta asked who was responsible for the lettering of the exits noting that the Milford logo on the northbound lane logo is extremely low and difficult to read and is often not seen because of the wild grasses and flowers that grow in that area. Director Svaby replied that it is a project that belongs to his department though it is through DelDOT and he will follow-up and express those concerns.

#### *Parks & Recreation Department*

Director Dennehy provided the report that was included in the packet.

Councilman Marabello asked when the handrail repair would be completed at the State Service building and Director Dennehy replied that the contractor was looking into it over the holidays. He will follow up with them to get some additional information on the timeframe.

Councilman James stated that he received a call from a resident that complimented the City on the work that was done on the basketball courts. He added that it would be a great area for pickleball courts as well. Director Dennehy replied that there is a Parks and Recreation Advisory Committee meeting scheduled this week and that is one of the items on the agenda.

#### *Human Resources Office*

City Manager Whitfield read the report that was provided in the packet.

#### *Planning & Economic Development Department*

Director Pierce shared the report that was provided in the packet.

Councilman Marabello asked if impact fees (water, sewer, and electric) were paid at the same time; Director Pierce informed Council they are paid at the time the building permit is issued.

Councilman Baer asked for an update on the bike survey for Marshall Street and Director Pierce replied that he has connected the University of Delaware with Life Cycle as was previously discussed. Once the project gets closer to rolling out, it will come back to Council for feedback.

Councilman Boyle made a motion to accept the monthly City Manager's report that includes the various departments, seconded by Councilman Culotta. Motion with all ayes.

#### MONTHLY FINANCE REPORT

Councilman James reported that the FY22 budget process is expected to start later than last year. The CIP information will start rolling out as early as March and the financials will come later. The RFP for audit firms will go out in February to allow for a transition period.

Finance Director Vitola then reviewed the monthly finance report included in the packet.

Director Vitola discussed the format of the reports in the future. Mr. Vitola pointed out that the amount in the reserve account is extraordinarily low. This is not a concern as interest income earned is not reported until the securities mature and there were none in November.

Councilman Marabello asked about the bond on page six and if the total is over \$4 million; Director Vitola stated that is the outstanding principal balance, but at the time of maturity, an additional principal payment will be made which will bring it down to \$1,060,000.

A discussion about interest, savings and capital reserve restrictions followed.

Councilman Boyle then made a motion to accept the Monthly Finance Report for November 2020, seconded by Councilmember Marabello. Motion passed with all ayes.

#### COMMITTEE & WARD REPORTS

Councilman Cullota received some emails that were forwarded to City Manager Whitfield that took care of those issues.

Councilman Fulton also received some emails concerning a solid waste pickup that was forwarded to the City Manager and he took care of the matter.

Councilman Baer reported that he is receiving emails regarding the upcoming police bond. Mayor Campbell replied that once everything is finalized, any new information will be presented to the City Council.

#### COMMUNICATIONS & CORRESPONDENCE

##### *Scheduling Pre-Retreat Workshop (Public Safety & Infrastructure)*

City Manager Whitfield reported that this was one of the last items of the strategic plan that has not been discussed. There has been some interest in having a pre-retreat workshop to cover these items. He recommended having the pre-retreat the week of January 19, 20, 21, 27, or 28<sup>th</sup>. He asked for follow-up by Council as to their preference.

##### *Scheduling of On-Site Retreat*

City Manager Whitfield has been in contact with the University of Delaware who has finally received the authorization. Tentatively, January 30, 2021 is under consideration. However, Council felt that January 21<sup>st</sup> may be more appropriate though they will check their calendars and let the City Manager or City Clerk know their availability.

#### UNFINISHED BUSINESS

None to report.

#### NEW BUSINESS

##### *Bid Award/Milford NE Front Street Waterline Replacement Project*

Director Svaby shared that in the capital improvement plan, there was a project replacing 35 linear feet of any water line. The funding for this project is coming from water reserves and it is estimated at \$1.5 million. The firm of Davis, Bowen and Friedel evaluated the seven bids received. The lowest bid received was from ECM Corporation from Port Washington,

MD in the amount of \$1,155,810. The construction for the project is expected to start after the pre-construction meeting with a project duration of 150 days. Staff is recommending to award this contract to the apparent low bidder with funding to be paid from water reserves.

City Manager Whitfield confirmed the project begins at Washington Street and extends to the other side of Rehoboth Boulevard.

Councilman Fulton made a motion to accept the bid from ECM Corporation for the Waterline Replacement Project for \$1,155,810.00 with funding from the water reserve account. Councilman Cullotta seconded the motion that passed with all ayes.

*Adoption/Resolution 2021-01/DEMEC Executive Board Appointment*

City Manager Whitfield reviewed the Resolution that was included in the packet. His recommendation was for the City Manager to continue as the Director and the Finance Director Lou Vitola be made the alternate.

Mayor Campbell asked for any public comment or questions on the resolution; hearing none he closed the public hearing at 8:38 p.m.

Councilwoman Wilson made a motion to adopt Resolution 2021-1 to reconfirm the City Manager serves as the Director representing the City of Milford on the DEMEC Board of Directors and that the Finance Director serves as the Alternate Director in the absence of the Director. Councilman Baer seconded the motion that carried with all ayes.

*Adoption/Fund Balance Policy*

Finance Director Vitola requested that it be postponed to a future meeting due to several revisions that are needed. e. Councilman Fulton made a motion to postpone any action, seconded by Councilman Morrow. Motion carried with no one opposed.

*Police Facility Citizens Advisory Committee*

Mayor Campbell informed Council that he will be appointing a group of seven people representing all four wards within the City to meet with the Police Chief, Finance Director and himself to discuss the numbers being considered in the upcoming January 26<sup>th</sup> police referendum.

*Introduction/Ordinance 2021-01/Mahadev LLC on behalf of Comfort Inn & Suites at 699 N. DuPont Boulevard Request to amend a previously-approved Conditional Use Permit to allow a hotel on 2.287 +/- acres located along the west side of North Dupont Boulevard, currently zoned C-3 (Highway Commercial). Tax Map & Parcel MD-16-183.05-01-03.00*

Director Pierce shared that this is an amendment to the previously approved conditional use permit for the Comfort Inn Hotel. It will be before the Planning Commission at their January 19th meeting and will be back before City Council on the 25th for a final review.

EXECUTIVE SESSION

Councilmember Wilson made a motion to go into Executive Session reference below statutes, seconded by Councilmember Culotta:

*Pending Litigation:*

*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*

*Property Sale/Lease:*

*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;*

*Personnel:*

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

Motion carried.

Mayor Campbell recessed the Council Meeting at 8:43 p.m. for the purposes as are permitted by the Delaware Freedom of Information Act.

Council returned to Open Session at 9:27 p.m.

Mayor Campbell announced that no action was needed as a result of the discussions in Executive Session.

ADJOURNMENT

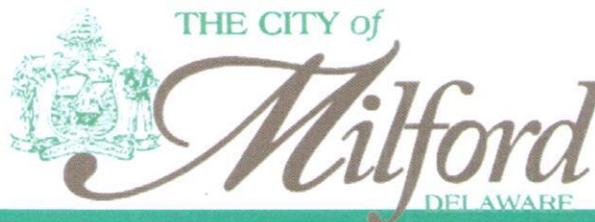
There being no further business, Councilmember Fulton moved to adjourn, seconded by Councilmember James. Motion carried. Mayor Campbell adjourned the meeting at 9:28 p.m.

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Tracy N. Torbert  
Transcriptionist



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



400 NE Front Street  
 Milford Delaware 19963  
 302.422.8081 Fax 302.424.2330

TO: Mayor and Members of City Council  
 FROM: Kenneth L. Brown, Chief of Police (KLB)  
 DATE: February 2, 2021  
 RE: Activity Report/January 2021

**Monthly Stats:**

A total of 64 arrests were made by the Milford Police Department during January 2021. Of these arrests, 33 were for criminal offenses and 31 for traffic violations. Criminal offenses consisted of 1 felony and 32 misdemeanors. Traffic violations consisted of 0 Special Duty Radar, 5 Drunk-Driving charges, 26 others.

Police officers investigated 30 accidents during the month and issued 6 written reprimands. In addition, they responded to 721 various complaints including city requests and other agency assistance.

Due to numerous employees within the department contacting the Coronavirus, stats are lower than usual for the Month of January 2021.

**Monthly Activities:**

Throughout the month of December, participated in numerous conference calls and virtual meetings in reference the COVID-19 and the Governor’s Emergency Order for the State of Delaware. This includes weekly Fire and Police conference calls, calls with the Governor, Municipalities of Sussex Co. conference call and numerous calls with City Government Officials, the City Manager and the public. Also, participated in monthly State, Kent and Sussex Chiefs meetings, DPCC Meeting, City Council and Workshop meetings, and the weekly City Manager’s Meeting with Department Heads.

Interview with IT Director Candidate held at City Hall conference room on January 6, 2021.

Interview with WRDE in reference to Referendum for new Police Department building held via Zoom on January 8, 2021.

Interview with Noah Zucker with DSN in reference to Referendum for new Police Department building held via Zoom on January 8, 2021.

Attended the Senior Center Monthly Board meeting via Zoom held on January 12, 2021.

Held Citizens Advisory Committee Meeting via Zoom on January 15, 2021. Members were also were given a tour of the Milford Police Department.

Attended the Delaware Police Accreditation Commission meeting held via WebEx on January 19, 2021.

Attended Citizens Advisory Committee meeting via Zoom on January 19, 2021.

Attended Brandywine Counseling Board of Directors meeting held via Zoom on January 19, 2021.

Interview with Mike Bradley with WGMD in reference to Referendum for new Police Department building held via Zoom on January 25, 2021.

Interview with WRDE in reference to Referendum for new Police Department building held via Zoom on January 26, 2021.

Interview with Channel 47 News in reference to Referendum for new Police Department building held via Zoom on January 27, 2021.

Interview with Channel 16 News in reference to Referendum for new Police Department building held via Zoom on January 27, 2021.

Met with City Manager and Public Works Director via Zoom on January 28, 2021, in reference to new Police Department building.

Attended DPCC Vaccine Update meeting held via Zoom on January 28, 2021.

Met with City Manager and Public Works Director via Zoom on January 29, 2021, in reference to new Police Department building.

### **Training –**

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

### **SRO –**

Sgt. Masten worked with Sara Pletcher on sharing information to the community about the new police headquarters and obtaining answers to various questions that arose from potential voters. Also, as part of this process, Sgt. Masten coordinated media requests about the project. Several media outlets covered the project and Chief Brown made himself available for every request for an interview.

SRO's returned to their Milford School District duties as MSD returned to the hybrid model on January 11, 2021. Prior to January 11, 2021, Sgt. Masten and S/Cpl. Bloodsworth assisted the Patrol Division with coverage due to COVID19 related absences.

### **K9 Unit –**

For the month of January 2021, the Milford Police Department K9 unit had the following stats:

K9-1 (Mason) only worked 2 days in the month of January 2021 due to handler being quarantined.

K9-2 (Audie)

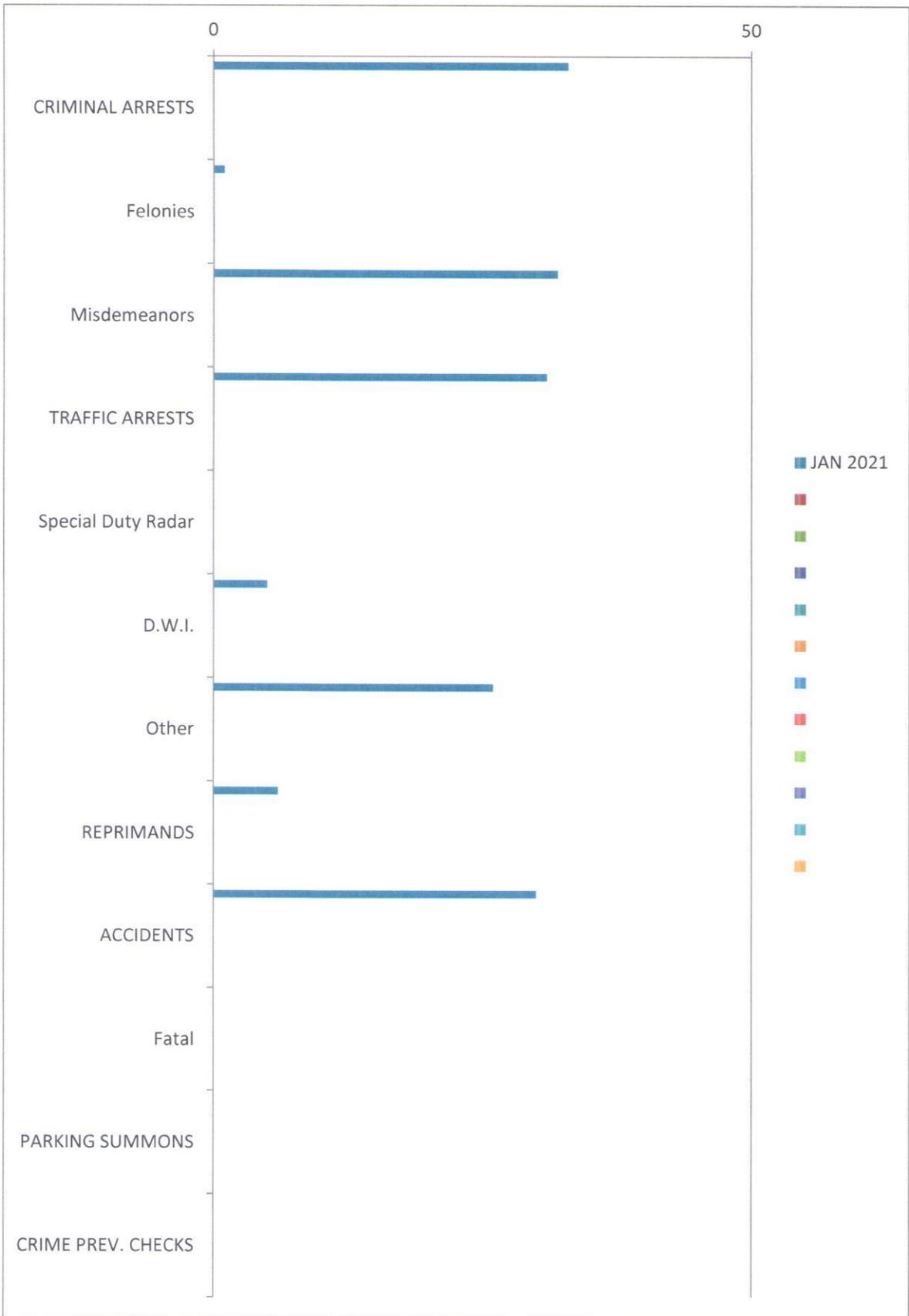
- Building Search

- Demo 1
- Track 1
- Assist Other Agency 1
- Disorderly Crowd Control 1

Due to the COVID-19 Pandemic stats for the K9 Unit are lower than usual for the Month of January 2021.

JAN 2021 ACTIVITY REPORT

	JAN 2021	TOTAL 2021	JAN 2020	TOTAL 2020
COMPLAINTS	721	721	1393	1393
CRIMINAL ARRESTS	33	33	240	240
Felonies	1	1	50	50
Misdemeanors	32	32	154	154
TRAFFIC ARRESTS	31	31	606	606
Special Duty Radar	0	0	66	66
D.W.I.	5	5	7	7
Other	26	26	533	533
REPRIMANDS	6	6	162	162
ACCIDENTS	30	30	41	41
Fatal	0	0	0	0
PARKING SUMMONS	0	0	15	15
CRIME PREV. CHECKS	0	0	17	17
FINES RECEIVED	\$5,449.26	\$ 5,449.26	\$8,475.63	\$8,475.63





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

PHONE 302.422.1111  
FAX 302.424.3553  
[www.cityofmilford.com](http://www.cityofmilford.com)

To: City Council and Mayor  
From: Mark A. Whitfield, City Manager  
Subject: January Monthly Report  
Date: February 4, 2021

- With the passage for the referendum for the Police Station, we began discussions with the Architect in finalizing a contract and contracting with a Construction Manager.
- The referendum created a great amount of work for the City Clerk and Deputy City Clerk in the month of January with voter registrations, absentee ballots, and the mechanics of the vote. They did an excellent job!
- Our employee Covid numbers continue to decrease. Of the 23 people infected, 20 have recovered and are back to work. No employees are hospitalized.
- We began interviews for the Economic Development/Community Engagement Administrator. We held our first interview this week, with 4 more scheduled.
- I met with Brad Dennehy regarding the deteriorated railing on the west side of Walnut Street along the Riverwalk.
- Rob and I met with Bayhealth regarding potential development of their commercially zoned land along Route 30.
- We contracted with Sara Pletcher to develop a mail flyer to be sent to all registered voters with Frequently Asked Questions on the referendum.
- The WIIN (Water Infrastructure and Investment Network) kicked off our project evaluating the Mispillion and Cedar Creek watersheds for potential ecotourism.
- We welcomed Katrina White to City Hall this month as the new Deputy City Clerk.
- I met with several potential developers/restaurateurs this month regarding their interest in developing in Milford.
- We followed up on a complaint regarding flooding of a culver on Woodland Avenue.

To: Mayor and City Council  
From: Louis C. Vitola, Finance Director  
Date: February 3, 2021  
Re: January 2021 Finance Department Staff Report

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- Monthly Financial Reporting
  - The December 2020 Month-to-Date (MTD) and Fiscal Year-to-Date (YTD) Financial Reporting Package was distributed to Council with a narrative addressing financial results.
  - No significant changes were made to the financial reporting package this month.
- Capital Improvement Planning
  - The Fiscal Year 2022-2026 Capital Improvement Plan (CIP) budgeting process will kick off internally on Friday, February 5, 2021 with the distribution of preparatory materials to City staff. Key dates will be shared with Council and the FPWC shortly.
  - The next FY21 CIP Budget and Spending Update will be distributed to the Finance and Public Works Committee (FPWC) in advance of the March 8, 2021 meeting.
  - The initial draft of the Reserve Fund Policy, which will shape the CIP funding process, has been shared with Department Directors for their review and input.
  - With the passage of the Referendum in support of the Police Facility, we have touched base with USDA officials as well as the City's Bond Counsel, Public Finance Advisors and commercial banks to advance the project financing efforts into a more refined stage of analysis. Recommendations will follow at the appropriate time.
- FY20 Financial Statement Preparation and Audit
  - The process continues into this week with the submission of all governmental and proprietary fund financial statements, government-wide financial statements, and agency fund financial statements.
  - The production of the statement of cash flows and the supporting schedules for Management's Discussion and Analysis (MD&A) and the footnotes to the financial statements will continue into the week of February 8 and is expected to be completed by the end of the following week.
  - A Request for Proposals (RFP) for the provision of independent financial statement audit services for FY 2021-23 was released on February 3, 2021. We expect to evaluate the responses and make a recommendation to the FPWC and City Council on March 8, 2021.
- Training and Education
  - Energy Efficiency Webinar
    - Several of the Billing and Customer Service staff and I participated in a webinar presented by Tom Coyle of EfficiencySmart, which is the City of Milford's provider of energy efficiency services and solutions.
    - Tom Coyle will recap the initial three-year engagement during the Council Workshop scheduled for 6:30 pm on Monday, February 8, 2021.
- Billing & Customer Service Department
  - Erica Portillo, a second-year Associates Degree in Accounting Candidate at Delaware Technical and Community College joined the Department in a paid internship role on a part-time, temporary basis. She has made an immediate positive impact on the Department

and has taken on administrative tasks as well as payment posting duties in her first two weeks. Please join me in welcoming Erica to the team.

- The department has largely recovered from the staffing shortage experienced during the last three weeks of December and the first week of January due to short-term medical leave and scheduled leave.
- After suspending utility service interruptions from December 10, 2020 through January 20, 2021 due to Customer Service and Dispatch team staffing levels, weather conditions derailed the utility disconnections scheduled for January 28. As a result, past due volumes

As of	Past Due Accounts	Past Due Amount
8/31/2020	1,286	\$ 540,365
9/10/2020	1,097	371,460
11/5/2020	1,081	247,905
12/11/2020	916	152,802
1/8/2021	1,429	260,088
2/2/2021	1,134	452,622

have rebounded to levels consistent with last spring, when utility disconnections were first suspended due to the Governor’s Declaration of a State of Emergency. We continue to monitor past due accounts carefully, offering extended payment plans, COVID-19 relief funds, and referrals to charitable resources. However, the impact of our recent staffing challenges and suspension of utility service interruptions are evident in the figures in the table at left.

- The 2020 tax levy was due September 30, 2020. The table below highlights past due property tax data. The formal monitions process will begin soon to address groups of properties having the greatest and longest past due balances to recover unpaid property taxes in phases. The monitions process will become a more regular part of the Department’s collection cycle going forward to encourage payment, improve the property tax collection rate and signal a standardized set of regular tax collection procedures.

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

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

cc: Mark Whitfield, City Manager  
Finance Department

TO: Mayor and City Council

FROM: Michael Svaby, Public Works Director

DATE: February 3, 2021

RE: January 2021 - Public Works Department Staff Report

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#### **Director's Office**

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

#### **Public Services (Water and Sewer)**

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

#### **Engineering**

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

#### **Street/Utilities**

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

### **Electric**

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

### **Tech Services**

- Installed instrument rated metering at 106 Silicato Way Microtel;
- Helped customer identify water leak at 601 North St;
- Repaired SCADA RTU communication issue at Milford Ponds pump station;
- Successfully helped customer at 5873 Old Shawnee Rd understand the cause of their higher-than-normal electric bill;
- Identified cause of a provisioning issue with AMI water devices and worked with AMP partners to correct;
- Began assignment to Represent Public Works on the City's Emergency Operations Committee.

### **Waste Management**

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

### **Electric/Technical Services**

- Helped commercial water customer to identify large water leak.
- Installed instrument rated metering 204 Liberty Way
- Installed new level transducer in SE second St pump station wet well.
- Repaired raw water flow meter at Washington ST water plant
- Installed instrument rated metering at 650 N Dupont Blvd.
- Conducted interviews for vacant Ground Technician position.
- Completed infrastructure designs for: DelDOT 113 & 14 intersection project, WOTR pump station, Simpson's Crossing Phase 1A.

### **Public Services Division**

#### **Streets**

- Leaf collection machine is down and under repair. Will be extending leaf collection schedule through January 22
- Water line was hit and repaired on S Rehoboth
- Fire hydrant was hit and replaced on 5<sup>th</sup> & East

#### **Water/Sewer**

- High School Co- Op Student Jose Perez has done very well at Pubic Works. In the month of January, PW leadership will be evaluating his performance and in conjunction with MHS Counselor Kate Lynch, will be setting his path forward for the second portion of the School Year.
- Rebuilding Pump #2 at Washington Pump Station
- Ordered new diesel generator for Cascades. Once received, this will be installed and made ready in operational working order. Estimated lead time for delivery is 90-120 days.

#### **Solid Waste**

- Met with crew on importance of attendance and not missed collections

### **Engineering Division**

- Using GIS staff, formulated multiple looks for Director of utility drawings including sewer, water, electric
- Managed 2<sup>nd</sup> Street utility, curb and sidewalk improvement project bid toward award in January

### **Operations Division**

## **Administration**

- Working toward finalizing RFP for ERP software

## **Garage**

- Ordering Hybrid-fueled vehicles for both IT and Engineering Divisions.
- Catching up on vehicle maintenance requirements – deferred due to COVID

## **Warehouse**

- Formulating plan for spring cleanup of yard and finalizing warehouse organization

<b>Public Works Department -January 2021</b>	January 2020	January 2021	FY20 YTD (07/01/19-01/31/20)	FY21 YTD (07/01/20-01/31/21)
Electric Division				
Trouble Service Call	27	4	66	105
Work Orders Completed	38	38	195	239
Outages	10	0	53	48
Poles Replaced	13	2	43	33
After Hours Calls	11	3	72	56
Trees Trimmed	3	6	20	45
Technical Services Division				
New Electric Service Installed/Meter Set	6	65	110	202
New Water Service Installed/Meter Set	5	25	91	151
Electric Meter Replacement	19	6	22	53
Water Meter Replacement	29	33	234	206
Work Orders Completed	773	586	5,326	4,842
After Hours Calls	5	7	53	35
Streets/Utility Division				
Signs Installed/Replaced	46	30	100	106
Curb Miles Swept	78	100	862	893
Sewer Lines Flushed (in feet)	8,480	3,500	118,214	17,530
Sewer Back-up Response	12	6	37	20
Sewer Line Repaired	0	5	1	8
Water Hydrants Flushed	6	2	144	151
Fire Hydrants Replaced/Installed	0	0	2	1
Water Line Repair	0	3	8	15
Water Valves Exercised	9	3	42	87
De-icing Salt Used (tons)	0	1	0	1
Potholes Filled - Cold Patch	16	40	141	290
Potholes Filled/Spray Patch - Gallons Emulsion Used	0	0	11	102
Leaves Collected (Tons)	7	0	73	31
After Hours Calls	5	9	42	35
Crack Sealing (pounds of sealant used)	0	0	120	650

Work Orders Completed	5	9	73	146
Storm Sewer Inlets Cleaned	10	125	102	672
Street Closures/Festivals	0	2	10	22
Engineering Division				
Utility Locates Completed	312	241	1816	1,395
Operations Division				
Fleet Work Orders Completed	31	23	249	181
Fuel Use-Diesel (Gallons)	2139	1,701	17624	17,680
Fuel Use-Gas (Gallons)	4,216	3,652	27,018	32,197
Solid Waste & Facilities Division				
Refuse Collected (Tons)	264	337	1,648	1,947
Recycle Collected (Tons)	73	80	377	430
Yard Waste Collected (Tons)	71	51	357	363
Diversion Percentage (%)	35	28	30	31
Bulk/Brush Collection Requests Completed	63	48	413	451
Containers Delivered	73	38	393	204
Containers Serviced (Swap, Replacement, Removed)	36	7	144	285
Water & Waste Water Facilities Division				
Water Treated (Millions of Gallons) 1 Month	85,414,300	70,051,200	85,414,300	70,051,200
Waste Water Transferred (Millions of Gallons) 1 Month Dec.	118,527,000	0	1,065,757,620	0
Work Orders Completed	0	58	2	274
Pump Stations Cleaned	0	0	1	7
After Hours Calls	0	3	0	46

<b>Public Works Projects - January 2021</b>	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
DEL1 Substation Testing				X
DEL2 Substation Testing			X	
Traffic Signal Head Refurbish. - Church/Walnut/Washington	X			
GIS/Mapping - Smart Metering				X
DEL2 Relay Replacement				X
Riverwalk Light Pole Powdercoat/Retrofit Phase II				X
Wilbur Street Line Reconductor				X
RP3 Application				X
Water				
Install Automated Blow-off Valves				
Protection Upgrades Caulk & 10th Street Towers			X	
Water Tower Altitude Valve at Caulk Tower			X	
Tenth St Water Treatment Facility Test Well, etc.				X
Water Trtmnt. Monitoring & Process Control Upgrades (4&5)			X	
City-wide Valve & Hydrant Replacement/Improvements				
Standardized Water Treatment Facility Controls				
SE 2nd Street Lead Service Line Replacement				X
NE Front Street Water Lines		X		
DNREC Water Allocation Permit			X	
Washington Street WTF Lot Consolidation				
Sewer				
Truitt Avenue PS Groundwater Investigation & Repair			X	
SCADA Instrumentation Upgrades & Integration				
Targeted Inflow and Infiltration Investigation & Repair				
SE 2nd Street Sewer Line Replacement				X
Silicato Grinder Pump Installation				
North Shore Pump Station Hatch Replacement			X	

Shawnee Acre Pump Station				X
Streets				
Mispillion, McColley, Marshall Streets Reconstruct/Paving	X			
Roosa, Masten, SE 5th St Repaving				X
Plum Street Reconstruct				
SE 2nd Street Curb				X
Fisher Ave	X			
West Street Curb and Sidewalk Project				
Financing for Private Sidewalk Improvements	X			
Street Resurfacing and Rehabilitation, ADA Ramps	X			
Installation of ADA Compliant Ramps	X			
Walnut Street Pedestrian Crossing (Landscaping)	X			
Pennsylvania Street Gutter/Drainage Improvement				X
Truck Turning Study	X			
US 113 Welcome Sign Relocation/Replacement (south end)	X			
Sidewalk Project			X	
Buildings				
Council Chambers Recording System Upgrade	X			
Monitors in Council Chambers	X			
City Hall Video Monitoring System Replacement				X
City Hall Basement Renovation Phase 1-IT				X
City Hall Basement Renovation Phase 2-Training Rm/Ofc	X			
PW Breakroom/Lockerroom Renovations				X
PW-Complex Security	x			
City Wide-LED Replacement Project			X	
City Hall Exterior Step Repair				X
Customer Service Video Monitoring System Replacement			X	
DMI Project	X			
City Hall File Storage Project-Vault				X
Customer Service-Basement Waterproofing		X		

<b>Public Works Equipment &amp; Vehicles - January 2021</b>	Planning Stage	Bid/PO Award	In Progress	Complete
Electric				
SCADA/Smart Metering Wall Monitor				X
Replace Fork Lift (WH-1)				X
Replace 2005 Excursion with similar 4x4 vehicle (E-106)				X
Replace 2000 International Line Truck (E-110)				X
Replace 2005 Ford F-250 Pickup (E-115)				X
Replace 2003 International Material Handler (E-103)				X
Water				
Replace W-16 IR Compressor				
Replace W-8 Ford F450				
Replace W-10 FN 150 Pump & MGS Trailer				
Replace S-5 Kod C70 Dump Truck				X
Replace S-9 GMC Dump with Hook truck				X
Replace W-14 Chevy Astro Van				X
Sewer				
Replace SE-2 Ford F250 Pickup				
Replace S-4 with Hook Truck with Dump/Flatbed & Plow				X
Solid Waste				
Replace Refuse Truck SW-12 with Split Body Collection Truck				X

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

Commercial Developments -January 2021	Plan Review	Utility Mains Installation	Utility Service Line Inspection	Complete
Nemours	X	X		
Nutrien Ag	X	X	X	X
Surf & Turf				
Delaware Veterans Home				
Delaware Rural Water	X	X	X	X
Gator & Associates				
Microtel	X	X	X	
DNREC Mosquito Control				
Growmark FS - Redevelopment of Warehouse	X	X		
Mispillion River Brewery				
Milford Wellness Village				
Touch of Italy Business Park				
10th Street Medical Office	X	X		
Beach Babies	X	X		
Bright Nest LLC				
Milford Transfer Station DSWA				
Mavis Discount Tires				
Mid-Delaware Professional				
Milford Ponds Clubhouse	X	X	X	
Kidz Ink	X	X	X	X
Windward on the River Commercial	X			



TO: Mayor and City Council

FROM: Rob Pierce, AICP - Planning & Economic Development Director

DATE: February 1, 2021

RE: January 2021 – Planning Department Staff Report

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- During the first month of the 2020 calendar year, the City issued 12 new residential construction permits. The total construction investment in Milford for January 2021 based on issued building permits was \$6,465,560.
- The City of Milford has seen 74 projects with a committed investment of over \$22.1 million within the Downtown Development District (DDD) area since September 2016 (based on permit valuations from submitted applications). The State of Delaware has committed or awarded over \$2.68 million in grant funds for both large and small commercial and residential projects in Milford. The City has waived over \$346,000 in permit fees and taxes associated with these projects in accordance with Chapter 19 Economic Development and Redevelopment and DDD program guidelines.
- The Planning Commission and City Council will review an extension request for the Knight Crossing Planned Unit Development along with a comprehensive signage plan for Windward on the River during the month of February.
- The Planning Commission has begun reviewing Chapter 230 Zoning and Chapter 200 Subdivision of Land in an effort to address the goals and recommendations from the 2018 Comprehensive Plan, reduce the number of potential Board of Adjustment applications, provide clarity on ambiguous language and modernize portions of the ordinances. The Planning Commission will review several administrative articles within Chapter 230 Zoning at the February meeting. The Commission will also discuss Off-street Parking, Landscape Screening and other Miscellaneous provisions in preparation for the March workshop. The workshops will be held prior to each monthly meeting over the next few months with the intent of having final edits for consideration this Summer.
- The Board of Adjustment will review one new variance application at the February meeting along with three requests that were tabled from January.
- During the month of January, the City completed preliminary reviews of the following projects; Reserves at Sawmill for 12 additional apartment units, Lot 8 Independence Commons for a conditional use site plan, Mispillion Landing apartment project final construction plans, Wickersham revised preliminary major subdivision and Knight Crossing final major subdivision. All review comments have been sent to the applicants and the City is awaiting revised plans and response letters before conducting further review.
- Rental License, Contractor's License and Business License renewals are coming in and the office will be processing the nearly 3,000 licenses over the next month. Administrative staff are being helped by Code Officials in getting these processed. Landlords and business owners had until January 31, 2021 to submit renewal forms and payment.

- Century Engineering, DeDOT and Planning Staff continue to work on updating the Bicycle Master Plan. A list of projects has been developed by the team and DeDOT is working on prioritizing these segments based on criteria used by the State. The Bicycle Advisory Committee will review the prioritization efforts and project list in the beginning of March. The City is working with the team members to solidify a date.
- Staff submitted the 2021 Boundary and Annexation Survey (BAS) to the US Census Bureau which is done annually to document changes in the City's municipal limits.
- Attended the Chamber of Commerce for Greater Milford Economic Development Task Force meeting, Greater Kent Committee meeting and Downtown Milford, Inc. Economic Vitality committee meeting.
- Met with DNREC and FEMA as part of a FEMA Community Assistance Call to discuss Milford's floodplain regulations and procedures.
- The Department welcomed a new staff member, Lisa Levis, who filled the vacant permit technician position.
- Code Enforcement responded to complaints of housing code violations at Silver Lake apartments and Brightway Commons.
- Staff continues to work towards implementing the goals and objects of the 2018 Comprehensive Plan, SE Master Plan, Downtown Development District (DDD) application, Rivertown Rebirth Master Plan and Strategic Plan (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	16
Closed Cases	20
Open Cases at Start of Period	110
Open Cases at End of Period	106

Violation Activity:

New Violations Cited	Total
Abandoned Vehicle	0
Dangerous Tree	0
Furniture Violation	4
Generic Violation	3
Property Maintenance Violation	7
Rubbish & Garbage	1
Weeds & Grass	0
Zoning Use Violation	1
<b>Total</b>	<b>16</b>

Rental Licenses Issued: 1182

Vendor Licenses Issued: 0

Contractors Licenses Issued: 247

Business Licenses Issued: 102

Building Permits Issued:

Permits Issued by Type	Count
Commercial Demolition	0
Commercial Foundation	0
Commercial Building Permit	10
Residential Demolition	1
Residential Building New Construction	12
Residential Renovation/Accessory	9
Roof/Siding Permit	5
Sign Permit	0
Solar Panel Permit	0
Utility Permit	1
<b>Total</b>	<b>38</b>

Inspections Performed:

Inspections Performed by Type	Count
Footer	3
Foundation	4
Framing	16
Insulation	6
Final	27
Residential Rental	0
<b>Total</b>	<b>56</b>

Note: Proactive rental inspections have been placed on hold due to COVID-19



## Code Enforcement

Planning Department  
2020 Remedied Violations



## Code Enforcement

- ▶ 723 New Street
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 208 Truitt Avenue
- ▶ Condemned / no utilities
- ▶ Remedied



## Code Enforcement

- ▶ 211 NW Front St
- ▶ Property Maintenance
- ▶ Remedied





## Code Enforcement

- ▶ 113 Neurology Way
- ▶ Zoning Violation - Sign
- ▶ Remedied



## Code Enforcement

- ▶ 209 NW Front St
- ▶ Property Maintenance
- ▶ Remedied





## Code Enforcement

- ▶ 608 NW Front St
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Remedied



## Code Enforcement

- ▶ 306 SE Front St
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Potential DDD Project
- ▶ Remedied





## Code Enforcement

- ▶ 42 Charles Street
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 448 North St.
- ▶ Property Maintenance - Indoor furniture in outdoor areas
- ▶ Remedied





## Code Enforcement

- ▶ 129 School Pl.
- ▶ Collection Procedures - Cans left on the sidewalk
- ▶ Remedied



## Code Enforcement

- ▶ 127 School Pl.
- ▶ Collection Procedures - Cans left on the sidewalk
- ▶ Remedied





## Code Enforcement

- ▶ 5 Linstone Ln.
- ▶ Property maintenance - Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 15 NW Second Street
- ▶ Property Maintenance
- ▶ Remedied





## Code Enforcement

- ▶ 11 Delaware Avenue
- ▶ Dangerous Tree
- ▶ Remedied



## Code Enforcement

- ▶ 410 S Walnut St
- ▶ Dangerous Tree
- ▶ Remedied





## Code Enforcement

- ▶ 108 S. Church St.
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 418 Fisher Ave
- ▶ Exterior violations - rotting wood, deteriorating porch roof
- ▶ Remedied





## Code Enforcement

- ▶ 414 Fisher Ave
- ▶ Accessory structure
- ▶ Remedied



## Code Enforcement

- ▶ 212 Lovers Lane
- ▶ Rubbish
- ▶ Remedied





## Code Enforcement

- ▶ 12 Columbia Street
- ▶ Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 606 New Street
- ▶ Remedied





## Code Enforcement

- ▶ 408 North St.
- ▶ Property Maintenance - Unlawful structure
- ▶ Remedied



## Code Enforcement

- ▶ 516 N. Church St.
- ▶ Property Maintenance / Roof
- ▶ Remedied





## Code Enforcement

- ▶ 504 West Street
- ▶ Property maintenance / Busted window
- ▶ Remedied



## Code Enforcement

- ▶ 606 Marshall Street
- ▶ Condemned - Unfit for Human Occupancy
- ▶ New owners / Renovation permit pulled
- ▶ Remedied





## Code Enforcement

- ▶ 405 Pierce St.
- ▶ Inoperable / Unlicensed Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 411 North Street
- ▶ Accumulation of rubbish
- ▶ Inoperable vehicles
- ▶ Remedied





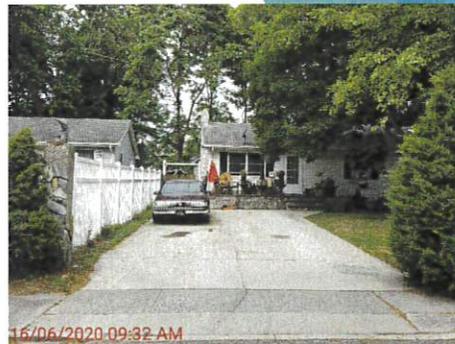
## Code Enforcement

- ▶ 105 NW Front Street
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Potential DDD Project
- ▶ Remedied



## Code Enforcement

- ▶ 410 East St.
- ▶ Inoperable / Unlicensed Vehicles
- ▶ Remedied





## Code Enforcement

- ▶ 110 NW Second Street
- ▶ Property Maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 207 NW Third Street
- ▶ Property maintenance - branches, logs, stumps
- ▶ Remedied





## Code Enforcement

- ▶ 212 NW Fourth St
- ▶ Rubbish Branches
- ▶ Remedied



## Code Enforcement

- ▶ 222 NE Second Street
- ▶ Accessory structure
- ▶ Remedied





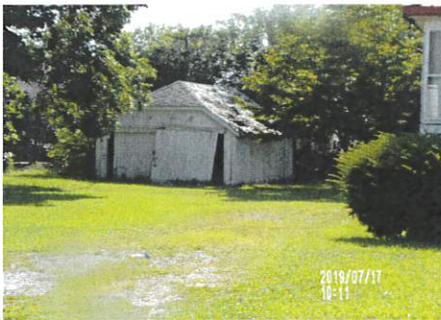
## Code Enforcement

- ▶ 301 Pierce Street
- ▶ Abandoned Car
- ▶ Remedied



## Code Enforcement

- ▶ 207 McColley St
- ▶ Ext / Shed
- ▶ Remedied





## Code Enforcement

- ▶ 18 Marshall Street
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 34 Fisher Avenue
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 302 Carlisle Lane
- ▶ Rubbish
- ▶ REMEDIED



## Code Enforcement

- ▶ 401 SE Front Street
- ▶ Furniture
- ▶ Remedied





## Code Enforcement

- ▶ 610 NW Front Street
- ▶ Property maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 601 S Walnut St
- ▶ Dangerous Tree
- ▶ Remedied





## Code Enforcement

- ▶ 212 SE Second St
- ▶ Condemned / Fire
- ▶ Remedied/ Demolished



## Code Enforcement

- ▶ 411 N Washington St
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 609 Lakeview Ave
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 100 SE Front St
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 500 S Washington St
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 510 McColley St
- ▶ Rubbish & Garbage
- ▶ Remedied





## Code Enforcement

- ▶ 302 Carlisle Ln
- ▶ Dangerous Tree
- ▶ Remedied



## Code Enforcement

- ▶ 975 N Dupont Blvd
- ▶ Furniture
- ▶ Remedied





## Code Enforcement

- ▶ 975 N Dupont Blvd
- ▶ Property Maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 216 N Rehoboth Ave
- ▶ Dangerous Tree
- ▶ Remedied





## Code Enforcement

- ▶ 216 N Rehoboth Ave
- ▶ Shrubs over road
- ▶ Remedied



## Code Enforcement

- ▶ 104 E Clarke Ave
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 303 S Washington St
- ▶ Property Maintenance/ Fence
- ▶ Remedied



## Code Enforcement

- ▶ 400 N Walnut St
- ▶ Property Maintenance /Furniture
- ▶ Remedied





## Code Enforcement

- ▶ 43 Fisher Ave
- ▶ Property Maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 5 Nelson St
- ▶ Dangerous Tree
- ▶ Remedied





## Code Enforcement

- ▶ 105 Wilbur St
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 217 N.W. Front St.
- ▶ Property Maintenance
- ▶ Remedied





## Code Enforcement

- ▶ 307 S. Walnut St.
- ▶ Protective Treatment
- ▶ Unsafe Conditions
- ▶ Remedied



## Code Enforcement

- ▶ 305 N Church St
- ▶ Property Maintenance Sidewalk
- ▶ Remedied





## Code Enforcement

- ▶ 11 Pennsylvania Ave
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 219 S. Walnut Street
- ▶ Flaking Paint, broken window
- ▶ New roof and paint
- ▶ Remedied





## Code Enforcement

- ▶ 720 New St
- ▶ Property Maintenance- Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 417 North St.
- ▶ Accumulation of rubbish
- ▶ Remedied





# Code Enforcement

- ▶ 417 North St.
- ▶ Inoperable / Unlicensed Vehicles
- ▶ Remedied



# Code Enforcement

- ▶ 449 N. Church St.
- ▶ Property Maintenance
- ▶ Overhang extensions
- ▶ Stairways ,Deck repair
- ▶ Protective treatment
- ▶ Remedied





## Code Enforcement

- ▶ 204 North St.
- ▶ Sidewalk Maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 113 West St
- ▶ Inoperative Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 2 W Thrush
- ▶ Dangerous Tree
- ▶ Remedied



## Code Enforcement

- ▶ 602 North St.
- ▶ Property Maintenance -Unapproved Parking Surface
- ▶ Remedied





## Code Enforcement

- ▶ 1 W. Clarke Ave
- ▶ Dead tree
- ▶ Remedied



## Code Enforcement

- ▶ 912 Berry Lane
- ▶ Property maintenance
- ▶ Remedied





## Code Enforcement

- ▶ 408 East Street
- ▶ Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 107 Franklin Street
- ▶ Condemned - Unfit for Human Occupancy
- ▶ REMEDIED





## Code Enforcement

- ▶ 114 Marshal Street
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Potential DDD Project
- ▶ Remedied



## Code Enforcement

- ▶ 403 Pierce Street
- ▶ Rubbish
- ▶ Remedied





## Code Enforcement

- ▶ 511 Truitt Ave
- ▶ Noxious weeds (Bamboo)
- ▶ Remedied



## Code Enforcement

- ▶ 209 SE Front St
- ▶ Flaking Paint
- ▶ Remedied





## Code Enforcement

- ▶ 221 N. Walnut Street
- ▶ Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 20 E. Green Lane
- ▶ Remedied





## Code Enforcement

- ▶ 507 S.E Front St.
- ▶ Dilapidated accessory structure
- ▶ Remedied



## Code Enforcement

- ▶ 210 Marshall Street
- ▶ Furniture
- ▶ Remedied





## Code Enforcement

- ▶ 9 Charles Street
- ▶ Prohibited Animals
- ▶ Remedied



## Code Enforcement

- ▶ 300 SE Front Street
- ▶ Flaking paint
- ▶ Remedied





## Code Enforcement

- ▶ 605 SE Third Street
- ▶ Dangerous Tree
- ▶ Remedied



## Code Enforcement

- ▶ 301 West Street
- ▶ Property maintenance
- ▶ Grass violation
- ▶ Remedied





## Code Enforcement

- ▶ North St.
- ▶ Accessory structure
- ▶ Barbed wire was removed
- ▶ Remedied



## Code Enforcement

- ▶ 111 Montgomery St
- ▶ Flaking paint
- ▶ Potential DDD Project
- ▶ REMEDIED





## Code Enforcement

- ▶ 203 NE Tenth Street
- ▶ Rubbish
- ▶ Condemned
- ▶ Remedied



## Code Enforcement

- ▶ 701 SE Front St
- ▶ Property Maintenance
- ▶ Remedied





# Code Enforcement

- ▶ 312 S Walnut St
- ▶ Board Up
- ▶ Remedied



# Code Enforcement

- ▶ 309 North Street
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Potential DDD Project
- ▶ Tax Monitions
- ▶ Remedied/ Demolished





## Code Enforcement

- ▶ 429 S. Washington St  
Remedied



## Code Enforcement

- ▶ 600 Lakelawn
- ▶ Condemned unfit no utilities
- ▶ Remedied





## Code Enforcement

- ▶ 601 Lakelawn
- ▶ Abandoned vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 307 Pierce St
- ▶ Property maintenance
- ▶ Permit pulled new owner
- ▶ Remedied





## Code Enforcement

- ▶ 315 SE Second St
- ▶ Abandoned vehicles
- ▶ Remedied



## Code Enforcement

- ▶ 202 SE Front St
- ▶ Rubbish
- ▶ Remedied





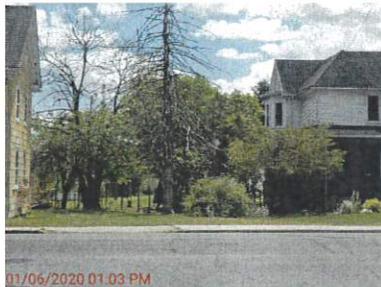
## Code Enforcement

- ▶ 905 S. Walnut Street
- ▶ Stop work order
- ▶ Working with out a permit
- ▶ Remedied



## Code Enforcement

- ▶ 310 NW Front Street
- ▶ Dangerous Tree
- ▶ Remedied





# Code Enforcement

- ▶ 25 N Church St
- ▶ Exterior Violations, Dilapidated Accessory Building
- ▶ Potential DDD Project
- ▶ New owner will be demolished
- ▶ Remedied



# Code Enforcement

- ▶ 105 Wilbur Street
- ▶ Garage in Disrepair
- ▶ Remedied





## Code Enforcement

- ▶ 303 Pierce St
- ▶ Abandoned vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 200 NE Fourth St
- ▶ Fence
- ▶ Remedied





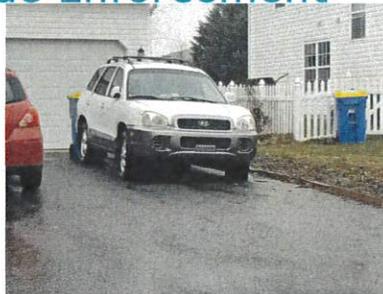
## Code Enforcement

- ▶ 6 Rogers Dr.
- ▶ Protective treatment
- ▶ Remedied



## Code Enforcement

- ▶ 632 Beechwood Ave
- ▶ Abandoned Vehicle
- ▶ Remedied





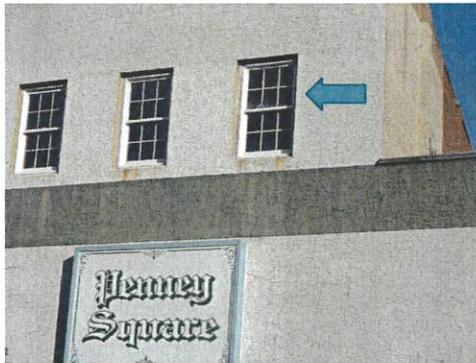
## Code Enforcement

- ▶ 701 Seabury Ave
- ▶ Property Maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 39 N. Walnut Street
- ▶ Broken Window
- ▶ Remedied





## Code Enforcement

- ▶ 113 S Washington Street
- ▶ Exterior
- ▶ DDD Project
- ▶ Building Permit Issued
- ▶ Remedied



## Code Enforcement

- ▶ 25 McColley Street
- ▶ Dilapidated accessory structure
- ▶ Exterior - protective treatment
- ▶ Potential DDD Project
- ▶ Permit pulled
- ▶ Remedied





## Code Enforcement

- ▶ 32 McCoy Street
- ▶ Accessory structure
- ▶ Remedied



## Code Enforcement

- ▶ 306 N. Church
- ▶ Dangerous Tree
- ▶ Remedied





## Code Enforcement

- ▶ 400 N. Church St
- ▶ Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 400 West Street
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 504 Truitt Avenue
- ▶ Dangerous tree
- ▶ Remedied



## Code Enforcement

- ▶ 350 Shore Ln
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 7 Nelson Street
- ▶ Property Maintenance
- ▶ Abandoned Vehicle
- ▶ Remedied



## Code Enforcement

- ▶ 601 Cedarwood Ave
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 6535 Shawnee Road
- ▶ Unapproved parking surface
- ▶ Remedied



## Code Enforcement

- ▶ 500 N Church Street
- ▶ Rubbish
- ▶ Remedied





## Code Enforcement

- ▶ 502 N Church Street
- ▶ Protective treatment
- ▶ Remedied



## Code Enforcement

- ▶ 203 Truitt Ave
- ▶ Property Maintenance garage roof and door
- ▶ Remedied





## Code Enforcement

- ▶ 2000 Brent Jordan Way
- ▶ Dangerous tree
- ▶ Remedied



## Code Enforcement

- ▶ 500 N Church Street
- ▶ Abandoned Vehicle
- ▶ Remedied





## Code Enforcement

- ▶ 710 Truitt Ave Ext
- ▶ Rubbish
- ▶ Remedied



## Code Enforcement

- ▶ 217 S Washington Street
- ▶ Condemned no utilities
- ▶ Remedied



## Code Enforcement

- ▶ 219 S Washington Street
- ▶ Condemned no utilities
- ▶ Remedied



## Code Enforcement

- ▶ 502 Truitt Avenue
- ▶ Property Maintenance
- ▶ New boards replaced , waiting for warmer weather to paint.





## Code Enforcement

- ▶ 502 West Street
- ▶ Property maintenance - Roof
- ▶ Remedied



## Code Enforcement

- ▶ 28257 Lexus Dr.
- ▶ Zoning Violation- Stop signs
- ▶ Remedied





## Code Enforcement

- ▶ 28257 Lexus Dr.
- ▶ Property Maintenance
- ▶ Remedied



## Code Enforcement

- ▶ 325 SE Second Street
- ▶ Furniture
- ▶ Remedied





## Code Enforcement

- ▶ 421 S Washington Street
- ▶ Furniture
- ▶ Remedied



## Code Enforcement

- ▶ 304 Lakeview Avenue
- ▶ Dangerous tree
- ▶ Remedied



21/07/2020 12:56 PM



01/12/21 10:58 AM



## Code Enforcement

- ▶ 427 S Washington St.
- ▶ Property maintenance
- ▶ Unregistered Vehicles
- ▶ Remedied



## Code Enforcement

- ▶ 408 Charles Street
- ▶ Tree
- ▶ Remedied?





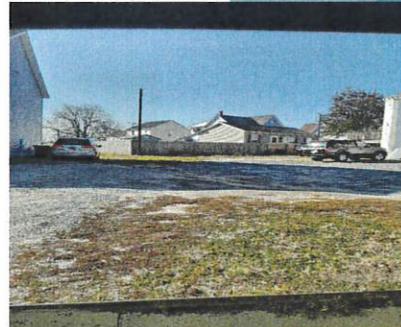
## Code Enforcement

- ▶ 503 NE Fifth St
- ▶ Dangerous Tree
- ▶ Remedied



## Code Enforcement

- ▶ 302 Carlisle Lane
- ▶ Rubbish
- ▶ Remedied





## Code Enforcement

- ▶ 312 S Washington St
- ▶ AV
- ▶ Remedied



## Code Enforcement

- ▶ 5 McCoy Street
- ▶ AV
- ▶ Remedied





## Code Enforcement

- ▶ 301 S Walnut Street
- ▶ Furniture
- ▶ Remedied



## Code Enforcement

- ▶ 108 S Church Street
- ▶ Dead tree
- ▶ Remedied





## Code Enforcement

- ▶ 301 S Rehoboth Boulevard
- ▶ Exterior
- ▶ Demolition permit issued
- ▶ Remedied



## Code Enforcement

- ▶ 500 N Washington Street
- ▶ Tree violation
- ▶ Remedied





## Code Enforcement

- ▶ 106 McColley Street
- ▶ FU
- ▶ Remedied



## Code Enforcement

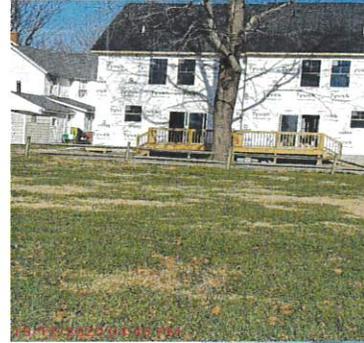
- ▶ 909 SE Front Street
- ▶ FU
- ▶ Remedied





## Code Enforcement

- ▶ 212 SE Second Street
- ▶ Rubbish
- ▶ Remedied
- ▶ New house build



## Code Enforcement

- ▶ 108 SE Front Street
- ▶ Rubbish
- ▶ Remedied





## Code Enforcement

- ▶ 208 Montgomery Street
- ▶ Ext shed
- ▶ Remedied



## Code Enforcement

- ▶ 701 SE Front Street
- ▶ Rubbish
- ▶ Remedied





## Code Enforcement

- ▶ 192 Church Hill Road
- ▶ Deck is disrepair
- ▶ Decks are removed
- ▶ Remedied



## Code Enforcement

- ▶ 19873 Cedar Beach Road
- ▶ Remedied





## Code Enforcement

- ▶ 19810 Cedar Beach Road
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Demo permit pulled end of October.
- ▶ Remedied



## Code Enforcement

- ▶ 294 N. Rehoboth Boulevard
- ▶ Fence
- ▶ Remedied





## Code Enforcement

- ▶ 809 SE Fifth Street
- ▶ AV
- ▶ Remedied



## Code Enforcement

- ▶ 0 Lakeview Avenue
- ▶ Dangerous tree
- ▶ Remedied





# Code Enforcement

- ▶ 111 S. Washington Street
- ▶ Condemned - Unfit for Human Occupancy
- ▶ Permits Pulled
- ▶ New windows / New roof
- ▶ 1 gable window to be replaced
- ▶ Remedied



# Code Enforcement

- ▶ 204 Bridgeham Avenue
- ▶ FU
- ▶ Remedied?





## Code Enforcement

- ▶ 414 Charles Street
- ▶ Ext roof
- ▶ Remedied?



## Code Enforcement

- ▶ 106 Montgomery Street
- ▶ Rubbish and car
- ▶ Remedied?





## Code Enforcement

- ▶ 607 N Washington Street
- ▶ Dead tree
- ▶ Remedied?



## Code Enforcement

- ▶ 412 Marshall Street
- ▶ Rubbish
- ▶ Remedied



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: February 3<sup>rd</sup>, 2021

RE: January 2021 – Parks and Recreation Staff Report

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- The two Park staff began removing holiday decorations during the month of January. Small white lights will remain in the trees during the downtown until the clocks are changed for day light savings time.
- Park staff began maintenance of grass cutting equipment, this is a common winter practice in preparation for the spring and the grass cutting season.
- Staff researched requirements for a new double axel landscape trailer and a new one was ordered for the grass cutting crew (as approved in the capital budget).
- Park staff continue throughout the winter months to empty all of the municipal trash cans throughout the park lands, and downtown areas.
- Park staff also make routine inspections of the parks and associated areas for any downed tree limb removal, which is common during the winter months.
- On January 11<sup>th</sup>, the Governor amended the COVID-19 guidelines allowing sports to continue with restrictions. MP&R immediately began with our Winter Basketball program, with tryouts January 14<sup>th</sup>, practices beginning January 19<sup>th</sup>, and a full game schedule beginning in January. Teams practice one night a week then play games on weekends. We currently have 7 teams competing and there is a wait list for kids wanting to play (due to the COVID-19 restrictions numbers had to be capped). We also began an instructional basketball program for 6-7 year olds who are learning the very basic fundamental skills in a fun experience. Both parent and community volunteers are actively coaching these teams.
- Our indoor soccer program also commenced mid-January. Soccer is held on a Sunday for participants aged 5-12 who both skills and drills have taught to them, followed by a regular game schedule. Our soccer staff includes High School students from Milford who are leading by example as instructors and coaches, and are invaluable to our program.
- Throughout all of our programming we are adhering to strict COVID-19 regulations. These include limiting spectator numbers, an aggressive cleaning/disinfecting program, health screening of participants, and the wearing of masks for ALL participants, spectators and staff.
- Director attended (virtually) the monthly Kent County Tourism meeting.
- Director continued to work on the Memorandum of Understanding (MOU) with the Delaware Nature Society, and participated in another meeting to bring additional programming into Milford. A draft MOU was sent to the City attorney for review at the end of January.

- The quarterly Parks and Recreation Advisory Board meeting was held in January. The packet was prepared by the Director who was in attendance.
- Director worked on preparing the grass cutting bids for the Milford Community Cemetery, and a board meeting was held at the end of January.
- Director took the National Parks and Recreation Association exam, and is now recognized as a Certified Parks and Recreational Professional, which is a national certification.

**Monthly City Manager Report**  
Through July 2019

<b>Human Resources Office</b>	Jan 2020	Jan-21	FY20 YTD (07/01/19-1/31/20)	FY21 YTD (07/01/20-1/31/21)
Full Time Employees	124	119	124	119
Part Time/Seasonal Employees	10	4	10	4
Vacant Positions	1	7	1	7
Promotions	0	1	6	8
<b>Finance Department</b>	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Utility Accounts Billed	0	0	0	0
Utility Payments Processed	0	0	0	0
IT Assistance Offered	0	0	0	0
<b>Parks &amp; Recreation Department</b>	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
Program Participants	0	0	0	0
Programs Offered	0	0	0	0
Special Events Assisted	0	0	0	0
<b>Planning &amp; Economic Development Department</b>	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
<i>Building Inspections &amp; Permitting</i>				
Residential Permits Issued	0	0	0	0
Residential Inspections Performed (By City Staff)	0	0	0	0
Residential Inspections Performed (By Outside Contractor)	0	0	0	0
Commercial Permits Issued	0	0	0	0
Commercial Inspections Performed (By City Staff)	0	0	0	0
Commercial Inspections Performed (By Outside Contractor)	0	0	0	0
<i>Code Enforcement &amp; Licensing</i>				
Code Enforcement Cases Initiated	0	0	0	0
Code Enforcement Cases Closed	0	0	0	0
Rental Inspections Performed (By Outside Contractor)	0	0	0	0
Rental Inspections Performed (By Outside Contractor)	0	0	0	0
Contractor & Vendor Licenses Issued	0	0	0	0
Rental Licenses Issued	0	0	0	0
<i>Economic Development</i>				
Economic Development Incentive Applications Received	0	0	0	0
Downtown Development District Applications Received	0	0	0	0
-Private Investment	\$ -	\$ -	\$ -	\$ -
-State Investment	\$ -	\$ -	\$ -	\$ -
-Milford Waivers	\$ -	\$ -	\$ -	\$ -
<i>Planning &amp; Zoning</i>				
Outside Contractor Utilized	0	0	0	0
Land Use Applications Received	0	0	0	0
<b>Public Works Department</b>	July 2018	FY20 YTD (07/01/19-07/31/19)	FY19 YTD (07/01/18-07/31/18)	FY20 YTD (07/01/19-07/31/19)
<i>Electric Division</i>				
Residential Customer Service Calls Addressed	0	0	0	0
Commercial Customer Service Calls Addressed	0	0	0	0
Outages	0	0	0	0
Electric Meters Installed or Replaced	0	0	0	0
Outside Contractor Utilized	0	0	0	0
<i>Engineering Division</i>				
Projects Underway	0	0	0	0
Outside Contractor Utilized	0	0	0	0
Construction Plans Received	0	0	0	0
Construction Plans Approved	0	0	0	0
Bids Advertised	0	0	0	0
Bids Awarded	0	0	0	0
GIS Projects Initiated	0	0	0	0
<i>Operations Division</i>				
Fleet Total	0	0	0	0
-Preventative Maintenance Performed	0	0	0	0
-Repairs Performed	0	0	0	0
Fuel Use-Diesel (Gallons)	0	0	0	0
Fuel Use-Gas (Gallons)	0	0	0	0
<i>Solid Waste &amp; Facilities Division</i>				
Refuse Collected (Tons)	0	0	0	0
Recycle Collected (Tons)	0	0	0	0
Yard Waste Collected (Tons)	0	0	0	0
<i>Water &amp; Waste Water Division</i>				
Water Treated (Millions of Gallons)	0	0	0	0
Waste Water Transferred (Millions of Gallons)	0	0	0	0
Water Meters Installed or Replaced	0	0	0	0
Outside Contractor Utilized	0	0	0	0



HUMAN RESOURCES  
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www.cityofmilford.com

TO: Mayor and City Council

FROM: Jamesha C. Eaddy, MBA, MSL- Human Resources Administrator

DATE: February 1, 2021

RE: January 2021 –Human Resources Department Staff Report

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- Interviews were conducted for the positions of Public Works Equipment Operator and Economic Development and Community Engagement Administrator.
- Two additional job roles for the Information Technology Department were advertised: Technical Support Specialist and Network Technician.
- Interviews for the position of Administrative Assistant-Public Works are set for February.
- An onsite tour for the Information Technology Director candidate occurred on January 6, 2021. The position has since been readvertised.
- Onboarded new hires for the positions of Electric Ground Technician, Part-Time Police Dispatcher and Intern, Customer Service.
- A Request for Proposal (RFP) was advertised on January 25, 2021 for a highly-qualified and experienced consulting firm for the purpose of conducting a Job Classification and Compensation Study. The last Job Classification and Compensation Study was completed in 2017.
- 2021 Delaware Municipal Supervisory Management Academy: Wilmington University is excited to partner with us to offer the academy again in September 2021. All current participants (town/cities) were notified on January 25, 2021. There's also interest from the City of Dover to participate in the 2021 academy.
- Attended Academy II: The Grievance and Arbitration Process on January 14, 2021 which was presented by the National Public Employee Relations Association.

To: Mayor and City Council  
From: Louis C. Vitola, Finance Director  
Date: February 4, 2021  
Re: December 2020 Financial Reporting Package

The December 2020 Month-to-Date and Fiscal Year-to-Date (YTD) Financial Reporting Package is enclosed for your review. The following executive summary highlights this month's notable developments. No significant changes were made to the presentation of the financial data or the report layout this month.

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

cc: Mark Whitfield, City Manager  
Finance Department



Financial Reporting Package  
As of and For the Period Ended December 31, 2020

Cash & Investment Balance Rollforward  
Restricted Cash Reserves Report  
Revenue Report with MTD & YTD vs Annual Budget  
Expenditure Report with MTD & YTD vs Annual Budget  
Interservice Department Cost Allocation

City of Milford, Delaware  
Cash and Investment Balance<sup>1</sup> Rollforward  
For the Period Ended December 31, 2020

1 **Operating Cash Balances**

2 Description	Opening Balance (Nov 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Dec 31, 2020)
3 General Fund	\$ 4,969,817	\$ 1,170,830	\$ 1,365	\$ (1,333,484)	\$ 4,808,528
4 Electric Fund <sup>5</sup>	5,604,567	1,896,989	2,762	(5,363,977)	2,140,341
5 Water Fund	937,090	214,049	1,557	(195,736)	956,960
6 Sewer Fund	454,130	1,286,582	792	(702,260)	1,039,244
7 Solid Waste Fund	390,483	105,856	88	(101,284)	395,143
8 <b>Operating Cash Totals</b>	<b>\$ 12,356,086</b>	<b>\$ 4,674,306</b>	<b>\$ 6,564</b>	<b>\$ (7,696,741)</b>	<b>\$ 9,340,215</b>

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

10 Description	Opening Balance (Nov 30, 2020)	Receipts	Interest Earned	Disbursements <sup>3</sup>	Closing Balance (Dec 31, 2020)
11 General Improvement	\$ 379,328	\$ -	\$ 85	\$ -	\$ 379,413
12 Municipal Street Aid (MSA)	478,775	-	107	-	478,883
13 Realty Transfer Tax (RTT)	3,194,980	46,544	716	(41,667)	3,200,574
14 Economic Development	32,289	-	-	-	32,289
15 <b>Special Purpose Cash Totals</b>	<b>\$ 4,085,373</b>	<b>\$ 46,544</b>	<b>\$ 908</b>	<b>\$ (41,667)</b>	<b>\$ 4,091,159</b>

16 **Reserve Fund Cash Balances<sup>2</sup>**

17 Description	Opening Balance (Nov 30, 2020)	Receipts	Interest Earned <sup>4</sup>	Disbursements	Closing Balance (Dec 31, 2020)
18 General Fund Capital Reserves	\$ 1,947,503	\$ -	\$ 4,886	\$ (87,128)	\$ 1,865,261
19 Water Fund Capital Reserves	9,588,315	-	30,917	(42,079)	9,577,152
20 Sewer Fund Capital Reserves	3,995,973	-	12,721	(36,846)	3,971,847
21 Electric Fund Capital Reserves <sup>5</sup>	11,436,997	3,000,000	36,439	(57,397)	14,416,039
22 <b>Reserve Fund Cash Totals</b>	<b>\$ 26,968,788</b>	<b>\$ 3,000,000</b>	<b>\$ 84,962</b>	<b>\$ (223,450)</b>	<b>\$ 29,830,300</b>

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

24 Description	Opening Balance (Nov 30, 2020)	Receipts	Interest Earned	Disbursements	Closing Balance (Dec 31, 2020)
25 Police & General Gov't Facilities	\$ 463,442	\$ 19,536	\$ -	\$ -	\$ 482,978
26 Carlisle Fire Co Permit Fund	563,263	6,512	-	-	569,775
27 Water Impact Fee Reserves	3,861,029	64,512	-	-	3,925,541
28 Sewer Impact Fee Reserves	2,253,075	34,083	-	-	2,287,158
29 Electric Impact Fee Reserves	952,190	10,200	-	-	962,390
30 <b>Impact Fees &amp; Police/GF Totals</b>	<b>\$ 8,092,999</b>	<b>\$ 134,843</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,227,842</b>

31 <b>Grand Totals</b>	<b>\$ 51,503,246</b>	<b>\$ 7,855,694</b>	<b>\$ 92,434</b>	<b>\$ (7,961,858)</b>	<b>\$ 51,489,516</b>
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32 <sup>1</sup>Balances reflect banking and investment account statements and are not indicative of funding availability

33 <sup>2</sup>See enclosed Restricted Cash Reserves Report for breakdown of reserve funding commitments

34 <sup>3</sup>Transfer to Police to support operating expenditures (line 13)

35 <sup>4</sup>Strong interest earned due to higher-than-usual maturities in December versus November, which had no maturities. Accrued interest on held-to-maturity securities constitutes majority of investment earnings but is not recorded until maturity.

36 <sup>5</sup>\$3 million of the Electric Fund Operating Cash was restricted for the redemption of the 2016 electric system debt. Accordingly, \$3 million was transferred to Reserves and is now reflected in the Restricted Cash Reserves Report as part of the \$4.06 million redemption target.

City of Milford, Delaware  
Restricted Cash Reserves Report  
As of December 31, 2020

General Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/20)	\$	1,865,261
Restricted Funds:		
FY'19 Approved with Budget		(33,410)
FY'19 Capital - Council Approved		(55,830)
FY'20 Approved with Budget		(230,165)
FY'20 Capital - Council Approved		(7,300)
FY'21 Approved with Budget <sup>1</sup>		(580,606)
FY'21 Capital - Council Approved		(256,320)
Funding for 5 Police Officers - Yr 3		(436,800)
Support Policy with RTT <sup>2</sup>		2,000,000
Draft Reserve (MCR) Policy <sup>3</sup>		(1,835,293)
Equipment Replacement Reserve <sup>3</sup>		(293,902)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>135,636</b>

Water Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/20)	\$	9,577,152
Restricted Funds:		
NW & NE Front Street Waterline		(125,343)
Streets 2020 Utility Engineering		(3,226)
SE Second Street - Lead Gooseneck		(152,562)
Two Test Wells - 10th Street		(50,800)
Automated Blow-Off Valves		(48,628)
Lovers Lane & Mispillion St Group		(184,278)
Fencing & Water Source Study		(86,900)
SE Regional Water Quality Study		(36,750)
Front Street Water Lines		(1,500,000)
Draft Reserve (MCR) Policy <sup>4</sup>		(887,632)
Equipment Replacement Reserve <sup>4</sup>		(1,546,200)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>4,954,834</b>

Sewer Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/20)	\$	3,971,847
Restricted Funds:		
Vehicles: F250 Svc & H/D w/Plow		(42,524)
I&I Studies: & Shawnee/Truitt		(141,634)
DNREC Surface Water Grant		(50,000)
Mill Street - Line Rerouting		(5,439)
Streets 2020 Utility Engineering		(3,226)
Fencing - Lighthouse Pump Station		(28,000)
Upgrade Line - Mispillion St Group		(28,618)
Backup Generator		(40,950)
Draft Reserve (MCR) Policy <sup>4</sup>		(2,948,637)
Equipment Replacement Reserve <sup>4</sup>		(613,000)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>69,819</b>

Electric Fund Capital Reserves		Amount
Cash/Investment Balance (12/31/20)	\$	14,416,039
Restricted Funds:		
SCADA / Smart Metering Wall		(100,000)
FY'19 Budgeted Capital		(297,150)
FY'20 Budgeted Capital		(417,593)
Early Redemption of Bond (1/1/22)		(4,060,000)
Draft Reserve (MCR) Policy <sup>4</sup>		(5,185,486)
Equipment Replacement Reserve <sup>4</sup>		(1,241,200)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>3,114,610</b>

Municipal Street Aid Reserves		Amount
Cash/Investment Balance (12/31/20)	\$	478,883
Projected Receipts through FY'21:		138,248
Restricted Funds:		
Mispillion Street Group		(434,440)
Street Improvement Plan: 2020		(98,011)
Street Improvement Plan: 2019		(72,000)
Balance of Fisher, Plum, Masten, etc		(1,094)
Balance of Lovers Lane Project		(3,125)
Restricted for Bridge Improvements		(6,552)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>1,908</b>

Realty Transfer Tax Reserves		Amount
Cash/Investment Balance (12/31/20)	\$	3,200,574
Projected Receipts through FY'21:		305,500
Restricted Funds:		
Transfer to Police Dept		(249,998)
Sidewalk Project Funding		(140,000)
Mispillion Street Group		(80,000)
Support GF Policies <sup>2</sup>		(2,000,000)
Draft Reserve Policy <sup>5</sup>		(1,000,000)
<b>Uncommitted Reserve Balance</b>	<b>\$</b>	<b>36,076</b>

<sup>1</sup>Includes \$347,899 for FY'21 General Fund Operating Budget Deficit-Funding  
<sup>2</sup>Per discussions held at 11/17/2020 Council Retreat, implementation of GF Reserve Policies would require support from an eligible funding source  
<sup>3</sup>Per 11/17 Retreat, initial draft of GF Policies recommend MCR of 60 days OpEx & Equip Repl Res of PY Equipment Depreciation Expense  
<sup>4</sup>Per 11/17 Retreat, initial drafts of Enterprise Fund Policies recommend dynamic MCR based on formula developed in COS study, with separate Equip Repl Reserve of 20% of 5-yr CIP  
<sup>5</sup>Per 11/17 Retreat, initial draft of RTT Fund Policy recommends dynamic MCR based on average of trailing-three-year RTT receipts

City of Milford, Delaware  
Revenue Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended December 31, 2020

*50.0% of Year Elapsed*

Account / Function	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget
<b>General Fund:</b>				
Economic Development Fund	\$ 70,860	\$ -	\$ 70,860	100.0%
General Fund Reserves	813,099	117,281	434,488	53.4%
General Fund Reserves - New Officers	436,800	36,400	218,400	50.0%
Realty Transfer Tax - Police	500,000	41,667	250,000	50.0%
Real Estate Tax	4,316,000	6,961	4,241,542	98.3%
Business License	50,000	985	11,940	23.9%
Rental License	100,000	900	20,450	20.5%
Building Permits	250,000	44,202	216,746	86.7%
Planning & Zoning	47,000	1,300	20,350	43.3%
Grasscutting Revenue	16,000	1,333	8,000	50.0%
Police Revenues	508,375	103,784	349,072	68.7%
Misc. Revenues	417,100	16,007	139,637	33.5%
Transfers In	3,486,525	290,544	1,743,263	50.0%
<b>Total General Fund Revenue</b>	<b>\$ 11,011,759</b>	<b>\$ 661,364</b>	<b>\$ 7,724,748</b>	<b>70.1%</b>
<b>Enterprise Funds:</b>				
Water Fund Revenues	\$ 2,984,929	\$ 249,821	\$ 1,615,667	54.1%
Sewer Fund Revenues	2,528,345	217,678	1,306,181	51.7%
Kent County Sewer	1,900,000	166,304	1,006,023	52.9%
Solid Waste Fund Revenues	1,314,770	111,994	698,606	53.1%
Electric Fund Revenues	24,310,398	2,015,434	12,654,532	52.1%
<b>Total Enterprise Fund Revenue</b>	<b>\$ 33,038,442</b>	<b>\$ 2,761,231</b>	<b>\$ 17,281,009</b>	<b>52.3%</b>
Other Enterprise Expense		(99)	(1,726)	
Other Enterprise Revenue		2,850	6,695	
<b>Total General &amp; Enterprise Fund Revenue</b>	<b>\$ 44,050,201</b>	<b>\$ 3,425,346</b>	<b>\$ 25,010,726</b>	<b>56.8%</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended December 31, 2020

		<i>50.0% of Year Elapsed</i>			
Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>General Fund</b>					
<b>City Administration</b>					
Personnel	\$ 623,686	\$ 38,144	\$ 279,716	44.8%	\$ 343,970
Operation & Maintenance (O&M)	191,289	10,071	66,195	34.6%	125,094
Capital	-	-	-		-
<b>Subtotal: City Administration</b>	<b>814,975</b>	<b>48,215</b>	<b>345,911</b>	<b>42.4%</b>	<b>469,064</b>
<b>Planning &amp; Zoning</b>					
Personnel	158,111	12,440	76,579	48.4%	81,532
O&M	82,647	3,904	21,717	26.3%	60,930
Capital	-	-	-		-
<b>Subtotal: Planning &amp; Zoning</b>	<b>240,758</b>	<b>16,344</b>	<b>98,296</b>	<b>40.8%</b>	<b>142,462</b>
<b>Code Enforcement &amp; Inspections</b>					
Personnel	288,296	22,140	134,756	46.7%	153,540
O&M	91,722	5,357	29,155	31.8%	62,567
Capital	32,000	-	-	0.0%	32,000
<b>Subtotal: Code Enforcement &amp; Inspections</b>	<b>412,018</b>	<b>27,497</b>	<b>163,911</b>	<b>39.8%</b>	<b>248,107</b>
<b>Council</b>					
Personnel	32,295	2,357	15,254	47.2%	17,041
Legal	45,000	2,555	9,415	20.9%	35,585
City Hall Building Expense	30,014	2,501	15,007	50.0%	15,007
Insurance	20,400	5,442	16,417	80.5%	3,983
Christmas Decorations	7,000	-	-	0.0%	7,000
Council Expense	34,200	42	10,782	31.5%	23,418
Employee Recognition	28,000	5,233	13,566	48.5%	14,434
Codification	15,000	-	6,728	44.9%	8,272
Carlisle Fire Company	140,000	-	-	0.0%	140,000
Museum	30,000	-	30,000	100.0%	-
Downtown Milford, Inc.	45,860	-	45,860	100.0%	-
Milford Public Library	25,000	-	25,000	100.0%	-
Economic Development	2,000	-	-	0.0%	2,000
Armory Expenses	9,000	1,242	4,259	47.3%	4,741
Kent Economic Partnership	30,000	-	-	0.0%	30,000
Election - Wages	6,000	-	-	0.0%	6,000
Election - Supplies	2,000	-	-	0.0%	2,000
Community Festivals	60,000	-	-	0.0%	60,000
<b>Subtotal: Council</b>	<b>561,769</b>	<b>19,372</b>	<b>192,288</b>	<b>34.2%</b>	<b>369,481</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended December 31, 2020

		<i>50.0% of Year Elapsed</i>				
Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance	
37	<b>Finance</b>					
38	Personnel	504,477	45,225	258,543	51.2%	245,934
39	O&M	86,400	3,425	22,945	26.6%	63,455
40	Capital	-	-	-		-
41	<b>Subtotal: Finance</b>	<b>590,877</b>	<b>48,650</b>	<b>281,488</b>	<b>47.6%</b>	<b>309,389</b>
42	<b>Information Technology</b>					
43	Personnel	274,394	11,913	77,569	28.3%	196,825
44	O&M	276,418	8,888	76,248	27.6%	200,170
45	Capital	62,000	-	26,230	42.3%	35,770
46	<b>Subtotal: Information Technology</b>	<b>612,812</b>	<b>20,801</b>	<b>180,047</b>	<b>29.4%</b>	<b>432,765</b>
47	<b>Police Department</b>					
48	Personnel	4,969,863	433,924	2,283,484	45.9%	2,686,379
49	O&M	724,875	46,559	334,939	46.2%	389,936
50	Capital	105,700	-	93,987	88.9%	11,713
51	<b>Subtotal: Police Department</b>	<b>5,800,438</b>	<b>480,483</b>	<b>2,712,410</b>	<b>46.8%</b>	<b>3,088,028</b>
52	<b>Streets &amp; Grounds Division</b>					
53	Personnel	353,451	27,869	161,279	45.6%	192,172
54	O&M	440,195	29,046	163,463	37.1%	276,732
55	Capital	-	-	-		-
56	<b>Subtotal: Streets &amp; Grounds Division</b>	<b>793,646</b>	<b>56,915</b>	<b>324,742</b>	<b>40.9%</b>	<b>468,904</b>
57	<b>Parks &amp; Recreation</b>					
58	Personnel	550,946	33,551	217,392	39.5%	333,554
59	O&M	368,020	28,169	197,218	53.6%	170,802
60	Capital	265,500	3,389	115,565	43.5%	149,935
61	<b>Subtotal: Parks &amp; Recreation</b>	<b>1,184,466</b>	<b>65,109</b>	<b>530,175</b>	<b>44.8%</b>	<b>654,291</b>
62	<b>Total General Fund Expenditures</b>	<b>\$ 11,011,759</b>	<b>\$ 783,386</b>	<b>\$ 4,829,268</b>	<b>43.9%</b>	<b>\$ 6,182,491</b>

City of Milford, Delaware  
Expenditure Report: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended December 31, 2020

		<i>50.0% of Year Elapsed</i>				
Fund / Account / Divisional Groupings	FY'21 Budget, as Approved	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance	
63	<b>Enterprise Funds:</b>					
64	<b>Water Division</b>					
65	Personnel	\$ 319,598	\$ 24,018	\$ 146,273	45.8%	\$ 173,325
66	O&M	1,542,611	111,907	656,587	42.6%	886,024
67	Capital	757,445	-	-	0.0%	757,445
68	Debt Service	365,275	46,500	182,636	50.0%	182,639
69	<b>Subtotal: Water Division</b>	<b>2,984,929</b>	<b>182,425</b>	<b>985,496</b>	<b>33.0%</b>	<b>1,999,433</b>
70	<b>Sewer Division</b>					
71	Personnel	307,738	23,313	144,165	46.8%	163,573
72	O&M	1,814,277	225,767	994,847	54.8%	819,430
73	Capital	-	-	-	-	-
74	Debt Service	406,330	249,245	285,167	70.2%	121,163
75	<b>Subtotal: Sewer Division (excl. Kent County)</b>	<b>2,528,345</b>	<b>498,325</b>	<b>1,424,179</b>	<b>56.3%</b>	<b>1,104,166</b>
76	Kent County Sewer	1,900,000	166,665	1,006,383	53.0%	893,617
77	<b>Subtotal: Sewer Division (Comprehensive)</b>	<b>4,428,345</b>	<b>664,990</b>	<b>2,430,562</b>	<b>54.9%</b>	<b>1,997,783</b>
78	<b>Solid Waste Division</b>					
79	Personnel	315,705	21,869	134,337	42.6%	181,368
80	O&M	999,065	75,468	494,173	49.5%	504,892
81	Capital	-	-	-	-	-
82	<b>Subtotal: Solid Waste Division</b>	<b>1,314,770</b>	<b>97,337</b>	<b>628,510</b>	<b>47.8%</b>	<b>686,260</b>
83	<b>Subtotal: Water, Sewer &amp; Solid Waste</b>	<b>8,728,044</b>	<b>944,752</b>	<b>4,044,568</b>	<b>46.3%</b>	<b>4,683,476</b>
84	<b>Electric Division</b>					
85	Personnel	1,135,845	88,650	560,608	49.4%	575,237
86	O&M	2,605,859	223,829	1,204,578	46.2%	1,401,281
87	Transfer to General Fund	2,500,000	208,333	1,250,000	50.0%	1,250,000
88	Capital	947,529	20,056	68,978	7.3%	878,551
89	Debt Service	321,165	274,208	274,208	85.4%	46,957
90	<b>Subtotal: Electric Division (excl. Power)</b>	<b>7,510,398</b>	<b>815,076</b>	<b>3,358,372</b>	<b>44.7%</b>	<b>4,152,026</b>
91	Power Purchased	16,800,000	1,433,902	8,543,348	50.9%	8,256,652
92	<b>Subtotal: Electric Division (Comprehensive)</b>	<b>24,310,398</b>	<b>2,248,978</b>	<b>11,901,720</b>	<b>49.0%</b>	<b>12,408,678</b>
93	<b>Total Enterprise Fund Expenditures</b>	<b>\$ 33,038,442</b>	<b>\$ 3,193,730</b>	<b>\$ 15,946,288</b>	<b>48.3%</b>	<b>\$ 17,092,154</b>
94	<b>Grand Total Operating Budget</b>	<b>\$ 44,050,201</b>	<b>\$ 3,977,116</b>	<b>\$ 20,775,556</b>	<b>47.2%</b>	<b>\$ 23,274,645</b>

City of Milford, Delaware  
Interservice Department Expenditures: MTD and YTD Actual vs Annual Budget  
For the YTD Period Ended December 31, 2020

*50.0% of Year Elapsed*

Account / Divisional Groupings	FY'21 Budget	MTD Actual	YTD Actual	YTD Actual as % of Annual Budget	Unexpended Balance
<b>Interservice Departments</b>					
<b>Garage</b>					
Personnel	\$ 94,752	\$ 6,622	\$ 41,906	44.2%	\$ 52,846
Operation & Maintenance (O&M)	120,672	15,855	59,610	49.4%	61,062
Capital	-	-	-		-
<b>Subtotal: Garage</b>	<b>215,424</b>	<b>22,477</b>	<b>101,516</b>	<b>47.1%</b>	<b>113,908</b>
<b>Public Works</b>					
Personnel	727,521	54,824	309,060	42.5%	418,461
O&M	270,155	23,843	88,662	32.8%	181,493
Capital	216,773	-	-	0.0%	216,773
<b>Subtotal: Public Works</b>	<b>1,214,449</b>	<b>78,667</b>	<b>397,722</b>	<b>32.7%</b>	<b>816,727</b>
<b>Tech Services</b>					
Personnel	249,059	19,604	122,561	49.2%	126,498
O&M	445,181	56,786	185,658	41.7%	259,523
Capital	-	-	-		-
<b>Subtotal: Tech Services</b>	<b>694,240</b>	<b>76,390</b>	<b>308,219</b>	<b>44.4%</b>	<b>386,021</b>
<b>Billing &amp; Collections</b>					
Personnel	662,726	46,422	281,817	42.5%	380,909
O&M	282,655	19,134	106,474	37.7%	176,181
Capital	49,500	6,613	20,479	41.4%	29,021
<b>Subtotal: Billing &amp; Collections</b>	<b>994,881</b>	<b>72,169</b>	<b>408,770</b>	<b>41.1%</b>	<b>586,111</b>
<b>City Hall Cost Allocation</b>					
O&M	70,620	5,343	22,868	32.4%	47,752
Capital	-	-	-		-
<b>Subtotal: City Hall Cost Allocation</b>	<b>70,620</b>	<b>5,343</b>	<b>22,868</b>	<b>32.4%</b>	<b>47,752</b>
<b>Interdepartmental Cost Allocation</b>	<b>\$ (3,189,614)</b>	<b>\$ (255,046)</b>	<b>\$ (1,239,095)</b>	<b>38.8%</b>	<b>\$ (1,950,519)</b>
<b>Net Interdepartmental Costs<sup>1</sup></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>

<sup>1</sup>All costs reported here are allocated to and entirely funded by the various departments that use the services provided internally by these shared departments.

**Delaware Department of Transportation**  
**Traffic Alert -January 29, 2021**  
**Office of Community Relations**  
**Contact: Kathryn Beasley, Community Relations Officer**  
**Phone: (302) 760-2075**  
**Email: [Kathryn.Beasley@delaware.gov](mailto:Kathryn.Beasley@delaware.gov)**

**Maintenance of Mispillion Drawbridge Will Require a Portion of Rehoboth Boulevard to be Closed**

**Traffic Information:** DelDOT announces to motorists that the drawbridge over the Mispillion River will be closed on Rehoboth Boulevard between Northeast Front Street and Route 36/Cedar Beach Road. The closure is necessary for the maintenance of the drawbridge.

The road closure will occur at 7 a.m. on February 15, 2021 and will reopen to traffic at 11 p.m. on February 19, 2021, pending weather.

Detour Routes:

Motorists traveling south on Rehoboth Boulevard will be detoured west on Northeast Front Street to North Walnut Street southbound to Southeast Front Street. Motorists will continue back east on Southeast Front Street and return to Rehoboth Boulevard.

Motorists traveling north on Rehoboth Boulevard will be detoured west on to Southeast Front Street to North Walnut Street and turn right onto to Northeast Front Street. Motorist will turn right eastbound on Northeast Front Street and back to Rehoboth Boulevard.

Detour signage will be posted for motorists.



STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES AND  
ENVIRONMENTAL CONTROL

DIVISION OF FISH & WILDLIFE  
RICHARDSON & ROBBINS BUILDING  
89 KINGS HIGHWAY  
DOVER, DELAWARE 19901

MOSQUITO CONTROL  
SECTION

PHONE  
(302) 739-9917

January 28, 2021

Mark Whitfield  
City of Milford  
201 South Walnut Street  
Milford, DE 19963

**Re: Do you want State Mosquito Control services in your municipality this year?**

Dear City Manager,

It's now time for you to think about the start of another mosquito control season, involving our program now inquiring about whether your city or town might again want to receive (or might newly want to receive) the State's mosquito control services for the upcoming year (2021). By mid-March, 2021 the **Delaware Mosquito Control Section** will once again start its statewide spring woodland control program (to control larval mosquitoes breeding in wet woodlands). We'll then be performing from early April into early November our usual range of other statewide efforts to control these pests and public health menaces, which can originate from coastal tidal marshes, freshwater wetlands, and within developed or domestic settings. As such, **we now want to know if your city / town wants to participate in our control program for the upcoming year**, and to receive at no cost to your municipality the State's mosquito control services.

**Potential problems if for some reason you choose not to sign up**

In addition to our usual concern for mosquito nuisance problems and their quality-of-life and economic impacts (for local economies based on tourism, outdoor recreation, hosting outdoor events, animal husbandry), plus our traditional concern for possible transmission to humans or horses of highly virulent Eastern Equine Encephalitis (EEE), this upcoming season also carries the specter for the quite probable continued occurrence of a relatively new mosquito-borne disease problem given much publicity over the past 20 years or so, being West Nile Encephalitis (WNE), which also affects both humans and horses. While WNE might not be as sickening or deadly a problem as EEE, it will probably more frequently occur, and still be quite problematic for some people who contract this virus. We are now also on the lookout in Delaware for a recent mosquito-borne disease to hit the country affecting people, being chikungunya virus that first came to the Western Hemisphere in December, 2013 in the Caribbean, and for which Delaware the past seven summers has had a few imported cases of this disease brought back by travelers to the Caribbean and Central or South America, but fortunately not yet any locally-transmitted chikungunya. The newest mosquito-borne disease that has now landed at our doorstep five years ago by way of South America and the Caribbean, having many characteristics similar to chikungunya including being a recent import from the Old World, but now with an additional concern for pregnant women in possibly leading to microcephaly and other development issues among newborns, is Zika virus. Fortunately to date, we've had no

locally-transmitted cases of Zika, and we're working hard to see this doesn't occur, whereby your hopeful cooperation and participation in our mosquito control program then also helps.

It's important to understand that if at this time your municipality chooses not to participate in the Section's program, then in event of your sudden change of mind, perhaps due to intolerable nuisance or disease problems sometime during the upcoming year, the Section might *not* be able to take control actions until all the agreements and procedures contained herein are fulfilled by your municipality. This can then slow down, or even preclude, the Section's ability to take or deliver timely response actions.

### **What you need to do to participate**

In order to best serve the public, the Delaware Department of Natural Resources and Environmental Control (DNREC) has developed and adopted its **Mosquito Control Spray Policy** to govern applications of insecticides, with particular emphasis on the spraying of aerially- or ground-applied adulticides (insecticides to kill adult mosquitoes), and to a lesser degree for aerially- or ground-applied larvicides (insecticides to kill immature mosquitoes in their aquatic stages), within incorporated cities or towns. Aerial spraying of adulticides or larvicides might be done by fixed-wing aircraft or by helicopter. Ground application of adulticides will be done by truck-mounted sprayers (a.k.a. "foggers"). Ground application of larvicides might be done by truck-mounted sprayers, backpack sprayers, or hand tosses. We are not requesting your endorsement for our ability to undertake ground applications of larvicides, but we are for all types of aerial spraying for adulticiding or larviciding, as well as for ground applications of adulticides.

The Spray Policy requires annual consent by municipalities before the Section will undertake certain types of needed insecticide spraying within a city or town's jurisdictional boundaries; provides for contact persons to represent both the municipality and the State; allows through a municipality's own devices for identification of human health-related "No-spray zones" for adulticides (if any); and addresses mosquito control in event of a declared public health emergency. This annual consent can be indicated by completing and returning to the Section the enclosed "**Municipality Endorsement**" form. There is also the option on the endorsement form to indicate that your city or town does not wish to participate. We would greatly appreciate your returning the endorsement form in either case. Without receiving the endorsement signed in some manner by the time requested, the Section will assume that your city or town does **not** wish to participate in the upcoming year's control program.

Please note that just by your signing and returning the Municipality Endorsement form it does **not** mean that you then automatically receive **all** of our mosquito control services whenever needed without any further actions on your part. Converse to this and as a specific exception (exclusive of a public health emergency that Mosquito Control might recognize), and as described in our Spray Policy (see Section III-4), **each and every time** that you want Mosquito Control to undertake any adulticide spraying (to control adult mosquitoes), done by us either via ground-based or aerial applications within or over areas in your municipality's jurisdiction, **your municipality's designated Mosquito Control contact person** (as you will have indicated on the Municipality Endorsement form, or alternatively it could be some other appropriate city or town official) **must contact the Mosquito Control Section to request such adulticiding**. Please note that there can be occasions when we might recommend to your city or town that such type of spraying be undertaken (based on technical information that our program collects), and whereby we advise you that your municipality should then officially request that we take such spray actions. However, in many instances it will be more a matter of your first contacting us on an **event-by-event** basis that you want Mosquito Control to apply adulticides (which could be determined by your municipality as being necessary or desirable for us to undertake via several avenues, such as your hearing from your citizens or constituents about intolerable local mosquito infestations, or by other means or devices that your city or town might have at your disposal).

The Mosquito Control Section also requires all participating municipalities **to prepare and sign a waiver on official city / town letterhead** permitting spray applications by low-flying aircraft, in order to comply with Federal Aviation Administration (FAA) regulations, and return such to us when done. Additionally, we have

included a map of your city / town's area **for your municipality to delineate its current incorporated boundaries**; and for you **to also indicate and delineate requests for human health-related adulticide No-spray Zones (if any)** in regard to adulticide aerial spraying, adulticide ground spraying, or both. In regard to requesting any human-health-related adulticide No-Spray Zones, you will then also have to follow-up with additional information when making such requests in accordance with our Mosquito Control Spray Policy.

### **Information about the products we use**

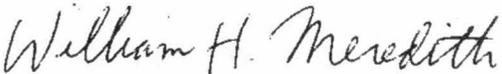
We have provided a link to Dropbox.com (an online file hosting service) which contains insecticide product labels and Safety Data Sheets (SDS) for the insecticides mentioned in our Spray Policy; these constitute the range of products that we might use this upcoming season. [Please view these product labels and SDS here: <https://tinyurl.com/MC-Products-2021>; and our Mosquito Control Spray Policy here: <https://tinyurl.com/MC-Spray-Policy-2021>.] These written materials, although technical in nature, can provide a wealth of information to any concerned individuals regarding an insecticide's safety for human health, wildlife, or the environment. We only use EPA-registered products for the purpose at-hand, safely done in full accordance with federally-approved label instructions. Please note that we also send our Spray Announcements to you throughout the control season via e-mail, and that you can also receive notice of this via our new Spray Zone Notification System (SZNS), with more details about the latter in our Spray Policy. We have also included a copy of our public information handout "Mosquito Control in Delaware," which you can reproduce and use however you see fit.

If your city or town wishes to participate in the Section's mosquito control program next season, please sign and return **by no later than COB on Friday, March 5, 2021**:

1. the enclosed Municipality Endorsement;
2. an FAA waiver letter giving us permission to aerially spray over your city / town, written on your municipal letterhead;
3. the enclosed Municipality Boundary Map, where you have drawn your municipality's current boundaries along with any changes since last year, or have indicated any requested No-spray Zones.

Your response, no matter where in Delaware you might be located, should be emailed to [Mosquito.Control@delaware.gov](mailto:Mosquito.Control@delaware.gov) or mailed to **Delaware Mosquito Control Section, 1161 Airport Road, Milford, DE 19963 (attn: Anne Newlin)**. If you have any questions, please call me at 302-739-9917. Thank you for your cooperation.

Sincerely,



William H. Meredith, Ph.D.  
Environmental Program Administrator  
Delaware Mosquito Control Section

Encl: Dropbox link to Mosquito Control Spray Policy: <https://tinyurl.com/MC-Spray-Policy-2021>  
Dropbox link to product labels and Safety Data Sheets (SDS): <https://tinyurl.com/MC-Products-2021>  
Municipality Endorsement form (to be signed and returned)  
"Mosquito Control in Delaware" (an informational handout)  
Municipality Boundary Map (to indicate municipal boundaries and return)

## MUNICIPALITY ENDORSEMENT

### MOSQUITO CONTROL SPRAY POLICY

A. I hereby certify that the **City of Milford** has received from the Delaware Mosquito Control Section (MCS) for the year **2021** a copy of the Mosquito Control Spray Policy, along with electronic product labels and Safety Data Sheets (SDS) for the insecticides mentioned in the Spray Policy via Dropbox.com at <https://tinyurl.com/MC-Products-2021>.

B. On behalf of the City / Town in regard to participating in and permitting the Section's mosquito control spray activities to occur this year (from March through mid-November) within our jurisdictional boundaries: (please check one):

\_\_\_\_\_ I agree to allow MCS to undertake its spraying activities within the City / Town to be done in adherence to and per provisions of the Mosquito Control Spray Policy.

OR

\_\_\_\_\_ I do not request the Section's mosquito control spray services this year within City / Town boundaries.

C. In event of agreeing to participate and permit mosquito control activities within the City / Town, I have enclosed:

- 1) a Municipality Boundary Map showing the current boundaries along with any changes since last year, as well as identifying and delineating on the map any requested human health-related No-spray Zones (if any), but which will then require further follow-up on my part in accordance with your Mosquito Control Spray Policy;
- 2) a signed waiver prepared on official City / Town letterhead permitting spray applications by low-flying aircraft.

D. In event of agreeing to participate and permit mosquito control spraying within the City / Town, the municipal contact person is \_\_\_\_\_ at phone number \_\_\_\_\_ and e-mail address \_\_\_\_\_.

As a second municipal contact, his/her alternate is \_\_\_\_\_ at phone number \_\_\_\_\_ and e-mail address \_\_\_\_\_.

E. Please note that the Mosquito Control Section will send Spray Announcements to the provided e-mail addresses, as warranted, throughout the control season. For further details on the Spray Zone Notification System (SZNS), please see the Mosquito Control Spray Policy.

\_\_\_\_\_  
(Signature of municipal official)

\_\_\_\_\_  
(Title of municipal official)

\_\_\_\_\_  
(Date)

*Please return endorsement, updated map, and FAA waiver by **Friday, March 5, 2021**:  
electronically to [Mosquito.Control@delaware.gov](mailto:Mosquito.Control@delaware.gov) or via mail service to  
Delaware Mosquito Control Section, c/o Anne Newlin, 1161 Airport Road, Milford, DE 19963*







# Mosquito Control in Delaware

The Mosquito Control Section of the Department of Natural Resources and Environmental Control's Division of Fish and Wildlife is the agency responsible for reducing mosquito populations in Delaware without adversely affecting human health or the environment. Currently the Section maintains operational offices in Newark and Milford.

The Mosquito Control Section utilizes an Integrated Pest Management program which combines chemical, biological, and physical control measures. Control of larvae is usually more effective than widespread adult control since the larvae are concentrated in smaller, well-defined aquatic habitats. Biological control of larvae is best achieved through water management projects which provide mosquito consuming fish access to mosquito breeding sites. If larval control methods are successful, the need for adult control is greatly reduced or eliminated.

Mosquito nuisance levels are monitored via public complaints, field inspections, and automated traps. Control measures are initiated when mosquito populations reach nuisance levels or mosquito-transmitted diseases are detected. Blood or tissue samples are taken from caged chickens exposed to biting mosquitoes and specific species of dead wild birds (contact Mosquito Control for the current list of accepted species) to determine the presence of viral organisms which can be transmitted to humans or animals

by the bite of mosquitoes.

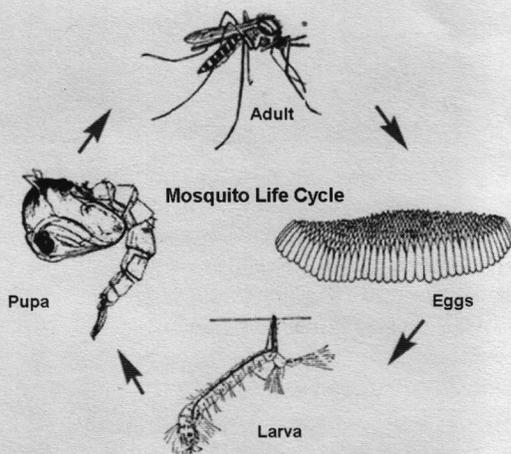
Insecticides are strategically applied using ground or aerial equipment to control adult or larval (immature) mosquitoes. All insecticides used by the Mosquito Control Section are registered by the Environmental Protection Agency (EPA) for mosquito control and applied according to EPA approved label instructions. The EPA has determined that these products can be used without posing unreasonable risks to human health, wildlife, or the environment.

## The following topics are discussed in detail:

- **Mosquito Biology** - life cycle and habitats of mosquitoes
- **Mosquito Sampling Programs** - techniques used to measure mosquito abundance and the presence of mosquito transmitted diseases
- **Mosquito Control with Insecticides** - types of insecticides used to control mosquitoes
- **Biological Mosquito Control Using Water Management** - reducing larval mosquito populations using water management techniques which promote natural mosquito control

## Mosquito Biology

Mosquitoes are a diverse group of insects closely related to flies, with at least 57 mosquito species occurring in Delaware. Male and female mosquitoes feed mainly on flower nectar for energy. Only female mosquitoes bite,



**Mosquito life cycle**—Clockwise from right—egg raft on water surface, larva, pupa, and adult. Some species lay their eggs on standing water, while other species lay eggs on moist mud. (Image used with permission from Ohio State University Extension.)

drawing blood with piercing and sucking mouthparts to enable egg production. Most species are fairly specific in their biting preferences (e.g., some bite only amphibians, some only birds, while others only mammals such as horses or humans) and some will feed on a combination of animals.

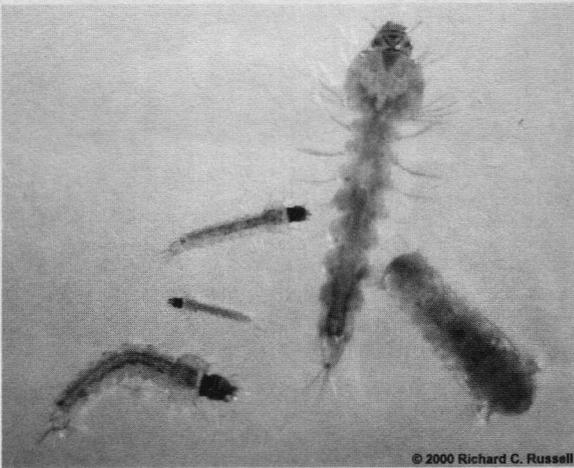
All mosquito species require water to complete their life cycles from egg to adult. All life stages except the adult are aquatic. Eggs are deposited on water or on moist soil near water. Eggs deposited on moist soil hatch when flooded by water. Mosquitoes develop through four larval stages, progress to a pupal stage (the final stage before adult emergence), and finally emerge as adults. The process from egg to adult can take as little as five days during hot weather and up to as long as a month or more in cool weather. The mosquito season in Delaware starts in March and can extend through November, with adults most abundant from April through September. Some species can produce 10 generations per year.

Mosquitoes utilize a wide variety of aquatic habitats as breeding sites, with individual species usually restricted to a specific habitat. Stagnant water isolated from mosquito predators is ideal breeding habitat. Salt and fresh water marshes, flooded woodlands, and various habitat associated with human occupation (e.g., old tires, clogged rain gutters, and blocked drainage ditches) are the principle mosquito breeding habitats in Delaware. Each habitat produces a

unique group of mosquito species.

Variations in rainfall patterns influence mosquito population levels. Mosquitoes which deposit eggs directly on water (e.g., *Culex* and *Anopheles* species) are most abundant after periods of high rainfall. Rainfall also affects quantities of floodwater species on fresh water marshes. The abundance of the saltmarsh mosquito (*Aedes sollicitans*) is dependent on both tidal flooding and rainfall patterns. Saltmarsh mosquito populations are lowest when weather or astronomical conditions prevent flooding of high marsh areas where eggs have been deposited. The greatest production occurs when rainfall or higher than normal tides flood high areas of the salt marsh after a dry period.

Some mosquito species remain close to their breeding areas after emerging as adults while others, such as the saltmarsh mosquito, can fly up to 40 miles from their larval development areas.



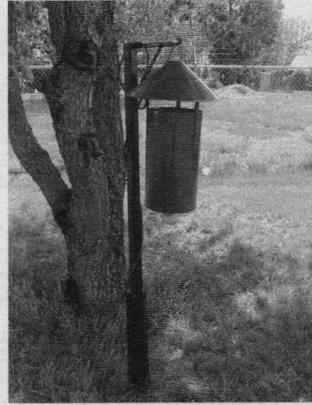
*Larval instars—four larval instars (growth stages) are represented above along with the final stage, the pupa (on right).* (Image used with permission from The Department of Medical Entomology <http://medent.usyd.edu.au>.)

## Mosquito Sampling Programs

Accurate monitoring of mosquito population levels is essential to the timely and effective control of mosquito outbreaks. Vigilant sampling of larval (immature) mosquito populations provides data which assist in timing insecticide applications to control larvae before emergence as biting adults. Information on larval densities, age, species, and percent of the area breeding mosquitoes is used in determining where and when insecticide treatment is required. Estimates of adult female mosquito abundance are made by counting the number of mosquitoes landing on Mosquito Control inspectors during one minute. Automated light traps which attract and collect adult mosquitoes are also utilized throughout the state to determine levels of adult mosquito infestation. Chemical control measures are initiated when sampling indicates high populations of adult mosquitoes known to bite humans.

In addition to measuring mosquito nuisance levels, the Mosquito Control Section also monitors for the presence of diseases which can be transmitted by mosquitoes to humans or animals. Of primary concern are Eastern Equine

Encephalitis (EEE) and West Nile virus (WNV), both potentially deadly viruses which infect the brain of susceptible birds and mammals (e.g., horses and humans). Within the human population, the elderly are the most at risk. Mosquitoes contract both viruses by feeding on an infected wild bird and later transmit the virus while feeding on another animal.



*A "New Jersey" style light trap for monitoring adult mosquitoes. A light to attract the mosquitoes is under the funnel and a fan near the top directs mosquitoes into a collection jar at the bottom.*

EEE and WNV levels are monitored by Mosquito Control using several techniques. In June, caged chickens are distributed throughout the state and exposed to biting mosquitoes for the purpose of disease surveillance. These sentinel flocks remain in the field until early November. Weekly blood samples are collected from the chickens and analyzed for the presence of EEE and/or WNV by the Division of Public Health laboratory. Certain species of dead wild birds are also tested for WNV. Mosquito species known to transmit these viruses are sometimes analyzed as well. When Mosquito Control's monitoring programs document the presence of EEE and WNV, control measures are initiated in order to minimize the chance of human infection. Horses can be protected from both viruses with vigilant vaccination.

Canine heartworm, a disease fatal to dogs, is circulated within the dog population by biting mosquitoes. The Mosquito Control Section does not monitor heartworm levels in the mosquito population. Dog owners are encouraged to protect their pets from heartworm by administering preventative medications year-round.

## Mosquito Control with Insecticides

Insecticides used for mosquito control are grouped into two categories. Larvicides are used in aquatic habitats to control immature (larval) mosquitoes. Adulticides are applied to the air to control adult mosquitoes. All insecticides used by Mosquito Control are registered by the U.S. Environmental Protection Agency and pose no unreasonable risk to human health, wildlife, or the environment when used as directed.

Larviciding is the most efficient and effective method of controlling mosquitoes since the larvae are concentrated in relatively small breeding areas. Larvicides are applied to primary mosquito breeding habitats within Delaware before the larvae emerge as adults. The primary breeding habitats found in Delaware are salt marshes, fresh water wetlands,

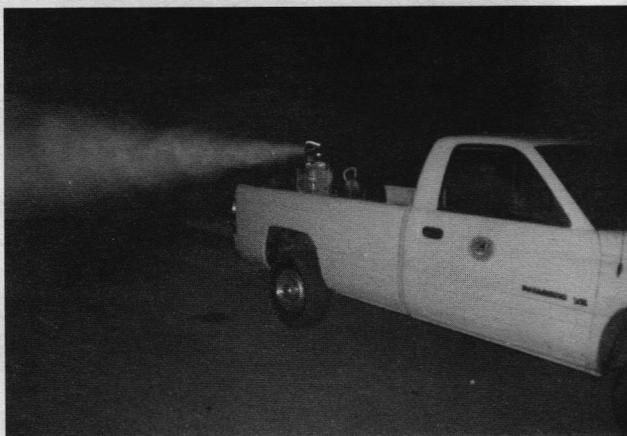
wet woodlands, and roadside ditches. Larviciding is accomplished in small areas using hand-held or truck-mounted equipment. Larger tracts of land are treated using helicopters or airplanes. Methoprene, Bti, and temephos are currently the principle larvicides used by Mosquito Control. These products are environmentally compatible due to the rapid "breakdown" of the product.



*Fixed-wing aircraft are used to apply insecticides when vast expanses of marsh, woods, or developed areas need treatment.*

Control of adult mosquitoes becomes necessary if larviciding is ineffective or not accomplished due to weather. Truck-mounted "foggers" are used to apply adulticides in relatively small areas such as housing developments. Airplanes are used to apply adulticides over large areas such as towns or rural areas when necessary.

The adulticide compounds currently used in Delaware are naled and synthetic pyrethroids. These products are short-lived and must be reapplied for each adult mosquito infestation. Adulticiding is generally more costly than larviciding because adulticide applications are usually performed over larger areas.



*Adulticides are applied by a truck-mounted "fogger" in residential areas.*

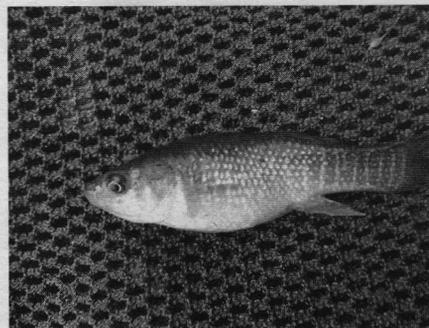
The Mosquito Control Section evaluates new mosquito control insecticides as they become available. New products must provide consistent control of mosquitoes, be environmentally compatible, non-hazardous to humans, and cost effective. If new products meet these requirements, they are considered for possible use by the Section in its battle against mosquitoes in Delaware.



*Helicopters are used to apply insecticides when small or localized areas must be treated. They are also a valuable tool for checking remote suspected mosquito breeding areas.*

## Biological Mosquito Control Using Water Management

Biological control is a natural form of pest control. The Mosquito Control Section enhances the biological control of larval mosquitoes by installing water management systems in mosquito breeding areas. Mosquito Control uses water management systems to manipulate water levels in order to interrupt mosquito life cycles before the larvae emerge as adults. Water management systems control mosquitoes by altering mosquito breeding sites so they are unsuitable for egg and larval development and/or by providing access for larvae-consuming fish to mosquito breeding sites. Mosquito fish (*Gambusia holbrooki*) readily consume mosquito larvae and can sometimes be stocked and established in areas that have low predatory fish populations. Biological control provides more permanent mosquito control than chemical insecticides, resulting in a substantial reduction in insecticide applications and costs. Water management projects are a part of the Mosquito Control Section's Integrated Pest Management (IPM) program. The IPM program utilizes a combination of mosquito control methods resulting in effective and efficient mosquito control operations.



*Saltmarsh killifish are natural predators of mosquito larvae. They are abundant in tidal wetlands, but access to mosquito breeding locations is often restricted.*

Each type of mosquito breeding area requires specialized water management techniques. Open Marsh Water Management (OMWM) is the preferred technique in salt marshes and involves selective excavation of ponds and ditches in mosquito breeding areas. Mosquito control is achieved in OMWM treated areas by modifying mosquito



*The amphibious rotary excavator is used to selectively create ponds and ditches in salt marshes for biological mosquito control. Broadcasting of spoil over the marsh surface as a thin slurry permits rapid re-growth of the original vegetation.*

breeding sites and by providing predatory fish access to mosquito breeding areas. Marsh areas treated with OMWM can control mosquito larvae for 15 or more years. OMWM treated areas also provide new habitats for a variety of fish and wildlife species.

Impoundments are another water management technique that have been used to lessen mosquito production in marsh areas. Impoundments are created by enclosing marsh areas with an elevated, earthen dike or levee. A water control structure is often installed in this dike to allow for manipulation of the water level within the impoundment. Floodwater mosquito production can be largely reduced by permanently flooding the impounded area thus making it unsuitable egg-laying habitat for floodwater mosquito species. Mosquitoes which deposit their eggs on the water surface can be controlled by fish living within the impoundment. While new impoundments are currently not being constructed, existing impoundments are being managed to control mosquitoes and to benefit many fish and wildlife species.

Individual homeowners can assist the Mosquito Control Section by eliminating mosquito breeding sites around the home which retain rainwater (e.g., clogged rain gutters, discarded tires, abandoned containers, and neglected bird baths). Concerns regarding persistent wet areas on property should be directed to appropriate drainage agencies.



*Man-made containers that hold water, such as discarded tires, create prime mosquito breeding habitat.*

## Checklist of Possible Mosquito Sources Around the Home:

### *Sources and remedies*

- **Ornamental ponds** - stock with fish, remove excess emergent vegetation
- **Swimming pools** - remove water from pool cover, keep chlorinated and filtered
- **Bird baths** - change water once a week
- **Rain gutters** - keep clear of debris so that water can drain
- **Containers** - remove, cover, invert, or dump regularly

It can take less than one week for mosquitoes to complete their life cycle; therefore water must be removed or changed weekly.

Other examples of typical items around the yard that easily collect water include the following: wheel barrows, flower pots, tires, buckets, toys, boats, tarps, pet dishes, troughs, trash cans and lids, children's wading pools, and lawn ornaments.

You can protect your family and neighbors from pesky mosquitoes and potential mosquito-borne diseases by diligently monitoring these items. Container breeding species do not fly far and can be the source of mosquitoes for an entire neighborhood.

## Personal Protection Measures

- Apply repellent containing DEET according to the label's directions.
- Wear long-sleeved shirts and long pants.
- Avoid being outdoors during peak mosquito activity (from dusk to dawn).
- Ensure that all window and door screens are secure and functional.

### For additional information contact:

Mosquito Control Section  
Delaware Division of Fish & Wildlife  
89 Kings Highway  
Dover, DE 19901

### Telephone:

**Northern Delaware - (302) 836-2555**  
**Southern Delaware - (302) 422-1512**

### Website:

[www.de.gov/mosquito](http://www.de.gov/mosquito)



Date: February 8, 2021  
To: Mayor and City Council  
Through: Mark Whitfield, City Manager  
Mike Svaby, Public Works Director  
From: James Puddicombe, City Engineer  
Re: Mispillion Street Group 2020, Project Number: 2020-ST-001

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

Municipal Street Aid: \$514,440.16  
Water Reserves: \$139,327.92  
Sewer Reserves: \$28,617.92

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

We recommend amending the contract with Diamond Materials a Limited Liability Company in the amount of \$94,954.00 allowing the additional work to be performed under the existing project.

Recommendation: We recommend Council amend the contract with Diamond Materials a Limited Liability Company to increase the contract to \$777,340 with \$514,440.16 from Municipal Street Aid, \$234,281.92 from Water Reserves and \$28,617.92 from Sewer Reserves.



## Section 10: AGREEMENT

THIS AGREEMENT, made this 8th day of February, 2021, by and between the City of Milford, hereinafter called "OWNER", and Diamond Materials, doing business as a Limited Liability Company, hereinafter called "CONTRACTOR".

WITNESSETH; that for and in consideration of the payments and agreements herein after mentioned:

- A. The CONTRACTOR will commence and complete the **Mispiration Street Group 2020 PROJECT, CONTRACT No. 2020-ST-001**
- B. The CONTRACTOR will furnish all of the materials, supplies, tools, equipment, labor and any other services necessary for the construction and completion of the PROJECT described herein.
- C. The CONTRACTOR will commence the WORK required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete all work within 90 consecutive calendar days thereafter.
- D. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the total sum of \$777,340, as shown in the BID schedule and Change Order Request.
- E. The term " CONTRACT DOCUMENTS " includes the following:
  - 1. INVITATION TO BIDDERS
  - 2. INFORMATION FOR BIDDERS
  - 3. BID FORM
  - 4. BID BOND
  - 5. AGREEMENT
  - 6. NOTICE OF AWARD
  - 7. NOTICE TO PROCEED
  - 8. PERFORMANCE BOND
  - 9. PAYMENT BOND
  - 10. GENERAL CONDITIONS
  - 11. SPECIAL CONDITIONS
  - 12. SUMMARY OF WORK
  - 13. MEASUREMENT AND PAYMENT
  - 14. TECHNICAL SPECIFICATIONS
  - 15. APPENDICES
  - 16. CONSTRUCTION DRAWINGS
  - 17. ADDENDA
  - 18. CHANGE ORDER REQUEST
- F. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions, such amounts as required by the CONTRACT DOCUMENTS.
- G. This AGREEMENT shall be bonding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

H. This AGREEMENT shall supersede the previous agreement dated 24 August 2020.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized official, this Agreement in three (3) copies, each of which shall be deemed an original on the date first above written.

CONTRACTOR

\_\_\_\_\_  
Attest

\_\_\_\_\_(SEAL)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Commission Expires

CITY OF MILFORD

\_\_\_\_\_  
Attest/City Clerk Teresa K. Hudson

\_\_\_\_\_(SEAL)  
By: Mayor Arthur J. Campbell

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date Commission Expires

**Section 11: NOTICE OF AWARD**

To: Diamond Materials, Limited Liability Company

PROJECT: **MISPILLION STREET GROUP 2020 PROJECT, CONTRACT NO. 2020-ST-001**

The OWNER has considered the BID submitted by you for the above PROJECT in response to its INVITATION TO BIDDERS advertised July 22, 2020, and the INFORMATION FOR BIDDERS.

You are hereby notified that your BID has been accepted for items in the amount of \$777,340.

You are required by the INFORMATION FOR BIDDERS to execute the AGREEMENT and furnish the required CONTRACTOR'S PERFORMANCE BOND, PAYMENT BOND and CERTIFICATES OF INSURANCE within Ten (10) calendar days from the date of this NOTICE to you.

If you fail to execute said AGREEMENT and to furnish said BONDS and CERTIFICATES OF INSURANCE within Ten (10) calendar days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this 8th day of February, 2021.

OWNER: CITY OF MILFORD  
BY: Mark Whitfield  
TITLE: City Manager

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

\_\_\_\_\_  
(Business Name)

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

**Section 12: NOTICE TO PROCEED**

To: Diamond Materials, Limited Liability Company

DATE: February 15, 2021

**PROJECT:** MISPILLION STREET GROUP 2020 PROJECT, CONTRACT NO. 2020-ST-001

You are hereby notified to commence WORK, in accordance with the AGREEMENT dated 8th day of February, 2021, on or before March 15, 2020 and you are to complete the WORK within Ninety (90) consecutive calendar days thereafter. The date for completion of all WORK is therefore anticipated by June 13, 2021.

OWNER: CITY OF MILFORD  
BY: Mark Whitfield  
TITLE: City Manager

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

\_\_\_\_\_  
(Business Name)

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

To: Mark Whitfield, City Manager  
From: Louis C. Vitola, Finance Director  
Date: February 3, 2021  
Re: Energy Efficiency and Renewable Energy Initiatives

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### Energy Efficiency Recommendation

As you know, the City has been engaged with EfficiencySmart, an energy efficiency solutions provider, through its DEMEC/AMP membership for the last three years. EfficiencySmart has demonstrated that it has delivered over and above the service level expectations established in the City's selected "Basic Performance" package. The existing contract expires on February 28, 2021, and the City may re-enroll at the same service level for the same rate of \$0.90/MWh (\$0.0009/kWh), which is already incorporated (and will continue to be incorporated) into the City's wholesale billing rate going forward. The City has the option of enrolling in either of two "High Performance" service levels – one focusing on energy consumption reductions and the other focusing on peak demand reductions<sup>1</sup> – which would likewise be incorporated into the City's wholesale billing rate at an additional \$0.50/MWh (\$0.0005/kWh). A review of the options with respect to our wholesale and retail rate structures suggests that the High Performance service level should be selected with a focus on demand reduction. This would allow the continuation of the existing program aimed at energy efficiency awareness and load reduction through deeply discounted products and services directed to residential, commercial and industrial customers, while adding a demand reduction target to specifically reduce Milford's peak load, which will result in wholesale power cost reductions beyond the avoided kWh consumption alone. In addition to the economic benefit, the availability of professional resources and expertise go a long way with our commercial and industrial customers looking to build new or retrofit existing facilities. Further, a tested, viable energy efficiency program that has delivered verified results is meaningful to statewide elected officials who understand the value of the public power business model. For those reasons and more, I recommend we direct DEMEC to engage with EfficiencySmart/AMP for a three-year High Performance – Demand service level agreement on our behalf.

### Renewable Energy Recommendation

Another way to incentivize energy efficiency, as well as to promote and accelerate the deployment of renewable energy resources in the City, is an enhancement to the Green Energy Fund. Delaware Code requires that all electric utilities charge the base rate of \$0.000178 per kWh on all retail sales of electricity, with the option to elect an alternate rate equal to \$0.000356, the latter of which has been adopted for the vast majority of households in Delaware. Milford has billed residents at the base rate of \$0.000178 since the program was first mandated, collecting an average of about \$3,500 per month. The funds may be used by the City for community-wide initiatives to promote energy projects that ultimately result in a return to ratepayers in the form of lower power costs. For instance, our recent LED lighting project will have a vastly accelerated payback period thanks in part to Green Energy funding, which will result in lower maintenance and power costs for public facilities, which in turn will reduce the rate requirement to the benefit of all ratepayers. I strongly recommend we progress to the rate of \$0.000356/kWh, which will increase the green energy contribution to about \$7,000 per month. Note that green energy funding can be used to repay cash-funded or debt-funded projects. If components of the new Police Facility meet energy efficiency or renewable energy requirements, the associated debt service or internal cash-funded costs of those components can be repaid with the stream of green energy funds. The utilization of \$5,000 to \$7,000 in green energy funding per month on eligible components of the Police Facility would allow the City to carve out approximately \$1.60 to \$2.25 million in eligible project costs that would relieve \$0.007 to \$0.009 per \$100 of Assessed Value from the rate increase related to the Facility.

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<sup>1</sup> A third "Enhanced" option maximizing efforts on both energy and demand reductions is also available but is not recommended at this time due to the aggressive targets and higher cost.

## Neutral Funding

The City's 2021 wholesale electric rate changed incrementally versus 2020, resulting in a Purchased Power Cost Adjustment (PPCA) credit of \$0.000641/kWh effective with the upcoming February billing cycles. The PPCA<sup>2</sup> is a critical mechanism in the City's Electric Tariff that automatically passes changes in the variable cost of wholesale power equally to all service classes on a monthly basis to ensure that the electric fund margin is maintained at levels prescribed by the prevailing retail rate design. The PPCA credit, or rate reduction, of \$0.000641/kWh was calculated by the City's cost of service / utility rate consultants. The Energy Efficiency (\$0.000500/kWh) and Renewable Energy (\$0.000178/kWh) recommendations, if approved, would almost perfectly offset the PPCA to an immaterial level, such that the PPCA could remain neutral at the existing rate of \$0.0000/kWh throughout 2021. In other words, we are able to achieve both initiatives without impacting 2021 electric rates and without using any internal source of budgetary funding or reserves.

## Summary of Recommendations

I recommend Council provide staff the authority to direct DEMEC to extend the EfficiencySmart agreement for a second term of three (3) years at the service level of "High Performance – Demand" at the incremental rate of \$0.50 per MWh.

I recommend that City Council approve the enclosed resolution to amend the Electric Tariff to establish the Green Energy rate at \$0.000356 per kilowatt-hour (kWh) for all rate classes effective March 1, 2021.

cc: Billing and Customer Service Department  
Finance Department

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<sup>2</sup> [Milford City Code, Appendix B –Electric Rules and Regulations – Section 19 – PPCA](#)

# City of Milford



## RESOLUTION 2021-04 GREEN/RENEWABLE ENERGY FUND PROGRAM

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

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Milford to be affixed this 8<sup>th</sup> day of February 2021.

Mayor Arthur J. Campbell

Attest:

City Clerk Teresa K. Hudson

PARKS & RECREATION DEPARTMENT  
207 Franklin Street  
Milford, DE 19963



PHONE 302.422.1104  
FAX 302.422.0409  
www.cityofmilford.com

## MEMO

TO: Mayor and Council

CC: Mr. Mark Whitfield  
City Manager

FR: Brad Dennehy  
Dir. Parks & Recreation

DA: February, 3<sup>rd</sup> 2021

RE: Guardrail repairs on Riverwalk Greenway

Mayor and Council,

As you are aware there has been a section of guardrail along the Riverwalk Greenway which has required a significant amount of emergency repair work. Over the last few months we have consulted with a local contractor to establish the best method of repair.

In looking at the repairs we were originally going to undertake, in the interest of public safety we now feel the original scope of work needs to be extended. What originally was going to be just some post removal and replacement, will now be the removal and replacement of 25 posts, powder coating of the corresponding sections of guardrail and some associated concrete repair (approximately 140' of guardrail).

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

With Mayor and Councils approval I would recommend we used the balance of those funds to pay for the emergency guardrails repair in the amount of \$17,903.25.

As always, if you require further information please don't hesitate to contact me.

Thank you.

# ESTIMATE

## Milford Parks & Rec. Maintenance

602 N Walnut Street  
Milford, Delaware 19963

(302) 242-2816

### **SAMUEL J PASSWATERS, III**

715A S WASHINGTON ST  
MILFORD, DE 19963

Phone: (302) 422-1061

Email: [sjp3gencon@aol.com](mailto:sjp3gencon@aol.com)

Estimate #            REPLACE FENCE POST

Date                            01/28/2021

Business / Tax #            51-0286955

### **Description**

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WORK WILL BE PERFORMED ON THE RIVER WALK, ON WEST SIDE ACROSS FROM SEC. ST. PLAYERS

SCOPE OF WORK: FENCE POST HAVE ROTTED FROM BASE

WE PROPOSES TO REMOVE RAILING FROM DAMAGED POST, SEND OUT HAVE RAIL SAND BLASTED, PRIMED AND POWDER COATED GLOSS BLACK

JACK HAMMER OUT EXISTING POST CONCRETE TO PREPARE FOR NEW POST AND CONCRETE

CUT NEW POST TO SIZE, DRILL RAIL HOLES , PRIME AND POWDER COAT.

SET POST AND CONNECT RAILINGS

PLUMB AND LEVEL POST AND RAILS BACK TO EXISTING SETTINGS.

POUR POST CONCRETE

ALL POST AND RAILS WILL BE SAND BLASTED, PRIMED AND POWDER COATED

CLEAN UP AREA AND REMOVE TRASH

WE HAVE LOCATED 25 DAMAGED POST THAT IS INCLUDED IN CONTRACT

STARTING FROM BRIDGE AND COUNTING 23 POST THIS IS WHERE WE END THE REMOVAL OF POSTS AND RAILS.

ALSO INCLUDE ARE TWO ADDITIONAL POSTS TO BE INSTALLED IN UPPER SECTION, THAT ARE DAMAGED

WE HAVE ALSO LOATED THREE AREAS AROUND THREE POST WHERE CONCRETE IS DAMAGED

WE PROPOSE TWO CUT 2'X2" AREA AND REMOVE OLD CONCRETE AND REPOUR

POST AND RAILS POWDER COAT BLACK GLOSS AS EXISTING LIGHT POST

ALL POST 1/4 IN" GALVANIZED THEY ARE 2"X 2" BOX AND WILL BE ONE GAGE THICKER THAN EXISTING, POWDER COATED.

RAILS WILL BE REUSED, SAND BLASTED, PRIMED AND POWDER COATED.

City of Milford to Provide temporary safety fence and material storage

City provide any needed equipment to keep public safe.

We will install temporary fence where we remove rails and post

City will close off walkways and work area in construction zone

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<b>Subtotal</b>	\$17,903.25
<b>Total</b>	<b>\$17,903.25</b>
<b>Deposit Due</b>	<b>\$6,000.00</b>

**Payment Schedule**

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Deposit (34%)	\$6,000.00
2nd payment half completed (31%)	\$5,500.00
3rd payment completed (36%)	\$6,403.25

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Milford Parks & Rec. Maintenance